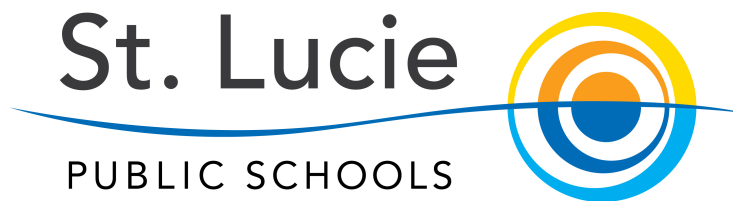


# NURSING ASSISTANT PROGRAM HANDBOOK



ST. LUCIE WEST CENTENNIAL HIGH SCHOOL

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VOC0040.2

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### *Students and Parents/Guardians:*

*This Handbook is designed to provide you with information about the Certified Nursing Assistant Program at St. Lucie West Centennial High School. It contains important information about the coursework to be completed, student expectations, state examination information, course requirements, and program rules and regulations. Each student and his or her parent/guardian should carefully read this handbook prior to beginning the course.*

## **CERTIFIED NURSING ASSISTANT**

The nursing assistant is an important member of the health care team. **Certified Nursing Assistants** (CNA's) help to provide health services for ill, injured, disabled or infirm individuals in hospitals, long term care facilities (nursing home), clinics, physician offices and other health care settings. CNA's who are employed in long term care facilities are oftentimes the principal caregivers of residents. CNA's perform routine tasks under the supervision of nursing and other medical staff that include: helping patients eat, dress and bathe, making beds, answering patient call lights, and serving meals. Additionally they take and record vital signs (blood pressure, pulse, respiration, temperature), help patients get in and out of bed and walk, escort patients to operating and examining rooms, set up equipment, and assist with some medical procedures. CNA's play an important role in observing a patients' physical, mental and emotional condition and reporting any changes to the nursing and medical staff.

*Source: US Department of Labor*

In 1987, a federal law was passed that regulates the education and certification of nursing assistants. This law established minimum requirements for nursing assistant competency. Nursing assistants who are certified must complete educational course work that includes theory, practice and demonstration of oral and clinical skills in areas that include:

- Basic nursing skills
- Basic restorative services
- Mental health and social service needs
- Personal care skills
- Patient/Resident rights
- Safety and emergency care

## **SLWCHS CNA PROGRAM**

The Certified Nursing Assistant Program at St. Lucie West Centennial High School prepares students to enter the medical or nursing field by providing them an opportunity to learn and perform a wide range of basic medical tasks. In compliance with the requirements of the Florida Board of Nursing, the SLWCHS CNA Program combines classroom theory, skills laboratory practice and 40 hours of clinical practice in a nursing home/hospital setting. Students who successfully complete the Program are eligible to take the Florida Certified Nursing Assistant exam.



## **COURSE DESCRIPTION**

**Nursing Assistant 3** is designed to prepare students for employment as a Certified Nursing Assistant. Course instruction will take place in the classroom, skills lab and in clinical settings. Course work will include theory, hands on skills and clinical experience leading to the Certified Nursing Assistant examination at the conclusion of the semester. Topics to be covered in the course include:

- Communication and Interpersonal Skills
- Legal and Ethical Responsibilities
- Performance of physical and patient safety functions
- Provision of personal patient care and procedures in a health care setting.
- Infection control and safety/emergency procedures
- Performance of basic nursing skills (vital signs, bed making, bed bathing, body mechanics, patient feeding, patient ambulation,)
- Organizational Skills and Patient Care Plans
- HIV/AIDS – certificate of completion to be received by student.
- Principles of Nutrition
- Meeting emotional needs of patients

## **CERTIFIED NURSING ASSISTANT EXAMINATION**

Students are expected to take the Florida CNA Exam as part of this course. The State of Florida, Board of Nursing uses a certified testing service to administer the CNA examination. The examination fee and a copy of the student's social security card must accompany the student's application to the testing service. (Any student with a financial hardship should see Mrs. Durkee). The exam fee is set by the testing service and is subject to change. The fee includes an FDLE background check that is reviewed by the Florida Board of Nursing.

Students are qualified to take the certification exam after successful completion of all required courses and participation in the required 40 hours of clinical experience.

The CNA Exam is a 2-part examination, consisting of a written and a performance (skills) section. The Written Test is a two-hour test with fifty (50) multiple-choice questions. The Practical Skills Evaluation requires the applicant to perform five (5) randomly selected nursing assistant skills.

The CNA Exam is administered by Registered Nurse Examiners employed by the testing service. The exam location will be at an outside testing service. On the day of the CNA exam, applicants must be prepared to present their driver's license or a Florida DMV issued photo I.D. and a Social Security Card.



### **CNA EXAM INFORMATION**

For information about the CNA exam, go to the Prometric website at the following address:

<http://www.prometric.com/NurseAide/FL.htm>

### **State of Florida CNA Requirements:**

For information about state of Florida CNA regulations/requirements, go to the following address:

[http://www.doh.state.fl.us/mqa/cna/cna\\_applications.html](http://www.doh.state.fl.us/mqa/cna/cna_applications.html)

### **Florida Gold Seal Scholarship Program:**

Students must maintain a 3.5 grade point average in vocational classes and a 3.0 in other academic course work to be eligible for the Gold Seal Scholarship. For more information check the Florida Bright Futures website at:

<http://www.floridastudentfinancialaid.org/ssfad/home/uamain.htm>

### **ARTICULATION CREDIT**

In progress with Indian River State College.

### **HEALTH/MEDICAL RECORD**

Nursing Assistant 3 students at St. Lucie West Centennial High School are involved in direct patient/resident care during Clinicals in long term care /hospital facilities. Students must meet the standards of good physical and mental health, as required by these clinical facilities for safe patient care. Each student will be required to show proof of immunizations that will be approved by the course instructor prior to the student attending Clinicals. No student will be allowed to attend Clinicals until the required forms are received and reviewed.

### **STUDENT EXPECTATIONS**

In order to prepare for successful entry into the health care field, students must meet or exceed the following:

- Successful completion of all required courses
- **Attendance and punctuality**
- Proper dress and grooming
- Professional behavior
- Positive attitude
- Confidentiality
- Meet health requirements
- Participation in clinical experience
- Successful completion of the State of Florida Certified Nursing Assistant Exam
- Strive for Gold Seal Scholarship opportunity

## **ATTENDANCE REQUIREMENTS**

Prompt and regular attendance is expected. Due to the intensity of the program, attendance is essential. During the coursework, students will be required to master nursing skills and gain knowledge on the role of the nursing assistant. Any missed class work (notes, assignments, test or quizzes) becomes the responsibility of the student to make up. Refer to Student Code of Conduct for St. Lucie County policy on make-up work for absences.

During the scheduled Clinical experiences, there will be no make-up days available as it is a requirement of the State and the Board of Nursing that the student participate in 40 hours of clinical experience as a criteria to take the CNA Examination and therefore, successfully complete the coursework.

## **CLINICAL EXPERIENCE**

Clinicals will take place at a licensed nursing/restorative care center and hospital. Students are required to complete a total of 40 hours of clinical work. (At least 20 hours of the required 40 hours must be in a licensed nursing home). The hour requirements are set by the state of Florida for applicants taking the CNA exam. Students will receive a grade for each day of clinical attendance based on performance, compliance with the established dress code and documentation on nursing notes. Clinicals will provide opportunities for students to provide personal patient care, pass meal trays, make beds, answer call lights, take vital signs and interact with patients/residents. Students will assist with personal care of male and female residents/patients under the supervision on their SLWCHS teacher and/or the clinical facility CNA/staff. Students must fulfill their work responsibilities while in the facility and must document their actions/experiences in their Clinical Journal. Clinical Journals are collected each Friday and carry a 100-point weight. Points are deducted for each day that the Clinical Journal is late.

In order to provide for optimum resident/patient care opportunities that occur during day shifts in clinical facilities school hours for the clinical portion of the course may need to be modified to allow for transportation.

Prior to attending Clinicals, students must have a minimum of 16 hours of training in communication and interpersonal skills, infection control and safety/emergency procedures, legal and ethical responsibilities (patient/resident independence and rights).



## **HEALTH SKILLS LABORATORY**

The Health Skills Laboratory is located in the classroom at St. Lucie West Centennial High School and contains medical equipment and supplies commonly utilized in health care facilities. Students will practice nursing skills and be expected to master skills in the lab before going to the clinical experience facility. Nursing students will act as patients in order to simulate real patients and practice real skills such as blood pressure, temperature, pulse, respiration, brushing teeth, combing hair, washing face, hands and feet, "pretend" shaving, "pretend" bedpan administration, nail care, making an

occupied bed, turning and positioning, ambulating and feeding. Mannequins (when available) are also used to teach nursing skills such as CPR, catheter care, perineal care, dressing and undressing.

### **REQUIRED CLINICAL MATERIALS**

- Watch with second hand not a cell phone with a stopwatch feature
- Stethoscope (optional)
- Uniform (top and bottom scrubs) designated class color, remember, you will be going out 4 days a week!
- Clean, WHITE ONLY, leather sneakers
- Black ink pen
- Student ID Badge
- Clinical journals



### **DRESS FOR CLINICALS**

Students must report for Clinicals dressed in the uniform and with appropriate supplies for patient/resident care. Uniforms must be clean and pressed. Shoes must be clean. ID badge must be displayed on student at all times while in the facility. Proper personal hygiene, including mouth care must be practiced. If dressed inappropriately, the student will not be allowed to attend Clinical that day.

#### **Females**

- Scrub pants and top with pockets in designated class color
- White non-canvas sneakers. No sandals or clogs
- White socks or stockings
- Light make-up
- Hair to be worn off the face without fancy ornaments. Plain combs or barrettes are allowed. If hair is long it must be worn in ponytail
- Nails short with pale or clear nail polish
- Artificial nails will not be allowed due to possibility of cross contamination (infection)
- No perfumes, hair sprays and other fragrances
- The only jewelry to be worn is a watch with a second hand and stud earrings. No rings, necklaces, bracelets or hoop earrings.

#### **Males**

- Scrub pants and top with pockets in designated class color. Pants must be secured at waist.
- White non-canvas sneakers.
- White socks.
- Hair must be removed from the face. If hair is long, it must be worn in a ponytail.

### **CONDUCT REQUIREMENTS**

All students are representatives of the St. Lucie West Centennial High School Nursing Assistant Program and are expected to consistently demonstrate qualities of

professionalism while in the classroom, skills lab, clinical setting, field trips or other Program activities.

These qualities include professional appearance, honesty, respect, accountability, a non-judgmental attitude, trustworthiness, responsibility, caring, tact and teamwork.

Students attending Clinicals must maintain strict professional manners at all times. Failure to do so may result in our inability to utilize the facility. Students are required to follow mandated legal and ethical standards at all times. Students who display inappropriate conduct will be removed from the program. A positive attitude and neat appearance are indicators of the student's interest and pride in the health care profession. Students should adhere to school dress policies and display interest and pride in their school and the Nursing Assistant Program.

### **CONFIDENTIALITY**

Strict patient confidentiality must be maintained at all times according to state and federal laws. Students will not, under any circumstance, discuss any resident/patient, clinical facility, or staff information outside the confines of the classroom or clinical setting. If a student has a concern regarding an occurrence in the clinical setting, the student is to discuss the concerns with their course instructor. Students found violating patient confidentiality will immediately be removed from the program and may face legal proceedings.

### **TRANSPORTATION TO CLINICALS**

It is the student's responsibility to report at the nursing home at 7:30 each clinical day. Transportation *from* the nursing home back to the school will be provided by St. Lucie West Centennial High School via school bus. All students are expected to be on time.

### **HEALTH OCCUPATION STUDENTS OF AMERICA**

**HOSA – (Health Occupations Students of America) membership is encouraged of all Nursing Assistant students.** HOSA, Health Occupations Students of America, is a vocational student organization devoted to guiding students towards careers in the health field. It is a national organization and is highly regarded by colleges and universities. HOSA activities are incorporated into the CNA course curriculum. HOSA scholarships are available and may be applied for during your senior year. HOSA activities include field trips to health facilities, Fall Leadership Conference, regional, state, and national academic competitions, volunteering in community activities, health related fundraising/walks. More information on HOSA can be found at: [www.flhosa.org](http://www.flhosa.org).





# Program Forms



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

Date of Birth: \_\_\_\_\_

## Student TB Testing Record

St. Lucie West Centennial High School - Nursing Assistant Program

Students participating in the Nursing Assistant Program must show proof of Negative testing for Tuberculosis within the 6 months prior to participation in Clinicals.

- Date TB test applied: \_\_\_\_\_
- Type of TB test: \_\_\_\_\_
- Signature of Provider: \_\_\_\_\_

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- Date TB test read: \_\_\_\_\_
- Test Result: \_\_\_\_\_
- Signature of Provider: \_\_\_\_\_



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

Date of Birth: \_\_\_\_\_

**Student Immunization Record**  
St. Lucie West Centennial High School - Nursing Assistant Program

**Hepatitis B Vaccine Declination**

I understand that my daughter/son may have exposure to blood or other potentially infectious materials that may put her/him at risk of acquiring hepatitis B virus (HBV) in the course of her/his training for Nursing Assistant. At this time I have discussed the hepatitis B vaccine with my physician and I choose to decline the vaccine for my daughter/son

\_\_\_\_\_.

Print Student Name

I further understand that by declining this vaccine my daughter/son could be at risk of acquiring hepatitis B, a serious disease.

Parent/Guardian: \_\_\_\_\_  
Print Name

Parent/Guardian: \_\_\_\_\_  
Signature Date

**ST. LUCIE WEST CENTENNIAL HIGH SCHOOL**  
**Nursing Assistant Program**

**STUDENT SAFETY PLEDGE FORM**

\_\_\_\_\_, who is enrolled in Nursing Assistant 3 Course of the Health Occupations Program at St. Lucie West Centennial High School, will as part of this class, participate in laboratory and clinical experiences, providing that the parent or guardian gives written permission. The actions of the student must always be directed at providing safe care to patients/residents and at protecting themselves from injury.

Patient care activities in the medical facilities will include patient transfers, patient turning and positioning, assisting with patients with walking, vital signs, dressing, feeding, bathing and complete personal care, bed baths, showers, facial shaving, nail care, foot care, shampooing, skin care, mouth care such as brushing and flossing, denture care, perineal hygiene, assisting with toileting and post toileting hygiene, incontinence care, urinary catheter care, and emptying of foley urinary drainage bags.

During the course of providing care in the medical facility, the student must make every effort to prevent exposure to body fluids and possible infection. It is also understood that each student will be given proper instruction in back safety, use of medical equipment and Standard Precautions. The student must assume responsibility for following safe practices. For the safety of the student and the patient, the student is asked to subscribe to the following safety pledge.

1. I promise to follow all safety rules of the Health Occupations Program.
2. I promise never to attempt to lift or transfer a patient without the supervision of my teacher or a certified nursing assistant. I will protect my back by always using good body mechanics during patient care.
3. I promise never to use medical equipment without first having instruction and permission of the teacher.
4. I promise to protect myself from exposure to body fluids. I will use Standard Precautions at all times. I understand Standard Precautions means wearing gloves when necessary, gown if required, mask if required and protective eyewear if required.
5. I promise to protect my patients from infection. I will notify my teacher if I have a fever (99.6 or greater), or a productive cough, sore throat or skin infection (abscess or boil) which might endanger a patient.
6. I understand I must remain under the supervision of a Certified Nursing Assistant or my instructor at all times.
7. I will report any accident, body fluid exposure or injury to the teacher immediately.

*I HAVE REVIEWED THE ATTACHED SAFETY PLEDGE WITH MY CHILD. I HEREBY GIVE MY CONSENT TO ALLOW MY SON OR DAUGHTER TO PARTICIPATE IN THE CLASSROOM LABORATORY AND CLINICAL PATIENT CARE ACTIVITIES TO CARRY OUT THE REQUIREMENTS OF THE COURSE IN WHICH HE/SHE IS ENROLLED.*

**PARENT/GUARDIAN** \_\_\_\_\_  
Signature Date

**STUDENT** \_\_\_\_\_  
Signature Date



St. Lucie West Centennial High School  
Nursing Assistant Program

Patient/Resident Confidentiality

1. All information learned during a patient/resident care experience or from medical records, medical staff communications is completely confidential. (Exceptions: teacher and facility staff members may be notified of all confidential matters.)
2. No comment should be made about the patient/resident that could be taken as negative or critical. Such comments could easily be taken very personally by the patient/resident or family/friends if overheard. The attitude taken about the patient/resident and the treatment should always be in the best interest of the patient/resident.

CONFIDENTIALITY AGREEMENT

I understand and agree that in the performance of my duties as a student in the Nursing Assistant Program, I must hold patient information in strict confidence. Further, I understand and agree that intentional or voluntary violation of the patient's/resident's confidentiality may result in the refusal by the health care facility to allow me to participate in patient care, my dismissal from the Nursing Assistant Program, or legal consequences under federal and state laws.

Student Signature: \_\_\_\_\_ Date

Witness: \_\_\_\_\_  
Signature Date



**St. Lucie West Centennial High School  
Nursing Assistant Program**

**Parent/Student Acceptance of Clinical Guidelines**

The St. Lucie West Centennial High School Nursing Assistant Program follows mandatory state curriculum guidelines. These guidelines specify that each student must participate in clinical experience in a nursing home and/or other health care facility in order to successfully complete the course requirements. It is important that students make every effort to attend all clinical experiences. No credit can be given for missed clinical experience, regardless of whether the absence is excused or unexcused. Students failing to meet the course requirements including the required clinical experience time will not be allowed to take the CNA Examination.

*I have read and understand the attached St. Lucie West Centennial High School Nursing Assistant Program course and clinical requirements. I understand that participation in clinicals are a requirement of the course and are not optional. I understand that if my child does not complete the clinical experience requirements, she/he will not be able to take the CNA Examination. I further understand that there are requirements regarding transportation and student dress (uniform) for participation in clinicals and that my child will be sent with an alternate assignment for the remainder of the class block if they are not dressed in the required uniform and that she/he will receive a "0" for their daily grade.*

**Student Name:** \_\_\_\_\_  
Print Name

**Student:** \_\_\_\_\_  
Signature Date

**Parent/Guardian** \_\_\_\_\_  
Print Name

**Parent/Guardian** \_\_\_\_\_  
Signature Date