Preface

Gogebic Community College general student policies listed in the Gogebic Community College Student Handbook are applicable to all Gogebic Community College students. The Allied Health Department has additional policies and procedures to meet clinical facilities requirements and to support the goals and outcomes of the Certified Nursing Assistant Program. Information about Allied Health specific policies are outlined in this handbook. These policies and procedures are subject to change by the College, the Michigan Licensing and Regulatory Board, or other regulatory agencies, or the nursing program. The latest version of the handbook is located in your student binder. Any changes or updates will be provided to you in writing. Students enrolled in the program will be notified of handbook changes.

It is the nurse aide student’s responsibility to read, acknowledge via signed statement (attached), and follow all college, Allied Health, and clinical agency policies. Please ask Allied Health faculty or staff member’s questions if you need clarification on any of these policies.
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Welcome to the nurse aide program! A nurse aide is an important member of the health care team. Health care is a rapidly changing field that will challenge and inspire you daily. Through classroom, lab, and clinical activities you will gain the knowledge needed to complete the Certified Nurse Aide Program and be cleared to take the state exam. Successful completion of that exam will allow you to enter into the workforce as a Certified Nurse Aide, responsible for patient safety and basic cares. Because of the responsibility you will have, it is necessary for you to take every opportunity to the gain knowledge and experience you will need to care for people. Your patients, their families, and your employer will trust you to care for others with compassion and understanding.

There are core values or qualities that are desirable in every nurse aide. Some of these values include:

The ability to treat each resident as an individual.
The ability to treat others with dignity and worth.
Respect for others diversity.
The ability to maintain privacy and confidentiality.
The ability to adapt to a resident’s needs.
Honesty, truthfulness, dedication, and integrity.

This is truly a profession in which you can positively impact others each day. You will share in your resident’s joy and sorrow.

This handbook contains information you need to be in compliance with our policies and procedures. Please read the handbook thoroughly and feel free to ask any of the faculty or staff member’s questions you may have. Failure to follow the policies included in this handbook can have serious consequences, and may prevent you from completing this course. After reviewing this handbook, you will be asked to sign and submit one copy of the signature form found in the student binder. This handbook is periodically updated. It is important for you to review it each semester.

The faculty and staff here at Gogebic Community College are here to guide, support, assist, and encourage you as you work to meet the requirements of this course. If you need assistance, please do not hesitate to meet with your instructor, a staff member, or myself. Our faculty are experienced both in nursing practice and in education, and will partner with you as you progress through this class. We are here to help you succeed!

Best of luck to you!

Nicole Rowe, RN, MSN
Director of Allied Health
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Dr. George McNulty</td>
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<tr>
<td>Dean of Instruction</td>
<td>Dr. David Darrow</td>
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<tr>
<td>Dean of Student Services</td>
<td>Erik Guenard/David Darrow interim.</td>
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<tr>
<td>Dean of Business Services</td>
<td>Eric Guenard</td>
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<tr>
<td>Director of Learning Resource and Instructional Technology Center</td>
<td>Kelly Wu</td>
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<td>Director of Student Support Services</td>
<td>Dayle Jackson</td>
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<td>Career &amp; Placement Counselor</td>
<td>Jackie Franzoi</td>
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<td>Director of Allied Health Programs</td>
<td>Nicole Rowe</td>
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<td>Allied Health Department Secretary</td>
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<td>Allied Health Programs Admissions Coordinator</td>
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<tr>
<td>Nursing Faculty</td>
<td>Karen Balyeat</td>
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<td></td>
<td>Lisa Spence</td>
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<td>Patricia Strand</td>
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<td>Kim Wanink</td>
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<td></td>
<td>Robert Rosenberger</td>
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<tr>
<td>Nurse Aide Instructors</td>
<td>Nancy Dalpiaz</td>
</tr>
<tr>
<td></td>
<td>Tammy Carroll</td>
</tr>
<tr>
<td></td>
<td>Amanda Sprague</td>
</tr>
<tr>
<td>Bookstore Manager</td>
<td>Leah Hagen</td>
</tr>
</tbody>
</table>


Section 1: Program Information

Gogebic Community College
Nurse Aide Program

The Gogebic Community College Nurse Aide course is a State of Michigan approved 120-hour course that incorporates all aspects of the State of Michigan’s Nurse Aide Training Curriculum. As adult learners you will be provided with direct experience, an ability to reflect on your learning, the ability to engage in large group discussions, and apply the knowledge you have gained. This is completed through 56 hours of lecture, 24 hours of laboratory experience, and 40 hours of clinical experience.

The curriculum is broken down into specific modules covering a wide variety of topics including:

1) Long Term Care Facility
2) Long Term Care Resident
3) Long Term Care Resident
4) Members of the Health Care Team
5) Human Interaction Skills
6) Basic Personal Skills
7) Nutrition and Hydration
8) Elimination
9) Resident Environments
10) Vital Signs
11) Death and Dying
12) Rehabilitation and Restorative Care
13) Safety and Emergency Care
14) Infection Control
15) Communicable Diseases
16) Developmental Disabilities
17) Depression
18) Restraints
19) Cognitive Impairments
20) Clinical Practicum

Course Description

The Nursing Assistant Program prepares students to provide basic personal care under the direction of nursing medical Personnel. The goal of providing personal care is to assist persons in attaining and maintaining functional independence. The course includes skills in bathing, hygiene measures, bed making, obtaining vital signs, and therapeutic communication.

After successful completion of the Nurse Aide Training Program, a student is eligible to complete a state registry skills and theory examination in order to become a Certified Nurse Aide.

All Allied Health Students have additional requirements. The clinical sites required criminal background checks to be conducted before students begin clinical assignments. The clinical agency reserves the right to accept or deny any student for clinical privileges. Applicants need to be aware that any history of a misdemeanor and/or felony or past abuse may make them ineligible to meet clinical and program requirements.
Section 2: Policies and Procedures

Contact Information
Students must notify the college Admissions Office at 906-307-1207 and the Allied Health Department at 906-307-1345 with any changes in personal information (name, address, phone, email, contacts, etc.).

Technical Standards – Allied Health
Technical standards are non-academic requirements and are conditions of admission. The technical standards describe essential physical abilities and behavioral characteristics students need to participate in activities for Allied Health programs.

Allied Health programs are practice disciplines with cognitive, sensory, affective, and psychomotor performance requirements. Students must meet the technical standards incorporated into the performance objectives of the various courses. Applicants are responsible for meeting the technical standards incorporated into the performance objectives of the various courses. Applicants are responsible for meeting the technical standards for their selected program. They must determine whether or not they have limitations that could restrict or impede satisfactory performance of any of the requirements listed below.

Many hospitals require a physical examination and lab testing to identify disabling conditions.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
</tr>
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<tbody>
<tr>
<td>Critical thinking</td>
<td>Critical thinking ability must be sufficient for clinical judgement. Assess a situation when making generalizations, evaluations, or decisions. Must be able to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. Examine and modify own behavior(s) and attitude(s) and accept constructive criticism as warranted. Rapidly solve problems, consider alternatives, and use sound judgement in managing the care of a patient. Demonstrate ability to concentrate and make effective judgments. Demonstrate adaptive behavior. Develop/contribute to nursing care plans that accurately reflect client care.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communicate in English with others using oral and written forms of communication. Students must be computer literate. Interact with patients/family members with dignity and respect. Interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Explain procedures, health teaching, documenting client care, interpreting written information.</td>
</tr>
<tr>
<td>Auditory</td>
<td>Detect sounds related to bodily functions using a stethoscope. Detect audible alarms generated by mechanical systems such as those that monitor body functions, fire alarms, call lights. Effectively hear to communicate with others, detect cries for help. Consistently hear normal sounds.</td>
</tr>
<tr>
<td>Vision</td>
<td>Distinguish sounds from background noises.</td>
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<tr>
<td></td>
<td>Discriminate color changes.</td>
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<tr>
<td></td>
<td>Observe client responses.</td>
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<tr>
<td></td>
<td>Accurately reads measurement on patient related equipment.</td>
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<td></td>
<td>Read medication and supplies labels.</td>
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<td></td>
<td>Accurately observe a patient in a room from a distance of 20 feet away.</td>
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<tr>
<td></td>
<td>Accurately measure urine output, output from other drainage equipment.</td>
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<td></td>
<td>Evaluate for a safe environment.</td>
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<tr>
<td>Multisensory</td>
<td>Ability to collect data from recording equipment and measurement devices used in client care.</td>
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<tr>
<td></td>
<td>Detect pain through verbal and nonverbal cues.</td>
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<tr>
<td></td>
<td>Detect pressure, swelling, temperature, position, equilibrium, and movement.</td>
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<td></td>
<td>Detect changes in skin color, condition, or temperature.</td>
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<td></td>
<td>Detect a fire.</td>
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<td>Prepare the correct quantity of medication in a syringe.</td>
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<tr>
<td>Touch</td>
<td>Detect unsafe temperature levels in heat-producing devices.</td>
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<tr>
<td></td>
<td>Feel vibrations such as an arterial pulse.</td>
</tr>
<tr>
<td>Smell</td>
<td>Detect foul odors of bodily fluids or spoiled foods.</td>
</tr>
<tr>
<td>Motor</td>
<td>Quickly push/pull objects of more than 50 lbs.</td>
</tr>
<tr>
<td></td>
<td>Transfer patients/objects of more than 100 lbs.</td>
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<tr>
<td></td>
<td>Move, position, turn, transfer clients; sometimes in confined spaces.</td>
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<tr>
<td></td>
<td>Control a fall by safely and slowly lowering client to the floor.</td>
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<tr>
<td></td>
<td>Twist, bend, reach, stoop, climb on stool or stairs, stand and move quickly.</td>
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<tr>
<td></td>
<td>Squeeze, grasp, and manipulate small objects with hands, wrists and fingers such as syringes, vials, ampules, and medication packages.</td>
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<tr>
<td></td>
<td>Operate equipment such as computers and various medical devices.</td>
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<td></td>
<td>Hand-eye coordination: taking blood pressures, IV starts, injections.</td>
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<tr>
<td></td>
<td>Perform CPR</td>
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<tr>
<td>Mobility</td>
<td>Walking, standing, squatting, prolonged standing or sitting in uncomfortable positions, twisting, rotating, reaching arms above shoulders.</td>
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<td></td>
<td>Propel wheelchairs, stretchers alone or with assistance.</td>
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<td></td>
<td>Move and lift patients in and out of bed or wheelchair.</td>
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<td></td>
<td>Must be able to move freely in various positions for various lengths of time.</td>
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<tr>
<td>Concentration</td>
<td>Concentrate on details despite interruptions.</td>
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<tr>
<td></td>
<td>Client requests, monitoring of vital signs, alarms.</td>
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<tr>
<td>Stress</td>
<td>Perform skills and make clinical judgments under stress.</td>
</tr>
<tr>
<td></td>
<td>Emergency, critical, complicated situations.</td>
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<tr>
<td>Memory</td>
<td>Remembering tasks/assignments for self and others over short and long periods of time.</td>
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<tr>
<td></td>
<td>Remember a significant amount of patient data.</td>
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<tr>
<td></td>
<td>Assessment data, vital signs, assignments, medications, nursing interventions, orders.</td>
</tr>
</tbody>
</table>
TECHNOLOGY, SOCIAL MEDIA, AND CONFIDENTIALITY POLICY

TECHNOLOGY – LECTURE/TESTS/LAB
1) Cell phones/mobile devices not being used to access Zoom must be silenced at all times when in class.
2) If you are caught with your phone/mobile device for activities other than to access the test during the test or post-test review, you will receive a 0 on that test.
3) Prior permission must by granted by the faculty to record or take photos during lecture, lab or post conference. Students are expected to respect that faculty member’s decision to allow or disallow. If permission is granted, students may not post the recording anywhere. If it is found that a student has done so, the student will be given a written warning. This warning will result in a student being placed on probation. A second offence will result in the student being removed from the program.
4) Students may ask a peer to record (with the student’s own phone) their performance practicing skills for the purpose of self-evaluation and improvement. These recordings may not be posted on social media.

TECHNOLOGY – CLINICAL/POST CONFERENCE
1) Personal cell phone must be turned off from the time students leave their vehicle to enter into the clinical facility until the time they return to their car to leave the clinical facility.
2) Taking photographs or recording of conversations is strictly forbidden in all patient areas, even if the patient is not identifiable. Students who do so are in violation of HIPAA and are subject to immediate expulsion from the Allied Health Department Program and potential investigation by the Federal Office of Civil Rights.

SOCIAL MEDIA AND CONFIDENTIALITY
1) Students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
2) Students must not transmit by way of any electronic media any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient.
3) Students must not share, post, or otherwise disseminate any information (including images) about a patient or information gained in the nurse aide-patient relationship with anyone, unless there is a care-related need to disclose the information or other legal obligation to do so.
4) Students must not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
5) Students must not refer to patients or their family members in a disparaging manner, even if they are not identified.
6) Students must not take photos or videos of patients on personal devices, including mobile devices.
7) Students must not make disparaging remarks about faculty or students.
8) Students must not post any information identifying a client, client situation, clinical faculty or staff, faculty member, guest lecturer or GCC program experience on any social media website (even positive comments). Social Media outlets include but are not limited to: Facebook,
Linkedin, MySpace, You Tube, Twitter, Yahoo Finance, Instagram, Snap Chat, Pinterest, YikYak, Tumblr, Vine, Tagged, etc. Health care workers have been fired for discussion patient cases on social media even though no names were discussed.

9) Student must not give health care advice on social media sites.

10) Any violation of this policy will be promptly reported. Disciplinary actions will be taken accordingly. The minimum consequence of a violation is a warning and probation, and violations may result in removal from the program. Violations by a student involving a clinical facility or patient encountered at a clinical facility will be reported to that clinical facility. Further disciplinary actions may be imposed by the clinical facility.

11) If the violation involves a patient, it will be dealt with as a possible HIPAA (Health Insurance Portability and Accountability Act) violation. HIPAA protects the privacy of individual identifiable health information, called protected health information (PHI). The Department of Health and Human Services may impose civil money penalties for failure to comply with a Privacy Rule requirement. A person who knowingly obtains or discloses individually identifiable health information in violation of HIPAA faces a fine of $50,000 and up to one-year imprisonment. The criminal penalties increase to $100,000 and up to five years imprisonment if the wrongful conduct involves false pretense and to $250,000 and up to ten years imprisonment if the wrongful conduct involves the intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain or malicious harm. Criminal sanctions will be enforced by the Department of Justice. Students may be banned from the clinical facility and subject to immediate expulsion from the Allied Health Department Program and potential investigation by the Federal Office of Civil Rights.

Substance Abuse Policy

The use, consumption, possession, distribution, or state of being under the influence of alcohol or any illegal drug while engaged in school–related responsibilities is strictly prohibited. School related responsibilities include: participation and presence in classroom or lab activities in the educational facility, participation and presence in a clinical experience or on clinical agency property, participation and presence at a student assignment or while representing the nursing program at GCC.

The abuse of alcohol and/or the use of illegal drugs are known to cause harmful physical, mental and psychosocial effects and may render an individual unable to perform the essential functions of an Allied Health Student in a safe and competent manner.

The Allied Health Department will impose appropriate disciplinary procedures, up to and including suspension or dismissal from the program, upon any student found to be in violation of this policy.

Students are required to submit to all drug and/or alcohol testing required by Gogebic Community College pursuant to this policy. Student failure to submit to a drug or alcohol screen, attempting to tamper with, contaminate, or switch a sample will result in the automatic dismissal from the nursing program.

As a condition of enrollment, each student will agree to adhere to this Substance Abuse Drug and Alcohol Testing Policy as well as agree to abide by individual institutional policies relating to drug or alcohol screening and substance abuse in the clinical agencies to which they are assigned. Students will be required to sign a form verifying agreement to adhere to the GCC Substance Abuse Drug and Alcohol Testing Policy as well as the substance abuse and drug and/or alcohol testing policies of clinical agencies to which they are assigned. In addition, students will sign a release of information so that any test results will be released to the Director of Allied Health at GCC and the student will agree to cover the cost of testing.

(Students must sign and submit the attached substance abuse agreement)

Readmission After a Substance Abuse Violation

A student who is dismissed from Allied Health programs due to substance abuse or a positive drug or alcohol test will be considered for readmission if the following conditions are met:

1. Submit to an evaluation for substance abuse by an approved evaluation and/or treatment agency and completion of the prescribed treatment program. Verification of successful completion must be presented to GCC with application for readmission.
2. Submission to a drug and/or alcohol test prior to readmission and agreement to submit to random testing at any time during the program if readmitted. This drug and/or alcohol testing will be at the student’s expense. A positive drug and/or alcohol test will result in ineligibility for readmission.
**Professionalism Expectations**

Professionalism implies a respect and courtesy for others in the educational setting and chosen profession. Students are expected to maintain the highest standards of professionalism in all phases of Allied Health Programs. This includes the classroom, clinical settings, all community college services, and in related public settings. The appearance of students and their words and actions elevates or diminishes professional image. Inappropriate, unprofessional, and unsafe behavior in any course or in any aspect of campus life will result in consequences.

Continued professional development and lifelong learning is an additional aspect of professionalism that is stressed throughout the program.

**Classroom Behavior**

- Students are expected to attend all classroom activities.
- Students are expected to come to class prepared for the content to be presented.
- Students are expected to be respectful to both the instructor and fellow classmates.
- Students are expected to access their course syllabi and handouts.
- Additional classroom expectations will be explained by faculty and be available in individual course syllabi.
- Exam grades will not be posted in a classroom or other public place by any number or name identifier.

**Attendance Policy**

The student is expected to be prepared academically, mentally, and physically for all courses. The instructor may dismiss the unprepared student from any setting. Being prepared assists the student in developing safe practice.

Due to the nature of this class and materials presented, attendance is mandatory. Students missing more than 8 hours of the course will not be allowed to continue.

Dental, physician, and any other appointments MUST be made outside assigned clinical/class hours.

**Attendance Expectation and Consequences:**

- Sleeping in class will be treated as an absence.
- Texting or surfing the web or doing other homework assignments while in class may be considered an absence.
- Tardy/Absence:
  - Students will lose 4 points from their next exam with their 3rd tardy. They will lose an additional 4 exam points for each subsequent tardy.
  - Students missing class will lose 8 points from their next exam. Students will lose 8 points for ever absence after.
  - Students missing more than 8 hours of class will be dropped from the course.
• Injury/Medical Condition: A student who is unable to safely perform any of the requirements of class, lab, or clinical due to an injury or medical condition (including pregnancy) is to notify his/her instructor immediately. A physicians’ slip is required for any restrictions. Students unable to participate at the level expected may need to complete the course at a time when they are able.

• Being late is viewed as disrespectful to fellow classmates and your instructor.

• It is the student’s responsibility to contact the instructor to obtain missed assignments.

• Skills laboratory attendance is mandatory. Students are expected to be prepared to practice skills planned.
  o In the event that a lab skills day is missed:
    ▪ Students must notify the instructor
    ▪ Students must make arrangements with a tutor, classmate, or instructor to learn and practice the content missed.
    ▪ Students will receive an appropriate assignment that will provide for an equal amount of time and effort to complete.

Grading Standard
The grading standards of the Nurse Aide Program are higher than the standards in many other courses or programs at Gogebic and at some other colleges for the following reasons:

1. Health care is a field in which your knowledge, skills, and judgement could mean life or death to a patient.
2. Students who are able to meet these standards in all categories are generally shown to be more successful on the Certification Exams.

All courses utilize the following grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; below</td>
</tr>
</tbody>
</table>

Course Progression
• Students must obtain an 80% in the course to be successful. This class is a pass/fail class.

Evaluation
• Arrangements must be made with your instructor for any test missed.
  o Late tests will receive a 5% deduction.
  o A 10% deduction will occur if the test is not taken within 2 days.
Each student will have this option a maximum of 2 times.

- All late tests after the student has taken 2 late tests will result in a zero score.
  - A score of zero will be given if the test is not taken within one calendar week.
  - An alternate test may be used when late testing is necessary.

**Test Days – In person testing:**
- Students will be requested to stagger their seating arrangement.
- Pencils will be provided by the instructor.
- Students may not wear hats or have anything on their desk while testing.

**Take Home/Open Book Tests:**
- Questions on any take home/open book tests will be worth a maximum of ¼ point.
- A maximum of one open book or take home test is allowed/course.

**Quizzes:**
- Quizzes (worth 10 points or less) will not be able to be made up if students are late to class or absent the day the quiz is given.
- Quizzes with more than a 10-point value may be made up following the above late testing procedure.

No electronic devices may be utilized during exams except to access the computerized test. Hand held devices including cell phones must be powered off or in “airplane mode”; even vibrate mode can be distracting. (Calculators will be provided).

If testing in person, students should be in the classroom at least 5 minutes prior to the exam start time. Take care of any food, beverage, or bathroom needs prior to the start of the exam. It is very disruptive and disrespectful to others to have students arriving late. Students may not leave the classroom during the exam except in an emergency situation. Students should leave the classroom quietly.

**Academic Success Plan**
1) Anytime a student exam score is at or below 80%, the student is expected to make an appointment with the trainer to discuss a plan for academic success.
2) All students are expected to follow up with the trainer for additional support at any time to improve academic success.

**Academic Integrity**

Personal integrity is a fundamental characteristic required for healthcare practice. Therefore, any student behavior that violates academic integrity will be addressed. It is your responsibility to know what constitutes academic dishonesty. If you are unclear about a specific situation, speak to your trainer. The following are some examples:

**Cheating**
- Copying, in part or in whole, from someone else’s test.
• Submitting work presented previously in another course, if contrary to the rules of either course.
• Altering or interfering with grading.
• Using or consulting, during an examination, any sources of materials not authorized by the instructor.
• Receiving information from another student or giving information to another student related to the content of an exam that has been taken by one of you.

Plagiarism
• Incorporating the ideas, words, sentences, paragraphs, or part of another person’s writings, without giving appropriate credit, and representing the product as your own work.
• Representing another’s artistic/scholarly works as your own.
• Submitting a paper purchased from a research or term paper service.

Other Specific Examples of Academic Dishonesty
• Purposely allowing another student to copy from your paper during a test.
• Giving your homework, term paper or other academic work to another student to plagiarize.
• Having another person submit any work in your name.
• Lying to an instructor or college official to improve your grade.
• Altering a graded work after it has been returned, then submitting the work for re-grading.
• Removing tests from the classroom without the approval of the instructor.
• Stealing tests or removing tests from any area of the college.
• Taking pictures during or recording a post-test review.

Consequences of Academic Dishonesty
One or more of the following will occur based on the seriousness of the infraction:
• Receive a failing grade on the test, paper, or exam.
• Fail the course.
• Be removed from the program with no opportunity for readmission.

ADA Accommodation Statement for Students with Disabilities

If you believe that you need academic accommodations for a disability that qualifies under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, please contact the Office of Disability Services, located in office T105C of the ACES Center, call (906) 932.4231 x 237, or e-mail jessicaln@gogebic.edu to discuss your needs and the process for requesting accommodations. This office is responsible for coordinating disability-related academic accommodations and will issue students with verification letters as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact the office as soon as possible.

Non-Discrimination Policy
It is the policy of Gogebic Community College not to discriminate on the basis of race, sex, age, color, national origin or ancestry, marital status in its education programs, activities, admissions, or employment policies as required by title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the American’s with Disabilities Act of 1990.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or any inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Dean of Students Services  
Gogebic Community College  
E4946 Jackson Road  
Ironwood, MI 49938  
Telephone 906/932-4231

FERPA

Faculty cannot share/disclose information about a student with parents or spouses without written approval. Faculty may talk about the course or program in general but not provide specific information about a student. (Family Educational Rights and Privacy Act- FERPA- of 1974). Please see Gogebic Community College Catalog for further information on FERPA.

Disability Procedures

Section 504 (a Supreme Court Pronouncement) “imposes no requirement upon an educational institution to lower or to effect substantial modifications of standards to accommodate a handicapped person.”

“An educations institution is not required to accommodate a handicapped individual by eliminating a course requirement which is reasonably necessary to proper use of the degree conferred at the end of the course of study.”

If a student with a disability requests course substitution as a “reasonable accommodation, the institution must decide whether the requested modification would amount to a fundamental alteration for completing the degree conferred upon the course of study”.

Section 3: Clinical/Simulation Lab Policies
Nurse aide students are responsible for maintaining all requirements needed for clinical placement. This includes, but is not limited to background checks, Tb tests, and other immunization records. These requirements must be completed by the provided deadlines. The program deadlines are set to allow compliance with the clinical site contract agreements. Students who do not meet the program for submission of health requirement updates will:

1) Receive an Administrative Continuous Improvement form for unprofessional conduct. This form will be recorded on the student’s clinical evaluation form.
2) Further incidents will result in completion of an administrative warning form and will also include a meeting with the Director of Allied Health regarding continued status in the program.
3) Students non-compliant with health and/or facility requirements will be removed from clinical and will accrue absence time. This will be noted on the student’s clinical evaluation form and in the student file. These absences must be made up. Please note that students are only allowed to miss 8 hours total from the program. Students are required to pay for instructor costs of the clinical make up days.

Health Requirements
Students are required to obtain clearance from the Allied Health Department prior to attending a clinical rotation. Students must:
1) Be able to meet the technical standards located in the student handbook
Students must submit the following:
2) A completed Student Health form.
3) A 2 Step Tb or Annual Documentation of negative Tb test. If Tb test is positive, documentation of negative chest X-ray and completion of Tb screening.

In addition, some facilities require:
4) Documentation of immunizations:
   TDAP
   Influenza (Due date of October 1)
   Hepatitis B series (or signed waiver)

Documentation showing 2 of each of the following immunizations or copy of laboratory results of serum titers if unable to show proof of immunizations documenting immunity:
5) Rubella
6) Rubeola
7) Mumps
8) Varicella (Chicken pox)-Must have titer or 2 immunizations
9) Other health requirements as required by a student’s specific clinical rotation site

The college reserves the right to request an updated medical release at any time during the program enrollment to confirm the student’s ability to perform clinical activities without restrictions.

Students are responsible for maintaining immunization/certification status throughout the program. Some requirements require annual renewing. Student who do not have their requirements up to date will not be assigned to clinical groups or may be dismissed from a clinical group, resulting in clinical absence time and/or an unsatisfactory grade.

Medical Conditions
Students with any new or existing health condition which could affect the student in a clinical rotation must discuss this condition with the clinical instructor and Director of Allied Health. If the health condition affects the student’s ability to safely perform the requirements of a normal clinical, lab, or class assignment (i.e. surgery, pregnancy, injury, etc.) the student must obtain and submit written documentation of the restrictions from the health care provider prior to continuing the clinical experience. Students may be required to sign and submit a Release Form. The level of restriction may impede the student’s ability to successfully complete the clinical rotation, and the student may need to withdraw from the course. Situations are dealt with on an individualized basis.

**Latex Allergy or Sensitivity**
The use of latex/latex based products may exist in the health care environments as well as in the college classrooms, labs, etc. Individuals with latex sensitivities/allergies should seek advice from their health care provider so they may receive information to make an informed decision regarding their exposure to latex in the health care field. Students with known or suspected latex allergy or sensitivity must complete the following:

- Submit appropriate documentation of serum lab results
- Meet with the Director of Allied Health prior to attending class/lab/clinical
- Complete a waiver form obtained from the Allied Health Office

**Clinical Performance Evaluation**
The performance evaluation is based on the defined student learning outcomes, the course objectives and the associated competencies.

- These identify the expected student performance required to meet each goal by the end of course.

**Evaluation Rubric for Clinical**

**Pass:** All objectives are met at performance level satisfactory.

**Fail:** One or more objectives have not been met and are scored at level unsatisfactory. This may be a pattern of unsatisfactory performance throughout the course or it may be related to a single incident of unsafe clinical practice or unprofessional behavior.

A level of satisfactory is necessary to pass the course. The clinical instructor may provide a written Continuous Improvement Form or a Warning Form (depending on the severity of the issue) at any time to alert a student of clinical incidents or unsatisfactory progress. Students may be placed on clinical probation due to these incidents. Students may be assigned remediation, assignments, or consolation with faculty/director.

Students who do not meet the clinical objectives or who pose a threat to patient safety may be dismissed from the clinical setting and may receive an unsatisfactory clinical grade.

Examples of behaviors requiring improvement include but are not limited to:
Uniform violations, unsafe clinical practice (see unsafe clinical practice sheet), leaving the clinical unit without permission, No Call No Shows (see attendance policy), unprofessional behaviors.

Warning Notice/Probation

- Indicates deficiencies in meeting course objectives which may be demonstrated by three “Unsatisfactory” in the same objective or three “Unsatisfactory” in a single week or other indications that the student is not at the expected level of proficiency.
- Written notification of warning/probation is provided including the reasons for warning/probation, recommendations for improvement and a date for re-evaluation.
- The student is required to provide a written plan for improvement based on the reasons for probation, due within one week.
- Failure of the student to meet the terms of probation and correct the deficiencies will result in clinical failure with a course grade of F.

Dishonesty/Cheating

Dishonesty in clinical will result in failing the course or complete removal of the student from the nursing program. Examples include but are not limited to:

- Reporting to the instructor or any coworker that a task was completed which wasn’t done.
- Documenting care not given.
- Denying an action related to patient care which is later proven to be true.

Tardy

Definition of a “Tardy” = Late arrival of up to 1 hour past the start of the clinical/simulation day. The clinical day starts 15 minutes earlier than the scheduled clinical time.

- First Tardy = Verbal Warning from Simulation/Clinical Faculty
- Second Tardy = Student will be placed on probation.
- Third Tardy = Second Probationary Warning by Clinical Faculty and meeting with Allied Health Director.
- Fourth Tardy = Clinical Unsatisfactory Grade/Dismissal from the Nursing Program.
- Simulation/Clinical faculty will assign students with a make-up assignment for missed simulation or clinical time.

Absences

Definition of “Absence Time” = Simulation or Clinical time missed

- Students arriving more than 1 hour late to lab/clinical sessions will accrue absence time – make sure you call the clinical instructor or facility.
- Students leaving a simulation or clinical session early will accrue absence time.
- Students arriving late to simulation or clinical facilities may be sent home from the clinical site or given an alternate assignment at the discretion of the clinical faculty dependent upon agency policy, course requirements, and/or available assignments.
- Simulation/Clinical faculty will assign students with a make-up assignment for all absence lab/clinical time.

No absences are excused with the exception of a death in the family.
Students missing more than 8 hours from the total class (including lecture, lab and clinical) will be dropped from the class.

In cases where a student has come to clinical unprepared (smelling like smoke or other odors that are offensive to patients, is not mentally or physically prepared to care for patients, is not following dress code, does not have the proper equipment, or has been mandated to work an excess of 8 hours immediately prior to the start of the clinical rotation), the instructor has the right to send the student home and mark them absent).

**No Call/No Show**
Definition: a failure to notify either the instructor or the facility via phone (email is not acceptable) to which they are assigned if they will be late or absent.
- Student will be placed on probation.
- Probation will continue for the remainder of the program that the student is enrolled in.

**Students requiring make-up days will complete those days at the convenience of the instructor and will be required to pay for the cost of the instructor.**

**Student Illness**

Students should not attend clinical if they:
- Have a fever (above 100.4 F axillary)
  - Students should be fever free for a full 24 hours without medications (acetaminophen or ibuprofen) before returning to clinical
- Have an open wound
  - Students cannot rotate through OB if they have cold sores or herpes infections that are exposed
- Have vomiting or diarrhea
- Have an undiagnosed skin rash on exposed skin.
- Are on medications that cause drowsiness
- Have been on antibiotics for less than 24 hours for a communicable bacterial infection
- Have symptoms of influenza
- Have symptoms of COVID-19
- Have been directed to self-isolate or quarantine due to COVID-19.

**School Cancellations**

- If GCC classes are cancelled prior to the time that students have arrived at their clinical site, students will not be required to attend or to make up clinical hours.
  - Arrangements will be made to make clinical hours up if the number of hours missed jeopardizes the learning needs of the students.
- If school is cancelled while students are already at the clinical agency, the students will stay based on the needs of the patients and the discretion of the clinical instructor.

**Two Hour Delay:**

- Students should arrive at clinical at the assigned time.
• Students may not provide patient care until the instructor arrives. (The instructor will notify the facility if they will be late).
• If the student decides the weather is too dangerous to drive, they must notify the instructor or the facility as noted above.
• They will be required to make up the day/hours missed.

Other School Closing Events:
• If the GCC or Houghton campus is closed for non-weather reasons, students will remain at clinical at the discretion of the instructor.

Professionalism: Clinical Behavior

• Students are expected to be respectful to the client, the staff of the facility, the instructor and their fellow classmates.
• Students are required to attend all clinical shifts. Please refer to “Clinical Attendance Expectations”.
• Students may not care for clients unless the instructor is present in the clinical facility. When instructed, the student may perform care in the presence of an assigned agent of the instructor.
• Students are responsible to seek the assistance of the instructor in clinical before proceeding with new, unfamiliar, or uncertain aspects of client care.
• Students are to follow policies, procedures, and student affiliation guidelines of the clinical agencies.
• Students must come to clinical demonstrating preparation to give responsible, safe care. Students whose written work or performance indicates a lack of preparation may be asked to leave the clinical area.
• Students are legally responsible and accountable for their own acts, commission and/or omission. Please refer to the attached “Criteria for Unsafe Clinical Performance” checklist for some examples of unsafe behaviors. **Students engaging in unsafe practice may be removed from the program.**
• An incident report must be filled out if an incident occurs while on duty in a clinical area. The student must report the incident at once to the clinical instructor. **Failure to report an incident to their instructor may result in dismissal from the program.**
• Students may not leave the clinical site during clinical hours. It is an expectation that students report off to the instructor prior to any breaks. Failure to do so is grounds for dismissal.
• Students will receive timely evaluations. The evaluation form will be reviewed with each student during orientation to each agency. Please refer to the “Evaluation: Clinical” for specific information.
• Students must be prepared for procedures and for medication administration.
• Students are responsible to maintain their individual skill checklist.
<table>
<thead>
<tr>
<th>Dress Code: Students must follow facility policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gogebic Community College Requirement</strong></td>
</tr>
<tr>
<td><strong>Top &amp; Bottom</strong></td>
</tr>
<tr>
<td>Houghton: Navy Blue</td>
</tr>
<tr>
<td>Ironwood: Navy Blue.</td>
</tr>
<tr>
<td>Loose fit to allow movement. Pants hemmed to the top of shoe. Clean, wrinkle free.</td>
</tr>
<tr>
<td><strong>Undershirt</strong></td>
</tr>
<tr>
<td>Scrub color or white</td>
</tr>
<tr>
<td><strong>Scrub Jacket</strong></td>
</tr>
<tr>
<td>Optional – white or scrub color</td>
</tr>
<tr>
<td><strong>Socks</strong></td>
</tr>
<tr>
<td>Plain white socks that cover ankles</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
</tr>
<tr>
<td>White leather shoes with good support. Shoes and laces must be kept clean. White shoes may have a small amount of color.</td>
</tr>
<tr>
<td><strong>Photo ID</strong></td>
</tr>
<tr>
<td>GCC photo ID name badge (first name and photo only) worn above the waist. Obtained from Houghton office or GCC computer services.</td>
</tr>
<tr>
<td><strong>Hair</strong></td>
</tr>
<tr>
<td>Neat, off face and uniform collar. Bangs above eyebrows or secured. Hair accessories should match hair color. Hair color should be a natural professional hue. Beards must be neatly trimmed or per institutional policy.</td>
</tr>
<tr>
<td><strong>Nails</strong></td>
</tr>
<tr>
<td>Short, trimmed.</td>
</tr>
<tr>
<td><strong>Hygiene</strong></td>
</tr>
<tr>
<td>Use a deodorant and fragrance-free hygiene/beauty products. Make-up suitable for professional health care setting.</td>
</tr>
<tr>
<td><strong>Jewelry</strong></td>
</tr>
<tr>
<td>Ring - 1 plain wedding band only</td>
</tr>
<tr>
<td>Earrings – 1 pair of stud earrings in ear lobes only</td>
</tr>
<tr>
<td>Necklace: hidden under neckline of top</td>
</tr>
<tr>
<td><strong>Required Accessories/Other</strong></td>
</tr>
<tr>
<td>Black Pen</td>
</tr>
<tr>
<td>Watch with a second hand</td>
</tr>
<tr>
<td><strong>Psychiatric Clinical Rotations</strong></td>
</tr>
<tr>
<td>Professional attire compatible with agency to ensure student safety.</td>
</tr>
<tr>
<td>Comfortable shoes with low or medium heel. Hose or socks</td>
</tr>
<tr>
<td>Neat, clean, and conservative attire.</td>
</tr>
</tbody>
</table>
Health Insurance
Students will be held responsible for any medical and/or personal expenses that they may incur as a result of an injury, accident, or condition that is acquired as a result of being a student at GCC. Students are encouraged to carry health insurance as students in the medical field come in contact with contagious diseases.

Injury Policy
If the student is injured during clinical it is the responsibility of the student to inform the instructor immediately. Hospital contracts demand that certain procedural steps be taken in the event the student becomes injured on the premises. Students are expected to follow the policy and procedure of the clinical agency. A copy of an incident report must be given to the Director of Allied Health program and the report will be filed in the student’s records.

If a student is injured on campus, the student is responsible for reporting the incident to GCC staff and Director of Allied Health program immediately.

Professional Liability Insurance
All nursing students are required to carry Professional Liability Insurance in the minimum amounts of $1,000,000/$5,000,000.

A group “blanket” liability insurance policy is provided with cost covered by nursing course lab fees.

Criminal Background Checks
State legislation requires that all applicants who provide direct services to patients must consent to have criminal background checks completed prior to their first clinical assignments. Any felony or attempt to commit a felony, within 15 years may result in the student not being able to obtain clinical privileges. A misdemeanor that involves abuse neglect, assault, battery, or criminal sexual conduct within ten years may result in the student not being able to obtain clinical privileges. If the student is not able to attend the clinical setting, the student will not be allowed to continue in the nursing program. Fingerprinting and background checks are completed under the National Child Protection Act and are requirements of the clinical facilities.

Students are responsible for all costs relating to the criminal background checks and fingerprinting requirements.

After a student has been admitted to the program, he/she is required to immediately inform the Director of Allied Health of any subsequent arrest or conviction of any of the criminal offenses covered by the Michigan Public Code Section 20173. An arrest or conviction may lead to dismissal from the program.

Legal citations can be located in each of the relevant Public Acts or in the Criminal Background Check Legal Guide. The Criminal Background Check Legal Guide can be found at www.miltpartnership.com.
Drug Screening

Students are required to complete a 7 panel drug screen prior to placement at certain clinical sites. Students are required to have a negative drug screen on the first attempt for clearance. Students with a positive drug screen will not be notified. Additional testing may be indicated, and the student may be denied admission or clinical placement. Students who do not pass a drug screen or refuse a drug screen at any time during the program may be dismissed from the program. Drug screening documentation will be maintained in the student file.

After a student has been admitted to the program, he/she is required to immediately inform the Director of Allied Health of subsequent arrests or conviction of any drug or alcohol related offence, even if the individual has previously taken and passed a drug or alcohol screen. The student may, at the discretion of Gogebic Community College, be required to do further testing, may not be placed into the clinical component or rotation of any course, or may be removed from any such clinical component or rotation if already placed. An arrest or conviction may lead to dismissal from the program.

Students are responsible for covering the costs of all drug screens.
Section 4: Readmission Policies

Allied Health Department Grievance Procedure

The Allied Health Department will provide an orderly procedure for the student who has a grievance or has been dismissed from an Allied Health Program. The faculty member in charge of the course will notify the student in writing of any concern or dismissal within three (3) working days of knowledge of the issue. Students who have been dismissed from the program will not be allowed to attend clinical or class until the grievance has been resolved.

Students must make an appointment with the instructor involved to discuss the concern, ask for constructive feedback and use this as an opportunity to grow academically and personally.

Gogebic Community College Policies and Procedures shall be followed with regard to grievances. In cases involving danger to self or others, immediate separation from the program may be invoked. See GCC Student Handbook for full grievance procedure or contact the Dean of Students office.

The procedure is to be initiated only after the student has tried to resolve the issue with the instructor.

1. If effort to resolve concern is not successful, the student will be required to write a letter regarding the concern within three (3) days of receiving the concern or dismissal to the Director of Allied Health Programs and Dean of Instruction.
2. The letter will include clarification of the concern or dismissal with an account of the facts pertinent to the grievance.
   Be specific in respect to the evidence and present only the facts as this should not be an attack on the instructor. Include evidence that the student has tried to resolve the issue with the instructor. Course number, title and name of instructor will be written on the letter. Submit a copy of the instructor concern or dismissal to the student letter.
3. The letter will be presented to the Director of Allied Health Programs and Dean of Instruction. The Director of Allied Health Programs and Dean of Instruction will review the written student complaint and the instructor written documentation. After reviewing the grievance, the Director of Allied Health Programs may meet with the student, instructor and/or with the student and instructor together to clarify the concern. The Director of Allied Health Programs and Dean of Instruction will attempt to resolve the grievance and send the student a summary of the decision involving the grievance within a reasonable amount of time based on the circumstances.
4. If the grievance cannot be resolved with the Director of Allied Health Programs and Dean of Instruction, the grievance will be reviewed by Allied Health Program Grievance Committee. The instructor involved will not be a part of the committee. A meeting will take place within a reasonable amount of time based on the circumstances to discuss the grievance and make recommendations. The Allied Health Program Grievance Committee may ask the instructor and/or student any questions regarding the grievance to clarify any questions or concerns.
5. The Allied Health Program Grievance Committee will send the instructor and student a written summary of the decision within a reasonable amount of time based on the circumstances after the meeting.
Withdrawal

Students who wish to withdraw from an Allied Health Program course must have a withdrawal form signed by the course instructor.

A student who is advised of a failing grade prior to the official “last day to withdraw” has the option to withdraw from that class and other classes the advisor recommends. These students may continue with other non-nursing classes they are passing for the current semester.
Nurse aide students are legally responsible and accountable for their own acts, commission and/or omission. This form attempts to define unsafe clinical performance. The examples below are not an all-inclusive list.

Unsafe clinical performance is demonstrated when the student:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Violates or threatens the physical safety of the client. | 1. Fails to properly position the client  
2. Failure to carry out the care plan  
3. Fails to protect the patient from fall risk  
4. Comes unprepared for clinical  
5. Does not utilize standard precautions or perform appropriate hand hygiene  
6. Injures a client  
7. Functions under the influence of substances affecting performance  
8. Fails to report significant information as soon as possible |
| Violates or threatens the psychosocial safety of the client | 1. Repeatedly uses non-therapeutic techniques  
2. Attacks/degrades the individual’s beliefs or values  
3. Calls individuals by inappropriate names  
4. Continues to perform procedures when clients ask students to stop or leave  
5. Identifies clients by initials or names on written work |
| Violates or threatens the micro-biological safety of the client | 1. Fails to recognize and correct violations of standards precautions  
2. Does not utilize standard precautions or perform appropriate hand hygiene  
3. Leaves institution during shift |
| Violates or threatens the thermal safety of a client. | 1. Fails to observe safety precautions during O2 therapy  
1. Burns patient with hot packs, heating lamp, etc. |
| Assumes inappropriate independence in action or decisions. | 1. Performs competencies not yet tested  
2. Fails to appropriately seek assistance with data collection and/or skills  
3. Supervised by a staff nurse when the instructor has specifically stated that the students are only to do a specific procedure with his/her supervision  
4. Fails to report significant information as soon as possible.  
2. Accepts a verbal/telephone order from a doctor without instructor witness |
| Fails to recognize own limitations, incompetence and/or legal responsibilities | 1. Refuses to perform competencies passes in lecture/lab appropriately  
2. Fails to look up skills in agency policy and procedure manual prior to procedure  
5. Fails to seek consultation when clinical problems fall outside the current knowledge and scope of practice. |
| Fails to accept moral and legal responsibility for his/her own actions thereby violating professional integrity as expressed in the ANA code of Ethics for Nurses (Student Handbook) and the Nurse Practice Act | 1. Fails to conduct self in a professional manner  
2. Comes unprepared to clinical  
3. Reports late to clinical or is absent without informing the instructor and/or clinical facility  
4. Falls asleep at clinical  
5. Falsifies or fails to report information  
6. Fails to report information as soon as possible  
7. Steals or functions under the influence of substances or an impaired state affecting performance |
<table>
<thead>
<tr>
<th>8.</th>
<th>Does not follow college/healthcare facility policies and procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Violates Academic Dishonestly or Student Conduct Code (e.g. cheating on written work, plagiarism, or cheating on tests).</td>
</tr>
<tr>
<td>10.</td>
<td>Leaves assigned work stations without instructor notification</td>
</tr>
<tr>
<td>3.</td>
<td>Fails to follow cell phone, substance abuse, tobacco use, dress code policies as identified in Student Handbook</td>
</tr>
</tbody>
</table>

**Violates client confidentiality** – can also be a violation of Federal Law (HIPAA) and may result in fines and/or incarceration.

| 1. | Shares client information on the phone |
| 2. | Photocopies client records |
| 3. | Shares client information with individuals outside the health team |
| 4. | Puts client name and/or identifying information on student assignments |
| 5. | Patient specific information leaves facility inappropriately |
| 6. | Fails to follow the Technology, Social Media, and Confidentiality Policy (Student Handbook) |
| 7. | Accesses clients’ electronic health records outside of clinical |
| 11. | Accesses electronic health records of clients student does not have interactions with |

**Inadequately and/or inaccurately collects data, plan care or implement client care**

| 1. | Unable to identify basic human needs through data collection |
| 2. | Makes repeated faulty judgement/decisions resulting in ineffective nursing care |
| 3. | Fail to observe/report/chart critical client data |
| 4. | Comes to clinical unprepared |
| 8. | Fails to report significant information as soon as possible |

**Violates previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical functions.**

| 1. | Unable to obtain accurate vital signs, perform safe care, perform safe medication administration, and other competencies mastered in previous nursing coursework. |
| 2. | Unable to apply the knowledge learned in lecture/lab and apply to safe care of the client. |
| 5. | Unable to verbalize key information previously covered in lecture and/or lab. |

---

I understand the Criteria for Unsafe Clinical Performance are examples of clinical performance that may be grounds for dismissal from the program. I understand that I am legally responsible and accountable for my own acts, commission and/or omission. I also understand the instructor has the right to dismiss me from clinical for unsafe clinical performance.

By signing this form, you agree that you have received and read this form and understand the criteria for unsafe clinical performance.

Signature_______________________________________ Date_____________________
Gogebic Community College
Allied Health Department
Clinical Incident Form

Student______________________________  Hospital/Floor______________________________
Instructor____________________________  Date_______________________________________
Time_________________________________

Was an incident report completed for the event at the hospital or clinical agency? Yes_____No_____ 
If no, why?_________________________________________________________________________

Was the Nurse Manager Notified? Yes_____No_____ Name of the manager_____________________
Manager’s contact information _______________________________________________________

Description of Incident:

Actions taken r/t patient, student, staff involved:

Any follow up actions indicated at this time:

Notify Director of Allied Health and file report.
**Student Issues Form:** Utilized for issues not covered under unsafe clinical practice, continuous improvement or clinical evaluation form. Also used for classroom issues or facility related issues the students are involved in.

Gogebic Community College
Allied Health Department
Student Issues

Date: ______________________

Name of Student: ______________________

Faculty Involved: ______________________

Student Issue: ______________________

Situation: ______________________

Recommendation: ______________________

Rationale: ______________________

Resolution: ______________________

Signed: ________________________  Signed: ________________________  Date: ________

Allied Health Director  Faculty
Student Name:______________________________________ Course:______________________________________
Incident Date:____________________________ Time:_________________________
Clinical Agency:___________________________ Instructor:_____________________

Faculty to complete 1, 2, and 3. Student to complete items 4 and 5. Return to Instructor the next day.

1. Type of Problem Occurred

<table>
<thead>
<tr>
<th>Other: ___________________________________________</th>
<th>NON-MEDICATION ERROR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Failure to follow Universal Precautions</td>
</tr>
<tr>
<td></td>
<td>□ Procedural error</td>
</tr>
<tr>
<td></td>
<td>□ Problems with organization and timeliness</td>
</tr>
<tr>
<td></td>
<td>□ Documentation error</td>
</tr>
<tr>
<td></td>
<td>□ Inappropriate communication</td>
</tr>
<tr>
<td></td>
<td>□ Failure to follow plan of care</td>
</tr>
<tr>
<td></td>
<td>□ Incorrect use of equipment</td>
</tr>
<tr>
<td></td>
<td>□ Breach of confidentiality</td>
</tr>
<tr>
<td></td>
<td>□ Failure to report pertinent data</td>
</tr>
<tr>
<td></td>
<td>□ Unprofessional Conduct - Absence</td>
</tr>
<tr>
<td></td>
<td>□ Unprofessional Conduct - Tardy</td>
</tr>
<tr>
<td>Safety Issues (side rails left down, bed left in high position, patient sustained injury/fall, left patient unattended)</td>
<td></td>
</tr>
<tr>
<td>□ Left unit before assignment completed</td>
<td></td>
</tr>
<tr>
<td>□ Left unit before reporting off</td>
<td></td>
</tr>
<tr>
<td>□ Unprofessional Conduct – health records non-compliant</td>
<td></td>
</tr>
<tr>
<td>□ Unprofessional Conduct – background check non-compliant</td>
<td></td>
</tr>
<tr>
<td>□ Other ___________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

2. Instructor description of event:____________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

3. Instructor Recommendations: (independent review of material, referral to faculty/director, advisement, completion of warning form/response)__________________________

____________________________________________________________________________________________________

________________________________________________ Faculty Signature/Date:______________________________

4. Student description of event – include corrective action:__________________________________________

____________________________________________________________________________________________________

Describe actions to prevent reoccurrence of problem:___________________________________________________

____________________________________________________________________________________________________

________________________________________________ Student Signature/Date:__________________________
Warning Forms

Gogebic Community College
Warning Notice

Student____________________ Date___________
Course____________________ Facility_________________________

This student has been evaluated and counseled as his/her progress is unsatisfactory.

REASONS

RECOMMENDATIOSN FOR IMPROVEMENT

POTENTIAL CONSEQUENCES

RECOMMENDATIONS AND DATE IMPROVEMENTS MUST BE MADE BY

__________________________________________  ____________________________________
Student Signature                        Instructor Signature

Reviewed by: ________________________________

__________________________________________  ______________________________
Date                                        Date
Gogebic Community College  
Warning Notice Reply

Student____________________ Date___________  
Course_______________________ Facility_________________________

I have been counseled that my progress is unsatisfactory.  
PERCEPTION OF PROBLEM

POTENTIAL CONSEQUENCES

PLAN FOR CORRECTION AND IMPROVEMENT

_________________________________________  __________________________________
Student Signature                                    Instructor Signature

Reviewed by: ________________________________  __________________________________

_________________________  _______________________________
Date                                                                                       Date
Gogebic Community College
Resolution of Warning Notice

Student____________________  Date___________  Facility____________________________
Course_______________________  Facility____________________________

STATEMENT OF RESOLUTION

________________________________________________________________________

Student Signature  Instructor Signature

Reviewed by:  _____________________  ________________________

Date

Date

Date
Substance Abuse/Drug or Alcohol Testing Policy
Student Receipt

By signing this receipt, you agree that you have read and are responsible for understanding the Gogebic Community College Substance Abuse: Drug and/or Alcohol Testing Policy. Any questions you may have regarding this policy may be addressed to your nursing instructor.

Certification:
I certify that I have read the Gogebic Community College Substance Abuse: Drug and/or Alcohol Testing Policy and agree to all provisions within the policy. Furthermore, I agree to follow all provisions of the Substance Abuse or Drug and/or Alcohol Testing policies of all clinical agencies to which I am assigned. I agree to cover the cost of any and all drug and/or alcohol testing required by Gogebic Community College.

I consent to the release of the results of all drug and/or alcohol testing required to my Instructor, the Director of Allied Health, and Administration at Gogebic Community College; I also consent to release of this information to the administration of the facility to which I was assigned.

Signature:_______________________________________________ Date:__________________
Print Name:______________________________________________
Witness Signature:________________________________________ Date:__________________
Print Name:______________________________________________
Course and Clinical Confidentiality Agreement

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

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

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

I further agree to maintain confidentiality with regard to all examinations, including lab evaluations that I take in the Allied Health Programs.

(Signature)

(Print Name)

(Date)
ALLIED HEALTH PROGRAMS STATEMENT OF COMPLIANCE

I have read the Gogebic Community College Handbook for Allied Health Students and all handbook addendums that are related to my specific program. I understand that I am responsible for knowledge of the information contained in both the handbook and addendums, and I agree to abide by the listed terms and conditions. Should I not adhere to the policies stated in the Handbook and its addendums, I will be subject to dismissal from the program in which I am enrolled.

I also understand that in addition to the specific policies and procedures for all Allied Health programs, I shall abide by the overall policies and procedures of Gogebic Community College, and those of any agency or facility to which I am assigned for clinical experience. Failure to do so may result in disciplinary action, up to and including, dismissal from the Allied Health program in which I am enrolled.

________________________  ______________________________
Date  Student Signature

________________________  ______________________________
Date  Witness Signature

FURTHER INFORMATION IS PROVIDED IN THE GCC CATALOG AND GCC STUDENT HANDBOOK. REFER TO THOSE AS NECESSARY

STANDARDS AND POLICIES ARE SUBJECT TO REVISION AND CHANGE

THESE REGULATIONS MAY NOT INTERFERE WITH ANY RIGHTS GUARANTEED BY THE CONSTITUTION OF THE UNITED STATES OR ANY OTHER GOVERNING BODY

Manual 2007
Revised 1/8/2012, reviewed 6/2013, revised 2016