

# **Nursing Assistant – Certified Program**

## **Student Handbook**

**2025-2026**





Dear Nursing Assistant Student,

Welcome to the Everett Community College Nursing Assistant - Certified Program!

We believe you will find being a Nursing Assistant - Certified to be a challenging and rewarding position.

Education is a shared responsibility among students, their employers, mentors/preceptors, and classroom and laboratory faculty. We strive to provide high-quality learning experiences in the classroom, laboratory, and various clinical settings. You bring a unique experience to this program. You will be an active participant sharing responsibility for your own learning needs as you progress in the nursing profession.

Success for you will come from a team effort that combines lab and Classroom instruction with clinical training, led by your Clinical Instructor and clinical host.

The curriculum is designed to provide you with the critical thinking skills, knowledge, and clinical experience necessary to deliver care in the dynamic, ever-changing Healthcare delivery system.

Please do not hesitate to contact us with questions and requests for assistance with your needs. We look forward to a session full of growth, positive experiences, and many successes.

Good luck!

Sincerely,

José Reyes, DNP, MSN, RN  
Associate Dean of Nursing and Allied Health  
Everett Community College

Cindra McCrann RN  
Program Director  
Everett Community College

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## Introduction

Welcome to the Everett Community College Nursing Assistant - Certified Program. This handbook is designed to guide you through your learning experiences and to outline expectations for your conduct. As a nursing student, you are expected to perform independently within established guidelines. The handbook provides those guidelines for you. You will be held responsible for the information in the handbook and will be expected to act accordingly. Please note that the NAC Student Handbook supplements EvCC's [Student Rights and Responsibilities](#). The Students Rights and Responsibilities Policies are in the Everett Community College Student Handbook and the Washington Administrative Code, chapter 132E-120 WAC.

Please note the [EvCC Copyright and Intellectual Property Policy](#), as well as the guide to [Avoiding Plagiarism](#).

For information on Financial Aid, please visit the [EvCC Financial Aid](#) website for the most current and accurate information. Periodically, special scholarships become available to nursing students – these will be posted on the bulletin boards in Liberty Hall.

## Summary – Nursing Assistant - Certified Training

Nursing Assistant – Certified practitioners are multi-skilled Healthcare professionals who work within long-term care facilities, acute care hospitals, and healthcare clinics, primarily in a clinical capacity.

Students completing the Everett Community College Nursing Assistant - Certified program will meet the program accreditation standards of the Washington Board of Nursing. Upon completing this program, you will qualify to take a national exam, which will permit you to apply for licensure in Washington State as a Nursing Assistant - Certified.

Everett Community College is fortunate to work with excellent instructors and mentors who possess extensive knowledge and experience in Healthcare. Please don't hesitate to speak with any of the program's staff, instructors, mentors, or advisors. Remember, your success is our priority!

- **Clearly identified roles and responsibilities**
- **Active Learning in the classroom and lab, and at a health care facility.**
- **Specific competencies, expectations, and measurable outcomes**
- **Development of critical thinking and independent clinical judgment**
- **Constructive feedback and open communication**
- **Safe and positive learning environment**
- **Development of a teaching and learning culture**

Students will attend Nursing Assistant - Certified college classroom and lab sessions, mostly on weekdays. During their Clinical Placement, students will begin their clinical work by shadowing their mentors and progressively assume responsibilities as Nursing Assistant - Certified trainees. The students and their mentors will have access to competency-based/skill checklists.

Practice in a healthcare facility will be aligned with the competencies the student has worked on in the classroom and lab, has been practicing, or has mastered. The training program consists of 146 contact hours, including 66 hours of real-time, directly facilitated online classroom learning, 40 hours of in-person lab time, and a minimum of 40 hours of clinical practice in the setting. All students will receive the class schedule and access to common curriculum materials, as outlined by the Washington State Board of Nursing (WABON).

### **Student Records**

Students must provide written notification to the Health Professions Service Center (HPSC) office and the college Registrar for any changes in their legal name, address, telephone number, or email address.

### **Family Educational Rights and Privacy Act (FERPA) Policy:**

All student educational records are handled in accordance with the Family Educational Rights and Privacy Act of 1974. The provisions of this act ensure the confidentiality of student records by restricting the release of personally identifiable information these records contain. This federal law also establishes the right of students to inspect and review their educational records and provides guidelines for correcting inaccurate or misleading data through informal and formal hearings. Under FERPA, a school may not disclose PII from an eligible student's education records to a third party unless the eligible student has provided prior written consent. For additional information regarding these processes, please contact Enrollment Services.

### **[EvCC Social Media Guidelines | Everett Community College \(everettcc.edu\)](#)**

Students should be mindful of the content they post on social media sites, as it may violate Health Insurance Portability and Accountability Act (HIPAA) regulations and/or the social media guidelines of the college and/or individual clinical sites. Violations may result in disciplinary action, including dismissal from the program. Additionally, individual clinical sites may have stricter social media guidelines. This information can be reviewed in the onboarding requirements for each site when appropriate.

## Student complaints

Complaints about this nursing assistant training program can be filed with the Washington State Board of Nursing (WABON) on their website. The link can be found at [File a Complaint about a Nursing Assistant Training Program](#). Additionally, students may file a grievance with Everett Community College. Visit the Student Life area in the Parks Building and obtain a copy of the "Associated Students Constitution, Bylaws, and Statement of Student Rights." The student advocate can explain the Grievance Procedure in more detail. Here is a link to the [Grievance Policy](#).

## Additional Clinical Requirements

Everett Community College will obtain evidence of current immunizations against diphtheria, tetanus, measles (rubeola), mumps, rubella (or a positive rubella titer), and hepatitis B immunity status, documented by a protective titer, for students who will be in contact with patients or clients. For each student born after 1956, the College will maintain on file records of a positive titer or of post-1967 immunization for rubella and rubeola. At the time of vaccination, students with no history of exposure to chickenpox will be advised to get a titer to determine immunity. The College will require yearly PPD testing, with follow-up as recommended, if the students are PPD-positive or have had the Bacillus Calmette-Guérin vaccine (BCG). The College will provide information to Training Sites regarding student immunization status concerning the above requirements.

E. The College will assign the Training Site only to those students who have satisfactorily completed the prerequisite didactic portion of the curriculum and who have evidence of completing a CPR course based on American Heart Association or American Red Cross guidelines, related to the age group(s) with whom they will be working.

F. The College shall request that each student who may be placed in Training Site obtain their criminal history background record from the Washington State Patrol, pursuant to RCW 43.43.834 and RCW 43.43.838, to release a copy of that record to the College, and to authorize the College to transmit that record or a copy thereof to Training Site. Before the start of training, the College will provide Training Site with the names of any students who have failed to provide the requested records or who refuse to authorize the release of records to Training Site. The students will be informed that, whether or not they agree to obtain the record and agree to release it to the College and Training Site, Training Site may conduct the background inquiry directly and may refuse placement of a student who does not provide the requested records or who has a record of prior criminal conduct.

## Required Paperwork

For legal reasons, it is critical that the following documents from the Program or Nursing Assistant Handbook be completed or turned in to Everett Community College as part of your enrollment. These documents are due by the end of the first week of class, as listed:

1. Background Check Authorization Form
2. Handbook Agreement Forms
3. Media Release Form
4. Acknowledgment of Risks and Hazards Form
5. Consent for Release of Information/FERPA release

Other paperwork, such as immunization records, should be submitted and sent to the Health Professions Service Center by the end of the first week of class. Certain healthcare facilities have strict requirements for student paperwork and immunizations, so it is essential to stay ahead of deadlines and requests to ensure that you can attend clinicals.

Everett Community College Student

## Philosophy

The faculty of Everett Community College believes our programs should fulfill the needs of our changing society and be responsive to advisory committees, community surveys, local and national trends, and recommendations of the Washington Board of Nursing (WABON).

We believe the programs should maintain a vocational/technical emphasis in the course offerings. Admission to the program is open to all, regardless of race, color, religion, national origin, gender, sexual orientation, age, or marital status, who demonstrate a sincere desire to enter the Healthcare field or upgrade their skills and meet the requirements established by the faculty within the State of Washington guidelines.

We believe the faculty should respond to individual differences of students in planning and implementing the curriculum; that instruction should be conducted wherever possible in a broad mix of lecture, tutorial, and laboratory experiences.

We believe that learning should occur in a collaborative environment where students and faculty work together to assume responsibility for their learning.

## **Our Vision**

Our vision is to establish a statewide healthcare educational pathway through multiple apprenticeship preparatory and apprenticeship opportunities, which will be utilized by healthcare employers across the state and promote accessibility, retention, and stability within the Healthcare workforce.

## **Our Goals**

Everett Community College aims to achieve the following goals:

- Develop a Health Care occupations pathways model that supports workforce solutions, equity, career advancement, and wage growth.
- Provide entryways for diverse community members to participate in Health Care employment and apprenticeship opportunities

## **Advancing Health Care Training**

### **Advancing Student Success means that, together, we:**

- Foster a culture that prioritizes student learning and growth at the center of our activities.
- Promote student engagement with coursework, faculty and staff, and co-curricular activities.
- Foster active, collaborative, self-directed learning.
- Support student perseverance and goal completion. Excelling in Teaching and Learning means that we engage in the work of teaching and learning with passion, vision, and creativity.
- Adapt to the needs of our rapidly changing world by changing ourselves, our curriculum, our services, and practices;
- Ensure the effectiveness and quality of our work through ongoing assessment and professional development.

### **Building Community means that, together, we:**

- Create a diverse, inclusive, and safe environment accessible to all;
- Strengthen our college community through open communication, civility, accountability, and mutual respect;
- Reach outside our institution to form local and global partnerships and pursue civic engagement, and work in ways that are environmentally, socially, and fiscally sustainable.



## **Nursing Assistant - Certified Program Goals/Student Learning Outcomes**

The Nursing Assistant - Certified Program Goals for Skills and Competencies are listed in the Training Program documents. Students will master and be checked off on skills in each of the categories.

### **Program Components: Classroom & in-Class Exercises (66 hours minimum):**

1. Health Care Systems and Role Responsibility
2. Patient's Rights – Law and Ethics
3. Student and Work Ethics
4. Nursing Assistant
5. Anatomy and Function of the Human Body
6. Communication
7. Infection Control & HIV
8. Safety and Emergency Measures
9. Body Mechanics
10. Nutrition & Elimination
11. Grooming & Personal Hygiene
12. The Nursing Assistant in an Acute Care Setting
13. Dementia, Mental Health, and Developmental Disability Care

### **Real Time Instructor Supervised Labs (40 hours)**

1-23 Hands-On Skill sets – training & practice (NNAAP 23 skills + WAC Competencies)

### **In-person Labs (5 hours minimum) (40 hours planned)**

1. Clinical Training – in person – (40 hours (must complete w/ 60 days of classroom/lab)

## **Program Outcomes**

Students must qualify for and pass the NCSBN NNAAP CNA Exam, written and hands-on skills sections. Certification as a Nursing Assistant will provide knowledge and skills for a professional career in Health Care with foundations in the following areas:

- Medical terminology
- Body systems
- Basic Nursing skills
- Measuring vital signs
- Personal Care Skills
- Safety and emergency procedures
- Infection control procedures
- Communication skills
- Patient and resident rights

## **Classroom and Lab**

To provide for remote student access and time-effective learning, much of this NA-C Training Program will be taught online and in-person using the following platforms:

- Zoom.us: Platform for Real-Time Virtual Classroom & Labs
- Student Textbook: Carter: Lippincott Textbook for Nursing Assistants: A Humanistic Approach to Caregiving, Sixth Edition, 2023
- Canvas Instructure: Platform for Supervised Online Learning and Learning Management System

## **In-Person Classroom/ Lab Locations**

Everett Community College, Liberty Hall  
930 North Broadway Everett, WA 98201  
Classroom: Liberty Hall 311  
Lab: Liberty Hall 203/205

## **Admission and Enrollment**

**Admission**

Admission to the Nursing Assistant - Certified Program is managed by Everett Community College.

**Entrance Requirements**

Applicants must pass a criminal background check and meet clinical facility requirements.

**Program Goals:**

Upon completion of the program, the student should be able to:

- Adhere to the standards of practice and competencies for nursing assistants as outlined in the Washington State Administrative Code, [WAC 246-841-400](#).
- Use resources effectively in continuing one's own self-development.
- Accept responsibility for his/her own actions.
- Integrate the work habits emphasized in the program into student's own practice.

**Program Approval**

Our program is approved by the Washington State Board of Nursing:

Washington State Board of Nursing  
111 Israel Road  
PO Box 47864  
Tumwater, WA 98501  
360-236-4703  
WABONNursingAssistantsED@doh.wa.gov

**Program Policies and Procedures**

All students are subject to high academic standards and are expected to adhere to these policies, except where variations in policies exist due to the specific requirements of the NAC training program.

**Attendance Policies:**

You are working to become a professional healthcare worker. Students are expected to attend and be on time to all online Zoom classes, in-person skills labs, and clinical experiences. The mandatory minimum hours for the nursing assistant training program are approximately 146 hours. Lost classroom, lab, and/or clinical time by the student, for any reason, may result in (1) separate scheduled time for make-up, (2) delays in scheduling exam, or (3) unsuccessful

completion or discharge from the program. All hours must be completed before program completion is granted.

**Zoom Classes and In-Person Classes – Cameras must be on**, except during scheduled break times. Class will be open and live from generally 9 am – 3 pm. Some work may be done independently, but Zoom meetings must be running in the background. Students must be sitting up in a chair or using a standing desk without completing cleaning or other activities. Any missed time, during classroom or virtual lab, must be made up with the instructor, if available. Students may be assigned “Student-Paced” assignments to make up for lost live class time.

Any information missed during the class absence must be studied and completed within 72 hours of the absence (for example, readings, tasks on Canvas). Three (3) tardies (no more than 15 mins) equals One (1) absence. Two (2) No Call No Shows will result in removal from the program. Missing one class results in a verbal warning. Missing two classes results in a written warning. If you miss more than two days of class for any reason, you will be offered the option to join a future cohort of NAC training classes to complete the program or provided with resources to attend an alternative NAC program.

### **In Person Skills Lab**

If you are late 1 time (no more than 15 minutes) you will receive a verbal warning. If you are late a 2nd time (no more than 15 minutes) you will receive a written warning and equals 1 absence. More than 1 absence you will be offered to join a future cohort of NAC training classes to complete the program or resources to attend an alternative NAC program.

All classroom and lab time, including any makeup time needed, must be completed before the student will be allowed to participate in the clinical portion of the program.

### **Clinicals**

If you are unable to attend a clinical day, please email Cindra McCrann at [cmccrann@everettcc.edu](mailto:cmccrann@everettcc.edu). Students must complete all 40 hours of clinical time to graduate from the program. If you leave early or arrive late, you must make up the missed time on the designated clinical makeup day and notify your instructor.

If you are late 1 time (no more than 15 minutes), you will receive a verbal warning and will need to make up the time on the makeup day. If you are late a 2nd time (no more than 15 minutes), you will receive a written warning and it will count as 1 absence. More than 1 absence from clinical results in the student needing to restart the entire program, starting with class and lab activities with the next cohort. The student must restart the whole program to comply with state regulations.

### Communication Policies

All students will provide Everett Community College with their preferred email. All communication will be sent to this email, and email is our PRIMARY source of contact with students. Instructors and staff will send and respond to the student's email. Students are encouraged to check their email AT LEAST twice a day. Once before class begins and once in the evening. Students must inform the training fund if their email address changes.

### Grading Policies

Successful completion of the course with a grade of 80% or higher is required for program completion. A grade of 80% or above is required on all Unit Assessments in Canvas. Canvas will specify the grading for assignments and exams. Letter grades are assigned per Everett Community College policies.

Everett Community College Grade	Everett Community College Grade Point	Percent Grade in Canvas
A	4.0	94-100 %
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	84-86%
B-	2.7	80-83%
C+	2.3	77-79%
C	2.0	74-76%
C-	1.7	70-73%
D+	1.3	67-69%
D	1.0	60-66%
F	0.0	59% and Lower

### Course Components & Exam - Summary

The program consists of theory, laboratory, and clinical components. Theory and Lab work will occur approximately 5 hours per day, Tuesday through Thursday, and at other times as may be scheduled by the Program to meet demand. In-person lab and skills practice sections can occur on Saturday or Sunday as well. The clinical component involves working as a Nursing Assistant trainee for 40 hours. After doing this, you will be eligible to take the State of Washington examination to become a Nursing Assistant, Certified (NAC).

- **Theory** - Will be conducted remotely or in person, utilizing online tools and live remote classroom sessions. There will be some independent work, but the majority of theory work will be completed during live class meetings, held on Tuesday through Thursday.
- **Laboratory** - Some of the lab content will be accomplished remotely, but you will be scheduled to come into the lab on campus to perform skills, have them checked off, and complete scenario tests as you prepare for state testing.
- **Clinical** - Will be accomplished by having you work as a Nursing Assistant trainee. A faculty member in the program will work with the clinical facility staff to ensure you have acquired the necessary skills. Within applicable legal regulations, if you become employed, you may be able to work as a Nursing Assistant Registered (NAR) until you are able to schedule your NAC state written and skills test. Please contact the Program for further information. **State Exam:** You must have a NAC pending license in order to test for your skills exam. Please use the following link to sign up for your NAC license: <https://doh.wa.gov/licenses-permits-and-certificates/professions-newrenew-or-update/nursing-assistant/licensing-information>

This program offers skills testing dates that you can sign up to take your skills exam. The skills exam will consist of 5 randomly selected skills from the 23 skills we learn in class. You will have 35 minutes to complete the skills exam.

If you do not pass your first skills exam, a makeup day for testing is scheduled. You must sign up for the second attempt. If you do not pass on the second attempt, a third attempt will be available for registration. If you do not pass on the third attempt, you will then take a fourth attempt. If you do not pass on the fourth attempt, you will need to retake the entire course, including lab and clinical components. During some quarters, there will only be two options to test. If you need an additional attempt, please contact Cindra McCrann at [cmccrann@everettcc.edu](mailto:cmccrann@everettcc.edu) for assistance.

Please arrive at the test site 30 minutes prior to your scheduled appointment time for the skills test.

### **Accommodations for Skills Testing**

If you think you will need any accommodations for skills testing, you must meet with your medical provider and obtain a letter from the medical provider giving detailed instructions on the accommodations required for the test (i.e., an enhanced stethoscope due to hearing loss). This letter must be received at least two weeks prior to skills testing to ensure we can accommodate your request.

**State Written Exam:** The program will help you sign up for Credentia. The written exam will be on a computer proctored by someone virtually at Credentia. There is an option to take this exam orally; however, this is a longer process. If you do not pass the first time, you can retake it. The skills and written exam can both be failed four times before needing to retake the NAC course again.

### **Clinical Attire and Dress Code**

When you are on campus, in the skills lab, and on site at clinicals:

1. Scrubs are to be worn during the in-person skills lab and every day for clinicals. Closed-toe shoes are required.
2. A Student ID will be provided and must be worn on the front of the scrubs near the right shoulder in the upper area of the chest. The fastener may be either a clip-on style, pin style, or tie-tack style, whichever is most secure. No lanyards or ties should be worn around the neck to hold the ID.

3. A floor-length skirt may be substituted for uniform pants. Scrub pants must be worn under skirts at clinicals. All skirts and pants must not drag on the floor when performing normal nursing assistant activities.
4. Jewelry must not pose a threat to infection control and student/patient safety.
5. Professional grooming and hygiene are expected. Most facilities and hospitals are fragrance-free zones. Please avoid using heavily scented clothing detergents, soaps, lotions, and beauty products. Daily showers and use of deodorant are expected. Hair and fingernails must not pose a threat to infection control and the safety of students and patients.
6. Hygiene and dress codes are taken seriously in the medical profession. During clinicals, failure to comply with these guidelines will result in your immediate dismissal from the clinical setting. Missing time in clinical may result in you not passing the course.
7. Students are permitted to use their cell phones during class to communicate issues related to attendance and access to technology. During in-person skills labs, students will be required to store their phone away with their belongings, with access to it during breaks. During clinicals, students will be able to keep their phones on their persons but will be required to only use them on break. Cell phones are not to be used in patient care areas.
8. Nursing Assistants must have
  - Uniform scrubs (Navy Blue)
  - Stethoscope
  - Watch with a sweep second hand.
  - Clip-on name tag holding your ID
  - Comfortable shoes with nonskid soles
  - Pen for documentation
  - A small notebook to take notes

## **Professionalism**

The way you speak, communicate and carry yourself says much about your professional image, it is important to carry yourself with pride and assurance. Your co-workers, fellow students and the general public will make judgments not only based on your visual appearance but also on the way you communicate.



## **Elements of Professional Behavior Working as a NAC**

### **Project a positive attitude**

- Anticipate and respond to the needs of others
- Display a sincere interest in providing appropriate information
- Enforce positive perceptions and overcome negative perceptions
- Act as a role model for holistic health and display a professional image

### **Perform within ethical boundaries**

- Apply ethical standards in the workplace
- Respect patient rights
- Recognize practices, which involve bioethical issue.

### **Practice within your scope of education, training and personal capabilities**

- Determine personal capabilities and performance limitations
- Recognize and function within personal limitations: request supervision when necessary.

### **Maintain confidentiality**

- Maintain confidentiality of verbal, written and computer information
- Comply with HIPAA law

### **Work as a team member**

- Display awareness of own and other team member's responsibilities
- Interact with others in a supportive manner
- Practice the techniques of successful group dynamics and team building

### **Conduct oneself in a courteous and diplomatic manner**

- Interact with others in a polite, cordial manner
- Abide by geographic and cultural customs of courtesy
- Use communication techniques, including non-aggressive language and active listening

### **Adapt to change**

- Assess the type of conflict that is occurring
- Confront the issues and people involved to resolve the conflict

- Apply problem-solving skills to: prioritize needs, adapt schedules, reassign duties, modify activities and revise procedures

### **Show initiative and responsibility**

- Attend work/class regularly and arrive on time
- Perform tasks properly, completely and accurately
- Accept responsibility for own actions and admit errors and assist in correction
- Recognize the work to be done and offer assistance
- Volunteer for additional duties as time allows

### **Promote the profession**

- Maintain/encourage professional membership at the local, state and national level. Participate in professional meetings, seminars, workshops and community events.

## **Effective Communication**

### **Listen and Observe**

- Use listening and understanding techniques to determine key ideas for each of the following: o Patients, family members, team member, business contacts
- Observe and identify needs of others

### **Treat all patients with empathy and impartiality**

- Display empathetic behavior in patient relationships: identify verbal and nonverbal cues that express feelings, emotions and needs
- Interact with patients in such a manner as to encourage them to express feelings, emotions and needs
- Display impartial behavior: identify personal bias and prejudice and recognize and respond appropriately to cultural differences

### **Adapt communications to individuals' abilities to understand**

- Identify patients with special needs
- Use appropriate responses to communicate with patients with special needs

### **Recognize and respond to verbal and nonverbal communication**

- Select appropriate response to verbal messages

- Select appropriate response to nonverbal messages by giving support through positive body language
- Exhibit active listening skills (eye contact, posture, facial expressions, and repetition of key words) to overcome obstacles to nonverbal communication

**Evaluate understanding of communication**

- Determine if the receiver understood intent and content of the communication by practicing active listening, paraphrasing statements, questioning for clear interpretation, and observing responses

**Serve as the liaison between the patient and others**

- Identify the role of the nursing assistant
- Respond in professional manner to enhance the relationship between members of the health profession.

Everett Community College is committed to providing a high-quality learning experience for all students. To prepare our students for the work in the field, we expect our students to adhere to the following standards and policies of professional and academic conduct:

- Behave professionally in class and lab and treat others with respect.
- Adhere to the ethical standards expected in their profession.
- Maintain satisfactory academic performance and complete assigned coursework on time.
- Actively participate in class and lab.

We have high expectations in our program for our students, and inappropriate or unprofessional conduct will not be tolerated and may result in the suspension or cancellation of a student. Inappropriate conduct includes any conduct that violates the ethical standards expected of a Nursing Assistant Certified, is unsafe or disruptive, or adversely affects a student's academic performance.

#### **Examples of Inappropriate Conduct:**

##### **Behavioral Misconduct:**

- Disrespecting, insulting, or harassing others and/or engaging in retaliatory behavior toward a fellow student, instructor, or clinical staff.
- Distracting or disrupting behavior (interrupting, making inappropriate noises, talking out of turn) or engaging in any other behavior that draws attention away from the instruction or learning from fellow classmates.
- Arriving late to class, returning from breaks late, leaving early, or leaving without notifying the instructor
- Using profanity or vulgar, offensive, lewd or non-inclusive language
- Engaging in verbal or physical conflicts with others
- Gossiping, spreading rumors, or talking behind others' backs
- Using cellphones in class excessively
- Leaving the class excessively during instruction, lab, or classroom activities

##### **Safety Misconduct:**

- Using or possessing alcohol, marijuana or drugs on school or clinical premises
- Coming to class under the influence of drugs, marijuana, or alcohol
- Violating OSHA's safety policies or other safety regulations during laboratory activities

##### **Academic Misconduct:**

- Failing to maintain an 80% or higher in assigned coursework
- Failing to complete assignments by the due date
- Cheating or plagiarizing
- Failing to participate or engage in class or lab
- Failing to follow the directions of the instructor
- Missing class and/or clinical

**Ethical Misconduct:**

- Violating the ethical standards expected in the students' profession
- Violating patient privacy (HIPAA)
- Discriminating against others based on their identity, beliefs, or background
- Assaulting, intimidating, or hazing others
- Vandalism or theft
- Possession of weapons such as knives and firearms

**Consequences of Inappropriate Conduct**

Students who engage in inappropriate conduct may receive a warning and be removed from the program depending on the severity of the situation. The class instructor will pull the student aside to address the conduct violation. The instructor may inform the Program Director, Program Owner, and Lead Instructor of the conduct violation, as appropriate.

The Instructor and Associate Dean of Nursing and Allied Health will review the conduct violation to determine the appropriate follow-up action, which may include:

- Official verbal
- Written warning
- Meeting with faculty and the Associate Dean of Nursing and Allied Health
- Removal from the program

In general, a verbal warning will be issued first, followed by a written warning, a meeting with the instructor and the Associate Dean of Nursing and Allied Health, and then removal may be considered depending on the severity of the issue. We appreciate your commitment to following our standards and policies of professional and academic conduct in class and helping us maintain a positive learning environment where all students can succeed.

**Guidelines for Bloodborne Pathogens**

Handling Body Substances Caring for clients necessarily involves exposure to bodily substances. The following policy has been developed to guide EvCC students in safeguarding themselves when coming into contact with such substances. EvCC students must read, understand, and demonstrate compliance with the Policy for Handling Body Substances presented below. Failure to comply with this policy, both in campus and clinical settings, will be viewed as a safety error and result in academic action.

**Policy for Handling Blood and Body Fluids**

- Students will wear appropriate personal protective equipment when dealing with blood or other body fluids.
- Students will wash their hands immediately after coming into contact with blood or other body fluids.
- Students will place all used sharps, glass, needles (clean or contaminated), lancets, and blood specimen tubes into biohazard sharps containers.
- Students will dispose of sharps immediately upon use.
- Students will avoid recapping a contaminated needle.
- Students will call for assistance from an instructor (campus lab) or facilities maintenance personnel (clinical site) in the event of a spillage of blood or other body fluids. Students will not attempt to clean up blood or other body fluid spillage.
- Students will immediately notify the instructor of any personal injuries that occur during clinical experiences, including exposure to blood or other body fluids

## **APPENDIX A**

### **HANDBOOK AGREEMENT FORM**

When you have finished reading this handbook, please sign the statement below and return it to Everett Community College in the Canvas module

I understand the information above contained within the Everett Community College Nursing Assistant - Certified Program Student Handbook.

**I have read and agree to abide by the policies and requirements of the Nursing Assistant - Certified Program as provided in this Handbook. I acknowledge that I have been encouraged to retain my copy of this handbook for ongoing reference. This handbook may be updated periodically; therefore, you are required to abide by the current version.**

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Please Print (First Name/MI/Last Name)

---

Signature

Date

---

Email

Phone

**If under 18 years of age, parent or Guardian ratification:**

---

Signature

Date

## **APPENDIX B**

### **INFORMED ACKNOWLEDGEMENT OF RISKS AND HAZARDS CONNECTED WITH PARTICIPATION IN: Nursing Assistant - Certified Training Program**

Please read carefully and be sure you understand before you sign.

Participation in many learning activities can involve illness or injury of some type to yourself, a fellow student, or others associated with the learning experience. Such illness or injury can include direct or indirect physical or emotional injury, ranging from minor cuts or muscle strains to catastrophic injury, such as paralysis or death. Illness or injury can impair one's general physical or mental health and hinder one's future ability to earn a living, to engage in other business, social, and recreational activities, and generally enjoy life.

There is little risk, if any, associated with classroom lecture and discussion activities. However, the above courses also involve working in a laboratory or clinical setting (community or hospital pharmacy), containing some hazards and risks, including, but not limited to:

- **Injury from electronic equipment**
- **Cuts and needle sticks with sharps.**
- **Allergic reactions from contact with benign chemicals.**
- **Pressure for high-quality performance can be stressful. Also dealing with ill and stressed patients/customers.**
- **Incidental exposure to chemicals, and**
- **Exposure to communicable diseases at the time of greatest transmissibility.**

In some activities, students may elect alternative training procedures, which may be offered and described by the instructor. However, where alternatives are not available, or stray too far from meeting course (or program) objectives, it may not be possible for the student to enroll or continue in the course (program), and therefore may be administratively removed from the program.

As a student, that it is your responsibility to learn about any hazards, and voice any concerns that you may have at any time regarding the benefits and safety of the training in which you are a participant. Also, should you have any health conditions that can be aggravated by the activities associated with this training, it is important that the instructor be aware of the situation. In any event, the student is responsible for using precautionary means to prevent aggravation of pre-existing conditions.





## ACKNOWLEDGEMENT OF RISKS AND HAZARDS

### Nursing Assistant – Certified Training Program

I have read the warning associated with the Nursing Assistant - Certified program, “Informed Acknowledgement” (Appendix C above). By signing this Acknowledgement of Risks and Hazards, I acknowledge that I understand its content and that I choose to participate (or to permit my child or ward) to participate, in the Nursing Assistant - Certified Program, administered by Everett Community College. I also will advise the instructor if I (or the student) have, or develop, a condition that would be problematic in participating in planned laboratory and/or clinical activities.

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Please Print (First Name/MI/Last Name)

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Signature

Date

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Email Phone

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Parent/Guardian Consent/Ratification (if under 18)

Phone



## APPENDIX C

### CONSENT FOR RELEASE OF INFORMATION

#### Nursing Assistant – Certified Training Program

This authorizes the release of the contents of the externship evaluation(s) and grade(s) to prospective employers and the NAC Program, as well as the release of any information related to your academic performance in the form of a letter of recommendation. This does not include personal information, only the information necessary to provide a reference or letter of recommendation and/or the evaluation from the student's coursework or clinical sites.

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Please Print (First Name/MI/Last Name)

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Signature

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Date

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Email

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Phone

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Parent/Guardian Consent/Ratification (if under 18)

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Phone

## **APPENDIX D - MEDIA RELEASE FORM**

### **Nursing Assistant – Certified Training Program**

I, the undersigned, do hereby consent and agree that Everett Community College, their staff, employees, or agents have the right to take still photographs, motion picture, produce education television programs including podcasts, CD-Rs and DVDs as well as other types of audio/visual/image recordings of me at any time while I am a student of the Nursing Assistant - Certified Program, and to use these in any and all media, now or hereafter known, and may be used for the purpose of:

- conference presentations
- program information sessions and promotion
- educational presentations or courses
- informational presentations
- online educational courses
- educational videos
- professional journals/books/research.

I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to and their staff, agents, and employees at Everett Community College all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used. I understand that modification, retouching of such photos or images may occur for related publications of the material

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that Everett Community College is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

Unless as ratified by a parent or guardian, I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement. (NOTE: This form is optional; however, without signing this form, you may not be allowed to participate in certain events outlined above.)



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Please Print (First Name/MI/Last Name)      Date

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Signature      Date

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Email      Phone

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Parent/Guardian Consent/Ratification (if under 18)      Phone