MIAMI-DADE COUNTY PUBLIC SCHOOLS

Nursing Assistant Student Handbook

Miami-Dade County Public Schools

Division of Career & Technical Education

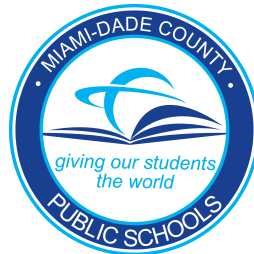# INTRODUCTION

VISION

Miami-Dade County Public Schools (M-DCPS) Nursing Assistant Program: will prepare students to obtain State of Florida Nursing Assistant Certification, enabling them to become safe, competent and productive Nursing Assistants.

MISSION STATEMENT

The mission of the Miami-Dade County Public Schools Nursing Assistant Program is to provide quality Education and Training to meet the demands of the changing Health Care Industry.

- To provide the basic skills and knowledge necessary to meet the requirements for graduation.
- To successfully pass the Florida Board of Nursing Assistant Certification Examination.
- To gain entrance into a post-secondary program, and/or gainful employment.
- To reinforce basic skills in English, Mathematics, and Science appropriate for job preparation.
- To provide the means by which students may discover and develop their capabilities as they seek desired career goals.
- To afford students the opportunity to participate in community service projects in collaboration with health organizations in the community.

M-DCPS NURSING ASSISTANT CURRICULUM TRAINING PROGRAM

The M-DCPS Nursing Assistant Program curriculum is a complement of theoretical inquiry and clinical practice. Theory and practice covered in the curriculum are in accordance with State of Florida Minimum Performance Standards and the Miami-Dade Public Schools' Pupil Progression Plan. Theory is the basis of lifelong learning that students will exhibit as they pursue their careers in health service. Practice reinforces conceptualization and skills towards mastery. Practice in the curriculum progresses from simple to complex, hands-on exercises, and clinical rotation experiences in actual health care institutions in the community. This blend of planned and controlled learning experiences is designed to prepare students to perform safely and competently as entry-level Nurse Assistants.

INTRODUCTION

CONCEPTUAL FRAMEWORK

The curriculum of the M-DCPS Nursing Assistant Program is woven into the philosophy and terminal objectives of the program. This conceptual model reflects the faculty's belief about the individual, health, society, and the teaching-learning processes. These beliefs are reflected in the threads of the following model.
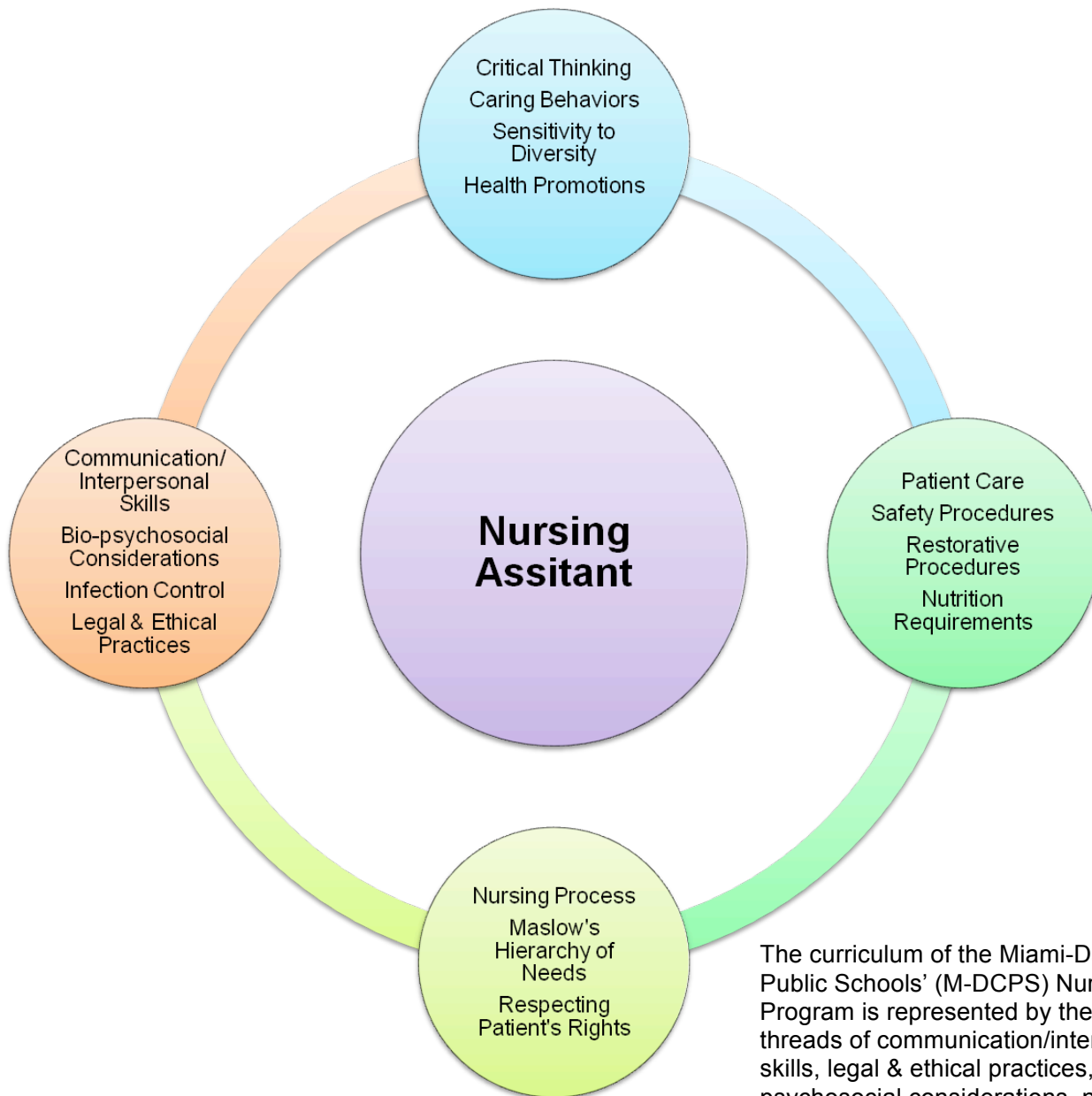
The curriculum of the Miami-Dade County Public Schools' (M-DCPS) Nursing Assistant Program is represented by the horizontal threads of communication/interpersonal skills, legal & ethical practices, bio-psychosocial considerations, nutrition requirements, patient care, restorative procedures, and infection control. The vertical threads represent the faculty's belief about individuals, health, society, M-DCPS Nursing Assistant Program, and health promotion as reflected in Maslow's Hierarchy of Needs.

PROGRAM STANDARDS

The M-DCPS Certified Nursing Assistant Program is founded on the belief that high standards contributes to the centrality of nursing for the public good and provides for the maintenance and enhancement of educational quality; continuous self assessment, planning, and improvement. Achievement of these standards indicate to the general public and to the educational community that a certified nursing assistant program has clear and appropriate educational objectives and is providing the conditions under which its objectives can be fulfilled. Emphasis is placed upon the total nursing assistant program and its compliance with established standards and criteria in the context of current practice and anticipated future directions.

Chapter 64B9-15 Certified Nursing Assistants

64B9-15.005   Standards for Certified Nursing Assistant Training Programs
64B9-15.006   Standardized Curriculum
64B9-15.008   Testing and Competency Evaluation
64B9-15.009   Disciplinary Guidelines; Range of Penalties; Aggravating and
                   Mitigating Circumstances
64B9-15.011   In-service Training

INTRODUCTION

ASSESSMENT

- Assists with the data-collection of the basic **Bio-psychosocial** needs of the health-care client/patient/resident.
- Demonstrates effective **Communication** techniques when collecting data.
- Assists with the data-collection and **Health Promotion** needs of the client/patient/resident.
- Communicates findings to appropriate health-care personnel.
- Documents data collected utilizing **Legal/Ethical** guidelines.

PLANNING

- Utilizes principles of **Restorative** care to modify outcomes in the health/illness continuum.
- Contributes to the development and modification of the nursing-care plan, utilizing the **Nursing Process**.
- Prioritizes nursing assisting actions and client/patient/resident care based on data collection of client/patient/resident.needs.

IMPLEMENTATION

- Performs basic therapeutic and preventive nursing assisting procedures using **Standard Precautions**.
- Demonstrates respect for the dignity of client/patient/resident through the use of **Caring** behaviors.
- Delivers nursing assisting care within the scope of practice of the nurse assistant.
- Assists client/patient/resident in the promotion of optimal health and illness prevention.
- Delivers nursing assisting care to client/patient/resident with **Sensitivity to Cultural Diversity**.

TERMINAL OBJECTIVES

EVALUATION

- Assists in the revision of the nursing-care plan based on collaboration with other team members.
- Modifies nursing assisting actions based on data-collection of the nursing care team.

PROFESSIONAL DEVELOPMENT

- Utilizes education as a continuing process necessary to maintain competencies in nursing assisting.
- Promotes health in society through active participation in community organizations.

TERMINAL OBJECTIVES

The Miami-Dade County Public Schools Nursing Assistant Program is designed to provide those enrolled with knowledge and skills which will enable them to function effectively as a Nursing Assistant and to pass the state certification examination.

ENTRANCE REQUIREMENT

- Application

- Interview by appropriate faculty

- Pass program of study

    o Secondary: Health Science I (or Anatomy and Physiology) and Health Science II with a grade of "C" or better

    o Postsecondary: Health Science Education Core with a grade of "C" or better

- Complete a background check

ATTENDANCE REQUIREMENT

Hours of Operation:

Scheduled theory and clinical days and hours vary by school site and will be discussed during orientation.

Because of the short duration of the clinical course, absenteeism and tardiness should be kept at a minimum. Strict adherence to the attendance policy is necessary.

TARDINESS/ABSENTEEISM

Requirements are according to Miami-Dade County Public Schools Policy.

OPERATING PROCEDURES

MAKING UP HOURS

Secondary: Theory make-up time must be done as recorded in the Teacher-Parent-Student Conference. A written contract will be implemented at this time indicating the make-up dates as well as a deadline for completion.

                    Clinical make-up time is not available at the high school level.

Postsecondary: Theory make-up time may be done any time during the program. Students should consult with individual instructor for methodology. If the student does not want to make up theory time during the program for whatever reason, then this time must be made up at the end of the program. The student will be charged a fee for this service.

                    Clinical make-up time will take place after finishing the program when clinical space becomes available. The student will be charged a fee for this service.

TYPES OF FEES

1. Certification examination fees
2. Insurance:
   - Malpractice
   - Special Risk
3. Uniforms: To be purchased by students according to M-DCPS Nursing Assistant Program
4. Equipment: Watch must have a second-hand; stethoscope (optional).
5. Other fees incurred during the course may include those for activities of Health Occupations Students of America (HOSA)
6. Additional supplies may be mandatory by individual instructors to meet the needs in clinical setting

OPERATING PROCEDURES

FINANCIAL AID

Post-secondary students' financial aid will be provided on an individual basis.

The School Board of Miami-Dade County, Florida, provides four types of financial assistance for post-secondary students:

1. Federal Aid—Pell Grant/Stafford Loan
2. Local Aid—District Financial Aid Program
3. Local Aid—Fee Waiver
4. Local—Sponsorship (Dade Coalition for Community Education, Inc.)

PERSONAL APPEARANCE

The health profession maintains high standards for personal appearance and grooming. It is essential that the Nursing Assistant Program designated uniform be worn by all students in the clinical setting and/or the classroom. Good personal grooming should be maintained at all times.

DRESS CODE

The dress code consists of:

1. Nursing uniform as specified by the School site Nursing Assistant Program
2. Clean white nursing shoes and/or white sneakers. No clogs, no sports or open back shoes
3. Identification Badges: A school picture ID must be worn
4. Proper uniforms that are neat and clean at all times.
5. Nails: no chipped or loud color polish; must be kept in a professional manner. No artificial nails or tips.
6. Jewelry: no visible body piercing; earrings are limited to one pair of small studs.
7. Hair will be kept off face, styled in professional manner. No unusual or unnatural hair colors.

OPERATING PROCEDURES

ADVANCED PLACEMENT CREDIT

Articulated Components:

In a continuing effort to serve the needs of students in technical and career programs, Miami Dade College and M-DCPS Post-secondary Technical Centers agree to extend postsecondary vocational credit to graduates of the M-DCPS **Nursing Assisting Program** toward a **Practical Nursing Vocational Credit Certificate or Patient Care Technician Certificate.**

EVALUATION

Miami-Dade County Public Schools grading system will be used to compute students' grade.

The grading system is as follows:

A	=	Excellent	90-100
B	=	Good	80-89
C	=	Satisfactory	70-79
D	=	Unsatisfactory	60-69
F	=	Failure	0-59
I	=	Incomplete	

Passing grade for Miami-Dade County Public School's Nursing Assistant Program is 70% or greater on all theoretical examinations (as per FBON 64B9-15 3(b)3).

A student failing to take an examination at the scheduled time due to excused absence is required to make arrangements to take the test.

CLINICAL EVALUATION

Clinical grades will be documented by the nursing assistant instructor.

GRIEVANCE PROCEDURE

The Miami-Dade County Public School Code of Student Conduct Policies will be followed.

HEALTH OCCUPATIONS STUDENTS OF AMERICA

All Health Science Education students are encouraged to join and participate in the activities with the student organization. A membership fee is paid yearly by all members.

OPERATING PROCEDURES

MIAMI-DADE COUNTY PUBLIC SCHOOLS
NURSING ASSISTANT STUDENT HANDBOOK AGREEMENT

I have received, read and understand the contents of the Nursing Assistant Student Handbook and agree to abide by the rules, regulations, and standards as presented therein.

Student's Name: _____

Student's Signature: _____

Date: _____

Instructor's Name: _____

Instructor's Signature: _____

Date: _____

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.