



## **Nursing Assistant Student Handbook SPRING 2025**

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## INTRODUCTION:

Welcome to the Nursing Assistant program at Northland Community & Technical College. The faculty wishes you success as you undertake this exciting and demanding step in your education as a Nursing Assistant. This handbook is designed to supplement the NCTC Student Handbook and provide you with information specific to the Nursing Assistant course/program.

## NURSING ASSISTANT COURSE OUTCOMES

1. Describe infection control relevant to the nursing assistant.
2. Describe legal and ethical issues relevant to the nursing assistant.
3. Demonstrate the ability to competently perform activities of daily living care and vital signs.
4. Describe the roles and responsibilities of the nursing assistant in various healthcare settings.
5. Utilize proper body mechanics during patient transfers.
6. Identify how psychosocial characteristics of patients can impact care.
7. Describe common safety/emergency procedures seen in the clinical setting.
8. Demonstrate appropriate interpersonal communication skills with patients and other healthcare providers.
9. Demonstrate the ability to provide nutritional assistance to patients.
10. Identify the parameters of normal and abnormal vital signs.
11. Recognize when patient status/behavior is outside patient care plan parameters and requires communication with the charge nurse.
12. Demonstrate the ability to make appropriate patient care decisions based on nursing assistant principals.
13. (ILO: 5) Exhibit professionalism in attitude, work ethic, and demeanor while performing assigned tasks.

## COURSE DESCRIPTION

This course introduces concepts of basic human needs in simple terms. Students learn to assist residents in activities of daily living. Selected common technical nursing skills are introduced. Principles of body mechanics are emphasized. This course is intended to prepare for practice at the Nursing Assistant level.

This course is delivered in the Hybrid modality. To meet the Federal Regulation OBRA 1987, the class will require a minimum of 80 hours for credit-based courses and 75 hours for non-credit based courses. Attendance of these mandatory hours is required to meet the Federal regulations. A personal computer is required to complete assignments, exams, and required logged time online. The specific breakdown of required hours will be in your course schedule. Hours to meet federal mandates will be individually divided into the following categories and explain during the course orientation:

- Hours logged within D2L content
- Assignments completed
- On site Lab hours
- Clinical/Supervised Practical Training hours

If assignments are not completed, the time frames allotted for them will not be counted. There may or may not be the ability to make up missed onsite class times or assignments. If you are unable to attend class/lab due to an unforeseeable event such as illness, notification to your instructor must take place. Your instructor will attempt to work with you to make up the time, but this is not guaranteed. If notification is not completed, this may contribute the inability to pass the course due to missed required time frames.

## **NURSING ASSISTANT PROGRAM GRADING SCALE**

The grading scale in the Nursing Assistant Course:

- 100% - 94% A
- 93% - 86% B
- 85% - 80% C
- 80% - 75% D
- 75% and lower F

An average of 80% or higher is required on all coursework and exams in order to pass the classroom/theory portion of the course and proceed to the clinical/Supervised Practical Training portion. If you do not pass the classroom/theory part of the course, you will be notified and you may be encouraged to withdraw from the course. You will not be allowed to continue by attending the clinical/supervised practical training portion of the course as you will not have an adequate theory knowledge base in order to be a safe and competent care provider.

This also applies to mandatory time frames. All accrued time required to be completed in D2L content must be completed prior to clinical/supervised practical training. For example: If 20 hours have been designated to time spent learning material in content, and the student has 17 hours logged, the student will not be able to pass the course or attend clinical/supervised practical training.

If assignments are not completed, that time does will not count towards the mandated hours.

## **EXAM AND ASSIGNMENT POLICY**

All graded assignments are due on or prior to the due date/time listed in the course schedule. No late assignments will be accepted. All exams will be taken via Desire2Learn (D2L) and must be completed during the time frame established by the instructor for the student to receive full credit on the exam. (Refer to course schedule) If an exam must be taken late/early, please refer to the statement written below. All exams are required to be proctored and will take place in the classroom setting.

Course work missed for any reason may be made up at the discretion of the instructor if the student has made arrangements with the instructor. It is the responsibility of the student to consult with the instructor prior to any absences from class/lecture/lab or clinical experience. The instructor makes the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period.

- Unit Quizzes (exams) will be given according to the course schedule to assess the student's level of learning. Scheduled dates are indicated on the course schedule/calendar.

- Unit Quizzes (exams) are timed for 30 minutes and contain a maximum of 20 questions.
- All students must achieve at least 80% on all unit exams to satisfy Minnesota State Curriculum regulations.
- If 80% is not achieved, the exam **must** be retaken. The student will have a total of three attempts on each exam to achieve 80%. However, the student will retain the original score as part of the overall grade. If a student fails to get an 80% or higher on the third attempt, they cannot successfully pass the course and will be asked to withdraw from the course.
- The repeated exam may or may not be the same questions, but all questions are derived from the appropriate unit content to assess the students understanding of the material.
- Early/Late exams: In the event a student misses a scheduled quiz, **the student must notify the instructor prior to class**. This will qualify the student for a test makeup. All missing quizzes must be made up within 5 business days, providing prior notification has taken place. A 5% deduction will be put in place for this one missed quiz, providing notification transpired prior to class. If the day the class was missed had 2 quizzes scheduled, 5% deduction will occur on both quizzes.  
In the event of an unannounced absence from a scheduled exam, the student will receive a ZERO for that exam. However, the student must take the exam and needs a minimum score of 80% to pass the course. This will be the student's second attempt for that exam. If the exam is NOT passed with an 80% or higher by the 3<sup>rd</sup> attempt, the student cannot successfully pass the course and will be encouraged to withdraw from the course.
- A student will be allowed to make up a late test **once** during this course.

## CLINICAL/SUPERVISED PRACTICAL TRAINING

Clinical/Supervised Practical Training will be individually determined by the instructor and facility availability. This will be posted on the NCTC web page under the course notes when it has been determined.

Clinical/Supervised Practical Training will take place in either a Long-Term Care facility, Assisted Living facility, or in the lab setting. A minimum of sixteen hours is required.

If clinical/Supervised Practical Training occurs in the Long-Term Care facility or Assisted Living facility, the following dress code will be followed.

- **Beards/Mustaches:** Clean, short, and neatly trimmed. Males without full beards must be clean-shaven (no "five o'clock shadow") when in the clinical area. In the event a student has a mustache and/or goatee, the remainder of facial hair should be clean-shaven.
- **Clothing:** Students are required to wear a uniform/scrub consisting of red colored scrubs or as assigned by the instructor. Keep in mind that red colored scrubs are required by the PN and RN programs if you are planning on moving forward. A grey, black, or white long-sleeved shirt under the scrub top is acceptable. Clothing must be clean, neat, and free from stains, rips, or wrinkles.
- **Cosmetics:** No perfume, cologne or after-shave is allowed in the lab or clinical setting. Basic cleanliness without odor is expected.
- **Equipment:** A watch with a second hand is required for clinical.

- **Fingernails:** Kept clean, neat and of moderate length (not to extend beyond the finger tip). Nail polish is to be neutral tones. No decorations or artificial fingernails.
- **Footwear:** Shoes are to be clean and in good repair. Tennis shoes are encouraged. NO shoes with open backs, straps, holes (as with crocks) and/or open toes.
- **Gum/Tobacco:** No chewing gum or tobacco products of any type.
- **Hair:** To be worn so it does not interfere with client care. If hair is long, it must be held away from the face and off the shoulders such as in a ponytail or bun.
- **Photo ID:** A student photo ID will be given to each student and required for entry to any clinical site. It is the student's responsibility to maintain the NCTC photo ID card. Students must attach their ID Badges to the uniform above the waist. The first photo ID will be of no charge. If this is lost, the student is responsible for the purchase of a new NCTC photo ID.
- **Rings/Jewelry:** A watch with a second hand, and wedding rings are permitted. Jewelry may not be such that it could be a safety hazard. No facial or oral piercings permitted, with the exception of small post earrings.
- **Tattoos:** All potentially offensive tattoos must be covered if possible. If in doubt, check with your instructor prior to clinical.

### Clinical/Supervised Practical training attendance

If Clinicals are conducted, they will be at either a Long-Term Care facility or Assisted Living facility. See course syllabus for the detailed facility information. We are guests at the facility in which clinicals are completed. Students will follow all infection control and HIPAA guidelines at the facility. Information in regards to clinical will be given during the course orientation and again closer to the scheduled clinical timeframe. See schedule for clinical timeframes. Promptness is required. If you are late more than 15 minutes you will be informed to return home. If you are late within 15 minutes, this will be allowed once. If any further tardiness transpires, the student will be again informed to return home. Missing clinical may cause the student to not pass the course due to time requirements by the state of Minnesota. In addition, being late will reflect on your clinical grade.

The scheduled clinical/supervised practical training hours are required to meet Minnesota State Curriculum regulations. If a date is missed, it may hinder your ability to complete/pass this course. We will make attempts for you to complete your clinical with a different group providing there is room available. This may require travel to a different clinical site. There is no guarantee of this option. If the possibility is not available, you will have the options of taking an "incomplete" or challenging the State Examination. Please come visit with any of us regarding this as needed.

### REQUIREMENTS FOR CLINICAL/SUPERVISED PRACTICAL TRAINING

If clinical/supervised practical training is to be completed in a health care facility, completion of the following will be required:

#### **Background Study:**

Students will receive instructions for this study within the first week or second week of the course and will be completed during class. The cost of this study is included in the cost of program course tuition. Students will be required to pay the cost of fingerprinting (approximately

\$10.50). Minnesota law requires any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. A clearance letter is required and must be submitted to the appropriate assignment folder by the assigned due date. An individual who does not obtain clearance from the above background study will not be permitted to participate in a clinical, therefore unable to pass the course.

**Tuberculosis (TB) Testing Requirement:**

The student must provide evidence of ONE of the following by the scheduled due date (see course calendar) if TB Testing is required by the health care facility that clinical will take place in:

- A Tuberculosis skin test/Mantoux- evidence of (2) negative results in previous 12 months
- An Interferon Gamma Release Assay (IGRA) blood test-negative titer result in previous 12 months
- Date of the last Chest x-ray if the student has experienced a positive TB, along with an annual letter from a healthcare provider indicating they are medically cleared to provide direct patient care. X-ray must be within last 5 years

**Covid-19 Vaccination Requirement:**

The clinical facility may require proof of Covid Vaccination or exemption prior to clinical. Students must provide a copy of their Covid vaccination status or seek exemption. Those seeking exemption should contact course faculty to fulfill the necessary paperwork. This particular exemption is specific to this clinical rotation only. If you plan to enroll in a health care program at NCTC, this process is different for each clinical site.

**Confidentiality in clinical**

Confidentiality is both a legal and ethical concern in healthcare practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the CNA student's responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

NCTC expects that all students will protect the privacy rights, including maintaining confidentiality, of all clients. It is expected that students will NOT:

- Discuss the care of clients with anyone not involved in the client's direct care.
- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical setting (this includes computer printout information).
- Use the client's name on any written form or notation (initials only).

If a breach in confidentiality occurs, the student will meet with the Nursing Assistant Coordinator and the Dean of Health, Public Services, and Technical Programs. It will then be determined if the student will or will be allowed to progress in the course.

## **CLINICAL/SUPERVISED PRACTICAL TRAINING GRADING**

If clinical occurs in a Health Care Facility a grading rubric (Appendix A) will be utilized to evaluate the student. An 80% must be achieved to pass the course. The 16 hours will be graded as a whole taking into consideration care, skills and professionalism provided during the time in the facility. If clinical/Supervised practical Training takes place in the lab, grading will not transpire, but mandated as part of the total hour requirement.

## APPEALS PROCESS

Students wishing to appeal a clinical failure (withdrawal) for unsafe clinical practice or due to non-passing grades within the theory portion of the course should file a formal written appeal. The first step in the formal process is to provide a letter/email to the Instructor and Nursing Assistant Coordinator within 10 days of the occurrence of the concern. The CNA Coordinator can be reached at: ([Karen.znajda@northlandcollege.edu](mailto:Karen.znajda@northlandcollege.edu)) She will connect with you in regards to the appeal process and results.

It is important that the initial letter includes a written statement of appeal. The letter/email should contain a clear outline of the history of the incident(s) and clearly state the request of the appeal. The letter/email should contain information which describes the situation in detail, extenuating circumstances if applicable, as well as the resolution sought.

The student will be notified of the decision by the Nursing Assistant Coordinator within 7 calendar days from the date of the letter/email.

If the student is not satisfied, they may contact Stephanie L. LeDuc, MBA Dean of Health, Public Services, and Technical Programs within 10 days of receiving the course coordinator decision. The decision of the Dean will be final. ([Stephanie.Leduc@northlandcollege.edu](mailto:Stephanie.Leduc@northlandcollege.edu))

## ACADEMIC HONESTY STATEMENT:

Academic honesty is a core principle of learning and scholarship. All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience.

We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

- Plagiarism: presenting someone else's words, ideas, or data as your own work.
- Fabrication: using invented information or falsifying research or other findings.
- Cheating: misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:
  - Copying from another learner's work.
  - Allowing another learner to copy from your work.
  - Using resource materials or information to complete an assessment without permission from your instructor.
  - Collaborating on graded assignment without permission from your instructor.
  - Taking a test for someone else or permitting someone else to take a test for you.
  - Academic Misconduct: such as tampering with grades, taking part in obtaining or distributing any part of an assignment selling or buying products such as papers, research, projects, or other artifacts that document achievement of learning outcomes.

## TESTING ACCOMODATIONS

**Americans with Disabilities Act (ADA):** Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at NCTC. Students who have a disability documented through the academic



success center will be accommodated during testing. [Click here for NCTC Academic Success Center](#). It is the responsibility of the student to present the accommodations to the instructor prior to the exam for accommodations to be put into place.

## PHYSICAL STANDARDS OF STUDENTS

In order to be successful with the skills taught and performed in the lab and clinical/supervised practical training, students should have the ability to:

Standard	Physical Ability
<b>GROSS MOTOR SKILLS:</b>	<ul style="list-style-type: none"><li>• Able to move in confined spaces.</li><li>• Maintain balance in standing position.</li><li>• Twist body from one side to the other.</li><li>• Reach below the waist and to the front or the side of the body, to the level of the top of the head (examples: adjust overhead lights, plug electrical appliance into wall outlet)</li><li>• Able to push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another.</li></ul>
<b>FINE MOTOR SKILLS:</b>	<ul style="list-style-type: none"><li>• Ability to grasp, twist, squeeze, pinch and manipulate fine equipment for at least 5 seconds (example: operate fire extinguisher).</li></ul>
<b>TACTILE ABILITY:</b>	<ul style="list-style-type: none"><li>• Ability to distinguish subtle vibrations through the skin (pulse).</li><li>• Ability to identify the subtle difference in surface characteristics (feel a raised rash).</li><li>• Ability to detect temperature (skin, liquids, environment).</li></ul>
<b>MOBILITY:</b>	<ul style="list-style-type: none"><li>• Ability to squat or modified squat (one knee on floor) for at least one minute.</li><li>• Ability to move quickly in case of emergency situations.</li><li>• Ability to climb and descend a flight of stairs in succession.</li><li>• Ability to walk independently without the assistance of a cane, walker, crutches, wheelchair or the assistance of another person.</li></ul>
<b>ENVIRONMENT &amp; PHYSICAL ENDURANCE:</b>	<ul style="list-style-type: none"><li>• Ability to have stamina sufficient to maintain physical activity for a period of time from 5---8 hours. (Potential clinical hour timeframes)</li><li>• Able to tolerate exposure to common allergens such as: pets, body lotions, soaps, cleaning products.</li><li>• Ability to work in confined areas.</li><li>• Ability to tolerate heat and humidity as high as 90 degrees for up to 2 hours (shower/spa rooms.)</li><li>• Students with pet allergies need to contact the Nursing Assistant Instructor in advance of the class to determine if a</li></ul>



	pet resides within the clinical facility. If possible, attempts will be made to place student in clinical facility without pets.
<b>SPEECH AND COMMUNICATION:</b>	<ul style="list-style-type: none"> <li>• Ability to interact with others to report and advocate for the needs of the clients.</li> <li>• Ability to clearly speak, write and understand English in order to be able to communicate with clients as well as report and document client information.</li> </ul>
<b>SENSES: SMELL, HEARING AND VISION:</b>	<ul style="list-style-type: none"> <li>• Ability to detect differences in body and environmental odors.</li> <li>• Ability to hear and understand voices spoken at a normal speaking volume within a distance of 10 feet.</li> <li>• Ability to hear faint noises such as whispers within a range of 4 feet.</li> <li>• Ability to see objects clearly within a minimum of 20 feet.</li> <li>• Ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room.</li> <li>• Ability to read and interpret written data held at normal reading distance.</li> </ul>
<b>EMOTIONAL STABILITY:</b>	<ul style="list-style-type: none"> <li>• Ability to interact and support clients during times of stress and emotional upset.</li> <li>• Ability to adapt to changing situations and emergency conditions while maintaining emotional control.</li> <li>• Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm.</li> <li>• Ability to focus attention on client needs, despite interruptions and multiple demands.</li> <li>• Ability to accept constructive feedback and accept responsibility for own actions.</li> </ul>
<b>INTERPERSONAL SKILLS:</b>	<ul style="list-style-type: none"> <li>• Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families, and coworkers.</li> <li>• Ability to interact as a member of the health care team.</li> <li>• Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socioeconomic status, and abilities and disabilities.</li> </ul>
<b>READING:</b>	<ul style="list-style-type: none"> <li>• Ability to understand charts, graphs, and worksheets.</li> <li>• Ability to read and understand digital and computer displays.</li> </ul>
<b>MATH:</b>	<ul style="list-style-type: none"> <li>• Ability to add, subtract, multiply, and divide. (Calculating intake and output)</li> <li>• Ability to tell time.</li> </ul>

## POTENTIAL REASONS FOR DISMISSAL FROM PROGRAM/COURSE

The student may be dismissed from assigned experiences, the course, or the program for the incidences listed below. This is not an inclusive list as there may be other situations that warrant the student's dismissal.

- Any hours missed from classroom, clinical, or other assigned activities will be considered absent hours.
- Any behaviors that threaten the health or safety of clients, client's family, members of the health care team, students, and/or faculty are subject to disciplinary action that may include immediate removal from the nursing assistant program.
- Students may be dismissed from the course and/or program for breach in confidentiality.
- Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.
- Student will be dismissed if they are under the influence of alcohol or drugs.
- Students will be dismissed from clinical experiences if inadequate preparation is evident. (Hours missed are counted as absence hours.)
- Students may be dismissed from the course or program in situations of plagiarism, cheating, theft, or any other dishonest behaviors.

## INTELLECTUAL PROPERTY RIGHTS

Materials utilized in courses and program are considered intellectual property of the instructor and/or nursing assistant course as a collective. Students may not reproduce or share any materials (which includes, but not exclusive to, lectures, assignments, quizzes, or tests) from the course. Sharing of materials includes posting materials from the course on information-sharing websites. Students who share materials from the course without explicit permission of the instructor will be reported to the Dean of Health, Public Services, and Technical Programs. Academic honesty/misconduct consequences will apply and may inhibit passing of the course.

## CNA TESTING

Upon successful completion of this course, you will be eligible to apply for the state competency testing within one calendar year of taking the course in order to be placed in the Nurse Aide Registry for the State of Minnesota as a certified nursing assistant. We encourage you to review the Headmaster Candidate Handbook for further information on testing. Testing is provided at NCTC through Workforce Development Solutions (link provided below).

[https://mnscu.rschooltoday.com/public/getclass/category\\_id/62/program\\_id/11/subcategory\\_id/6998](https://mnscu.rschooltoday.com/public/getclass/category_id/62/program_id/11/subcategory_id/6998)

## Appendix A: CLINICAL EVALUATION RUBRIC

### Final Student Clinical Performance Summary

**Student:**

**Date:**

**Facility:**

**Instructor:**

If the course participates in clinical/Supervised Practical Training in a Health Care Facility, the following rubric will be used for an evaluation. The student must achieve at least 80% in this clinical component to successfully complete the course.

CLINICAL PERFORMANCE EVALUATION	1	0.5	0.25
Applies principles of safety to daily nursing care and demonstrates the ability to anticipate hazards and protect against them. Comments:			
Maintains resident and unit cleanliness and appearance at all times. Comments:			
Protects resident modesty and privacy throughout all nursing care. Comments:			
Encourages independence or self-help by offering choices regarding care. Comments:			
Communicates with residents using effective, verbal and non-verbal techniques. Comments:			
Communicates with residents using effective reality orientation. Comments:			
Communicates and cooperates as a team member with other NA's and LPN's. Comments:			
Is prepared for clinical. Plans and organizes work load. Comments:			
Is prepared to perform skills and procedures as clinical assignments are made. Completes care in a timely manner within resident schedules. Comments:			
Takes responsibility for the role of the student learner by completing clinical worksheets and applying textbook materials and lab to the clinical experience. Comments:			
Assists residents to maintain normal bowel and bladder function through hydration, diet, and recording of I&O. Comments:			
Uses aseptic technique in all ADL's. Comments:			
Shows concern and uses principles of body mechanics while giving resident care. Comments:			
Shows judgement in handling responsibilities. Takes an active role in participation of duties. Comments:			
Personal appearance and uniform is clean, neat, and consistent with policy. Comments:			
Punctuality and attendance is demonstrated throughout the clinical experience. Comments:			

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