

# Keweenaw Bay Ojibwa Community College



Certified Nursing Assistant Program Handbook



# Table of Contents

Welcome Letter .....	3
Nursing Assistant Course Description and Objectives.....	4
Application Process .....	5
Charge and Reimbursement Policy .....	5
Nursing Assistant Course Requirement.....	5
Dress Code .....	6
Academic Integrity .....	7
Professional Behavior.....	9
Attendance .....	10
Grading and Evaluation .....	10
Failure and Probation .....	11
Health Requirements .....	12
Criminal Background Checks and Drug Testing.....	12
Withdrawal .....	13
Substance Abuse Policy .....	13
Grievance Procedure .....	13
Students with Disabilities .....	13
Course and Clinical Confidentiality Agreement.....	14
Nursing Program Statement of Compliance .....	15

Welcome to Keweenaw Bay Ojibwa Community College Certified Nursing Assistant Program. Nursing is one of the most rewarding and challenging careers in health care. The individuals you will be caring for are **persons** with dignity; they have pasts, a present and a future. These individuals are physical, social, psychological, and spiritual beings with basic needs and protected rights. As a nursing assistant, your role, function, and limitation are described in federal and state laws with dependence on effective delegation, following care plans and good work ethic. It is your responsibility to understand body structure and function, body mechanics, preventing infection and safety and comfort measures to form an essential knowledge base. It is also important that you develop effective communication skills that will enhance your relationships with the nursing and health care teams, patients, residents, families, and visitors. The certified nursing assistant has a key role in the nursing process.

It is also extremely important for you to remember that learning is a lifelong process and commitment. Completion of the Certified Nursing Assistant Program does not mean the end of your learning. This program is the foundation for you to build upon. Many Certified Nursing Assistants continue the educational journey and professional pursuits within healthcare by becoming Licensed Practical Nurses, Registered Nurses and Advanced Practice Nurses. Even if you do not aspire to gain additional licensures, it is your obligation and responsibility to take advantage of continuing education to maintain your license and to keep up with the ever-changing environment of healthcare.

Should you need any assistance during the Certified Nursing Assistant Program, please do not hesitate to contact me.

Sincerely,

*Paula Roth* MSN Ed., RN

CNA Program Coordinator

Keweenaw Bay Ojibwa Community College

Wabanung Campus

770 N. Main St

L'Anse, MI 49946

(906) 524-8407

Niiwin Akeaa Campus

111 Beartown Rd

Baraga, MI 49908

[proth@kbocc.edu](mailto:proth@kbocc.edu)

## **Certified Nursing Assistant Program with Anishinaabe Cultural Content**

### **Description:**

The Certified Nursing Assistant Training Program prepares students to provide basic personal care in different types of healthcare settings under the direction of nursing or medical personnel. The goal of providing personal care is to assist persons in attaining and maintaining functional independence. The course includes basic understanding of body systems, skills in bathing, hygiene measures, bed making, obtaining vital signs, cultural competence, patient's rights, and therapeutic communication. Anishinaabe cultural content is foundational to provide culturally sensitive care to members of tribal communities.

After successful completion of the Nursing Assistant Training Program the student is eligible to complete a state registry skills and theory examination to become a Certified Nursing Assistant.

The clinical sites require criminal background checks and a criminal history be conducted before students begin clinical assignments. The clinical agency reserves the right to accept or deny any student for clinical privileges. Applicants need to be aware that any history of misdemeanor and/or felony or past abuse may make them ineligible to meet clinical and program requirements. Prior to being able to complete clinicals, students must pass a drug screening. Students must demonstrate the ability to read and write in English.

### **Nurse Aide Learning Outcomes:**

The overall objective of this Nursing Assistant Training Program is the provision of quality services to residents and patients in number of healthcare facilities by nurse aides who are able to:

- Interact competently on a one-to-one basis with the residents and patients
- Demonstrate sensitivity to residents' and patients' holistic health needs through skillfully directed interactions
- Assist residents and patients in attaining functional independence goals
- Demonstrate active support of residents' and patients' rights
- Demonstrate skills needed in the assessment of resident's and patient's holistic well-being

### **Anishinaabe Culture Learning Outcomes:**

As the Nursing Assistant Training Program is situated within the historic tribal lands of the Keweenaw Bay Indian Community, health care students and future professionals will be supported to provide culturally relevant care to members of the tribal community. Upon completion of the program, graduates will be able to:

- Identify the KBIC and 11 additional federally recognized Anishinaabe tribes in Michigan.
- Define "health disparities" as it relates to American Indian health.
- Describe 4 cultural norms and practices that American Indian patients/families may present in medical settings.
- Explain how culture and language are integral aspects of a community's needs around health care.

## **Application Process**

All applicants must apply to Keweenaw Bay Ojibwa Community College Admissions office. Eligible applicants will then be processed and required to pass a urine drug screen and criminal background check prior to admittance into the program. Anyone failing the above drug screen and criminal background check will not be permitted to enter the program as any history of misdemeanor and/or felony or past abuse may make you ineligible to meet clinical requirements and thus unable to complete the program.

Upon successful completion of the program, you will be eligible to take the State Certification Test. There are several testing sites throughout the State of Michigan.

Textbooks and clinical site materials will be available at the L'Anse Wabanung Campus Bookstore. You will also be required to have access to a computer and internet service.

**IDENTIFICATION CARDS:** All students enrolling in classes at KBOCC are required to obtain an official college identification card. Students must present their student ID cards to make copies and print at the Library and gain access to the KBOCC Fitness Center. Student identification cards can be obtained from the IT Office. For further information you may reach the IT director at 524-8107 or [it@kbocc.edu](mailto:it@kbocc.edu). These will be used as your name badges for clinical sites.

## **Charge and Reimbursement Policy**

The Certified Nursing Assistant Program is not covered by Federal financial aid and therefore the applicant is responsible for payment of the course. There are several avenues in which to pursue payment for the course. You can pay out of pocket or apply for funding through Michigan Works, located at 2 S. Main St, Ste. A in L'Anse or the Tribal Education Office.

Once you have completed the course and have gained employment, check with the facility in which you are hired as many of them have policies that provide for reimbursement and will also pay your fee for the State certification exam.

## Dress Code

### Classroom and Lab Experience

- Casual dress attire is acceptable

### Clinical Experience

- Students are to wear to grey scrub tops and scrub pants, and white nursing shoes. Students are also required to have a watch with a second hand.
- A student who arrives at clinical inappropriately dressed will be sent home and the day will be treated as an absence.
- Students are required to be **on time**. Any student who arrives past the time instructed to be at the clinical site, without calling ahead to state why you will be tardy, will be sent home and the day will be treated as an absence.
- Uniforms are not to be worn on the street, only in going to and from clinical. You **are not** to wear your uniform to any establishment that serves alcoholic beverages. Shoes should not be worn outside the facility.
- Name tags must be prominently displayed when the student is at the clinical site.
- Cell phones **are not** permitted at the clinical site.
- Gum chewing is not allowed.
- Students are to be clean, well-groomed, and free of offensive odors.
  - Cigarette smoking is offensive and/or nauseating to many residents. Uniforms may not smell of cigarette smoke.
  - Cigarette smoking is not permitted on the facility grounds.
  - Perfume or aromatic lotions may not be worn at clinical
  - Make-up, if worn, must be subtle
  - Hair is to be neat, clean, well-groomed, and conservatively styled and colored. It must be secured away from the face. Mustaches and beards must be clean and neatly trimmed.
  - Fingernails are to be clean, short, and well-manicured. Nail polish and artificial nails are not permitted during clinical experiences.
  - Body tattoos must be covered.
- **Jewelry**
  - Ring: One band allowed
  - Earrings: One small post type earring allowed
  - No other jewelry or body piercing is allowed (including tongue).

## Student Conduct and Academic Integrity

### VIOLATIONS OF STUDENT CONDUCT

**Code of Conduct Violations:** General Code of Conduct violations consist of, but are not limited to, the following:

1. Failure to comply with the directives of college officials including, but not limited to, faculty or administrators acting in the performance of their duties.
2. Violation of published college policies, rules or regulations, including academic integrity.
3. Violation or attempted violation of local, federal, or state laws.
4. Attempts to commit acts or encouraging others to commit acts prohibited by this code are also code violations.
5. Intentionally or recklessly interfering with college or college-sponsored activities.
6. Gambling at college-sponsored activities.
7. Threatening or insulting behavior.

**Academic Conduct:** Problems with conduct in specific courses are usually addressed by instructors in accordance with the course syllabus. More serious or repeated violations may also result in a disciplinary referral.

**Academic Integrity Violations:** Cheating, or the unauthorized use or exchange of information by students in meeting academic standards, will include, but are not limited to the following:

- Plagiarism is representing another person's words, images, or ideas as one's own without proper citation or credit. Other people's words, images, or ideas must be given adequate documentation. Plagiarizing is considered a form of cheating.
- Copying another's work during an examination.
- Using unauthorized notes or aids during an examination.
- Taking an examination for another student.
- Collaboration with any other person during a test without instructor authorization.
- Obtaining or attempting to obtain an unreleased test.
- Submitting research and assignments prepared by others or with unauthorized aid.
- A student who intentionally assists another in the act of cheating or plagiarism may be subject to disciplinary action as well.

- **Any student caught violating academic integrity will automatically be dismissed from the course.**

**Alcohol, Tobacco, & Drug Use:** Drugs and alcohol use is prohibited in all campus locations and college sanctioned events. Tobacco use is permitted in designated areas only. See Drug and Alcohol Abuse Prevention Policy in this Handbook for more information.

**Classroom Conduct Violations:** Conduct that undermines the academic success of students during classroom or other instruction is prohibited and includes, but is not limited to, the following:

- Initiating or participating in inappropriate conduct that disrupts classroom activities.
- Using any device that causes disturbance inside or outside the classroom during instruction, i.e., cell phones, texting, etc.
- Eating in the classroom unless it is part of the course content. Continuing to engage in inappropriate interaction with the instructor and/or to classmates after student has been directed to stop adverse behavior.

**Copyright Infringement, Peer to Peer File Sharing, and Illegal Downloading Policy:** Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These 12 rights include reproduction or distribution of copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing, it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners. If P2P file-sharing applications are installed on a student's computer, the student may be unintentionally sharing someone else's copyrighted materials. As a user of the College's network, recognizing the legal requirements of the files that a student may be sharing with others is important. It is illegal to download or share copyrighted material without permission of the owner. This may include, but is not limited to, mp3's, video, and picture files.

Students should be aware that illegal forms of downloading and file-sharing, as well as the unauthorized distribution of copyrighted materials including unauthorized peer-to-peer file sharing, are violations of the law and may subject students not only to disciplinary action from the College but to civil and criminal liabilities.



## Professional Expectations

Professionalism implies a respect and courtesy for others in our academic and chosen profession of nursing. We expect our students to maintain the highest standards of professionalism in all phases of our Certified Nursing Assistant Program. This includes the classroom, lab, clinical setting, and related public settings. All that you do, say and the way you present yourself visually either elevates or diminishes your professional image in the eyes of others. In addition, what each of us does, affects the way that all of us are viewed. Inappropriate, unprofessional, and unsafe behavior in the program or in any aspect of clinical setting will result in consequences.

### Classroom Behavior

- Students are expected to attend all classroom activities
- Students are expected to come to class prepared for the content to be presented. Students should expect to be quizzed on the assigned content at the beginning of class. This is necessary for active learning to occur. Active participation has been shown to improve critical thinking and reasoning. This is an essential outcome for the professional nurse.
- Students are expected to be respectful to both the instructor and fellow classmates.
- Cell phones are not to be on during class time or clinical.

### Clinical Behavior

- Students are expected to be respectful of the resident, the staff of the facility, the instructor, and their fellow classmates.
- Students are required to attend all clinical shifts. Please refer to “Clinical Attendance Expectations.”
- Students may not care for residents unless the instructor is present at the clinical site. When instructed, the student may perform nursing care in the presence of an assigned agent of the instructor.
- Students are responsible to seek the assistance of the instructor in clinical before proceeding with new, unfamiliar, or uncertain aspects of client care.
- Students are to follow policies and procedures of the clinical site.
- Students must come to clinical demonstrating preparation to give responsible, safe, quality nursing care. Students whose written work or performance indicates a lack of preparation may be asked to leave the clinical area.
- An incident report must be filled out if an incident occurs while on duty at the clinical site. The student must report the incident at once to the clinical instructor. **Failure to report an incident to their instructor may result in dismissal from the program.**
- Students may not leave the clinical site during clinical hours. It is an expectation that students report off to the instructor and other nursing personnel caring for your assigned resident, prior to any breaks. Failure to do so is grounds for dismissal.

## Attendance

Students are expected to attend all classes, lab and clinical sessions. If unable to attend due to illness or emergency, the student is expected to notify the instructor prior to the beginning of the scheduled class or clinical time. Failure to do so may result in dismissal from the program. Missing more than eight hours of class is considered excessive and may result in dismissal from the program. All hours missed are required to be made up in order to complete the program.

## CLASS CANCELLATION AND NOTIFICATION

**School Closings:** Inclement weather closures for KBOCC will be announced on the College's website and Facebook page, Eagle Radio 105.7 or 98.7, WLUC TV, and the Upper Michigan Source web page. Students should check their kbocc.edu email for up-to-date reports.

**Individual Class Cancellations:** When scheduled classes are canceled, the College will attempt to notify students at their kbocc.edu address or by phone. Students should check the web portal for up-to-date course information and assignments.

## Grading

Written examinations and quizzes shall be graded on a percentage basis, with an overall score of 80% as the minimum passing score for the program. Written examinations, including the final examination, may be composed of the following types of questions:

- Multiple choice
- True or false
- Matching
- Short Answer
- Clinical skills shall be evaluated based on the written procedures for the Certified Nursing Assistant Program.

### **All course work needs to be completed before clinical rotations start.**

Clinical skills testing will consist of observation and evaluation by the instructor both in laboratory practice and in the clinical practicum setting. Grades will be either Pass or Fail. You must pass all clinical skills in the laboratory prior to attending clinical. Failure to do so will result in dismissal from the program.

- Two Student Achievement Records will be completed by the instructor for each student. One for clinical skills performed in the laboratory, and the second for clinical skills performed during the clinical experience.
- A grade of Pass is required on all clinical skills in both evaluations in order to pass the Certified Nursing Assistant Training Program.

## Evaluation

The following are guidelines to be followed for classroom testing:

- Academic honesty is twofold on the part of the student:
  - First, not to cheat
  - Second not to enable others to cheat
- Any interaction between students in a testing situation will be interpreted as cheating
- During the exam, faculty will ensure:
  - All items are removed from the desktop
  - Pencils are available
  - Blank paper is provided if necessary
  - All hats/caps are to be removed during the exam
  - Cell phones and/or other electronic devices are unavailable
  - Student seats will be staggered
- **Late Testing:**
  - A late test is defined as any test that requires the student to begin after any other student has left the exam room or turned in their test. A test can only be made up if you have made prior arrangements before missing a test with the instructor for an alternate testing date and time and it needs to be made up within 3 days of the missed exam. Tests will only be allowed to be made up for legitimate absences such as illness, or emergency.
  - Anyone who misses a test without prior notification of the instructor will not be allowed to make-up the test and will result in a score of zero for that exam, which will result in dismissal from the program.
- **Failure and Probation**
  - You must achieve an overall score of 80% in order to pass the course. Students with incomplete assignments or missed clinical hours are considered on probation until all work is satisfactorily completed.

## **Health Requirements**

Two-step TB or annual documentation of negative TB test, or if positive TB test, documentation of negative CXR and completion of TB screening is required.

### **Health Insurance**

- Students will be held responsible for any medical and/or personal expenses that they may incur because of an injury, accident or condition that is acquired because of being a student in the program. Students are encouraged to carry health insurance as students in the medical field encounter numerous contagious diseases.

### **Injury Policy**

- If the student is injured during clinical, it is the responsibility of the student to inform the instructor immediately. Procedural steps need to be taken in the event the student becomes injured on the premises. Students are expected to follow the policies and procedures of the facility.

### **Serious Injury or Pregnancy**

- Any student who has a serious illness or is pregnant while in the program will be required to obtain a doctor's written release verifying that he/she is able to meet class, lab, and clinical practice requirements without any limitations, without aggravating an existing condition and without jeopardizing the safety and well-being of the residents. The release will be retained in the student's file. If a release is not obtained, the student will not be permitted to return to class and/or clinical.
- It is the responsibility of the student to notify their instructor if the student is placed on any activity restrictions by their health care provider.
- The health care facility in which the clinical portion of the course is being completed, is not liable for any health-related complications that arise while in the program.

## **Criminal Background Checks and Drug Testing**

Students will complete a consent form to perform a Criminal Background Check and drug testing prior to admission into the program. If a student is found to be ineligible to be hired by a healthcare facility due to a finding on the criminal background check or failed drug test, they will not be eligible for admittance into the program.

Should a student be arrested while in the program, they must immediately inform the instructor. This arrest may result in not being able to continue or complete the program.

### **Withdrawal**

Students needing to withdraw from the program, shall give written notification to the instructor. If you decide to withdraw, you will need to obtain a Withdrawal form from the KBOCC and there will be no reimbursement of fees.

### **Substance Abuse Policy**

The use, consumption, possession, distribution, or state of being under the influence of alcohol or any illegal drug while engaged in this program is strictly prohibited. The abuse of alcohol and/or the use of illegal drugs are known to cause harmful physical, mental, and psychosocial effects and may render an individual unable to perform the essential functions of a student of the program. KBOCC will impose appropriate disciplinary procedures, up to and including dismissal from the program, upon any student found to be in violation of this policy.

### **Grievance Procedure**

Students are to submit grievances to the program coordinator. If the grievance cannot be resolved, a conference will be set up with the student, the program coordinator, Dean of Instruction and/or the college President, whose decision will be final.

### **Students with Disabilities**

**DISABILITY SERVICES** Any student in need of reasonable accommodations due to a disability will need to inform his or her instructor or the Dean of Student Services. Requests for reasonable accommodations are processed in the Dean of Student Services office and require appropriate documentation. Questions or requests can be directed to Student Services at 524-8111 or [studentservices@kbocc.edu](mailto:studentservices@kbocc.edu).

**Keweenaw Bay Ojibwa Community College Certified Nursing Assistant Program**  
**Course and Clinical Confidentiality Agreement**

I acknowledge that all information related to the treatment of patients at the clinical site during this program shall be kept in strictest confidence as required by the Patient's Constitutional Right to Privacy and the Health Insurance Portability and Accountability Act (HIPPA). I agree not to disclose, either during my clinical rotations, or after my rotation has been completed, any information received while involved in patient care and treatment, to others not directly involved in the patient's treatment, unless required by law. Information covered by this agreement includes patient's lists, patient files, records and reports or other related information learned while providing direct patient care.

I further agree that during the period described above, I shall not misuse, take, retain, or copy any information about the clinical sites' patient records, fee schedules, files provisions of health services, business records, financial condition, or other activities. I acknowledge that this information is confidential and is the exclusive property of the clinical site.

I understand that a breach of confidentiality is a serious matter and could result in both legal action by the patient, their family or clinical site and academic sanction up to and including dismissal from the program.

I further agree to maintain confidentiality regarding all examinations, including lab evaluations that I take in the Certified Nursing Assistant Program.

---

Signature

---

Print Name

---

Date

## Certified Nursing Assistant Statement of Compliance

I attest that I have read the Keweenaw Bay Ojibwa Community College Certified Nursing Assistant Program Student Handbook. I understand that I am responsible for knowledge of information it contains, and I agree to abide by its terms and conditions. Should I not adhere to the policies stated in the Handbook, I will be subject to dismissal from the Certified Nursing Assistant Training Program.

---

Signature

---

Date

**\*\*Policies and Standards are subject to revision and change\*\***

**\*\*All students are also expected to follow the policies and procedures contained within the KBOCC student handbook. This can be found online at [www.kbocc.edu](http://www.kbocc.edu).\*\***

