LAKESHORE COLLEGE

**Nursing Assistant Program
30-543-1**

Student Handbook

June 1, 2025

General Information

This Nursing Assistant Program Student Handbook is provided to students interested in or who have been admitted to Lakeshore College's Nursing Assistant program. The intent is to communicate policies and procedures and prepare students for experiences unique to the nursing assistant program. This handbook supplements the general college student handbook. In some cases, policies and procedures are more defined in the nursing assistant program student handbook as we prepare the students for the health care workforce, in response to local employer requests, to meet Wisconsin Department of Health Services requirements, for student success, to ensure equitable treatment of students, or a combination of any of these interests.

Faculty may modify policies, given sufficient cause, and will announce changes to any current class. These policies are intended to be current but are subject to change. The most current edition of the handbook is available on the Lakeshore College website: Student Handbook - Nursing Assistant Program (gotoltc.edu)

Course Description

The Nursing Assistant program is designed to prepare learners for employment in home care agencies, nursing homes, and hospitals. Learners are supervised by qualified nurses in classroom, lab, and clinical areas. Classes are presented by means of online and face to face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan counties.

Textbooks

The textbook can be accessed free of charge via the link provided in Blackboard. It is an Open Educational Resource (OER)
Additional Supplies Required

- Access to computer with internet access
- Clinical uniform, appropriate shoes, and a watch with **a second's hand**.
- Pocket-sized notebook for clinical
- Pocket-sized hand sanitizer for clinical
- Headmaster Student Handbook (version .**72**) (Pages **37-51**)
- Driver's license

Health Requirements

While Lakeshore College does not require vaccinations or drug testing, many of the College's clinical partners require that students who participate in the mandatory clinical rotations in their facilities are vaccinated against specific communicable diseases. Enrollment in the program course is contingent upon completion and approval of health immunization records before starting clinical.

Lakeshore College uses Viewpoint as its repository for tracking student immunization records and history. Students are required to open a Viewpoint account and upload the required program health information. Viewpoint will validate the health information and update the student on their status. All program health requirements must be completed and approved by Viewpoint *no less than 14 days prior to the scheduled clinical start date.*

Vaccines can be obtained from the Lakeshore Community Health Care Clinic in both Sheboygan or Manitowoc counties, your local pharmacies or at the direction of your private physician if you are not able to set up an appointment with the physician in time for clinical. Students are responsible for all the costs of these services.

Please see the Wisconsin Immunization Registry (WIR) https://www.dhfswir.org/PR/clientSearch.do?language=en for more information on your childhood immunizations. A copy of the WIR report can be uploaded into Viewpoint to assist in recording several of the required immunizations.

Annual Health Requirements -
Students are required to ensure that all Health Requirements remain current throughout the duration of their Nursing Assistant training. This may require completing ongoing health requirements such as annual TB testing or flu vaccination. Failure to maintain ongoing health requirements will prevent the student from attending clinical rotations and result in failure of the course.

Medical Restrictions
If you have any type of medical restrictions or change in health status during the course of your clinical experience, you MUST obtain a release from your health care provider that you can safely provide care in a clinical setting and that you can fulfill all of the course requirements. Submit a copy to your clinical instructor prior to beginning the clinical portion of this training course.

Background Information Disclosure
The Wisconsin Acts 27 and 281 require all students completing an educational clinical requirement (any contact with patients or children with the student in a caregiver role) to have a caregiver background check. LTC is required to perform these background checks to ensure that students will be admitted into clinical facilities.

As part of the course enrollment process, each student is required to complete a Background Information Disclosure form in Viewpoint.

Institutional Learning Outcomes

1. Communicates Effectively
    a. Utilize effective communication practices.
    b. Express ideas and information clearly.
2. Demonstrates Critical Thinking
    a. Define problems clearly.
    b. Apply appropriate methods to solve problems.
3. Works Collaboratively
    a. Contribute positively to team efforts.
    b. Apply resolution of conflicts constructively.

4. Exhibits Respect of Individuality
    a. Demonstrate the respect of others' viewpoints.
    b. Promote inclusivity.
5. Models Professionalism
    a. Exhibit behaviors consistent with workplace standards.
    b. Demonstrate personal accountability.

Nursing Assistant Program Outcomes

1. Communicate effectively with clients, family, and co-workers

2. Protect rights of clients

3. Demonstrate ethical and legal responsibilities

4. Work cooperatively in a team environment

5. Provide holistic, safe care to diverse populations

6. Demonstrate reporting and documentation

7. Assist clients with rehabilitation and restorative care

8. Provide safe care for clients with acute and chronic health conditions

9. Complete educational requirements for the WI NA competency evaluation

Nursing Assistant Course Competencies

After completion of the training course, a nurse aide shall do all of the following:

1. Communicate professionally within a healthcare setting

2. Demonstrate professionalism in the workplace

3. Maintain a safe healthcare environment

4. Adhere to principles of infection control

5. Provide for personal care needs of clients

6. Provide for basic nursing care needs

Grading Policy and Rationale

Students will have a final evaluation based on the components listed below. Students will complete this course when they meet the following conditions:

- Obtain a comprehensive overall percentage for the course of 78%
- Complete a minimum of 90 hours of instruction.

Components of a student's course final grade include:

Exam 1	
Exam 2	Average of all exams
Exam 3	50%
Exam 4	
Exam 5	
Laboratory Skills Evaluations	15%
Clinical Evaluations	25%
Institutional Learning Outcomes Evaluations	10%
Total	100%

Overview of Class Assessments

- Learning Plans include readings, virtual lectures, quizzes, skill demonstration videos, exams and other activities. These learning activities are required to be viewed prior to the scheduled skills lab sessions. Completing these activities prior to the scheduled lab sessions ensures that students are prepared to practice and demonstrate skills in the lab setting. The College's Learning Management System does track student completion of these activities. A course instructor may elect to audit a student's virtual learning activity completion progress if performance deficiencies are noticed.

Exams

- Learning plan exams are timed and are completed through Blackboard. They can be taken on any computer with an internet connection without a proctor. See the course <u>syllabus</u> for number of <u>attempts</u> allowed and remediation requirements.

- Exams must be completed 48 hours (business days) before your scheduled clinical start date. Any deviation from this will be by emailed instructor approval.

Laboratory Skills Evaluations

- Laboratory Skills will be practiced and then demonstrated through a skills evaluation process to ensure competency in the lab setting before performing the skills in the clinical setting with residents or patients. Students should not participate in skills in the clinical setting if they have not already passed in the skills lab setting. Students are expected to be prepared for each lab session ready to practice and/or demonstrate skills.
    - Each skill will be scored in lab as Satisfactory or Unsatisfactory
    - If you are not able to successfully pass your skill check off's with a Satisfactory score, you may need to repeat the assessment with your instructor (course time permitting) or schedule remediation time at the Cleveland campus lab
        - If the student fails to Satisfactorily perform the skills demonstration on

their third attempt, they will receive a failing grade for that skill assessment and the course.

- o All skills must be met with a Satisfactory score before the student attends clinical.

Clinical Evaluations

- The evaluation criteria of the nursing assistant skills used during the lab will be used in the clinical setting as well.
- Students who are not able to satisfactorily demonstrate the required skills in clinical will not be able to pass the course.
- Unsafe performance of skills when caring for residents in the clinical setting may result in course failure.

Institutional Learning Outcomes Evaluations

- Institutional Learning Outcomes (ILO) are college and employer-identified skills that prepare students for employment. They will be evaluated throughout the course in the virtual lecture, skills lab, and clinical setting. All ILO must be scored above "0" to pass the course.

Course Grading Information

Your course final grade will be calculated by rounding your achieved course percentage to the nearest whole percentage point. This percentage will then be used to assign your course final letter grade.

Letter Grade	Course Final Grade Percentage
A	93%-100%
B	86%-92%
C	78%-85%
F	Below 78%

Course Structure

90 hours of instruction will be provided to each student in the following formats:
- Online lectures- approximately 34 hours of online lectures cover the learning plans for the course. You are required to view the course material and complete the online assessment.
- Online skill demonstration videos- showing the skill steps needed for demonstration at the bedside. These will be evaluated during your scheduled lab class time.
- Lab- students must complete a minimum of 25 hours of in-person lab activities practicing and checking off on skills
- Clinical- a minimum of 36 hours is required. Students must attend each scheduled clinical date.

Preparing for the Nursing Assistant Course

You will note that this program is called Nursing Assistant, not "CNA." Certification comes upon successful completion of our program AND THEN successfully passing the state certification exam. All of the knowledge and skills you develop during this course of study lead up to your certification exam and employability. Every competency that we cover has great importance to the care our community health care facilities provide to their clients, and to your future as a health care professional. We understand that this program is demanding of your time and your focus. However, the rewards are great when you use this program as an opportunity to begin a successful health care career with new skills, knowledge, and professional behaviors.

Due to the strict 90-hour requirement, vacations, school functions (band, honor society, sports, etc.), personal conflicts, doctor appointments, work schedules cannot be accommodated. If you have anything that conflicts with your nursing assistant class and clinical schedule, please choose a different section to register for

Outside Employment Recommendations

Research demonstrates delayed responses on the part of health care staff experiencing fatigue due to lack of adequate sleep. In the interest of patient safety and optimal learning, we advise that students not work more than 12 hours at a place of employment and your program clinicals (combined) within any 24-hour period. Successful student balance of work, school, family, and self, making sure they maintain adequate time for theory and clinical requirements.

Student Attendance and Participation

The Wisconsin Department of Health Services (DHS 129) requires a minimum 90 hours of training to complete the program. Students are required to attend each scheduled laboratory and clinical day. **If you know you will need to miss one of the scheduled days, please enroll in a nursing assistant course offered at a more convenient time.**

If there are extenuating circumstances, one absence may be able to be made up. Note that two tardies will count as one absence. In the case of an emergency absence, the student must notify their instructor before the scheduled session and/or provide documentation to explain their absence. If you need to miss a clinical and cannot contact the instructor, contact the clinical agency directly, inform them of the situation and ask them to pass on the message to your instructor. For your own protection, make sure you ask the name of the person you leave a message with and note the time that you called them.

Weather Related Absences

In the event of inclement weather, access the Current Students Hub, Current Students Hub - Home (sharepoint.com) for news of delays or cancellation of LC classes. If LC communicates a delay, it is generally a 10:00 a.m. start. Because clinical times vary, your instructor will manage the potential weather-related delays in class start time. Your instructor will communicate what will happen should there be a delayed start to a school day due to weather. Report to labs and clinicals at the time communicated. Time missed will need to be made up to reach the 90 hours required.

Timely Arrival

You are expected to arrive at clinical 10-15 minutes before the listed start time. This is designed to provide adequate time to wash your hands and ensure proper clinical attire. This ensures you are prepared to begin patient care and rotation right at the scheduled clinical start time.

Academic Rigor

The Wisconsin Technical College System Board, each technical College Board of Trustees, and the presidents of each college commit that all general education course competencies that are part of an applied associate degree or an associate degree will be equivalent to general education course competencies in a baccalaureate degree. General education courses are considered to be those that cover the social sciences, math, science, and communications.

Support Services

If you are experiencing academic difficulty and/or are facing challenges in your college experience, you will be connected to college support services using a referral through Navigate. Navigate is Lakeshore's student success

management system that connects students to staff, advisors, faculty, and campus resources. Services like academic, financial, and personal support will be offered. Students will be expected to follow through on accessing the supports provided to maintain success.

Academic Support & Tutoring

Lakeshore's Academic Support and Tutoring Center offers one-on-one tutoring and small-group study sessions to help students who are having difficulty meeting the academic competencies for a specific course. For more information, log into your [MyLAKESHORE](https://myapps.microsoft.com) account (https://myapps.microsoft.com). Click on the Current Students tile. Click on the Academic Resources drop-down and select [Academic Support & Tutoring](#).

Tutor.com is a free online tutoring service that is also available to support all students 24/7 and can be accessed directly from within your Blackboard course. You may also log into Blackboard, click on Academic Support, then Tutor.com to access this service. If unable to access, please contact Academic Support.

Academic Support for English Language Learners

Taking college classes at Lakeshore can be challenging if English is not your first language. Academic Support can help with completing homework assignments, studying for tests, understanding difficult reading, editing a paper, practicing for a presentation, or anything else you need. For more information, please contact Educational Support Services at 920-693-1120 (TTY 711) or EducationalSupport@gotoltc.edu.

Technical Standards

The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504e of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of disability.

Please note that you are provided with the opportunity to individually discuss these technical standards with an Advisor or other college representative. Accommodations are available for students with documented disabilities through the Accommodation Services Office. For more information related to the accommodations process, please visit: http://www.gotoltc.edu/as

In order to determine eligibility and to receive services, students must submit documentation. In general, documentation should be from within five (5) years of the date of request for services or admission to Lakeshore College. An Individual Education Plan (IEP) alone will not necessarily be sufficient documentation for determining eligibility, depending upon the IEP content and identified disability. Documentation must include:
- Diagnosis and resulting limitations as determined by a qualified professional
- Limitations significantly limit at least one major life activity in an educational setting
  - Ex: mobility, vision, hearing, seeing, learning, etc.

A request for accommodation(s) should be made as soon as possible.

Students enrolled in the Nursing & Practical Nursing career path programs should be able to meet the established technical standards identified below. The technical standards for the Nursing & Practical Nursing programs are reflective of those found in the Nursing profession.

- Ability to move, transport, push or pull clients or equipment up to 250 pounds, potentially with occasional, frequent or constant exertion
- Ability to conduct one's self in a professional clinical environment
  - Ex: Awareness, control, and expression of emotion
- Students must have sufficient endurance, strength, mobility, balance, flexibility and coordination to perform client care activities and emergency procedures

- Students must have sufficient sensory (auditory, visual, smell, tactilely) ability
  - Ex: Ability to complete client assessments
  - Ability to detect environmental necessities
    - Depth perception, detect and identify differentiation of color

Accommodation Services

Accommodation Services partners with students and their instructors to develop accommodation plans that ensure equal access to participation in programs, services, and activities. These plans are voluntary, confidential, and outcome neutral.

- STUDENTS WITH DISABILITIES may be eligible for Accommodations based on the Americans with Disabilities Act of 1990 and Section 504e of the Rehabilitation Act of 1973.
- STUDENTS WHO ARE PREGNANT OR PARENTING may be eligible for accommodations based on Title IX of the Educational Amendments of 1972.

Go to the [Accommodation Services Webpage](#) to get started or contact Accommodation Services at 920.693.1120 (TTY 711) or as@gotoltc.edu.

Course Drop/Transfer

Students are responsible for officially dropping or withdrawing from class(es). Stopping attendance in class does not constitute withdrawing. Students may drop a class by logging into their MyLakeshore account and dropping the class(es) themselves or submitting a student add/drop form also located in MyLakeshore. *Note: Dropping classes may impact the refund period, financial aid, or educational progress.* View the [Student Handbook:](#) Academics – Class Additions, Transfers, & Withdrawals/Drops for more information.

Non-Discrimination

Lakeshore strives to maintain a learning and working community where students and employees are treated with respect and dignity, free from discrimination and harassment.
For more information or to report an incident of discrimination or harassment that involves a Lakeshore student, faculty, or staff member go to [Complaint/Concern Process Webpage](#).

Lakeshore College does not discriminate against protected classes, including but not limited to race, color, national origin, religion, sex, or gender – including sexual orientation, gender identity, gender expression, disability or age in employment, admissions, or its programs or activities. To handle inquiries regarding Lakeshore's nondiscrimination policies, contact the Educational Support Services Manager for students 920.693.1120, Nicole.Yang@gotoltc.edu or the Executive Director of Human Resources for staff/others 920.693.1139, Marissa.Holst@gotoltc.edu. Lakeshore College, 1290 North Avenue, Cleveland, WI 53015. TTY 711 [Equal Opportunity Statement | gotoLTC](#).

Student Conduct Code

Lakeshore College is an academic community that maintains high standards of instruction and provides a safe campus for all persons utilizing its programs and services. As a learning organization, Lakeshore monitors student conduct, encourages positive behaviors, and requires academic integrity in support of a positive teaching and learning environment.

Students are expected to maintain appropriate behavior when attending college classes and activities. If actions become disruptive to the classroom and/or to other learners, the individual(s) may be requested to leave the class or event. This includes behavior that may be disorderly, profane, unreasonably loud, indecent, or violent. Additionally, the incident may be referred to the student conduct officer for possible academic sanctions, if applicable and warranted.

For detailed Student Conduct Code policy and procedure information, including sanctions and violation procedures, please see the Student Handbook: Student Rights and Responsibilities policy. (http://globaldatebooksonline.com/flipbooks/ltc/#p=1).

Title IX Statement
Title IX of the Education Amendments of 1972 is a federal sex law governing how educational institutions receiving federal funds respond to allegations of sex discrimination, including sex-based harassment and unlawful harassment. Title IX applies to the entire college community including students and employees.

The College is committed to helping create a safe and open learning environment for all students. If you have experienced any form of sex-based harassment such as quid pro quo, hostile environment harassment, sexual assault, dating violence, domestic violence, and/or stalking and sexual exploitation, know help and support are available. The College strongly encourages all members of the community to act, seek support, and report incidents to the Title IX Deputy Coordinator. Under Title IX, all Lakeshore employees are required to disclose information about such harassment to the Title IX Deputy Coordinator. Complaints can be made to the Title IX Deputy Coordinator, chou.yang@gotoltc.edu / 920-693-1733.

For more information about reporting options and resources, go to Safety and Security | gotoLTC (https//gotoltc.edu/ /safety-security) and Title IX Sexual Harassment Policies and Resources | Lakeshore College (https://gotoltc.edu/about/title-ix).

In case of an emergency, please call 911.

Use of Handheld Technology and Social Media
To maintain an effective learning environment you are required to silence all electronic equipment such as cell phones or tablets during clinical rotations. The use of electronic devices (including Smart Watches) will not be allowed during any clinical session unless specifically directed by the instructor.

In addition, students are responsible to maintain client confidentiality. Posting patient/resident information or pictures on social media such as Facebook, Twitter, YouTube is a violation of confidentiality and would be cause for removal from the clinical setting and dismissal from the program. Texting, checking e-mails, or accessing the internet during any lab or clinical time, outside of scheduled class breaks, is not allowed.

Clinical Skill Development
The instructor uses evaluation criteria that have been established to validate the student's ability to perform nursing assistant skills. Prior to the performance of a skill with a client in the clinical area, a student must satisfactorily demonstrate the knowledge and ability to perform the skill in the lab. It is essential that laboratory requirements be completed within the time frame prescribed. Failure to do so may result in the inability to participate in clinical rotations and potential course failure.

NOTE: Your instructor will describe the management of using mechanical lifts in the lab and/or clinical area. Under no circumstances are you to use mechanical lifts without the presence of your instructor, qualified staff of the facility, or both. Strictly follow the directions provided to you by your instructor. You must be 18 years of age or older to operate or assist a mechanical lift in the clinical setting.

Clinical Practice
Safe practice is defined as:
- Functioning within the boundaries of the nursing assistant role

- Following ethical, legal, and patient care standards
- Demonstrate accountability for own performance including, but not limited to continuity in preparation, documentation, and care of clients; verbal and written communication; and practicing within the scope of preparation
- Demonstration of respect for individuals, to include clients and their families, health team members, and faculty
- Asking for help or guidance appropriately and before endangering a client or colleague in any way
- Performing clinical skills in the clinical environment under the direct supervision of the primary instructor until the time the instructor communicates you are able to perform them independently.
- Competence with all equipment prior to use on a client
- Correcting errors when coached
- Following the directions of the clinical instructor

Students may be discharged from the course if their performance or behavior places the student, resident or patient, classmate, staff or faculty in an unsafe situation.
Unsafe practice is defined as:
- Not adequately preparing for patient or resident care
- Attending labs or clinical under the influence of alcohol or drugs
- Behaving in a way that jeopardizes the personal safety of anyone
- Refusal to follow common patient care oral or written orders including care plans given as part of routine care
- Talking in such a way that is unethical or abusive such as but not limited to: revealing confidential information inappropriately, being rude or using offensive language, or demonstrating abusive behavior
- Taking indecent liberties that could be construed as sexual harassment toward residents, staff, instructors, or classmates
- Disregard for safety rules such as smoking or handling materials or equipment in a way that can injure another
- Disregarding Lakeshore College or clinical facility safety rules, or other policies or procedures
- Inappropriate attire
- Repeating errors
- Lying about or falsification of clinical data
- Acts of omission
- Failing to follow the direction of the clinical instructor

Dress Code:
If a student's appearance does not meet the requirements of the dress code or is judged as inappropriate by the instructor, or clinical site the student will not be allowed entrance into the clinical area for that day and will not be allowed to make -up the clinical.
- Style – scrub suit, dress, or top and skirt may be worn. A uniform jacket may be worn. Capri styled pants or lace will not be permitted. Tee shirts are not acceptable as a top.
- All uniforms must have pockets
- Scrubs or tops will not have offensive words printed on them
- Skirt or dress length – minimum length of all skirts and dresses is below the knee
- Pant length will be at the top of the shoe. Pants will not touch the floor.
- Waist bands will hit the waist level at all times

- Sleeve length – all uniform tops and dresses must have sleeves that can be pushed up to ¾ length.
- Undergarments – a full-length white slip will be worn with dress style uniforms. Avoid colored or patterned undergarments under white uniforms. Undergarments must be clean and fit properly.
- Stockings – stockings are required. Full-length stockings are required for skirt-style uniforms. Stocking color may be shades of beige or white.
- Socks – plain white, beige or black over the ankle socks are to be worn with pants.
- Leggings or Yoga style pants are not allowed.
- Any style of clean, predominately black or white leather or leather-type shoes may be worn. Canvas or cloth shoes are not suggested. Platform, open-toe, open-heel, or clog-style shoes are not allowed.
- Student clinical badges are part of the uniform and must be worn when the student is in the clinical area. They must be clearly visible, located below either shoulder and above the waist. Clinical badges are obtained through Student Services.
  - Students may be charged for replacement clinical badges if lost.
- A wristwatch with a second hand is a part of the uniform. No fit bits, smart watches, or anything similar will be allowed in clinical.

Professional Appearance

- A professional appearance is mandatory and includes personal grooming, clean shoes, and clean, wrinkle-free uniforms. Uniforms are to be freshly laundered each day you are in the clinical setting. If you have consecutive clinical days, you are required to wash your uniform prior to wearing it on the second day.
- Nails will be clean and will not exceed the length of the fingertips. **No artificial fingernails are allowed**. Clear nail polish will be allowed providing that it is well cared for.
- Tattoos that are visible and not covered by the uniform must not be offensive or contradictory to the college's or clinical agency's mission.
- Only the following jewelry may be worn:
  - Pierced earrings will be small, unobtrusive posts--no multiple-pierced earrings, no dangling jewelry. No nose rings or eyebrow rings, or tongue studs, etc., will be allowed.
  - Plain rings may be worn. A plain wedding band rather than a jeweled engagement ring is encouraged (but not required).
  - Ear gauges will need to be cleared through the student's affiliating clinical facility. If it does not fit with that facility's dress code, it may be cause for denial to practice in the clinical setting.
  - Unity bracelets must be covered with a dressing
- Hair longer than the top of the collar must be pulled back and styled to prevent interference with client care. Extreme hairstyles, colors, or hair ornaments may need facility approval.
- Moderate use of cosmetics will be allowed
- Artificial eye lashes are not allowed
- Perfumes and colognes must be avoided, as well as other strong scents such as smoke.
- No gum chewing during clinical rotations.
- All facial hair must be neatly trimmed or clean-shaven. Beards may need to be covered. Beards are not allowed if the student needs to wear N95 mask

Nursing Assistant Clinical Skills

Student Name _____   **Clinical Site** _____

Instructor Name _____   **Initials** _____   **Date** _____

Skills	Lab Date/sign	Clinical Date/sign	*Skills*	Lab Date/sign	Clinical Date/Sign
Safety; Fire Extinguisher/Evacuation Emergency preparedness Manage blood and body fluids			**Catheter care Female**/male		
Handwashing			**Empty Drainage bag Measure & record urine OP**		
Gloves on & off			**VS: Count, Record Radial Pulse & Respirations,** *Temperature*		
Don and remove PPE			Measure/Record Height & weight		
Make a Closed/unoccupied bed and/or Occupied bed			Applies Body Mechanics		
Brush Client teeth-mouth care			Move to side of bed		
Denture Care			Log Roll		
Modified bed bath			Reposition: Fowler's position and or **Position on Side**		
Assist w/ tub or shower			Sit on side of bed dangling		
Female Peri Care			**Transfer from Bed to Wheelchair-Transfer belt**		
Male Peri Care			Transfer from chair to bed		
Grooming: Shave Face Shampoo hair, brush/comb hair, Fingernail care			**Assist with Ambulation – Transfer belt**, walker, wheelchair, crutches, or cane		
Foot care			*Transfer using Mechanical lift (Full body and Stand)*		
Dress/undress **Client with a Weak/Affected arm.**			**Passive ROM to Shoulder**		
Feed clients who cannot feed self; w/wo assistive devices			**Passive ROM to Hip and Knee**		
FBAO-Chocking Maneuver			**Apply Elastic Stockings**		
Measure and record food and fluid intake			*Apply Soft Restraints-tie slip knot*		
Assist with toileting: transferring to/from toilet			Assist with Hearing and Visual Aids		
Assist with Bedpan					
Assist with Urinal and or Commode.					

DHS requires dates & initials for EACH skill that the student demonstrated satisfactorily.

The bolded skills are associated with a Headmaster Skill.
SCORING KEY:
- *Date & instructor initials indicate Satisfactory performance*
  - *(Student is prepared and may need minimal cueing with skill)*
- *U = Unsatisfactory; needs improvement and additional practice*
  - *(Student may or may not be prepared but needs significant cueing with skill)*
- *N/A = not available in clinical areas. Instructor to date and initial.*

Nursing Assistant Program Institutional Learning Outcomes ~ MID

Name _____

Communicates Effectively	Final Score			Final Comments
• Utilize effective communication practices	0	1	2	
• Express ideas and information clearly	0	1	2	
Demonstrates Critical Thinking				
• Define problems clearly	0	1	2	
• Apply appropriate methods to solve problems	0	1	2	
Works Collaboratively				
• Contribute positively to team efforts	0	1	2	
• Apply resolution of conflicts constructively	0	1	2	
Exhibits Respect of Individuality				
• Demonstrate the respect of others' viewpoints	0	1	2	
• Promote inclusivity	0	1	2	
Models Professionalism				
• Exhibit behaviors consistent with workplace standards	0	1	2	
• Demonstrate personal accountability	0	1	2	
TOTAL ILO SCORE				**No single skill may be ranked at "0" for the final grade. A single skill ranked at a "0" will result in failing the course.**
ILO PERCENTAGE				

There are 10 ILO's with a potential total point value of 20 points.

KEY: *2 = Above Average; minimal cueing, ready for clinical or Day 1 employment*
1 = Competent; some cueing, on track for clinical or Day 1 employment
0 = Needs improvement; needs additional practice and/or significant cueing. Not ready for Day 1 employment.

Comments:

Last day signatures and dates:

Instructor: _____   Date: _____

Student: _____   Date: _____

Please note the Date and Reason for withdrawal (if applicable):

Nursing Assistant Program Institutional Learning Outcomes ~ FINAL

Name _____

Communicates Effectively	Final Score			Final Comments
• Utilize effective communication practices	0	1	2	
• Express ideas and information clearly	0	1	2	
Demonstrates Critical Thinking				
• Define problems clearly	0	1	2	
• Apply appropriate methods to solve problems	0	1	2	
Works Collaboratively				
• Contribute positively to team efforts	0	1	2	
• Apply resolution of conflicts constructively	0	1	2	
Exhibits Respect of Individuality				
• Demonstrate the respect of others' viewpoints	0	1	2	
• Promote inclusivity	0	1	2	
Models Professionalism				
• Exhibit behaviors consistent with workplace standards	0	1	2	
• Demonstrate personal accountability	0	1	2	
TOTAL ILO SCORE				**No single skill may be ranked at "0" for the final grade. A single skill ranked at a "0" will result in failing the course.**
ILO PERCENTAGE				

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0 = Needs improvement; needs additional practice and/or significant cueing. Not ready for Day 1 employment.

Comments:

Last day signatures and dates:

Instructor: _____   Date: _____

Student: _____   Date: _____

Please note the Date and Reason for withdrawal (if applicable):

Technical Skills Attainment (TSA)

As part of your education through the Wisconsin Technical College System, you will participate in a Technical Skills Attainment (TSA). This TSA is an evaluation of your performance at meeting the program outcomes. This assessment will be done through class activities including skills, clinical performance and examinations throughout the program. This TSA process is not part of your academic grade, but used for reporting to the WTCS office how well our students perform at meeting the listed program outcomes. Your program handbook includes a copy of the scoring guide used to assess your performance at achieving these outcomes. If you have any questions on this process, please feel free to contact the Division Dean.

Lakeshore College Nursing Assistant Technical Skills Attainment

30-543-3 Nursing Assistant Program

Nursing Assistant WTCS TSA Scoring Guide

Directions
This Technical Skill Attainment (TSA) scoring guide will be used to document student attainment of technical skills at the end of the Nursing Assistant program. To meet the requirements on the scoring guide, students draw upon the skills and concepts that have been developed throughout the Nursing Assistant course and are necessary for successful employment in the Nursing Assistant field. Results will be used to inspire continual improvement of teaching and learning across the Wisconsin Technical College System.

This Technical Skills Attainment (TSA) assessment rubric is to be completed for each individual in the Nursing Assistant program course. As this program focuses on a single course of study, the rubric will be scored based on the students' assessed work (performance assessment tasks) completed within the context of the Nursing Assistant course.

Target Program Outcomes
1. Communicate effectively with clients, family, and co-workers
2. Protect rights of clients
3. Demonstrate ethical and legal responsibilities
4. Work cooperatively in a team environment
5. Provide holistic, safe care to diverse populations
6. Demonstrate reporting and documentation
7. Assist clients with rehabilitation and restorative care
8. Provide safe care for clients with acute and chronic health conditions
9. Complete educational requirements for the WI NA competency evaluation

Rating Scale

Value	Description
Met	Demonstrated the program outcome through successful completion of related course performance assessments (Program Outcomes 1-8) Demonstrated the program outcome by earning a passing grade in the Nursing Assistant course (Program Outcome 9)
Not Met	Did not successfully meet or demonstrate the program outcome or failed related course performance assessments
N/A	Not Assessed on this program outcome or supporting course performance assessments

Scoring Standard

All program outcomes (100%) must be 'met' to earn a passing score on this TSA. Any portions of the TSA not completed by the student at the time of reporting will result in a NA or Not Assessed for the TSA scoring guide.

Scoring Guide

	Criteria	Ratings
1.	**Communicate effectively with clients, family, and co-workers**	**Met Not Met**
2.	demonstrates success on all criteria in related course performance assessments	Met Not Met
3.	**Protect rights of clients**	**Met Not Met**
4.	demonstrates success on all criteria in related course performance assessments	Met Not Met
5.	**Demonstrate ethical and legal responsibilities**	**Met Not Met**
6.	demonstrates success on all criteria in related course performance assessments	Met Not Met
7.	**Work cooperatively in a team environment**	**Met Not Met**
8.	demonstrates success on all criteria in related course performance assessments	Met Not Met
9.	**Provide holistic, safe care to diverse populations**	**Met Not Met**
10.	demonstrates success on all criteria in related course performance assessments	Met Not Met
11.	**Demonstrate reporting and documentation**	**Met Not Met**
12.	demonstrates success on all criteria in related course performance assessments	Met Not Met
13.	**Assist clients with rehabilitation and restorative care**	**Met Not Met**
14.	demonstrates success on all criteria in related course performance assessments	Met Not Met
15.	**Provide safe care for clients with acute and chronic health conditions**	**Met Not Met**
16.	demonstrates success on all criteria in related course performance assessments	Met Not Met
17.	**Complete educational requirements for the WI NA competency evaluation**	**Met Not Met**
18.	demonstrates successful course performance to earn a passing grade in the nursing assistant course	Met Not Met

<u>Lakeshore College Program Handbook Acknowledgement for the:</u>
<u>Nursing Assistant Program</u>

As a student taking courses in the Nursing Assistant Program, you are required to follow and abide by the requirements and expectations in this Program Handbook. By signing the electronic acknowledgement accessed at the link below, the student confirms that they have read, understood, and agree to adhere to the standards, policies, and procedures outlined in the Program Handbook.

Program Handbook Acknowledgement Link:
https://dynamicforms.ngwebsolutions.com/Submit/Start/f91160ca-24e9-48b4-86ef-957c29a145ab