

# IVC Nursing and Allied Health Department Health Assistant Student Handbook



IMPERIAL VALLEY COLLEGE

380 E. Aten Road

Imperial, CA 92251

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

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CNAs are nursing assistants who have taken required training and have passed a competency exam. They provide patient care and perform various caregiving tasks under the supervision of a nurse or doctor. CNAs are often the

## BACKGROUND CHECK & DRUG SCREEN INFORMATION Health Assistant

Policy:

1. The student must have a CLEAR (Non-flagged) criminal background check and urine drug screening test by the designated date.
2. The Live Scan is not a requirement for admission to Health Assistant program; however, the process must be completed to obtain State clearance and to begin clinical externships.
3. The student assumes all costs.
4. Background checks and Drug Screening will minimally include :  
x



COMPLIO by American Databank

## Welcome to Complio Screening!

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

## Welcome to Complio Tracking!

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

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

### Create your Account

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

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

### Subscribe

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

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

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

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

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



## Alcohol and Drug Abuse Policy

### I) Explanatory Statements

A) Many drugs, legal and illegal, including alcohol,

## II) Physical Exam

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

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

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

### Immunizations

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

- x Influenza – Required during flu season (October and March). The vaccination expires after March and required the next flu season
- x MMR – two (2) step injection required
- x Tuberculin (TB) Skin Test –

## Pregnancy and Surgery

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

## Eligible Requirements for Clinical Placement

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

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

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

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

## Attendance

1)

<https://my.imperial.edu/login?return=aHR0cDovL215LmltcGVyaWFsLmVkdS9zdHVkZW50LWVtYWIs>

II) Student Clinical Attendance

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

Student Uniform (Dress) Code

1) Uniform Requirements

- A) Uniforms must be worn whenever picking up assignments, all externship and clinical experiences, labs for check-offs, and simulations. Uniforms must be clean, laundered daily and pressed
- B) The official uniform is a teal scrub top and teal scrub pants.  
Border Tactical located at 935 North Imperial Avenue in El Centro. (760) 359-482 [www.bordertactical.com](http://www.bordertactical.com)
- C) The Nurse Assistant patch is to be worn on the left sleeve, 3 inches from the shoulder seam
- D) Additional uniform comments:
  - (a) Only a same color undershirt or turtleneck is acceptable under the scrub top.
  - (b) Shirt and pant must be professional and allow movement during duties

2) Shoes & Hosiery

- (a) Shoes must be clean, all white, low top, closed toe and 5 Tc -0( c)-10.8.56 Tm [(S)-3 (h)4.7o be wotif-2.4 (i.6 ( b)T



Student Information Card

Please print clearly

This information will be kept CONFIDENTIAL





## Disqualifying Penal Code Sections

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

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

### Section

- 187 Murder
- 192(a) Manslaughter, Voluntary
- 203 Mayhem
- 205 Aggravated Mayhem
- 206 Torture
- 207 Kidnapping
- 209 Kidnapping for ransom, reward, or extortion or robbery
- 210 Extortion by posing askidnapper
- 210.5 False imprisonment
- 211 Robbery (Includes degrees or

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## Section

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

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

286(f) Sodomy with unconscious victim

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

288 Lewd or lascivious acts with child under age of 14

288(a) Oral copulation

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

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

abetting 288(f) Oral copulation with unconscious victim

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

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

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

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