



Nurse Assistant Program Student Handbook

Spring 2022



Welcome!

On behalf of our faculty and staff, I would like to welcome you to the PPCC Nurse Assistant Program. Whether you are a new or a returning student, you are entering into a wonderful profession at an exciting time. We hope that the knowledge that you will obtain in our Nurse Assistant Program will help you to meet the challenges and changes of the future.

During your time in our program, you are expected to be responsible, accountable partners in this educational process. This handbook is designed to help you become oriented with the policies and procedures affecting your education in the PPCC Nurse Assistant Program and your successful progression toward completion of the NUA courses and eventual certification as a Nurse Aide. Please read the information carefully and keep this as a reference for your questions.

We are excited to have you in our program and hope that you will feel free to ask questions or to approach us with your concerns.

Best wishes for a successful experience in our program!

Amber Lippincott, DNP, RNC-OB, C-EFM
Associate Dean of Nursing
Pikes Peak Community College

Daniele Lakin, BSN, RN, CCRN
Nurse Assistant Program Chair
Pikes Peak Community College

Nurse Assistant Student Handbook Provision

This Nurse Assistant Student Handbook (Handbook) contains pertinent information affecting students, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SP's), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this Handbook.

To access BPs and SPs, see [Board Policies and System Policies](#)

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures or practice will be followed, or benefit provided by the College. Pikes Peak Community College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.

Table of Contents

Table of Contents	3
General Information	5
Mission Statement of PPCC and the PPCC Nursing Assistant Department.....	5
Accreditation	5
Nurse Assistant Program Outcomes	5
Terminal Competencies.....	6
Student Standards of Conduct.....	7
Nurse Assistant Program Student Code of Conduct	8
Student Concerns.....	9
Email Communication.....	9
Academic Honesty.....	9
Graduation.....	10
Withdrawal.....	11
Incompletes.....	11
Outside employment	12
Liability insurance	12
Reporting of Accidents/Injuries.....	12
Title IX: Preventing and Reporting Sexual Harassment and Sexual Misconduct.....	12
Non-Discrimination Statement	12
Weather/ Snow Policy	13
Children	13
Progression/ Dismissal policy	13
Readmission Student Policy	14
Drug Testing/Alcohol Testing/Criminal Background Check.....	14
State Board of Nursing Disciplinary Action and Violation of Disqualifying Criminal Offenses... 	17
Policy Changes	17
Technical Standards/ Essential Requirements Policy.....	17
Americans with Disabilities Act (ADA)	22
Evaluation/Grading	23
Grading/Evaluation Policies	23
Exams/Quizzes Policy	24
Laboratory Information.....	25
Laboratory Outcomes and Grading.....	25

General Laboratory Policies	27
Equipment & Room Safety	27
Attendance in Lab.....	27
<i>Clinical Information</i>	28
Clinical Expectations	28
Clinical Outcomes	28
Clinical Site Non-Responsibility for Pay.....	28
Professional Behavior	28
Health Insurance Portability and Accountability Act (HIPAA).....	29
Family Education Rights Privacy Act (FERPA).....	31
Leaving a Clinical Site	31
Social Media	31
Clinical Dress Requirements.....	32
Personal Appearance/ Grooming	33
Clinical Tardiness	34
Clinical Absences	35
Clinical Absence Make-up	35
Clinical Dismissal.....	35
Clinical Incidents	36
Patient Transfers.....	36
<i>Policies related to Clinical Assignments</i>	36
Clinical Rotations/Assignments	36
Flexibility/ Clinical Site Assignments.....	36
Student Transportation.....	37
Clinical Evaluation and Grading.....	37

General Information

Mission Statement of PPCC and the PPCC Nursing Assistant Department

The Mission of Pikes Peak Community College states:

Our mission is to provide high quality educational opportunities to all with a focus on student success and community needs, including:

- Occupational programs, including certificates, associate and bachelor's degrees, for youth and adults in career and technical fields;
- Two-year transfer educational programs to qualify students for admission to the junior year at other colleges and universities; and
- A broad range of personal, career, and technical education for adults.

The Mission of PPCC Nurse Assistant Program States:

“To provide a quality educational experience that imparts a concrete foundation in bedside practice to include safe, appropriate, compassionate care fostering critical thinking, professional behavior and the ability to collaborate successfully in an interdisciplinary team environment. We strive to develop learners who meet the needs of a diverse population and ever-changing industry.”

Accreditation

PPCC is accredited by the Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (312) 263-0456.

PPCC's Nurse Assistant Program has continuing full approval from the Colorado State Board of Nursing

Colorado Board of Nursing

1560 Broadway, Suite 1350

Denver, CO 80202

(303) 894-2430

<https://dpo.colorado.gov/Nursing>

Nurse Assistant Program Outcomes

Nurse Assistant Program Outcomes are developed as performance indicators which provide evidence that the PPCC Nurse Assistant Program is meeting its mission and goals set forth by the faculty. Program Outcomes show the effectiveness of the educational program and serve as a mechanism to guide program development and revisions.

At completion of the program:

- **Outcome #1 Performance on certification exam:** The quarterly pass rate on the National Nurse Aide Skills Assessment Certification Exam will be maintained at or above 80% pass rate as reported by the Colorado Department of Regulatory Agencies.
- **Outcome #2 Program Completion:** 85% of students will progress to program completion within 150% of the time upon beginning their NUA 101 course.

- **Outcome #3 Program Satisfaction:** At least 80% of survey respondents will report satisfaction with their level of preparation for beginning nurse aide practice.

Terminal Competencies

Terminal Competencies are guiding concepts which are foundational to the educational role of the professional nursing assistant and represent our Student Learning Outcomes. The curriculum is also guided by the Colorado State Board of Nursing (CSBON), The National Nurse Aide Assessment Program (NNAAP) and the Colorado Community College System (CCCS) standard curriculum.

Terminal Competencies Include but are not limited to:

<p>Forming relationships, communicating and interacting competently on a one to one basis with Clients & others in the health care setting</p> <ul style="list-style-type: none"> • Uses communication techniques that foster therapeutic relationships • Communicates respectfully with fellow students, staff and faculty • Uses terminology appropriately to effectively communicate with the health care team 	<p>Demonstrates the observational and documentation skills needed in the assessment of Client's health, physical condition and well-being</p> <ul style="list-style-type: none"> • Demonstrates skill level needed for on-going thorough and accurate assessment • Performs measurements accurately • Records measurements accurately • Demonstrates safety awareness • Practices infection control measures
<p>Demonstrating sensitivity to Clients' emotional, social, and mental health needs through skillful, directed interactions.</p> <ul style="list-style-type: none"> • Demonstrate an understanding of barriers to therapeutic communication • Demonstrate an ability to attend to the needs of others • Employ communication strategies that bridge communication barriers 	<p>Demonstrating an awareness of the Colorado Nurse Aide Practice Act</p> <ul style="list-style-type: none"> • Functions within the scope of practice of the CO Nurse Aide Practice Act • Completes assigned hours of Client care unless released from assignment with notification of instructor
<p>Assisting Clients in attaining and maintaining independence.</p> <ul style="list-style-type: none"> • Assists with ADL's • Encourages self-care • Provides with choices 	<p>Functions within the health care team in the nursing assistant role</p> <ul style="list-style-type: none"> • Is punctual, arriving on time and returning from breaks promptly • Utilizes time well, learning and doing Client care • Wears appropriate clean, neat required uniform
<p>Exhibiting behavior in support and promotion of Clients' rights.</p> <ul style="list-style-type: none"> • Maintains client privacy and confidentiality • Provides care and security for Client's personal items • Promotes freedom from abuse, mistreatment and neglect 	<ul style="list-style-type: none"> • Works cooperatively with other health care team members • Has assigned equipment for client care

<p>Forming relationships, communicating and interacting competently on a one to one basis with Clients & others in the health care setting</p> <ul style="list-style-type: none"> • Uses communication techniques that foster therapeutic relationships • Communicates respectfully with fellow students, staff and faculty • Uses terminology appropriately to effectively communicate with the health care team 	<p>Demonstrates the observational and documentation skills needed in the assessment of Client’s health, physical condition and well-being</p> <ul style="list-style-type: none"> • Demonstrates skill level needed for on-going thorough and accurate assessment • Performs measurements accurately • Records measurements accurately • Demonstrates safety awareness • Practices infection control measures
<ul style="list-style-type: none"> • Promotes Client quality of life 	

Pikes Peak Community College

Certified Nurse Assistant Program Curriculum

Program Outline	Course Credits
NUA 101 Nurse Aide Health Care Skills	4
NUA 170 Nurse Aide Clinical Experience	1
NUA 171 Advanced Nurse Aide Clinical	1

Students must complete the program – lecture, lab and clinical hours within 12 months of entering the program.

Completing the NUA program at PPCC with passing grades in NUA 101, 170 and 171 makes the student eligible to take the Colorado Nursing Assistant Certification exam but *does not guarantee* that the student will *pass* the state test. (See also, Progression/Dismissal Policy, pp 13).

[Student Standards of Conduct](#)

Along with this Nurse Assistant Student Handbook, the PPCC Nurse Assistant Program follows the policies and procedures listed under the PPCC Student Code of Conduct. Students are expected to adhere to both sets of policies and procedures at all times. Any student who does not follow these or any Program requirements shall be subject to disciplinary action, up to and including dismissal from the Nursing Assistant Program and expulsion from Pikes Peak Community College.

Complete information for the PPCC Student Code of Conduct can be accessed at the website listed below. In addition, the Nurse Assistant Program has additional policies and expectations for students. (See also, Technical Standards/Essential Requirements Policy, pp 16-21, and the Nursing Assistant Program Code of Conduct section [below]).

The PPCC Student Code of Conduct can be accessed at:

[PPCC Student Code of Conduct](#)

Nurse Assistant Program Student Code of Conduct

Any student who does not follow these or any Program requirements shall be subject to disciplinary action, up to and including dismissal from the Nurse Assistant Program and expulsion from Pikes Peak Community College.

1. The Student must safeguard the patient's right to privacy by maintaining confidentiality of information concerning the patient. As part of this, the student must understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times.
2. Safe nursing practice is expected at all times. Any mistake, accident, or unusual occurrence involving a student must be reported immediately to the instructor and to the appropriate healthcare team member so that prompt action can be taken to initiate treatment or to alleviate harm.
3. Any substantiated instance of falsification of medical records will result in dismissal from the Nurse Assistant Program.
4. Any substantiated instance of patient/resident abuse, neglect, mistreatment or misappropriation will result in immediate removal from the program and the student will be denied future readmission.
5. Students must comply with all policies of individual clinical sites to which they are assigned.
6. Students must adhere to required compliance documentation necessary for clinical and submit documentation by the scheduled due dates. Students without current documentation will not be allowed to go to a clinical site under any circumstance and will be held out for that semester. (See also, Student Readmission Policy, pp 13) Exceptions will not be made.
7. Students must participate in all classroom and lab learning activities.
8. Professional conduct and courtesy toward peers, faculty, staff, patients and families is expected in all classes, conferences, labs, and clinical experiences. Tardiness, personal conversations, extraneous noise, leaving class frequently, etc. are distracting to others in the learning environment.
9. Students may not use crude language; appropriate medical terminology is to be learned and used at all times. Harassing or inappropriate behaviors will not be tolerated; the offending student will fail and will not be allowed to progress onto clinical.
10. Students may not interfere with the instructors' teaching or with the learning of other students, the instructor reserves the right to ask the student to leave the class if inappropriate and/or distracting behavior persists
11. Cell phones must be turned off or on silent mode during class and lab time. Laptops are to be used for class content and note taking, any electronic use that is not associated with the classroom activity is prohibited. Cell phones are not allowed in facilities during clinical experiences.
12. Students are required to notify the course faculty ***in advance*** of impending absences, tardiness or early departure. (See individual course syllabi).
13. Students must abide by the Alcohol and Drug Testing Policy, (refer to link: [Alcohol and Drug testing policy](#)).
14. Students must be able to meet Technical Standards and Essential Requirements in order to complete course and clinical objectives. (See also, Technical Standards/Essential Requirements Policy, pp 16-21).

15. Any student who has a higher-level licensure (LPN, RN) in good standing in any of the 50 states may not be eligible to take this program and must speak to the Program Chair, Director of Nursing or the Dean of Health Sciences before enrolling in any NUA course.

Student Concerns

The Student Concerns Policy is stated below and can be accessed in the PPCC catalog.

Any student who wishes to pursue an instructional concern or change of grade must exhaust the following options in sequential order prior to petitioning the Vice President of Instruction.

1. The student must meet with the instructor and attempt to resolve the problem.
 - a. If there is no resolution, proceed to step 2
2. The student must state the concern in writing and meet with the NUA Program Chair.
 - a. Departments may require specific documentation. For the Nursing Department please request a “Statement of Student Concern” form, fill out and return to the NUA Program Chair. Please contact the Nursing Program at 502-3450 with any questions.
 - b. If there is no resolution, proceed top step 3.
3. If the student contests the NUA Program Chair’s decision, he/she must submit the “Statement of Student Concern” form to the Nursing Program Director.
 - a. If there is no resolution, proceed to step 4.
4. If the student contests the Nursing Program Director’s decision, he/she must submit the request in writing to the Vice President of Instruction.
 - a. The request should include documentation of everything that the student wants considered in the decision.
 - b. The Nursing Program Director will also submit all written documentation and recommendations to the Vice President of Instruction.
5. The Vice President for Instructional Services or a designee will notify the student of the decision in writing. This decision will be final.

See the following link for the grievance procedures: [Student Grievance Procedure](#)

Email Communication

All email communication will be through PPCC Student and Faculty College email accounts. Faculty will not acknowledge student’s email messages via personal email accounts. It is the responsibility of the college faculty, according to the Family Educational Rights and Privacy Act (FERPA) to maintain confidentiality by communicating only to the student enrolled in class and not others who may have access to personal email accounts. Students can only email faculty utilizing faculty’s college email accounts. Grades are only to be communicated via posting on D2L and the student college email account.

Academic Honesty

The Academic Honesty Policy for all PPCC students is quoted below:

“Students are expected to conduct themselves according to the highest standards of honesty in the classroom, shop, or laboratory. Failure to do so is grounds for disciplinary action, up to and including suspension or expulsion from Pikes Peak Community College.

Academic honesty is a fundamental value of higher education. It means that you respect the right of other individuals to express their views and that you do not plagiarize, cheat, falsify, or illegally access College records or academic work. You are expected to read, understand and follow the *Student Code of Conduct*.

Academic dishonesty is defined as the unauthorized use of assistance with intent to deceive a faculty member or another person assigned to evaluate work submitted to meet course and program requirements. Examples of academic dishonesty include but are not limited to the following:

- the submission, in whole or part, of material prepared by another person and represented as one's own;
- plagiarism, which is defined as the act of taking the writings, ideas, etc., of another person and passing them off as one's own;
- the unauthorized use of notes, books, or other materials; the deliberate, unacknowledged reference to the work of another student; or the soliciting of assistance from another person during an examination;
- illegitimate possession and/or distribution of test materials or answer keys;
- unauthorized alteration, forgery, or falsification of official academic records.”

Students in the PPCC Nurse Assistant Program will adhere to the Academic Honesty Policy and are expected to maintain academic integrity as it pertains their own education, that of others in the Program, and that of others at this institution.

The PPCC catalog link for this policy is: [Academic Honesty](#)

HIPAA and Plagiarism

Students must properly cite any resources used and cite the correct resource. Plagiarism or HIPAA violations that are found will result in disciplinary action up to and including dismissal from the nursing assistant program. In an effort to obtain or populate information:

- **Never** print any part of the patient record at the clinical setting
- **Never** copy or download any part of the patient's medical record/EHR to a thumb/flash drive or electronic device
- **Never** photograph or screenshot of any patient information from the electronic patient record
- **Never** leave the clinical site with any printed notes, report sheets, etc.
- **Never** disseminate any correspondence marked confidential from any clinical facility
- **Never** copy and paste text directly from a source to your paperwork without a citation
- **Never** paraphrase from a source without a citation
- **Never** turn in someone else's work as your own
- **Never** copy from a source only changing a few words and phrases to disguise plagiarism, use your own words and cite the source
- **Always** place quotation marks around and cite any work that you use a direct quote from. Use quotations sparingly
- **Always** place any notes, report sheets, etc. in the shred bin before leaving the clinical sit

Graduation

Graduation requirements are presented in the PPCC College Catalog. It is the student's responsibility to follow and complete all required graduation process and applications by the due dates. Requests for graduation must be processed as indicated in the Pikes Peak Community College catalog/semester

bulletin/schedule. Students will be responsible for submitting forms with correct information to the Records Department as well as ensuring all transfer credits are correctly recorded. Financial obligations must be taken care of, or the processing of paperwork for transfer, graduation, transcript processing, etc. may be in jeopardy.

See link for graduation application and deadlines: [Graduation](#)

Students who graduate from PPCC are eligible to attend the annual graduation ceremony, see link in PPCC catalog: [Graduation Commencement FAQs](#)

Withdrawal

PPCC acknowledges a “W” grade, representing student withdrawal. The Catalog states, “The "Withdrawal" grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours.” A drop refund is only possible during the first 15 % of the semester as listed for that exact course (please note the NUA program runs on a trimester basis and that the clinical courses are “special build courses”).

See the course syllabi/course calendar for the last date to withdraw with a grade of “W”. It is the student’s responsibility to keep up with the dates and deadlines for withdrawal.

If the student stops attending without officially withdrawing, a grade based on the total points earned will be assigned at the end of the semester as per the grading policy listed on the syllabus. This will usually result in an “F” on the grade report and may not be changed to a “W” once issued.

Prior to withdrawing, check with Enrollment Services to understand how dropping courses may affect your Financial Aid.

Use drop down arrow for [Courses & Enrollment](#) within “Financial Aid FAQ”.

See link about the PPCC Grading System: [Grading System](#)

Incompletes

PPCC acknowledges an “I” grade, representing an incomplete for a course. An “I” grade will be issued only if the student has completed more than 75% of the course requirements, and has an emergency that cannot be resolved prior to the end of the semester. For nurse assistant courses that have a lecture and lab clinical component, more than 75% of the course requirements in each of the course’s components need to be completed in order for an Incomplete to be considered. For nurse assistant clinicals NUA 170 and 171 are considered a combined experience, students must complete a minimum of 4 clinical shifts in order to be eligible for an incomplete. Students will never receive an incomplete for NUA 170, the incomplete will always be assigned in NUA 171 regardless of the date of the absence. As such, the first 30 hours of clinical count as the completion of NUA 170 and subsequent hours will count toward 171. However, students who miss hours in the long-term care rotation will make up hours in long term care and students who miss hours in the hospital rotation will make up hours in the hospital.

If the Program Chair and Associate Dean of Nursing approve an Incomplete, the student is responsible to sign and agree to a contract for the work that needs to be completed. All remaining work must be satisfactorily completed by the contracted date prior to the end of the next semester or a grade of “F” will be issued for the course.

Details for the contract to complete course work are located in under “I” Incomplete in link, [Grading System- Incomplete](#).

Outside employment

The Nurse Assistant Program is a concentrated course of study. Work schedules must be arranged to avoid time conflict with class and clinical requirements. If financial aid is needed, the student should consult with the Financial Aid Office.

Liability insurance

Each student is covered by a blanket liability insurance policy through PPCC. Students are assessed a liability fee on selected NUA courses. The Pikes Peak Community College Financial Services Office will bill each student for the annual premium cost.

For more information on this, see the link under “Tuition and Fees” in the PPCC catalog: [Liability Insurance](#)

Reporting of Accidents/Injuries

Any accident or injury occurring in the clinical setting should be reported to the clinical instructor immediately. The clinical instructor will provide the student with the required documentation for the accident/injury. The student is responsible for completing all forms, including the Worker’s Compensation form, in the required time frame. The student may be contacted by the NUA Program Chair for further instructions. Additional information may be requested from the student’s medical care provider to ensure it is safe to return to the clinical setting. (See also, Reporting of Accidents/Injuries, pp 11).

Title IX: Preventing and Reporting Sexual Harassment and Sexual Misconduct

Pikes Peak Community College is firmly committed to maintaining a work and learning environment where students, faculty, and staff are treated with dignity and respect. Sexual harassment, sexual misconduct and acts of discrimination are illegal, often demeaning for the individual student or employee, and can disrupt the College’s positive learning and working environment. As such, all members of the College community have a responsibility to be aware of what behaviors constitute these actions/offenses and to help create an environment free of harassment or discrimination.

Information regarding Sexual Misconduct is available in SP 4-120a Sexual Misconduct and may be accessed at: [Sexual Misconduct](#)

Non-Discrimination Statement

Pikes Peak Community College prohibits all forms of discrimination, harassment, and retaliation including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Pikes Peak Community College will take appropriate

steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Information regarding civil rights or grievance procedures can be accessed at [Title IX Sexual Harassment](#)

Weather/ Snow Policy

Pikes Peak Community College generally stays open at all times unless roads are impassable, or in case of an unforeseen emergency. Except in rare cases, Centennial, Rampart, and the Downtown Studio campuses will be open, or all will be closed.

Snow days that fall on a scheduled clinical day will follow the following format: If the college is on a two hour delay the clinical will be delayed by two hours. If the college is closed the clinical will be delayed by two hours, further delay/closure will be at the discretion of the Program Chair and communicated to students via their clinical instructor. Clinical **may** be held even during weather closures for the PPCC general college. Clinical sites in the Colorado Springs area are competitive which creates multiple challenges in scheduling and rescheduling. Additionally, healthcare workers are deemed mission essential personnel and are still required to report to work in inclement weather conditions. As such clinical closures will be considered only in the most extreme weather conditions. Students with inadequate transportation are encouraged to have back up arrangements made for conditions prior to the start of the clinical rotation.

The Nurse Assistant Program may start a lecture and/or lab later than the regularly scheduled time due to a campus-wide delayed start. In the event of a campus closure or delay, nurse assistant students are expected to check their student emails to get the most up-to-date information related to schedule changes.

For information regarding the general college, please refer to this link: [Weather closure information](#)

Children

Children of students are not allowed in the nurse assistant classes, laboratories, or clinical facilities. Children of students are not permitted to wait in the nursing area while a nurse assistant student is attending class or lab. Students should make arrangements for childcare prior to class. PPCC has a childcare center for children of students at the Centennial and Rampart Range Campuses. For arrangements and schedules, please contact the Child Development Center at (719) 502-2424.

This policy is consistent with PPCC catalog's Student Code of Conduct, #1, see link: [Student code of conduct](#)

See policy in PPCC catalog: [Classroom attendance procedure](#)

Progression/ Dismissal policy

In order to progress through the Nurse Assistant Program, a student must achieve a grade of 74% or better in NUA 101, and satisfactorily complete all on-campus lab critiqued events. The student must also be present in lecture and lab the minimal required amount of time approved by the State Board of Nursing

for this program. The student may not miss more than 10 hours of lecture and any missed lab time must be made up.

Any student who has received a grade of D, F or “Incomplete” in NUA 101 may not pass onto NUA 170 or 171. Students who pass lecture but do not pass the laboratory component of NUA 101 do not pass the class regardless of the letter grade earned in the lecture component of the class. Likewise, students who earn an “Unsatisfactory” or “Incomplete” grade rating in 170 or 171 has not completed the program successfully.

Any adjunct or faculty instructor has the authority to ask a student to leave, or have the student removed, from an academic activity upon observing student behavior that demonstrates irresponsible, unsafe, or unprofessional conduct in class, laboratories, or clinical experiences or violations of the academic dishonesty policy. Students must also maintain the professional behaviors identified for the Nurse Assistant Program (See also, Professional Behaviors, pp 26). A student who does not achieve these standards may be dismissed from the nursing assistant program.

If all courses in the NUA program are not taken in the same semester, then they must be completed within 3 semesters from start to finish in order to avoid starting over completely with NUA 101. For example, if NUA 101 was completed in Summer 2017 then all consecutive courses must be completed by the end of Spring 2018 in order to avoid having to start the sequence over. No exceptions can be made.

Additionally, according to the Colorado State Board of Nursing Code of Regulations, Chapter 10 Rules and Regulations 2.12:

“The applicant must have successfully completed both the written and manual skills competency evaluation within two (2) years of the receipt of the application for certification”.

Readmission Student Policy

Students may re-take courses in the Nurse Assistant Program after withdrawal, or course failure from the program based on the following conditions.

- Once NUA 101 is started, the student has 3 semesters (including the one NUA 101 was taken in) to complete all courses in the series. Outside of the 3-semester time frame, students will need to retake NUA 101 and restart the progression.
- If NUA 101 is not satisfactorily completed, the student will need to take the entire course starting with NUA 101. We suggest the student to take the course from a different instructor.
- Students will only be given one retake opportunity for NUA 101 in any course for any permissible reason and then will not be readmitted into the PPCC NUA program again.
- Any student who fails either their background check or drug test must wait two years to be eligible for readmission into the program.
- If a student fails either NUA 170 or 171 then the student will not be readmitted to the program

Drug Testing/Alcohol Testing/Criminal Background Check

To ensure the safety of patients, faculty, staff, and students, the use of drugs or alcohol by students is prohibited when participating on campus in Nurse Assistant Program classes, clinical, or labs at PPCC. The PPCC Nursing Department supports and enforces a zero (0) tolerance alcohol and drug policy.

All nurse assistant students will be expected to pass the drug tests and criminal background check in order to receive a clinical assignment for the Nurse Assistant Program at PPCC. Students will have the

opportunity to discuss the results of their drug test with a member of the human resources staff. Students who fail testing will not be eligible to be readmitted to the Nurse Assistant Program for a period of two years. All background checks and drug testing information is kept confidential. Any violations of the program or college drug and alcohol policy will be subject to disciplinary action, up to and including expulsion from PPCC.

The drug test and/or any necessary transportation to a testing facility must be paid for at the student's expense. For initial drug testing, students must use the designated lab and testing date identified by the PPCC Nursing Department. Please refer to D2L for forms and payment information.

Subsequent placement at PPCC Nurse Assistant Program clinical sites is contingent upon presentation of a negative drug test. Nurse Assistant students may be subject to random, mandatory drug testing at the clinical agency in which they practice. Students may also be responsible for that cost. If results are inconclusive, mandatory testing will be required at the student's expense. Students testing positive will be immediately dismissed from the clinical agency. If a positive test is reported, the student must meet with the NUA Program Chair and will be administratively withdrawn from the Nurse Assistant Program.

Any student who is readmitted to the Nurse Assistant Program for any reason or who delayed progression must repeat the CBI and drug testing procedure at their own expense (See also, Student Readmission Policy, pp 13).

Refusal to Participate

Students may refuse to participate in initial or suspicion-based testing. However, those students refusing will not be assigned to a clinical rotation and any student who refuses to test based on reasonable cause while they are in the program will lead to disciplinary action, up to and including dismissal from the Nurse Assistant Program.

Please refer to the PPCC Student Conduct policy related to drugs and alcohol: [Alcohol and Drug policy](#)

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the College.

Only the person for whom a prescription drug is prescribed can bring the medication on PPCC property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed. Suspicion based alcohol or drug testing will be performed if performance or behavior in the nurse assistant program is suspected to be substance related.

Suspicion Based Testing

The Nursing Department may test students on a reasonable cause basis. If a student is having performance problems, or if the faculty member or clinical staff directly observes behavior in the clinical setting that may be alcohol or drug related, the student will be requested to submit immediately to drug or alcohol testing at the student's expense. If this must be performed at an alternative site, transportation must be arranged via taxi and the student is responsible for paying for transportation. Continuance in the Nurse Assistant Program is contingent on consent by the student for testing. Refusal to consent to testing

will result in disciplinary action up to and including dismissal from the Program. The Program has the right to access and review the results of any testing. If the test is positive and/or the student is impaired, the student will be sent home via alternative transportation, at the student's expense. A positive test will result in student dismissal from the Nurse Assistant Program.

Definitions:

Alcohol Testing: Providing a breath, blood, or urine sample to determine the presence of alcohol.

Authorized Lab: A collection site or sites identified by the PPCC Nursing program where students may present themselves for the purpose of taking a drug test.

Controlled Substance: has the meaning assigned by the Title 21 United States Code (USC)

Controlled Substances Act Section 21 USC 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308), such as amphetamines, natural and synthetic opiates, marijuana, cocaine, barbiturates, methadone, phencyclidine, benzodiazepines and propoxyphene and their metabolites, methaqualone, and prescription drugs for which the student does not have a current prescription.

Drug Test: Providing a blood and/or urine sample to be analyzed for the presence or absence of specific controlled substances, as well as for substitution, adulteration, or dilution of the sample.

Positive Test: The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription (excluding medical marijuana), at levels exceeding current testing guidelines. Dilute test results may be considered to be positive test results.

Drug: Any substance (other than alcohol) that is a controlled substance as defined in this section.

On Duty Time: Beginning when a student arrives at a clinical rotation site until the time he/she leaves the clinical rotation site, or all time actively participating in any PPCC Nurse Assistant Program class, lab, simulation or other activities including volunteer activities.

Reasonable Cause: When the College or clinical rotation site believes the actions or appearance or conduct of a nursing student who is on duty is indicative of the use of alcohol or a controlled substance.

Suspicion-Based Testing: The student may be required to submit to a drug test if Nurse Assistant Program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance related.

Criminal Background Investigation

All students must complete and pass the Criminal Background Investigation (CBI) and drug testing prior to clinical assignment for the Nurse Assistant Program. If the background investigation reveals information relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. Any offenses uncovered as a result of the background check shall be reviewed on a case by case basis. A non-passing background check may result in a student not being admitted or not being allowed to continue in the Nurse Assistant Program.

In addition, all re-entering students or students who delay progression must repeat the CBI and drug testing before they will be given a clinical assignment for the Nurse Assistant Program. (See also, Student Readmission Policy, page 13).

State Board of Nursing Disciplinary Action and Violation of Disqualifying Criminal Offenses

Any student who has received disciplinary action affecting a nurse aide certificate or practical nurse licensure is to immediately inform the Nurse Assistant Program Chair in writing.

Any violation of the disqualifying criminal offenses that occur after admission to the Nurse Assistant Program must also be immediately reported to the Nurse Assistant Program Chair in writing.

Failure to inform the Nurse Assistant Program will result in immediate administrative withdrawal from the current NUA course(s). Depending on the actions and reports from the State Board of Nursing or result of a repeat background test (at student's expense), the student may be given an administrative withdrawal from the PPCC Nurse Assistant Program.

Students should be aware of the Colorado Community College System (CCCS) State Nursing Program disqualifying offenses available on the CCCS website.

Policy Changes

The policies and procedures contained in this Handbook are to be used in conjunction with the general requirements, policies, and procedures of Pikes Peak Community College.

The Faculty and Chair of the PPCC Nursing Assistant Program reserve the right to change Nursing Assistant Program policies. The nursing assistant student will be informed in writing of policy changes in a timely manner. Any changes will also be posted on the PPCC Nursing Assistant Department website and announced in the classroom/lab setting.

The COVID-19 Global Pandemic has constructed an environment that creates a need for flexibility and fluidity of program policies and procedures particularly around domain and delivery of content as such students need to understand that there is a chance the program location and modality could change with very little notice. NUA staff will do our very best to keep students informed and to mitigate confusion and disruption of content.

Technical Standards/ Essential Requirements Policy

PPCC Nurse Assistant Student: Technical Standards/ Essential Requirements Policy

1. **Disability Related Information** - Students are expected to participate fully in activities required by the Program. (See the Essential Skills and Functional Abilities for Nurse Assistant Students, shown below).
2. Any student having a temporary medical condition that inhibits or restricts their activities should contact the Office of Accessibility Services (719-502-3333) as further outlined below under Americans with Disability Act. It is recommended students set up their initial appointment with Accessibility Services prior to starting the Nurse Assistant Program. Specific information regarding the accommodation process are available on the PPCC website. Accommodations may only be provided when the student provides the Accommodations Form from the Office of Accessibility Services to his or her individual faculty.
2. Should a student become unable to participate fully in the Program's activities, he or she may be granted an Incomplete or be administratively withdrawn. Questions regarding a grade of Incomplete or an administrative withdraw should be directed to the Nursing Department.

Essential Skills and Functional Abilities for Nurse Assistant Students

Individuals enrolled in the PPCC Nursing Program must be able to perform essential skills. If a student believes that he or she cannot meet one or more of the standards without accommodations, the student should request an ADA Interactive Session by contacting Human Resource Services at 502-2600.

Functional Ability	Standard	Examples of Required Activities in Clinical, Simulation, Skills Lab, and Lab Practice
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care. Lift and/or support 50 pounds.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as urinary catheters, oxygen tubing and serving utensils.
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on a graduated cylinder, assess color (cyanosis, pallor, etc.). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/Interpersonal/Emotional	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner.</p> <ul style="list-style-type: none"> • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.

	<ul style="list-style-type: none"> • Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct. 	
Safe environment for clients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify clients. • Ability to effectively communicate with other caregivers. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to client, family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure client safety and standard of care. • Maintains adequate concentration and attention in client care settings. • Seeks assistance when clinical situation requires a higher level of expertise/experience. • Responds to monitor alarms, emergency signals, and call bell from clients in a rapid effective matter.
Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with clients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. • Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors. 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health status and responses to treatment from clients or family members within scope of practice • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Responds to monitor alarms, emergency signals, and call bell from clients in a rapid effective matter. • Establishes and maintain effective working relations with clients and co-workers. • Recognizes and reports critical client information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving 	<ul style="list-style-type: none"> • Calculates intake and output measurement appropriately in the minimum amount of time

	<p>measurement, calculation, reasoning, analysis and synthesis.</p> <ul style="list-style-type: none"> • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. 	<p>deemed necessary to promote best patient outcomes.</p> <ul style="list-style-type: none"> • Analyzes and synthesizes data and participates in an appropriate plan of care within scope of practice. • Collects data, prioritize needs and anticipate reactions. • Recognizes an emergency situation and responds to quickly and effectively to safeguard the client and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes information monitors and equipment calibrations, printed documents, flow sheets, graphic sheets, other medical records and policy procedural manuals.
Punctuality/ Work habits	<ul style="list-style-type: none"> • Ability to adhere to policies, procedures and requirements as described in the Nurse Assistant Student Handbook, PPCC Student Handbook, college catalog and course syllabi. • Ability to complete classroom and clinical assignments and submit assignments at the required time. • Ability to adhere to classroom and clinical schedules. 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually. • Reads, understands and adheres to all policies related to classroom and clinical experiences. • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.

Technical Standards/ Essential Requirements Policy

Introduction

Pikes Peak Community College has adopted the following technical standards for admission, progression and graduation of all Nurse Assistant Program students in clinical courses involving direct client care. Candidates for these degrees must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

Observation

The student must be able to observe lectures, demonstrations, research, and practice situations in nursing. She/he must be able to observe health assessments and interventions, diagnostic specimens and digital and waveform readings to determine a client's condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication

A student must be able to communicate effectively in English with clients, teachers and all members of the health care team. He/she must communicate with clients to elicit information regarding history, mood

and activity, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct and counsel people. Examples of communication include ability to detect sounds related to bodily functions using a stethoscope, detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells, ability to observe and collect data from recording equipment and measurement devices used in client care. Students need the ability communicate with clients and members of the healthcare team in person and over the phone in a variety of settings, including isolation or the operating room where health team members are wearing masks or there is background noise.

Motor

A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures and operate equipment safely. He/she must have sufficient motor function to elicit information from patients by observation, palpation, auscultation, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., using litmus paper, slide preparation) and perform patient care procedures (e.g., urinary catheter care, and use of oxygen/respiratory equipment). He/she must be able to execute motor movements reasonably required to provide routine and emergency care and treatment including cardiopulmonary resuscitation, application of pressure to stop bleeding, and opening of obstructed airways. The student should be able to lift and/or support at least 50 pounds in order to reposition, transfer, and ambulate clients safely. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with nursing education or practice. Some illnesses may lead to a higher likelihood of student absences and should be carefully considered.

Intellectual, conceptual, integrative and quantitative abilities

The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis. He/she must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings and current care needs. The student must be able to use this information to carry out developed care plans, establish priorities and monitor clientele within the nursing assistant scope of practice. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.

Behavioral and social attributes

A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings. The student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients in a variety of settings and from different cultures.

Individual patient care must be performed regardless of the patient's race, ethnic group, age, gender, religious or political preference, ability to pay, sexual orientation, or diagnosis.

The student will be required to perform nursing assistant care in many settings including long term care facilities, sub-acute rehabilitation facilities and acute care inpatient settings (e.g., medical surgical, obstetrics, pediatric). The student must have the ability to perform nursing assistant care that may be outside his/her own personal level of comfort in these settings so that the client's needs are a top priority. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a client's situation or to perform skills in a timely manner. As a component of nurse assistant education, a student must demonstrate ethical behavior, including adherence to the PPCC Student Code of Conduct.

Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable disease using appropriate standard precautions and/or guidelines.

Age

Students must be at least 16 years of age in order to enroll in PPCC NUA program. Students must 18 years of age in order to enroll in NUA 174, the acute care hospital rotation.

Deficiencies in knowledge, judgment, integrity, or professional attitude may jeopardize client care, and as a result could become grounds for course failure and possible dismissal from the Nurse Assistant Program.

Americans with Disabilities Act (ADA)

Pike's Peak Community abides by the Americans with Disabilities Act (See link: [U.S. Department of Education Disability Discrimination](#)) by providing student accommodations when appropriate through Accessibility Services. Accessibility Services strives to create an accessible environment by providing reasonable and appropriate services and accommodations for students with documented disabilities. The college is committed to providing quality educational support for the diverse needs of its students. Accessibility Services is available to the PPCC community – students, faculty, and staff – for consultation and collaboration on disability issues.

Any student eligible for and needing academic accommodations because of a disability is requested to speak with the Accessibility Services at 719- 502-3333. New students should do this 6-8 weeks* before the semester begins and returning students should do this 4-8 weeks before the beginning of every semester. The following link provides additional information: www.ppcc.edu/ACCESSIBILITY SERVICES. Please read the information carefully.

Accommodation requests are evaluated individually by Accessibility Services to make a determination regarding the provision of reasonable accommodations based on a review and analysis of documentation and circumstances. Informing other staff or faculty does not constitute registering with Accessibility Services.

It is the policy of Pikes Peak Community College to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis.

Please note that accommodations will not be provided even on a provisional basis if there is no indication of a qualifying disability as determined by an Accessibility Services Accommodation Request Determination review. Also, required course Standard Competencies or required essential job duties of an internship or practicum may not permit the implementation of any supported accommodation(s).

It is the responsibility of students requesting an accommodation due to a qualifying disability to self-identify by registering with Accessibility Services, to apply for supportive services, and to furnish

documentation about the nature and extent of their disability. This information is kept confidential and will be used to plan for appropriate services and accommodations. Students must meet with their disability specialist at the beginning of each semester to discuss arrangements for needed accommodations.

After Accessibility Services meets with a student to discuss requested accommodations, students should make an appointment with their faculty during the first week of class and bring the **Disability Services Notification for Faculty** form that specifies the accommodation(s) needed for their class. **All arrangements for accommodations must be agreed upon, in writing, and signed by the student, an Accessibility Services Disability Specialist and the faculty.** Because accommodations are not retroactive, it's best to obtain accommodations before the first week of class. Also: "It is the student's responsibility to self-advocate for approved accommodations that are not being provided since accommodations cannot be provided retroactively."

All students, with or without a documented disability, must adhere to the Student Code of Conduct.

Please contact Accessibility Services if you are struggling with a full-time course load only to qualify for health insurance benefits, whether or not you have a disability.

***Even if you haven't met these timelines, please still call ACCESSIBILITY SERVICES for information or an appointment.**

COVID-19 Considerations

Students who are ill or develop COVID-19 [symptoms as defined by the CDC](#) need to stay home from school, clinical placements, and work. They should contact their primary healthcare providers (call before going to the office or Emergency Department, wear a facemask), and then follow [PPCC notification procedures](#) and notify the Nursing Assistant Program Chair daniele.lakin@ppcc.edu if they recently have been in the clinical setting. (See page 38 for assumption of risk)

Evaluation/Grading

Grading/Evaluation Policies

The evaluation procedure for computing the lecture grade and the general and specific performance criteria for each section of the course are given to the student in writing in the syllabus and/or on the first day of class.

Percentage Value for Grades:

A=90-100%

B=80-89%

C=74-79%

D=60-73%

F=Below 59% *or* lab failure

A cumulative grade of 74% or above must be achieved to pass NUA 101. A cumulative grade of 74% or below is considered a failing grade in NUA courses. There is no rounding of percentages in the NUA program. Likewise, students are tested on 16/23 state testable skills in the skills lab component of the class. Students are also evaluated on their ability to incorporate the Terminal Competencies of the program into their laboratory interactions. Evaluation standards for Terminal Competencies are as follows:

- 1 = Does Not Meet the Standard – The student seldom or never meets the objective
- 2 = Needs Improvement – The student meets the objective at least half the time but is inconsistent
- 3 = Meets the Standard – The student consistently or always meets the objective

Students with a #2 Needs Improvement or less in any Terminal Competency will require a day five (midterm) conference and improvement plan that details what areas the student is weak in and how they can improve. Students with a #2 or less upon completion of lab will not pass lab.

Students must successfully pass the mock testing component, Terminal Competencies and an Intake and Output exam in order to pass the laboratory component of the class. If the student does not pass the laboratory component of the class, they will fail NUA 101 regardless of the letter grade earned in lecture.

Clinicals are graded satisfactory or unsatisfactory.

Grade Calculations:

All course grade calculations will be done by the following process:

Total number of points achieved/ Total number of course points will equal the final course percentage.

The total calculation will only be made at the END of the course grading period. For example, individual test grades as percentages will not be used in calculation of final grade.

Students should refer to individual course syllabi for complete explanations of possible course points, quizzes, exams and any other assignment. It is the student's responsibility to clarify all grading questions with the instructor.

There will be no retake exams on exams failed.

Exams/Quizzes Policy

All exams and quizzes are to be taken at scheduled times and must be completed prior to the end of the course. If a student is unable to take a quiz or exam at the scheduled time due to extenuating circumstances, the student must notify the instructor prior to the scheduled test time. If a student is absent from a quiz or test, the student will take a different test than the one administered to the class. This test may be of a different format as well (essay, short-answer, etc.).

Arrangements to take quizzes and exam at a scheduled make-up time must be made with the course instructor prior to missing the quiz or exam. No scheduled exams will be given early. Students who take scheduled quizzes or exams late will lose 10% from the total points possible unless excused by the course instructor.

Students who arrive late to class will not be permitted to take missed quizzes or start the quiz late unless prior arrangements were made with the instructor.

Exams given in class will follow these guidelines in the Nurse Assistant Program:

- Remove all papers, books, notes, and electronic devices from your desk area and person. All electronic devices must be turned off during the exam
- Nothing is allowed on the student's desk except for the test, pencils, scantron and scratch paper
- Clear water/drink bottles with labels removed are approved
- No hats/sunglasses are to be worn during testing in the classroom
- It is the student's responsibility to mark all answers on scantron *in pencil* (if used in the testing procedure) before the end of the exam. Only answers marked on the scantron will be counted.
- It is the student's responsibility to verify all directions on the test before turning in the exam
- No questions should be asked of faculty about exam content during a test except for grammar or typographical error questions. Faculty will not answer or interpret any exam content during a test. Definitions of words/terms will not be given during a test
- No extra time will be allowed for students who arrive late for scheduled quiz/exam
- It is the student's responsibility to contact the faculty for scheduling a make-up exam
- Make-up exams will be in the Testing Center
- No scheduled exams will be administered early

Students are allowed one week to take a missed exam. If the exam is not taken within this time frame, (unless prior approval from faculty), the student will earn a grade of "0".

If the makeup exam is not taken, the test grade will be recorded as a "zero".

Laboratory Information

Laboratory Outcomes and Grading

Due to the COVID-19 crises instructors have modified some content delivery to maintain masking mandates and student/instructor safety.

Laboratory Outcomes are determined by the Nursing Assistant competencies established and evaluated by the Colorado State Board of Nursing and the National Nurse Aide Assessment Program, consistent with the Colorado Nurse Aide Candidate Handbook as tested by Pearson Vue.

NUA 101 laboratory component is a pass/fail course graded as satisfactory or unsatisfactory. Students who earn a passing grade in lab will successfully complete a mock examination on all 22 skills presented in the Colorado Nurse Aide Candidate Handbook. Successful completion criteria are presented in the

Laboratory Outline Manual. In addition to passing all 22 skills the student will be required to pass a manual blood pressure evaluation, an Intake and Output exam and Terminal Competency evaluation (See Terminal Competencies, pp 6 and Evaluation and Grading, pp 23) to earn a satisfactory grade in lab.

Laboratory Outcomes Include:

Hand Washing	Measures and Records Electronic Blood Pressure
Applies Knee-High Elastic Stockings	Measures and Records Urinary Output
Assists to Ambulate Using a Transfer Belt	Measures and Records Weight of an Ambulatory Client
Assists with Use of Bedpan	Performs Modified Passive Range of Motion (PROM) for Knee and One Ankle
Cleans Upper or Lower Dentures	Performs Modified Passive Range of Motion (PROM) for One Shoulder
Counts and Records Radial Pulse	Positions on Side
Counts and Records Respirations	Provides Catheter Care for Female
Donning and Removing PPE (Gown & Gloves)	Provides Foot Care for One Foot
Dresses Client with Affected (Weak) Right Arm	Provides Mouth Care – not currently performed in class due to COVID-19 safety concerns
Feeds Client Who Cannot Feed Self	Provides Perineal Care for Female
Gives Modified Bed Bath (Face, One Arm, Hand)	Transfers from Bed to Wheelchair Using Transfer Belt
Additional Outcomes:	
Practice Universal Precautions	Measure Vital Signs – Temperature, Pulse, Respirations, Blood Pressure and Pulse Ox
Identify Comfort and Safety Measures While Positioning Clients	Accept Responsibility for Own Actions
Maintain a Client Unit	Communicate with Instructors and Classmates in a Professional, Respectful Manner
Make an Occupied and Unoccupied Bed	Maintain a Positive Attitude by Participating Readily in Lab Activities
Give Personal Hygiene Care to Client	Not Interfere with Student’s Learning or the Instructor’s Teaching

The student will be allotted two attempts per skill during mock testing sessions. If the student fails any skill more than once they will not pass the class.

Students must have a watch with a second’s hand to participate in laboratory exercises.

General Laboratory Policies

1. Students participating as patients in lab will be under the guidance of a nursing instructor. No one shall attempt to give medication, injections, insert tubing, or provide any other invasive medical procedure to other students and live actors.
2. All students will sign-in when attending skills, attendance is mandatory
3. Students are expected to follow the Nurse Assistant Program Student Handbook Policies and all instructions provided by course faculty, lab faculty, and/or lab staff.
4. Instructors or lab staff must be informed of any injuries or accidents immediately.
5. Closed-toed, slip-off shoes will be worn at all times in the lab when the student is not lying in bed.
6. All individuals are expected to read and adhere to instructions for properly and safely working with laboratory equipment.
7. No smoking, drinking, or eating in the lab at any time.
8. Instructors may add additional rules at any time to ensure the safety of all individuals in lab.
9. Iodine products are not to be used on any laboratory equipment.

Equipment & Room Safety

- A. Electrical equipment:
 1. Know your equipment before usage, preventing mishaps.
 2. Checked for frayed or splitting cords, missing dials, or general damage to the equipment. Report damages to the faculty or lab staff immediately.
 3. Ensure equipment is not resting on the electrical cord.
 4. Ensure electrical cord does not become a tripping hazard.
 5. All equipment must be plugged into the proper electrical outlet.
 6. Unplug electrical cords by gripping and pulling from the plug base and not from the cord.
 7. Ensure equipment is turned off before leaving the lab.
 8. Return equipment to its appropriate location if directed by lab faculty or staff.
- B. Student's personal items (books, coats, etc.) shall be placed in an area that should not obstruct entrances and exits to the lab to protect the personal safety of each individual.
- C. Clean up any water spills immediately. Inform Lab instructors or lab staff of spills of any kind.
- D. All Sharps will be placed into the Sharps container; no exceptions. The Lab instructor will discuss this with you in greater detail during appropriate labs. Dispose of contaminated material in the appropriately marked containers and bags.
- E. All furniture and manikins will be returned to their respective places after each lab.
- F. All trash should be picked up and placed in the trash receptacle. All Sharps, broken glass, or biohazard bag contaminants should be placed in the appropriate receptacles.

Attendance in Lab

- A. Skills Lab
 1. Students are required to be punctual and present for all laboratory sessions. Students are required to call or email the course instructor prior to the start of a skills lab that they will be arriving late or will be absent. If a student must miss a skills lab session, the student must notify the course instructor or lab lead at least one hour prior to the lab start time.
 2. All skills labs are mandatory per State Board of Nursing approval guidelines. Lack of the minimum number of participation hours needed will result in inability to continue on in the program, no matter what letter grade has been earned.
 3. Absences not made up will result either in an incomplete grade, withdrawal or, failing grade and may affect progression in the program or graduation. Students with who miss **more than one skills lab sessions per semester** may receive a failing grade in that course.

4. It may not always be possible to arrange course skills laboratory make-up time prior to the course completion date. The option to make-up missed course skills laboratory time will be contingent upon lab space, faculty availability, and requires faculty and/or Nursing Assistant Program Chair approval. This option is to be utilized for extenuating circumstances only.
5. Additional policies and requirements are addressed in course syllabi for course skills lab requirements. All course skills lab requirements must be passed successfully in order to receive a passing grade in NUA 101.
6. Failure to notify the course faculty of lateness or absence in course skills lab may result in the student being marked as absent.

Clinical Information

Clinical Expectations

Due to the COVID-19 crises clinical assignments are both limited and competitive, they are at the discretion of our community partners. PPCC Students, faculty and staff are required to comply with the policies and procedures of the facilities that we attend. Failure to comply may result in an inability to provide the student with a clinical experience and/or removal from an assigned clinical experience. The fluid and unpredictable nature of pandemic policies means that we may receive very little notification to make modifications and accommodations. PPCC Faculty and staff will do the best we can to relay information and mandates in a timely fashion.

Clinical experiences provide the opportunity for the student to integrate theory into a patient-centered care setting. Punctuality and attendance at clinical sessions are mandatory.

Clinical Outcomes

Clinical Outcomes are an extension of student learning objectives and outcomes outlined in NUA 101. The clinical experience provides the student with the opportunity to apply and integrate both the physical and the psycho-social skills introduced in NUA 101 increasingly working toward independence in client care.

Clinical Site Non-Responsibility for Pay

Students assigned to a clinical facility are not considered employees of the facility. Therefore, students are not eligible for benefits, pay, unemployment, workman's compensation, etc. The student will follow all rules, policies, and regulations of said clinical facility.

Professional Behavior

Students will maintain a professional manner in the clinical site/shuttle or while in the PPCC nurse assistant uniform. Inappropriate displays of verbal (cursing, shouting, etc.) and physical confrontation in these areas will also be considered violations of professional behavior. Differences of opinion and issues will be handled in an open, sharing manner, but not in the presence of patients, visitors, and staff. Students are expected to communicate professionally, positively, and respectfully with faculty, adjunct faculty, health care staff, community professionals, patients, and students, etc. Violations of professional behavior may result in a violation of PPCC code of student conduct and may result in disciplinary action up to and including dismissal from the Program and failure of the NUA course.

Safe Practice Guidelines (including but not limited to)

- Completes any clinical agency training, HIPAA and/or OSHA training required by the facility to which the student is assigned
- Be adequately rested
- Follow agency policies and procedures, including patient fall guidelines
- Arrive early to clinical to ensure you are ready to assume your assignment and remain for the assigned clinical time
- Arrive to clinical site with all assigned paperwork/forms completed according to rubric, course/clinical syllabi guidelines, or written direction
- Answer call lights and report requests to the appropriate personnel
- Demonstrate ability to perform skills appropriate to the level of training of the student (see the PPCC nurse assistant skills checklist)
- Adhere to the PPCC Student Code of Conduct, PPCC Nurse Assistant Program Student Handbook, Student Confidentiality Agreement, and syllabi guidelines
- Adhere to dress code/personal appearance/grooming as defined in the PPCC Nurse Assistant Program Student Handbook

Health Insurance Portability and Accountability Act (HIPAA)

Students will follow HIPAA guidelines. All students must sign and return the confidentiality agreement as requested in a clinical course. Violations of HIPAA requirements are very serious and may result in dismissal from the Program. If the student has any questions concerning rules pertaining to confidentiality, it is their responsibility to ask for guidance from their instructors.

Patient Health/Medical Record/Chart

Patient health, medical, record or chart are different ways to describe documentation of patient information. Additionally, patient health information is produced and contained in a variety of formats such as paper documentation or Electronic Health Records (EHR). The information contained in any of these formats is private, confidential and is patient care information and HIPAA guidelines must be followed. Nursing Assistant students accessing patient health and medical information need to ensure that they:

- Only access patient information when assigned to the patient.
- Abide by the facilities policies and procedures.
- Protect patient privacy and confidential information.

Protected Health Information (PHI)

Protected Health Information is any personal health information that may potentially identify an individual. <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html#protected>

- Protected Health Information List include but is not limited to: Patient name, address, birthdate, phone numbers, email, account numbers, images, and any other characteristic that potentially identifies the individual.

Examples of NOT Safeguarding information:

- Leaving computers logged into and unattended.
- Leaving charts/clinical paperwork out and within reach in public spaces.
- Printing electronic health information.

- Leaving facility with printed/photocopied/photographed/downloaded health information.
- Talking about patient in public spaces/areas, shuttles or on social media.

Patient Confidentiality

The student recognizes that the knowledge and information acquired concerning any patient's health care and medical records or any other personal or private information is confidential information. The student agrees that this confidential information will not be disclosed or used except for the clinical learning experience (i.e., in relation to giving care and sharing information in conference or classroom situations with other students.) Patients are not to be discussed in elevators, hallways, cafeterias, on buses transporting students to clinical, etc., wherever someone other than an authorized person may overhear.

Students may not use any electronic means of transmitting confidential patient information to include but not limited to blogs, social networking sites, transmitting or taking photos or video, texting, or emails. Violations of the patient's Health Insurance Portability and Accountability Act (HIPAA) rights will be grounds for dismissal from the Nursing Assistant Program and will result in a clinical failure.

Below is a list of **18 HIPAA Identifiers** – each of them is considered **personally identifiable information** that is normally used to identify, contact, or locate a single person or can be used with other sources to reliably identify a single individual. When any part of this information is used in health care setting or combined with diagnosis information, or with information about payment for healthcare services, it becomes **Protected Health Information (PHI)**:

- **Name (including a part of it, e.g., actual name initials)**
- Address (all geographic subdivisions smaller than state, including street address, city county, and zip code)
- All elements (except years) of **dates** related to an individual (including birthdate, admission date, discharge date, date of death, and **exact age if over 89**)
- Telephone numbers
- Fax number
- Email address
- Social Security Number
- Medical record number
- Health plan beneficiary number
- Account number
- Certificate or license number
- Any vehicle or other device serial number
- Web URL
- Internet Protocol (IP) Address
- Finger or voice print
- Photographic image – Photographic images are not limited to images of the face.
- Any other characteristic that could uniquely identify the individual

Students must properly cite any resources used and cite the correct resource. Plagiarism or HIPAA violations that are found will result in disciplinary action up to and including dismissal from the nursing program. In an effort to obtain or populate information:

- **Never** print any part of the patient record at the clinical setting

- **Never** copy or download any part of the patient's medical record/EHR to a thumb/flash drive or electronic device
- **Never** photograph or screenshot of any patient information from the electronic patient record
- **Never** leave the clinical site with any printed notes, report sheets, etc.
- **Never** disseminate any correspondence marked confidential from any clinical facility
- **Never** copy and paste text directly from a source to your paperwork without a citation
- **Never** paraphrase from a source without a citation
- **Never** turn in someone else's work as your own
- **Never** copy from a source only changing a few words and phrases to disguise plagiarism, use your own words and cite the source
- **Always** place quotation marks around and cite any work that you use a direct quote from. Use quotations sparingly
- **Always** place any notes, report sheets, etc. in the shred bin before leaving the clinical sit

Family Education Rights Privacy Act (FERPA)

Students and faculty are expected to follow FERPA guidelines and protect from disclosure of student educational records. ([Pikes Peak Community College all student handbook](#)).

Leaving a Clinical Site

Students are not permitted to leave the clinical site during clinical time. It is the student's responsibility to either purchase meals at the facility, or in situations where meals are not available for purchase, bring their own meal to the facility.

Social Media

Nurse Assistant students are expected to adhere to the PPCC Standards of Conduct. Furthermore, nurse assistant students are advised to exercise good judgment when using social media. A few recommendations on how to avoid problems are highlighted in The National Council of State Boards of Nursing (NCSBN) White Paper: A Nurse's Guide to the Use of Social Media (2011):

- First and foremost, nurse assistants must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient in violation of the Health Insurance Portability and Accountability Act (HIPAA). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse assistant has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse assistant does not permit the nurse assistant to engage in a personal relationship with the patient.
- Promptly report any identified breach of confidentiality or privacy.

- Abide by all policies and procedures for social media set forth by clinical facilities.

Nurse Assistant students DO NOT USE tablets, smart phones, laptops or any other such devices during clinical rotations. These devices are not permitted in the building during clinical rotations and will result in a deduction of points if the nurse assistant student is caught using such a device during clinical hours.

Students who discuss confidential or unprofessional information do so at the risk of disciplinary action which may include course failure and/or dismissal from the Nurse Assistant Program.

Understand that all social media conversation that are exchanged through PPCC accounts/social media channels may be subject to public records law. Each student is legally responsible for individual postings. Students may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (test and/or lecture materials, music, videos, photographs, text, etc.).

(Reference: National Council of State Boards of Nursing [2011]. White Paper: A nurse's guide to the use of social media. Retrieved from [National Council of State Boards of Nursing](#))

Clinical Dress Requirements

In portraying a professional image, it is a student's responsibility to adhere to the following guidelines.

When in any area of the clinical setting, a student is to be identified with the school by wearing an approved PPCC uniform, PPCC emblem and school picture ID.

Uniforms should fit properly and be in good condition, pressed and clean at all times. Uniform skirts and dresses should be long enough to ensure professional appearance and cover all undergarments. Undergarments will be worn and should not be visible through the uniform and must remain inconspicuous.

1. A professional all-white uniform, which may include any of the following:
 - a. Top: White scrub – Solid white only
 - b. Pants: White uniform or scrub - Solid white only, **NO** Low-rise pants permitted. Pant cuffs/bottoms cannot drag on the floor.
 - c. No sweaters or jackets are allowed to be worn over the scrub top. Shoes: All white shoes only. (May have small logo only).
 - 1) White uniform or white tennis shoes only, with all white shoestrings. No mesh or canvas shoes permitted.
 - 2) Shoes must be clean or polished.
 - 3) Close-toed and closed-heels only.
 - d. White socks or white hose must be worn.
2. A plain white short-sleeved or long-sleeved tee-shirt or turtleneck may be worn under the uniform top. If wearing long sleeves, must be able to push up to safely perform sterile skills and hand washing.
3. The PPCC patch will be secured by Velcro/stitches (no safety-pins, tape, or staples are allowed to secure the patch) on the left sleeve of the uniform and lab coat approximately two inches below the shoulder seam. The patch is available from the PPCC Bookstore or Bookstore website.
4. A PPCC nursing student photo ID is required and can be obtained from Student Life at the Rampart Range or Centennial Campus Student Life offices.
5. Students must dress in the PPCC student nursing uniform when reporting to the clinical site prior to clinical to receive their patient assignments. The PPCC emblem patch and name tag/photo ID must be visible at all times.

6. For safety purposes, the uniform and IDs may not have zippers, rings or other accessories directly attached to the uniform/ID that may be pulled or accessed by patients.

Uniform during Pregnancy: Pregnant students may wear a white nursing uniform top and white uniform pants. The uniform must cover the abdomen.

Personal Appearance/ Grooming

Hair

Hair must be clean, well-groomed, must be of natural human color and without shaved areas, unless military regulations are utilized.

Beards, sideburns and mustaches need to be clean, neatly trimmed and not interfere with mask function.

Female and male hair, which is collar length or longer, must be neatly secured, and pulled back so that it does not interfere with patient care. Hair accessories must be small, plain and of a neutral color. Wide cloth headbands are not permitted in the clinical setting. The clinical instructor may determine if further modifications are necessary.

Tattoos

Tattoos are to be covered whenever possible when students are in patient care settings or when students are representing the college in any capacity. Students with tattoos must follow agency policy when in the clinical setting. Some clinical agencies state that **NO** tattoos are to be visible.

Piercings/Jewelry

Visible body piercing, including tongue piercing must be removed. No facial, tongue, nose, lip, or eyebrow jewelry allowed in any clinical setting.

No bracelets or necklaces.

Only the following jewelry may be worn in clinical:

- 1) A watch with a second hand (required).
- 2) Wedding band
- 3) Two small post earrings allowed per ear (no dangling earrings). Must not be larger than 1/8" diameter; round: white or yellow metal or pearl-type.
- 4) A clear/ flesh tone plug may be worn to replace facial piercings. Flesh colored gauges may be worn in ear lobes.
- 5) Exception to jewelry policy will be a medical alert bracelet or necklace which should be shown to the clinical instructor prior to clinical starting.

Fingernails

No students will be permitted to provide direct patient care if they arrive on the unit with artificial nails or enhancements of any type. This includes wraps, stickers, tips, silk or acrylic nails. Fingernails should be short, trimmed, and cut so as not to extend 1/4" beyond the fingertip. Polish of any color is not permitted.

Make Up/Fragrances

Only basic make-up should be used.

No fragrances are permitted to include Febreze.

Smoking/Offensive Odors

Smoking, the use of e-cigarettes, and the use of chewing tobacco is not permitted at the clinical site. A student who smokes cigarettes must take precautions that smoking odor is not present on clothes or breathe during a clinical day. It is not acceptable to use chewing gum or Febreze at clinical sites.

Students should also ensure that offensive body odors are not present.

Miscellaneous

Leave all valuables at home when at clinical sites. The clinical sites and PPCC are not responsible for lost or stolen items.

Certain agencies may have additional dress codes to be followed.

No hats are to be worn when in PPCC nursing uniform, on or off campus.

Non-Compliance with Personal Appearance/Grooming Policy

Students who are not in compliance with the clinical/simulation dress requirements/personal appearance/grooming policies will not be allowed to participate in clinical.

- If compliance can be immediately corrected at the clinical site and is corrected, the student will be allowed to attend clinical.
 - Hair being pulled into a ponytail; removing a piece of jewelry; badge left in backpack/purse etc.
 - Students will have 6 professional conduct points deducted from their total point base.
 - A second breach of uniform compliance will result in a loss of an additional 6 points and a clinical failure. (See also, Clinical Evaluation and Grading, pp 33)
- If compliance cannot be instantly corrected, requires something to be brought to the clinical site, or the student returning to their vehicle or home, the student will be sent home to correct the infraction.
 - If the student is not able to comply with the dress code immediately, the clinical instructor will send the student home and the student will lose 6 professional conduct points as well as 3 points for each hour they take to return to clinical; which could result in the student losing all 10 professional conduct points and subsequently failing clinical (See also, Clinical Evaluation and Grading, pp 33)

Clinical Tardiness

Tardiness is defined as reporting to the clinical instructor after the designated start time, it is the student's responsibility to know their reporting times. Punctuality and attendance at clinical sessions are mandatory. Consequences for being tardy are presented below.

In all instances of tardiness, **it is the student's responsibility to personally inform their clinical instructor of their pending tardiness.** This **notification shall be made telephonically** as soon as possible but **no later than the designated start time.** Notifications after the designated start time do not qualify as notifications. If the student cannot connect with their clinical instructor telephonically, they will leave a message (for example: voice mail or email) providing details for the reason for their tardiness and their estimated arrival time. Emails and voicemails are time stamped and must have occurred prior to the designated start time in order to be considered excused. As such, not being able to reach the instructor does not absolve the student of their responsibility to impart proper notification.

However, if the student must leave a message, the student is responsible to verify that the instructor has received the message. Notifying another student to inform the clinical instructor one will be tardy is not sufficient. If a student is tardy, the student **must report to their clinical instructor prior to assuming any patient care**. The time at which the student notifies the clinical instructor of their presence will be the recorded reporting time for determination of tardiness.

Consequences:

- Each incidence of tardiness will result in a loss of 3 professional conduct points per hour or portion thereof that the student is absent or tardy (See also, Clinical Evaluation and Grading, pp 33)
- Students who fail to notify their instructor of their tardiness prior to their designated start time are considered a no call/no show and will receive an immediate clinical failure.

Clinical Absences

Attendance at clinical sessions is mandatory. If a student must miss a clinical, the student must notify the clinical instructor at least one hour prior to the clinical start time. The clinical instructor will report the absence to the Program Chair. A student who does not abide by the reporting policy will be considered a no call/no show and will receive an immediate clinical failure.

Absences not made up will result either in an incomplete grade, withdrawal or, failing grade and may affect progression in the Program or graduation. Three absences during the Nurse Assistant program may result in dismissal from the program.

Students who miss any clinical time in a clinical course are expected to initiate the clinical make-up process themselves, it is not the responsibility of the clinical instructor to arrange for clinical make-up days. This can be accomplished by emailing the program chair at Daniele.lakin@ppcc.edu or the department at nua@ppcc.edu from a school issued email address with details regarding dates and times missed.

Clinical Absence Make-up

All missed clinical time must be made up. It is the student's responsibility to adjust their schedule to meet the prescribed makeup dates/times/shifts. Clinical space and faculty may not be available to accommodate makeup days; there is no guarantee of clinical make-up time.

There will be one day each semester designated for students with an excused clinical absence to make up their time. The program requires a minimum of six students in order to hold a makeup clinical session and cannot accommodate more than ten so students with an excused absence are enrolled on a first come first serve basis. All other students will be given an incomplete and placed on the clinical waitlist for the following semester.

Clinical Dismissal

Examples of behaviors that may result in dismissal from the clinical setting are but not limited to the following: Unsafe and/or unprofessional behavior at the clinical site, inappropriate attire worn to the clinical agency, lack of preparation for patient care, failure to maintain current BLS/Health requirements on file, tardiness, and failure to notify instructor of late arrival. Loss of all professional conduct points on the NUA points system will also result in dismissal. (See also, Nurse Assistant Program Student Code of Conduct, pp 7).

Dismissal from the clinical agency as a result of inappropriate behavior may result in a clinical course failure or dismissal from the Nurse Assistant Program. Students who are dismissed from a clinical site by

the agency are also subject to failure in that clinical course. If a clinical agency/facility requests that a student **NOT** return to their facility (to complete a clinical the student is currently in or for a future clinical) due to behavioral issues, substances/drugs, etc., the Nurse Assistant Program may terminate the clinical experience for the student and/or assign a failing grade. The student will be given an opportunity to follow the procedures outlined in PPCC Student Concerns ([Report a concern link](#)).

The clinical instructor, in conjunction with the Program Chair and/or the Nursing Program Director, has the right to send a student home and record the day as an unexcused absence if they feel the student is unprepared or unable or unwilling to care for the assigned clinical clientele or has demonstrated a violation of professional behavior. (See also, Professional Behavior, pp 26)

Clinical Incidents

A clinical incident is defined as any occurrence that will require an “unusual occurrence” (or as defined by the facility) form to be completed.

1. Student immediately reports the incident to the clinical instructor.
2. Clinical instructor investigates the incident.
3. Clinical instructor will advise the student to report the incident to appropriate staff.
4. Student and clinical instructor will complete any and all paperwork required by facility.
5. Clinical instructor will notify the Program Chair of incident.
6. Student writes a summary of the nature of the incident and submits one copy of this to the clinical instructor, one copy to the Program Chair.
 - a. Summaries are to be submitted within three working days of the incident. Other written assignments may be required by the Program Chair.
7. Clinical instructor will submit a summary of the incident to the Program Chair.
8. Course or clinical chair will discuss the incident with the Program Chair.
9. Action/follow-up will be determined depending on the severity of the concern.

Patient Transfers

Students are never allowed to accompany any patient or person being transferred outside of the facility in which they are assigned for clinical experiences.

Policies related to Clinical Assignments

Clinical Rotations/Assignments

Students may be assigned to the clinical facility where they are employed. If assigned to the same unit, the student may need to have permission from the employer.

It is the student’s responsibility to notify their clinical instructor if a significant other/family member is employed on a unit where he/she will be assigned. Likewise, the clinical instructor should be notified of a family member/significant other being cared for on a unit where the student will be assigned.

The NUA Program Chair retains the final decision for clinical placement. **NO** switching of clinical group assignments will be made by any student.

Flexibility/ Clinical Site Assignments

Flexibility is essential. Students must be prepared to attend clinical on scheduled days of the week and be aware that clinical dates/times may change due to limited clinical facilities in the community. The NUA faculty make every effort to notify students of changes as quickly as possible.

Student Transportation

Students are responsible for providing their own transportation to clinical agencies as assigned and are expected to meet all clinical schedules as established.

Students must follow all parking guidelines and policies of the clinical facilities to which they are assigned. Parking guidelines and policies will be given to students in each course during clinical orientation.

Clinical Evaluation and Grading.

Clinical evaluation is based on demonstrated proficiency of terminal competencies and laboratory outcomes listed above (See also, Terminal Competencies, pp 6 and Laboratory Outcomes and Grading, pp 24). Student evaluation includes both self-assessment as well as instructor evaluation of the student's performance, conducted in both conference and in writing on an ongoing informal basis. NUA 170 and 171 clinical are pass/fail courses graded as satisfactory or unsatisfactory. As such, any student exhibiting insufficient or problematic care performance will be counseled by their clinical instructor on how to improve. However, an unsatisfactory grade may be administered without notice if there is an egregious shortcoming in performance that could put patients or other staff in danger.

Terminal competencies and laboratory outcomes are evaluated using the Clinical Skills Checklist and Terminal Competency evaluation form in combination with the Cardex-Journaling assignment. Bold skills on the Clinical Skills Checklist must be completed by the end of the clinical experience with the greatest degree of competency allotted based on the clinical experience. Terminal competencies are graded based on the criteria listed in Evaluation and Grading (See also Evaluation and Grading, pp 23). Students must exhibit a minimum of #3 Meets the Standard in 4/7 Terminal Competencies and have no less than a #2 in all seven Terminal Competencies in order to earn a passing grade for NUA 170. Any student with a #2 in any Terminal Competency at the of NUA 170 needs a documented improvement plan. Students must exhibit no less than a #3 Meets the Standard in all seven Terminal Competencies in order to earn a passing grade for NUA 171. The Cardex-Journaling assignment will be used to assist the clinical instructor in grading terminal competencies. Instructors will score this assignment on a continual basis, any student scoring 0-7 will fail the assignment and will be expected to redo the assignment in addition to the cardex-journal assignment they are working on for that day. Any student with a failing grade on the cardex-journaling assignment at the end of the 171 rotation will fail the course.

Pass: 7-15 points total Fail 0-7 points total

Students are further evaluated on their professional conduct using a points'-based system. Students will begin their clinical rotation with 10 professional conduct points and must end their clinical rotations (NUA 170 and 171) with 1/10 points in order to earn a satisfactory grade in both courses.

Professional Conduct Outcomes:

- 2 points for not planning for meal at facility (bringing food or purchasing meal at facility)
- 3 points each for no nametag, ID, gait belt, black pen or paper

- 3 points for each hour or portion thereof that student is absent or tardy
- 3 points for no watch that can be used for pulse, respirations
- 6 points for each instance of cell phone use in facility or in facility break area
- 6 points per day for uniform not meeting handbook standards
- 10 points for serious breach of patient care or safety standards

Students will receive a yellow “Student Acknowledgement Form” on the first day of class. Your signature on the acknowledgement form indicates that the student has read and understands the information listed within this document and that the student understands that they are responsible for the content and agrees to abide by all policies stated herein.

Assumption of Risk: Clinical Experiences

Clinical experiences are a required component of the nursing assistant program at Pikes Peak Community College.

These experiences allow students to practice and apply skills and techniques learned in didactic and laboratory setting which enable students to develop critical thinking skills that are important for the health

care setting. Clinical experiences occur in skilled nursing, rehab, hospitals and other appropriate settings where students can interact with patients and clients.

Potential risks of completing clinical experiences include, but are not limited to:

Generalized list of possible items that a student may be exposed to but are limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients, clients or community partners, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

- A student may not be able to refuse to take care of a patient with a known infectious disease(s).
- Any occurrence needs to be reported immediately to your clinical instructor who will determine the proper reporting and documentation regarding the clinical facility and PPCC protocols.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease.

COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

(continued on next page)

ACKNOWLEDGEMENT OF RISK

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms.

Student Signature

Date

Student (print name)