



GAVILAN COLLEGE

**Certified Nursing Assistant and Home Health Aide
STUDENT HANDBOOK**

2019-2020

Revised 08/2019

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INTRODUCTION

Welcome to the Gavilan College Certified Nursing Assistant and Home Health Aide Program. This student handbook is a supplement to the Gavilan College Catalog, the Gavilan Student Handbook: Student Rights and Responsibilities and Academic Standards Handbook.

Students are expected to be knowledgeable regarding the CNA/HHA Program expectations and policies. The CNA/HHA Student Handbook is designed to be a resource to students to familiarize them with the program expectations and policies. Students are required to read the contents of the handbook. Program policies may be updated throughout the program. It is suggested that each student keep their handbook current. **The information contained in this handbook applies to 2019-2020 academic year. A new handbook is published each year and students must follow the policies and procedures in the current handbook.** As new policies relating to nursing activities are formulated, they will be added to the handbook.

The Acknowledgment of the CNA/HHA Program Policies and Procedures sheet is provided for you to sign. Your signature verifies that you have read, understand and agree to abide by these policies. The signature page will be placed in your student file the first semester that you enter the CNA/HHA Program.

**Gavilan College
CNA/HHA Program**

Acknowledgement of Policies and Expectations

I, the undersigned, have read and understand the policies and expectations as stated in the CNA/HHA Student Handbook. My signature verifies my understanding of and agreement to abide by the policies and expectations. I understand that this signature page will be placed in my student file.

Student Name (Print)

Date: _____

Student Signature

Philosophy and Goals

Philosophy

We are committed to the goal of providing every student with the opportunity to become prepared for the world of work with acquisition of marketable skills necessary to become suitably employed. We are proud to offer these educational opportunities to our students.

Goals

The goals of the following courses are:

1. To provide entry level skills and preparation for employment as a Certified Nursing Assistant or Home Health Aide.
2. To provide entry-level skills and preparation for advanced vocational training.

INTRODUCTION TO CNA/HHA PROGRAM COURSES

AH 280 Fundamentals of Nursing-Convalescent provides a basic introduction to patient care in the convalescent setting. It emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. It includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify to take the state-written and skills examination for certification as a nursing assistant.

AH 282 Home Health Care is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. At the completion of this course, students will be eligible for a Home Health Aide certification from the State of California.

Students are assigned actual patients to care for. Providing direct health care is physically, mentally, and emotionally demanding. It requires discipline, knowledge, skills and responsibility. It is because of this that the following guidelines and requirements in this handbook have been developed. Please read the entire book carefully and clarify with the instructor any portion you do not fully understand. The handbook is for you and the instructor, but mostly for the patients we care for.

PROGRAM CONTACT INFORMATION

ALLIED HEALTH CONTACT INFORMATION			
Currently unfilled	Director of Nursing & Allied Health		
Diane Reid, RN	Director, CNA/HHA Programs	DReid@gavilan.edu	408-848-4867
Jairus Cabuena, LVN	Adjunct CNA Instructor	JCabuena@gavilan.edu	408-848-4883
Catherine Homes, RN, PHN	Adjunct CNA/HHA	CHolmes@gavilan.edu	408-848-4883
Eva Daley	Senior Allied Health Specialist (currently on leave until January, 2020)	EDaley@gavilan.edu	408-848-4883
Elaine Arballo	Allied Health Specialist	EArballo@gavilan.edu	408-852-2807
Karen Moreno	Allied Health Specialist (Temporary until January, 2020)	KMoreno@gavilan.edu	408-848-4883

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CONTACT INFORMATION

MAILING ADDRESS:

Aid and Technician Certification Section
P.O. Box 997416, MS 3301
Sacramento, CA 95899-7416
Email: cna@cdph.ca.gov

Policies of the CNA/HHA Programs

Evaluation and Grading System

1. Theory: 100% of grade will be from scores on tests, quizzes, lecture notes, assignments, handouts and workbook material.
2. Clinical will be graded Satisfactory or Unsatisfactory.
 - a. Students must demonstrate competence in performing skills in the clinical setting.
 - b. Students will be given a clinical checklist form at the beginning of the clinical. It is the student's responsibility to see to it that they are checked by the instructor on each skill as the semester progresses.
 - c. Students are required to take vital signs accurately by the end of the Nursing Fundamentals and Home Health Aide. Students must measure the vital signs within the following parameters:
 - Pulse - within 4 beats of the instructor's reading
 - Respirations - within 2 breaths of the instructor's reading
 - Blood Pressure - within 4 mm Hg of the instructor's reading
 - Temperature - three accurate readings
 - d. Individual evaluations of clinical performance will be given at midterm and the end of the semester. Additional evaluations are at the discretion of the clinical instructor.
 - e. Students must achieve a "Satisfactory" in all areas evaluated in order to progress. A student must demonstrate progressive mastery of skills. Failure in any one area will result in course failure.

If the student successfully completes all of the above criteria, the student will receive a letter grade according to the grade attained in the theory component of the course.

Failure in any of the above criteria will result in course failure.

In the CNA/HHA programs the following percentage values have been assigned to the letter grades of A, B, and C. A "C" grade is considered the lowest level that can be achieved in the nursing program and still successfully pass a course and proceed with the next course in the curriculum.

A	=	93-100%
A-	=	90-92.99%
B+	=	87-89.99%
B	=	83-86.99%
B-	=	80-82.99%
C+	=	77-79.99%
C	=	75-76.99%
F	=	less than 75%

Progression in the CNA/HHA Programs

The course must be passed with a grade of "C" or better. There is no rounding of points. According to college policy, courses assigned a grade of "I" must be completed within one year or the grade ("I") will revert to a grade of "F."

Withdrawal: The programs will follow college policy regarding NRS and W grades. Specified dates are printed in the “Schedule of Classes”.

Certification Requirements

Students who maintain a grade of "C" or higher in theory and a grade of "Pass" in clinical and satisfy attendance requirements will be awarded a Certificate of Completion by Gavilan College as a Nurse Assistant and/or Home Health Aide at completion of the course. The State of California requires all nursing assistants that wish to be certified to take and successfully pass a written and manual skills evaluation. Students wanting certification as a Home Health Aide must be Certified Nursing Assistants.

Collaborative Plan for Success

The faculty supports student success from admission to completion. Student resources such as open skills lab, tutoring by instructor, referral to counseling and other student support services are available to all students. However, there may be situations when a student raises areas of concern regarding poor and unsafe clinical performance, consistently obtains low scores in theory exams, and has excessive tardiness or absences. In the event that an instructor identifies a student at risk for course failure, the Collaborative Plan for Success will be initiated. Clinical probation may be initiated at the same time if the instructor deems the student unsafe in clinical practice or has failed to follow the program’s policies and procedures and change in behavior is required immediately. The area or areas of concern will be discussed with the student and plans for improvement will be mutually agreed upon by the instructor and the student. The collaborative plan is individualized to the needs of the student. Timeline for completion will be indicated and outcomes discussed. Feedback regarding student performance will be provided as appropriate to meet the standard or standards that need improvement. Documentation of student compliance with the collaborative plan for success will be completed.

Clinical Probation

In the event that the student is not able to show improvement in clinical performance despite frequent instructor feedback, coaching, tutoring, skills practice and other means, a student may be placed on clinical probation. Implementation of clinical probation means that students are given notice of a need to change their behavior in the clinical setting or face dismissal from the CNA/HHA programs.

Examples of reasons for clinical probation are:

1. Unsafe Performance: In the clinical setting, the nursing student practices under the immediate supervision of a nursing instructor or preceptor. **The student is directly responsible to the clinical instructor or preceptor,** who is required to adhere to: guidelines and requirements of the California Department of Public Health and the standards of Gavilan College, and the requirements of the agency’s agreement with the college. Unsafe patient care is any action or inaction on the part of the student that threatens the physical or emotional well-being of an individual. The instructor may remove a student from the clinical setting whenever their personal behavior or physical/mental condition threatens the safety and welfare of patients. Students who exhibit behavior that may be due to impairment by alcoholism or drug abuse or emotional illness may be dismissed from the clinical setting for unsafe behavior. If it is believed that the student is under the influence of drugs and/or alcohol, student may be requested to submit for drug clearance prior to return to clinical. See Impaired Student Policy
2. Failure to adhere to the “General Code of Conduct” according to the CNA/HHA Program Student Handbook and Gavilan College’s Code of Conduct.

3. Failure to meet “Critical Elements for All Courses” according to the CNA/HHA Program Student Handbook.
4. Failure to adhere to Gavilan College/Allied Health Department policies and procedures

Students will be notified of probationary status in writing through a Collaborative Plan for Success, clinical evaluations, either spontaneous or scheduled.

Critical Elements of the Course

Critical elements include those behaviors that are so important to nursing care that failure to perform them correctly is considered unsafe nursing care. Students may be dismissed from the program for repetitive display of any of the following actions:

1. Failure to demonstrate honestly and integrity
2. Failure to properly identify patient according to institutional policy.
4. Failure to report significant change in patient condition
6. Failure to recognize and report any error or unsafe condition
7. Failure to maintain strict confidentiality (see Social Media Policy)
8. Failure to administer personal care and treatments correctly.
9. Failure to practice standard precautions and observe aseptic technique
10. Failure to demonstrate physical and emotional state adequate to perform safe patient care
11. Inappropriate behavior such as verbal or physical abuse towards patients, facility staff, instructor and peers
11. Failure to recognize and report important patient data:
 - a) abnormal vital signs
 - b) change in condition
 - c) new or worsening problems
 - d) adverse reactions to drugs or treatments
 - e) significant patient complaints
12. Failure to communicate important patient data:
 - a) student to instructor
 - b) student to nurse
 - c) student to provider
 - d) student to other disciplines
 - e) student to patient

All critical areas will be considered in evaluation of clinical performance.

FAILURE IN ANY ONE OF THESE AREAS MAY RESULT IN THE STUDENT RECEIVING AN “F” IN THE COURSE

Attendance

Attendance will be taken and recorded for each session. Students missing any class time in either theory or clinical for AH 280 & AH 282 will be dropped without possibility of credit, or failed if after the last day to withdraw.

The State of California has approved the Nursing Fundamentals and Home Health Aide courses so that students who successfully complete it can be eligible to take the written and skills exam. This also means that the State mandates the number of hours students must attend. Unfortunately, there is no

way to make up clinical hours or theory hours. **Students who do not have the number of hours mandated by the California Dept. of Public Health (CDPH) will not receive a certificate of completion.**

The student is expected to be in attendance at all times in clinical and theory in order to meet course objectives. Absences, tardiness, and leaving early are detrimental to meeting the course objectives and leave an inadequate opportunity to evaluate the student's clinical performance.

Due to the strict requirements mandated by the state for clinical and theory hours, students who are enrolled in the CNA and HHA class are not allowed to have any absences for clinical and theory.

Students who do not attend the first class session will be dropped from class in order to admit other students desiring to enroll. Students cannot enroll in the program after the first day of class.

Each student is responsible for meeting the weekly learning objectives. Make-up of clinical and/or theory objectives for AH 280 & AH 282 is not possible within the semester and will result in the student receiving an "F" if this occurs after the withdrawal date.

Health Statement

Every student must provide a written Health Statement. The Gavilan College Health Statement form will be given to you by the instructor. The Health Statement must be current within 90 days of clinical. The instructor must have your current health statement before you can participate in the clinical setting. If the health statement is not received by the start of clinical, student will be dropped from the program.

Test for Tuberculosis: every student must be screened for Tuberculosis (TB). This must be completed and current within 90 days of clinical. If student has history of positive TB test, student must have a Chest X-ray done. Chest X-ray report must indicate no evidence of active TB.

Procedure for Examinations

The following standards will be enforced during the giving and taking of examinations:

1. All examinations will have an instructor or proctor present in the room at all times. Students who take their exams in the Accessible Education Center will come to class first for announcements then proceed to the Accessible Education Center to take their exam.
2. Backpacks, bottled water, books, paper, coats, personal articles, cell phones (turned off) , smart watch and other electronic devices are to be placed away from the student before the exam begins in a spot designated by the instructor or proctor.
3. If it is found that a student has a cell phone or smart watch on their person during any exam, whether it has been used or not, the student will be given a zero on the exam.
4. If necessary, the instructor will provide a sheet of paper to everyone for calculations or to take notes. Each paper must have the student name and must be turned over to the instructor at the end of the exam.
5. If calculators are needed they will be provided by the instructor or proctor.
4. There will be absolutely no talking, eating or drinking during an exam.
5. If a student has a question about the test, they are to raise their hand, and the instructor will go to the seat of the student. The instructor will answer only non-substantive questions. The

information given to the individual student will then be made available to the entire class if it is deemed relevant by the instructor.

6. It is the responsibility of each student taking the examination to position themselves so that they are as far away from other students as possible so that the papers or computer screen of other students are not visible.
7. It is also the responsibility of each student to monitor their own behavior so that the possibility of personal suspicion is minimal.
8. If a student's behavior during an exam is deemed suspicious, the instructor will immediately collect the student's examination papers or suspend the computer exam. Evidence of cheating on exams is grounds for student dismissal as unprofessional conduct.
9. After the student has completed the examination, they are to leave the room immediately and silently, taking their personal belongings with them. Students should not discuss the exam content.
10. Students will not be readmitted to the testing room until the exam is completed.
11. In compliance with the Americans with Disabilities Act, accommodations are granted for verified disabilities.
13. All tests must be taken on the date/times as scheduled.

Missed Classroom Examinations

Students must notify the faculty giving the exam prior to the exam time if they are unable to take the exam at the scheduled time. Generally, make-up midterms and finals are not given unless student has made prior arrangements with the instructor. At the faculty's discretion, alternative exams may be administered to any student not completing the exam at the scheduled time. The missed exam must be taken on the first day the student returns to school.

Make-up quizzes are not given. At the end of the semester the lowest quiz score may be dropped by instructor decision.

Finals will be given at scheduled times.

Health Concerns

1. Pregnancy:

- a. Pregnant students in the CNA/HHA program accept full responsibility for any risks to themselves and their fetus associated with any class, lab, or clinical assignment. The student is responsible for being aware of and protecting her fetus and herself from exposure to radiation and other potentially damaging substances in the clinical setting. Damaging substances may be identified in the occupational Hazard Manual available in each clinical placement agency.
- b. Pregnant students are expected to meet all program objectives/expectations. Reasonable accommodations will be provided when they are available. Reasonable accommodations do not include measures that fundamentally alter the nature of the course or program.
- c. The program requires the student to provide a letter from her licensed prenatal care provider confirming the pregnancy and stating that she is able to continue in all aspects of her student role (theory and clinical), with or without reasonable accommodations. This requirement is consistent with the Program's handling of any concern it may

- have regarding the medical fitness of a student to participate in the program.
- d. If the student anticipates absence related to delivery, or due to a pregnancy complication which will prevent the student from completing the required hours, it may be necessary to withdraw from the program.
 - e. All medical releases must be on the health care provider's official letterhead and/or contain the health care provider's stamp with his or her address and phone number. All medical releases must confirm that the student is able to meet the Gavilan College Nursing Program ADA (American Disabilities Act) Compliance Statement as outlined in the CNA/HHA Program Student Handbook.
 - f. Pregnancy policies of any clinical facility to which the student is assigned will take precedence over the above, in the event that the facility's policies are more stringent.

2. Illness

Students may not come to a clinical assignment with symptoms of illness (nausea, vomiting, fever, etc.).

- a. Students with casts, splints, illnesses or injuries that inhibit the safe performance of the student's duties, or interfere with patient safety will not be allowed in the clinical setting. This does not apply to students with disabilities for whom a reasonable accommodation is available.
- b. If a student knows or believes that they have a health condition which might require altering the clinical assignment, it is the student's responsibility to notify the instructor of such condition before the assignment is made.
- c. If the student anticipates being absent for a few days due to the injury and will not be able to complete the required hours, it may be necessary for the student to withdraw.
- d. The student must provide a letter from their treating doctor stating that they have the ability to continue in all aspects of the CNA/HHA student role (theory and clinical). A release is also required for any student the faculty and/or Director reasonably believes may be a risk to the safety of others. The release must confirm the student's ability to return to the classroom, laboratory and clinical settings, and state that the student is able to meet the Gavilan College Nursing Program ADA (American Disabilities Act) Compliance Statement requirements as outlined in the CNA/HHA Student Handbook. All medical releases must be on the health care provider's official letterhead and/or contain the health care provider's stamp with his or her address and phone number.

3. Procedure for Student Illness or Injury in Classroom and Clinical

Injury in the classroom or clinical setting must be reported immediately to the instructor.

- a. Instructor assesses student to determine if he/she needs to go to the emergency room:
 - If the student **does not** have an emergent injury:
instructor and injured student must complete an "Accident/Injury/Incident Report" and forward to HR once complete.
 - If the student **does** have an emergent injury that requires an emergency room visit:

the student must seek medical attention immediately. Once medical attention has been rendered, student must file a workers compensation claim by contacting the Gavilan College Human Resources Department at (408) 846-4964.

Human Resources will follow up with the injured student if any further medical care is required. The student must provide a letter from their treating doctor clearing them to return to the classroom, laboratory and clinical settings and state that they have the ability to continue in all aspects of the CNA/HHA student role (theory and clinical).

Student Code of Conduct and General Complaints and Grievance Process

Gavilan College is dedicated to promoting a harmonious learning environment characterized by civility and mutual respect for all students, staff and community. The Gavilan College Student Rights, Responsibilities and Academic Standards Handbook details the Student Rights as a Gavilan student, Standards as a Gavilan College Student, Academic Integrity policy, and Student's Problem/Grievance Resolution Process. A copy of the student handbook can be obtained from Student Services Division or online at <http://www.gavilan.edu/student/handbook/>

Standards of Student Conduct: http://www.gavilan.edu/student/handbook/student_conduct.php

College Policies including American with Disabilities Act and Student Problem Resolution Process: http://www.gavilan.edu/student/handbook/college_policies.php

Title IX Information: a federal civil rights law that prohibits discrimination on the basis of sex in education programs including athletic programs or activities receiving federal funding. Includes sexual harassment, rape or sexual assault:

<http://www.gavilan.edu/about/safety/titleIX/index.php>

Because patients in clinical settings are dependent upon their caregivers for physical well-being, emotional security, and their perception of their illness, the conduct expected of all students in the nursing program of Gavilan College exceeds that of the general college student. Failure to demonstrate behavior that conforms to these expectations will be cause for dismissal from the program.

Components of these standards include, but are not limited to, those listed below:

Professional Attitudes:

- Maturity
- Compassion and caring
- Integrity and truthfulness
- Sound judgment and priority setting

Professional Appearance: (See the Personal Appearance section)

- Cleanliness
- Neatness
- Inspires confidence of patient

Professional Behaviors

- Safe clinical performance
- Punctuality
- Conscientiousness in carrying out duties
- Maintenance of confidentiality
- Ethical conduct
- Adhere to Gavilan College policies and Allied Health Policies
- Professional communications

Guidance for Professional Conduct

The fact that you have entered the profession of nursing intensifies the standards which you present as an individual. Your personality is the sum total of the behavior patterns by which you are known as a unique person. In taking inventory of your standards, consider the following:

Personal Appearance

Asepsis, safety, and comfort are integral parts of patient care. Student interference with these aspects of patient care due to uniform, hair, rings, tattoos, piercings, nails, jewelry, offensive odors or any other contributing factors must be corrected as determined by the instructor. Students not meeting appearance standards may be dismissed from the clinical setting.

Dress Code

1. Students must use the uniform required of all students in the program. The uniform must be clean, neat, pressed, complete and in good repair
2. The standard uniform for students includes the scrub top and pants and jacket, white socks, and white shoes constructed to insure safety and support.
3. Students may wear a white round or turtle neck collar undershirt without ornamentation under the scrub top. No waffle weave or thermal underwear that is visible. Chest hair should be covered.
4. All students are required to have as part of their uniform, a pen, watch with a second hand, or a digital watch that can track seconds, bandage scissors, and photo ID without ornamentation. White or black fanny packs are optional.
5. Clean, white regulation nurse's shoes or solid white all leather athletic shoes are worn with the uniform. Clogs, tennis shoes, open-heeled shoes are not acceptable.
6. Hair must be neat, clean and away from the face. Ponytails must be properly secured. Clips, barrettes, or anything used to contain hair should be small, plain, white or the same color as hair. Students may be given the option of wearing a surgical bonnet to contain their hair at the instructor's discretion. Sideburns should be neatly trimmed and groomed (not long or bushy). If required by hospital policy, beards must be shaved off. Beards worn for religious reasons will be allowed.
7. Moderate, simple makeup is permitted. Tattoos must be covered at all times.
8. No perfume, scented lotions, cologne or aftershave should be worn at clinical. Consideration must be given to the patient. Heavy fragrances, body or tobacco odors are often offensive and harmful to patient.
9. Natural fingernails must be clean and short. Clear nail polish is acceptable while in clinical areas. Acrylic artificial nails are not acceptable in the clinical area or on campus clinicals.
10. One pair of inconspicuous post pierced earrings is acceptable. No hoops or dangling earrings. Other visible pierced jewelry is not acceptable, including tongue piercings. Students may wear one ring per hand as long as it does not pose a threat to asepsis or the patients' skin integrity. A wedding set constitutes one ring.
11. Headscarf or turban worn for religious reasons are permitted in the clinical setting.

Social Networking Policy

The purpose of this policy is to provide guidelines to students, faculty, and staff who engage in online social networking or other social media. This applies to posts and comments on any social networking site or application

As used in this policy, networking means communicating with others over the Internet for social purposes. This includes, but is not limited to, the following:

- Networking sites: *LinkedIn, Facebook, Twitter*
- File hosting/sharing sites: *DropBox, MediaFire, Wiki*
- Video/ Audio sharing sites: *YouTube, Vlogs, Podcasts*
- Photo sharing sites: *Snapfish, Flickr, Photobucket, Instagram*
- Blogs and personal websites: *Twitter, Blogspot, Wordpress*
- Media sites that are offered by television networks, newspapers, and magazines

This policy is to provide guidelines to students, faculty, and staff who engage in online social networking. Information published on social media sites must comply with *Gavilan College LVN Program's Social Networking Policy* as well as upholding HIPAA and the policies of the clinical sites used by Gavilan College.

While this policy may need to be modified as new technologies and social networking tools emerge, the guiding principle of the policy is to ensure that the reputation of clinical sites, the Gavilan College Nursing Program, and that of individual persons is protected.

1. **Please remember that social networking sites are in fact public forums.** This means that the information that is posted or shared can be viewed by third parties. Please keep in mind these guidelines and consider carefully when posting. Posts/comments should be respectful and in good taste. Negative or unprofessional posts/comments are unacceptable.
2. Personal posts/comments by students should not identify Gavilan College, the Nursing Program, or any Hospital in any manner. When posting on any social networking site, posts/comments should reflect the personal views of the social networking member only, and should not refer to Gavilan College, the Nursing Program or any Hospital. This includes but not limited to, tagging, check-ins or any comments reflecting Gavilan College, the Nursing Program or any Hospital.
3. Posts/comments should never directly or indirectly identify patients, diagnoses or any content related to patient care or clinical experiences.
 - a) Photos posted of the social networking member should be tasteful.
 - b) Posting photos of patients or otherwise breaching patient privacy and confidentiality are unacceptable.
 - c) Student questions/concerns are only to be addressed in proper, approved channels of communication set forth by the School (office hours, academic advisement) and never through social networking.
4. Students are prohibited from accessing personal social networking sites during clinical or classroom time/lecture.
5. **Be thoughtful about how you present yourself.** Gavilan students are preparing

for a career providing services to the public. Gavilan and future employers hold you to a high standard of professionalism. By identifying yourself as a Gavilan student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals. If you identify yourself as a Gavilan student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.

Violation of Policy:

Gavilan College, the CNA/HHA Program or any Hospital will not tolerate violations of the social networking policy. All reports of such violations will be investigated. If activity on a social networking site is considered an infraction of school policy, it will be handled according to the College's disciplinary process. Violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program, and in some cases, expulsion from the District.

GAVILAN COLLEGE ACADEMIC HONESTY POLICY

http://www.gavilan.edu/student/handbook/policies_procedures.php

Academic honesty depends upon the integrity of the students and faculty. The College itself is defrauded if faculty and/or students knowingly or unwittingly allow dishonest acts to be rewarded academically. It is the faculty's responsibility to make every reasonable effort to foster honest academic conduct. If the faculty member believes that there is evidence of academic dishonesty on the part of a student it is the faculty member's responsibility to take appropriate action in accordance with these procedures.

Students at Gavilan College have the right to know what constitutes academic honesty at the College and in each course in which they are enrolled.

- Faculty members will apprise their classes of the ethical standards required in their courses and the permissible procedures in class work and examinations.
- A statement referring to this information as a reference for the class will be presented in the course outline (green sheet)* and/or on the individual examinations.
- Students will be informed of the consequences of violating these standards, their rights of appeal, and the procedures to be followed in the appeal.

The purpose of this procedure is to expand, clarify, and set forth clear levels of authority and disciplinary protocols in response to violations of the Standards of Student Conduct (BP 5500), specifically as it relates to academic honesty. These procedures guarantee the student or students involved the due process rights extended to them by state and federal constitutional protection. The procedures will be used in a fair and equitable manner, and not for purposes of retaliation.

Definition of Academic Dishonesty: The act of deliberately exhibiting a set of unacceptable behaviors that defy the standards of ethical and scholarship standards. Examples include but are not limited to:

- Purposely allowing another student to copy from another student during a test.
- Giving homework, term paper or other academic work to another student to plagiarize.
- Having another person's work submitted in another's name.
- Lying to an instructor or university official to improve grade.
- Altering a graded work after it has been returned, then submitting the work for re-grading (without the knowledge of the instructor).
- Removing test(s) from classroom or any other place without instructor's approval.
- Stealing tests or keys to tests.
- Forging signatures on drop/add slips or other college documents.

Definition of Cheating: The act of obtaining or attempting to obtain credit for academic work through any dishonest, deceptive, or fraudulent means. Examples include, but are not limited to:

- Copying, in part or in whole, from another's test or other evaluation instrument or obtaining answers from another person during the test without instructor's approval.
- Submitting work previously presented in another course, if contrary to the written rules of the course.
- Using or consulting, during an examination, sources or materials not specifically authorized by the instructor.
- Intentionally altering, changing, and misusing documents or records. Knowingly furnishing false information or generally interfering with grading procedures or instruction of a class.
- Any other act committed by student(s) in the course of academic work, which defrauds or misrepresents, including aiding or abetting, in any of the actions defined above.

Definition of Plagiarism: The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit, and representing the product as one's own work. An example can include, but is not limited to:

- Representing another's artistic/scholarly works such as musical compositions, writings, computer programs, photographs, paintings, drawings, scriptures, or similar works as one's own. This includes clinical packets, care plans, case studies and other assignments.

REPORTING PROCEDURES

When a Gavilan faculty member, responsible for a course, has reason to believe, and has evidence to substantiate, that the behavior of a student or students falls within one or both of the above sets of definitions, it is an instructor's responsibility to take the following steps:

1. Arrange an office conference with the student and at that time advise the student of the allegations and make him or her aware of the supporting evidence and the probable consequences. Any classroom confrontation should be as discreet as possible. If, as a result of this meeting, the instructor believes that the student's response is insufficient to offset the charge of academic dishonesty to the extent that the student may be excused, the instructor will inform the student of the sanctions to be recommended or assessed in accordance with this policy.
2. At the discretion of the instructor, a written report of the infraction and the sanction taken may be submitted to the Vice President of Academic Affairs and Student Services with a copy to the appropriate area dean.

3. When a student, who has been informed in writing of an impending conference to discuss the alleged dishonesty, fails to attend, or when the apparent dishonesty is detected near the end of the semester and the instructor makes a good faith effort to contact the student but is unable to do so, the instructor may impose the recommended sanctions and file a written report to the area dean and VP of Instruction and Student Services without a conference. In either case, the student's right to appeal is preserved.

SANCTIONS

There shall be two major classifications of sanctions that may be imposed for violations of this policy: Academic and Administrative. Academic sanctions will be defined as those actions related to the coursework and grades, which is the province of the instructor. Administrative sanctions concern a student's status on campus and are acted on by the Vice President of Academic Affairs. The imposition of one variety of sanction (Academic or Administrative) will not preclude the addition of the other.

Academic Sanctions

Faculty is responsible for the type of academic sanction to be applied to students involved in incidents of cheating or plagiarism. Usually a form of "grade modification" will be employed. Before sanctions can be employed, the faculty member must have verified the instances of academic dishonesty/cheating by personal observation and/or documentation. In all cases the violation should be reported to the Vice President of Academic Affairs with a copy provided to the appropriate dean. A student may be:

- a. Reprimanded orally. A student may be referred for counseling but cannot be required to seek counseling.
- b. Failed in the evaluation instrument (paper or exam).
- c. Reduced course grade equal to the failed instrument.
- d. Referred for Administrative Sanctions

A faculty member may choose to refer a student to the Vice President of Academic Affairs for disciplinary action in lieu of any academic sanction or in addition to the academic action the faculty member has taken.

- e. Faculty Discretion
Cases involving the careless or inept handling of quoted material but falls short of the definitions of the acts of cheating and/or plagiarism as defined in items 1.1 and 1.2 of this policy may be dealt with at the discretion of the faculty member concerned.
- f. Recommended Academic Sanctions
 - Violations of quoted material, but falls short of the definitions of the acts of cheating and/or plagiarism as defined in Items 1.1 and 1.2 of the policy may be dealt with at the discretion of the faculty member concerned.
 - For violation of Section 1.b, the recommended sanction shall be 3.1.b, reduction in grade or failure of that evaluation instrument.
 - For violations of Sections 1.1.d and 1.1.e it is recommended that the student be referred to the Vice President of Student Services for Administrative sanction in accordance with 3.1.e. For violations of Section 1.2.b of this policy, the recommended sanction shall be 3.1.c - reduction in course grade.

Administrative Sanctions

As stipulated in the California Administrative Code, Sanction 41301, cheating or plagiarism in connection with an academic program at a campus may warrant expulsion, suspension, probation or a lesser sanction. Administrative action involving academic dishonesty within the Gavilan College District is the responsibility of the Vice President of Academic Affairs according to the Standards of Student Conduct and Disciplinary and Due Process Procedures.

The Vice President of Academic Affairs will respond to:

1. Referrals from the faculty;
2. Flagrant violations of academic standards; and
3. Repeat violations as brought to his/her attention by the faculty or through the student reports filed with the Vice President of Academic Affairs and/or the Vice President of Student Services.

The Vice President of Academic Affairs will notify faculty members involved when action has been taken.

PROTECTION OF RIGHTS

Nothing in this procedure is intended to deny students who come within its scope appropriate “due process”, including the right to be informed of the charges, the nature of the evidence supporting the charges, and to have a meeting with the faculty member, Vice President of Instruction and Student Services, or other decision-makers, at which time statements and evidence on behalf of the student may be submitted. Nor is it intended to deny the right to appeal, through the Standards of Student Conduct (Student Discipline Procedures, AP5520) or the Students’ Problem Resolution Process, any decision resulting from such a meeting.

1. Academic sanctions may be appealed through the Vice President of Student Services in accordance with the Students’ Problem Resolution Process.
2. When disciplinary suspension or expulsion is being recommended as an administrative sanction, the student has the right to a formal hearing as stated in the Standards of Student Conduct (Student Discipline Procedures, AP5520) (Education Code 66017).

CNA/HHA STUDENT INTEGRITY POLICY

It is understood that every CNA/HHA student must have unquestionable integrity and honesty at both personal and professional levels. The profession and practice of nursing is dependent upon these values being demonstrated at all times by its members. Therefore, behavior demonstrating lack of integrity will not be tolerated and may lead to immediate dismissal from the program without readmission privileges.

Documentation Assignments and Other Written Assignments

Documentation assignments are developed to ensure safe client care. They document the CNA/HHA student’s understanding and application of theory to the clinical setting. Documentation assignments are also a tool to enhance student learning and should be utilized fully for this purpose. Behavior reflecting absolute integrity is imperative for CNA/HHA students.

All documentation assignments submitted by students and all other written work must be the student’s own work. No photocopies of any written work will be accepted.

Any student turning in documentation assignments or other written work that is not his/her own work is demonstrating behavior indicative of dishonesty, cheating, and/or plagiarism, as stated in the Gavilan College CNA/HHA Student Handbook. Such behavior will lead to disciplinary action including dismissal from the program without readmission privileges.

All Allied Health instructors will be monitoring for cheating on assignments and examinations throughout the semester.

Examples of cheating include but are not limited to:

1. Copying another person's homework and turning it in with your name on it
2. Copying from another student's answer sheet during a test or appearing to do so, copying from a cheat sheet, etc.
3. Changing answers on scantron after the scantron has been corrected
4. Taking a test late and soliciting other students for answers before you take it or discussing exam with other students in any way before you take it
5. Using material that was submitted in a previous assignment (unless specifically allowed)

Accountability

Accountability is a key word in the discipline of nursing. This handbook appears to spell out many policies and expectations, which the CNA/HHA student must fulfill. Therefore, the primary purpose of this handbook is to acquaint the student with the program and its expectations so that he/she will understand what is required, be responsible and accountable in fulfilling the curriculum and related requirements. This will ultimately prepare the nursing student to function as a safe, responsible, accountable graduate.

Impaired Student Policy

Patient safety is an overriding principle in the delivery of health care. For the health care professional to provide safe care, the health care professional must be able to make sound judgments. Impaired mental or physical health, or the use of drugs and alcohol can adversely affect thought processes and decision-making. Impaired by the aforementioned factors, the health care professional can easily make unsafe decisions and, therefore, jeopardize patient safety.

As health care professionals, we recognize that impaired mental or physical health, and/or the use of drugs or alcohol are conditions that can be treated by early recognition and rehabilitation. Rehabilitated students will be encouraged to re-enter the educational process for successful completion of a health care program.

The student whose thought processes and decision-making ability is impaired will be considered unsafe to provide health care services and will be removed from the clinical setting. The student would be subject to faculty review and possible dismissal from the program. In addition, the student will be counseled about the importance of seeking voluntary aid for such conditions that could, if left unattended, lead to disciplinary action and may prevent them from being licensed to practice nursing in the State of California.

The Gavilan College CNA/HHA faculty has developed the following policy/procedure concerning impaired nursing students.

Policy

Students must comply with policy which may include random testing. Any student who exhibits symptoms of impairment will be removed from the classroom or clinical setting and the established procedure for assessment and rehabilitation will be followed.

Assessment

The student will be removed from the classroom or clinical setting when the student's behavior and performance pose a danger to the safety and well-being of self or others. These behaviors may include, but are not limited to:

1. Physical impairment
2. Impaired judgment
3. Mental or emotional impairment
4. Disruptive actions
5. Inconsistent behavior patterns

Procedure

When a student exhibits any of the above behaviors the following actions will take place:

1. The student will be removed from the classroom or clinical area immediately
2. The instructor will immediately report the incident to the Program Director
3. Within 24 hours, the student will make an appointment to see the Program Director. At this time the student will be referred for further professional assessment

Dismissal/Suspension

1. When an instructor identifies a student as being impaired, and is a danger to self or others and the student refuses to submit to the required assessment, the student may be dismissed from the nursing program.
2. If the student completes the required assessment and is diagnosed as being impaired, the student will be suspended from the CNA/HHA program until the next time the course is offered. At the time of suspension from the program, the Director of Nursing and Allied Health Programs will meet with the student and outline a remediation plan that outlines the requirements that need to be met in order to return to the program. Included in the remediation plan the student must provide proof of having received professional treatment and a certified release to return to nursing school.

Re-Admission

Students disqualified from the CNA/HHA program under the Impaired Student Policy may be considered for re-entry one time according to the following guidelines:

After a maximum period of one year from the time of dismissal/suspension, the student may petition for readmission. Students will be admitted on a space available basis as long as the student has met all of the requirements of their remediation plan. This petition should be submitted to the Director of Allied Health Programs.

It will be the student's responsibility to furnish evidence of rehabilitation. The student will be expected to show reasonable evidence that they would be able to function effectively in providing safe and therapeutic care of patients in the clinical setting.

Responsibilities of the Student

College Catalog

Students are expected to familiarize themselves with the relevant contents of the Gavilan College Catalog and of the CNA/HHA Student Handbook.

Program Expenses

Approximate cost for the CNA/HHA course (subject to change without notice)

Textbook - Hartman's Nursing Assistant Care/Long-term Care and Home Care – 3 rd Edition	\$26.21
Workbook - Hartman's Nursing Assistant Care/Long-term Care and Home Care – 3 rd Edition	\$17.39
Mosby's Medical and Nursing Dictionary - Current Edition	\$44.95
Textbook - A Dignified Life Best Friends Approach to Alzheimer's Care A guide for Care Partners	\$35.00
Enrollment Fee (8.5 units)	\$46/unit
Registration Fees	\$31.00
Health Examination, Related Tests & Immunizations (MMR, TB test, Varicella, Hep B, Tetanus, Flu for current season)	\$500.00
Stethoscope & Watch	\$40.00
Student Uniforms and Accessories	\$200.00
Certification Exam	\$100.00
Drug Screen	\$39.00-\$170.00
Live Scan as mandated by CDPH.	

All of these costs are the responsibilities of the student.

Transportation/Child Care

All transportation/child care arrangements are the responsibility of the student. Clinical rotations are assigned by instructors and are non-negotiable. Under no circumstances will children be allowed in the classroom.

Current Address

Each student is to keep his or her current address and telephone number and personal email on file with the office of the Director of Nursing and Allied Health Programs. This information will be kept confidential at the student's request.

Photo ID Badges

Photo ID badges identifying you as a Gavilan College CNA/HHA Program student is required while in the clinical area. Failure to wear photo ID will result in exclusion from clinical. For security reasons, the ID badges must be surrendered should you discontinue in the CNA/HHA program or withdraw from Gavilan College.

Renewals/Certifications

*CPR Renewal * Immunizations/TB Tests/Titers * Drug Screen* Criminal Background Check*
Physical Exam*

It is the responsibility of the student to monitor renewal dates and provide copies to the clinical instructor. Failure to do so will result in exclusion from clinical.

Personal Electronic Devices

Cell phones and smart watches must be turned off in clinical. Students must follow hospital policy regarding cell phones and smart watches.

Liability Insurance

Liability insurance, though not required is recommended for all nursing students.

Health Insurance

Students in the CNA/HHA program are strongly urged to have their own health insurance. Costs associated with emergency treatment of injuries to students that occur in the clinical facility are covered by the college through Worker's Compensation. Any injury is to be immediately reported to the instructor. The involved instructor will initiate steps to insure prompt notification to the college. Any injury sustained in an on-campus laboratory/class is not covered by Worker's Compensation. Students injured on campus must assume responsibility for medical care.

Gifts and Gratuities

Gifts and gratuities to instructors are discouraged. Cards and letters of appreciation are appropriate. Acceptance of gratuities or gifts by students from patients is inappropriate.

Clinical Ethics

Hospital copy machines, phones, or other equipment are not to be used without authorization of instructor and/or hospital employee. Scrubs, office supplies, dressings, or other hospital property may not be removed from the facility.

Students as Hospital Employees

When students are functioning in any of our cooperating agencies in a role other than as a student, such as a volunteer or paid employee, they are NOT then functioning in a student role. At such times they are not representing the school, and may not wear the student uniform. At such times these employees are governed by the policies and regulations that are applicable to the particular job and the scope of practice allowed within that job as a hospital employee. In such instances, the college assumes no responsibility for the employee's work and the college's liability insurance does not apply.

Personal Reasons for Visiting in the Hospital

If present at the hospital for personal reasons, such as visiting relatives or friends, students should NOT wear their uniforms. Appearance and dress should be acceptable and conform to standards for appearance in public places. Students abide by the same visiting regulations as all other visitors.

Quality of Care

A patient has the right to safe care. CNA/HHA students are expected to maintain a physical and mental state, which will enable them to meet these professional responsibilities. They must be intellectually and technically prepared to give nursing care. Improper student conduct in the clinical area can result in civil liability, loss of clinical facilities, loss of program accreditation or loss of licensure. **At no time should a student assume responsibility for nursing care without the knowledge and supervision of their instructor or preceptor.** If a student is not allowed back in the clinical facility by a staff member for not following established policies and procedures, the student will be dismissed from the program.

Employment

Employment while enrolled in the CNA/HHA program is discouraged. The responsibilities and energy required by employment can interfere with the appropriate amount of time for study, as well as with needed rest, and may negatively influence the quality of learning and the quality of nursing care provided by students.

CODE OF NURSES

The development of a code of ethics is an essential characteristic of a professional and provides one means whereby professional standards may be established, maintained, and improved. A code indicates a profession's acceptance of the responsibility and trust with which it has been invested. Each practitioner, upon entering a profession inherits a measure of that responsibility and trust and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

A code of ethics for the American Nurses' Association was originally formulated and adopted by the membership in 1950. The original code has undergone revisions in the intervening years, the latest being adopted in 1968. The 1959 members of the National Student Nurses' Association voted at their convention to endorse the code of ethics of the American Nurses' Association as applicable also to students enrolled in nursing programs. An official representative for NSNA participated in the discussion held by the ANA's Committee on Ethical Standards for revisions of the code in 1969 and 1968.

Each nurse has an obligation to uphold and adhere to the code in his/her individual practice and to ensure that his/her colleagues do likewise. The provisions stated in the 2015 American Nurses Association Code of Ethics for Nurses with Interpretive Statements are as follow:

- Provision 1 The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person
- Provision 2 The nurse's primary commitment is to the patient, whether an individual, family, group, community or population
- Provision 3 The nurse promotes, advocates for, and protects the rights, health, and safety of the patient
- Provision 4 The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care
- Provision 5 The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth
- Provision 6 The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care
- Provision 7 The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy

- Provision 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities
- Provision 9 The profession of nursing, collective through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy

STUDENT RIGHTS AND RESOURCES

Nursing Faculty Office Hours

Nursing faculty has designated office hours which promote opportunities for student involvement with the faculty. These hours are announced and posted at the beginning of each semester. If a student is unable to meet with a faculty member during their posted office hours, special arrangement can be made to meet specific needs.

Faculty Evaluation

All part-time and full-time faculty are evaluated at least every three years according to the college policy. Student questionnaires are anonymous and the evaluation procedure is carried out by a student in the absence of a faculty member. The responses will be used by the instructor in improving the course and the manner in which it is taught and by the college for the improvement of instruction.

Learning Resource Center

Gavilan College has an outstanding Learning Resource Center, including the Library, Media Center and Computer Place. Many books, periodicals and media programs have been purchased specifically for the nursing program. The staff offers individual assistance on the use of the many learning resources.

Scholarships and Financial Assistance

A variety of resources for funding a student's nursing education program is available through the Office of Financial Aid and the Gavilan College Educational Foundation.

CNA/HHA Skills Laboratory

The CNA/HHA Skills Laboratory is available for student use. The students are encouraged to utilize the laboratory to practice, reinforce and update specific nursing skills during open skills lab.

STUDENTS' PROBLEM/GRIEVANCE RESOLUTIONS PROCESS

Reference: AP 5530

Also found in the Gavilan College Student Rights, Responsibilities, and Academic Standards Handbook or online at: <http://www.gavilan.edu/student/handbook/>

Conflict and miscommunication are, unfortunately, a fact of life. Choosing how we deal with difficult issues becomes a personal choice we all must make. However, working through difficulty issues civilly and respectfully is expected. Occasionally, students and a District employee (faculty/teacher/instructor, support staff, or administrator) may have a problem which needs clarification and resolution. Additionally, there may be times when the problem/resolution must follow laws determined by the Federal Office of Civil Rights. These situations include alleged discrimination or harassment around race/ethnicity, sexual harassment, disability, religion, gender, gender identity or expression, color, national origin and age.

The STUDENTS' PROBLEM / GRIEVANCE RESOLUTION PROCESS apply to specific situations on campus. If you feel you have experienced discrimination based upon any of these actions, contact the Equal Opportunity Officer located in Human Resources or call 408-848-4753.

Introduction:

The procedure is intended to ensure that any alleged violation of student's rights will be reviewed and that appropriate action will be taken. Gavilan College's goal is to ensure an equitable and fair resolution of the grievance. This grievance procedure applies to any issue involving a student's rights at the college. In the event that it becomes necessary to resolve a grievance under this policy every effort shall be made to maintain confidentiality at each level of the procedure; however, complete confidentiality cannot be guaranteed.

Step 1:

Within ten (10) school days following an incident, a student must meet with the person with whom he/she has a problem. The student may bring another person of their choice (i.e., staff, friend, student) to the meeting. This person is not to speak for the student, but can provide support.

Check box when step one is complete

If the student is still dissatisfied, the student must notify the staff person that they will be taking the problem to the next step.

Step 2:

Within ten (10) school days of Step 1, the student must meet with the department chairperson or supervisor of the person with whom they have the problem. The department chairperson or supervisor can ask the student, the students' supporter, and the staff member to meet together, or meet separately with the student and the staff person with whom there is a problem. The department chairperson/supervisor can meet with the student again to discuss the problem, review what occurred at the previous meeting (step1) and discuss the students' proposed resolution. The student may bring to the meeting the same person from the first meeting.

Check box when step two is complete

If the student is still dissatisfied, the student will move to Step 3 of the process.

Step 3:

The student must meet with the dean of the related area within ten (10) school days of step 2. This meeting will include the student, the department chairperson/supervisor, and the dean of the related area. During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

Check box when step three is complete

If the student is still dissatisfied, the student will move to Step 4 of the process.

Step 4:

Within ten (10) school days of step 3, the student must meet with the Vice President of the area.

- For instructional issues such as grades, assignments, or instructor problems, make an appointment with the VP of Instruction.
- For issues regarding any student service or discipline, make an appointment with the VP of Student Services.
- Issues regarding safety/security, harassment (of any kind) make an appointment with the VP of Administrative Services.

During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

Check box when step four is complete

In the student is still dissatisfied, within five (5) school days, the student must notify the Vice President with whom they met in step 4, that a hearing committee review is requested to resolve the issue. This request will be forwarded to the President/Superintendent of the College who, within five (5) schools days from receiving the request, will convene a hearing committee at a time to be determined by the college President.

Step 5:

Within five (5) school days after receiving a request, the President/Superintendent of the College will request that the appropriate VP (as outlined in step 4) convene a committee to hear the issue.

This committee will be composed of:

- a) A student appointed by the ASGC
- b) One faculty member from an unrelated discipline appointed by the Faculty Senate
- c) One faculty member appointed by the Counseling Department chairperson
- d) One member of the classified staff from an unrelated area appointed by the Professional Support Staff President
- e) One area Dean or vice president from an unrelated area appointed by the college Superintendent/President
- f) The department chairperson or supervisor from the area involved.

The Hearing Committee will conduct the hearing in private. They will call the student or related personnel if they think it will help resolve the problem. The committee will make recommendations for a win-win resolution and forward these recommendations to all the involved parties and the Superintendent/President of the College.

Check box when step five is complete

If either the student or the college staff member is not satisfied with the recommendations of the Hearing Committee, he/she may appeal. The student must request an appeal within five (5) school days after the Hearing Committee's recommendations were received by the student and the related college staff member. If not, the resolutions process is closed and there is no appeal.

Step 6:

A student may appeal to the College Superintendent/President.

This step requires that the student or the other staff member involved write a letter outlining the action taken so far and the hoped-for resolutions. The College President/Superintendent will review this letter and the recommendations from the Hearing Committee. The College President/Superintendent will schedule and hold a private meeting with the student to discuss and, hopefully, resolve the problem.

Check box when step six is complete

If the student or the staff member does not feel satisfied with the President's resolution, a final step may be taken.

Step 7:

A written appeal may be made to the college's Board of Trustees.

The Board must respond in writing within thirty-five (35) school days of receiving the written appeal. This is the last step in the college's Problem Resolution Process. Decisions at this level are final

Check box when step seven is complete

GAVILAN COLLEGE
CNA/HHA PROGRAM

ADA COMPLIANCE STATEMENT

In compliance with the 1990 Americans with Disabilities Act (ADA), the Gavilan College RN Program does not discriminate against qualified individuals with disabilities.

Disability is defined in the Act as a (1) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; (2) a record of such impairment; or (3) being regarded as having such an impairment.

For the purposes of nursing program compliance, a “qualified individual with a disability” is one who, with or without reasonable accommodation or modification, meets the essential requirements for participation in the program.

The nursing faculty endorses the recommendations of the Southern Council on Collegiate Education for Nursing (SCCEN) and adopts the *Core Performance Standards* for use by the program. Each standard has an example of an activity that nursing students are required to perform to successfully complete the program. Each standard is reflected in the course objectives.

Admission to the program is not based on the core performance standards. Rather, the standards are used to assist each student in determining whether accommodations or modifications are necessary. The standards provide objective measures upon which students and faculty base informed decisions regarding whether students are “qualified” to meet requirements. Every applicant and student receives a copy of the standards.

If a student has a physical, psychiatric/emotional, medical, or learning disability that may impact the ability to complete nursing program course work, the student is encouraged to contact the staff in Accessible Education Center (AEC), <http://www.gavilan.edu/student/aec/index.php>, located in the Gavilan College main campus, Library 117. AEC staff will review concerns and determine with the student and nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

Statement of Awareness*

I have read the above ADA Compliance Statement and have received a copy of the *Functional Abilities Essential for Nursing Practice: Essential Eligibility Requirements for Participation in the CNA/HHA Program*.

Signature

Date

GAVILAN COLLEGE
CNA/HHA PROGRAM

FUNCTIONAL ABILITIES ESSENTIAL FOR NURSING PRACTICE
ESSENTIAL ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN THE CNA/HHA PROGRAM

Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The following Core Performance Standards identify essential eligibility requirements for participation in the CNAHHA program.

CATEGORY	DESCRIPTION	EXAMPLES OF NECESSARY ACTIVITIES <u>(not all inclusive)</u>
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.	Gross Motor Skills Move within confined spaces Sit and maintain balance Stand and maintain balance Reach above shoulders (e.g., IV poles) Reach below waist (e.g., plug electrical appliance into wall outlets)
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.	Fine Motor Skills Pick up objects with hands Grasp small objects with hands (e.g., IV tubing, pencil) Write with pen or pencil Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) Twist (e.g., turn objects/knobs using hands) Squeeze with finger (e.g., eye dropper)
Physical Endurance	Physical stamina sufficient to perform client care activities for entire length of work role.	Physical Endurance Stand (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movement (e.g., CPR) Maintain physical tolerance (e.g., work entire shift)

CATEGORY	DESCRIPTION	EXAMPLES OF NECESSARY ACTIVITIES <u>(not all inclusive)</u>
Physical Strength	Physical strength sufficient to perform full range of required client care activities.	Physical Strength Push and pull 25 pounds (e.g., position clients) Support 25 pounds of weight (e.g., ambulate client) Lift 25 pounds (e.g., pick up a child, transfer client) Move light objects weighting up to 10 pounds (e.g., IV poles) Move heavy objects weighing from 11 to 50 pounds Defend self against combative client Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a client) Squeeze with hands (e.g., operate fire extinguisher)
Mobility	Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities.	Mobility Twist Bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.	Hearing Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)
Visual	Visual ability sufficient for accurate observation and performance of nursing care.	Visual See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) See objects up to 20 feet away (e.g., client in a room)

CATEGORY	DESCRIPTION	EXAMPLES OF NECESSARY ACTIVITIES <u>(not all inclusive)</u>
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.	<p>See objects more than 20 feet away (e.g., client at end of hall) Use peripheral vision</p> <p>Distinguish color (e.g., color codes on supplies, charts, bed)</p> <p>Distinguish color intensity (e.g., flushed skin, skin paleness)</p> <p>Tactile</p> <p>Feel vibrations (e.g., palpate pulses)</p> <p>Detect temperature (e.g., skin, solutions)</p> <p>Feel differences in surface characteristics (e.g., skin turgor, rashes)</p> <p>Feel differences in sizes, shapes (e.g., palpate vein, identify body and marks)</p> <p>Detect environmental temperature (e.g., check for drafts)</p>
Smell	Olfactory ability sufficient to detect significant environmental and client odors.	<p>Smell</p> <p>Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)</p> <p>Detect smoke</p> <p>Detect gases or noxious smells</p>
Reading	Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.	<p>Reading</p> <p>Read and understand written documents (e.g., policies, protocols)</p>
Arithmetic	<p>Arithmetic ability sufficient to do computations at a minimum of an eighth-grade level. It includes the following three concepts:</p> <p>Counting: the act of enumerating or determining the number of items in a group.</p> <p>Measuring: the act or process of ascertaining the extent, dimensions or quantity of something.</p> <p>Computing: the act or process of performing mathematical calculations such as addition,</p>	<p>Arithmetic competence</p> <p>Read and understand columns of writing (flow sheet, charts)</p> <p>Read digital displays</p> <p>Read graphic printouts (e.g., EKG) Calibrate equipment</p> <p>Convert numbers to and/or from the Metric System</p> <p>Read graphs (e.g., vital sign sheets) Tell time</p> <p>Measure time (e.g., count duration of contractions, etc.)</p> <p>Count rates (e.g., drips/minute, pulse)</p> <p>Use measuring tools (e.g., thermometer)</p> <p>Read measurement marks (e.g., measurement tapes, scales,</p>

CATEGORY	DESCRIPTION	EXAMPLES OF NECESSARY ACTIVITIES <u>(not all inclusive)</u>
	subtraction, multiplication and division.	etc.) Add, subtract, multiply, and/or divide whole numbers Compute fractions (e.g., medication dosages) Use a calculator Write numbers in records
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.	Emotional Stability Establish therapeutic boundaries Provide client with emotional support Adapt to changing environment/stress Deal with the unexpected (e.g., client going bad, crisis) Focus attention on task Monitor own emotions Perform multiple responsibilities concurrently Handle strong emotions (e.g., grief)
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.	Analytical Thinking Transfer knowledge from one situation to another Process information Evaluate outcomes Problem solve Prioritize tasks Use long term memory Use short term memory
Critical Thinking Skills	Critical thinking ability sufficient to exercise sound nursing judgment.	Critical Thinking Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information

Interpersonal Skills

Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.

Interpersonal Skills

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

Communication Skills

Communication abilities sufficient for interaction with others in oral and written form.

Communication Skills

- Teach (e.g., client/family about health care) Explain procedures
- Give oral reports (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

If you believe that you cannot meet one or more of these standards without accommodations or modifications, you are encouraged to contact the staff in Accessibility Education Center, <http://www.gavilan.edu/student/aec/index.php>, on the Gavilan College main campus or call (408) 848-4865 AEC staff is available to review concerns and determine with you and the nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

Validation Study: Functional Abilities Essential for Nursing Practice. National Council of State Board of Nursing, Inc. 1996.

*Adopted from the Southern Council on Collegiate Education for Nursing (SCCE).

