

**LOS ANGELES  
MISSION  
COLLEGE**



**NURSE ASSISTANT and HOME HEALTH AIDE  
TRAINING PROGRAMS**

**ADMINISTRATIVE POLICIES AND  
STUDENT HANDBOOK**

**2020-2021 ACADEMIC YEAR**

## Table of Contents

<b>FACULTY</b> .....	<b>4</b>
<b>PURPOSE AND REVIEW OF POLICIES</b> .....	<b>5</b>
<b>ORGANIZATIONAL STRUCTURE</b> .....	<b>5</b>
<b>JOB DESCRIPTIONS</b> .....	<b>6</b>
<b>Instructors</b> .....	<b>6</b>
<b>Nursing Director</b> .....	<b>7</b>
<b>INSTRUCTOR ASSIGNMENTS AND SCHEDULES</b> .....	<b>8</b>
<b>CDPH STATEMENT OF CLINICAL TRAINING</b> .....	<b>8</b>
<b>COVID-19 PROGRAM FLEXIBILITY MANDATE</b> .....	<b>9</b>
<b>CDPH MANDATED RETURN DEMONSTRATIONS THAT MUST BE EVALUATED IN PERSON IN A SKILLS LAB SETTING</b> .....	<b>9</b>
<b>COVID-19 Protocols and Self-Survey</b> .....	<b>9</b>
<b>METHOD OF MONITORING INSTRUCTORS</b> .....	<b>10</b>
<b>RATIO OF STUDENTS TO INSTRUCTORS</b> .....	<b>10</b>
<b>HEALTH REQUIREMENTS</b> .....	<b>10</b>
1. Physical Examinations:.....	10
2. Laboratory Tests: .....	11
3. Drug Screening:.....	11
4. Immunizations: .....	11
5. Vision Test:.....	11
6. CPR Card: .....	11
7. Criminal Background Check: .....	12
<b>SUSPENSION FOR HEALTH AND SAFETY REASONS</b> .....	<b>12</b>
<b>SUSPENSION FOR NON-HEALTH / SAFETY REASONS</b> .....	<b>12</b>
<b>STUDENTS WITH DISABILITIES</b> .....	<b>12</b>
<b>ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES</b> .....	<b>13</b>
<b>PARKING REGULATIONS AT LOS ANGELES MISSION COLLEGE</b> .....	<b>13</b>
<b>DISHONEST CONDUCT</b> .....	<b>13</b>
<b>STUDENT CONDUCT</b> .....	<b>13</b>
<b>SMOKING POLICY</b> .....	<b>13</b>
<b>PROFESSIONALISM</b> .....	<b>13</b>
<b>MALPRACTICE INSURANCE</b> .....	<b>15</b>
<b>CLINICAL AFFILIATIONS</b> .....	<b>15</b>
<b>CLASSROOM DRESS CODE: LAMC/Clinical Affiliates</b> .....	<b>15</b>
CLINICAL DRESS CODE .....	15
GROOMING.....	16

<b>DEPARTMENT INSTRUMENTS AND SUPPLIES .....</b>	<b>16</b>
<b>ILLEGAL PRACTICE OF CNA AND HHA .....</b>	<b>17</b>
<b>UNSAFE PATIENT PRACTICE .....</b>	<b>17</b>
<b>DEPARTMENT .....</b>	<b>17</b>
<b>COURSE REQUIREMENTS .....</b>	<b>18</b>
<b>COURSE PREPARATION .....</b>	<b>18</b>
<b>ABSENTEEISM .....</b>	<b>18</b>
<b>MAILBOXES.....</b>	<b>19</b>
<b>OFFICE HOURS .....</b>	<b>19</b>
<b>WRITTEN AND ORAL COMMUNICATION SKILLS .....</b>	<b>19</b>
<b>SPOKEN LANGUAGE .....</b>	<b>19</b>
<b>TEXTBOOKS .....</b>	<b>19</b>
<b>LIBRARY/LEARNING RESOURCE CENTER (LRC).....</b>	<b>20</b>
<b>EXAMINATION REGULATIONS .....</b>	<b>20</b>
<b>GRADING PROCEDURES .....</b>	<b>20</b>
<b>PROGRAM APPROVAL.....</b>	<b>20</b>
<b>NA CERTIFYING EXAMINATION.....</b>	<b>20</b>
<b>MISSION OF THE NURSE ASSISTANT (NA) / HOME HEALTH AIDE (HHA) TRAINING PROGRAMS .....</b>	<b>21</b>
<b>EDUCATIONAL PHILOSOPHY OF THE NURSE ASSISTANT / HOME HEALTH AIDE TRAINING PROGRAMS .....</b>	<b>22</b>
<b>GOALS OF THE NURSE ASSISTANT / HOME HEALTH AIDE TRAINING PROGRAMS .....</b>	<b>22</b>
<b>EVIDENCE OF UNDERSTANDING .....</b>	<b>23</b>
UNSAFE PATIENT PRACTICE .....	23
I GIVE PERMISSION FOR LOS ANGELES MISSION COLLEGE TO PROVIDE HEALTH INFORMATION TO ANY CLINICAL FACILITY AS NEEDED. ....	23

## **FACULTY**

### **Aracely Molina, RN, MSN**

Nurse Assistant Training Program Director  
Molinaa2@lamission.edu – (818) 833-3436  
Instructional Building – Faculty Office #13 (*1<sup>st</sup> floor*)

### **Nezy Pullukalayil, RN, PhD**

Home Health Aide Training Program Director  
pullukn@wlac.edu

### **Cheryl Glaus, RN, MSN**

Nurse Assistant Instructor  
glausc@lamission.edu

### **Belinda Johnson-Adkins, RN, BSN**

Nurse Assistant & Home Health Aide Instructor  
johnsobc2@lamission.edu

### **Sherry Kidd, RN**

Home Health Aide Instructor  
kiddsl@wlac.edu

---

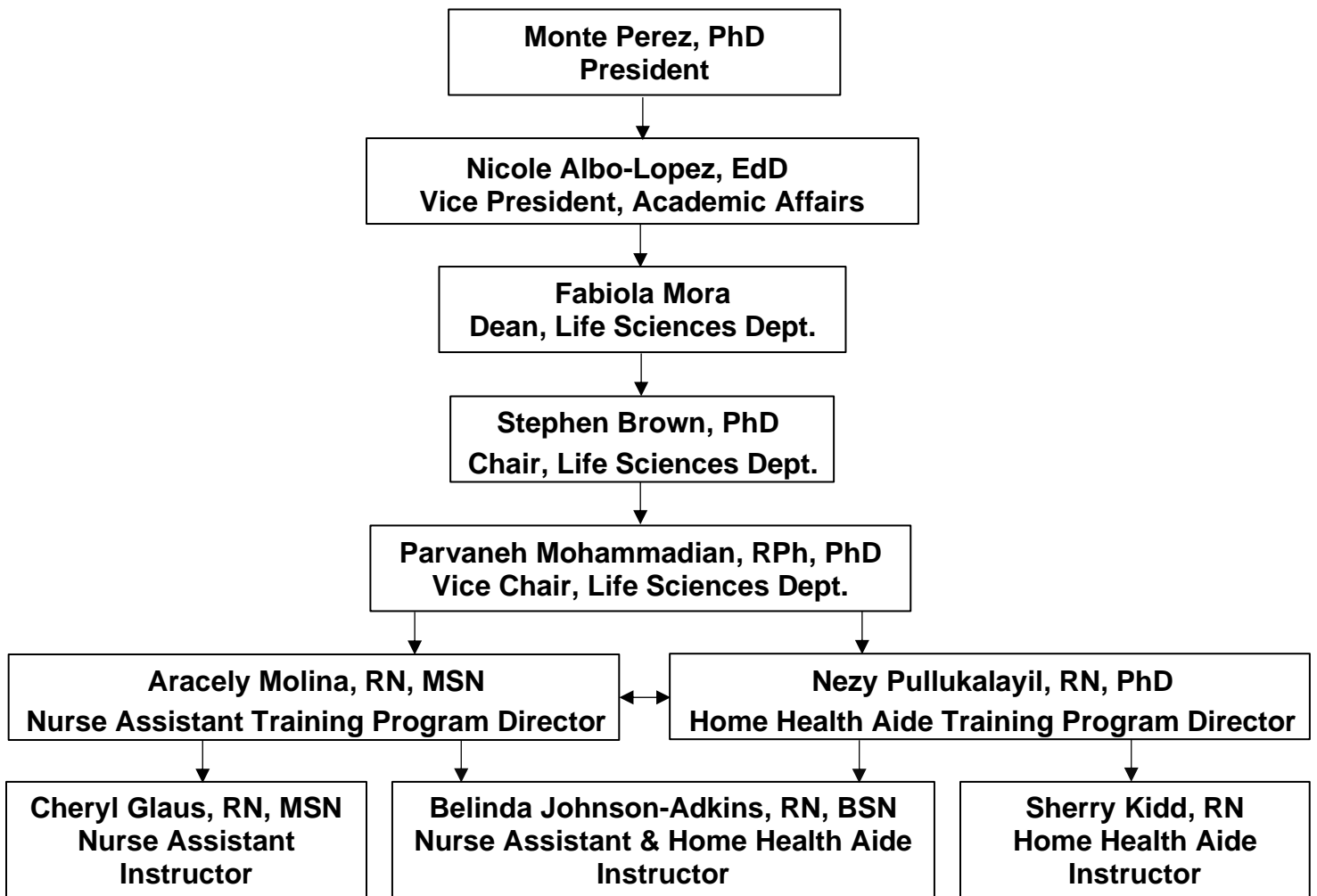
### **ALLIED HEALTH OFFICE**

alliedhealth@lamission.edu  
818-833-3428  
[www.lamission.edu/Allied-Health](http://www.lamission.edu/Allied-Health)

## PURPOSE AND REVIEW OF POLICIES

The purpose of this manual is to provide specific policies governing the operation of the Nurse Assistant and Home Health Aide Training Programs and to identify student responsibilities for their participation. This manual is reviewed as needed or at least annually prior to the beginning of each academic year beginning in August by the Director of Nursing, the Dean of Academic Affairs, and Chair of Life Sciences.

## ORGANIZATIONAL STRUCTURE



## **JOB DESCRIPTIONS**

Specific duties and qualifications as meeting the state of California and federal requirements to operate and maintain approval of a Nurse Assistant and Home Health Aide Training Programs are described below.

### **Instructors**

Reporting to the Director of Nursing, the Instructors have the following duties and responsibilities:

1. Assist in the development of lesson plans and evaluation methods.
2. Provide instruction consistent with the approved curriculum.
3. Attend clinical training site orientations and serve as a liaison between the site and the Nursing Director.
4. Ensure students meet the requirements of each clinical training site agreement.
5. Provide immediate supervision of students in clinical training while they demonstrate clinical skills. The Instructor may not have any other responsibilities while supervising the clinical training. A maximum of 15 students may be assigned to one instructor during clinical training, which may only operate between the hours of 7:00 a.m. and 4:00 p.m.
6. Evaluate students and record score or grade on:
  - a. Individual student record
  - b. Skills return demonstration record
  - c. LAMC grade collection forms
7. Attend and participate in bi-annual faculty meetings.
8. Attend and participate in bi-annual community advisory meetings.

### **Qualifications:**

1. The LACCD as well as the Department of Public Health must approve all Instructors participating in the training programs as stated on their website:

<http://www.ct.gov/dph/cwp/view.asp?a=3120&q=387686>

<http://www.cdph.ca.gov/services/training/Documents/hhatrainingpacket.pdf>

## Nursing Director

The Nursing Director's duties and responsibilities include:

1. Recommend Instructors for hire to the Allied Health Program Director.
2. Provide instruction consistent with the approved curriculum.
3. Supervise the Instructors including oversight of lesson plans, scheduling and providing annual performance evaluations. Evaluations shall be based in part on direct observation and submitted on LAMC approved evaluation forms.
4. Maintain the LAMC course outline and update as needed.
5. Ensure that all students meet the minimum entry requirements including criminal background checks, physical examinations, and immunizations required by clinical training sites and LAMC.
6. Provide instruction consistent with the approved curriculum.
7. Maintain affiliation agreements and a functional working relationship with clinical training sites.
8. Serve as the LAMC point of contact for clinical training sites and follow-up on any reported student or instructor issues.
9. Provide immediate supervision of students in clinical training while they demonstrate clinical skills. The Instructor may not have any other responsibilities while supervising the clinical training. A maximum of 15 students may be assigned to one instructor during clinical training, which may only operate between the hours of 7:00 a.m. and 4:00 p.m.
10. **Evening Program** if offered theory hours 6:30 PM to 8:30PM Clinical 7:00AM to 4:00PM
11. Evaluate students and record score or grade on:
  - a. Individual student record
  - b. Skills return demonstration record
  - c. LAMC grade collection forms
12. With Allied Health Program Director, develop agendas and lead the bi-annual faculty meetings.
13. Develop and maintain relationships with community health care organizations and

associations.

14. With the Chair of Life Sciences, develop agendas and lead the bi-annual community advisory meetings.
15. Maintain program approval and serve as the liaison with California Department of Public Health.

**Qualifications:**

1. The Department of Public Health must approve the Nursing Director.
  - a. Valid and current Board of Registered Nursing license
  - b. Master's degree in nursing or related health care area
  - c. Minimum of five years' nursing experience working with geriatric patients
  - d. Minimum of two years' experience developing curricula and lesson plans
  - e. Minimum of three years' previous teaching experience in nursing related field
  - f. Excellent communication & organizational skills required
  - g. Experience operating a personal computer

**INSTRUCTOR ASSIGNMENTS AND SCHEDULES**

The Director of Nursing shall make instructor assignments for theory and clinical portions of the program. Approval of such assignments shall be granted from the Allied Health Program Director. Instructors will be scheduled with a minimum of 60 days' notice to provide sufficient processing time for assignments with payroll.

**CDPH STATEMENT OF CLINICAL TRAINING**

Clinical training shall take place in a Skilled Nursing Facility or Intermediate Care Facility and shall be conducted concurrently with classroom instruction. Clinical training shall be supervised by a licensed Nurse free of other responsibilities and shall be onsite providing immediate (being present while the person being supervised demonstrates the clinical skills) supervision of students. Supervised clinical training shall be during the hours of 6:00 a.m. to 8:00 p.m. During clinical training, there shall be no more than 15 students to each instructor. The state approved Training Program entity must provide both the theory and the clinical supervised training to their students.



## COVID-19 PROGRAM FLEXIBILITY MANDATE

### CDPH MANDATED RETURN DEMONSTRATIONS THAT MUST BE EVALUATED IN PERSON IN A SKILLS LAB SETTING

The California Department of Public Health (CDPH) has extended a Program Flexibility Waiver for the CNA and HHA Programs to conduct portions of Program modules through remote learning and a portion of the modules through an In-person demonstration in a skills lab setting. The modules specified in the course syllabus for the In-person skills return demonstration will be conducted in a skills lab setting.

If a student is unable to complete the in-person skills demonstration portion of the program for any reason, the student will not receive a letter grade for the portion of the course completed until the In-person skills demonstration is fully completed. **Under no circumstances, will a student be allowed to use remote return demonstrations to count or qualify toward the CDPH mandated In-person skills demonstrations. If a student is unable to complete the In-person portion of the Programs an incomplete will be issued and per the LA Mission Policies, the student must complete the missing portions of the courses within a year. If the student does not complete the In-person skills portion of any of the courses within the same semester, the student will be required to repeat the health screening process.** Repeating the Healthcare screening process will be required because the Program Flexibility Waiver that is currently in effect can be revoked by CDPH at any time without prior notification, and the students enrolled in the CNA and HHA Programs should be ready to complete the clinical hours in a Healthcare Facility setting.

### COVID-19 Protocols and Self-Survey

Every student is required to complete a self-survey prior to the arrival to the skills lab for the days scheduled on campus. If you respond positive to the questions in the survey, we ask that you remain at home and not come to campus. See additional Protocols. The decision to require quarantine is issued by the Administration of Los Angeles Mission College. All instructors must report any of the following incidents in a timely manner to Administration and conduct a follow-up.

For further instructions refer to the new College regulations regarding compliance with maintaining social distancing and wearing a mask. No student should be allowed on campus if they report any of the symptoms listed in the survey until further directive is received by the LA Mission College Administration.

Definitions of Close contact with another individual who has been diagnosed with COVID-19.

1. **Close Contact** is defined as being within 6 feet of a COVID-19 infected person for more than 15 minutes. In these instances, we can mandate a 14-day quarantine for the person to stay away from campus. We need the person's email, phone number

and name. Other required information: whom has the student been in contact with and where they have been on campus. All reporting is mandated to also inform the College President, and the Vice President of Administrative Services.

2. **Non-Close Contact** is defined as not being within 6 feet of a COVID-19 infected person for more than 15 minutes.
3. **Self-Reported COVID-19 Symptoms** is when someone reports to us that they have COVID-19 symptoms. We must collect their name, email, and phone number as well as anywhere they have been on campus and whom they have been in contact with. We can mandate a 14-day quarantine away from campus.

## **METHOD OF MONITORING INSTRUCTORS**

The Director of Nursing shall evaluate Instructors annually. Evaluations shall be based in part on direct observation and submitted on LAMC approved evaluation forms.

## **RATIO OF STUDENTS TO INSTRUCTORS**

The ratio of students to instructors shall not exceed a ratio of 15 students for each 1 instructor during the clinical training portion of the training programs.

## **HEALTH REQUIREMENTS**

The student must be free from communicable diseases, infection, psychological disorders and other conditions that would present a threat to, or negatively impact the wellbeing of faculty, students or consumers, or would prevent the successful performance of the responsibilities and tasks required in the education and training program of the college.

Any condition described above which is developed by the student after admission to the program, may be considered sufficient cause for suspension from the program.

The Director of Nursing may require a student to be examined by a licensed health care provider and to have laboratory tests, as needed, to determine physical and mental fitness. The Director is authorized to require that records of any such examination be released to the Director. Such records may be used only to determine fitness for the program, and except for such use, the confidentiality of such records shall be maintained.

### **1. Physical Examinations:**

Each student shall be required to have a complete physical examination prior to admission to the program. Students must be free from contagious disease and otherwise not present a health hazard to patients. Further, students must be cleared

to participate in the program without limitation. Students must bear the cost of such examination and tests. These tests need to be updated each year.

2. **Laboratory Tests:**

Students are required to have the following tests: TB skin test and/or chest x-ray within 3 months of the start of the program. Additionally, students must demonstrate by titers immunity from measles, rubella, rubeola, varicella, hepatitis B and mumps. Students may choose to waive immunization for Hepatitis B by submitting a signed disclaimer to the Director of Nursing. Copies of all laboratory results must be submitted with the completed Health Record. Students will be notified if tests, other than those listed above are required by an affiliating facility.

3. **Drug Screening:**

A negative drug screen performed within 3 months of the start of the program is required.

4. **Immunizations:**

Immunizations are necessary in clinical settings and training facilities to protect the health and welfare of students, consumers, and the community. Students must obtain the immunizations listed in Section 2 prior to being admitted into the program. Copies of all immunization results must be submitted to the Director of Nursing as specified. If other tests or immunizations are required by an affiliating facility, other than what is indicated above, students will be notified.

5. **Vision Test:**

Student must show proof of correctible vision at 16” to 18” range.

ANY MEDICAL CONDITION THAT MIGHT REQUIRE PRE-MEDICATION MUST BE CLARIFIED BY A PHYSICIAN IN WRITING AND RESULTS OF THE CONSULTATION ON FILE IN THE DEPARTMENT OF LIFE SCIENCES PRIOR TO ENROLLMENT.

Complete the health record forms provided and return them in person to the Nursing Program Director.

6. **CPR Card:**

All students are required to obtain and maintain certification in cardiopulmonary resuscitation (CPR). A copy of his/her current CPR card is required **prior to beginning his/her clinical at our affiliates**. The CPR card must at the “Basic Life Support for the Healthcare Provider” level and must not expire before the end of the Program. CPR training must be **certified by the American Heart Association**. We do not accept online training or non-health care provided cards. A copy of current certification must be on file prior to enrollment in the first semester and be kept current during the program. **Lack of verification will result in loss of acceptance status.**

## 7. **Criminal Background Check:**

The California Health and Safety Code requires that all students have a criminal record clearance by the completion of fingerprint cards (live scan) to the State Department of Justice. The program will make arrangements for live scans to be conducted at no cost to students. This must be completed before contact with any patients in the training program. Students who have any convictions are advised to speak with the Program Director and to visit the State of California website for more information to determine eligibility to participate in the training program and to obtain certification. **Under no circumstances will students be permitted to practice clinical skills training or have contact with patients unless they have been screened and there is no indication, they have been convicted of crimes defined in sections 220, 243.4, 261, 264.1, 273a, 288, 289, and 368 of the Penal Code.**

## **SUSPENSION FOR HEALTH AND SAFETY REASONS**

Suspension from the training programs for health and safety reasons, will be on a case-by-case basis and shall be reviewed by the Director of Nursing, in consultation with the College Compliance Officer, the Director of the Disabled Student Programs and Services (DSP&S) and the College DSP&S Specialist in compliance with Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, the Vocational Education Act, and the Carl Perkins Act, as appropriate. If possible, such student may be counseled to enter a more appropriate program.

## **SUSPENSION FOR NON-HEALTH / SAFETY REASONS**

Students may also be suspended from the Program for reasons not related to health and safety -- e.g., Violations of the Standards of Conduct (LACCD Board Rules 9803 et seq.). All discipline, including suspension, will be done in accordance with the District's Student Discipline Procedure (LACCD Board Rule 91101 et seq.).

## **STUDENTS WITH DISABILITIES**

If you have a disability and would like to request some type of accommodation, please contact immediately the Director of Nursing and the Office for Disabled Students so that your needs may be addressed and, if possible, provided for in a timely manner

## **ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES**

Students are requested to provide the Director of Nursing with changes in address and telephone numbers and email addresses in a timely manner. These are vital to optimal communications within the department and necessary for conveying important information.

## **PARKING REGULATIONS AT LOS ANGELES MISSION COLLEGE**

Please refer to the college catalog.

## **STUDENT PARKING**

Please refer to the college catalog.

## **DISHONEST CONDUCT**

Dishonest conduct in the classroom and/or clinic is unacceptable. Some examples of dishonest conduct include cheating or plagiarism, forgery or alteration of documents or records, and falsification of records or misrepresentation of facts. Students found conducting themselves dishonestly will be disciplined. Due process according to the college policies will be adhered to by the program faculty.

## **STUDENT CONDUCT**

Please refer to the college catalog.

## **SMOKING POLICY**

Please refer to the college catalog.

## **PROFESSIONALISM**

The educational process is directed at assisting the student in acquiring psychomotor, cognitive, and affective behaviors necessary to become a certified health care provider competent to function within the hospital, nursing and assisted care facilities. To this end, the faculty and program administrator have the responsibility to plan learning experiences designed to assist the student in becoming a competent CNA/HHA. In addition, students must exhibit affective behaviors consistent with those required to acquire and maintain

employment and function effectively as part of the healthcare team.

Professionalism is defined as "professional character, spirit, or methods. The standing, practice, or methods of a professional, as distinguished from an amateur." Behaviors and attitudes required by nursing professionals are expected of CNA and HHA students, and include (based on feedback from CNA and/or HHA employers):

1. Utilizing communication skills that are appropriate and effective in relating to patients, peers, faculty, and staff.
2. Conducting oneself in a manner considered appropriate, legal, and ethical by members of the health care profession.
3. Assuming responsibility for one's academic and professional development.
4. Complying with the departmental policies and procedures as listed in the student handbook and college catalog.

Examples to assist in interpretation of the preceding requirements include, but are not limited to the following:

1. Students are expected to assume responsibility for seeking assistance from faculty if academic, professional, or personal problems interfere with their educational process.
2. Communication between students and patients, peers, and faculty shall demonstrate maturity and responsiveness to the needs of others.
3. In the event of disagreement, students should discuss their problems with the other person involved. If this does not prove satisfactory, the student may follow LAMC procedures for filing grievances.
4. Academic integrity is expected in all healthcare classes at LAMC and failure to comply may result in dismissal from the program.
5. Students are required to assume responsibility for purchasing instruments, supplies, scrubs, shoes, lab coats, and textbooks, etc., and to pay fees and dues associated with program activities.
6. The student should exemplify the image of health, cleanliness, and professional appearance. A person who looks like they care about themselves looks like they care about others.

Professional attire is the responsibility of each student. Professional clothing is conservative, clean, well-pressed, color-coordinated, neat and in good taste. Trendy, ill-fitting, tight, inappropriate clothing should not be worn on campus or for clinic. This includes tightly fitting shorts and abbreviated tank tops. Beachwear is inappropriate in the classroom.

## **MALPRACTICE INSURANCE**

Students participating in the training program will be required to purchase malpractice insurance to cover their participation in the clinical portion of the programs. Information on this low-cost plan will be made available in class.

## **CLINICAL AFFILIATIONS**

LAMC NA/HHA Training Programs are clinically affiliated with appropriate facilities throughout the community. Clinical privileges are extended to the students and faculty under a contractual arrangement between LAMC and these institutions.

## **CLASSROOM DRESS CODE: LAMC/Clinical Affiliates**

- \* Students should select the appropriate clothing. Shorts, worn out jeans, low cut attire and short, tight skirts are not acceptable; slacks, dresses or full skirts below the knee are acceptable. Jeans are not permitted in any clinical area. Remember that professional appearance always reflects your attitude towards your chosen profession.
- \* Students must wear their hair pulled back and/or up whenever they are wearing their clinical attire. If hair is long, it should be braided and secured out of the face and eyes as long ponytails can fall in the work area and in patient's face. Hair should be neatly cut or trimmed. No hats are permitted in the clinical setting.
- \* Makeup and jewelry should be worn in moderation and good taste.  
  
Nose rings and body piercing and large, dangling earrings or multiple earrings in one ear are unacceptable. Perfumes and strongly scented aftershave should be not be used.
- \* Comfortable, low-heeled shoes should be worn.

## **CLINICAL DRESS CODE**

Scrubs must be worn.

Clinical attire at affiliates are scrubs. All infection control procedures must be adhered to. No hats are permitted in the clinical setting.

1. Shoes:

White based water resistant, comfortable, low heeled, closed toe and heel shoes should be worn in clinical areas. Any open toe, open heel, black, grey or any other colored shoes are not acceptable in the clinic. Shoes must be kept clean and polished.

2. An identification badge must be worn.

## **GROOMING**

The matter of grooming is reemphasized because it is necessary for the student to serve the patient at close range. Unless one is meticulous, even minor violations of good grooming may leave the patient with an unfavorable impression.

- \* Attention to personal hygiene is of extreme importance. Body deodorant must be used daily.
- \* It is imperative to remember that certain foods and beverages produce odors, which linger well into the day following consumption. Foods such as garlic and onions produce oral and body odor, which is offensive. Please brush teeth carefully and use a mild mouthwash before entering clinic and after lunch.
- \* Certain habits normally acceptable are sometimes considered undesirable in a professional atmosphere. Smoking is not permitted.
- \* Get plenty of rest and exercise and be conscious of your diet.
- \* Minimal use of scents and perfumes is encouraged.
- \* Hands must be neatly manicured, free of hangnails and ragged cuticles. Acrylic nails are not permitted.

## **DEPARTMENT INSTRUMENTS AND SUPPLIES**

All instruments, equipment and supplies issued to the student by the department are the student's responsibility. The appropriate faculty member must check out the materials to the student. When the student is finished, materials should be returned to the appropriate person. The student is held responsible for all checked out equipment until it is returned. In the event that equipment and/or instruments are missing and/or damaged, replacement will be the student's responsibility.

The Department assists students by providing many expendable supplies necessary for clinical procedures. "Helping yourself" to supplies, instruments, equipment, etc. could constitute stealing and result in dismissal from the program.

Students are asked to use departmental supplies conservatively since the budget is limited.



Waste results in problems with keeping adequate supplies available throughout the year.

Instruments are not to be borrowed from clinical areas. Students are to come to rotations with a watch with a second hand and stethoscope.

## **ILLEGAL PRACTICE OF CNA AND HHA**

The practice of CNA/HHA is governed by the California Code of Regulations, Chapter 2.5, Article 1, and Title 22. Any student who practices as a CNA/HHA without certification or without following institutional procedures is engaged in an illegal practice. Dismissal from the training program will result if a student participates in the illegal practice of CNA and/or HHA.

## **UNSAFE PATIENT PRACTICE**

Any serious infraction of policies and procedures at any clinical site that is a threat to the health and safety of the student, faculty or patient will result in loss of clinical privileges. Loss of clinical privileges is immediate upon notification from the Training Program Director and/or Vice-President of Student Services. The student is then subject to LAMC disciplinary procedure and appeal.

## **DEPARTMENT**

1. Students are responsible for the care and preventative, routine maintenance of equipment and supplies and may be charged accordingly if negligence requires replacement of an item.
2. Clinical policies and procedures are developed to assure the legal and ethical delivery of services for total patient care. Compliance with these policies and procedures is required of all students.
3. All printed matter representing, or completed under the auspice of the Life Sciences Department, must receive departmental approval prior to circulation.
4. Professional conduct (language, action, dress) is expected of students at all times.
5. Faculty and patients are to be addressed as "Ms., Mr., or Dr." unless granted permission to be addressed otherwise.
6. Students are expected to use professional judgement while performing pre-clinical/clinical procedures. This will require that students simulate, integrate, and apply knowledge of basic sciences as well as legal and ethical considerations.

7. Faculty will use professional and personal judgement in evaluating student performance.

## COURSE REQUIREMENTS

The rigors of a professional program place excessive demands on faculty and student time. Although a great deal of personal attention is involved in a professional curriculum, the student must accept ultimate responsibility for completing all course requirements.

Specific requirements will be identified in the individual course syllabus and failure to meet deadlines and criteria will affect the grade in a manner specified on the course syllabus.

Failure to meet course requirements may result in failure of the course. Any grade lower than a "C" is considered as a fail. To retake a class, the student must reapply to the program.

## COURSE PREPARATION

Students are encouraged to complete assignments prior to the class period for which the assignment is designated. Students are also encouraged to meet frequently with course instructors to clarify their understanding of course material. Faculty expects students to strive for excellence in all aspects of the program. This requires making coursework the highest of priorities.

## ABSENTEEISM

Refer to the LAMC Catalog regarding the rules on absenteeism and tardiness. Attendance is required. The student may be dropped from a class (program) if attendance is not maintained according to the guidelines listed in the catalog. If there is a legitimate emergency or serious illness call the instructor's office one (1) hour prior to the start of classroom instruction or clinical AND one of your classmates who will inform the course instructor(s). The program is designed to allow students only one day of absence for emergencies for theory, and one day for clinical, and be able to make these up. Two or more absences cannot be made up either on theory or clinical, and students will be required to reapply to the program.

You **must** make arrangements to make up the required hours to be recommended for certification. For clinical shifts, this make up will be done at the convenience of the instructor and will be subject to availability at the clinical affiliate. This may require attendance in the next available section for the course. In such cases, a grade of incomplete will be given. For classroom instruction, these make ups will also be done at the convenience of the instructor and may require additional assignments to ensure the required content and competence is obtained. In some cases, a grade of incomplete will be given and attendance in the next

available section for this course will be required.

Eligibility for certification as a nurse assistant requires the documented completion of a minimum of 72 hours of approved theory and 109 hours of clinical. Students who fail to meet these hour requirements and related competencies will not be eligible to sit for the certifying examination.

## **MAILBOXES**

Each faculty member has a labeled mailbox LAMC's reprographics/mailroom.

The Director of the Program has a mailbox #13 inside INST Faculty offices.

## **OFFICE HOURS**

All faculty will have office hours for student appointments. Please make appointments to see faculty. Faculty are present to provide a supportive learning environment and are looking forward to working with you during your matriculation in the program.

## **WRITTEN AND ORAL COMMUNICATION SKILLS**

Students are expected to communicate effectively through oral and written communication.

## **SPOKEN LANGUAGE**

As a recent U.S. Supreme Court ruling determined that language could be a criterion for employment, the program strongly supports effective communication skills as a goal for the professional person. The program will make every effort to provide students with opportunities to strengthen their professional/oral communication skills.

## **TEXTBOOKS**

Textbooks are required by the course instructor and department to assist the student in achieving the goals and objectives of the course. A health care professional will build a library that can be used for reference purposes throughout the professional career.

Textbooks in the health areas are updated frequently. Student should check with the course instructor before purchasing used textbooks.

## **LIBRARY/LEARNING RESOURCE CENTER (LRC)**

Students can contact the library/LRC for a scheduled tour of the facilities and resources available to them. Cataloged are related textbooks. In addition, various audio-visual materials are available.

## **EXAMINATION REGULATIONS**

Students are required to be present for all examinations. Notify your instructor prior to the exam if you will be absent due to illness or an emergency. Written documentation must be provided within 48 hours. Make-up examinations are given at the discretion of the instructor. During exams all backpacks, books and personal belongings must be stored away from work area.

## **GRADING PROCEDURES**

The program curriculum is scheduled in a sequence of courses, may be given twice each year. All courses must be completed with a minimum of a "C" grade to continue in the Training Programs. Examinations reflect your didactic and clinical performance.

The faculty encourages an atmosphere of cooperation and non-competitiveness to achieve the goals and objectives of the program. The only discussion of grades should occur between the student and the faculty member rendering the evaluation.

**Students who receive less than a "C" grade at midterm in any course will be notified by the program director in writing of this status.** It is the responsibility of the student to seek help and/or clarification of the deficiency with the course instructor. Please refer to the LAMC catalog for further information on grading policies and procedures.

## **PROGRAM APPROVAL**

The Certified Nursing Assistant and Home Health Aide Training Programs are approved by the Department of Public Health, Licensing and Certification Program Aide and Technician Certification Section (ATCS).

## **NA CERTIFYING EXAMINATION**

The American Red Cross offers the certifying examination for the Nurse Assistant Training Program. Successful completion of this examination provides certification for the nurse assistant.

## **MISSION OF THE NURSE ASSISTANT (NA) / HOME HEALTH AIDE (HHA) TRAINING PROGRAMS**

The mission of the Training Program is to provide a high quality academic educational program, which encourages the maximum involvement and achievement from the enrolled students.

The faculty will provide educational opportunities for the student, which will encompass all customary and contemporary aspects of the nursing profession and meets or exceeds the Standards of the California Department of Public Health by:

1. Utilizing established Los Angeles Community College District curricula in basic sciences and general educational courses as a foundation for the Curriculum.
2. Maintaining clinical affiliations with appropriate clinical facilities, which provide a clinical environment stressing quality, integrity, and a diverse patient population in the delivery of medical care.
3. Providing information counseling and encouragement to enrolled students to enhance their educational involvement fostering the completion of an Associate's Degree and subsequent transfer to baccalaureate granting institutions.
4. Providing counseling and guidance for all individuals interested in and/or enrolled in the program including multicultural, disabled, and non-traditional students.
5. Participating as effective and responsible health care providers within the professional and local community.

## **EDUCATIONAL PHILOSOPHY OF THE NURSE ASSISTANT / HOME HEALTH AIDE TRAINING PROGRAMS**

The faculty of the Programs are committed to creating an educational environment that will foster the development of CNA and/or HHA professionals who are capable of critical thinking, problem solving and making responsible decisions in the provision of CNA and/or HHA services.

The primary responsibility of the faculty is to approach the educational process by emphasizing excellence, relevance, and purpose in educating a NA/HHA student who is ethically responsible and clinically competent.

### **GOALS OF THE NURSE ASSISTANT / HOME HEALTH AIDE TRAINING PROGRAMS**

The faculty strives to prepare a student who at the completion of the program will:

1. Successfully complete both courses within the program and graduate 75% of the students that enroll.
2. Successfully complete the state CNA board examinations with a passing score of 75% or above by 90% of the graduates.
3. Successfully complete the state CNA practical examination. 90% of graduates will pass within three attempts.
4. Secure employment as a CNA and/or HHA. 100% of the graduates will secure employment within 6 months of graduation.
5. Uphold the ethics of the CNA and/or HHA profession.
6. Pursue lifelong professional growth and development through participation in professional organizations and continuing education.
7. Assume leadership roles in promoting prevention practices to meet the changing health needs of the community.

## EVIDENCE OF UNDERSTANDING

I have read the LAMC NA/HHA student handbook. I understand the contents and agree that I will adhere to the specific policies and procedures; I am willing to abide by the consequences identified in course syllabi, this statement of the **Student Handbook**, and/or the College Catalog, respectively.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that as an enrolled NA/HHA student at Los Angeles Mission College I will be serving as a "mock patient" for my classmates. Serving as a "mock patient" for clinical skill development is a common practice in NA/HHA educational programs and provides the student with a realistic learning situation.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## UNSAFE PATIENT PRACTICE

I understand that if any serious infraction of policies and procedures at any clinical site that is a threat to the health and safety of the student, faculty or patient can result in loss of clinical privileges. Loss of clinical privileges is immediate upon notification from the NA/HHA Program Director. Loss of clinical privileges may result in dismissal from the program.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## I GIVE PERMISSION FOR LOS ANGELES MISSION COLLEGE TO PROVIDE HEALTH INFORMATION TO ANY CLINICAL FACILITY AS NEEDED.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_