



**MORTON COLLEGE**

*Imagine what you can do!*

**STUDENT HANDBOOK FOR  
NURSING ASSISTANT AND  
ADVANCED BEDSIDE CARE  
TECHNICIAN PROGRAMS**

**2014 - 2015**



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*Welcome to the Nursing Assistant and Advanced Bedside Care Technician Programs at Morton College. We are pleased that you are pursuing your education at Morton, and are here to help you achieve your career goals as you transition to your professional life.*

*The Morton College Student Handbook for Nursing Assistant and Advanced Bedside Care Technician Programs serves as a reference, containing orientation information and a compilation of those policies, practices and behaviors which govern these two programs. This handbook is to be used in conjunction with the Morton College Catalog and Student Handbook.*

*Each student in either the Nursing Assistant or Advanced Bedside Care Technician Program is held accountable for knowing and abiding by the policies of the College and these programs. Students are also held accountable to State and Federal laws which govern healthcare workers.*

*To help you in your success, we recommend that you establish a relationship with the faculty and your peers. Try to maintain a positive attitude, and attempt to balance your life at home and at school by wisely choosing your priorities.*

*We wish you all the best,  
The Faculty, Director of the Nursing Program and Staff*

# **MORTON COLLEGE NURSING ASSISTANT AND ADVANCED BEDSIDE CARE TECHNICIAN PROGRAMS**

## **PROGRAM OUTCOMES**

1. Provide safe, quality care under supervision of a registered nurse or licensed practical nurse in a variety of settings.
2. Perform essential nursing assistant clinical skills.
3. Work together with members of the healthcare team, the patient and the patient's family and friends.
4. Follow ethical and moral behaviors and legal guidelines in the provision of patient or resident care.

## **PROGRAM DESCRIPTION, APPROVAL AND CERTIFICATION**

### NURSING ASSISTANT

#### 9 CREDIT CAREER CERTIFICATE

The Nursing Assistant Program prepares students with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). The program trains students to function in the role of nursing assistant under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). This program is approved by the Illinois Department of Public Health (IDPH). Individuals completing the program and meeting eligibility requirements for certification can continue in nursing or other health careers. For specific requirements regarding certification, including residency or employment provisions, contact: IDPH, 535 W. Jefferson Street, Springfield, IL 62761, (217) 782-4997, [www.idph.state.il.us](http://www.idph.state.il.us).

The basic nursing assistant proficiency examination is the State-approved competency evaluation, with both written and manual skills components. The course requires the student to complete 93 hours of classroom lecture, perform 40 hours in a clinical setting, and successfully demonstrate 21 manual patient/resident care skills. Satisfactory completion of the program requirements provides eligibility to take the IDPH written competency examination for State certification as a Certified Nursing Assistant or CNA.

### ADVANCED BEDSIDE CARE TECHNICIAN

#### 12 CREDIT CAREER CERTIFICATE

Students have the opportunity to enhance their basic nursing assistant training through completion of an additional course. The Advanced Bedside Care Technician Program is designed as a next step for a nursing assistant or patient care technician on his/her chosen career path, or for the licensed professional who wants to increase knowledge in phlebotomy and cardiac dysrhythmias. The graduate will be eligible to test for certification as a Phlebotomy Technician and ECG Technician by the National Center for Competency Testing (NCCT).

Graduates of the Morton Nursing Assistant Program, prior to Fall, 2014, are eligible to achieve an additional Advanced Bedside Care Technician certificate by completing NUR 104 Socialization into Nursing Assistant Career and NUR 106 Advanced Bedside Care Technician (or equivalent with consent of the Program Director).

## **BEING A MEMBER OF THE HEALTHCARE TEAM**

### **Personal Conduct and Integrity**

Being a member of the healthcare team requires individuals to be responsible, self-directed, accountable for ones' actions and to exhibit appropriate workplace behaviors. Professional conduct includes, but is not limited to:

- Respect for the beliefs, values and customs of others,
- Protecting confidential patient information,
- Providing a high standard of patient care, and
- Maintaining personal integrity at all times and in all situations.

In addition, students must follow all policies, procedures and/or standards of the following:

- Morton College Student Handbook for Nursing Assistant and Advanced Bedside Care Technician Programs
- Morton College Catalog <http://morton.edu/Programs-and-Courses/Catalog/>
- Morton College Student Handbook <http://morton.edu/Current-Students/StudentHandbook2013Final/>
- A Patient's Bill of Rights
- Policy and Procedure Manuals in all clinical facilities and agencies

These documents serve to define standards of conduct for members of the healthcare team. Students not adhering to these standards of conduct or other behaviors as determined by the College, will be disciplined up to and including dismissal from the program.

### **Academic Misconduct**

The Morton College Nursing Assistant and Advanced Bedside Care Technician Programs have an obligation to the public and society to evaluate students entering a healthcare program as carefully as possible. This responsibility includes assessing a student's knowledge, skills, abilities, integrity and capacity to serve as a member of the healthcare team.

#### Honesty

A student shall exhibit honesty in all interactions with people, including instructors, peers, patients, families and members of the healthcare team. Students should demonstrate honesty and integrity in the accuracy and completeness of their actions and documentation. A member of the healthcare team is willing to admit errors and does not misrepresent oneself at the expense of the patient or others. Students will accurately represent his/herself as a Morton College student to others. Forgery, alteration or misuse of a patient's medical record is unlawful.

#### Plagiarism/Cyberplagiarism

A student should not paraphrase or give a direct quote of the work of another person, published, unpublished or from the Internet, without giving full credit to the author.

#### Cheating

A student is responsible for his/her own work and is not permitted to use unauthorized assistance in test-taking, writing assignments, or other activities assigned by the instructor that requires individual—not group—participation. Students should not be involved in the buying or selling of papers or other academic materials.

The following situations that warrant immediate withdrawal from either the Nursing Assistant or Advanced Bedside Care Program, (but are not limited to include the following):

- 1) Theft of supplies from clinical sites, the College, and or possessions of other students, patients, or employees.
- 2) Destruction of property or possessions of patients, fellow students, College employees or clinical agencies.
- 3) Falsifying documentation at clinical sites or on campus.
- 4) Engaging in disorderly conduct or creating a disturbance on campus or clinical sites.
- 5) Jeopardizing the safety of patients, students, or faculty or employees of clinical agencies or College through neglect of duty or through disregard for others.
- 6) The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
- 7) Any refusal or intentional failure to follow direct instructions from an instructor or a person in authority at a clinical site, or to obstruct, abuse or interfere with patient care.
- 8) Use of or possession of guns, knives, explosives or other weapons on campus or at clinical site.
- 9) Harassment of an individual including, but not restricted to harassment based on race, gender, age, national origin, religion, physical or mental disability at a clinical site.
- 10) Physical and or verbal abuse of an individual on campus or at clinical site.
- 11) Improper use of social media
- 12) Violation of State or Federal laws (e.g., HIPAA)

***See Morton College Student Handbook for Code of Student Conduct rules and regulations regarding academic honesty, disciplinary action.***

### **Behavior Expected from a Member of the Healthcare Team**

Students should provide care that is not harmful, dangerous or negligent to the health and well-being of the patient. Negligence means failure or inability to exercise knowledge or skill used under the same circumstances by other Morton College students.

Students shall seek out consultation and supervision when performing new skills, or when the student's ability to care for the patient may be inadequate due to a lack of knowledge or experience. Students are expected to respond appropriately to constructive criticism in an effort to improve and to be successful.

### Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that protects an individual's health information. Therefore, faculty and students must keep strictly confidential and hold in trust all confidential information of a hospital or clinical agency/facility, and not disclose or reveal any confidential information to any third party without prior written consent. HIPAA holds violators accountable, with civil and criminal penalties that can be imposed if patients' privacy rights are violated.

Students will respect the rights of patient, families and others, and shall maintain patient confidences within the law. The patient's right to confidentiality in regard to his/her medical and personal information is a primary rule of healthcare. Students must maintain confidentiality related to any patient care and/or assignments. No student shall discuss the problems or healthcare issues of any patient outside of the instructor-led learning environment (e.g., classes, conferences). This includes any discussions in public places (e.g., hallways, break rooms, elevators, cafeteria), photography, as well as in any media forum (e.g., Twitter, Facebook). Students are only allowed to obtain information on those patients assigned to their care for the clinical day. At no time should students use their position in the program to seek information about a patient other than an assigned patient.

Under no circumstances can any medical record or part of the medical record be removed from any clinical facility or agency. Per the healthcare institution, a student may have permission to extract information for learning purposes. Students must consult with the clinical instructor as to agency requirements.

#### Falsification of Medical Records or Patient Information

A student should not document clinical data (e.g., vital signs) or patient care skills when the student has not performed the action.

#### Failing to report—Disclosure

Failure of a student to share patient medical information with members of the healthcare team involved in the care of the patient is unethical. Providing inaccurate or false information with these individuals is also not acceptable. Students are required to handoff or provide information on the patient's current status and interventions to the assigned nurse, or that nurse's designee, upon leaving the area.

#### **Personal Appearance Expected from a Member of the Healthcare Team**

The student is a representative of the Morton College and should realize that his/her behavior and appearance may affect the judgments of others, either in a positive or negative manner, about Morton College. Students are expected to be thoughtful and respectful in their interactions with patients, families, members of the healthcare team, other students, faculty and the general public. A student will not engage in unethical behaviors with a patient, even upon the apparent request of a patient, while engaged in patient care activities.

#### NUR 104 Socialization into Nursing Assistant Career—Clinical Observation

The following requirements are to ensure a safe patient/resident environment, and to meet the standard of appearance and behaviors of a member of the healthcare team. A student who does not follow or is unable to meet these requirements will be asked to leave the clinical setting and will be unable to complete the course.

- Business casual attire is required (clean shirt, blouse or sweater, dress pants, socks or hosiery, dress shoes or similar).

Not acceptable/allowed:

- Sweat shirts/hoodies, sweat pants, stirrup pants, stretch pants or jeans.
- No clothing with slogans/branding
- Gum chewing or eating in the clinical areas.
- Poor personal hygiene, including offensive body and/or breath odors.
- Perfume, cologne or aftershave



NUR 105 Basic Nursing Assistant Training and NUR 106 Advanced Bedside Care Technician—  
Uniform requirements

A clean, pressed uniform is worn for each clinical or skills lab experience, as indicated by the faculty. The uniform is not worn for other College activities or classes. All students will be required to wear a Morton teal uniform scrub top, white or grey scrub pants, white nursing shoes or white sneakers, name identification and watch with second hand for all clinical work. A stethoscope, gait belt and protective goggles are also required. Uniforms are available for purchase in the Morton College Bookstore. Required supplies can be purchased at the bookstore or other stores that carry medical supplies. Students must maintain sleeve length above the elbow for uniform tops and jackets when performing direct patient care. Pants length should not expose the ankle or touch the floor.

Not acceptable/allowed:

- Sweat shirts/hoodies, sweat pants, stirrup pants, stretch pants or jeans.
- Gum chewing or eating in the clinical areas.
- Poor personal hygiene, including offensive body and/or breath odors.
- Perfume, cologne or aftershave

Clean neutral color or white hosiery/socks are to be worn with clean white nurses' or all white athletic shoes. Per OSHA, shoes cannot have cut-outs or mesh inserts and must have backs (e.g., no clogs). Shoes worn in clinical area should be used only in the clinical and not for outside use.

Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely. Males must be clean shaven or have neatly trimmed mustaches or beards.

Per the Center for Disease Control, nails should be kept no longer than tips of fingers.

Not acceptable/allowed:

- Nail polish
- Sculptured, tipped nails or other artificial nails

A wedding and/or engagement ring may be worn when in uniform. Any other type of jewelry is inappropriate with the uniform except one pair of small earrings, which are to be worn only in the earlobe. Tattoos/body art not covered by the uniform are to be covered with make-up or bandage. No jewelry is permitted for facial, tongue or other visible piercings.

Students not in proper attire as stated in the dress code policy will not be allowed to participate in those days clinical activities and will receive a clinical absence.

- \* **Students are required to adhere to clinical site specific clinical policies regarding grooming and personal appearance.**
- \* **Students who are not in compliance with the grooming and personal appearance policy may be asked to leave clinical. This will constitute a clinical absence.**

### **Alcohol and Other Drug Use**

Per the Morton College Student Handbook, "Morton College promotes and maintains a healthy, drug and alcohol free learning environment and workplace. The College complies with all federal, state and local laws and ordinances to which it is subject, including the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. Morton College prohibits the use, possession, distribution, dispensing and manufacturing of illicit drugs or alcohol on Campus property, including buildings, grounds, in College vehicles or any College-leased facility. Anyone on campus under the influence of drugs or alcohol is subject to appropriate sanctions consistent with local, state and federal laws..."

The Nursing Assistant and Advanced Bedside Care Technician Programs maintains affiliation agreements with a variety of clinical agencies and facilities to provide quality clinical experiences for students. As such, these clinical education partners serve as an extension of the Morton College learning environment. College policies related to alcohol and other drug use will be upheld for students in the clinical learning environment. Students in violation of this policy, will be removed immediately from the clinical site, and referred to the campus disciplinary system, as outlined in the Morton College Student Handbook.

### **Attendance and Punctuality**

#### Clinical and laboratory experiences

Students are expected to attend all scheduled clinical and lab experiences. Transportation to and from home, clinical, lab and College classes is the student's responsibility. Morton College and/or the Nursing Assistant and Advanced Bedside Care Technician Programs are not responsible for any lost or stolen articles.

Absence and or tardiness in the clinical area is not acceptable and detracts from providing quality patient care. Multiple absences indicate that the student has not been able to participate in required clinical experiences necessary for the instructor to assess the student's capabilities and render an evaluation.

Policies regarding attendance and punctuality for clinical and laboratory experiences are listed in the NUR 104, NUR 105 and NUR 106 course syllabus.

#### Theory

Attendance in all scheduled classes is expected. Chronic absenteeism and tardiness in class is not acceptable and detracts from a student's ability to learn and participate in interactive experiences with one's peers.

- The student will be responsible for the materials presented in class during an absence.
- Students are instructed to review individual course syllabi concerning missed tests and quizzes.
- The Morton College policy pertaining to the Final Exams shall be observed.

Policies regarding attendance and punctuality for theory are listed in the NUR 104, NUR 105 and NUR 106 course syllabus.

## CLINICAL REQUIREMENTS—NUR 105 and NUR 106

Participation in clinical courses is an integral part of the Morton College Nursing Assistant and Advanced Bedside Care Technician Programs. Each student is required to comply with all policies and procedures of the clinical agencies/facilities while enrolled in these programs.

The faculty may assign the student to specific clinical sites as deemed necessary for optimal learning experiences. Due to the nature of the clinical requirements of a course and/or available clinical facilities, the student will be required to accept alterations that can be made at any time. Schedules may be altered due to available clinical sites, days, times and instructors

Costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are **required** of all students accepted to the Nursing Assistant and Advanced Bedside Care Technician Programs. Deadlines for these requirements will be provided during the first day of class. (**NOTE: official original documentation is required on physician/healthcare provider/issuer letterhead or forms**):

### **Health Requirements:**

#### Physical Examination

Proof of completion of a **physical examination** which demonstrates that the student is free from disease, and physically and mentally capable of participating in the Nursing Assistant or Advanced Bedside Care Technician Program. This must be documented by the student's primary healthcare provider.

- Medical history/Physical exam (primary physician, nurse practitioner or other approved healthcare provider).
- 10 Panel urine drug screen.
- Complete blood count (CBC) and Rapid Plasma Reagin (RPR) test
- Two-step tuberculosis (TB) skin test (if positive result for TB, chest x-ray report is required) or QuantiFERON. **NOTE: Annual requirement. TB skin tests are due on August 12 for all students.**
- Documentation of verified immunity to varicella, rubeola, rubella, measles, mumps through blood titers. (If titers do not prove immunity, or result is non-immune/equivocal, student must receive appropriate vaccine. Vaccine then must be followed 8 weeks later by a repeat blood titer).
- Hepatitis B titer proving immunity or vaccine (series of three)
- Influenza (flu) vaccine (required October through May only) **NOTE: Annual requirement**
- Tetanus-Diphtheria-Pertussis Vaccine (Tdap) with booster every 10 years

#### Pregnant students

If you are pregnant, you should not take any immunizations or X-Rays until you check with your primary healthcare provider. Please provide a physician's note that documents that the student is cleared to participate in clinical experiences, and also lists any restrictions, limitations or inability to have lab tests or immunizations.

#### Health Insurance

*Health Insurance is a separate requirement that must be maintained throughout the program.*

### Malpractice Insurance

Students will be participating as a member of a group policy covering Malpractice Insurance for clinical experiences in the hospitals. The fee is paid as part of College tuition and/or fees at the beginning of each fall semester. **No student may enter a clinical site until proof that student fees have been paid.**

### Basic Life Support Certification (CPR)

Proof of American Heart Association (AHA) Basic Life Support (BLS) Certification for Healthcare Providers (CPR) must be submitted prior to the first day of class. Current competence must be maintained throughout the program.

**NOTE:** No student will be permitted in the clinical agencies/facilities for patient care experiences unless all requirements (e.g., physical forms, immunization sheets, laboratory work) are submitted. To be complete, all laboratory results must be submitted including results of TB test/chest x-ray or QuantiFERON, and a copy of AHA BLS for Healthcare Providers card.

### Criminal Background Check

Students in healthcare programs are required by law to have a background check. All students must sign a release form for permission to perform a background check as required by clinical agencies/facilities. Illinois Department of Public Health (IDPH) requires a valid social security number.

### **Health and Safety Requirements:**

#### Blood Borne Pathogens

Students will receive education regarding blood borne pathogens, standard precautions, OSHA requirements and the prevention and management of the spread of infectious diseases to meet the clinical requirements.

#### Gastrointestinal Distress/Out of Country Travel

If a student experiences a history of diarrhea or unusual gastrointestinal symptoms, a stool culture for ova and parasites is **required**. Primary healthcare provider note to return to clinical is **required**.

#### Health Problems or Change in Health Status

If a student has a current health problem, develops a health problem or has any change in health status, he/she must immediately notify the Director of the Nursing Program in writing. A student with a health problem may continue in the Nursing Assistant or Advanced Bedside Care Technician program with a note from the student's physician/primary healthcare provider giving written permission to attend school and clinical. To continue the student must be able to fulfill the clinical requirements and objectives for the course.

- 1) Required Primary Healthcare Provider's Note to Return to Clinical:  
It is the student's responsibility to remain away from the clinical areas if he/she has an infectious condition. A note from your physician/healthcare provider is required stating you are not infectious and able to return to the clinical setting. The student must be able to fulfill the clinical requirement and objectives of the course to continue in the program.
- 2) Pregnancy: If a student is pregnant, she must notify the Director of the Nursing program and her clinical instructor. A pregnant student may continue in the Nursing Assistant or Advanced Bedside Care Technician program if she meets the following criteria:
  - a) Obtain written permission at each physician's visit stating that she may work in the clinical setting.
  - b) Notify the Director of the Nursing Program and current instructors regarding any change in her health status.

### Lab Safety

Students will be oriented to all equipment and instructed not to use lab facility and or equipment without checking with instructor. An Emergency response guide is located at the back of each room and lab.

## ACADEMIC PROGRESSION

### Grading Process

The student must pass courses in the Nursing Assistant or Advanced Bedside Care Technician Programs with a minimum grade of: **C (78 %) or better.**

Course requirements are indicated in each course syllabus.

Student progress in the program will only be discussed with the student. Morton College is in compliance with the Family Educational Rights and Privacy Act (FERPA). *See College catalog.*

### Withdrawal

The student must meet with the course instructor prior to making a decision to withdraw.

Student Responsibility	Outcome for Failure to Comply
<ul style="list-style-type: none"> <li>🍏 See Instructor or Director of Nursing for signature on withdrawal form</li> </ul>	<ul style="list-style-type: none"> <li>🍏 Student receives failing grade for course.</li> </ul>
<ul style="list-style-type: none"> <li>🍏 Take signed withdrawal form for the course to Office of Admissions and Records.</li> </ul>	<ul style="list-style-type: none"> <li>🍏 If withdrawal form not signed or submitted to Office of Admissions and Records, student will receive a failing grade for the course</li> </ul>
<ul style="list-style-type: none"> <li>🍏 Inform financial aid of withdrawal</li> </ul>	<ul style="list-style-type: none"> <li>🍏 May lose financial aid for future courses</li> </ul>

### Clinical Evaluation

Students are required to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety, welfare and confidentiality. A clinical evaluation conference will be held with each student by the clinical instructor prior to the end of each course. A student evaluated as unprepared, exhibiting poor conduct and/or unsafe will be removed from clinical.

A student may request a review of their situation by the Director of the Nursing Program.

*The Grade Appeal Procedure can be found in the College catalog.*

### **Graduation Petition\*\***

Each student is required to petition for graduation from the Nursing Assistant and Advanced Bedside Care Technician Programs. Information regarding this process will be provided during the NUR 105 and/or NUR 106 courses. Please see the College Catalog for graduating procedures. The application deadline for Graduation Petition is listed each semester in the printed course schedule. If student does not submit this petition they **will not** be able to graduate or receive a certificate/diploma until all requirements are met.

<b>Student Responsibility for Graduation</b>	<b>Outcome for Failure to Comply</b>
• Petition for graduation from certificate program by deadline date of College. See printed course schedule each semester for deadline to petition.	• Student will not be able to graduate or receive a diploma until ALL requirements are met.

*\*\*Refer to the Morton College Catalog for additional information.*

## **COMMUNICATION**

### **Lines of Communication**

In the Nursing Assistant and Advanced Bedside Care Technician Programs, students should use the appropriate line of communication when attempting to make complaints, solve problems, provide suggestions or get questions answered. The line of communication begins with the student's theory instructor(s), as follows:

- Course Issues (course grades/grade appeal, clinical): theory instructor, Director of Nursing Program, Dean of Career and Technical Education.
- Progression Issues (*withdrawals*): theory instructor, Director of Nursing Program, Office of Admissions and Records.
- Complaints or grievances: Students are welcome to meet with the Director of the Nursing Program to discuss any issues related to the program. Depending on the type of complaint or grievance, students must complete the Student Feedback form and requisite summary of complain statement and submit to either the Dean of Student Development and Ombuds Services or Director of Human Resources (see Morton College Student Handbook for procedures).

### **Mobile Devices**

The use of a mobile device, smart phone or tablet is limited to information required for clinical and classroom research in the student role, or as allowed by the course instructor(s). No videos/photos may be taken during lab, theory, simulation lab or clinical. Personal use of the phone function, including texting, in the clinical or classroom setting is not allowed.

**Use of Social Media**

Inappropriate use of social media by students in the Nursing Assistant or Advanced Bedside Care Technician Programs falls under violation of the Student Code of Conduct, as found in the Morton College Student Handbook. Examples of social networking sites include Facebook, Twitter, Yahoo, YouTube, MySpace, Snapchat, blogs, Wikipedia, texting, self-photos, etc. Internet posting or other forms of communication must not include any confidential information, including, but not limited to, any type of patient or staff information such as name, photograph, social security number, address, diagnosis, treatment, date of admission, therapeutic treatment or procedure, or any other information which might be protected by HIPAA.

Business related information and policy of any clinical agency/facility, including, but not limited to, business name, location clinical preceptors or other employees, must not be disclosed publicly through internet postings or other forms of communication.

If on your communication forum, you acknowledge your affiliation with Morton College's Nursing Assistant or Advanced Bedside Care Technician Programs, then all communication on that network should reflect a professional persona as you would communicating in a professional network. You should also post the following disclaimer: "The posts on this site are my own and do not necessarily represent Morton College's position, strategies or opinions.

No form of electronic digital photography, videotaping or recording of a faculty course lecture or lab/clinical activity is permitted to be posted on any social networking or electronic media sites without proper written authorization of the instructor. Posting materials created by someone else without permission is a violation of copyright law, and subject to the College's Code of Conduct.

**Student complaint and grievance procedure**

The Student Complaint and Grievance Procedure is located in the Morton College Student Handbook. These procedures apply to all registered Morton College students, regardless of academic program. Morton College encourages open dialogue and requests that students first attempt to address their concerns with the personnel specifically involved in the situation. When this approach is not feasible, there are formal complaint procedures to filing a complaint, grievance, and appeal which are described in the College student handbook.

## A PATIENT'S BILL OF RIGHTS

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current and understandable information concerning diagnosis, treatment, and prognosis.
3. The patient has the right to make decision about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
4. The patient has the right to have an advance directive (such as living will, healthcare proxy, or durable power of attorney for healthcare) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
5. The patient has the right to every consideration of privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases which as suspected abuse and public health hazards when reporting is permitted or required by law.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services.
9. The patient has the right to ask and be informed to the existence of business relationships among the hospital, educational institutions, other healthcare providers or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities.

American Hospital Association. (1992). *A Patient's Bill of Rights*. American Hospital Association: Author.



## STUDENT AGREEMENTS/ATTESTATION\*

**Directions: Read, check each block, and then print/sign your name and date at the bottom of the page**

- I agree to maintain confidentiality regarding all aspects of clinical situations.
- I agree to abide by the patient's right to confidentiality.
- I hereby authorize Morton College to release mandatory clinical requirements to agencies as required.
- I understand and agree to comply with mandatory clinical agency requirements for health insurance, health requirements (e.g., immunizations, tuberculosis testing), and American Heart Association BLS certification.
- I have read and agree to comply with Rules of Personal Conduct and Integrity.
- I have read, understand, and agree to comply with the rules and regulations as stated in the Morton College Student Handbook for Nursing Assistant and Advanced Bedside Care Technician Programs, course syllabi, College catalog and clinical agencies.

*My signature (below) acknowledges my receipt of this Student Handbook for Nursing Assistant and Advanced Bedside Care Technician Programs, and that I am held accountable for knowing and abiding by the policies of the Morton College Nursing Assistant and Advanced Bedside Care Technician Programs.*

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MEDIA RELEASE FORM

Morton College provides information to the community regarding student accomplishments, programs and school events. This usually occurs through media outlets and online web-based information.

I hereby irrevocably consent to and authorize the use of reproduction by Morton College, or anyone authorized by Morton College, of any and all images or other forms that would capture one's likeness, including but not limited to, photographs, videos, film, or prints that the College has this day taken of me, negative or positive. All negatives, together with the aforementioned image descriptions including but not limited to photographs, videos, film or prints shall constitute the property of Morton College, solely and completely.

Student Name: \_\_\_\_\_  
(Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to the Health Careers Office in 302C by the first day of class.

*\*A copy of this form is maintained in each student's file in the Health Careers Office*