

IVC Nursing and Allied Health Department  
Health Assistant Student Handbook



IMPERIAL VALLEY COLLEGE

380 E. Aten Road

Imperial, CA 92251

<https://www.imperial.edu/allied-health-department/health-nurse-assistant-home-health-aide>

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## **Mission - Imperial Valley College**

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their education and career goals; and to be responsive to the greater community.



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

The mission of the Training Programs is to provide optimal quality academic education. The faculty will provide educational opportunities for the student;

1. Maintaining clinical affiliations with appropriate clinical facilities, which provide a clinical environment stressing quality, integrity and a diverse patient population in the delivery of medical care.
2. Participating as effective, competent, responsible, confident and compassionate healthcare providers to the well-being of those under their care within the professional and local community.

CNAs are nursing assistants who have taken required training and have passed a competency exam. They provide patient care and perform various care-giving tasks under the supervision of a nurse or doctor. CNAs are often the principal caregiver in nursing homes, as they have more contact with residents than other staff.

Common *job duties* and *responsibilities* may include any of the following:

- Answer patients' call signals promptly even if it's NOT a patient assigned to your care
- ALWAYS leave patient or resident in a 'Safety' position with call-light available prior to leaving room and use bed side rails ONLY if allowed for the patient or resident as instructed by health care agency nursing staff
- Ask for assistance when in doubt regarding the care of any patient or resident in the health care agency you are assigned for your clinical rotation.
- Assist or provide 'Activities of Daily Living' examples – feeding, bathing, dressing, grooming, peri-care ect...
- Deliver messages (write down the name of the person, date, time, call-back number and message if left
- Provide patient or resident with peri-care, take to bathroom, wash hands or give wash cloth to clean hands, and reposition patient's or resident's prior to serving food trays
- Turn and reposition bedridden patients to prevent bedsores every two hours or as directed by nursing staff
- Observe patients' conditions and report changes in patient's condition or pertinent information to charge nurse or IVC Health Assistant Instructor
- Measure and record food and liquid intake (I&O) document in appropriate forms as instructed by nursing staff
- Listen to and record patients' health concerns and report that information to Charge Nurse or IVC Health Assistant Instructor
- Measure patients' vital signs, such as blood pressure and temperature and report Vital Signs to nursing staff
- Provide patients with help walking, exercising, and moving in and out of bed
- Provide patients with nursing assistant care as allowed per health care agency in clinical rotation
- Prepare patients for surgery, treatment, or examination as instructed by health care setting nursing staff
- Transport patients 'safely' to treatment units, using a wheelchair or stretcher
- Clean rooms and change linens before and after providing patient care or making rounds in patient rooms
- Work as a team member with other nursing and nursing assistant staff members to provide best quality care
- Work with assigned patient's or resident's without complaints
- Follow the Confidentiality and privacy information as instructed in the IVC Health Assistant Program modules and reading assignments - State and Federal regulations.
- Follow the Nursing Care Plan for nursing assistant care provided to the patient's or resident's as instructed by health care agency nursing staff
- 'ACTIVELY LISTEN' to your patient or resident – COMMUNICATION is MOST EFFECTIVE TOOL to use when providing patient/resident care

## BACKGROUND CHECK & DRUG SCREEN INFORMATION Health Assistant

### Policy:

1. The student must have a **CLEAR (Non-flagged)** criminal background check and urine drug screening test by the designated date.
2. The Live Scan is not a requirement for admission to Health Assistant program; however, the process must be completed to obtain State clearance and to begin clinical externships.
3. The student assumes all costs.
4. Background checks and Drug Screening will minimally include:
  - 7 years residence/background history
  - Social Security Number Trace
  - Three counties
  - Two names (current legal & one other)
  - Address verification
  - Search through professional certification or licensing agency for infractions if student currently holds a professional license or certification (e.g., respiratory therapist, C.N.A.)
  - Nationwide Sex Offender Registry
  - OIG/GSA-Medicare/Medicaid Excluded List
  - OFAC Database Search
  - 10-Panel Drug Screen with urine sample
5. Students will be unable to attend the externship site for any appropriate reasons, including but not limited to the following convictions:
  - Murder
  - Sexual offenses/sexual assault
  - Felony possession and furnishing
  - Class B & Class A misdemeanor theft
  - Felony assault and/or Felony theft
  - Felony drugs and alcohol offenses
  - Felonies involving weapons or violent crimes
  - Fraud
6. The initial background & drug screen check satisfies this requirement during continuous matriculation through the program; that is, that no break in the program has occurred. Should the educational process be interrupted for more than one semester, or a student is out of the program for more than one semester, a new background check will be required. This includes courses offered during a summer or winter sessions.
7. Receipt of a “flagged or positive” background check, will require student to meet with the Dean of Nursing or designated staff for a face to face interview and for further evaluation of the flagged status. Your instructor, program Dean, and the externship site will make a final determination whether the student will be accepted into the facility for required rotations.
8. A “flagged” report means student must submit a handwritten letter explaining and proving specifics of the flagged order. Student is responsible to include documentation for dispositions of the case, regardless of when the case happened, was filed, or tried in court. The letter must include your name and signature, school ID number, and current phone number and email address. If this is not possible the student will be unable to attend the site.
9. There should be at least one (1) year of time passed since the completion of any imposed probation or modification of a condition.
10. Applicants with a record of substance abuse or conviction of violations of federal, state or local laws related to controlled substances, alcohol or other drugs or any offense (misdemeanor or felony) should know that they may not be eligible for certification as a CNA. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure.
11. The IVC Nursing Program has the right to request documentation of completed probation in the case of imposed probation or modification of a condition.
12. Students may be denied access to sites based on offenses appearing on the criminal record, which may have occurred more than 7 years ago. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure due to an inability to fulfill required objectives.
13. American Data Bank (ADB) shall include in any document used to obtain information from student instructors for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically

agrees to allow school/ADB to share the results of the background check with clinical sites to which student may apply or be assigned. The student shall further agree that such information may be used to deny the student from participating in externship.

14. Schools shall indemnify and hold externship sites harmless from any and all actions or claims that may be asserted by students arising out of externship sites' rejection of any student based on the results of a criminal background check or any claim that such a background check was conducted improperly. ADB shall be solely responsible for conducting background checks in accordance with applicable laws and regulations, including but not limited to California Civil Code Section 1786, et seq.
15. Re-entry students out of the program 1year for any reason must repeat the background and drug check.
16. Failure to submit any of the clearance requirements by the designated date will result in dismissal from the program.

### **Procedure**

To get started create an account at Imperial Valley College website [www.ivcbgbackground.com](http://www.ivcbgbackground.com). Along with ordering background check, complete the drug screening information. Once the student has paid for their orders, they will receive the electronic authorization form and drug screen collection site that was selected. After submitted your order, please access the email account you've provided. Required to complete the Drug Screen within 30 days of registration otherwise student will need to reorder and repay online. **Health Assistant Program (C N A)**

**Background Check Price:** \$71 background & drug screen (*Additional fees may apply*)

- Check SPAM and Junk Mail folders for if you haven't received your Electronic Authorization Form within a few hours of placing your online order or call 1-800-200-0853

### **Expense preparation:**

Instructor will provide deadline for the following expenses:

- Live Scan, money order (RTC) for state exam, uniform, AmericanData background/drug screen & IVC Health Assistant student ID. OPTIONAL immunization tracking (Complio)
- Current Government ID & Original SS card (name must match) State Exam requirement

## COMPLIO by American Databank

### Welcome to Complio Screening!

Complio is an online tracking and screening system, selected by your school, to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.

**Video: Complio Overview** [http://www.americandatabank.com/VideoDirectory/complio\\_overview.html](http://www.americandatabank.com/VideoDirectory/complio_overview.html)

### Create your Account

**Step 1:** Create an account by going to <http://www.ivcbbackground.com/>. Navigate to the Complio homepage by following the prompts on the page. Click **Create an Account** to get started. Enter your personal information. Be extra careful with your Email Address, as this is the system's main mode of communication with you.

**Video: Creating an Account** <http://www.americandatabank.com/VideoDirectory/account.html>

**Step 2:** Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

### Subscribe/Order

**Step 3:** Please note: An Account is not the same as a placing an order. Click **Get Started** to begin your order. If you are unsure of the package you need to order, please contact the individual at your Institution who directed you to Complio and request clarification before proceeding. Select the Health Assistant package.

**Video: Subscribe to Complio** <http://www.americandatabank.com/VideoDirectory/subscribe.html>

**Step 4:** Carefully enter the information required to complete your order. Please read the Disclosure and Authorization on the next screen, sign, and click **Accept & Proceed** to continue.

**Video: Signing Forms** <http://www.americandatabank.com/VideoDirectory/SigningForms.html>

**Step 5:** Review your information on the **Order Review** screen. If everything is correct, enter your payment. You can pay by credit card or money order. Once we have received payment for your background check package, we will begin to conduct your background check screening.

### Order History

**Step 6:** You can **View Details** of your personal information you provided.

**Step 7:** Please be on the lookout for emails from Complio with regards to required forms, possibly for a Child Abuse Check, Drug Screening, or FBI Fingerprinting.

**Step 8:** Once your background check is complete, you will receive a .pdf copy of your final background check via email.

### Questions?

Please contact American DataBank if you have questions about your account, compliance requirements, or using Complio. We are available to assist you Monday-Friday 7am-6pm MT (Denver). You can contact us via email to [complio@americandatabank.com](mailto:complio@americandatabank.com) or by calling (800) 200-0853.

## Welcome to Complio Tracking!

Complio is an online tracking system, selected by your school, to host details and documentation proving your compliance with immunizations and other requirements. Follow these step-by-step instructions to create an account and move towards compliance.

**Video: Complio Overview** [http://www.americandatabank.com/VideoDirectory/complio\\_overview.html](http://www.americandatabank.com/VideoDirectory/complio_overview.html)

### Create your Account

**Step 1:** Create an account. Navigate to the Complio homepage by following the prompts on the page. Click **Create an Account** to get started. Enter your personal information. Be extra careful with your Email Address, as this is the system's main mode of communication with you.

**Step 2:** Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

### Subscribe

**Step 3:** Please note: An Account is not the same as a Subscription. Before you can begin entering information, you will need to order a subscription. Click **Get Started** to begin your order. If you are unsure of the subscription you need to order, please contact the individual at your Institution who directed you to Complio and request clarification before proceeding. Select the Health Assistant subscription.

**Video: Subscribe to Complio** <http://www.americandatabank.com/VideoDirectory/subscribe.html>

**Step 4:** Carefully enter the information required to complete your order. Please read the Disclaimer on the next screen, sign, and click **Accept & Proceed** to continue.

**Video: Signing Forms** <http://www.americandatabank.com/VideoDirectory/SigningForms.html>

**Step 5:** Review your information on the **Order Review** screen. If everything is correct, enter your payment. You can pay by credit card or money order. Once we have received payment for your subscription, you can begin to enter your data by clicking **Enter Requirement** for each category.

### Add Details & Documents

**Step 6:** Click **Upload Documents** and use the **Browse** button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.

**Video: Upload Documents** <http://www.americandatabank.com/VideoDirectory/upload.html>

**Step 7:** Click **Enter Requirement** to add details for a specific requirement. There may be multiple options, but you may not need to complete them all. Refer to the **Note** for explanation of options.

**Video: Entering Data** <http://www.americandatabank.com/VideoDirectory/data.html>

**Step 8:** **Select a Requirement**, complete the required fields and select from the drop-down list of documents you've uploaded. Click **Submit** to save what you've entered. You can **Update** the item at any time before it is approved.

**Video: Exceptions - When and How to Apply** <http://www.americandatabank.com/VideoDirectory/exceptions.html>

### Wait for Approval

At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend); if your school is reviewing, the timeframe may be different.

### Monitor Your Status

We recommend checking Complio regularly. You are not fully compliant until your **Overall Compliance Status = Compliant**, indicated with a **Green Checkmark**. Complio will notify you via email when your compliance status changes, if an item is approaching expiration, or if a new requirement is added.

### Questions?

Please contact American DataBank if you have questions about your account, compliance requirements, or using Complio. We are available to assist you Monday-Friday 7am-6pm MT (Denver). You can contact us via email to [complio@americandatabank.com](mailto:complio@americandatabank.com) or by calling (800) 200-0853.

## **Alcohol and Drug Abuse Policy**

### **I) Explanatory Statements**

- A) Many drugs, legal and illegal, including alcohol, have the potential to become multi-system toxins and central nervous system or mind-altering with the ability to affect mood, behavior judgment, concentration, fine motor skills and consciousness. Use and abuse of alcohol and other drugs can lead to accidents, injury and other medical emergencies
- B) Being under the influence of alcohol and/or drugs or abusing the use of alcohol or drugs is not acceptable

### **II) Suspicion of Abusing or Being Under the Influence**

An "impaired" student shows objective signs they have abused substances such as, but not limited to, odor of alcohol on breath or about person, behavior such as slurred speech, poor coordination, impaired judgment, decreased level of consciousness or unusual behavior that may be boisterous, combative, argumentative or inappropriate.

Abuse of substances includes prescription and over-the-counter drugs, CNS depressants, narcotics, illicit drugs, alcohol and other chemicals. Student will need to present documentation from MD if taking prescribed substances.

#### **The concern of the Nursing Faculty is two-fold**

1. The safety of the patients in the clinical setting
2. Assisting in the recovery of the impaired student

The instructor will approach the student suspected of being under the influence.

**On Campus**, the student will be dismissed from class; security will escort the student to the Dean of Student Affairs and Enrollment Services.

**In the Clinical setting**, if the student is suspected of being under the influence they will be dismissed from clinical setting and authorities may be called.

#### **Consequences**

1. Student will meet with Dean of Student Affairs and Enrollment Services to discuss any violation to the Student Code of Conduct (IVC Catalogue)
2. The Director of Nursing will be notified. Parents of students under age 21 will also be notified.
3. When student is able, the student must meet with the faculty team to discuss the situation and a plan of action or dismissal as appropriate.
4. The student may be dismissed from the Health Assistant and Home Health Aide course.
5. The student can apply for readmission only after completing the recommended formal plan of action.

### **I) CPR (Cardio-Pulmonary Resuscitation) Requirements**

- A) Students are **required to have and maintain** a current American Heart Association Basic Life Support (BLS) Health Care Providers card to practice in any externship site
  - 1) It is the student's responsibility to maintain certification and submit copies of CPR renewals to the Divisional Office
- B) CPR classes are offered at local American Heart Association (AHA) training centers in the Valley; fees are required. Only AHA classes are accepted
  - Nick Guzman, CPR/BLS Instructor 760-455-3832
  - David Barham, CPR/BLS Instructor 760-960-1046

#### **Malpractice Insurance**

- A) Malpractice insurance coverage is provided by the College to students who are currently enrolled in the Program.
- B) A copy of the current Certificate of Liability is provided to externship agencies and available in the Nursing and Allied Health Education office.

## II) Physical Exam

The Student Health Center is located south of the library, Office #1536, and hours of operation are posted. (760) 355-6310 for appointment / Immunizations QUESTIONS only 355-6128

The student must be in adequate health to perform the duties of a health assistant or home health aide and meet the minimum physical, mental and emotional abilities. A physical exam is acceptable if completed within six (6) months prior to the first day of class. Some clinical facilities may require an annual physical exam. The **IVC Student Health Center (SHC)** is available to conduct basic physical exams, and service is covered under the 'Health Services Fee' paid by the student. Students can visit their personal health care practitioner but all paperwork is verified through the SHC. When the physical exam is deemed 'Complete' by the SHC, a copy is submitted to the Nursing Office.

The SHC recognizes that wellness is essential to academic success. Services and programs include: wellness screening, health fairs, referral for health services, basic first aid during hours of operation, selected immunizations, physicals for nursing students, weight control, lactation room and breastfeeding resources.

### Immunizations

The required immunizations while in the Program are: Influenza (flu), MMR (Measles, Mumps, Rubella), Tuberculin Skin Test (TB), Tdap (Diphtheria, Tetanus, Pertussis), Hepatitis B (3 series), and Varicella.

- Influenza – Required during flu season (October and March). The vaccination expires after March and required the next flu season
- MMR – two (2) step injection required
- Tuberculin (TB) Skin Test – two (2) step test required every 12 months – If positive, a chest x-ray will be required
  - PPD Skin test or Negative chest x-ray or TB Questionnaire, **OR**
  - QuantiFERON ®- TB Gold Test (QFT)
    - More information on the PPD skin test is available online <http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm>
  - Per Centers for Disease Control guidelines, the PPD is considered safe and valid throughout pregnancy
- Tdap – One dose required
- Hepatitis B – All 3 shots required
  - Hepatitis B shots will incur a cost. It is a series of 3 doses taken within a specific timeframe as directed by the healthcare practitioner. Students may start the program if not all shots received but must follow completing the series.
- Varicella (Chickenpox) – 2 doses required, or had disease
  - The Varicella vaccine will incur a cost. Students who have had the disease will need to verify in writing and only by a healthcare practitioner or doctor, the month and year of occurrence. If no record is available, the vaccine will be required.

### Refusal of Immunizations, Vaccinations, Titers and/or TB requirements

1. Waiver/Refusal Form for the **Influenza or other vaccinations** must be completed noting rationale for refusal. **Refusal must be approved by the Department.** If refusing, the student understands the following:

- The student must indicate that they understand the Program will make a reasonable effort to secure alternative clinical experiences, but these experiences may not be available

Lack of available concurrent clinical experiences may result in dismissal from the Program as the student must scan Physical Exam and Immunizations' paperwork to their program secretary for completion prior to clinical rotation or optional 'Complio' account

**IVC Student Health Center (SHC) Clinical Mental Health Counselor** is located south of the library, Office #1536, and hours of operation are posted, for appointment (760) 355-6310

Counseling services at the IVC Student Health Center is a free resource for currently enrolled students. Short-term individual, couples, family and group counseling services are provided by licensed clinicians and interns. Support and information is provided regarding anxiety/stress, continued sadness/depression, relationship/family issues, parenting issues, anger management, plus links to community resources and services are available.

## Pregnancy and Surgery

1. Students who have surgery or become pregnant during the academic year will inform the instructor and bring a written release from the attending physician stating that the student may continue or not in the academic setting. After delivery of the baby, the student will bring a written release from the physician stating that the student is capable of meeting the course objectives of class and clinical.

## Eligible Requirements for Clinical Placement

- 1) Cleared Physical & Immunizations
- 2) Cleared Background check & Drug Screen
- 3) Valid CPR card
- 4) Copy of Student ID Card (some agencies require)
- 5) Acknowledgement/Agreement Sheet
- 6) COMPLIO compliance

**Clinical Placement** – Clinical placement is a temporary and short practical learning experience as part of the course of study. Site is assigned by instructor during the semester. This may vary depending on the availability of Health Care Agencies participating current semester. Changes with Health Care Agencies can occur anytime which might affect changes in the assignments of student's clinical rotation.

## Class Daily Calendar & Syllabus (read by student)

- Student is responsible for reviewing Daily Calendar and make changes given by instructor
- Student is responsible for the information in the class syllabus

## Attendance

- I) Student Attendance is critical for the Health Assistant program course due to volume of material and the necessity to ensure patient safety
  - A) Students are responsible for complying with attendance and tardiness rules:
    - 1) As outlined in the Imperial Valley College Catalog **AND**
    - 2) Attendance is expected for all class assignments. Instructors shall take attendance into account when computing grades
    - 3) Limit absences for each class to no more than one theory and one clinical day. Non-attendance on the first day may result in being dropped from the class.
  - B) Consequences of exceeding maximum allowable absences:
    - 1) The student must meet with the teaching team to discuss the situation
    - 2) The student may be considered for dismissal from the course
  - C) Tardiness
    - 1) Repeated tardiness is disruptive to the class and interferes with learning
    - 2) Arriving to class assignment after the scheduled start time is considered tardiness
    - 3) Tardiness three (3) times in any class will be considered an absence and will count toward total absences for the class
  - D) Instructor, Student & Staff Communication
    - 1) No personal email will be used or accepted
    - 2) Announcements and interaction will be via IVC student email or/and Canvas
    - 3) Canvas link <https://cas.imperial.edu/cas/login?service=https%3A%2F%2Fimperial.instructure.com%2Flogin%2Fcas>
    - 4) Need Login Help <https://reset.imperial.edu> reset password online or call 760-355-6101 (Admission and Records Office during regular IVC business hours)
    - 5) Other issues call the IT service desk at 760-355-6300
    - 6) Don't know your Student Email? Try our Student Email Lookup tool <https://www.imperial.edu/students/student-email-lookup/> or go to the Student Email Information page

II) Student Clinical Attendance

- 1) Students are responsible for reporting any health condition that may interfere with his/her performance
  - (a) Continuance in the program will be based on
    - (i) Recommendations of the attending physician
    - (ii) Number of absences needed to address health condition
- 2) Two (2) missed or unexcused clinical days is justification for failure of course.
- 3) If externship site is closed, the students must make every reasonable effort to contact the instructor as directed in the syllabus

III) Instructor Tardiness

- 1) If the instructor is late, the students must make every reasonable effort to contact the instructor as directed in the syllabus
  - (a) If the instructor has not arrived within 30 minutes from the usual start of class time and cannot be reached, the students must:
    - (i) Leave a message with the Division Office (760-355-6468 or 760-355-6348)
    - (ii) Write a list of the students who attended class (Attendance Sheet)
    - (iii) Student must contact instructor via IVC email and phone number provide by instructor

**DISMISSAL, DISCIPLINE, STUDENT CONDUCT**

Students are expected to comply with all College Standards of Conduct as well as Health Assistant Program Standards and this Handbook. [See College Catalog and/or website for IVC Standards](#) or [https://www.imperial.edu/courses-and-programs/catalogs-and-schedules/#catalogs\\_section](https://www.imperial.edu/courses-and-programs/catalogs-and-schedules/#catalogs_section)

Unsafe and Ineffective Behaviors (considered unacceptable) include, but are not limited to:

Academic Fraud / Dishonesty/ Academic Failure: The student fails to achieve the minimum passing scores required for in course.

- 1) Cheating – giving, receiving, using or attempting to use unauthorized materials, information, study aids, computer/technology-related information, or other people for course work or exams
  - 2) Plagiarism - representing the words, data, works, ideas, computer program/output, internet/website content, or anything not generated in an authorized fashion, as one's own
- (a) Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor
- 3) Fabrication (false data) - presenting as genuine any invented or falsified citation or material; i.e. falsifying vital signs or altering the medical record
  - 4) Misrepresentation (intentional deception) - falsifying, altering, or miss-stating the contents of documents or other materials related to academic matters (schedules, prerequisites, transcripts, etc)
- B) Other Unacceptable Behavior in Class and Clinical Site
- 1) Disrespect, disruptive, or violent behavior or communication of any kind
  - 2) Abusive or profane language or behavior used with the intent to malign, harm, or discredit another
  - 3) Use of, or impairment by, chemicals or alcohol (legal or otherwise)
  - 4) Gossip, complaining to about externship site or staff
  - 5) Chronic tardiness, chronic absences, and inattention to make up requirements
  - 6) Giving false information related to absences and tardiness
  - 7) Being unprepared for class
  - 8) Falling asleep
  - 9) Usage of cell phone or electronics (no video or picture taking)
- C) The instructor/faculty reserves the right to refuse the opportunity for a student an externship
- 1) If the student's health interferes with performance, or

- 2) If the student gives evidence of unsafe and/or ineffective practice unprofessional behavior
- D) A student may not partake in course
  - 1) When under the influence of prescribed or over-the-counter medication, which may affect judgment
  - 2) If the student imbibes in/or is under the influence of alcohol or illicit drugs
- E) A student who is deemed to demonstrate unsafe practice will fail the course and be dropped from courses enrolled in at the time
- F) Safety at Clinical
  - 1) It is imperative that each student assumes personal responsibility to be prepared for each clinical environment

## Student Uniform (Dress) Code

- 1) Uniform Requirements
  - A) Uniforms must be worn whenever picking up assignments, all externship and clinical experiences, labs for check-offs, and simulations. Uniforms must be clean, laundered daily and pressed
  - B) The official uniform is a teal scrub top and teal scrub pants.  
Border Tactical located at 935 North Imperial Avenue in El Centro. (760) 353-9482 [www.bordertactical.com](http://www.bordertactical.com)
  - C) The Nurse Assistant patch is to be worn on the left sleeve, 3 inches from the shoulder seam
  - D) Additional uniform comments:
    - (a) Only a same color undershirt or turtleneck is acceptable under the scrub top.
    - (b) Shirt and pant must be professional and allow movement during duties
  
- 2) Shoes & Hosiery
  - (a) Shoes must be clean, all white, low top, closed-toe and heel, preferably rubber- soled and must be in good repair
    - (i) Clog/mule like shoes with a strap may be permitted
    - (ii) If white leather, must be polished or shined
    - (iii) Shoe laces must be clean
  - (b) Hosiery must be lightweight white cotton socks or white or tan plain hosiery, free of runs.
  
- 3) Accessories
  - (a) Required: The official IVC Health Assistant Student badge must be worn whenever in uniform or in any other area as directed or assigned by the instructor
  - (b) Jewelry: Only a wristwatch and one small post earring in each ear lobe may be worn; if married, a plain wedding band
    - (i) No other jewelry is allowed
    - (ii) Piercings of any other visible body part or mouth/oral (except ears) are not acceptable and must be removed while in any externship site; in check offs, and in skills areas
  
- 4) Professional Appearance and Behavior
  - A) Professional attire, attitudes, and behavior are expected in the externship and clinical settings and whenever representing the IVC Health Assistant Program
  - B) Fingernails must be short, neatly trimmed, no artificial nails or extenders. Polish must be colorless and intact
  - C) Hair must be clean, neat, and professionally kept (no neon colors)
  - D) Styled and restrained; i.e. if hair is long, it must be pulled back, braided, or pulled away from the collar with an inconspicuous holder
  - E) Hair should not come in contact with any patient or the front of the uniform
  - F) Cosmetics must be applied lightly. Avoid all perfumes, body sprays/splashes, hair spray, aftershave, etc.
  - G) Chewing gum is prohibited in all externship and clinical sites, labs, and simulation areas
  - H) No VISIBLE tattoo must be covered with the uniform
  - I) No cell phone calls, texting, pictures nor video use during externship. Unless on assigned break

5) Exceptions

- A) The clinical site may have their own uniform requirements that may need to be followed.
- B) The uniform is not required for lecture classes.

**Name Badge/Student ID** – The student ID can be purchased for \$5 from the IVC College Center Casbah Room. The badge is to be worn at all times during externship – ID has first name and initial of last name, health assistant student required with picture. The student ‘must wait’ for instructions from instructor prior to getting name badge/student ID. Students should NOT go to the IVC College Center ‘Casbah Room’ until you receive approval from instructor.

**Disabled Student Program and Services (DSP&S)**

The DSP&S Department provides services for students who have learning and/or physical disabilities. Learning disabilities may include attention deficit disorder, attention deficit and hyperactivity disorder, severe anxiety disorder, dyslexia, etc.

**Accommodations for disabilities cannot be made unless the student has a documented disability and a plan for accommodation. The student with a disability should discuss options with their course instructor and the Nursing Learning Center tutors.**

Reasonable accommodations will be provided to the student, unless the accommodation limits the student’s ability to meet the objectives or the competencies of the class and program or to meet the minimum physical and mental demands as noted in the handbook.

**Non-Discrimination Policies:**

- A) Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.
- B) See College Catalog for further information [www.imperial.edu](http://www.imperial.edu) or <https://www.imperial.edu/courses-and-programs/catalogs-and-schedules/>

**State Certification Examination and Recertification Information**

<http://regionaltestingcenter.org/cna.html> or  
<http://regionaltestingcenter.org/documents/RegistrationInstructionsforCNAExamrevOct2015.pdf>

**Pearson VUE**

<http://www.pearsonvue.com/ca/nurseaides/>

**Continuing Education, Renewal & Training for Health Professionals**

<https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph283c.pdf>  
<https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph283a.pdf>  
<http://www.psychtechs.net/uploads/eng/how-to-renew-your-cert.pdf>  
<https://www.cdph.ca.gov/Programs/CHCO/LCP/Pages/CNA.aspx>

**Student Information Card**

**Please print clearly**

This information will be kept CONFIDENTIAL on file in the Nursing & Allied Health Office 2155 and will be used to contact you, therefore notify office of any changes promptly

Course Title:	Semester: <input type="checkbox"/> Fall, <input type="checkbox"/> Spring, <input type="checkbox"/> Winter, <input type="checkbox"/> Summer, Year:		
Last four of SS#:	Student G00		
Full Name:			
Home Phone:	Cell Phone:		
Street Address:			
Mailing Address:			
City:	Zip:		
Date of Birth:	Age:		
IVC Student Email:			

**In case of EMERGENCY**

1 <sup>ST</sup> Person to contact in case of emergency:		
Phone:	Alternate Ph:	Relationship:
2 <sup>ND</sup> Person to contact in case of emergency:		
Phone:	Alternate Ph:	Relationship:
List any allergies/limitations:		

**Convictions:**

Have you been **CONVICTED** at any time of a felony, misdemeanor, or cited for a traffic violation?  Yes or  No

- ✓ You will need to alert your class Instructor.
- ✓ Electronic **live scan** fingerprinting is **required**. The California Department of Justice (DOJ) does not accept fingerprint cards. Fingerprints are transmitted to DOJ electronically within 48 to 72 hours after completion. If cleared, DOJ electronically forwards this information to California Department of Public Health (CDPH) within a few days. **All convictions are reviewed by CA DOJ. If the conviction prevents certification, the applicant will be notified. Applicants will not receive a certificate until they have been cleared through a background investigation.**
- ✓ A background check and drug screen will be required prior to attending the Sites. A background check and drug screen that **does not pass**, the student will need to be cleared for approval and may cause delay in attending externship sites, or dismissal from the program. The IVC Nursing & Allied Health Program therefore, advises students to include a **one-page written statement** identifying occurrence(s) and attach to this application.

✓ Please **provide a personal email for a short (follow-up survey) where we may contact you after completion of the program**

**Email:** \_\_\_\_\_

By signing below, I verify that I have understood the above statement and have not been convicted at any time of any crime as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sign and date this form and give to Instructor the first day of class or email this form to [beatriz.trillas@imperial.edu](mailto:beatriz.trillas@imperial.edu)

## STUDENT AGREEMENT & ACCOUNTABILITY SIGNATURE SHEET

### Release of Student Information

Initial	The student's contact information and progress in the program is kept confidential by the staff/faculty at Nursing & Allied Health Dept. Student must promptly notify office keep their contact information current. In order to have information released to prospective agencies. I give permission to the Program staff/faculty to release my contact information, CPR card, academic achievement, course performance, background check, drug screen, and physical/immunizations results for clinical consideration.
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### Accountability for Skills Laboratory Use & Program Supply Kit

Initial	All students who enter a skills laboratory are held accountable for their actions in the use of the skill laboratories and equipment. Any allegation of misuse or abuse will be investigated and grades may be held until final determination. If the investigation finds the student at fault for intentional damage, subsequent discipline will ensure up to including financial restitution and/or removal from the program. If I withdraw for any reason, the program supply kit fee is non-refundable.
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Initial	I acknowledge the course may include the need to be videotaped for learning purpose when participating in skills testing or simulations and consent to such videoing.
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### Liability / Medical Malpractice Insurance Fee Verification

Initial	As an IVC student in the Health Assistant/HHA program, I understand that I am covered under the Program's Malpractice Insurance Policy only while in training. If I withdraw at any time from the program, I am no longer covered.
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### Acknowledgement of Placement & Etiquette, Security & Conduct Responsibilities

Initial	Clinical placement is assigned by instructor. Assignment depending on availability of participating Health Care Agencies during current semester. Changes with Health Care Agencies can occur anytime which might affect changes in the assignments of students' clinical rotation.
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Initial	As a matriculated student representing IVC at a professional Agency, I understand the conditions of participating in the HA/HHA Program. This is an academic atmosphere, therefore any electronic devices 'cell phones' must be turned off and put away during class & clinical, no taking photos or texting. Health Insurance Portability & Accountability Act (HIPAA) protects client/patient health information (confidential) of any sort including relatives, during and after my assigned externship. No looting or boisterousness, conduct myself in an ethical manner, & use all equipment appropriately. Negligence & unlawful acts may include local, state, or federal laws of CA., resulting in immediate removal of agency externship, termination from course in addition to receiving a letter grade of an "F. I agree to abide by all rules, policies, and procedures of the Agency.
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Initial	To protect the safety of the public and ensure the integrity of the program/profession, report the unethical behavior of a fellow student or colleague to Faculty member. Cheating, plagiarism, forgery, including online assignments or other forms of academic misconduct will not be tolerated, resulting in receiving a zero (0) for that exam. I will not share nor receive information related any exams. Any violation of confidentially may result in dismissal from program.
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Initial	Discuss your course work concerns or clinical assignments with instructor after class. 'NOT' at office 1536 Student Health Center
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### American DataBank Background checks and Drug screen

Initial	Background checks and Drug screen are required for clinical placement at sites partnering with IVC District. I release and discharge IVC District and all of their agents and associates, any expenses, losses, damages, complaints arising from the investigative process. I also authorize the full release of the information described above to the clinical agencies where I may be assigned throughout the duration of enrollment in the Health Assistant program or Home Health Aide course. I certify to the best of my knowledge all information provided is correct. Any false statements provided will be considered a cause for denial of clinical placement. I understand that the initial background check & drug screen satisfies requirement during continuous matriculation in the program. Should the educational process be interrupted, a new background & drug screen check will be required. <a href="http://www.ivcbacground.com">www.ivcbacground.com</a>
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### Optional Tracking Student Requirement System through COMPLIO

Initial	COMPLIO by American DataBank is an online tracking and screening system that will track all Health Assistant & Home Health Aide course requirements to assure documentation is within compliance. I understand this is (OPTIONAL), If I choose to purchase it's my responsibility to securely upload and deposit requirements promptly. Submitting a physical copy is REQUIRED
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### Follow-up SURVEY

Initial	I am providing a personal email for a short (follow-up survey) where I can be contacted after completion of the Health Assistant or Home Health Aide program Email: _____
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### Social Networking Policy & Electronics Devices

Initial	Course information of any kind (materials, pictures, events, etc.) including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in dismissal from the program. If you receive an email by error (not pertaining to you) from IVC Nursing & Allied Health department personnel, notify us immediately by returning message to the sender and destroy all copies of message and any attachments files.
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Initial	I acknowledge that failure to submit any of the clearance requirements prior to the designated date will result in dismissal from the program.
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Initial	By signing below, I acknowledge that I have read and understood each of the statements above, I understand the contents of this handbook, and that I am accountable for adhering to the program and college policies and their content.
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Copy filed in student file located in Nursing & Allied Health office

Name (print) \_\_\_\_\_ Student ID/G # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign and date this form and give to Instructor the first day of class or email this form to [beatriz.trillas@imperial.edu](mailto:beatriz.trillas@imperial.edu)

## Disqualifying Penal Code Sections

If they have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification.

Certification of applicants with convictions on this list MAY be reconsidered by the Department only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed.

### Section

- 187 Murder
- 192(a) Manslaughter, Voluntary
- 203 Mayhem
- 205 Aggravated Mayhem
- 206 Torture
- 207 Kidnapping
- 209 Kidnapping for ransom, reward, or extortion or robbery
- 210 Extortion by posing askidnapper
- 210.5 False imprisonment
- 211 Robbery (Includes degrees in 212.5 (a) and (b))
- 220 Assault with intent to commit mayhem, rape, sodomy, oral copulation
- 222 Administering stupefying drugs to assist in commission of a felony
- 243.4 Sexual battery (Includes degrees (a) - (d))
- 245 Assault with deadly weapon, allinclusive
- 261 Rape (Includes degrees (a)-(c))
- 262 Rape of spouse (Includes degrees (a)-(e))
- 264.1 Rape or penetration of genital or anal openings by foreign object
- 265 Abduction for marriage or defilement
- 266 Inveiglement or enticement of female under 18
- 266a Taking person without will or by misrepresentation for prostitution
- 266b Taking person by force
- 266c Sexual act by fear
- 266d Receiving money to place person in cohabitation
- 266e Placing a person for prostitution against will
- 266f Selling a person
- 266g Prostitution of wife by force
- 266h Pimping
- 266i Pandering
- 266j Placing child under 16 for lewd act
- 266k Felony enhancement for pimping/pandering
- 267 Abduction of person under 18 for purposes of prostitution 273a Willful harm or injury to a child; (Includes degrees (a)-(c))
- 273d Corporal punishment/injury to a child (Includes degrees (a)-(c))
- 273.5 Willful infliction of corporal injury (Includes (a)-(h))
- 285 Incest

## Section

286(c) Sodomy with person under 14 years against will

286 (d) Voluntarily acting in concert with or aiding and abetting in act of sodomy against will

286(f) Sodomy with unconscious victim

286(g) Sodomy with victim with mental disorder or developmental or physical disability

288 Lewd or lascivious acts with child under age of 14

288(a) Oral copulation

288(c) Oral copulation with person under 14 years against

will 288(d) Voluntarily acting in concert with or aiding and

abetting 288(f) Oral copulation with unconscious victim

288(g) Oral copulation with victim with mental disorder or developmental or physical disability

288.5 Continuous sexual abuse of a child (Includes degree (a))

289 Penetration of genital or anal openings by foreign object (Includes degrees (a)-(0))

289.5 Rape and sodomy (Includes degrees (a) and (b))

368 Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))

451 Arson (Includes degrees (a)-(e))

459 Burglary (Includes degrees in 460 (a) and (b))

470 Forgery (Includes (a)-(e))

475 Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) -(c))

484 Theft

484b Intent to commit theft by fraud

484d-j Theft of access card, forgery of access card, unlawful use of access card

487 Grand theft (Includes degrees (a)-(d))

488 Petty theft

496 Receiving stolen property (Includes (a)-(c))

503 Embezzlement

518 Extortion

666 Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

ATCS 98-4 (11/09)