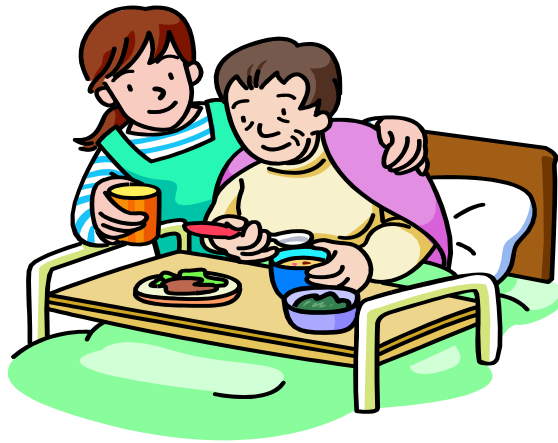


DAYTONA STATE COLLEGE

NURSING ASSISTANT

HCP 0100 & HCP 0600



STUDENT POLICY HANDBOOK

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PHILOSOPHY

We, the Nursing Assistant Faculty, endorse the mission of Daytona State College, which supports the education of Nursing Assistant students and recognizes the Nursing Assistant as a vital contributor in meeting community health needs.

Nursing is a discipline that assists the individual, sick or well, in those activities that contribute to the promotion, maintenance, restoration of health, or a peaceful death. Health is a state of physical, mental, and social well being and not merely the absence of disease of infirmity.*

All human beings, by their very existence, are unique individuals worthy of privacy, dignity, and respect. All persons have common basic needs and functions within the context of society, which includes the family and community.

The Nursing Assistant provides nursing care under the direction of a Practical Nurse or Registered Nurse.

Education is continuous process of acquiring new knowledge and skills which increasingly improve reasoning and judgmental abilities. Nursing Assistant education, then, must be a series of carefully planned experiences by which the student acquires knowledge, attitudes, and skills necessary to perform in the role of a certified nursing assistant.

We believe learning is a behavioral change and requires active interaction between instructor and learner. The purpose of the instructor is to serve as a role model and a learning facilitator. As a facilitator, the teacher establishes the program of learning and creates an environment to foster student inquiry, development of logical thought processes, and acquirement of nursing skills. The teacher uses a variety of learning methods and encourages students to assume primary responsibility for his/her learning through participating actively in the learning process.

Evaluation is a systematic on-going process used to measure student achievement of objectives and instructor effectiveness. The process should reflect and emphasize a positive approach. Self-evaluation is encouraged. The process challenges students and instructors toward greater professional and personal growth development.

*Derived from the statement of the World Health Organization

**DAYTONA STATE COLLEGE
DEPARTMENT OF NURSING
NURSING ASSISTANT PROGRAM**

NURSING ASSISTANT/LONG TERM CARE COURSE

HCP 0100

PATIENT CARE ASSISTANT

HCP 0600

COURSE DESCRIPTION

The course consists of classroom instruction, including lecture, written assignments, videos and other instructional materials. Demonstration and practice of bedside skills will be done in the campus skills lab.

Course-specific clinical experiences will be conducted at long-term care facilities, and hospitals. You will perform direct patient care only when your instructor is present. Required attendance at any other off campus agency or facility will be an observational rotation only. No hands-on patient care by students is allowed. You must provide your own transportation to all clinical sites. For scheduled observational rotations, you may not ride with another student or with an agency employee.

COURSE OBJECTIVES

All courses objectives, as outlined in your curriculum booklet, must be mastered in order to receive a certificate from Daytona State College.

PURPOSE OF COURSE

This program prepares individuals with the skills and knowledge to perform selected activities and to maintain a safe environment under the direct supervision of a licensed nurse.

Personal characteristics essential for safe and effective nursing practice:

1. Demonstrates honesty in classroom and clinical work
 - a. Admits errors immediately
 - b. Demonstrates honesty in test-taking
 - c. Recognizes lack of knowledge and skillfulness and seeks help

2. Responsibility
 - a. Protects privacy and confidentiality of patients
 - b. Assumes responsibility for patient care and continuity of care
 - c. Is punctual
 - d. Notifies proper personnel when absent from clinical lab
 - e. Transfers knowledge and skills learned to clinical area
 - f. Comes prepared to class and clinical
 - g. Prepares assignments on time, and delivers care and report in a timely manner.
 - h. Abides by nursing assistant policies

3. Caring

- a. Demonstrates respect for another's value system when different from one's own
- b. Works cooperatively with peer group and personnel in authority
- c. Listens to others attentively
- d. Recognizes and respects cultural and/or religious differences
- e. Aware of own biases and prejudices
- f. All skills, procedures, assessments, reporting, and recording are to be completed in a timely manner.

STUDENT POLICIES

The following policies have been developed for you use as a guide for behavior as a student in the Nursing Assistant Program.

I. **Liability Insurance**

You are required to carry liability insurance which is included in your lab fee. This insurance does not cover personal medical expenses. It is advisable that you carry your own health insurance.

II. **Tuberculin Skin Test**

All students must provide verification of a negative skin test for tuberculosis to the instructor on the first day of class. You will not be permitted in the clinical facility or class without it. The skin test is read several days after it is administered, so allow sufficient time. Any late enrollees cannot remain in class until written verification of a negative TB skin test is given to the instructor. These requirements comply with public health safety.

III. **Hepatitis B Vaccine (HBV)**

Due to clinical exposure to blood or other infectious material, you may be at risk of acquiring the Hepatitis B infection. Your instructor will provide information about this viral disease and the vaccine. You should read this information (see forms 1.0-1.3) prior to signing. Daytona State College does not provide the vaccine for students. You may obtain the vaccine at your own expense or sign the declination form that will be provided by your instructor.

IV. **Cardiopulmonary Resuscitation (CPR) Card**

The Florida State Department of Professional Regulation requires a current CPR card to obtain state certification. You will not receive a DBCC or state certificate without verification of a current CPR card. Students must have their **BLS-Health Care Provider** card **prior to beginning of class** unless Instructor and/or Assistant Chair approve course completion within first week of class.

Dual Enrollment will receive class and certification on passing within the curriculum.

V. **Accidents/Injuries**

Students are responsible for obtaining their own medical insurance and providing for their own medical care. The following procedure is to be followed in case of a needle stick, blood exposure or other accident in the laboratory or clinical area.

- A. The student should notify the clinical instructor and other appropriate personnel such as the nurse manager.
- B. A facility incident report as well as a Daytona State College incident report should be completed with a copy for the student, the student's campus file and the instructor as well as the facility and Daytona State College. Call Daytona State College campus security at ext. 4444.
- C. If the student is sent to Employee Health or the Emergency Room, clarification is needed regarding financial responsibility. Students may prefer to choose their own facility if they are the payee.

All disposable sharp objects should be deposited in "sharps" containers, sealed when full, and carried to Halifax Medical Center (for incineration by HMC employees).

All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body fluids are to be cleaned with a 10% solution of chlorine bleach by persons wearing latex gloves.

If a student is cut using a piece of equipment only the instructor should administer any needed first aid, unless in the instructor's judgment, additional help is required. All those administering first aid should wear latex gloves, available at each "patient" bedside in the laboratory.

- D. Dual Enrollment students are to follow the above and notify the appropriate high school and parents

VI. **Harassment/Discrimination: Violation of Rights**

Students, who have questions and/or concern in regard to the above infraction, please see your Daytona State College Student Handbook and Planner Pages 8-10 and College Policy and Procedure Manual No. 3.11. Formal complaints maybe addressed to Campus Safety, which will then be referred to Judicial Affairs.

**Daytona State College
Nursing and Allied Health Programs
FDLE Background Checks**

For acceptance and continuing enrollment in a health related program the student must **not** have been found guilty, regardless of adjudication, of any offense that would disqualify the student from employment in a health care or a community health setting.

Background Checks Protocol:

1. Complete the request form and mail to FDLE (address on the form) along with fee of \$33.00 if you have lived in Florida for 5 years or long, or a check for \$57.00 if you have lived in Fl. for less than 5 years with a Finger Print Card obtained at your local Police Department. (Check made out to FDLE)
Also include a pre-addressed stamped envelope to the Nursing Department
(address at the bottom of the form)
 - a. For admission into the program the student will submit \$24.00 for their background screening. For the state examination follow the above instructions.
2. Daytona State College Nursing Dept. Chair receives the FDLE report directly
3. Report reviewed by department chair/program manager
4. Report reviewed by committee of School of Health, Human & Public Services (if positive report.)
5. Guidelines for this process will be sent to the student after review of the FDLE report.
6. The committee will review the petition
7. The student will be notified of the committee's recommendation

While enrolled in Daytona State College's nursing program, the student is also responsible for notifying the department chair/ program manager of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in the program. Failure to promptly notify the department chair/ program manager will be grounds for dismissal from the program.

Please Note: The FDLE must be received before the student may enter the clinical rotations.

**SCHOOL OF NURSING
CERTIFIED NURSING ASSISTANT PROGRAMS**

**ACKNOWLEDGEMENT AND CONSENT FOR
RELEASE OF INFORMATION**

I understand that an essential component of my education in the Allied Health Programs requires clinical experience.

I have been informed that Health Care Agencies may require a criminal background check and information regarding my immunization status for completing the clinical experience at the agency and understand that this information will be submitted to the clinical agency.

I acknowledge that the clinical agency will make the determination regarding specific criminal charges and immunization status that would disqualify me from attending the clinical experience, and that Daytona State College is not involved in, and has no control over, that determination. I understand that if I am disqualified from clinical experience as a result of the criminal background check, I may not continue in the health care program.

I hereby authorize Daytona State College to obtain a criminal background check on me and to release the information from my criminal background check and my immunization status to clinical agencies.

Name: _____

Date of Birth: _____ SSN: _____

I have worked, reside, or been a student in a state other than Florida, or a county other than the United States, during the past 24 months: _____ Yes _____ No

If yes, name of state or country: _____

Signature

Date

**DAYTONA STATE COLLEGE
DEPARTMENT OF LAW ENFORCEMENT (FDLE)
BACKGROUND CHECKS
NURSING ASSISTANT AND DUAL ENROLLMENT PROGRAMS**

Beginning in August 2003, applicants for Daytona State College's certified nursing assistant programs must be free of offenses that would disqualify one for employment in a health care or community health setting. This policy is the result of requirements by clinical agencies that must comply with state and federal regulations.

Each applicant must be screened through the Florida Department of Law Enforcement (FDLE) and the Abuse Registry and/or comparable checks from state(s) of prior residence.

Judgments of guilty or pleas of nolo contendere (no contest) to the following crimes will disqualify applicants from entering into the certified nursing assistant programs:

- Murder
- Manslaughter
- Vehicular homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Aggravated assault
- Battery, if the victim of the offense was a minor
- Aggravated battery
- Kidnapping
- False imprisonment
- Sexual battery
- Prohibited acts of persons in familial or custody authority
- Prostitution
- Lewd and lascivious behavior
- Lewdness and indecent exposure
- Arson
- Theft, robbery, and related crimes, if the offense is a felony
- Fraudulent sale of controlled substances, only if the offense was a felony
- Incest
- Abuse or neglect of a disabled adult or elderly person
- Exploitation of disabled adult or elderly person
- Aggravated child abuse
- Child abuse
- Negligent treatment of children
- Sexual performance by a child
- Obscene literature
- Drug offenses which were a felony, or if the offense involved a minor

Exemptions from disqualifications can be granted. This process can only be achieved through the Department of Health, CNA Registry, 40502 Bald Cypress Way Bin C13, Tallahassee, FL 32399 (850) 245-4567. This state agency performs this service presently as part of statute s.59A-22-010. The law states that a period of 3 years must have passed without repeated offenses, in order to clear disqualifications. In addition, one must meet any other requirement to be eligible for licensure by the State of Florida.

While enrolled in Daytona State College Certified Nursing Assistant programs, the student is also responsible for notifying the program director of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in the program. Failure to promptly notify the program director shall be grounds for dismissal from the program.

I. Attendance and Illness

A. Attendance

Attendance is a must, Division of Nursing has put in place EMERGENCY time. The attendance Policies are **STRICTLY** followed. Students must adhere to the policies of the program as well as the college polices, or the student will be dismissed from the program. In order to be successful in class, state examination, and employment, you must attend lectures and clinical.

1. Patient Care Assistant 290 hour course: Students have **one (1) EMERGENCY clinical day and two (2) days lecture**.
2. Long Term Care Option 165 hour course: Students have **one (1) EMERGENCY clinical day two (2) days lecture**.
3. Dual Enrollment: Students cannot miss **Four (4) days theory and Two (2) clinical days each semester**. These days do not roll over. **Senior Skip Day is NOT recognized as an excused absence, NO appointments during class time (unless arrangements made w/instructor in advance)**.
4. If you have, what is considered, to be excessive absences at anytime, you will be counseled by your instructor concerning any problem (health or personal), which may be interfering with your attendance.
 - a. Learner will receive a Written Warning
 - b. Learner will receive a Counseling form
 - c. Learner will then be placed on Probation and if failure to comply with regulations, learner will receive an F grade.
 - d. **No Show-No Call is an automatic Probation**
 - e. A student who is sleeping during class time will receive an absence
 - f. Appointments, extra curricular activities are to be scheduled before or after class, not during class times
5. Four (4) Tardiness/late arrival to class will result in an absence. Student arrival to class after the assigned time for class to begin will be considered late.
 1. If the student leaves class this will result in an absence.
 2. In **clinical**: tardiness will result in an **absence** with the student being sent home, unless prior consent is received from the instructor.
 3. If the student leaves the clinical site this will result in an absence and probation.
 4. All students in the Nursing Assistant Programs will adhere to uniform policy and must wear Name Badge and Daytona State College Photo ID to every clinical. Refer to E.
 5. There is a written warning, counseling form, and or probation form for any infraction concerning attendance, performance in clinical and classroom.

6. **Probation** for any student not conforming to the policy of Jewelry, Tattoos, and Body Piercing., Artificial Nail – Acrylic Nails/Nail Polish color.
7. Students must enroll for both the classroom theory and clinical component.

CNA Policy Statement: Please be advised: It is the policy of the CNA program, those inquiries about or solicitations of employment from clinical facilities, hospitals, long-term care, hospice, or home health agencies and/or clients/residents are strictly prohibited while enrolled in the CNA program. Students who violate this policy will be subject to discipline actions by the CNA program and college.

Discipline actions may include:

- Assignment of a failing grade
- Removal from the clinical site and dismissal from the college

College Policy: if you are planning to drop any course, you must withdraw (see Records Department). Instructors cannot withdraw students. If you are not attending class and do not withdraw, you will automatically receive a grade of "F". Students are not permitted to audit any Nursing Assistant courses.

1. You will be required to make up all classroom work you have missed. **It will be your responsibility to contact your instructor for makeup work. Test missed will be made up the next day on student's time not during class time.**
2. Required videos must be viewed in designated areas and must be verified as being viewed. **Missed lab skills must be practiced on your own time in the clinical skills lab when the skills lab instructor is present. A student Must make arrangements with the skills lab instructor.**
3. It is strongly recommended that students not work full-time in order to be successful in the Nursing Assistant Program.

B. Illness and Pregnancy

1. Any pregnant student will **be required** to obtain a physician statement indicating **whether or not she is able to function safely** in the Nursing Assistant Programs. If there are no restrictions, the student will be expected to function as any other student. If your doctor places you on restrictions, you will not be permitted to attend clinical.
2. In order to complete the Nursing Assistant Programs, the student will be required to lift and transfer patients safely. If there are **restrictions** which would interfere with meeting course objectives, the student will be asked to withdraw from program.

3. If there are any **medical problems** which may interfere with functioning in the program, you will be required to submit a physician's statement of consent, for continuing in the program and/or a release from responsibility (see form 2.0 or 3.0).
If the medical problem creates a safety or effectiveness problem in the clinical lab, you will not be permitted to attend the clinical.
4. The student who is hospitalized for any reason must present a physician's release form (see form 3.0) before returning to school. **You will not be able to return to the clinical area if there are any restrictions in the physician's release.**
5. If you will be absent from class, please notify your instructor. **If you are scheduled to be in the clinical area and will be absent, you should call the unit to which you have been assigned as soon as possible. Do not call the instructor's office if you are unable to attend clinical.**
6. While you are in class or clinical, and someone must contact you in case of an emergency, instruct them to call Daytona State College security on your campus. It would be helpful if they have the instructor's name, the building number and room number of your class. **Nursing Department personnel will not be able to give the caller this information.**

II. **DISRUPTIVE BEHAVIORS IN THE CLASSROOM AND/OR CLINICAL**

Will result in the student being sent home, obtaining an absence and counseling/probation form, incident report with Campus Safety and Judicial Affairs.

A NO tolerance policy is in effect for program and college.

**WHAT CONSTITUTES DISRUPTIVE BEHAVIORS IN CLASS AND CLINICAL:
BELOW WILL PROVIDE SOME EXAMPLES: These are not all inclusive**

- **Arriving late, leaving early**
- **Doing homework during lecture/lab or homework for another class**
- **Passing notes**
- **Having conversations with classmates**
- **Sleeping/eating/drinking in class**
- **Reading newspaper/magazines**
- **Answering cell phones/beepers**
- **Using profanity, disrespect for another's culture, religion, value system.**

MORE SERIOUS BEHAVIORAL DISRUPTIONS:

- **Screaming/inappropriate volume**
- **Arguing, arguing relentlessly**
- **Challenging instructors authority**
- **Exhibiting extreme anger/aggression/hostility**
- **Refusing to leave class when asked**

If you have, what is considered, to be disruptive behaviors, you will be counseled by your instructor concerning any problem (health or personal), and incident report implemented with Campus Safety, which will be referred to Judicial Affairs. The student will receive:

- a. Learner will receive a Written Warning
- b. Learner will receive a Counseling form
- c. Learner will then be placed on Probation and if failure to comply with regulations, learner will receive an F grade.

II. **Uniform Standard for Nursing Assistants**

You will be expected to meet the Daytona State College Nursing Assistant uniform code. **Uniforms will be worn everyday of class; lecture and clinical.** You have entered a profession in health care; you are expected to dress and act/ behave, both verbal and nonverbal, as a health care professional.

A. Females

1. Ceil Blue Scrubs.
2. White shoes. White athletic/aerobic leather shoes with no colored trim. **Canvas shoes are not permitted.**
3. **No sandals or stacked heels.**
4. **NO ACRYLIC, ARTIFICIAL NAILS, LONG NAILS.** Only light color polish clear, pink, beige.

5. **White socks.** Flesh-colored nylon knee-highs or white over-the-ankle socks are permitted with pants only.
 6. Flesh tone or white pantyhose.
 7. Items to secure hair from face, and interfering with client care, are a must. **No large bows, ornaments, etc.**
 8. White sweaters may be worn, lab coats, or warm-up jackets may be worn, but not while working with patients. During colder weather months November – March student may purchase a uniform long sleeve tee. Instructors will provide example.
- B. Males
1. Ceil Blue scrub uniforms.
 2. White shoes. White athletic/aerobic leather shoes with no colored trim.
 3. White socks over-the-ankle.
 4. White sweaters may be worn, lab coats, or warm-up jackets may be worn, but not while working with patients. During colder weather months November – March student may purchase a uniform long sleeve tee. Instructors will provide example.
- C. Uniforms must be cleaned daily and wrinkle free.
- D. You must have a wristwatch with a second hand, before going to clinical area.
- E. Name badges are to be worn on upper left chest of the uniform and are available for purchase in most uniform shops. Daytona State College patches must be worn on the left arm of the uniform.
1. Name tags & photo ID must be on worn on uniform when entering a clinical facility. **If the students name badge is missing, the student will be sent home and it will counted as an absence, with a write up.**
 2. Student must also obtain a **photo Daytona State College ID** tag from the Security Office (bldg 540). This is also worn with your Badge.
 3. Patient Care Assistant (PCA) and Nursing Aide/Orderly (NA)
Name Tag should be Royal Blue with White lettering
Example: *Student Name*
Daytona State College
CNA Student
 4. Dual Enrollment students will receive theirs in class.
- F. **No perfume or after shave** – simple light makeup. No thick black eye liner.
- G. **Hair** - simple style, controlled, off collar, **NO OFF COLORS OTHER THAN YOUR NATURAL COLOR** i.e. blue, pink, red etc.. Neatly trimmed beards and mustaches are permitted; otherwise male students must shave daily. New beards should not be started during the clinical component. Fingernails short and manicured.

- H.
1. No tattooing of visible exposed body parts are allowed during the course.
 2. Jewelry should not be worn with uniforms. **The only jewelry allowed is flat wedding bands. One pair of small post stud earrings are allowed and a watch. No necklaces or bracelets.**
 3. **A student who does not meet the uniform standards will not be permitted practice in the clinical area and will be given an unexcused absence.**
 4. **No gum chewing allowed in clinical or class.**
 5. **No BEEPERS or CELLULAR PHONES are allowed in class/clinical area. Phones are to be OFF – No vibrate or Text Messaging.**
PCA and Nurse Aide will receive Counseling (written & verbal), if the infraction continues the student will be placed on probation.
Dual Enrollment: your phone will be taken away with a parent picking up the phone from the instructor.
 6. Sexual harassment should be reported in class/clinical area to instructor as soon as possible.
 7. **Appropriate classroom attire: All CNA students will wear Ceil Blue scrubs for class as well as clinical.**

If for any reason your Instructor has ask you to wear dress clothing to class or clinical, the Student will follow the policy statement on appropriate clothing. There are **NO EXCEPTIONS.**
CNA POLICY STATEMENT: ATTIRE: In order to maintain a professional training experience, all students enrolled in the CNA program are required and expected to comply with the following dress code:

- No Blouses cut low nor revealing, Camisole or see through blouses, halter-tops, tops with bare shoulders or thin straps
- No shirts with potentially offensive words, terms, pictures, cartoons or slogans
- No clothing that reveals cleavage, back, chest, feet, stomach, or underwear
- No flip-flops, open-toed shoes, or sandals, mules, or high heels

Items to be worn:

- Clothes that are comfortable and loose fitting, you may also wear scrubs on Lab and clinical days while on campus. When you begin clinical in the community facilities you will wear your Ceil Blue scrubs.
- Uniforms must be neat, clean and wrinkle free, with clean white shoes

III. Grading System

- A. One (1) grade will be given
1. Clinical - Pass/Fail
 2. Academic
- B. "C" Test grade average must be maintained to be eligible to receive a DBCC Nursing Assistant certificate.
1. A student **Must** have a **Passing Grade (75%)** in order to be **eligible** to take the Final Exam and Receive any extra credit.
 2. Assignments/Extra Credit are not counted in with the test scores to equal the 75%.
 3. Extra credit is given to the student who must first pass the test.
- C. Academic grade will consist of written assignments and unit tests plus a cumulative final exam.
1. 290 hr course - Tests average = 60%
Final Test = 20%
Assignments = 20%
 2. 165 hr course - Tests average = 100%
 3. All assignments will be turned in on due date and class time, unless instructor has made other arrangements with student, or the student will receive a zero.
- D. Clinical grade will be based on your performance in the campus lab and at all off-campus clinical sites. Performance will be graded on safety factors and application of principles, ability to organize your work, satisfactorily completing assignments and observing and reporting patient's conditions.

E. Grading System

- A 100 - 93
B+ 92 - 88
B 87 - 84
C+ 83 - 78
C 77 - 75
Below 75 - not passing

There will be **No** retakes of any test including the final exam. **Any test score below 75% is considered to be a failure. Test averages must be 75% or better to pass.**

F. Any test not taken on the designated day must be taken on the first day the student returns to class. Failure to take the test on the first day you return to class will result in a zero for that exam. The format of the absentee makeup exams will be at the discretion of the instructor.

IV. A. Required Course Material:

1. Notebook
2. Notebook Paper
3. 2 - #2 pencils for testing
4. Black Pen
5. Pocket size spiral notebook for clinical days
6. Wristwatch with second hand
7. All required textbooks

B. Dismissal

You are required to follow policies of the Nursing Assistant Program and demonstrate personal characteristics necessary for nursing assistant practice. A student may be dismissed by instructors for lack of academic or clinical performance.

V. Employment Requirements

A. Most agencies require the following:

1. Current CPR card BLS – Training must be done through American Heart Association or American Red Cross (Professional Rescuer)
2. FDLE Background Checks
3. Copy of 4 hour AIDS education certificate
4. Negative Skin test for TB
5. HRS clearance
6. Physician's clearance
7. Valid driver's license and vehicle
8. Automobile liability insurance
9. Home Health Aide certificate
10. Skills Competency Checklist

HRS requires all caregivers to have 12 hours of continuing education credit each calendar year (January 1 - December 31).

VI. NNAAP

In order to become certified by the State of Florida; all program completers are required to take the NNAAP exam (National Nurse Aide Assessment Program). Prometric is the state testers. The test consists of a written and practical exam. The cost is \$93.00 for testing, \$34.00 for Level One Background or 53.25 Level Two Background.

www.prometric.com/NurseAide/fl.htm

VII. REPEATING A COURSE

Actions by the Florida Legislature during the last legislative session required community colleges to implement some new rules affecting fees you might be required to pay and how many times you will be allowed to take the same course. **You need to be aware of these new rules so you can avoid higher costs or problems with your grade point average.**

Rules change your need to know!

Did you know that the tuition fees you pay for course at Daytona State College cover only 25% of the cost of your education? The state of Florida pays the other 75%. Because of the considerable cost to taxpayers for your education, the Florida Legislature has recently passed **laws limiting how often students will be allowed to repeat courses and what students must pay when they do repeat a course.** You know that if you get a grade of F or W (withdraw) or if you get a D in a course which requires a C or better for graduation, you need to repeat the course. **Repeats may now cost you considerably more than your first attempt,** so it is important that you understand these legislative changes. Exceptions to this requirement may be granted if you file an appeal, but you must meet certain conditions to qualify for an exception. (You will not have to pay the higher rate if you are getting federal financial aid, for example, but read the section below on appeals for more information.)

What happens if I must repeat a college preparatory course?

If you are enrolled in a college preparatory course (ENC 0001, 0002, 0003, REA0001, 0002, 0003, MAT 0002, 0024, 0025), it is important that you succeed on your first attempt. If you must take the course a second time for any reason, you will be required to pay the full cost of instruction, which is four times the usual tuition rate. For example, the first time you take a MAT 0024, you will pay \$177 plus a lab fee, but if you must repeat MAT 0024, **the second time will cost you \$664 plus the lab fee.** So the difference is substantial.

What happens if I must repeat a college credit course?

If you are enrolled in a course with a number in the 1000 or 2000 range (example: ENC 1101), your first two attempts will cost the normal tuition. But **if you must take the course a third time, you will be required to pay the full cost of instruction, which is four times the usual tuition rate.**

How many times can I repeat a course?

You will be permitted to attempt any single course only three times. On the third attempt, you will get a permanent grade, even if it is an F. You may appeal for permission to take the course a fourth time due to major extenuating circumstances, but the third and fourth grades will both appear on your transcript. And as explained above, the third and fourth attempts will cost you four times the usual tuition rate.

When do attempts start counting?

Courses taken in Fall of 1997 will be counted as first attempts. Attempts before that semester will not count for purposes of determining the higher cost.

How do I qualify for an appeal if I need one?

For serious reasons specified in the laws exceptions may be granted to the requirements outlined above. Exceptions will be considered by the Appeals Committee and you will be required to present clear documentation that meets the intent of the law. Don't plan on an exception to make up for a mistake you could have avoided. If you are entitled to an exception, talk to a counselor about how to start the process.

Can I repeat a course to improve my GPA?

If you earn a grade of C or better in any course, that grade is permanent. Students will no longer be allowed to repeat a course with a C grade to try to improve their GPA. There are no exceptions to this rule, although you may audit the course if you just want a refresher on the course content.

APPENDIX H

ACADEMIC INTEGRITY CODE

Daytona State College is committed to providing you with quality instruction, guidance, and opportunities for academic and career success by fostering academic excellence in a supportive and personalized learning environment. Maintaining high standards of academic honesty and integrity in higher education is a shared responsibility and an excellent foundation for assisting you in making honorable and ethical contributions to the profession for which you are preparing. In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Code, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the course work actually produced and submitted by you.

All cases of suspected violations of the Student Code of Conduct, including academic dishonesty, may be reported to the Judicial Affairs Office for resolution.

FORMS OF ACADEMIC DISHONESTY

Cheating

Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

Plagiarism

Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.

Fabrication

Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

Other Academic Misconduct

Other Academic Misconduct might include, but is not limited to:

- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor's or proctor's permission
- Obtaining by theft/purchase OR selling/giving part or all of a test
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test
- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same

THE DISCIPLINARY PROCESS FOR ACADEMIC DISHONESTY

Due Process - Notification, Hearing, Explanation

In the event a student is accused of academic dishonesty, the student will be afforded **Due Process**; i.e., the student will be **notified** by certified mail that an incident has been reported by the appropriate academic dean to the Judicial Affairs Office; the student will be advised to make an appointment with this office to discuss the matter and to review available options for resolution if the student denies the alleged violation; the available options would be an administrative hearing with the Judicial Affairs Office and appropriate academic administrators OR a **hearing** before the Student Disciplinary Committee. Both types of hearings provide the student with an opportunity to present his/her side of the story. After the hearing, the student will be given a written **explanation** of the results of the hearing and any sanction imposed.

Student's Grade

Until adjudication occurs, the student will **NOT** receive a grade for the test or project in question; the test/project will be graded if the student is determined innocent. If the incident has not been adjudicated by the end of the semester in which it occurred, the student will be given a grade of "Incomplete" until the matter has been resolved.

If it is determined that the student is guilty of academic dishonesty, a grade of "O"/"F" could be given for the work/course in question. Additional sanctions may also be administered as outlined in the Student Code of Conduct, taking into account the existence of prior conduct violations and the factors, and could include additional course assignments, community/campus service, and/or referrals to other campus resources, such as the Learning Center or Counseling Center, for assistance.

DUE PROCESS" AS IT RELATES TO ACADEMIC DISHONESTY

The Concept

"Due Process" relates to the concept of fairness and egalitarianism; in an educational setting, two types of due process must be implemented; **substantive** and **procedural**.

Substantive Due Process implies that rules and regulations, policies and procedures and outcomes are fair and equal.

Procedural Due Process implies that the implementation of rules and regulations, policies and procedures must be fair and equal, and that all students accused of academic dishonesty or other infractions must be given notice of the alleged infraction, provided with a hearing so that they can give their account of the incident in question, and provided a written explanation of the decision reached and the sanctions imposed.

All students attending a public educational institution are provided with the constitutional right to due process, substantive and procedural, where violations of a code of conduct could result in various sanctions being imposed. This applies to allegations of academic dishonesty, such as cheating and plagiarism as much as it applies to more blatant cases of disruptive behavior. Assigning a failing grade to a test instrument or assigning a failing grade for the course in question is no longer automatic; i.e., a student accused of academic dishonesty or misconduct must first receive due process before any grade can be assigned.

In addition, an instructor who suspects that a student is cheating on a test, may **NOT** stop a student from finishing the test or confiscate the test prior to the end of the allotted time; the instructor can, however, advise the student after class and in private that cheating is suspected and that a referral will be made to the Judicial Affairs Office, via the Department Chair/Manager and Dean. A suspicion of plagiarism should also be discussed with the student in private before making a referral; if a referral is to be made, the instructor should so advise the student.

REPORTING PROCEDURES

The originals of all suspect materials should be kept by the instructor and forwarded with a brief written report describing the incident to the **Judicial Affairs Office, Building 37, Room 210**, via the Department Chair/Manager and Dean, for appropriate action. After adjudication has occurred, the instructor reporting the incident, his/her department chair/manager, and his/her dean will be copied on the letter sent to the student.

GRADING

A grade penalty cannot be imposed until the student either admits to the charge or is found in violation after a hearing before either Judicial Affairs/Academic Administrators or the Student Disciplinary Committee.

If adjudication is pending at the end of a semester, an instructor must assign a grade of "Incomplete" on the official grade roll. The student will NOT receive a letter grade for the course until adjudication has been completed. If the student is found guilty as charged, a grade of "O" or "F" may be assigned by the instructor for the test or assignment in question or for the course.

SYLLABUS

It is strongly recommended that copies of the student Code of Conduct and the Academic Integrity Code be incorporated into each course syllabus. In addition, verbally reminding students that academic dishonesty will not be tolerated at Daytona State College also may help to serve as a deterrent.

CONCLUSION

In the dynamic and litigious society and times in which we live, it is important to realize that not providing due process to students in public educational institutions has the potential for severe legal sanctions for educational institutions, individual administrators, and individual instructors. Just as important, however, is to protect and preserve academic integrity and excellence, making sure that all students are treated fairly and equally, from a moral, ethical, and legal standpoint.

ACADEMIC INTEGRITY CODE WARNING FORM INSTRUCTIONS

- Attach copy of your Academic Integrity Code policy, and any other relevant documents (such as the assignment or examination in question) highlighted.
- Attach photocopy (ies) of student's plagiarized work or crib sheet, or other relevant documents, along with the work it was plagiarized from, with relevant points highlighted.
- Contact Student Development Office to request a review of the file for previous warnings issued to the student. If so, include copy (ies).
- If the student has had no previous record of violations, you may give an F for the plagiarized work or exam, you may allow the student to make it up, if the violation was deliberate, you may assign a grade of F for the course.
- If you deem that more strict sanctions are warranted by this student's violation, you may recommend that he/she be remanded to the Disciplinary Committee.
- If the student has two prior warnings on file, the student will be remanded to the Disciplinary Committee.

ACADEMIC INTEGRITY CODE WARNING FORM

Date: _____ Semester: _____ Year: _____

Instructor's name: _____

Student's name: _____ SS# _____

Course prefix and number: _____ Section #: _____

Check all relevant descriptions of the infringement:

- _____ previous warning(s) on file
- _____ undocumented paraphrasing
- _____ undocumented quoting
- _____ paraphrasing too similar to original source
- _____ submitted another student's paper
- _____ submitted a purchased paper
- _____ used a crib sheet on an exam
- _____ copied another student's answers on an exam
- _____ had illegal access to an exam
- _____ conspiracy
- _____ other, describe briefly:

Academic action(s) taken:

_____ conference with student. Date: _____

_____ grade of F given on paper or exam

_____ student allowed to rewrite paper or retake exam. Briefly explain:

_____ F grade assigned for the course. Briefly explain

_____ disciplinary action recommended: student will be called before the disciplinary committee. Briefly explain:

Signatures:

Instructor: _____

Department Chairperson/supervisor: _____

APPENDIX I

STUDENTS WITH DISABILITIES

If you need academic accommodations, such as private testing, interpreters, note takers, etc. you must provide the lecture instructor a current letter from Student Disability Services (SDS) that verifies that you need specific accommodations. Please make an appointment to meet with the instructor as soon as possible to discuss the accommodations. Faculty cannot give accommodations until you provide a letter from SDS. Please do not provide copies of any medical information to your instructor.

For information about accommodations or services that may be available for students with a disability, please contact the Student Disability Services office in building 100, room 113, or at (386) 506-3530 or 506-3076.

INFORMATION SHEETS

HEPATITIS B VACCINE INFORMATION SHEET

FDLE BACKGROUND CHECK

TUBERCULIN TEST

STUDENT BLOODBORNE PATHOGEN RECORD

PHYSICIAN'S STATEMENT

LIABILITY RELEASE

UNIFORMS & MEDICAL APPAREL

DAYTONA STATE COLLEGE

TECHNOLOGIES DIVISION

HEPATITIS B **HEPATITIS B VACCINE INFORMATION SHEET**

WHAT IS HEPATITIS B?

Hepatitis B is a viral infection that can damage or destroy the liver. The liver's functions are many and complex. Among other things, it helps to store several important energy resources for the body, such as iron, glycogen, and B12. It helps to remove poisonous chemicals from the blood, destroy old red blood cells, produce bile used in the digestion of fats, and regulate many metabolic processes necessary for life.

An estimated 200,000 persons are infected each year in the United States. Of these, approximately 10,000 people require hospitalization and 250 people will die from the disease. In addition, 10% of those infected become chronic carriers of the Hepatitis B virus and can spread the infection to others for an indefinite period of time. Carriers are also prone to chronic active hepatitis, cirrhosis, and liver cancer.

The incubation period for Hepatitis B is relatively long; six months may elapse between the exposure and onset of clinical symptoms. Many people may be infected with Hepatitis B but never have symptoms. The usual symptoms may be flu-like and include fatigue, mild fever, muscle and joint aches, nausea, vomiting, loss of appetite, vague abdominal pain, occasional diarrhea, and jaundice. While most people recover completely within 12 weeks, Hepatitis B may be serious and even fatal.

CAN I PROTECT MYSELF FROM CONTRACTING HEPATITIS B?

A vaccine to prevent Hepatitis B has been available since July 1992. The Recombinant Hepatitis B Vaccine is produced when a portion of the Hepatitis virus gene coding for HBsAG is clone into yeast. The vaccine for Hepatitis B is produced from cultures of this recombinant yeast strain.

The vaccine against Hepatitis B, prepared from recombinant yeast cultures, is free of association with human blood or blood products. It is highly effective in preventing Hepatitis B in those individuals who are or will be at increase risk of contracting Hepatitis B.

After a series of three intramuscular doses of Recombinant Hepatitis B vaccine, an average of over 90% of healthy adults develop protective antibodies. The duration of protection and the consequent need for booster doses are not yet known, although it is thought to be protective for at least twenty (20) years (CDC Division of Viral Hepatitis – Hepatitis B FAQs at <http://www.cdc.gov/hepatitis/HBV/HBVfaq.htm>)

The vaccine does not provide immediate protection. It will take a few months for your immune system to build up effective antibody levels. The vaccine is designed to prevent infection before it occurs; it will not help to treat the infection itself.

Recombinant Hepatitis B vaccine is usually well tolerated. The most common side effects (12.3%) have soreness and redness at the injection site. Side effects reported less often are fever, vomiting, headache, and joint pain.

CAN I RECEIVE THE VACCINE IF I AM PREGNANT?

The Recombinant Hepatitis B vaccine contains only yeast cells cloned with the DNA information of the Hepatitis B surface antigen, and should pose no risk to the fetus. In contrast, Hepatitis B infection in a pregnant worker may result in a severe disease for the mother and chronic infection for the newborn.

HOW IS HEPATITIS TRANSMITTED?

Transmission of Hepatitis B is primarily through blood and blood products. The Hepatitis B virus has been found in saliva, semen, vaginal secretions, and other bodily secretions, but in lower concentrations than in the blood. Hepatitis B is not thought to be spread via the fecal-oral route as in Hepatitis A. The most common ways Hepatitis B is spread are:

1. Direct percutaneous inoculation, by needle puncture, with contaminated blood or serum. This includes needle sticks, drug injections, tattooing, and transfusions. It doesn't take much blood to transmit hepatitis, a tiny drop will do!
2. Percutaneous transfer of contaminated serum or plasma through minute skin abrasions. Any skin lesion, including rashes and burns, may provide a point of entry for the virus.
3. Transmission of blood or plasma through micro-lesions in the mucosal surfaces. This includes mouth pipetting and blood splashes to the mouth or eye.
4. Contamination of mucosal surfaces by infected body fluids other than blood. Sexual contact is a common method of transmission.

WHAT PATIENTS ARE MOST LIKELY TO BE HEPATITIS B CARRIERS?

1. Patients who require repeated blood transfusions such as hemophiliacs, renal dialysis, and oncology patients.
2. Drug addicts.
3. Male homosexuals.
4. Female prostitutes.
5. Institutionalized patients (particularly those for the mentally retarded or prisoners).
6. Transplant patients.
7. Immigrants from Southeast Asia.

Chronic carriers usually have no symptoms and can be identified only by having a blood test.

HOW IS THE HEPATITIS B VACCINE GIVEN?

The Hepatitis vaccine is administered intramuscularly into the deltoid muscle of the arm. The vaccine should not be given in the buttock as it may result in a lower seroconversion rate. The immunization regimen consists of three doses of the vaccine given as follows:

- First Dose: at the elected date.
- Second dose: one month after the first.
- Third dose: six months after the first dose.

The vaccination has a 90% seroconversion rate if all three doses are given. Protection cannot be guaranteed unless all three doses are given.

*Florida Hospital/Waterman, Eustis, FL

**DAYTONA STATE COLLEGE
STUDENT BLOODBORNE PATHOGENS**

STUDENT NAME: _____ PROGRAM: _____

SS#: _____ - _____ - _____

HEPATITIS B VACCINATION RECORD

A copy of the medical report must be attached to this form for each date entered below. The student should retain the original copy of the medical report for future use.

Date of First Injection: _____

Date of Second Injection: _____
(30 days after first injection)

Date of Third Injection: _____
(5 months after second injection)

Date of Titer Level: _____
(2 months after last injection)

DECLINATION FORM

I understand that due to my clinical exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been advised that I can be vaccinated with Hepatitis B vaccine, at my own expense. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

Student's Signature: _____

Date: _____

Program Manager's Signature: _____

Date: _____

**DAYTONA STATE COLLEGE
NURSING ASSISTANT PROGRAM**

PHYSICIAN'S STATEMENT

_____ is physically/mentally able to participate in the Nursing Assistant
(please print name)
program. This includes practicing nursing skills in the campus lab and patient care in the clinical
area.

Skills practiced and patient care includes lifting and transferring impaired and disabled patients
and exposure to infectious disease, etc.

Signed: _____
(Physician)

Date: _____

**DAYTONA STATE COLLEGE
NURSING ASSISTANT PROGRAM**

LIABILITY RELEASE FORM

I, _____, release Daytona State College from any and all liability arising from injury arising from injury, aggravation/complications, or injury to others as a direct result of my disability which is:

(state health problem)

Signed: _____