

BASIC NURSE ASSISTANT PROGRAM

STUDENT HANDBOOK



HEALTH PROFESSIONS DIVISION
ELGIN COMMUNITY COLLEGE
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Nursing Assistant Program Philosophy

The nursing assistant is an integral part of the health care team and assists in the delivery of care to patients in the hospital, long term care, ambulatory care, and home care settings. The nursing assistant recognizes and respects the inherent worth of every individual including personal feelings, rights, beliefs, and values. The nursing assistant will function with integrity, pride, and responsibility. The nursing assistant provides care, support, and assistance to the patient and family, to aid the patient to return to an optimum level of health and maximum independence.

Purpose

The purpose of this course is to prepare qualified nursing assistants to function as members of the health care team. Upon completion of this course, the nursing assistant will be eligible to take the Nurse Aide Competency Evaluation. Successful completion of the competency examination assures certification by IDPH.

Program Outcomes

Program outcomes:

- Describe the health care team and the role of the nurse assistant.
- Identify the scope of practice for the nurse assistant, including ethical and legal responsibilities to the patient/resident.
- Provide quality and safe nurse assistant care in performance of procedure skills for the patient/resident.
- Apply knowledge and skills when caring for a patient/resident with acute, chronic, or terminal health care needs.
- Demonstrate assisting with rehabilitation and restorative nursing care to the adult and older adult.

Course Description

The Basic Nurse Assistant course of Elgin Community College is designed to prepare qualified nurse assistants who provide patient care as members of a health care team in hospitals, extended care facilities, community agencies and home health care agencies.

The Nurse Assistant course is a seven-credit hour course. It meets the requirements and guidelines set by the State of Illinois Department of Public Health for the Basic Nurse Aide Training Program. Successful completion of the Basic Nursing Assistant Training Program at Elgin Community College involves completing the mandatory hours of theory and clinical instruction as well as demonstrating manual skills competence. For certification one must also pass the Illinois State Competency written examination.

Students are also eligible to attend ECC graduation and receive the Basic Vocational Specialist Certificate after successful completion of the course. This certificate does not, however, imply that one is a certified nurse assistant. It is a document, similar to a diploma, which states that one has successfully completed the nurse assistant program at Elgin Community College.

Class Policies

Class Experience

Online classroom discussion and activities will be based on the objectives in the course manuals, as well as additional objectives and/or information identified by instructors. These discussions are designed to prepare the basic nurse assistant student to function safely and effectively in the clinical area. Students are expected to complete the reading, writing and audio-visual/computer assignments and the learning activities assigned before attending class sessions. Students are responsible for all content and information presented in all class modules and are expected to come to class sessions prepared to participate in the class discussion.

Testing and Grading Policies

Upon completion of NUR 105, the student should be competent in each of the course outcomes as demonstrated by an overall score of 80% or higher. 95% of the final course grade will be based on assessment of students' learning through written test scores demonstrating mastery of course outcomes. The requirements for achieving mastery in the course and remaining in the course will be determined by the instructor. Criteria for this will be given to students in the course syllabus.

Additional learning activities may include, but are not limited to, reading of text and related written work, audiovisual or computer instructional materials, group discussion, case study analysis, and laboratory and clinical experiences.

When an individual unit exam score falls below an 80%, it is strongly recommended that the student meet with the instructor for a test review to assure adequate safety and knowledge readiness for the clinical component of the course and to ensure the exam content is mastered for future unit exams, the cumulative final course exam, and the state licensure exam.

Students must achieve a minimum of an 80% as their overall computed final course grade to successfully pass the course and be eligible to sit for the Illinois State Competency Examination. An overall final course grade below an 80% will result in not passing the Basic Nurse Assistant (BNA) Training Program and not being eligible to sit for the Illinois State Competency Examination.

Grading Scale

92-100% (A)

85-91% (B)

80-84% (C)

75-79% (D)

Below 75% (F)

Spartan Alert System

The Health Professions Academic Advisor is available to all students to be successful in the BNA program. The Academic Advisor provides individual, supportive services in developing time management skills, note taking, test taking skills, campus referrals, as well as coordinating personal, academic, financial, and career-related assistance.

A Spartan Alert will be initiated for students who score below an 80% on any unit exam. If a Spartan Alert referral is initiated by the instructor, the student is required to meet with the Health Professions Academic Advisor and complete recommendations, which may include scheduled appointments to improve student success. ICAPS students may also meet with their Student Support Specialist.

Clinical Competence

The clinical sites used for NUR 105 clinical experiences require that students demonstrate adequate safety and knowledge before beginning actual patient care in any clinical area. Students must demonstrate necessary safety and knowledge readiness to the NUR 105 classroom instructor before progressing into the clinical component of the course. Students unable to demonstrate readiness for the clinical experience may be withdrawn from NUR 105 before the beginning of the clinical experience, and/or at any time during the program, on the assessment and recommendation of either the theory or clinical instructor. Students who are removed from clinical will fail the course and not pass the program.

Upon completion of NUR 105, the student must be competent in each of the clinical objectives as demonstrated by achieving satisfactory ratings from the clinical/evaluator instructor on each of the required performance skills. A failing grade will be assigned for the course if this requirement is not met. **Attention: Students under the age of 18 must inform instructor to follow age restriction guidelines in using a mechanical lift.**

Health Professions Discrimination Statement

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based

on the students' beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

Attendance Policy

Students are required to attend mandatory hours of class sessions, lab practice, and clinical, excluding breaks and lunch/dinner. Student attendance is expected at all sessions. **All students must attend the first day of the semester and last day of the NUR 105 class. Failure to do so will result in automatic withdrawal from the program. The drug test must be completed by the first day of class or the student will be withdrawn from the BNA program. The background check fingerprinting must be performed as directed by the Program Director or the student will be withdrawn from the BNA program.**

Classroom and lab: Students must call or email the instructor if they will be absent or tardy to a class or on-campus lab session. Students are only allowed one (1) total absence from class/lab for the entire semester. Two (2) tardies equal one class/lab absence. Students with more than one (1) absence and/or more than two (2) tardies will be removed from the program and will earn a failing grade in NUR 105. Specific student responsibilities will be addressed on the course syllabus.

Clinical: There are NO absences allowed on clinical days. Students who are absent on a clinical day will be withdrawn from the program and issued a failing grade. NOTE: Being tardy or leaving clinical early will be considered an absence.

The first day of clinical is a MANDATORY orientation requirement. Students cannot change clinical sites after the first clinical day.

Incomplete Policy

Due to IDPH regulations, there is no incomplete grade available for this class.

Student Policies and Procedures

Note: Students are responsible for knowing these policies and procedures and also those in the current college catalog. All changes in policies or procedures will be documented and communicated to students.

Criminal Background Checks and Drug Testing

ADMINISTRATIVE PROCEDURE 3.406

References Board of Trustees Policy: GP 1

Subject: Criminal Background Checks and Drug Testing of Health Professions Program Students

Adopted: January 1, 2005

Amended: June 19, 2006, August 7, 2008; July 9, 2015; April 9, 2018;

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every even-numbered year.

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations (TJC) have established regulations that require Elgin Community College to request criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and TJC regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. Criminal background checks and drug tests must be completed no more than 30 days prior to the start of the semester in which students begin their Health Professions program. Results of criminal background checks and drug tests must be on file in the Health Professions Division office before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense, as defined on the IDPH website, without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

In addition, students:

- will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- will be responsible for independently securing all criminal background checks and drug tests from a source identified by the Health Professions Division

- will be responsible for independently contacting the IDPH to obtain additional information regarding their background check results and, if applicable, for requesting waivers for convictions that are not considered disqualifying offenses
- must notify the Health Professions division office when they have received waivers for convictions that are not considered disqualifying offenses at least two weeks prior to the start of classes; students who are not granted waivers at least two weeks prior to the start of classes must withdraw from their respective Health Professions programs
- who leave the Health Professions Division for one or more semesters will be required to repeat their drug test upon re-admission
- who refuse to be tested will be considered positive for the criminal background check and/or drug test and will be denied admission to the Health Professions Division
- with a positive drug test will be referred to the Student Assistance program at ECC
- with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation
- with a second positive drug test will be permanently dismissed from the Health Professions Division
- whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification, or it will be considered a positive result
- must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause
- who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification
- who refuse to repeat the drug test within the 24-hour time period will be denied admission to the Health Professions Division.

Reference

Illinois Department of Public Health. [Disqualifying Offenses](#).

Academic Integrity Policies

ADMINISTRATIVE PROCEDURE 4.407

References Board of Trustees Policy: G 1

Subject: Academic Integrity

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. **[In Health Professions this includes the professional code of ethics for each discipline.]** The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. See the ECC website for more information on [ECC's Academic Integrity policy](#).

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](#). Students may also seek assistance from Librarians as well as the Write Place staff.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism.
- reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved.

C. Fabrication

- i. Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

D. Complicity

- i. Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**
- ii. allow their work to be copied and submitted as the work of another
- iii. prepare work for another student and allow it to be submitted as that student's own work
- iv. keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- v. purchase work from another source
- vi. fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

- i. Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those

situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

- i. Misconduct in research occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below, they must document the violation using the Academic Integrity Violation form. The form must be sent to the student via the ECC student email account, the Academic Dean, and the Dean of Student Services and Development. This enables the Dean of Students to monitor multiple offenses. **[In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]**

- Completion of "Writing with Integrity" course through the Write Place
- Reduced grade on assignment
- Failing the assignment
- Reduced final course grade
- Failing grade for course

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment when responding to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of receiving the violation form from their instructor. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive the Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified by mail and email to attend the meeting. The meeting may or may not impose further sanctions at the discretion of the Director. Students will remain restricted from registration until they have met all sanctions. If a student does not attend the meeting with the Director, the case will be immediately referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but is not limited to:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the appeal is approved, the sanction would change accordingly. Students should continue active participation in the course while appeals are under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the violation form. If an extension is required, it may be granted by the Vice President.

Step 1: Division Review

The purpose of step 1 is to allow for independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, they will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning and Student Development within five (5) days of the notification. The appeal must include all necessary documentation.

Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days the Vice President will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision. The Vice President will use a rubric to determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice President will appoint the committee members by the end of the ten (10) days. The faculty members will elect the chair of the committee.
5. The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.
6. The committee shall review the evidence and make a written recommendation to the Vice President of Teaching, Learning, and Student Development within three (3) days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's recommendation.

7. If the Academic Integrity Appeal is upheld, the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President of Teaching, Learning, and Student Development will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

Professional Dishonesty Policy

Professional dishonesty (which includes unethical behavior) in the clinical setting is also a serious offense within the college community. Ethical behavior is a standard of Elgin Community College's Health Professions Division. Examples of dishonest/unethical clinical behaviors include but are not limited to:

- falsifying documentation
- lying about performance
- failure to self-limit when incompetent to perform a task
- failure to follow procedures according to policy (taking unsafe shortcuts)
- failure to report patient care mistakes to clinical instructor
- covering up for the unsafe behavior of another student
- practice as a nursing assistant student when impaired from drugs or alcohol (Note: students suspected of being impaired from drugs or alcohol will be tested according to the institutional policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing.)
- any violations of the [Health Insurance Portability and Accountability Act](#) (HIPAA) Some violations of confidentiality specific to the **student role** include but are not limited to:
 - collection of any written information (for personal/educational use) about a patient that identifies the patient by name
 - the unauthorized taking of any client records (or copies) from the patient care unit
 - discussion of clients or care issues outside of the clinical or educational setting and even in those settings, discussion for other than patient care or educational purposes
- any violations of the *Patient Care Partnership* (American Hospital Association, 2003).
- any violations of the [Code of Ethics for Nurses](#) (American Nurses Association, 2015).

Such violation(s) as indicated above may result in a delay in completing the BNA certificate requirements or in further disciplinary action against a student by Elgin Community College.

*Professional dishonesty will result in withdrawal from the program and students will be issued a failing grade.

Health Professions Social Media Conduct

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPAA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings.

Video/audio recording is also prohibited from being shared with individuals or any internet social media. Such violation(s) may result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College.

Contract of Handheld Technology

Classroom

Smartphones/Watches, Handheld Computers/Tablets, or other Portable Electronic Devices – No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. If faculty allow a calculator in an exam, the instructor will provide directions. Students with special accommodations requiring a special device must have documented departmental approval in the program director's office before the beginning of the second week of class.

Devices may not be used to record or photograph the instructor, students, or classroom without the permission of the instructor and students involved.

Clinical/Lab/Simulation

Smartphones, Tablets, Other Portable Electronic Devices – Students using these devices in clinical will always follow these guidelines unless prohibited by the clinical agency:

- Personal electronic devices may only be used in the clinical/lab/simulation setting with the permission of the instructor.
- The device will be in airplane mode at all times while being used in the clinical agency.

- The camera will not be accessed at anytime while in the clinical agency or a client's home.
- No pictures or videos will be taken of any person, equipment, or location that is related to clinical, lab, or simulation without prior written consent of the supervisor of that location, the director of the program, and the faculty member.
- No texting, email, or communication of any type using these devices will ever be done in front of a client or clinical agency staff member. At other times, the student must have express permission of the clinical agency and their faculty member. Students agree that they will sanitize their devices with an antibacterial wipe in accordance with basic universal precaution standard (after all patient interactions and at any time one would sanitize their hands/stethoscope).

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or any other time. This includes proper management of confidential client information. All students are fully responsible for following all regulations of the [HIPAA guidelines](#).

If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted, students agree to refrain until clarification can be made. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs and any other such device. Any communication about a clinical or client related concept or event must be de-identified before transmission per HIPAA guidelines.

(Adapted from document used with permission by Lewis & Clark Community College 8-2011)

Such violation(s) of the above may result in a delay in completing degree requirements or in further disciplinary action by Elgin Community College.

Behavior Policies

ADMINISTRATIVE PROCEDURE 4.402

References Board of Trustees Policy: EP1

Subject: Student Code of Conduct

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010, August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

1. Definitions

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks. **[In Health Professions this also includes off-campus instructional sites.]**

College Official includes any person employed by the College, performing assigned administrative or professional duties. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to the [ECC website](#).

2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
 - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity) **[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]**
 - 2) Providing false information to any College official, faculty member or office **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
 - 3) Forgery, alteration, or misuse of any College document, record, equipment, or

- instrument of identification. **[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]**
- 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:
- 1) Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language. **[In Health Professions this also includes off-campus instructional sites.]**
 - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
 - 3) Intentionally interfering with the lawful rights of other persons on campus **[In Health Professions this also includes the rights of other persons at off-campus instructional sites.]**
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See Administrative Procedure 6.202 "Use and Rental of Campus Hallways, Atriums and Grounds" and Administrative Procedure 6.208 "Facilities Usage Regulations") **[In Health Professions this also includes off-campus instructional sites.]**
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 "Facilities Usage Regulations") **[In Health Professions this also includes off-campus instructional sites.]** Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information. **[In Health Professions this also includes off-campus instructional sites.]**

- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property. **[In Health Professions this also includes off-campus instructional sites.]**
- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises. **[In Health Professions this also includes off-campus instructional sites.]**
- l. Violation of published College policies, administrative procedures, rules or regulations. **[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]**
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities. **[In Health Professions this also includes off-campus instructional sites.]**
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law. **[In Health Professions this also includes off-campus instructional sites.]**
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations. **[In Health Professions this also includes off-campus instructional sites.]**
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus. **[In Health Professions this also includes off-campus instructional sites.]**

- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.
- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress. **[In Health Professions this also includes off-campus instructional sites.]**
- s. Theft or other abuse of computer time or services, including any violation of the Acceptable -Usage Guidelines for Electronic Student Services ,which can be found in all computer labs.
 - 1) Use of computing facilities to view or share pornography or send obscene or abusive messages. **[In Health Professions this also includes off-campus instructional sites.]**
- t. Abuse of the Disciplinary Hearing Process, including but not limited to:
 - 1) Failure to obey the summons of a judicial hearing committee or College official **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
 - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
 - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - 4) Request of a disciplinary proceeding knowingly without cause
 - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
 - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
 - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
 - 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure

- 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. *Disciplinary Procedures*

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure). **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

4. *Appeal*

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

5. *Record of Complaint and/or Appeal*

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

Health Professions Dismissal Policy

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Basic Nurse Assistant program regulations.

A written warning will be issued for infractions of program regulations or professional standards.

A copy of the written warning will be kept in the program student file.

Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Basic Nurse Assistant program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Basic Nurse Assistant program without a written warning.

Students who have been permanently dismissed from the Basic Nurse Assistant program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy
4. Results of the background check and drug test not completed by the first day of class of NUR 105.

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Basic Nurse Assistant program will not be permitted to attend any further Basic Nurse Assistant classes/clinical and will receive failing grades in the Basic Nurse Assistant course in which they are enrolled.

Due Process/Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

Student Grievance Policy

A student wishing to file a grievance regarding program policies and procedures must follow the ECC Grievance Policy found in the college catalog. The grievance must be submitted in writing, dated and signed no later than 30 days after the occurrence of the contested event.

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), they may be entitled to some accommodations, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements.

The laws in effect at the college level state that a person does not have to reveal a disability; but if support is needed, documentation of the disability must be provided. If

none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.

Procedure for Requesting Accommodations:

1. Go to B115.01 and sign release to have documentation sent to the college, bring in documentation, or register [online](#)
2. Attend an appointment that will be arranged for you with the ADA coordinator or designee.
3. If you have questions, call 847-214-7417 (TTY-847-214-7392) or e-mail Pietrina Probst at pprobst@elgin.edu.

ECC Student Email

All nursing students must activate their ECC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please have all email from this address forwarded to your personal email accounts.

Clinical Policies

Nursing Assistant Program Dress Code

Wearing the Elgin Community College Nursing Assistant Program monogram on your uniform distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the client the quality of care you will provide.

Uniform regulations must be observed in order to protect the physical and psychological well-being and safety of the persons in your care, your co-workers, and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations you will be sent home.

1. The school uniform is to be worn to all clinical and on-campus lab practice sessions and must be laundered after each use.
2. A short sleeve, navy blue scrub top, navy blue pants and a uniform jacket may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and lab coat/uniform jacket. Since your sleeves could become soiled while in the clinical setting, you are only allowed to wear short sleeve plain white tops under your uniform.

3. A picture identification (ID) badge is part of the uniform, and is to be worn with the uniform at all times. This officially identifies you as an ECC student and provides access to the clinical agency. You may obtain your ID card to wear for your badge at the ECC [Student Life Office](#), B173. You are not to be in clinical agencies without your uniform and ECC ID badge worn in plain sight.
4. Shoes must be white, navy or black, made of leather or plastic (without any openings), without any ornamentation/colors, and must be kept clean. Shoes must provide for the safety and comfort of the wearer with flat heels and with a back on the shoe.
5. Hair should be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Extreme hair styles (mohawks, etc.) or unnatural hair colors (green, pink, orange, etc.) are prohibited. Make-up in all forms, including eye make-up, should be discreet and underplayed. Nails should be well manicured and are not to extend beyond the end of the fingertips. If nail polish is worn, it must not be chipped and is to be clear in color. **Artificial nails are forbidden in all clinical areas.** Scented products, such body lotions, perfume or after shave products should not be used, as some patients cannot tolerate strong scents.
6. Male students may wear short, neatly trimmed beards and/or moustaches. Moustaches must not extend beyond the lip line.
7. Wearing of jewelry in the clinical area is not recommended. Dangling earrings, large rings or excessive jewelry that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost, and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn to the clinical area.
8. Students must wear an analog or digital watch with seconds indicated on the face of the watch.
9. Piercing: only two small stud earrings in each ear are allowed, and may not include extreme earrings (such as gauges, plugs, etc.). Facial piercings are not permitted (including tongue, eyebrow, lip, nose, etc.). The use of a "band-aid" will not be acceptable over body jewelry.
10. Nursing faculty has the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible to ask their instructors about whether or not they will need to cover the tattoo in their clinical facility.

11. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.
12. Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

Health Requirements

You **must upload a copy** of your updated information to Castle Branch **before the date provided by the Nursing Program Director**. Keep in mind that Castle Branch may take several days to review your documents.

This is the link to a [Castle Branch tutorial](#).

Failure to complete all clinical/health requirements listed below by the deadline will result in the student not being allowed to participate in clinical/lab experiences. Also, if these are not kept current, students will **not** be allowed in clinical/lab.

- **TB test** – completed in the last year:
 - 2-step TB skin test (NOTE: a 1-step TB will be rejected)
 - Quantiferon-Gold TB blood test
 - Negative chest x-ray (recommended only if you have had a previous positive result on a TB test)
- **CPR** – current certification in American Heart Association BLS for Healthcare Providers
- **Tdap (Tetanus, Diphtheria & Pertussis vaccine)** – 1 dose of Tdap within the last 10 years.
- **Hepatitis B** – Strongly recommended, but still voluntary. If you choose not to have the series of injections or a titer drawn, you must sign the declination section of ECC's personal medical history form.
- **Measles, Mumps, Rubella (MMR) and Varicella** – You must have IgG titers for measles, mumps, rubella, and varicella (chicken pox). If you are not immune (negative) to measles, mumps, and rubella, you will need to get a two-dose MMR vaccine (4 weeks between the first and second doses). If you are not immune (negative) to varicella, you will need to get a two-dose varicella vaccine (4-8 weeks between first and second doses).
- **Health insurance** – This must have your name listed as covered under the insurance.
- **Flu Vaccine**– Yearly; **October 15th is the fall deadline for all BNA students**. If you are unable to receive a flu shot because of a life-threatening allergy, you must provide a letter from your physician.
- **Personal Medical History Form** – Must be filled out in its entirety and signed and stamped by your provider.

A student who has any change in her/his physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects her/his physical or emotional endurance must have a permission form or a written document signed by her/his health care provider to start and/or continue in the BNA program. The student must be able to meet the academic requirements and clinical objectives to continue in the program. Permission must be renewed to return after the student has received any follow-up care and following delivery/surgery. The 'Health Release' form and 'Return to Program' form can be obtained from the Health Professions office and must be returned to the Director of Nursing Program **prior** to any clinical experiences. For your safety/well-being, a student who is pregnant must notify the Director of Nursing Program as soon as she becomes aware of her pregnancy and provide written documentation from her health care provider to start/ continue in the program.

Note for Spring 2021 Semester: Students diagnosed with COVID-19 or another infectious illness requiring quarantine must notify the Nursing Program Director immediately and submit a clearance note from their healthcare provider before returning to campus/lab/clinical. Students must pass any health screening and wear personal protective equipment (PPE) required by a clinical site. In the clinical setting, students should not care for known COVID-19 patients or other patients requiring an N-95 respirator.

Bloodborne Pathogen Exposure Policy

Adopted: April 2016

Scope: Applies to all students enrolled in ECC Health Professions programs

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions:

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:

- Amniotic fluid
- Body tissues

- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.

- Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

1. All students will be presented with current blood-borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete blood-borne pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed **immediately after use** in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated **immediately after use** according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached **Exposure/Incident Report Form**.

Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety

practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.
3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC **Exposure/Incident Report Form**.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: [Occupational Safety and Health Administration \(OSHA\)](#) Standard Number 1910.1030

Submit copy of completed incident report form to both the Program Director and Dean of Health Professions.

Basic Life Support CPR Healthcare Provider Certification

Current cardio-pulmonary resuscitation certification (American Heart Association Basic Life Support for Healthcare Providers) is required of all basic nurse assistant students. Students will not be allowed to attend clinical if CPR documentation has not been submitted.

Transportation to Affiliating Agencies

Students must provide their own transportation to and from all clinical sites and arrive a minimum of 15 minutes early.

Snow Day Policy

Check elgin.edu for current information about school closings.

If it is a clinical day, follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up activity/clinical as assigned by your instructor.

Emergency Alert System

Students, faculty and staff are automatically signed up for ECC's new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at emergency.elgin.edu. This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

***Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. You will need to contact the Registration office to update your contact information ***

Certification Procedures

State Competency Exam

Upon successful completion of this course, the student will be eligible to take the Nurse Aide Training Competency Written Evaluation. There is a fee for this test and payment must be made to ECC Student Accounts Office.

NOTE: There are no refunds for failure on the final exam or failure of the course.

There is an Online Application Form through Nurse Aide Testing, which the instructor will assist you in filling out. This student is required to complete the online form and pay the associated fee to Southern Illinois University–Carbondale. A roster verifying your successful completion of the course will be uploaded to the Illinois Nurse Aide Testing website.

State of Illinois Regulations

As of January 1, 1996, the Health Care Worker Background Check Act requires a criminal history background check for new nurse aides prior to employment. This Act was amended July 1996 to require nurse aide programs to initiate a fingerprint-based Illinois State Police Health Care Workers Background Check before an individual enters a nurse aide program. Health care facilities cannot knowingly hire individuals who have been convicted of committing or attempting to commit a crime included in a list of 51 offenses. Disqualifying convictions can be found on Health Care Worker Registry: www.idph.state.il.us/nar or contact staff at 217-785-5133. If there has been a conviction of one of these offenses, the applicant/employee must have a waiver from the Department of Public Health and IDPH "may grant a waiver based on mitigating circumstances..."

Social Security Number Beginning With 9 or No Social Security Number:

According to the IDPH (Illinois Department of Public Health) a student whose social security number begins with the number 9 (nine) or a student with no social security number will not be allowed to sit for the written competency examination; therefore, they will not be certified and cannot be employed as a Certified Nurse Assistant.

Appendix A: ECC Health Professions Division Statement on Safety

Adopted/Revised 2-26-14

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

Appendix B: Clinical Agencies

NOTE: Miles = 1 way from ECC Main Campus

ASHP

Advocate Sherman Hospital
1425 N. Randall Road
Elgin, IL 60123
847-742-9800
(Miles = 5)

COAK

Clare Oaks Retirement Community
825 Carillon Dr
Bartlett, IL 60103
(Miles= 15)

FRND

Friendship Village of Schaumburg
350 W. Schaumburg Rd.
Schaumburg, Il 60194
(Miles = 15)

GFLD

GreenFields of Geneva
0N801 Friendship Way
Geneva, Illinois 60134
630) 232-9105
(Miles = 10)

PSHP

Amita Health St. Joseph Hospital
77 North Airlite Street
Elgin, IL 60123
847-695-3200
(Miles = 3)

Appendix C: ECC Health Professions Division Exposure/Incident Report Form

Working in the health field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Individual: Name:

HP Program:

Phone:

Cell:

Home:

Exposure/Incident: Date:

Time:

Location of Exposure/Incident: (ie. facility & department or unit)

Type of Exposure: (ie needle stick, mucous membrane, bite etc.)

Type of Device: (ie. manufacturer, safety device, type of needle etc.)

Body fluid or substance involved:

Body part(s) exposed:

Incident Details: Explain in detail what occurred:

Personal protective equipment used:

First Aid:

Was first aid performed? YES / NO (Circle one) Describe action taken:

If so, by whom?

Follow-up testing and results (attach documentation)

Instructor Name:

Instructor Signature:

Comments:

Facility contact to whom incident was reported:

Student Signature:

Date:

Program Director Signature:

Date:

Appendix D: Elgin Community College Health Professions Student Handbook Agreement-BNA Program

Elgin Community College's Basic Nurse Assistant Handbook provides information regarding the policies and procedures in effect for the *Basic Nurse Assistant* program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by **initialing** on the lines below.

____ I have received a copy of the *Basic Nurse Assistant Student Handbook*.

____ I am aware that it is my responsibility to ask questions about the contents of the *Basic Nurse Assistant Student Handbook* and have those questions answered to my satisfaction.

____ I understand that failure to follow any of the policies in the *Basic Nurse Assistant Student Handbook* may result in my dismissal from the *Basic Nurse Assistant* program.

____ I agree to fully participate in the lab portion of the *Basic Nurse Assistant* program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

____ I agree that while enrolled in the *Basic Nurse Assistant* program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a basic nurse assistant, but also strive to develop professional behaviors and attitudes.

____ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class/clinical/lab is cause for dismissal from the *Basic Nurse Assistant* program.

Note: Parent/guardian must also sign if student is under age 18.

Parent/Guardian (signature)

Date

Parent/Guardian (print name)

Student (signature)

Date

Student (print name)

Appendix E: Statements and Releases

Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Program Director of the Basic Nurse Assistant Program when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Program Director of the Basic Nurse Assistant Program.

Note: Parent/guardian must also sign if student is under age 18.

Parent/Guardian (signature)

Date

Parent/Guardian (print name)

Student (signature)

Date

Student (print name)

Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Basic Nurse Assistant Program to the affiliated clinical facilities where I will be assigned.

Note: Parent/guardian must also sign if student is under age 18.

Parent/Guardian (signature)

Date

Parent/Guardian (print name)

Student (signature)

Date

Student (print name)

Permission to Survey Future Employer

I give permission to survey my future employer as part of the Basic Nurse Assistant program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Note: Parent/guardian must also sign if student is under age 18.

Parent/Guardian (signature)

Date

Parent/Guardian (print name)

Student (signature)

Date

Student (print name)

Appendix F: ECC Health Professions Division Voluntary Assumption of Risk & Release of Liability

THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY PRIOR TO SIGNING.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name) _____, freely choose to participate in the (print your program name) _____ program in which I am enrolled. I agree as follows:

RISKS: I understand that the clinical education environment for the program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the program. These risks include, but are not limited to bodily injury, communicable and infectious diseases, epidemics, pandemics, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being allowed to participate in the program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, communicable and infectious diseases, epidemics, pandemics or injuries arising out of or in connection with my participation in this program.

SIGNATURE: I indicate that by my signature below, I have read the terms and conditions of participation in this program and agree to abide by them. I have carefully read this *Voluntary Assumption of Risk and Release of Liability* and acknowledge that I understand it. The laws of the State of Illinois shall govern this *Voluntary Assumption of Risk and Release of Liability*.

Parent/Guardian (signature)

Date

Parent/Guardian (print name)

Student (signature)

Date

Witness Signature (For students over 18 years old)

Date

Witness Printed Name (For students over 18 years old)

Date