



Lake Technical College

2017 - 2018

Master Plan of Instruction
Nursing Assistant Articulated

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

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LAKE TECHNICAL COLLEGE

Nursing Assistant (Articulated) Program

INTRODUCTION

Welcome to the Lake Technical College Health Science Education Department and the Nursing Assistant (Articulated) (aka Certified Nursing Assistant/CNA) program. Your future holds for you a rewarding and challenging health career!

This Master Plan of Instruction has been prepared to help you in orientation to the school and to become familiar with the requirements of the Nursing Assistant program. We will do everything in our power to make this educational experience both enjoyable and challenging. We believe that faculty and students have reciprocal rights and duties toward each other in the education process. We will strive to instruct, motivate, demonstrate, guide, and encourage the student, and facilitate learning; and, we believe the student must desire and seek knowledge, display professional behavior, demonstrate initiative by participating in his/her own learning and demonstrate understanding by giving a high quality of patient care.

Your faculty are licensed nurses with years of clinical experience. Please feel free to call on us for help at any time.

HEALTH SCIENCE EDUCATION MISSION

The mission of the **Health Science Education Department** is to prepare students to meet the health care needs of a growing and diverse population, while serving as productive members of our local, state, national, and international communities.

NURSING ASSISTANT PHILOSOPHY STATEMENT

We believe that nursing is an assisting science and art, which includes the promotion and maintenance of optimum health standards, as well as the care and rehabilitation of the sick and the teaching of appropriate health care. It is our belief that the CNA is an essential and distinct part of the health team. We further believe that qualified students may learn to become beginning practitioners in a variety of careers in the health field.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations or CNA practice. All facts and concepts drawn from physical, biological, and social sciences should be selected because of direct importance to the process of learning to assist patients.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that individuals who meet the legal requirements of the state together with potential for success and satisfaction are welcomed into this program.

We believe that Nursing Assistant education is a continuous process that carries on after completion of the program.

ADMISSIONS / CONTINUANCE REQUIREMENTS

Lake Technical College's admission policy for Nursing Assistant Articulated requires that applicants should be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office.

The Nursing Assistant Articulated program has the following minimum admission requirements. Students must:

1. Complete a Lake Technical College application.
2. Be at least 18 years of age and a senior in high school if dual enrolled.
3. Meet the definition of Good Moral Character and have the ability to perform Essential Physical and Emotional requirements
4. Submit proof of a negative two-step Tuberculin test and/or chest x-ray (within one year's time) and influenza. The flu vaccine is required during flu season (October 1 to March 31).
5. Submit a completed residency form with documentation to Admissions.
6. Have a negative drug screen (to be conducted) prior to attending clinicals.
7. Have a criminal background report without any felonies (to be conducted by LTC).
8. Show proof of accident insurance.

ESSENTIAL TRAINING TASKS

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks that have been established. Their performance is essential for success in the program.

Physical Requirements

- Ability to perform repetitive tasks
- Ability to walk the equivalent of 5 miles per day
- Ability to project audible verbal communications at a distance of 4 feet
- Ability to reach above shoulder level
- Ability to interpret audible sounds of distress
- Ability to demonstrate high degree of manual dexterity
- Ability to work with chemicals and detergents
- Ability to tolerate exposure to dust and/or odors
- Ability to adapt to shift work
- Ability to grip
- Ability to distinguish colors
- Ability to lift a minimum of 25 pounds and a maximum of 100 pounds
- Ability to bend a knee
- Ability to sit or stand for long periods
- Ability to perform CPR

Mental and Emotional Requirements

- Ability to cope with a high level of stress
- Ability to make fast decisions under high pressure
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to manage altercations
- Ability to concentrate
- Ability to cope with confrontation
- Ability to handle multiple priorities in a stressful situation
- Ability to assist with problem resolution
- Ability to work alone
- Ability to demonstrate high degree of patience
- Ability to adapt to shift work
- Ability to work in areas that are close and crowded

MORAL CHARACTER

According to Florida Statutes, CNAs must be screened through the Florida Department of Law Enforcement (FDLE) PRIOR to employment and must meet the standards of moral character. A history of the following offenses DISQUALIFIES a CNA from employment:

Murder	Incest
Manslaughter	Arson
Kidnapping	Prostitution
Obscene literature	Assault to a minor
Sexual battery	Vehicular homicide
Lewd and lascivious behavior	Lewd and indecent exposure
Child abuse/aggravated child abuse	Aggravated Assault
Abuse/neglect of disabled adult or elderly	Exploitation of disabled adult or elderly
False Imprisonment	Sexual performance by a child
Negligent treatment of children	Killing of unborn child by injury to mother
Fraudulent sale of controlled substance	Theft, robbery and related crimes if the offense is a felony
Prohibited acts of a person in familiar or custodial authority on a child	Relating to drug abuse prevention and control, if offense was a felony or if other person involved was a minor

BACKGROUND SCREENING - DRUG TESTING

The Agency for Health Care Administration (ACHA) requires all employees whose responsibilities may require them to provide personal care or services to residents/patients or have access to their living area or personal property to undergo a background screening. A student whose background screening reveals prior arrest incidents may be counseled regarding potential employment opportunities as well as the ability to complete the training program at LTC.

The healthcare profession recognizes that substance abuse among its members is a serious problem that may compromise the ability of the abuser and jeopardize the safety of patients entrusted to their care. The College, in its effort to maintain high standards of education and clinical practice and to comply with requirements mandated by cooperating clinical facilities, has implemented a drug-testing program. The purpose of the drug testing is to identify students who may be chemically impaired and unable to perform expected duties causing concern for the health and safety of the student and/or those under his/her care. If at any time during a pre-clinical screening, random screening or reasonable cause screening, a student

refuses to be tested, the student will be withdrawn from the program. If at any time the student's drug test is positive and has not been medically approved, the student will be withdrawn from the program.

INSURANCE

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance coverage may purchase the school accident insurance through Lake County Schools to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during school hours. Information regarding purchase of school accident insurance may be obtained from the College's Admission Office and at the "New Student Orientation".

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student, program chairperson and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

TUITION

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical if applicable.

CLASS SCHEDULE

Nursing Assistant Articulated is a 165-hour program. It includes Core and Nursing Assistant. All courses combine classroom hours and clinical hours. Classroom hours will be from 8:00 AM to 4:00 PM Monday through Thursday for day programs and 5:00 PM to 9:30 PM for evening programs. Hours of clinical instruction will vary and may start as early as 6:45am and end as late as 7:15pm. All schedules will be posted well in advance but are subject to change based on program and/or facility needs. It is important to note that clinical experience schedules are dependent upon the availability of appropriate personnel at the clinical site. As such clinical experience hours may be adjusted in order to meet the program requirements. Students will be notified well in advance if this is to occur.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the faculty at least one hour prior to the start of class or clinical or as soon as circumstances (i.e. auto accident hospitalization, etc.) safely allow students to contact the faculty. The student attendance policy for each postsecondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to log in and out in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended. Faculty are not expected to manually enter student attendance. Only one override is permitted for failure to log in or out. Therefore, failure of a student to log in and out may result in a documented absence. Logging in or out for another student or having another student log in or out is unacceptable behavior and may result in dismissal.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted except as approved by the Executive Director of Lake Technical College.

Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team. (SIT).

If a student has a pattern of absences that could lead to excess, a SIT meeting will be held as necessary to attempt to alleviate issues and to counsel the student of possible alternatives and consequences. Students who miss more than 10% of their program will not be allowed to complete the program without making up missed hours to meet the 90% attendance requirement. Students must write a formal appeal to the Executive Director in order to make up time. It is important to note that this may require the student to re-enroll the next semester and pay tuition for those hours. Only regularly scheduled class hours will be reported for attendance.

Lake Technical College's current school catalog, states, "The expectation of Lake Technical College is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech. Licensure program attendance policies are more rigid due to licensure requirements.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or professional skills grade and can result in termination from the program. Only regularly scheduled class hours will be reported for attendance.

Absence of 10.0 hours for Nursing Assistant will result in a written reprimand by the faculty and a meeting with the Health Science Department Chairperson with the understanding that the student:

- Will be placed on probation.
- May continue in the class provided he/she misses NO more than a total of 16.5 hours for Nursing Assistant.
- May return on a space available basis with the next class to make up missed time during the clinical section. The student will have to make up the time in scheduled 8- or 12-hour shift increments, even if the shift(s) exceed needed make-up time. Student will not be allowed to complete only a partial shift(s).
- Must reregister for the appropriate 8- or 12-hour clinical day(s) and pay accident insurance (if applicable), tuition and malpractice insurance.
- **NOTE: A full 40 hours of clinical experience is required for program completion.**

Notification of Absences

In an effort to develop appropriate work ethics, Lake Technical College students are expected to attend all class sessions. **A student who finds it necessary to be absent due to illness or emergency situations MUST notify the faculty no later than one hour before the start of class that day.**

Failure of notification will result in:

- a verbal reprimand at the first no-call, no-show.
- a written reprimand for the second no-call, no-show.
- a SIT meeting for the third no-call, no-show.

Tardiness

As in the workplace, students are expected to be in their seats promptly in the morning, after break, and after lunch/dinner. Students are expected to notify the faculty before the start of class of any anticipated tardies. Excessive tardiness will result in a SIT meeting and a Probationary Contract.

Excessive tardiness will impact grades and may result in an unsatisfactory knowledge, skills, and/or professional skills grade and termination from the program.

Probation

A student may be placed on probation when his/her academic grades, skills performance or attendance may jeopardize his/her ability to successfully complete the Nursing Assistant program. The purpose of probation is to formally notify the student and develop a plan to address and resolve any problems impeding his/her success.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre- and post-testing, lecture, web-based materials, demonstration and return, discussion, group interaction, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, individualized instruction, self-directed learning activity packages, clinical experience, field trips, textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, videotaped instructions, films, audio tapes, transparencies, guest speakers, board examples, and labs are among the teaching methods utilized.

Online Access

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty have a current, working email address for you. See your faculty for more information.

Social Media

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Evaluation

Evaluation of a student’s knowledge and skills include class performance, pre- and post-testing, unit examinations, practical test evaluation, required written and workbook assignments, clinical observation of performance objectives, decision-making, attendance, professional skills, and other methods are used for evaluation.

Clinical Experience

Students will receive clinical experience under the direct supervision of their faculty and/or preceptor. Clinical experiences will be at facilities within Lake and surrounding counties with whom Lake Technical College has formal contractual agreements. Students must have reliable transportation for clinical and home health experience.

GRADING PROCEDURE

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

GRADING SCALE FOR THE NURSING ASSISTANT ARTICULATED PROGRAM IS:

93-100	Outstanding Progress
85-92	Average Progress
77-84	Passing
< 77	Failing

Program grades are based on the three criteria: Skills, Knowledge, and Professional Skills. Each area counts as one-third of the grade and a 77% is required in each area.

KNOWLEDGE (33 1/3% of the grade)

The Knowledge grade is composed of written exams and assignments. An average Knowledge grade of 77% is required for successful completion of this program.

PROFESSIONAL SKILLS (33 1/3% of the grade)

The Professional Skills grade is based on personal appearance, attitude, attendance and punctuality. The Professional Skills grade will be determined according to the Professional Skills standards outlined below. An average Professional Skills grade of 77% is required for successful completion of this program.

Professional Skills

Effective professional skills are the cornerstone to successful employment. Students are expected to demonstrate productive professional skills during all phases of enrollment. Faculty will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts faculty to report concerns; notifies faculty of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/ and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

SKILLS (33 1/3% of the grade)

The Skills grade results from performance in the lab and clinical setting. A clinical performance evaluation is completed at the end of each course within the program. An average Skills grade of 77% is required for successful program completion.

Program Progress

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program within the number of hours stated in the Curriculum Framework (<http://www.fl DOE.org/workforce/dwdframe/>).

Failure to progress at this rate may impact financial aid and will require the student to meet with the program faculty, Health Science Education chairperson, a College advisor and an administrator by way of a SIT meeting in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Students will receive a written assessment of grades at the end of each grading period. If at any time during the grading period a student's academic and/or clinical progress falls below the expected standard, the student will be counseled as to the steps required to bring the grade to a satisfactory level before the end of the grading period.

REQUIREMENTS FOR CERTIFICATES

Students must meet the following program requirements in order to earn a certificate:

- Successfully complete and demonstrate all competencies specified in the State of Florida curriculum framework for the program.
- Successfully earn at least a 77% average in each area of Knowledge, Skills, and Professional Skills.

Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated.

DRESS CODE

Students who attend Lake Technical College shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student's professional skills grade. Specifically, this means all Nursing Assistant students will wear:

1. Clean Black scrub top and light gray scrub pants or skirt. Uniform should not be worn for any activity not associated with the program. All uniforms must be free from wrinkles.
2. Clean plain black socks for men; neutral hosiery for women with skirt/dress or white socks with slacks.
3. Clean, all black polishable, closed heel and toe, oxford or loafer-type shoes. Shoelaces, if applicable, must be clean and black.
4. A watch with a second hand and black ink pen.
5. Lake Technical College Health Science patch attached 1 1/2 inches below the left shoulder seam of the uniform.
6. A Lake Technical College student picture I.D. must be worn when the student is on campus or in the clinical setting.

Special Notations. For patient, staff, and student safety, the following rules must be adhered to:

1. No jewelry other than a watch, a wedding/engagement ring, or one pair of small stud (not to exceed 8mm) type earrings, post style, may be worn for pierced ears, hoop earrings must be no larger than one inch in diameter. No other visible body piercings are acceptable.
2. All visible body art (tattoos, Henna, etc.) must be covered at all times when participating in any clinical activity.
3. No nail polish other than clear is allowed. Nails should be no longer than end of fingertip. Artificial nails (to include, but not limited to, gel finish, silk tips, Gelish finish, shellac) are not permitted.
4. Eyelashes are to be natural in color and, as with nails, artificial eyelashes are prohibited.
5. No perfume or cologne may be worn in the clinical areas.
6. Make-up should be conservative, including minimal eye make-up.
7. Hair must be worn above the collar and away from the face at all times when in uniform.
8. Good personal hygiene must be observed. A suitable deodorant should be used and adequate care of the mouth is mandatory.
7. Students are expected to arrive on time to any clinical experience out of respect for the facility and to minimize disruption to the clinical experience. Students arriving after clinical assignments have been made may not be permitted to stay.

REMEMBER – STUDENTS AT THIS COLLEGE ARE PREPARING FOR EMPLOYMENT IN A POSITION WHERE PUBLIC RELATIONS MUST BE A MAJOR FACTOR IN ONE'S SUCCESS. INDIVIDUAL DESIRES CANNOT ALWAYS TAKE PRECEDENCE.

GENERAL SCHOOL INFORMATION

Campus Safety

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an faculty or administrator. Please refer to the school catalog for more campus safety information. **Food and Drink in Program Areas**

To protect equipment and furnishings in the classroom and laboratory areas, only drinks, in closed, covered containers, are permitted. No food is allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory/ computer or computer testing areas.

Leaving Campus During School Hours

For safety reasons, students will notify their faculty when leaving campus early. Students may leave campus for meals provided this is done within the allotted time.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location, including the parking lots.

GENERAL PROGRAM INFORMATION

Program Length and Hours

Nursing Assistant Articulated is a 165-hour program that is designed to prepare an individual for employment as a Nursing Assistant in a long-term care facility, hospital and/or home health agency. The student will learn basic nursing skills necessary to assist patients in meeting physical, mental, and emotional needs and in performing daily living activities. The program covers communication skills, ethics, infection control, anatomy, physiology, nursing skills and nutrition, along with demonstration and return demonstration of nursing assistant skills.

Upon successful completion of the classroom portions of the program, the student begins his/her clinical rotation in healthcare settings. During the clinical experience, the student will provide actual nursing assistant care to clients/patients/residents under the supervision of the faculty.

Our graduates are eligible to take the Certified Nursing Assistant Certification Examination to become a Certified Nursing Assistant listed with the Florida Board of Nursing and thus become a licensed member of the healthcare team.

The State Board of Nursing reserves the right to deny licensure to any individual who does not meet their qualifications.

Personal Qualities/Health

The following qualities are desirable for one studying to become a nursing assistant: good health, good citizenship, a desire to help people and to have new experiences, a willingness to accept responsibility, alertness to the needs of people, the ability to get along with others, adaptability, honesty, dependability, promptness, and kindness.

The student is responsible for his/her health and any health problems. The student must receive any medication or other care from a personal physician and may not consult with a doctor while on duty. The student is to report to the faculty if emergency personal care is needed while on duty. The school reserves the right to require a physician's statement if there is reason to believe that the student or student's patient's health may be jeopardized in a clinical situation. Any student too ill to perform patient care when reporting to the clinical area will be sent home.

Professionalism and Confidentiality

Nursing Assistants practice under a code of ethics which safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees which is to be held in strictest of confidence and to be discussed ONLY in accordance with professional responsibilities.

Violation of the "confidential communication" will be grounds for probation or recommendation for dismissal in accordance with program policy.

Supply Fee

For students participating in the first 90 hours of the curriculum, this Includes: CPR and First Aid. Student lab kits, supplies, and school-required IDs are part of the Nursing Assistant curriculum and provided to all registered Nursing Assistant students

Background Check

An FDLE level two background check complete with fingerprinting is required prior to entering the clinical phase of the program.

General Rules for All Nursing Assistant Students

1. No student should be lying on or in laboratory beds without the permission of the faculty. All beds used in practice are to be remade with the bedspreads replaced neatly.
2. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the faculty for repairs.
3. The office telephone is for emergencies only. Please do not use it for other calls.
4. No cell phones are allowed in the **classroom or clinical setting** unless otherwise instructed by the clinical faculty.
5. No student is allowed in the Faculty's office without permission.
6. Conflicts – at any time that conflict arises, for any reason, during class time or clinical the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the faculty or department chairperson immediately and allow one of these individuals to de-escalate the situation.

Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance.
2. Demonstrate punctuality.
 - Notify a faculty prior to expected time regarding tardiness or absences.
 - Seek permission and follow procedure to leave early when necessary.
 - Return from breaks and meal times at specified time.
3. Respect the rights of others.
 - Be attentive and polite.
 - Do not talk to neighbors preventing others from learning.
 - Respect the property of others.
 - Be patient and considerate of others.
 - Pay attention.
 - Think before speaking to avoid misunderstanding.
 - Do not talk while others are talking.
4. Demonstrate good interpersonal relationships with peers and faculty.
 - Exhibit/attempt to be cooperative, have a congenial attitude with others.
 - Show respect for faculty and peers.
 - Accept others for themselves.
5. Contribute to a learning atmosphere.
 - Wait for recognition before speaking.
 - Do not interrupt class.
 - Assist peers if able and time is appropriate.
 - Contribute new or pertinent material on topic when appropriate.
6. Make good use of classroom/laboratory time.
 - Do reading or assignments when no lecture or formal class is in progress.
 - Practice procedures and be prepared for requested sign-off on procedures.
7. Take responsibility for own learning.
 - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class.
 - Come to class prepared by bringing pen, pencil, paper, and books.
 - Make up work missed during absence in a timely manner without prompting.
 - Complete reading assignments and be able to participate in class discussions.
 - Be responsible for all assigned books and equipment.
8. Attempt to do the best possible.
 - Try to achieve full potential.

- Make an effort to answer questions when called upon.
 - Use time wisely.
 - See the teacher privately to clarify any unclear material.
9. Respect school and clinical facility property.
- Always leaves classroom, laboratory, and conference area neater than found.
 - Do not eat or drink except in designated areas.
 - Do not deface property of others.
 - Be proud of your school and remember to be an ambassador to the public.

Clinical Assignment

Each student is expected to arrive promptly and dressed appropriately to perform duties. A student may not leave a duty assignment for any reason, including meals and breaks without consultation with and an approval from the faculty. Arrangement of clinical assignments will be the responsibility of the faculty.

Methods of Address

Students will address each other, the faculty, physician, office staff and patients with respect and consideration. Patients should be addressed in a friendly manner but never in terms of familiarity or endearment.

Meals

Food and drinks are confined to the Student Center and/or a designated area. In order to avoid congestion in the Student Center, each class is assigned a time for break and lunch/dinner.

Reasons for Withdrawal

The school reserves the right to withdraw a student from the Nursing Assistant program for any of the following reasons:

1. Unsatisfactory performance
2. Disruptive conduct and/or aggressive behavior
3. Academic misconduct (cheating)
4. Unethical conduct (i.e., drug or alcohol abuse, breach of confidentiality)
5. Endangering a patient or jeopardizing their safety
6. Excessive absences
7. Failure to comply with requirements as stated in the Master Plan of Instruction

The final decision for dismissal will be made by school administration in consultation with the Nursing Assistant faculty and the department chairperson. Students may appeal a dismissal by following the school appeals and/or grievance policy.

Program Completion

In order to complete the program successfully and be eligible to sit for the certification exam, a student must:

- Pass the theory components of the program with a grade average of 77% or higher
- Demonstrate mastery of all skills in the classroom and clinical area with a grade average of 77% or higher
- Earn at least a 77% grade average in professional skills
- Complete required 40.0 hours of clinical as well as a minimum 148.5 hours of the 165-hour program.

Follow Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. : Students are required to participate in an Exit Interview prior to their last day in their program.

Certification

Upon successful completion of the program, students may make arrangements to take the State of Florida Certification Exam at Lake Technical College. Lake Technical College is a testing site and works to assist the student with the application and testing process.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

JOB DESCRIPTION

Nursing service: Nursing Assistant

Position Summary: The nursing assistant is responsible for providing direct resident care under supervision of the charge nurse. The nursing assistant follows established facility policies and procedures while providing care and coordinate resident care with other facility personnel and families.

Position Relationships

Responsible to: Charge nurse, treatment nurse, nurse supervisor, director of nursing
Interrelationships: Director of nursing, nurse supervisor, charge nurse, treatment nurse, other department supervisors, physicians, families, consultant personnel auxiliary service providers.

Qualifications

Education: High School diploma desirable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Follows established performance standards and performs duties pertaining to nursing service policies and procedures.
2. Request clarification and/or training for policies and procedures that are not clearly understood.
3. Provides direct patient care as assigned, completing assignments accurately and in a timely manner.
4. Identifies special patient problems and reports immediately to the charge nurse.
5. Provides nursing care to patients without violating "patient's rights".

OBJECTIVES

The student will:

1. Become aware of the rights and obligations to self, to vocation, and to society.
2. Demonstrate a clear understanding of his/her place on the health team, to know his/her responsibilities and limitations, and to interpret to others his/her role of functioning under minimal supervision in uncomplicated situations.
3. Demonstrate effective relationships between himself/herself, the patients, and other members of the health team.
4. Exemplify good personal habits and hygiene.
5. Demonstrate skills and knowledge needed to give safe, intelligent, patient-centered nursing care in carrying out selected procedures and techniques to meet the needs of the patient.

6. Demonstrate those traits necessary for successful working relationships with emphasis on good working habits, skills, knowledge, and citizenship that will ultimately lead to self-directions within his/her role.
7. Realize that learning is an individual responsibility that must be continued beyond the completion of the course to meet the demands of ever-changing health needs.
8. Demonstrate knowledge of legal and ethical responsibilities of the Nursing Assistant for the CNA program and of the Nursing Assistant,
9. Provide a range of personal care for an individual with limited independence.
10. Describe the unique aspects of caring for an individual in the home setting.
11. Recognize, record and report gross changes in a patient's physical status or behavior.

PROGRAM OBJECTIVES

See the Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

**Florida Department of Education
Curriculum Framework**

Program Title: Nursing Assistant (Articulated)
Program Type: Career Preparatory
Career Cluster: Health Science

PSAV	
Program Number	H170690
CIP Number	0351390203
Grade Level	30,31
Standard Length	165 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as nursing assistants (SOC 31-1014 Nursing Assistants).

The content includes but is not limited to interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	REG NURSE 7 G LPN 7 G* PRAC NURSE @7 %7%G *(Must be a Registered Nurse)	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)		75 hours	31-1014

**** The LPN 7 G district issued certification is a practical nurse. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator which must be a registered nurse. Please refer to F.A.C. 64B9-15.005 for requirements.***

Regulated Programs

Successful completion of this program from an approved school prepares the student for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes. To be approved, this program must be supervised by a registered nurse and have follow the faculty qualifications set forth in 64B9-15.005 (3) (a) F.A.C.

New programs must be approved by the Board of Nursing, Department of Health prior to enrolling students.

Those students who satisfactorily complete an approved course are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both Acute and Long Term Care.

In accordance with 64B9-15.005 F.A.C., students will perform nursing skills in the clinical and simulated laboratory settings under the supervision of a qualified instructor. The recommended teacher/student ratio in the clinical area is 1 to 12, but the maximum is 1 to 15.

In accordance with 64B9-15.006 F.A.C., Clinical and simulated laboratory learning experiences must correlate with 80 hours of didactic instruction. In addition, a minimum of 40 hours clinical experiences must be obtained. Simulated labs are not a substitute for clinical experience. The clinical instruction shall include at least 20 hours of long term care clinical instruction in a licensed nursing home or licensed long term care facility.

In addition, Students must have a minimum of 16 hours of training in communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, and respecting residents' rights prior to any direct contact with a resident.

According to Section 400.211, F.S., persons who are enrolled in a state approved nursing assistant training program, approved by the department of education, and may be employed by a licensed nursing home for a period of four months. However, the certification requirements must be met within four months of such initial employment.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.

- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Use verbal and written communications specific to nurse assisting
- 13.0 Demonstrate legal and ethical responsibilities specific to nurse assisting
- 14.0 Perform physical comfort and safety functions specific to nurse assisting
- 15.0 Provide personal patient care
- 16.0 Perform patient care procedures
- 17.0 Apply principles of nutrition
- 18.0 Provide care for geriatric patients
- 19.0 Apply the principles of infection control specific to nursing assisting
- 20.0 Provide biological, psychological, and social support
- 21.0 Perform supervised organizational functions, following the patient plan of care
- 22.0 Assist with restorative (rehabilitative) activities
- 23.0 Perform skills related to the hospital setting (optional)

**Lake Technical College
Health Science Education
Nursing Assistant Articulated Program**

Categories & Criteria

<p>Attendance</p> <p>0-2 Times Tardy = 5 3-4 Times Tardy = 4 5-6 Times Tardy = 3 7-8 Times Tardy = 2 9-10 Times Tardy = 1 >10 Times Tardy = 0</p> <p>Attended Class for all Clock Hrs Assigned</p> <p>0-4 Hrs Out = 5 4-8 Hrs Out = 4 8-12 Hrs Out = 3 12-16 Hrs Out = 2 16-20 Hrs Out = 1 >20 Hrs Out = 0</p>	<p>Appearance</p> <p>Displays appropriate dressing, grooming, hygiene & wears regulation uniform of the day.</p> <p>In the event that corrections must be made:</p> <p>1 Correction = 8-10 pts. 2 Corrections = 6-8 pts. 3 Corrections = 4-6 pts. 4 Corrections = 2-4 pts. 5 Corrections = 0-2 pts. 5 Corrections = Write up!!</p>	<p>Productivity</p> <p>Follow safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning; is involved in activities, and contributes to class discussion.</p>	<p>Leadership</p> <p>Displays leadership skills; appropriately handles conflicts and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors, faculty and peers; follows the chain of command.</p>
<p>Character</p> <p>Displays Academic Integrity, trustworthy, dependable, self-discipline, responsible.</p>	<p>Attitude</p> <p>Demonstrates a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.</p>	<p>Organizational Skills</p> <p>Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.</p>	<p>Respect</p> <p>Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind, including, but not limited to verbal, non-verbal, and written.</p>
<p>Teamwork</p> <p>Respects rights of others, is a team worker, cooperative, professional in behavior and interaction with peers and faculty</p>		<p>Communication</p> <p>Contacts faculty to report concerns; notifies faculty of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.</p>	

LAKE TECHNICAL COLLEGE
Health Science Education
Nursing Assistant Articulated Program

SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by administration. I also understand that any student, convicted of, pleading no contest (nolo contendere), or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As outlined in the Policies and Procedures manual, law enforcement agencies will be notified of any illegal activity.

Student Name (Print)

Student Signature

Date

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have received a copy of the Nursing Assistant program Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies results in the termination of my program.

Student Name (Print)

Student Signature

Date

LAKE TECH
HEALTH SCIENCES PROGRAMS
Student Confidentiality Statement

I, _____ (PRINT) _____, understand that as a student of Lake Technical College Health Sciences Program, I will have access to private, confidential information regarding the patients at the clinical sites at which I will be practicing and/ or job shadowing. I also understand that according to the law (HIPPA) this information is to be held in strict confidence and not discussed with anyone who does not have a legal right to know. This includes, but is not limited to, friends or relatives of mine, former employees of the practice and friends or relatives of the patient.

Information pertaining to a patient's health status can only be released upon the written authorization of the patient or patient's legal representative. Failure to comply is a violation of Federal Law and grounds for immediate dismissal from the program of study.

Date: _____ Signature _____

Background Checks & Prometric

CNA Students are required to have two level 2 background checks, one is for the school so you can go out to clinical sites, and the other is towards the end of the program for Prometric, so that you may sit for your state exam. Prometric requires their own background check and they will not share those results.

You may do this through Lake County Sheriff's office, by following these steps:

Go to the Lake County Sheriff's Office 360 W. Ruby Street Tavares, FL

If you are a Lake County resident, fingerprint services are free to students. You must present your state issued picture ID, which must reflect your Lake County address

If you are not a Lake County resident the fee is \$25.00. You may want to check with your own County's Sheriff's Office to see if they offer a free service for students

Once you have been electronically fingerprinted you will need to go online to Florida Department of Law Enforcement (FDLE) Civil Applicant Payment System, and register with them using the Transaction Control Number (TCN) which was provided to you by the fingerprinting entity. (Lake County Sheriff's Office)

When registering it is **IMPORTANT YOUR NAME IS ENTERED EXACTLY AS IT IS STATED ON YOUR FINGERPRINTS.**

For your **first background check**, you will need to use **Lake Technical College's ORI number V35020011**, this is to ensure that your results are received by LTC's Health Science Department Chairperson. The cost for registering with FDLE for initial background check for Lake Technical College's ORI number is \$28.00. (Prices are subject to change without notice).

For your **second background check**, you will need to use **Prometric's ORI number EDOH0380Z**, this is to ensure that your results are received by Florida Dept. of Nursing. The cost for registering with FDLE using Prometric's ORI number is \$36.00. (Prices subject to change without notice)

You will follow the same instructions as listed above. The TCN number and the ORI number will be the only difference. They will be different from the previous ones you used for the first background check.

1/31/2017

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