INDIAN RIVER STATE COLLEGE

Nursing Assistant
(HCP O410C)
2024--2025
Student Handbook

INDIAN RIVER STATE COLLEGE
Fort Pierce, Florida
Nursing Assistant

       This is to acknowledge that I have received my personal copy of the Nursing Assistant Student Handbook. I have read and understand the content thereof. I hereby agree to abide by its regulations. I agree to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in your student records. ____ Initial

       I understand that I may not participate in the Program courses until I have all my records on file in the School of Nursing (health form, annual flu shot, CPR, Hep B declination, immunizations) and that these records must be kept updated. I also understand that I must have a Florida Department Law Enforcement check, fingerprinting, and a negative urine drug screen on file in the office. If not on file by end of first week of course, I may be dismissed.

                               Initial

       I will not discuss any patient, hospital, or staff information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other nursing facility or department director supervision. If at any time I have a concern regarding an occurrence in the clinical setting, I will discuss the concerns with the clinical instructor, course coordinator or the department director. I understand that failure to comply with the confidentiality policy will result in dismissal from the program and possible legal proceedings. (HIPAA & Confidentiality Policy). Initial

       Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, to be considered for admission or be retained in the program after admission, I must be able to demonstrate the abilities listed in the Performance Standards for Admission & Progression in this handbook. Initial

       I understand that I may be exposed to blood-borne pathogens (potentially infectious-disease-causing materials or communicable diseases) during my clinical rotations. I understand this can further impact exposure risk if I have any change in health status, such as immunosuppression issues or pregnancy. If I wish to be accommodated, I must disclose my change in health status to the faculty member .

                                 --- Initial

Necessary Forms of Identification:

       For student placement in health care, I understand that these forms need to be submitted to the office prior to the end of the first week of the course.

       Transcripts in the Records Center will only be issued for completion of the Nursing Assistant course.

Signature _____ Print Name _ _ _ _ _ _ _ _ _ _ _ _ _ _

Date _____

TABLE OF CONTENTS

Please review this handbook thoroughly.

PREFACE

Welcome to the beginning of a rewarding and challenging new career! This handbook has been prepared to help orient you to the Nursing Assistant course and regulations. We will do all in our power to assist you to successfully complete your career goals. Please feel free to call upon us for help at any time.

The Nursing Assistant course functions as a part of the Division of Nursing Indian River State College, Fort Pierce, Florida. The Nursing Assistant student is subject to the regulations presented in this handbook as well as the policies in the */RSC Student Handbook/Planner.*

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non- discrimination policies:

Adriene B. Jefferson, *Dean* of *Northwest Center,*
Title IX Coordinator
IRSC Massey Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
772-462-7156

COURSE DESCRIPTION

This course prepares students for a certificate and employment as nursing assistants in long-term care facilities, clinics, home care and hospitals. Students learn to identify and meet basic patient care needs for safety, vital signs, comfort, and activities of daily living.

LEARNING OUTCOMES

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

1. Demonstrate knowledge of the healthcare delivery system and health occupations.
2. Demonstrate the ability to communicate and use interpersonal skills effectively.
3. Demonstrate legal and ethical responsibilities.
4. Demonstrate an understanding of and apply wellness and disease concepts.
5. Recognize and practice safety and security procedures.
6. Recognize and respond to emergency situations.
7. Recognize and practice infection control procedures.
8. Demonstrate an understanding of information technology applications in healthcare.
9. Demonstrate employability skills.
10. Demonstrate knowledge of blood-borne diseases, including HIV/AIDS.
11. Apply basic math and science skills.
12. Use verbal and written communications specific to nursing assisting.
13. Demonstrate legal and ethical responsibilities specific to nursing assisting.
14. Perform physical comfort and safety functions specific to nursing assisting.
15. Provide personal patient care.
16. . Perform patient care procedures.
17. Apply principles of nutrition.
18. Provide care for geriatric patients.
19. Apply the principles of infection control specific to nursing assisting.
20. Provide biological, psychological, and social support.
21. Perform supervised organizational functions, following the patient plan of care.
22. Assist with restorative (rehabilitative) activities.
23. Perform skills related to the hospital setting (optional).

REGULATIONS

<u>Qualities of Professionalism</u>

All Nursing Assistant students are representatives of the Nursing program and are expected to consistently demonstrate qualities of professionalism both on campus and in the clinical setting. These qualities include professional appearance, honesty, respect, accountability, a non-judgmental attitude, trustworthiness, caring, confidentiality, tact and teamwork. Failure to consistently demonstrate qualities of professionalism will result in dismissal from the
program.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.0 I Statement of Ethics in the Nursing Assistant Student Handbook.

<u>Probation</u> <u>and Requested Withdrawal</u>

The Nursing Faculty will counsel and place a student on probation for any of the following reasons:

1. Academic level below that required by the School of Nursing.
2. Unprofessional conduct.
3. Health problems.
4. Unsafe clinical practice.
5. Inability to function adequately with members of health and nursing teams.
6. Accumulative absence or tardiness of 20 hours.

<u>Student Grievance Policy and Procedures</u>

Students who have grievances shall express them through the proper channels (as listed in syllabi) and as addressed in the Indian River State College Student Handbook/Planner. Students may also contact the regulatory agencies for the Nursing Assistant Program, which include the Florida Board of Nursing (FBON) http://floridanursing.gov/, the Florida Department of Education (CIE) http://fldoe.org/policy/cie, and the Department of Education (DOE) http://www.fldoe.org/.

The Nursing Faculty may recommend that a student withdraw from the program for reasons stated above if the behavior is not corrected during the probationary period, or if the offense is of a serious nature, the instructor may recommend immediate withdrawal.

PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION•

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Ability to cope with stress. High degree of flexibility.	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Ability to cope with anger/fear/hostility of others in a calm **manner.**	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client **responses.**
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces. High degree of flexibility.	Move around in patient rooms, work spaces, and treatment areas; administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing **care.**	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment is necessary in nursing **care.**	Observe patient/client responses. Accurately prepare and administer medication.
Tactile	Tactile ability sufficient for physical **assessment.**	Perform palpation, functions of physical examination, and/or those related to **therapeutic intervention, e.g. sense** temperature change, assess peripheral pulses, insert a catheter.
Strength/Stamina	Sufficient stamina to provide patient care and related responsibilities for extended periods (8-12 hrs.).	Adapt to shift work. Lift without restrictions, from the standing position. Students with weight restrictions cannot be accepted into clinical courses.

Latex Advisory: Latex-based products are used in **all health care facilities.**

Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.

PROGRAM COST

The following is a list of approximate costs and is subject to change. In addition to these costs, the students provide their own room, board, transportation, personal living expenses and a physical examination. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

Health Science Application Fee	$30.00
CPR (Cardiopulmonary Resuscitation) includes course fee, book and mask	$71.00
Drug Screen and Criminal Background Check (fingerprinting)	$120.00
Physical Exam and Immunizations, Clinical Onboarding	$250.00
Tuition (including lab fees and malpractice/accident insurance)	$470.00
Books	**$150.00**
Equipment and Supplies, including Uniform, Lab Coat, shoes, stethoscope, watch	$300.00
Nursing Assistant Certification including Practice Exam and Stat Exam	$180.00
(FBON) Background Check (Second set of fingerprinting)	$120.00
TOTAL (approximate)	**$1,700.00**

ATTENDANCE

1.   Students are required to be in attendance in the classroom and/or clinical settings on all assigned days, except during posted holidays and vacations.

2.   An accurate record of attendance is kept for class and clinical.

3.   Students must notify the instructor prior to absence from class. Students must notify the instructor or the health facility of intended absence prior to clinical. A "no call, no show" may be grounds for clinical failure or dismissal.

4.   Excessive absence (20 hours) may be grounds for dismissal from the program. Individuals will be evaluated on their grades, clinical performance, attitude, reasons for absence as well as the total number of absent hours. The instructor may require a counseling session for any student absences. Absence from class will result in a counseling form being completed.

5.   Absence of more than three (3) successive days due to illness will require a Doctor's approval to return to class.

6.   Absences due to a) mandated court appearance, b) college mandated meetings or c) death in the immediate family will be excused up to a 3 day limit with prior notification of faculty and with written documentation as a follow up.

7.   Permission to make up absences must be discussed with the clinical instructor prior to the next clinical day. It is the student's responsibility to arrange for make-up time for any missed time.

8.   All class absence make-up will be approved by the classroom instructor. Make-up of absences must be done within each course/unit.

9.   All school work (information and assignments) missed will be the responsibility of the individual student.

l0.   Tardiness in excess of ten minutes will be considered as absent time. Tardiness of 3 or more times will result in a conference.

ll.   Leaving class early will be classified as absent time in the same manner as tardiness.

UNIFORM DRESS CODE

The personal appearance and demeanor of the Nursing students at IRSC reflect the College and the Nursing Assistant program standards and are indicative of the student's interest and pride in the profession. Students are required to be in uniform for all program act1v1t1es. Students must appear neat and professional at all times. Students are responsible for obtaining the proper size uniform before entering the program. Students will not be permitted on hospital units unless they are in correct uniform. Violation of the uniform code will be dealt with on an individual basis. A student may be dismissed from the clinical site for inappropriate attire.

l.   The following acquisitions are required for **Nursing Assistant Students:**
   - IRSC student picture ID
   - Light blue scrubs for females and males
   - 2 white uniform scrub pants
   - White calf-length or knee-hi socks or white hose (no anklet socks)
   - White leather
   - regulation uniform shoes. (No clogs, sandals or sneakers.)
   - Gait belt
   - Watch with sweep second hand
   - Stethoscope and sphygmomanometer (blood pressure cuff)

2.   Jewelry worn with the uniform will be limited to a plain wedding band (if indicated) and watch. One set of stud-type earrings may be worn; however, the earrings must not be larger than l/8" diameter; round: white or yellow metal or pearl-type. Other visible body piercing is not acceptable. No bracelets or necklaces.

3.   Students are to adhere to all personal appearance standards in the clinical setting.

4.   White sweaters may be worn if not in conflict with the institutional policy.

5.   The IRSC name badge must be worn and must be visible at all times when the student is in class or clinical.

6.   All Students:
   a.   Proper personal hygiene, including mouth care, must be practiced.

b. Hair is to be neat, clean, a natural color, and should not touch the shoulders. Hair below shoulder length must be both back and up. Bobby pins should not be visible. Hair ornaments should not be worn. Conservative barrettes are acceptable.

c. Nails must be short and clean and well-manicured. Clear nail polish may be worn. Artificial nails are not permitted.

d. Conservative make-up may be worn.

e. No colognes or perfumes will be worn. No smoking odors should be noticeable.

f. Shoes must be kept clean and white.

g. Uniforms must be kept mended and laundered.

h. Men should be clean-shaven or neatly trimmed. If students elect to have facial hair, they will be required to provide suitable infection control barriers at their own expense. When working with sterile materials and when caring for patients, masks and other appropriate infection control barriers will be determined by the clinical instructor.

i. Undergarments must be worn but should not be visible through clothing.

j. No body art or tattoos may be visible.

k. Students may not wear visible jewelry, including but not limited to body piercings and gauges, except wedding bands and medical bracelets. Wedding bands and medical bracelets must meet safety requirements.

INDIAN RIVER STATE COLLEGE
Student Academic Conference
Nursing Assistant

Name of Student: _____ Date: _____

Student ID: _____

Course: <u>HCP 041 0C</u>

Reason for Conference:

_____Low course average

_____Attendance

_____Clinical Performance

_____ # of exams in the course

_____exams below 76%

Length of Conference: _____ Date of Previous Conference: _____

Topics discussed:

Attendance, classroom preparation, study skills, test performance, and participation in tests reviews, other courses enrolled in, and outside

responsibilities. Recommended Actions/Decisions:

- Improve preparation for class i.e. reading chapters thoroughly; completing study guides.
- Meet with faculty to review the test, review support resources.
- Join a study group/study with knowledgeable students.
- Participate in test reviews.
- Move to the front of the class.
- Clarify questions with the instructor.
- Read test questions carefully; try to answer before looking at the choices.
- Review basic skills before clinical day.

Follow-up Appointment With: _____ Date: _____

Instructor's signature: _____ Date: _____

Student's signature: _____ Date: _____

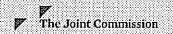Copies: Student, Student file, Department, Faculty

IRSC Student Post Blood/Body Fluid Exposure Procedure
Checklist/Counseling Form

1. The student is exposed to needle sticks, sharps injury, blood or bodily fluid:
   - **IMMEDIATE FIRST AID SHOULD BE ADMINISTERED.**
   - **The student should notify faculty and/or preceptor immediately.**
   - The student must be sent to the emergency department, employee health during daytime working hours, or the closest medical facility for evaluation and/or treatment. **TIME IS VERY IMPORTANT.**
   - The student should follow institutional or CDC guidelines for treatment.
   - Lab studies students might expect to be drawn include HIV-1 (rapid screen should take less than 1 hour), HBV surface antibody and surface antigen, HCV antibody, HCG (if of childbearing age and if PEP may be started), complete blood count, and other tests if a risk from the exposure (patient-specific variable).
   - Student may be started on PEP (post-exposure prophylaxis) within 2 hours pending results of tests is recommended by CDC and attending health practitioner.
2. After the initial treatment is completed, obtain the following forms from IRSC fill them out COMPLETELY (the instructor is available to help).
   - Florida College System Risk Management Accident/illness Report – 2 pages
   - AG administrator Student Accident Claim Form – 1 page
   - Make sure you include the names of those who were notified, the date, time, and instructions you were given. Obtain the Occupational Health Nurse's name and contact information.
3. The above forms MUST be submitted to the nursing office on the following day or the next business day (Monday) morning – do not destroy originals – see below. It is the student's responsibility to contact the School of Nursing and follow up on documents.
4. The originals should be submitted to Risk Management.
5. If a medication error or policy/procedure violation occurs, a Student Counseling form will need to be completed. Otherwise, this is sufficient to complete.
6. Student Financial Responsibility:
   - Your health insurance should be provided to the health care provider and will be billed as the primary payment of care received.
   - Risk Management Accident/Illness insurance will submit for secondary payment – all bills should be submitted to the Risk Management office within 30 days of incident. This is the student's responsibility to follow up.
   - The hospital or clinic where the incident occurred is not responsible for the cost of the care or follow-up.
   - The student is responsible for any bills incurred.

Post Course State Testing

The State Test is given by Prometric
Providing Competency Evaluation Examination for the State of Florida Phone#
1-888-277-3500
Fax# 1-888-813-6670
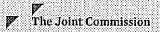Website www.prometric.com/NurseAid/FI

The Joint Commission

2025 Hospital National Patient Safety Goals

(Easy-To-Read)

Identify patients correctly -- —

NPSG.01.01.01   Use at least two ways to identify patients. For example, use the patient's name *and* date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

Improve staff communication

NPSG.02.03.01   Get important test results to the right staff person on time.

Use medicines safely --- —

NPSG.03.04.01   Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups, and basins. Do this in the area where medicines and supplies are set up.

NPSG.03.05.01   Take extra care with patients who take medicines to thin their blood.

NPSG.03.06.0l   Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Give the patient written information about the medicines they need to take. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

Use alarms safely

NPSG.06.01.01   Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

Prevent infection

NPSG.07.01.01   Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning.

Identify patient safety risks

NPSG.l5.0l.Ol   Reduce the risk for suicide.

Improve health care equity

NPSG.l6.01.0l   Improving health care equity is a quality and patient safety priority. For example, health care disparities in the patient population are identified, and a written plan describes ways to improve health care equity.

Prevent mistakes in surgery

UP.01.01.01   Make sure that the correct surgery Is done on the correct patient and at the correct place on the patient's body.

UP.01.02.01   Mark the correct place on the patient's body where the surgery is to be done.

UP.Ol.03.01   Pause before the surgery to make sure that a mistake is not being made.
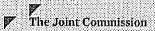
▶ The Joint Commission

2025 Nursing Care Center National Patient Safety Goals

(Easy-To-Read)

Identify patients and residents correctly -

NPSG.01.0l..01   Use at least two ways to identify patients or residents. For example, use the patient's or resident's name and date of birth. This is done to make sure that each patient or resident gets the correct medicine and treatment.

Use medicines safely

NPSG.03.05.01   Take extra care with patients and residents who take medicines to thin their blood.

NPSG.03.06.01   Record and pass along correct information about a patient's or resident's medicines. Find out what medicines the patient or resident Is taking. Compare those medicines to new medicines given to the patient or resident. Give the patient or resident written Information about the medicines they need to talk. Tell the patient or resident it is important to bring their up-to-date list of medicines every time they visit a doctor.

Prevent infection

NPSG.07.01.01   Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.

Prevent patients and residents from falling -

NPSG.09.02.01   Find out which patients and residents are most likely to fall. For example, is the patient or resident taking any medicines that might make them weak, dizzy or sleepy? Take action to prevent falls for these patients and **residents.**

Prevent bed sores

NPSG.14.01.01   Find out which patients and residents are most likely to have bed sores. Take action to prevent bed sores in these patients and residents. From time to time, re-check patients and residents for bed sores.

2025 Assisted Living Community National Patient Safety Goals

(Easy-To-Read)

Identify residents correctly

NPSG.01.01.01   **Use at least two ways to identify residents. For example, use the resident's** name and date of birth. This is done to make sure that each resident gets the correct medicine and treatment.

Use medicines safely

NPSG,03.06.01   Record and pass along correct information about a resident's medicines. Find out what medicines the resident is taking. Compare those medicines to the new medicines given to the resident. Give the resident written information about the medicines they need to take. Tell the resident it is important to bring their up-to-date list of medicines every time they visit a doctor.

Prevent infection

NPSG.07.01.01   Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.

Prevent residents from falling

NPSG.09,02.01   Find out which residents are most likely to fall. For example, is the resident taking any medicines that might make them weak, dizzy or sleepy? Take action to prevent falls tor these residents.
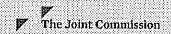
The Joint Commission

2025 Home Care National Patient Safety Goals

(Easy-To-Read)

Identify patients correctly

NPSG.01.01.01

Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

Use medicines safely

NPSG.03.06.01

Record and pass along correct information about a patient's medicines. Find out what medicines the patient istaking. Compare those medicines to the new medicines given to the patient. Give the patient written information about the medicines they need to take. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

Prevent infection

NPSG.07.01.01

Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.

Prevent patients from falling

NPSG.09.02.01

Find out which patients are most likely to fall. For example, is the patient taking any medicines that might make them weak, dizzy or sleepy? Take action to prevent falls for these patients.

Identify patient safety risks

NPSG.15.02.01

Find out if there are any risks for patients who are getting oxygen. For example, fires in the patient's home.

2025 Behavioral Health Care National Patient Safety Goals

(Easy-To-Read)

Identify individuals served correctly

NPSG.01.01.01 — Use at least two ways to identify individuals served. For example, use the The individual's name and date of birth. This is done to ensure that each individual served gets the correct medicine and treatment.

Use medicines safely

NPSG.03.06.01 — Record and pass along correct information about an individual's medicines. Find out what medicines the individual served is talking. Compare those medicines to new medicines given to the individual served. Give the individual served written information about the medicines they need to take. Tell the individual served it is important to bring their up-to-date list of medicines every time they visit a doctor.

Prevent infection

NPSG.07.01.01 — Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand **cleaning.**

Identify individuals served safety risks

NPSG.15.01.01 — Reduce the risk for suicide.

Improve health care equity

NPSG.16.01.01 — Improving health care equity is a quality and patient safety priority. For For example, health care disparities in the patient population are identified and a written plan describes ways to improve health care equity.

The Joint Commission

2025 Telehealth National Patient Safety Goals

(Easy-To-Read)

Identify patients correctly --

NPSG.01.01.01

Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

Improve staff communication

NPSG.02.03.01

Get important test results to the right staff person on time.

Use medicines safely

NPSG.03.06.01

Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking, and compare the medicines to the new medicines given to the patient. Give the patient written Information about the medicines they need to take. Tell the patient it is important to bring their up--to-date list of medicines every time they visit a doctor.

Identify patient safety risks

NPSG.15.01.01

Reduce the risk for suicide.

Improve health care equity

NPSG.I.6,01.01

Improving health care equity is a quality and patient safety priority. For example, health care disparities in the patient population are identified, and a written plan describes ways to improve health care equity.