

*Bellin College*

# Nursing Assistant Guide



**2020 - 2021**

**Handbook and Catalog**



## Welcome from the President

Welcome to Bellin College! Since 1909, we have been educating students for healthcare professions. Our array of program options includes various degree choices in nursing, medical imaging, and physical therapy. The college provides a rich and stimulating environment that promotes learning, leadership, and community service. We work closely with our advisory committees to design an educational program that will provide you with a solid education. Our program options include certificate, bachelor's, master's, and terminal degree options. As a future healthcare leader, you will have an impact on individuals, families, groups, communities, and populations. You will learn and grow beyond your expectations. The college values of excellence, integrity, community, and caring are seen in all of our work and interactions with our students, board members, alumni, friends, and the community. Personally, I have been a part of the college for more than 30 years and truly enjoy all that Bellin College has to offer.

The Board of Trustees, faculty, staff, and administration are committed to the academic success of our students. Our faculty members prepare students for healthcare professions and provide multiple opportunities for them to learn the latest innovations through classroom, lab, simulation, and clinical settings. These learning experiences enrich the students' application of critical thinking and clinical judgement, which is necessary for success in today's evolving healthcare world. A Bellin College education prepares graduates to deliver an excellent patient experience. We are proud to say Bellin College graduates make a difference in their profession, the community, and society. Our graduates can reach their goals through lifelong learning and as leaders in healthcare.

The Bellin College Guide, Handbook and Catalog will acquaint you with many aspects of Bellin College. In the following pages, you will see descriptions of services and related policies and procedures that will affect you while you are enrolled in our programs. I encourage you to review the guide and become familiar with its contents. This is an excellent resource for you with valuable information located in one place. Due to the COVID-19 pandemic, the college will adjust classroom, lab, and clinical experiences based on the trends and patterns of the virus. The college team will work with you to assure you are prepared for your role as a healthcare leader.

I wish you success this year and look forward to working with you on campus! There is always something new and exciting at Bellin College!

Positively,

Dr. Connie J. Boerst  
Connie J. Boerst, EdD, RN  
President/CEO  
Professor of Nursing

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**January 2021** if discrepancies exist between official Bellin College Nursing Assistant Guide Handbook & Catalog, printed material and electronic information, the most current digital copy of the Guide available on canvas shall have precedence unless other sources specifically state that they are the official source in lieu of the digital copy of the Guide.

The Bellin College Nursing Guide Handbook & Catalog is not intended to create or represent a contractual relationship between the College and any student. The Bellin College Nursing Guide Handbook & Catalog, in conjunction with other official College documents such as Financial Aid Policies and Procedures, is intended to provide a student reference for rules, regulations, policies and procedures governing student behavior and the college's expectations of its students. The college reserves the right to change the requirements published in this Guide at any time. The College reserves the right to change the program of study as needed to fulfill state approval and national certification requirements.

Students are responsible to become familiar with information in all of the listed college documents and adhere to the policies contained in these documents. Bellin College reserves the right to make changes in its policies and procedures as conditions warrant.

**Disclaimer: We reserve the right to alter the course schedule (theory, lab, or clinical) and delivery method of coursework on short notice due to the pandemic.**

# The Bellin College Nursing Assistant Guide Handbook & Catalog 2020-2021

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## ► Introduction to Bellin College

Welcome to Bellin College Nursing Assistant Program. Nursing Assistant is a rewarding and exciting profession but be aware that Nursing Assistant education and certification is demanding. Please review these materials as you begin the program. In the event of questions or clarification, please contact your course instructor or the program coordinator.

The Nursing Assistant Program of Bellin College is a State of Wisconsin approved nurse aide training program and is reviewed every two years by the Office of Caregiver Quality of the Division of Quality Assurance of the Wisconsin Department of Health Services.

### **Mission Statement**

Bellin College is dedicated to preparing healthcare professionals by providing an intellectually stimulating environment focused on leadership, community service and lifelong learning that promotes excellence in healthcare practice and the advancement of the profession.

### **Values**

- Excellence – being the best
- Integrity – honest and ethical behavior
- Community – partnership and shared participation
- Caring – empowering relationships based on empathy and respect

### **Vision**

Bellin College will be the best health science College in the state of Wisconsin.

### **College Purposes**

- To provide excellent educational programs which are responsive to the community.
- To create an intellectually stimulating environment for students, faculty, and staff.
- To contribute to the community's well-being through faculty, staff, and Student Services.
- To stimulate a climate of quality improvement.

### **Philosophy of Teaching and Learning**

Bellin College faculty are facilitators, role model and resources in the learning process. We provide an environment that supports a diverse student population. We pursue excellence in education by teaching students critical thinking skills with a commitment toward the College values of Excellence, Integrity, Community and Caring.

Teaching/learning is a dynamic process of discovery attained through interaction and engagement. Faculty members implement cooperative teaching strategies in partnership with students to achieve program outcomes. Students share the responsibility of achieving their learning goals through participation in the education process. As co-creators of their learning, students have a responsibility to develop a scholarly approach to learning through assimilation and integration of new knowledge, utilization of technology and life experiences.

Graduates of Bellin College are prepared to function in leadership roles and affect social, ethical, political, and economic issues surrounding healthcare.

## **School of Nursing Philosophy**

We believe professional nursing is an interactive, caring process based on knowledge attained from nursing research, nursing theory, professional nursing values, the arts, sciences, and humanities. Professional nurses assume leadership roles in health promotion and maintenance, disease prevention, illness management, and end-of-life care. Nurses are responsible for the delivery of effective, high-quality patient care in collaboration with other health care professionals. Graduates of Bellin College serve as role models for professional nursing, community service, and lifelong learning. Our graduates are prepared to address the health care needs of a diverse, global society and its individuals, and are committed to advancing the professional practice of nursing.

## **Nursing Assistant Program Outcomes**

At the completion of the program, the nursing assistant will:

- Communicate and interact effectively with clients, family, and co-workers.
- Demonstrate the maintenance and protection of client rights.
- Report information and record observations accurately.
- Demonstrate the ethical and legal responsibilities of the NA.
- Provide safe care to a diverse population, meeting personal, physical, and psychosocial needs of the resident.
- Assist with resident rehabilitation and restorative care, promoting independence.
- Assist residents with long-term, disabling conditions including dementia, always focusing on the strengths of the resident.
- Work cooperatively in a team environment.
- Eligible to take the WI NA Competence Evaluation.



## Our History

Bellin College has a long, rich history and a distinguished reputation as an excellent educational institution. Although many changes occurred over time, the commitment to providing growth, opportunity, and excellent education for healthcare providers continues.

Our parent company, Bellin Health System, and its leader, Dr. Julius Bellin started the academic institution in 1909. The College began as a diploma school when it enrolled three students to the Deaconess Sanitarium Training School for Nurses. It was not until 1925 that the name of the hospital was changed from Deaconess to Bellin Memorial Training School in honor of its founder, Dr. Julius Bellin. In 1942, the School became known as Bellin Memorial Hospital School of Nursing. Over time, the school would take on many title changes, but Bellin would always be a component of the name. A new nurse's residence was built and annexed as the north wing of the hospital. More classrooms were added, and clinical experiences were expanded. The Cadet Nurses Corp graduated its first class in 1944. Accreditation of the college was granted by the State of Wisconsin in 1930 and by the National League for Nursing in 1953.

The school closed in 1953 for the purpose of building a new nurses' facility, which opened as the Charlotte Fowler Residence in 1955. The building housed not only 80 students but also included a skills laboratory, library, lounge, and classrooms. At the same time, the curriculum became less task-oriented with greater emphasis on theory and scientific rationale. Students began attending the University of Wisconsin Extension at Green Bay for general education courses. In 1958, the first male student was admitted to the program and graduated in 1961. It would be another 12 years before another male student entered the nursing program.

In 1984, the school became a four-year BSN program and admitted its first baccalaureate students. After years of planning, a new curriculum was implemented that addressed the new trends in healthcare and education. The school's name changed to Bellin College of Nursing to better reflect the new independent status of the educational institution. While many students still took most of their general education courses at the University of Wisconsin-Green Bay, courses from other accredited institutions were accepted for transfer, making it easier for students from greater distances to enroll in the nursing program. The College relocated to a newer building in 1994 located at 725 S. Webster Avenue, and the Charlotte Fowler Building was demolished. In 1997, an accelerated 21-month transfer option was developed to stay with the trends in nursing education, and in 2001, the sophomore transfer option was developed to allow students with prior general education credits to join the nursing program.

A comprehensive needs assessment in 2002 confirmed the need for a graduate nursing program in northeast Wisconsin. The Higher Learning Commission (HLC) conducted an accreditation review of the College in 2004 and granted permission for the College to begin offering a Master of Science degree in nursing with specialty tracks in administration and education. The first graduate students were admitted in August 2004. The Commission for Collegiate Nursing Education (CCNE) accredited the baccalaureate program in 2003. A CCNE visit was completed in 2008, with accreditation received for an additional ten years. The nursing program is also approved by the Wisconsin State Board of Nursing. The first class of MSN graduates received their degrees in 2007. January of 2008 marked the first cohort of students entering the 15 Month option, where students complete all their general education courses and receive their nursing degree in just 15 months.

With the growth and changing needs of higher education, the college broke ground in 2008 for a stand-alone campus located at 3201 Eaton Road, Green Bay, WI. The Higher Learning Commission granted the college approval to offer a Bachelor of Science in Radiologic Sciences (BSRS) and the ability to offer general education courses on campus. The college moved to its new location in 2009, and the name officially changed to Bellin College to signify degrees beyond nursing. In 2009, the college also celebrated its 100<sup>th</sup> year anniversary.

The Radiologic Sciences program has a long-standing history with Bellin Hospital. The Bellin School of Radiologic Technology was inaugurated in 1957, founded by Dr. Lyle Edelblute to alleviate the critical

technologist shortage that existed in the field of x-ray technology. Two students were admitted to the class in 1957. The program was a two-year certificate. The bachelor's program offered a 4-year program of study that provided graduates with additional knowledge and skill in leadership plus 2 of 3 specialties: CAT Scan, MRI, and/or Women's Imaging, which included mammography and DEXA (bone densitometry). The first class graduated in 2013.

In 2011, the Board of Trustees approved to begin offering a Family Nurse Practitioner option at the master level. The first class entered in 2013. In 2015, the first class of family nurse practitioner students graduated.

In 2014, in partnership with Bellin Health, to help meet their need to have an 80% BSN nursing staff by 2020, the college collaborated to create an RN to BSN program. The first class graduated in 2017, and now the program is open to the public. The curriculum is unique and supports the needs of the working RN. In 2014, additional unfinished space in the Health Sciences Resource Center (HSRC) was completed to enhance the Center to include simulation spaces for labor and delivery, the operating room, critical care, as well as primary care exam rooms to meet the changing needs of simulation and interprofessional education.

A demand for sonographers was noted, and the college explored offering a Bachelor of Science degree in Diagnostic Medical Sonography (BSDMS). The board approved this option, and in 2016, the Higher Learning Commission granted permission for the college to start this program. It is a three-year program, with students attending year-round to earn their degrees. The Commission on Accreditation of Allied Health Education programs approved the Sonography program in September of 2018. The first class was admitted in the fall of 2016 and graduated in 2019. Additional space was completed in the HSRC area to accommodate a lab and two high-end technology classrooms. Higher Learning Commission also approved distance education in 2016.

Growth continues for all programs as well as new initiatives. In 2016, the first nursing assistant program was offered to a local high school to support the needs for more opportunities for students within the healthcare field. The programs continue to be a popular option for high school students. The college also created a Hands-on Healthcare Initiative to help educate and create excitement around healthcare professions for high school students. The program offers students the opportunity to spend a day at the college, where they get a hands-on opportunity to learn about healthcare. Students rotate through seven stations and gain knowledge through hands-on experiences. In the fall of 2017, this program was expanded by offering a mobile Hands-on Healthcare unit via an ambulance, bringing this experience to students at their school.

In 2017, The Board of Trustees approved the exploration of offering its first terminal a Doctor of Science in Physical Therapy (DScPT). This program helps secure the educational faculty needed for physical therapy education. The program was approved by HLC in August 2018 and continues to graduate highly skilled educators in PT. In partnership with Evidence in Motion, the college also began the OMPT Fellowship program. The fellowship program is now accredited by ACOMPT, which stands for the Accreditation Council on Orthopaedic and Manual Physical Therapy Fellowship Education.

In the fall of 2018, Bellin College began offering all required general education courses for undergraduate programs on campus.

In addition to the Diagnostic Medical Sonography (BSDMS) degree, the Diagnostic Cardiac Sonography (DSC) Certificate program was added in the fall of 2019 and offered a 1-year program for sonographers to learn the skill of echo (cardiac) scanning.

Being a leader in education and a demand for outstanding cancer care, in the fall of 2020, the college started a 3-year bachelor's program in Radiation Therapy, which was approved by HLC in the spring of 2020. This program admitted ten students who will complete a rigorous curriculum.



In June of 2020, the board approved to convert the 4-year bachelor's degree in radiologic sciences to a 3-year BS program.

While the first students practiced in a small building that accommodated only 17 patients, the current students have many varied experiences in a variety of hospitals and more than 85 clinical agencies, including nursing homes, home health, clinics, public health, and a variety of community settings. Bellin College has provided educational programs for the region since 1909 and has a distinguished history in Northeast Wisconsin. The College has been responsive to the changing trends in education and healthcare as well as the needs of the community. Bellin College continues to grow and expand program offerings to meet the future needs of the communities it serves.

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## ► Campus Information

### **Bellin College Campus – Quick Reference**

Bellin College administrative offices, classrooms, library, Student Success Center, Health Science Resource Center (skills and simulation labs) are located at 3201 Eaton Road, Green Bay.

#### **First Level**

- Academic Affairs
- Admissions
- BC Express Café and Micro Market Area
- Classrooms
- Conference Rooms
- Dean of Allied Health Sciences
- Dean of Nursing
- Dean of Student Services
- Information Technology
- Program Directors - BSN, BSRS, BSRT, BSDMS, Graduate Nursing, General Education
- Reception Desk (student concierge and security station)
- Reflection Room
- Student Activities Area/Student Lounge
- Student Services - One Stop Shop (Departmental Assistant, Registrar, Bursar, Advisor and Accommodations Coordinator, Director of Financial Aid, Assistant Registrar, Financial Aid Counselor)
- Vice President of Business and Finance

#### **Second Level**

- Board, Executive, Faculty Conference Rooms
- Student Success Center
- Development, Public Relations and Alumni Office
- College Assessment Program (CAP) Director
- Faculty and Adjunct Faculty Offices
- Library (including group study rooms/testing rooms)
- Presidential Suite
- Wellness Center

#### **Lower Level**

- Advance Practice/Procedure Room
- Birthing Suite
- CT Simulator Classroom
- Diagnostic Medical Sonography Lab
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- MRI Simulator Classroom
- Patient Lounge
- Practice Lab
- Radiology Labs – Two
- Science Lab Classroom
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms - Three
- Student Lounge
- Surgical Suite

## **Parking**

- Staff/Faculty Parking: Back of building
- Student Parking: Front or back of building
- Visitor Parking: Front or side of building

All students are responsible for transportation to and from the Bellin College campus, general education campus, field trips, and clinical experiences. On campus parking is available free of charge. While attending clinical, students must adhere to the parking regulations specific to the clinical locations.

## **Student ID Badge**

The ID Badge is the official identification for all students. Student ID badges must always be worn when on Bellin College property and during Bellin College clinical training. Students must use their ID badges for entry to the campus during campus hours when the doors are automatically locked (weeknights and weekends).

- All students are responsible for safeguarding their own ID badge. Lost or stolen ID badges should be reported immediately to IT services or security to be disabled.
- Upon graduation, student ID badges are collected by the Student Services Department Assistant (room 106).
- The Academic Advisor is responsible for collecting the student ID badges of students leaving the College due to withdrawal or dismissal.

## **Undergraduate**

- Undergraduate student photos are taken during orientation by Student Services personnel.
- The administrative assistant of Student Services will coordinate photos for students unable to attend orientation.
- Students cannot submit their own photo.

## **Replacement ID Badge:**

A \$10 replacement fee applies to lost, stolen, or damaged badges, as well as name changes.

## **Smoke-Free/Tobacco-Free Campus**

Bellin College is a smoke-and tobacco-free campus. All areas of the College are designated as non-smoking/non-vaping/non-tobacco areas. Additionally, smoking, vaping or the use of any tobacco products is prohibited on all properties owned operated or leased by Bellin College, including the buildings, parking lots, grounds, vehicles, and sidewalks. Tobacco products are defined, but not limited to cigarettes, cigars, pipes and chewing tobacco. Products that produce the illusion of tobacco use (i.e., e-cigarettes) are also prohibited.

## **Emergency Procedures**

Bellin College is equipped with emergency phones and call buttons. The emergency phones in the parking lots can be identified by their blue lights. The Colleges emergency phones call 911 emergency services. There is also an emergency call button located in the campus wellness center. Pressing this button will access 911 emergency services immediately.

The College has a cardiac arrest mobile unit automated external defibrillator (AED) located at the concierge desk in the atrium.

During any type of drill, all students and employees are expected to vacate the building. Students should familiarize themselves with the Bellin College campus emergency evacuation plans posted throughout the building.

Students are encouraged to monitor the College website, their student email and personal cell phone for information in the event of a campus emergency.

## **Campus Safety and Security**

Providing a safe learning environment is important and Bellin College is committed to the safety and security of all students, faculty, staff, and visitors.

Security is provided during regular hours of operation. During the school year, there are security personnel on campus when students have access to the building. For assistance during regular business hours (8 a.m. to 4:30 p.m.), contact the One Stop Shop. Security personnel will be patrolling the campus during nonbusiness hours and will be stationed at the reception desk in the Atrium.

When contacting security or the One Stop Shop, students should be prepared to provide the following information:

- Full name
- Location of the incident being reported
- A description of the scene and suspects
- A description of any vehicles involved in the incident, especially a license plate number

Please do not assume that someone else has reported criminal activity.

Bellin College is required to publish campus crime and security information on a yearly basis. The 2018-2019 Security Report showed zero arrests, violations, or criminal incidents on campus.

### **Weapons on Campus**

The College campus is also a weapon-free environment. No weapons are allowed in any of the College buildings.

It is Bellin College's policy that all persons (except law enforcement personnel) are prohibited from carrying or possessing a firearm, taser, billy club or other weapons anywhere on College property, regardless of whether the person is licensed to carry the weapon or not. Bellin College property includes owned or leased buildings and surrounding areas such as sidewalks, driveways, parking lots, etc.

As required by Wisconsin law, persons with a license to lawfully carry a weapon may have a licensed weapon in their personal vehicle. However, these students must ensure that the weapon is securely stored and is completely hidden from view at all times. Licensed students must also keep the vehicle locked and secure at all times, in addition to complying with all other applicable laws.

To ensure a safe learning environment and workplace, Bellin College reserves the right to conduct searches including, but not limited to: searching book bags, purses, briefcases, personal vehicles, jackets, and apparel. Searches may be conducted by Bellin College leadership, leadership appointees, security, or local authorities. If the student refuses the search, however, he or she may be dismissed.

Students are also strictly prohibited from making threats (direct or implied and with, or without, a weapon of any sort) or engaging in aggressive or violent conduct. Failure to abide by all terms and conditions of this policy may result in discipline up to and including dismissal and/or may result in criminal charges. If you become aware of anyone violating this policy, or if you have questions or concerns about this policy or about weapons or threats of violence in the workplace, please contact Bellin College security or administration immediately.

For more information, visit <https://www.bellinCollege.edu/campus-life/safety-and-security> .

### **Inclement Weather/Class Cancellations**

A declaration of inclement weather is a time identified by appropriate local/regional authorities in which warnings are posted and made available to the public advising of non-essential travel restrictions due to weather conditions. Local and regional authorities will post public warnings during inclement weather.

If the College operation is canceled (cancellation of classes, labs and/or clinicals), details will be communicated via text message, the website, student email and/or local radio and television stations.

Information about the closing will be available by 5 a.m. for day classes, labs and clinical and 1 p.m. for evening classes, labs and clinical.

**Website:**

Check [www.bellinCollege.edu](http://www.bellinCollege.edu) for cancellations.

In addition to the Bellin college policies noted above, additional policies associated with our high school students will also be in effect.

If a high school is cancelled due to inclement weather conditions, our NA 150 – (Nursing Assistant) and /or HC 100 (Introduction to Health Care Careers) high school classes are also cancelled. If a high school has a 2-hour delayed start time, during which students were scheduled for class here, that class is cancelled. If a high school cancels after school activities due to inclement weather, our NA 150 high school class scheduled during those hours, would be cancelled.

Our State of Wisconsin regulated Nursing Assistant Program has mandatory hour requirements. If a class is cancelled, hours missed will be rescheduled by the instructor and made up on a later date.

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## ▶ College and Academic Resources

### Information Technology – Electronic Mail Policy

#### Introduction

Electronic Mail (email) is a tool provided by Bellin College to complement traditional methods of communications and to improve academic and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner. Use of the College email system implies consent to all College IT policies and practices. Violations of the policy may result in restriction of access to the College email system and/or other appropriate disciplinary action.

**Senior students who graduate will have their Bellin College email account transitioned to an alumni email account two weeks after graduation. Instructions will be sent prior to the transition.**

#### Scope

This policy applies to all users of Bellin College technology resources. A "user" is defined as any individual who logs into, uses, or attempts to log into or use, a College system; or any individual who connects to, or attempts to connect to or traverse the College network, whether by hardware or software or both, whether on campus or from a remote location.

#### Policy

**The Bellin College Microsoft Exchange email system is the only recognized email system used to communicate between faculty, staff, and students.** This is necessary to ensure the delivery and receipt of official communications. Email messages regarding College matters sent from an administrative office, faculty or staff member to students is considered to be an official notice and should be treated as such by the student.

#### Acceptable Use

Reference the Acceptable Use Policy for guidance on acceptable use, inappropriate use, and user responsibilities. Users must exercise caution when forwarding messages, either internally or externally. Sensitive information - such as social security numbers, addresses, age, gender, etc. - must not be forwarded to any party outside of the College without the prior knowledge or approval of that individual.

## **User Responsibility**

Users are expected to read email on a regular basis and manage their accounts appropriately.

Sharing passwords is strictly prohibited. Each user is responsible for his/her account, including the safeguarding access to the account. All email originating from an account is deemed to be authored by the account owner and it is the responsibility of that owner to ensure compliance with these guidelines.

## **Privacy**

Bellin College will make every attempt to keep email messages secure; however, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through the College system. Users must be aware that email can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Email that is not encrypted can be viewed by people other than the intended recipient, while it is in transit or on mail servers. Because messages can be stored in backup systems, email may be retrievable when a traditional paper letter would have been discarded or destroyed.

## **Email Etiquette**

When using email as an official means of communication, users should apply the same professionalism, discretion, and standards that they would use in written business communication. Furthermore, users should not communicate anything via email they would not be prepared to say publicly. The following practices should be following when using email.

- Use a meaningful subject line when sending a message.
- Be concise.
- Use proper spelling, grammar, and punctuation.
- Avoid abbreviations that the reader may not be familiar with.
- Do not attach unnecessary files.
- Use proper layout and structure.
- Do not overuse the high priority option.
- Use upper and lower-case letters in your message. Messages typed in all upper case give the impression of shouting.
- Be selective about recipients. Use of distribution lists or 'reply all' features should be carefully considered and only used when necessary.
- Read the email before sending.
- Only use delivery and read receipts when necessary.

## **System Monitoring**

Bellin College collects statistical data about its email systems consistent with generally accepted business practices. The College monitors the use of email to ensure the ongoing availability, reliability, and security of the system. The College may employ, at any time, tools to analyze statistical information to detect unauthorized usage, denial of service attacks, capacity planning and network problems. Under certain circumstances, it may be necessary for the IT staff or other appropriate College officials to access email files to maintain the system, to investigate security, abuse incidents, violations of this or other College policies. Such access will be on an as-needed basis and any email accessed will only be disclosed to those individuals.

## **Mailbox Size Limits**

The Outlook mailbox quota is set at 2GB for all users, this includes the messages in your inbox, sent items and deleted items. The College has the right to restrict the amount of user space on the email server as necessary and to revise the size restrictions, as necessary.

## **Records Retention**

Individuals are responsible for saving email messages as they deem appropriate. Messages are automatically purged from folders in order to save storage space. Automatic purge amounts are as follows:

- Sent - 365 days

- Deleted Items - 90 days
- Junk - 30 days

Inbox items are not automatically deleted. Individual users are responsible for deleting unneeded email in order to stay within their mailbox quota.

### **Email Size Limits**

A 100-megabyte size restriction for all email is enforced whether being sent or received. This is necessary to preserve network bandwidth and mailbox storage resources.

### **Email Signature**

Email signatures indicating name, job title, address, contact info and other particulars are strongly recommended for all email messages whether sent to internal or external receivers.

## Student Services and College Policies

### **Accommodations Request for Students with Disabilities**

Bellin College is in compliance with the Americans with Disabilities Act (ADA) to provide all students with the appropriate, necessary, reasonable, and affordable accommodations for those with documented disabilities. If a student anticipates requiring any auxiliary aids or services, he/she should contact the Advisor and Accommodations Coordinator, who acts as the College's accommodations specialist, prior to the beginning of each academic year to discuss their needs and what documentation is required. Prior accommodations will be re-evaluated before the beginning of each academic year to determine if alterations are needed.

Accommodations are determined as a result of self-disclosure by the student of their disability. This is completed confidentially with the Advisor and Accommodations Coordinator. This is followed up with a comprehensive individualized assessment and review of the required documentation from a licensed medical professional. The following are the written documentation requirements:

- Current diagnosis (testing must be within three years)
- Submitted by a licensed clinician qualified to make the diagnosis in the area of specialization
- Clearly stated diagnosis
- Names and scores of psychological and psycho-educational instruments used in arriving at the diagnosis
- How the diagnosis impacts the students functioning
- Recommendations for accommodations
- Any related supporting medical or academic documentation

### **Title IX**

Title IX of the Education Amendments of 1972 Implementing Regulations is a federal civil rights law that prohibits **discrimination on the basis of sex** in educational programs and activities that receive Federal financial assistance. Bellin College continues to have a responsibility under Title IX to protect students' rights to equal education in an environment free from sexual harassment and discrimination based on sex by employees, students, or third parties against students, employees or third parties. For more information, <https://www.bellinCollege.edu/campus-life/student-services/policies-and-procedures/title-ix/>

All students must complete the Title IX training courses assigned by the Dean of Student Services annually. Failure to complete this mandatory training by the designated deadline will result in a "hold" status on the student's record. This "hold" status will not allow the student to register for classes or receive a reference or transcript until the training courses are completed and the "hold" is removed.



## Harassment and Discrimination

Bellin College policies and procedure are intended to afford a prompt response to reports of misconduct, to maintain confidentiality and fairness consistent with applicable legal requirements and to impose appropriate sanctions on violators of College policy. Bellin College promptly and thoroughly investigates and resolves complaints alleging non-sexual discrimination and/or harassment.

Bellin College believes that each individual should be treated with respect and dignity and that any form of harassment and/or discrimination is a violation of human dignity. The College condemns harassment and discrimination and maintains a zero-tolerance stance. The College will take all reasonable efforts to prevent and promptly correct instances of harassment, or discrimination. Additionally, students have the right to a structured process for resolving problems, complaints, or grievances relating to the execution of institutional policies. For more information, visit: <https://www.bellinCollege.edu/campus-life/student-services/policies-and-procedures/>.

## Student Behavior/Code of Conduct

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors:

- Abide by national, State, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal
- Regardless of the other's ability, sex, sexual orientation, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act always in a manner that reflects pride in self, family and in the school

The goal of the Bellin College Nursing Assistant Program is to prepare students to be successfully complete the program, successfully pass the State of Wisconsin Competency examination and be successful in the workplace.

The following are behaviors and expectations of a successful student and a successful employee.

- You must attend class and/or show up for work whenever scheduled.
- When at school or at work, you must be 100% focused on the task at hand.
- You must come to class prepared by having completed all reading and homework.
- You must arrive at school and work on time, ready to work hard and provide quality, safe and compassionate care to all residents.
- Take ownership and show responsibility for all your actions.

## Student Profile

Students entering the program should:

- Work well with people
- Work effectively with stress
- Take direction well
- Communicate well with others
- Be self-motivated
- Have good manual dexterity

## **Student Rights and Responsibilities**

Students can expect their rights to freedom of expression and association and to fair treatment if they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or designee.

Adult students, age eighteen (18) or older, are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **Dress Code Policy for Nursing Assistant Students**

The purpose of this policy is to provide direction for appropriate appearance/professional image in the classroom, lab, and clinical sites.

### **Procedure**

#### **ID Badge**

- No alterations to the badge are allowed.
- The badge must be clipped at the top of the collar or scrub top.
- The badge must be visible at all times.

#### **Uniform**

- Uniforms are required to be clean and wrinkle-free.
- The uniform must be of appropriate size. Tops and pants too small, too large, too long or too short are not acceptable. Tops must cover skin at all times.
- Pants are to be worn at waist level.
- Skirts must be supplied by a uniform company and be black, grey or the same color as the uniform top
- Undergarments lines should not be noticeable when bending or reaching.
- May wear long white sleeve shirt underneath uniform with this top tucked in.

#### **Shoes and Socks:**

- Students must have a pair of shoes that are for client care only.
- White clean shoes in good repair are required. The shoes must be closed-toe and closed-heel.
- Socks must be white.

#### **Hair, Nails and Make up:**

- Hair should be neatly styled, clean and drawn back from face.
- Religious head coverings should be worn tucked into the uniform top or be no longer than shoulder length. (Discuss any individual needs with the program coordinator)
- Barrettes, hair clips, and headbands must be plain and without ornamentation. Hair ribbons are not allowed.
- Hair cannot be extreme color or style
- Beards, sideburns, and mustaches must be neatly trimmed
- Makeup should be conservative in color, style and natural-looking
- Artificial nails and nail polish are not allowed.
- Natural nails should be clean and short; not to exceed ¼ inch past fingertip

#### Jewelry, Body Piercings and Tattoos:

- Acceptable jewelry includes:
  - A plain wedding band (no stones).
  - A conservative, plain wristwatch (no ornamental stones). Fitness bands included.
  - A single, small post earring worn in the lower lobe of the ear.
- Unacceptable jewelry includes:
  - More than one earring per ear.
  - Fashion rings.
  - Necklaces.
  - Bracelets.
  - Smart Watch.
- Students are not allowed to wear body-piercings on the tongue or any visible body part.
- All visible tattoos must be covered except for tattoos from the wrist(s) to fingertips.

#### General Considerations:

- Students are expected to practice good hygiene.
- Students should not wear scents.
- No gum is allowed.

#### Consequences and Expectations

Students who fail to comply with the dress code may be subject to disciplinary action including dismissal from the clinical site and the potential for an unsatisfactory clinical evaluation.

On a case-by-case basis for religious, cultural, or medical reasons exceptions may be made. Exceptions must be obtained from the appropriate Program Director and the Department of Health Services prior to the start of clinical.

Headscarves (as a symbol of religious faith) may be worn but must be contained when working in patient care areas.

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## ▶ Student Health and Safety Policies

### Admission Health and Safety Requirements

Upon acceptance into the College, a student's pre-entrance medical information will be reviewed. This will include a pre-entrance criminal background information and immunizations. If health requirements are not completed, the student may not be able to attend class, lab or clinical.

Documentation of required immunizations, such as measles, mumps, rubella (MMR), hepatitis B, varicella (chickenpox), tetanus, flu, and tuberculosis (TB).

### Immunization Requirements

The below immunizations are required to participate in the Bellin College clinical settings and progress in the curriculum plans. Prior to entering the clinical practicum courses, students must provide proof they meet the health requirements for the clinical agency in which they will complete their clinical education.

<b>Measles</b>	Positive immune blood titer <u>or</u> dates of two vaccines.
<b>Mumps</b>	Positive immune blood titer <u>or</u> dates of two vaccines.
<b>Rubella</b>	Positive immune blood titer <u>or</u> dates of two vaccines.

<b>Varicella (Chickenpox)</b>	Positive immune blood titer <u>or</u> dates of two vaccines. If you have had Chickenpox, you will need a blood titer and must provide documented results of a positive blood titer showing proof of sufficient immunity. <b>History or documentation of the disease IS NOT acceptable proof of immunity.</b>
<b>Hepatitis B/ Hepilisav-B</b>	HEPLISAV-B (Two Vaccine Series) <b>OR</b> Hepatitis B (Three Vaccine Series), <b>OR</b> Post Vaccination Antibody Screen - This is a series of either two or three vaccinations and post vaccination antibody screen. The vaccination series is voluntary but is highly recommended for all students entering a health career field. <b>OR</b> a Positive Hepatitis B Antibody Titer <b>OR</b> Signed Declination Form.
<b>Tetanus</b>	Td or Tdap is required. A booster is required every 10 years.
<b>Flu Vaccine</b>	Clinical requirements and recommendations from the Center for Disease Control (CDC) indicate flu vaccines are mandatory. Each clinical site will have flu season protocol/requirements that students will be expected to abide by, which includes proof of receiving the flu vaccination. Flu vaccines are administered for free at the College in the fall of the academic year.
<b>Tuberculosis (TB)</b>	It is a requirement of all applicants to have two TB tests before admission. The two-step TB screening involves receiving the test, then returning to have it read within a specific time period. The second step involves the process repeated one to three weeks after the first TB skin test. Will accept Quantiferon Gold Blood Test as equivalent to the 2 step TB

Blood titers showing immunity must be documented as “antibodies present”, “immune” or have an ISR value of 1.10 or higher. The general health of the applicant must be deemed adequate for meeting the program outcomes of the degree. Any declination of vaccines will put the student’s ability to advance through the curriculum in jeopardy.

### **Criminal Background Information Reporting**

Criminal background checks of all applicants/students are required and reviewed by the Dean of Student Services. This is in compliance with the Wisconsin Caregiver Law. Bellin College reserves the right to deny admission or terminate enrollment of any student because of his or her criminal history. Information surrounding criminal history is collected via CastleBranch, Inc. during the application process. Those who have been convicted or have charges pending (of specific crimes/offenses that would bar them from clinical experiences as a student or employment and/or licensure as a caregiver) will be denied admission and/or dismissed from the College.

An enrolled student is responsible for reporting any criminal charges to the Dean of Student Services within two business days. The Dean will review the implication of the charges and/or conviction in relationship to the Wisconsin Caregiver Law, the student’s ability to participate in clinical experiences, the student’s continued enrollment at the College as well as licensure implications. The Dean of Student Services will inform the appropriate Dean and Program Director of any findings.

Nursing courses with a clinical component may not be taken by a student who: a) who has been denied licensure by the board; b) whose license is currently suspended, surrendered or revoked in any United States jurisdiction or c) whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action. Students must notify the Dean of Student Services if they are in violation of these requirements.

Student Services is responsible for the managing and maintaining student records. Documentation is confidentially recorded and filed. **Please note:** An applicant/student should keep all documentation of any event leading to a positive background check for application to their licensure exam.

## Occupational Health Services for Students

Bellin Health system – Occupational Health Services and Bellin College are the primary providers of student healthcare services. Appointments are needed for immunizations.

### **Bellin Health System – Occupational Health Clinic –West**

1630 Commanche Ave.	Hours:
Green Bay, WI 54313	Monday through Friday .....7:00 a.m. to 5:30p.m. (closed holidays)
Phone: (920) 430-4560	Saturday and Sunday .....Closed

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## ► Admissions Policies and Procedures

The Bellin College Nursing Assistant program has established admission criteria, functional ability categories required for each student and has developed parameters to establish reasonable accommodations and nondiscrimination.

### **Admission Requirements**

- All requirements for program entry must be completed prior to entry into the program
- Students must be at least 16 years of age
- Documentation of immunization history
- Able to push, pull and lift 50 pounds of weight
- Completion of Functional Ability Inventory (signed by parent/guardian for students under 18 years of age)

### **Clinical Requirements**

The following must be completed prior to attending clinical:

- Caregiver background check
- Completed immunization documentation
- TB skin testing – two step testing is required. This means that the skin test is given, then read on two separate occasions within a 21day period. This requires 4 separate visits to the health care provider.

### **Technical Standards Inventory**

The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination of persons because of her or his disability. Bellin College makes every effort to ensure a quality education to students. The purpose of completing the Technical Standards Inventory is to ensure that students acknowledge that they have been provided information on and can meet the technical standards required in the Nursing Assistant Program. If it is not clear whether a student can meet the functional ability criteria, Bellin College reserves the right to request additional information which may include a medical examination.

### **Non-discrimination**

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status or disability in the admission of students, in student programs, and in the employment of College faculty and staff.

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## ► Registrar Policies and Procedures

### **Course Drop Procedure**

A course drop is defined as cancelling the nursing assistant program after attending the first-class session. Students must consult their high school guidance counselor and the Nursing Assistant Primary Instructor if considering dropping out of the program as there are implications for grading, tuition, and possible loss of tuition refund. The following timeline is used for withdrawal from the Nursing Assistant program once class sessions have begun.

### **Student Withdraws**

Class session 1-5 –No tuition charge, no grade given, and course not transcribed

Class session 6-16 - Calculated refund, grade of “W,” course on transcript

Class session 17-22 – No refund, grade of “F”

Of course, we realize unforeseen circumstances can occur due to ill health, injury, or family emergency. These situations will be looked at on a case by case basis. This policy does not supersede the high school drop policy.

### **Record Retention**

All Nursing Assistant class records are maintained for a period of three years in a locked file cabinet in a locked room at Bellin College. After three years student information is discarded in a manner protecting student confidential information. In the event the Bellin College Nursing Assistant Program is no longer operational, student records less than three years old will be housed at Bellin College as described previously.

Student records include:

- Student identifying information
- Attendance records: individual sign in sheets for each day attended to include class, lab and clinical
- Incomplete/complete tracking form: completed if student were to incomplete and need to make up sessions.
- Grade Summary: including grades of each quiz, exam and final with calculation of final grade.
- NA Evaluation and Skills Checklist: copy of completed check list and evaluation form with student/instructor signatures
- Confidentiality forms: copy with signed name printed name and date
- Nursing Assistant Technical Standards Inventory: signed and dated by student. Two copies, one signed by student or parent upon application and the other signed by student or parent on first day of course.
- Handbook Statement of Understanding: signed and dated by each student AND parent.
- Certificate of completion.

### **Program Termination**

The instructor and/or Bellin College Administration reserve the right to terminate a student's connection with the program at any time for sufficient reason. Upon recommendation of the faculty and school administrators, a student may be asked to withdraw or receive a failing grade for any of the reasons listed below.

- Personal health status, which creates actual or potential unsafe clinical conditions or is detrimental to successful completion of the experience. The inability to perform technical standards required for program.

- Absence from class or clinical assignments, which interferes with the instructor's ability to evaluate progress.
- Failure to abide by policies of the school, the Nursing Assistant Program, or of the clinical facilities.
- Unethical conduct. Examples: cheating, dishonesty, violating confidentiality, stealing.
- Lack of aptitude for Nursing Assistant as evidenced by inefficiency, neglect of duty, or failure to develop personal habits considered basic for Nursing Assistants.
- Failure to meet scholastic standards of the Nursing Assistant Program.
- Failure to have a completed and accepted caregiver background check prior to first day of clinical.
- Failure to have a current health card, including current TB skin testing prior to first day of clinical.

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## ► Academic Policies and Procedures

### Attendance Policy

To assist in preparing the Nursing Assistant graduate to be successful, regular class attendance is **mandatory**. The student must be on time and present at all sessions to satisfactorily meet program competencies and provide for accurate evaluation of performance.

The State of Wisconsin Nurse Aide Training Program regulations require **100% attendance** at class, lab and clinical. To meet the requirements, every Nursing Assistant student must complete **all** 122 hours.

### COVID-19 Changes

In April 2020 due to the pandemic, the Department of Health Services reduced program hour requirements from 120 to 75 hours under the title of "Emergency 75-hour Training Programs". Approved programs are also allowed to use supervised laboratory training as a substitute for 16 hours of actual clinical work.

### Procedure

Regular attendance is **mandatory**. Per State of Wisconsin Policy, any missed class or clinical hours **MUST** be made up. Missed classroom hours must be made up as classroom time and missed clinical hours must be made up as clinical time. If you know you cannot attend all class and clinical sessions, we recommend you not register for the course.

Students are required to contact the instructor prior to missing a class or clinical. Arrangements for making up the time will be coordinated. In the event more than eight (8) hours are missed, program withdrawal or drop is recommended.

### Absence and Rescheduling

Due to State of Wisconsin Nurse Aide Training Program regulations, 100% class, lab, and clinical attendance are mandatory. All missed class or lab or clinical time must be made up. Make up assignments are not an option; the exact number of missed hours must be made up.

The program coordinator or instructor will develop a make up plan with the student.

### Classroom Hours

- All classroom hours (except the final class session) must be completed before attending clinical.

### Lab Exams

- All lab exams must be completed before attending clinical.



## **Clinical Hours**

- All clinical hours must be finished before taking the final exam.

Classroom time must be made up with classroom hours, lab time must be made up with lab hours and clinical time must be made up with clinical hours.

**Each** missed class or clinical session will result in a 2% deduction from your overall final class grade. The program coordinator reserves the right to modify this policy based on case by case basis.

Upon conclusion of each class, students will be asked to complete a course evaluation and a faculty evaluation form for each classroom instructor. Students will also be asked to complete an evaluation of their clinical experience.

## **Electronic Devices**

Electronic devices include, but are not limited to, cell phones, lap top computers, or tablet devices. Electronic devices within the classroom and lab may be utilized by the students for appropriate learning purposes as determined by the faculty member. Clinical agency policies will dictate use of student electronic devices in the clinical areas. Cell phone ring tones shall be put on "vibrate/silent" during entire course. Cell phone should be stored with personal belongings during exam time. Students using the electronic devices during the course for non-class activities, may be requested at the discretion of the instructor to turn off the electronic device. Students with repeated violations and/or course disruptions due to inappropriate use of electronic devices will be referred to the appropriate Program Director for disciplinary measures.

Repeated classroom or lab violations or disruptions due to inappropriate use of electronic devices will result in being dismissed from the course.

### **First incident**

The student will be given a verbal warning and instructor documentation will occur.

### **Second incident**

The student will be given a formal written warning by the instructor and receive an automatic 2% reduction in the final grade point average.

### **Third incident**

The student will be dismissed from the course resulting in either a course withdrawal or course failure.

**Absolutely NO CELL PHONES are allowed in the clinical setting for any reason.** They may be stored in your vehicle and accessed during break or lunch. Students should give family members the facility phone number, should emergency contact be needed.

**If a cell phone is brought into the clinical site, this results in automatic course failure.**

## **Grading Policies**

The following grading system is used to determine course achievement in classes. A grade of 80% is required to pass the Bellin College Nursing Assistant Program.

## **Clinical Grade**

The clinical grade will be "S" = Satisfactory or "U" =Unsatisfactory based on the student's performance in the clinical setting. No more than 2 "U" s are allowed within each category. If there are more than 2 "U" s in one category the student will receive an unsatisfactory grade for that category. Any Unsatisfactory grade will result in failure of the clinical component and failure of the program.

<b>Assignments and Assessments</b>	<b>Percent of grade</b>
Quizzes	10 %
Workbook + Assignments	15%
Exams	40% (10% each)
Final Exam	30%
Bed Bath Check Off	5%
Clinical/Lab Performance	Must receive a satisfactory review of Lab performance by instructor

## Grading Scale

<b>Points attained</b>	<b>Grade</b>
94-100	A
87-93	B
80-86	C
79-74	D
73 and below	F
<b>*A "C" is required to pass course</b>	

### COVID – 19 Changes

Please see the course syllabus for the changes to the grading scale, and assignments made during the pandemic.

### Late Assignment or Late Test Policy

Points for late assignments will be deducted as follows from the final assignment grade:

- 1 calendar day late = 4 percentage points
- 2 calendar days late = 8 percentage points
- 3 calendar days late = 16 percentage points
- 4 calendar days late = grade of zero

*Example: If a student received a 94% on the assignment submitted after the assignment submission deadline:*

- 1 calendar day late = final grade of 90%
- 2 calendar days late = final grade of 86%
- 3 calendar days late = final grade of 78%
- 4 calendar days late = final grade of zero

Any deviation from this policy must be approved by the Program Director. Extenuating circumstances will be handled by faculty on an individual basis.

### Workbook and Worksheet Assignments

These assignments are due on the dates noted in the detailed class schedule. The on-time completion of the workbook/worksheet assignments is worth 15% of the final GPA. Assignments must be entirely completed before a student is eligible for the clinical portion of the course.

### Quizzes

There are four (15-16 question) quizzes throughout the course. These are completed remotely from home through the Honor Lock Test Taking Program. Quizzes count for 10% of the final GPA.

### Exams

There are four (50 question) regular exams throughout the course, plus the final exam. These are also taken remotely from home through the Honor Lock Test Taking Program. There are no re-takes offered on these exams. The 4 exams count for 40% of the GPA.

### Final Exam

This exam counts for 30% of the GPA and is taken after the student has completed the clinical portion of the course. An 80% score must be achieved on the final exam to pass this course. This is the only exam that you are offered one re-take. The highest grade that will be recorded for the final exam re-take exam will be an 80%, even if the student scored higher. If the student is not successful with earning an 80% score on the re-take exam, the student has failed the course.

### COVID – 19 Changes

- The final exam is taken at the end of the classroom course completion, since no clinical is offered at this time.
- The Complete Bed Bath Check Off Skill is on hold now. An alternative assignment which involves bed bath video viewing, plus an associated quiz has been substituted and these combined assignments count for 5% of the GPA.

### Bed Bath Checkoff

Students must demonstrate, 1:1 to a teacher, competent skills associated with giving a complete bed bath. Students are scored on skills related to the following topics: infection control; safety; communication; privacy and changing an occupied bed. A passing score on this skill is 80%. If this score is not achieved on the first attempt, one re-test of this skill is offered. Students who re-test, start with a loss of 10 points, therefore grading starts with 90%. A student can only lose 10 points and still pass this skill with a score of 80%. Failure of the re-test attempt, results in the student failing the course and not being allowed to proceed to the clinical setting.

### How to stay eligible to attend the clinical portion of the course

The combined scores on all components are added together:

- Workbook/Worksheet assignments +
- Bed Bath Skill demonstration (or alternate assignments) +
- Quiz scores +
- Exam scores +

These components represent the theoretical or knowledge part of this course. A student needs to show aptitude for the theoretical basis of this course with a score of no lower than 80%. If the total of this classroom work falls below the 80% cutoff, the student has failed the course at this point, and is not eligible to proceed onward with the clinical portion.

### Technical Standard Inventory Required for Nursing Assistant Program

Technical Standards	Representative Activities/Attributes
Gross Motor Skills	<ul style="list-style-type: none"><li>• Move within confined spaces</li><li>• Maintain balance in multiple positions</li><li>• Reach above shoulders (IV poles, etc.)</li><li>• Reach below waist (plugs electrical appliance into wall)</li><li>• Reach out front</li></ul>
Fine Motor Skills	<ul style="list-style-type: none"><li>• Pick up objects with hands</li><li>• Grasp small objects with hands</li><li>• Write with pen or pencil</li><li>• Key/type (use computer)</li><li>• Pinch/pick or otherwise work with fingers</li><li>• Twist (turn objects/knobs using hands)</li></ul>
Physical Endurance	<ul style="list-style-type: none"><li>• Walk or stand for extended periods (4-8-hour shifts)</li><li>• Sustain repetitive movement</li><li>• Maintain physical activity for a period of 5-8 hours</li></ul>

<b>Physical Strength</b>	<ul style="list-style-type: none"> <li>• Push and pull 50 pounds (position client, move equipment)</li> <li>• Support 50 pounds of weight (ambulate client)</li> <li>• Lift 50 pounds (pick up child, transfer client, bend to lift an infant or child)</li> <li>• Carry equipment/supplies</li> <li>• Use upper/lower body strength (perform CPR, physically restrain a client)</li> <li>• Squeeze with hands (operate fire extinguisher)</li> </ul>
<b>Mobility</b>	<ul style="list-style-type: none"> <li>• Twist</li> <li>• Bend</li> <li>• Stoop/squat</li> <li>• Move quickly (respond to an emergency)</li> <li>• Climb stairs</li> </ul>
<b>Hearing</b>	<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds (person to person report)</li> <li>• Hear faint voices such as a whisper within a range of 3 feet</li> <li>• Hear when not able to see lips (when masks are used)</li> <li>• Hear auditory alarms (fire alarms, call bells)</li> </ul>
<b>Vision</b>	<ul style="list-style-type: none"> <li>• See objects up to 20 inches away (information on computer screen, skin conditions)</li> <li>• See objects up to 20 feet away (client in room)</li> <li>• Use depth perception</li> <li>• Use peripheral vision</li> <li>• Distinguish color and color intensity (color codes on supplies, flushed skin/paleness)</li> </ul>
<b>Tactile</b>	<ul style="list-style-type: none"> <li>• Feel vibrations (palpate pulses)</li> <li>• Detect temperature (skin, solutions)</li> <li>• Feel differences in surface characteristics (skin turgor, rashes)</li> <li>• Tell differences in sizes, shapes (palpate vein, identify body landmarks)</li> <li>• Detect environmental temperature</li> </ul>
<b>Smell</b>	<ul style="list-style-type: none"> <li>• Detect body and environmental odors (foul smelling drainage, alcohol breath, smoke, gasses, or noxious smells)</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Tolerate heat and humidity (giving showers)</li> <li>• Tolerate strong odors</li> <li>• Tolerate exposure to allergens (latex gloves, chemical substances, pets, etc.)</li> <li>• Tolerate strong soaps</li> </ul>
<b>Reading</b>	<ul style="list-style-type: none"> <li>• Read and understand written documents (flow sheets, charts, graphs)</li> <li>• Read digital displays</li> </ul>
<b>Math</b>	<ul style="list-style-type: none"> <li>• Convert numbers to and from metric and American systems (calculating intake and output)</li> <li>• Tell time</li> <li>• Count rates (pulse)</li> <li>• Read and interpret measurement marks (measurement tapes and scales)</li> <li>• Add, subtract, multiply and or divide numbers</li> <li>• Document numbers in records (charts, computerized data)</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Speak English</li> <li>• Write English</li> <li>• Listen/comprehend both written and spoken words</li> </ul>
<b>Emotional Stability</b>	<ul style="list-style-type: none"> <li>• Establish working relationships</li> <li>• Provide client with emotional support</li> <li>• Adapt to changing environment/stress</li> </ul>

	<ul style="list-style-type: none"> <li>• Deal with the unexpected (client condition, crisis)</li> <li>• Focus attention on task</li> <li>• Cope with own emotions</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Know the difference between serious and minor problems</li> <li>• Apply knowledge and skills</li> <li>• Organize and use information</li> <li>• Use long-term memory</li> <li>• Use short-term memory</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Establish rapport with individual, families and groups</li> <li>• Respect/value cultural differences in others</li> <li>• Handle interpersonal conflict</li> </ul>

## Clinical Supervision of Students

The clinical hours will be split between 2 settings either long term care or an acute care experience. The total hours of clinical experience are 40 hours. Each clinical group will consist of six to eight students per instructor.

### Instructor responsibilities:

- Participate in the planning, implementation and evaluation of the curriculum while being attentive to program outcomes and relevant deadlines.
- Support the assessment of student academic achievement as a means toward student growth and continuous curriculum improvement.
- Maintain a learning environment that is effective and promotes the best possible development of the individual in a creative and humanistic way.
- Provide a learning environment that supports student development of critical thinking, decision making and problem solving.
- Provide guidance for appropriate learning and personal development of students.
- Demonstrate a high standard of professional conduct and practice that students may emulate
- Communicate and interpret program mission, philosophy, values, goals, policies, curriculum and activities to students, faculty, clinical facilities staff, and members of the community
- Function in partnership with clinical agencies and the community at large in planning, implementing, and evaluating optimum student learning activities.
- Utilize Bellin College resources in a wise manner, and provide effective and efficient high-quality classroom, lab, and clinical instruction in a variety of learning situations.

## State Exam/Certification

To become a Certified Nursing Assistant (CNA) and be listed on the Wisconsin Nurse Aide Registry, you must also pass a knowledge and skills competency exam. The cost of this exam is \$125. This fee is in addition to your course fee and is not funded by your high school. Further information about the exam will be given to you by your instructor throughout class. For additional information, please refer to the Headmaster Candidate Handbook provided to you on the first day of class.

## State of Wisconsin Nurse Aide Competency Exam

Upon graduation, a student will be eligible to take the state examination for Certified Nursing Assistants (CNA's). Upon completion of the Nursing Assistant Program, you can use the title Nursing Assistant (NA) or Nurse Aide. After you take and successfully pass the State of Wisconsin Nurse Aide Competency examination, you can use the title Certified Nursing Assistant (CNA) or Certified Nurse Aide.

The certification exam consists of a written test and skills performance testing. To be certified, the candidate must successfully pass both components. In the event the student fails the written or skills portion, they can retest, repeating only the portion which they failed. You will be given a Nurse Aide Candidate handbook during this class to use as a study tool when preparing for your competency exam. Classroom faculty will assist students in completing the online competency testing application. Per State of Wisconsin requirements all students must test within one year of program completion. However, for

your best chance of success, it is recommended that you test as soon as you can after completing the program.

## Confidentiality of Protected Health Information

Provide direction in the care and use of confidential patient information.

Clinical experience requires students to access protected health information about clients. The Health Insurance Portability and Accountability Act (HIPAA) require health information about clients to be secured and keep confidential.

Each student has a legal and ethical need to protect a client's right to privacy. Client information will not be shared in any form or medium, including written, verbal, or electronic methods, with anyone other than those who are directly responsible for patient's care and treatment. Patient identifiers include name, medical record number, birth date, date of admission, and date of discharge. Patient care information will be discussed only in-patient care areas, and with acute awareness of who is within hearing range.

While students may write down essential information for the preparation and care of clients, information that identifies a client in any way may NOT be taken from the clinical site. No records may be photocopied for any reason. It is unlawful to disclose any individually identifiable information. This relates to information about past, present and future:

- Physical and mental health
- Provision of health care to client
- Payment for client's health care

Violation of this policy may result in clinical dismissal and/or legal and financial consequences.

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## ► Student Performance Remediation and Due Process

### Student Grievance Procedure

A grievance is an individual student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, and regulations of Bellin College. A student has a right to express a grievance without prejudice, penalty, or reprisal. The College believes in resolving issues at the lowest level possible. If there is more than one student involved, each student must file a separate grievance. A grievance submitted by a group of students will not be accepted.

To provide students with a direction to voice their concerns, a four-step grievance procedure has been established for an individual student to express problems, concerns, or disagreements relative to their experiences at the College. If resolution is obtained in any given step, that resolution is considered final. The procedural steps outlined below need to be completed sequentially within the timeframes outlined in each step.

**All aspects of the student grievance procedure are confidential.** All parties, student, and employees are required to exercise confidentiality and privacy in relation to all verbal and written communications.

**Conflict of Interest:** In the event of any conflict of interest, which will be identified through self-declaration by any of the members regarding a particular potential grievance, the individual will remove him or herself from the Student Grievance process. The Dean of Student Services (or designee) will rule on any challenges regarding conflict of interest.

#### Step 1: Informal Grievance Process

The student speaks to the College employee (faculty or staff member) he or she believes has treated him

or her unfairly. The concern must be articulated in a manner that is specific to the infringement and/or unaccepted treatment. This is to occur within one business day of the incident. The College employee completes the student grievance procedure step 1 form.

Possible outcomes:

- The issue is resolved.
- The issue is unresolved and the student proceeds to step 2.

### **Step 2: Informal Grievance Process**

The student speaks to the administrator (Dean, Vice President or President/CEO) of the College, faculty, or staff member. This is to occur within two business days following step 1. If the student needs to identify the appropriate administrator, the student should consult the [employee directories](#) on the College website or inquire with the Advisor and Accommodations Coordinator. The student completes the grievance procedure step 2 Form.

The administrator is accountable to:

- Provide the student with the name of the employee's immediate supervisor.
- Notify the involved employee of the situation via a face-to-face meeting.
- Arrange and meet with the involved employee, their supervisor, and the student within 3 business days of the notification of the dispute to attempt to resolve the concern at the lowest level possible.

Possible outcomes:

- The issue is resolved.
- The issue is unresolved and proceeds to step 3.

### **Step 3: Formal Grievance Process**

If the student is not satisfied with the outcome of steps 1 and 2, the student may begin a formal grievance process by documenting his or her grievance and the steps that have been taken to resolve the situation. The student completes the student grievance procedure step 3 form located in the Advisor and Accommodations Coordinator office.

The form requires:

- The student's name, address, phone number and College email address.
- The date of situation/incident.
- A description the situation or incident, including the name of the College employee involved.
- The steps that have been taken to resolve the situation.
- The outcome of prior steps and communications with those involved.
- The expectations for resolution.
- Any supporting documentation related to the grievance.
- A student signature and date to certify that the student has reviewed the student grievance procedure and understands their rights, obligations, and responsibility.

The documented student grievance form is submitted to the involved College employee and copies submitted to the employee's immediate supervisor and within three business days of step 2. The College employee has three business days from receipt of the formal grievance to respond in writing to the student. A copy of the response should be provided to the employee's immediate supervisor. The immediate supervisor will provide a copy of all the formal grievance documentation and the employee's response to the student and the appropriate administrator.

Possible outcomes:

- The issue is resolved.
- The issue is unresolved and proceeds to step 4.

### **Step 4: Formal Grievance Process**

If the formal grievance proceeds to step 4, the immediate supervisor will provide all documentation to the Dean of Student Services (or designee). The Dean of Student Services (or designee) will meet with the



student within three business days of receipt of the formal grievance and explain the steps for a formal grievance process. Then Dean of Student Services (or designee) then meets with the College employee to inform them that a formal grievance has been filed and provides him or her with steps of the formal grievance process. If the Dean of Student Services is the administrator of the employee involved, the Dean will be recused and replaced with another administrator of president's cabinet.

The Dean of Student Services (or designee) convenes and meets with the student Grievance Ad Hoc Committee within three business days of meeting with the student. This committee is chaired by the Dean of Student Services (or designee) and members include: appropriate Dean of academic affairs, appropriate Program Director, a staff member, and a student representative chosen from the student senate. If any member(s) of the committee feels he/she is unable to be impartial he or she will be recused and replaced with another member.

The student and involved College employee will be given the opportunity to meet with the committee to expound on their side of the grievance, as the committee may ask for further information or clarification from any or all involved during the meeting. The Student Grievance Ad Hoc Committee has 5 business days to make a determination on the Grievance based on the review of information provided and applicable College policies, procedures, and regulations. The committee shall base its decision upon the record of the meeting and shall not consider matters outside of the record.

The Student Grievance Ad Hoc Committee may determine:

- The Student Grievance is incomplete and request additional information. If additional information is required, the student or involved College employee has 3 business days to provide that information.
- The Student Grievance is in favor of the student with the student's proposed resolution.
- The Student Grievance is in favor of the student with a new proposed resolution.
- The Student Grievance is dismissed and provides rationale for his or her decision.

The Dean of Student Services (or designee) shall provide to the College employee and student involved the outcome of the committee's decision in writing via certified mail and College email. A copy of the letter will be provided to the President.

The outcome shall include:

- Findings of fact in chronological order.
- A statement of the individual student's claim of unfair and/or non-equitable treatment regarding established Bellin College policies, procedures and regulations that has allegedly been violated.
- An opinion on the validity of the grievance.
- Remedial recommendations and the final outcome.

An official record of the process and all steps taken to resolve the grievance will be documented and kept in a sealed file in the fireproof cabinet in the President's area.

### **Appeals Process**

If the student or College employee believes the process and procedures outlined in this policy were not followed, an appeal may be submitted to the President/CEO in writing within 10 business days of the date of Student Grievance Ad Hoc Committee's decision. The Appeals Form is located in the office of the Advisor and Accommodations Coordinator's office.

Within 14 business days of receipt of the appeal, the President/CEO or designee(s) may review and communicate with the student, the College employee, the administrator and supervisor, or the members of the Ad Hoc Committee to determine whether the process and procedures were followed.

The President may:

- Find evidence of violations of policy. The President will direct and the administrator to review the case anew.
- Find no evidence of policy; and will uphold the ruling of the Grievance Ad Hoc Committee.

The President will respond, in writing, within 15 business days of receipt of the appeal.

The decision of the President is final and not appealable.

For more information, visit <https://www.bellinCollege.edu/campus-life/student-services/policies-and-procedures>

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## ► Health Science Resource Center (HSRC) – Resources and Policies

### HSRC

The HSRC provides the link between theory and practice through simulated and hands-on learning experiences. A variety of learning resources are used to enhance understanding, develop psychomotor skills, and build confidence in health care environment. It is comprised of

#### Lower Level

- Advance Practice/Procedure Room
- Birthing Suite
- CT Simulator Classroom
- Diagnostic Medical Sonography Lab
- Exam Rooms - Four
- Fundamental Skill Labs
- Health Assessment Labs
- ICU/Pediatric/Emergency Suite
- Lactation Room
- Mammography Simulation Lab
- MRI Simulator Classroom
- Patient Lounge
- Practice Lab
- Radiology Labs – Two
- Science Lab Classroom
- Simulation Control Rooms
- Simulation Lab
- Standard Classrooms - Three
- Student Lounge
- Surgical Suite

### HSRC Guidelines

Each student has an obligation to conduct themselves in a manner in accordance with Bellin College mission and values as an educational institution. Violations of college rules, including violations of each respective professional code of ethics will be handled by college administrative personnel and may result in disciplinary action.

Universal precautions will always be followed while in the HSRC. Masks will be worn when in any of the HSRC areas and hallways as mandated by administration recommendations.

Children under the age of 18 are not permitted in any of the HSRC areas, unless approved by Bellin College Administration prior to the event.

Students attire while in the HSRC during hands on practice includes, closed toed shoes, clean clothing, no dangling jewelry, or clothing that may interfere with completing tasks due to safety reasons. Name badges will always to be worn. Bellin scrubs are to be worn during fundamental labs, simulations, and check offs.

Covered beverages with a top closure are allowed, with the following exceptions: **No beverages in simulation areas, medical imaging rooms or science labs. Food is not allowed in lab training or practice areas at any time.**

All students utilizing the HSRC are responsible to assist staff in maintaining safety and cleanliness of the lab environment. This includes returning the space to they way it was set up and disinfecting as directed

by HSRC staff. Students will need to wear gloves while using the provided disinfectant wipes.

### **Equipment in the HSRC**

Every effort is made to purchase equipment that is the same as the equipment health care workers use when caring for patients in the clinical setting.

HSRC supplies are for student practice only and are not to be utilized in direct patient care at any time.

Invasive procedures can **only** be performed on manikins or task trainers in order to protect the health and safety of our students and faculty.

### **NO needles or sharps are to be removed from the HSRC.**

Supplies such as Blood Pressure cuffs and Health Assessment Kits are available for check out, for practice at home, through the HSRC coordinators, or student assistants. Students may check out these items for 48 hours, if accommodations are needed for a longer period, please discuss this with the HSRC staff. When returning the equipment, students will need to follow the return of borrowed equipment procedure.

- Please return item to an HSRC staff member.
- Students will be responsible for physically decontaminating all items (to the fullest extent possible, for at least 3 minutes per item as recommended by the CDC/EPA guidelines) with PDI Sani-Cloth AF3 Germicidal Disposable Wipes (or similar product, which the HSRC will provide).
- The HSRC staff will then place the disinfected item in a separate area that will then be quarantined for five days. The item will then be reintroduced back into the HSRC equipment areas for other students to use.

Needle safety devices are to be engaged immediately after use. Sharps are to be discarded in a secure sharp's disposal box after use on models or manikins to avoid accidental skin puncture with a non-sterile needle. This includes but not limited to: needles for injections, IV catheter needles, lancets for finger-stick blood samples, needles for lab testing.

Tongue blades, cotton-tip applicators and otoscope covers are to be discarded immediately after use on a live person.

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## **► Nursing Assistant Course Information**

### **Course Information**

Please refer to the Syllabus that is available in our online learning management system known as canvas. The outline will explain course content, requirements, and grading.

### **Course Format**

The Nursing Assistant Certificate Program is a 122-hour program consisting of 82 hours of classroom/lab, and 40 hours of clinical in a local health care facility.

### **Workbook/Worksheet Assignments**

The detailed course schedule will indicate when the workbook/worksheet assignments are due. This is required to be completed on the student's own time. These assignments provide application of knowledge and skills acquired in the course. The on-time completion of these assignments has a value of 15% of the final GPA.

### **Classroom/Lab**

82 hours will be spent with the instructor in the classroom/lab. These 82 hours will be comprised of theory presentation, skill demonstration, skill practicing, and return demonstration of those skills. Classroom homework, assignments, and quizzes and exams must be completed before attending clinical.

### **Clinical**

Each student is required to complete 40 hours of clinical. The clinical is held in local health care facilities. An instructor will be present at the clinical site and must be present on the unit when students are performing skills on clients. Instructors may assign students to pair with facility staff, while still maintaining oversight of the learning experience. Clinical will be done in groups of 6 to 8 students. Students are considered guests in these facilities and must always behave professionally and respectfully.

Inappropriate behavior at clinical is grounds for failing the program.

The clinical experience requires students to use health information and read clients records in detail. Prior to clinical experience, students will sign a Confidentiality Statement. It states that students and employees of Bellin College will abide by confidentiality policy of the clinical site. Classroom faculty will assign students to the clinical site.

### **Program Completion Requirements**

To successfully complete the Nursing Assistant Program, a student must pass the classroom, lab, and clinical portion.

#### **Classroom**

- All quizzes, exams, workbook assignments, and successful demonstration of the bed bath skill must be completed prior to attending clinical.
- The student must have achieved a minimum passing score of 80% on the combination of scores from all the components named above.
- If a score of less than 80% is received on the final exam, the student will be given one opportunity to retake this exam with the highest score for retake being 80%.
- If a score of 80% is not achieved on the final exam, the student will fail the course.

#### **Lab**

- All skills must be performed competently in the lab setting before the student can go to clinical

#### **Clinical**

- The clinical grade will be S=Satisfactory or U=Unsatisfactory based on the student's performance at the clinical setting.
- No more than two unsatisfactory grades are allowed within each category. If more than two unsatisfactory grades are received, an unsatisfactory grade will be given for that category. Any unsatisfactory category grade will result in failure of clinical, resulting in failure of the course.

Upon graduation, a student will have completed three credits. In the event a student is not successful in the classroom/lab or clinical, the entire program must be repeated.

### **Patient Lift Policy**

Students will be trained to transfer clients safely and according to the principles of patient care ergonomics and with proficiency in the use of available equipment that is used to transfer clients. Equipment used to transfer clients includes, but is not limited to, mechanical lifts, friction reducing devices, wheelchairs, and gait belts.

Students will be trained, regardless of age, on the use of mechanical lifts. A clinical site may refuse to allow a student under the age of 18 in a nurse aide training program to transfer a resident using a lift since employees under 18 are prohibited from doing so, however the clinical site should allow a student to practice the skill on another student or instructor using the facility equipment.

## **Student Evaluation of Course and Faculty**

The Student Evaluation of Course and Faculty is to be completed by students enrolled in the course at its completion. This tool includes an evaluation of classroom, lab, and/or clinical, as well as an evaluation of faculty members within the course. The evaluation is to provide guidance for the distribution, collection, analysis, and results delivery of electronic/online completion of the evaluation of course and faculty.

- On the last day of the Nursing Assistant Course, the instructor will direct the students to the faculty evaluations found in the online learning system we use, called Canvas. The instructions regarding completion will include the confidential nature of the evaluations as well as the importance of providing constructive feedback.
- Within two weeks following the closing of the collection period, all results (numeric and comments) will be shared electronically with the Dean of Academic Affairs, the appropriate Program Director, and the course faculty.
- A copy of the evaluation results will be retained for a period of 3 years.



## Statement of Understanding

I have received the Bellin College Nursing Assistant Program handbook. I understand that I am responsible for the content of this handbook and have had the opportunity to ask questions. I further understand the information within the handbook is subject to change. Any changes will be provided in writing.

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Name of Student (please print)

\_\_\_\_\_  
Date

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Signature of Student

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Signature of Parent