DEPARTMENT OF NURSE AIDE

PUEBLO CAMPUS
FREMONT CAMPUS
SOUTHWEST CAMPUS

STUDENT HANDBOOK

2026-2027

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Nurse Aide Department Contact Information

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719-549-3295

Nurse Aide Office Phone Numbers

Pueblo Campus: 719-549-3409

Fremont Campus: 719-296-6110

Mancos Campus: 970-564-6235

Chain of Command

Follow the chain of command if issues arise. The chain of command is as follows:

1. Instructor (clinical or course)

2. Campus Academic Excellence Administrator | Division of Medical & Behavioral Health

3. Department Chair

4. Dean of Medical and Behavioral Health

5. Vice President of Academic Services

PUEBLO COMMUNITY COLLEGE STANDARDS

Mission of the College

Pueblo Community College transforms lives, enriches communities, and strengthens the regional economy by empowering individual achievement through a continuum of education

Our Vision

Pueblo Community College is the first choice for success.

Core Values

• **Achievement:** We embrace a diverse student body attending our institution of higher education and support all individuals in attaining high-quality postsecondary credentials across the College's academic disciplines. Through our retention efforts across the College, we work together to keep students engaged and focused on completing their coursework to become highly skilled professionals and gain the most from their educational pursuits to achieve success in the workforce by meeting the demands of a global economy. Any area underlined is a hyperlink which will direct you to a website.

• **Excellence:** We embrace continuous quality improvement and innovation in all areas of the institution. We deliver high-quality programs and services that respond to the needs of the communities we serve and prepare students for success in an ever-changing, diverse, and global workplace.

• **Integrity:** We advance our mission ethically and responsibly. We value fair and equitable treatment, participatory decision-making, and transparent resource management. We have an organizational culture that inspires high performance and accountability for behaviors, actions, and results in a collaborative spirit.

• **Respect:** We provide a safe, caring, and supportive environment conducive to the success and well-being of students, faculty, and staff. We welcome diversity of backgrounds and opinions, recognize individual talents, encourage personal and professional growth, celebrate accomplishments, and honor institutional traditions.

• **Scholarship:** We value and promote students, faculty, and staff scholarship. We strive to create a student-centered learning environment that cultivates critical and creative thinking, problem solving, intellectual inquiry, and global awareness. Through continuing development, we expect faculty and staff to be productive workers, responsible decision-makers, and servant leaders. We believe that scholarship should occur at all organizational levels through knowledge sharing and effective communication.

• **Teamwork:** We believe inclusive cooperative relationships are critical to the vitality and long-term success of its institution. We strategically pursue mutually beneficial partnerships to help students learn and advance other institutional priorities. We encourage active collaboration within and between departments and operational areas. We believe in the importance of nurturing student-to-student and student-to-faculty/staff interactions as a means of promoting student success.

WELCOME STUDENTS!

As the faculty and staff of the Nurse Aide Department at Pueblo Community College, we would like to extend a warm welcome to each and every one of you. Our faculty and instructors are committed to guiding you throughout your journey as a nurse aide student. We encourage you to ask questions and maintain open communication with your instructors. Together, we share one common goal: to help each of you successfully complete the Nurse Aide Program at Pueblo Community College.

Program Overview

The Nurse Aide program is a concentrated course of study that is physically demanding. Students are expected to meet the physical requirements of clinical facilities. Professional behaviors are paramount in healthcare, and as future healthcare providers, you will be held to behavioral standards that prepare you for workplace expectations.

Student Expectations

To prepare for this demanding and rewarding profession, you will be expected to:

1. Attend all classes and clinical activities as scheduled. (Please review the attendance and tardiness policies in detail.) **The first day of class is mandatory.**
2. Display an inquiring attitude and a willingness to explore new or different concepts and ideas.
3. Comply with Pueblo Community College policies and those specific to the Nurse Aide Department as stated in this manual.
4. Complete all course requirements, including clinical components and written assignments, on time and at a minimum academic level of "C" (77%).
5. Take personal responsibility for requesting extra help early if needed. We are here to support your success!
6. Use the problem-solving process to resolve issues and complaints and be open to receiving and learning from constructive feedback.
7. Demonstrate behaviors that reflect personal and professional integrity.
8. Inform your instructor promptly of any condition that might interfere with or impair your ability to care for an assigned patient.

Support Resources

Your success is important to us. We offer office hours and monthly skills review labs to support your learning journey. Remember that seeking help is a sign of strength and commitment to your education.

We are excited to be part of your professional development and look forward to celebrating your achievements in the program!

Sincerely,

The Nurse Aide Department Faculty and Staff
Pueblo Community College

Colorado Nurse Aide Program Approval and Accreditation

The Nurse Aide Program is accredited by the Department of Regulatory Agencies (DORA), 1560 Broadway, Suite 110, Denver, CO 80202; Telephone 303-894-7855

Higher Learning Commission Accreditation

Pueblo Community College is accredited by The Higher Learning Commission and is a member of the North Central Association (www.ncacihe.org, 312-263-0456), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

Gainful Employment Information

The US Department of Education requires disclosure of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation." Go to www.pueblocc.edu/Academics/DegreesCertificates/ for additional program & employment outlook information.

Statement of Non-Discrimination

Pueblo Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 19-60. ***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.*** Pueblo 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. The College has designated the Vice President of Human Resources as its AA/EEO and Title IX Coordinator, with the responsibility to coordinate the college’s civil rights compliance activities and grievance procedures. If you have any questions, please contact the Vice President of Human Resources, 900 W. Orman Avenue, Central Administration Building, Room 111, telephone 719.549.3220, email HR.PCC@Pueblocc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; phone: 303.844.3417.

Aviso de no discriminación Pueblo Community College (PCC) prohíbe todas formas de discriminación y acoso, inclusive violación de leyes federales y estatales o las políticas educativas 3-120 y 19-60 4 del Consejo Estatal de Colegios Comunitarios y Laborales. El Colegio no discrimina en base al sexo/género, raza, color, edad, credo, origen nacional o étnico, incapacidad física o mental, estado de veterano, estado de embarazo, religión, información genética, identidad de género o orientación sexual en sus prácticas de empleo, programas educativos, o actividades que ofrece el Colegio. PCC tomará medidas apropiadas para asegurar que la falta de conocimientos del 4 idioma inglés no será un impedimento para la inscripción y participación en programas de educación vocacional. El Colegio ha

designado el Vicepresidente de Recursos Humanos como su AA/EEO y Título IX, con la responsabilidad de coordinar las actividades de cumplimiento de los derechos civiles de la universidad y los procedimientos de quejas. Si tiene alguna pregunta, comuníquese con el Vicepresidente de Recursos Humanos, 900 W. Orman Avenue, Central Administration Building, Room 111, teléfono 719.549.3220, correo electrónico HR.PCC@Pueblocc.edu. También puede comunicarse con la Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos, Región VIII, Edificio de Oficinas Federales, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; teléfono: 303.844.3417.

ADA NOTICE

Reasonable accommodations will be provided upon request for people with disabilities. To make a request, please notify the Accessibility Services Team at 719-549-3446 or Accessibility@pueblocc.edu at least four working days before the event.

ACCESSIBILITY STATEMENT

Students who have a documented disability or who are pregnant or have a pregnancy related condition, may be eligible to receive accommodations for this class. To make a request, please notify the Accessibility Services Team at 719-549-3446 or Accessibility@pueblocc.edu at least four working days before the event.

SAFETY AND EMERGENCY PROCEDURE

Please review the Safety tips available on the PCC Portal

Contact PCC Dept. of Public Safety: Student Center, Room 152 Phone: 719.549.3355

Nurse Aide Program Admission Requirements

Eligibility

Must be concurrent-eligible high school student OR have high school diploma/GED

Note: Clinical facilities may have age restrictions

Application Process:

1. Apply to Pueblo Community College:
    - Online: www.pueblocc.edu
    - In-person: Any PCC registration station
    - By mail: Submit application to Admissions and Records at your chosen campus
2. After you have been accepted to PCC and have received your S#, you are now able to apply to the Nurse Aide Program.
    - Program Application link can be found at: https://www.pueblocc.edu/programs/nua.
    - Qualified applicants will be admitted on a first-come, first-served basis, contingent upon seat availability.

Required Documentation

Students MUST Submit ALL of the following within 2 (two) weeks of the first day of class:

Background Check - Submitted through CastleBranch

- Students are responsible for cost
- Program acceptance/continuance is conditional pending results
- Disqualifying offenses include:
    - Violent crimes
    - Sexual offenses
    - Domestic violence
    - Child abuse
    - Drug-related crimes
    - Theft
    - Sexual assault by psychotherapist
    - Moral turpitude offenses
    - Registered sex offender status
    - Similar offenses from other states

Drug Screen – Submitted through CastleBranch

- Students are responsible for cost
- Must be completed prior to clinical program admission

Cooperating clinical agencies require that students successfully complete a background check and a urine drug screen. Background checks and urine drug screens must be completed within two weeks of the first day of class. Read additional details outlined under Admission Policy. If a student is convicted of any criminal offense while enrolled in the nurse aide program, the Department Chair and Division Dean must be notified. Failure to report will result in dismissal from the program. The degree of offense may affect continuation/reapplication to the program. https://cccs.castlebranch.com/

Marijuana Policy

THC (marijuana) is part of the required 10-panel drug screen prior to admittance into any Health Professions or Public Safety program at PCC. The passage of Amendment 64 in the State of Colorado, does not overrule Federal law, which states this is still an illegal substance. Students testing positive for THC (marijuana, including prescription marijuana) **will not be allowed entrance or re-entrance** into a Health or Public Safety program.

Health Requirements – Required by Clinical Sites

Documentation that the following vaccines were received OR documentation of immunity via titer level:

- 2 MMR Vaccines/positive titer
- 2 Varicella Vaccines/positive titer
- 3 Hepatitis B Vaccines/positive titer/ waiver
- Tdap or TD vaccine (within the last 10 years and cannot be DTap)
- Documentation of two negative Tuberculosis Tests completed within the year of program completion.
    - Negative results from two Tuberculin Skin Tests (TB) – one to three weeks apart
    - Negative chest x-ray with a previous positive TB test - Good for two years
    - Negative TB blood test, QuantiFERON® or T-SPOT®
- Provide documentation of seasonal Influenza vaccine (Fall and Spring semesters only) by due date provided
- Provide documentation of COVID-19 Vaccine(s): 2 Moderna, 2 Pfizer, or one J&J COVID vaccine
    - Exemptions for the COVID-19 vaccine are accepted on a case-by-case basis. Clinical placements may be impacted by exemption status.

CPR/BLS Provider Certification

- Current American Heart Association Basic Life Saving CPR (BLS/CPR) certification with Healthcare Provider endorsement on the card.
- Card MUST be from an American Heart Association (AHA) accredited facility. Cards will not be accepted from any other agency.
- PCC offers BLS/CPR courses throughout each semester, please visit https://pueblocc.edu/CPR to find a class that fits your schedule.

*PCC Students Receive a Discount if taken at PCC (call 719-549-3477 for promo code or more information on BLS/CPR offerings)

Important Note

Failure to submit required documentation by deadlines will result in clinical rotation rescheduling (subject to availability) Passing background check/drug screening for admission does not guarantee passing future checks for licensing or employment

Essential Functions of a Nurse Aide (appendix A)

At the beginning of the program, each student signs the essential function document that states “I understand the Physical Performance Standards (functional abilities) specific to the occupation of Nurse Aide. I have the ability to meet the Physical Performance Standards as specified.” Should the student’s ability to perform any of the essential functions change at any time during the program, the student must report this to the Department Chair as this may affect clinical assignments/program progression.

Technology Requirements (BYOD "Bring Your Own Device" policy)

See Your Advisor. Identify Your Technological Needs. Your Go!Zone or faculty advisor will be able to inform you of the best computer equipment necessary for your program of study. Technology levels are outlined and determine the base systems for your specific programs. Most programs on campus require Tech Level ONE. It is recommended to use a computer system that is less than five years old with current antivirus software. Specific requirements may exist for your program of study.

*You can find further information in the PCC Catalog.

NURSE AIDE PROGRAM EXPECTATIONS

Academic Requirements

Students must attain an overall academic grade of at least 77% average to complete the nurse aide program. Students must also achieve, at minimum, a 75% on all weekly Quizzes, the Midterm, and Final to pass the course.

Grading Scale:

90 - 100 = A

82 - 89 = B

77- 81 = C

69 - 74 = D

68 – 0 = F

Total Theory Course Work = 100%. This course work includes:

- Quizzes 20%
- Midterm 15%
- Final 25%
- Critical Skills/Homework/Participation 40%

COMPLETION POLICY

Students graduating from the Nurse Aide program must complete the following requirements in order to be eligible for a certificate of completion from Pueblo Community College.

1. Student must be able to successfully demonstrate the following program competencies:

    a. Demonstrate the ability to form relationships, communicate and interact competently on a one-on-one basis with clients/residents/patients.

    b. Demonstrate sensitivity to clients' emotional, social, and mental health needs through skillful, directed interactions.

    c. Demonstrate the ability to assist clients in attaining and maintaining independence.

    d. Exhibit behavior in support and promotion of clients' rights.

    e. Demonstrate observational and documentation skills needed in the assessment of clients' health, physical condition and well-being.

    f. Demonstrate an awareness of the Colorado Nurse Aide Practice Act.

    g. Demonstrate fundamental competency in basic skills for patient/resident care in a lab setting.

    h. Demonstrate principles of OSHA in all manual skills.

i. Explain the general concept of HIPAA and relate it to nurse aide practice.

j. Acquire beginning knowledge and skill related to end-of-life care.

2. Students must complete no less than 90% of the scheduled class time in order to meet Colorado Board of Nursing requirements for certification.

a. In case of an emergency it is the student's responsibility to obtain all material presented and to complete all course assignments.

b. If extenuating circumstances exist, makeup tests for the midterm/quizzes may be allowed at the instructor's discretion.

c. **No more than one test may be taken late and 10% will be deducted from the test score.**

d. Students are responsible for scheduling their own make-up when a lab is missed and must schedule ahead of time with the instructor. (If time is not made up an F will be issued)

3. Students must successfully complete both classes NUA 1001 and NUA 1070.

a. NUA 1070 – Nurse Aide Clinical Experience is scheduled for two (10 hr.) clinical days (Times and dates to be arranged)

b. Clinical orientation – This is time required by the nursing home facility, to be scheduled outside and not to be included in nurse aide class time. Clinical orientation time at nursing home may required prior to clinical days and may be completed on the first day of clinical, prior to being on the units (NUA 1070). Part of this training is included online and in the safety videos.

c. Students cannot contact nursing home facilities to request their own private orientation if they cannot make scheduled orientation time with the class.

4. If circumstances prevent consecutive completion, a grade of F will be issued. Clinicals are to be completed with your cohort. For extenuating circumstances, you must notify your instructor and dept. chair prior to the clinical date, you must drop the course prior to the clinical date.

5. Completion of this program includes a final exam. This mandatory exam will take place online or in-person at the discretion of the instructor.

6. Students must complete the lab/theory/clinical checklist satisfactorily. The critical skills (those listed in the Credentia Colorado Candidate Handbook) will be assigned a point value for successful completion of the skills check-off the first time. If the skill checkoff is not successfully completed the first time it must be repeated until passed satisfactorily however no points will be awarded.

7. Students must attain an academic grade of at least a 77% average to complete the nurse aide program.

8. As stated in the Pueblo Community College catalog, “when registering for one or more classes, the student must pay all tuition and fees unless the course is dropped within the first 15 percent of the term (by the end of the refund period) Please keep in mind, because this course is not a “full” semester, the drop date is typically in the day or two (for clinicals it is the first day) of class. If the student fails to pay tuition and fees, you may incur collection fees, attorney fees, interest and other costs. If you have a financial obligation to PCC, we will not register you, give you your semester grades, or mail your official transcript to other institutions.” PCC will not issue a Certificate of Completion until the above requirements are met.

9. Incompletes: students requesting an incomplete grade must contact the instructor prior to the end of the course. A minimum of 90% of the course must be completed and a satisfactory grade of C or better is required. Each request is considered individually.

10.Students may be entitled to reimbursement of training tuition if hired by a Medicare/Medicaid facility within one year of graduation according to Rule 4.4 B of Chapter XI of the Colorado Board of Nursing. The rule reads as follows: “Pursuant to section 483.152(c) of the Federal Rules and Regulations related to Nurse Aide Training and Competency Evaluation Programs (NATCEP), a long-term care facility (“facility”) that receives Medicare or Medicaid funds: A. Must reimburse a nurse aide who pays for a NATCEP and becomes employed by the facility within 12 months of date of certification, prorated for the portion of the 12-month period that the individual was employed by the facility. (This is up to the individual business that you may work for or get a job with, not all of them offer this).

Classroom/Lab Attendance

All Department of Nurse Aide policies are in addition to those of the college. Policies apply to all required program activities. The limited time frame for covering an extensive amount of subject matter limits options for making up missed content. In addition, the fact that patients' lives may be adversely affected by lack of nurse aide knowledge mandates a strict attendance policy for ALL scheduled learning experiences. Expectations are as follows:

1. Students are expected to attend all scheduled academic/skills lab and clinical for which they are enrolled unless excused by the instructor. Instructors will maintain an official attendance record for all scheduled activities. Any time missed in the academic/skills laboratory area must be made up, at faculty discretion and when time permits. **If more than ten percent (10%) of the academic or laboratory scheduled time is missed, the student will be unable to continue in the program**. If a student consistently leaves early, they will be marked absent.

2. A student who is late (enters classroom after the instructor has taken attendance) three times will be charged with one full absence.

3. Attendance is required for all scheduled clinical days. If a student misses one or more days of clinical the student will be given an F.

4. As a part of any professional behavior, in the case of absence or tardiness, the student is required to notify the course lead instructor or clinical instructor.

Clinical Attendance

Students are expected to attend all scheduled clinical dates on time for which they are enrolled, unless excused by the instructor. Instructors will maintain an official attendance record for all scheduled clinical dates. A student who is late (enters clinical facility after instructor has taken attendance) will be sent home, and the student will receive an F**. If the student cannot complete both days of the scheduled clinical rotation**, both clinical days will need to be completed during the next available clinical date, you will receive an F for the class and pay for another clinical class. However, this is on a space-available basis only. There are no incompletes for clinical days.

CLINICAL GUIDELINES

1. Absences:

    a. Attendance is mandatory for all clinical hours

    b. If you are going to be absent you must notify your instructor

    c. Any absences will result in an F and will need to be completed in the next running course if space is available, at the student's expense for both classes.

    d. Students are to always remain at the clinical site. Leaving the facility during the clinical day is prohibited.

2. Tardiness:

    a. If you are going to be late you must notify your instructor

    b. A student who is late (arrives after the instructor has taken attendance) will be sent home, and the student will receive an F.

3. Family Emergencies:

    a. All family emergencies are to be routed through the clinical instructor

    b. If your family has an emergency, they are to either call the instructor for that day or call the facility and ask to speak with the instructor

    c. Your family is not to call the facility and have you paged

    d. If your emergency requires you to leave you will get an F for the class; you can contact for appeals: Registrar@pueblocc.edu

4. Cell Phone Use/Electronic or Smart Watches:

a. The use of cell phones and electronic watches during clinical is forbidden unless you are on break or at lunch

b. The use of cameras or cell phones to take pictures of the facility or residents is prohibited because it is a violation of HIPAA

c. If you are seen using your cell phone or texting in areas where residents are, such as their room, the shower, or hallways, you will receive a clinical warning, and may be asked to leave, which will result in an F.

d. If you are seen using your cell phone a second time you will be sent home and you will receive a U for the clinical portion of the class and result in an F.

5. Inappropriate Dress:

a. If you arrive at the clinical site and are not appropriately dressed or do not have the appropriate equipment you will be sent home and receive an incomplete

6. Lunch and Breaks:

a. All breaks and lunch are to be taken on the premises of the facility

b. There will be 2, 10-minute breaks and a 30-minute lunch time

c. All breaks and lunch times must be arranged with the CNA you have been assigned to and your clinical instructor

DRESS CODE

1. A scrub top and pants or skirt is the uniform for the Nurse Aide program. If a skirt is worn it should extend to the middle of the knee. The color of scrubs is determined by the department chair/coordinator at each campus. However, each cohort of students must wear the same color as determined by the campus.

2. Soft rubber, professional shoes are to be worn. Low-top, athletic shoes are permitted. Sandals, clogs, crocs (with openings on top), spring shoes and open toe/open heel shoes are not allowed. Shoes and shoelaces must be clean.

3. The covering of body tattoos will be left to the discretion of the department chair/coordinator at each campus. If a tattoo could be deemed offensive, it should be covered.

4. Any additional dress standards of the healthcare agency must be followed.

5. Grooming: Cleanliness and good grooming are essential for the student. The following guidelines should be met:

a. Daily bathing is recommended

b. Use of a deodorant (unscented) is recommended

c. Thorough, daily oral hygiene is essential; a mouthwash and/or breath mints are essential if the individual is a smoker or eats food with a strong odor

d. No perfumed products are to be used, including scented cosmetics, lotions, deodorants, and hair spray

e. Minimal cosmetics may be used, in accordance with good taste

f. Hair is to be neat, clean, and off the face. Long hair must be pulled back and secured up and unable to fall forward. Hair ornaments and ribbons are not acceptable in the agency setting. A conservative hairstyle should be followed. Students must comply with any additional agency policies

g. Male students must be clean shaven or have a well-trimmed beard and mustache:

i. If a male student is generally hirsute, they must wear a clean, white t-shirt under their uniform top

h. Nails are to be clean and well-trimmed. Artificial nails are not permitted. 6. Name badge/picture ID, watch which indicate seconds, and gait belt are required as part of the uniform.

7. Engagement and wedding rings that are in the form of a “plain” wedding band are acceptable, other rings, bracelets, chokers, or other visible necklaces are not permitted. Only very small/post pierced earrings (one per ear) are permitted. No other visible pierced jewelry is permitted (including tongue, nose, eyebrow, lip, or any other facial piercing). In some clinical areas, regulations may be stricter than this policy. Students are responsible for any loss or damage to engagement or wedding rings.

NURSE AIDE STUDENT POLICIES AND PROCEDURES

PCC CODE OF CONDUCT

Pueblo Community College Students are expected to adhere to the PCC Student Code of Conduct found in the PCC Student Handbook which defines unacceptable behaviors. Problematic behaviors are further described in this program handbook in order to clearly define specific behaviors to students and expectations. Students will be held accountable for all behaviors. All violations of behavior will be documented after discussing with the student by faculty/chair and a written summary will be forwarded to Student Services for further investigation and action. Academic cheating is considered a problematic behavior but may have program sanctions applied that impact the student academically, which indicates the interference or lack of acquiring knowledge and/or skills to achieve the course/program outcomes. Cheating,

plagiarism, or other academic dishonesty behaviors may have program/course impacts such as lowering of grade, failure of the assignment/course or other sanctions as described on the program handbook. The due process for academic dishonesty is described in the PCC Student Handbook and may also result in additional College sanction from Student Services.

COURSE ISSUES

When a nurse aide student is experiencing problems in an academic/skills lab, it is the responsibility of that student to make an appointment with the instructor to discuss the problem and explore means of resolution (see chain of command, pg. 2). The initial meeting should occur as soon as a problem is identified.

ACADEMIC/CLINICAL ISSUES

A. Warning/Dismissal:

If a student demonstrates unsatisfactory performance (academic, clinical, and/or laboratory), a warning will be issued to the student. The situation will be discussed with the student, and a written report will be made and signed by both the student and the instructor. The purpose of the warning is to clearly identify the problem areas that must be corrected and the steps to be taken by the student. A second infraction will immediately result in dismissal from the program. Dismissal is implemented by the nurse aide department chair/coordinator following a warning. Clinical, academic, and/or laboratory failure will occur if the conditions of the warning are not corrected.

B. Academic/Clinical Dismissal:

A student who comes to the clinical setting unprepared, as specified in program/course guidelines, will be asked to leave. This will be considered an absence for the clinical day. (See attendance/tardiness policy.)

C. Clinical Failure:

Repeated lack of preparation and/or unsatisfactory performance will result in clinical failure. Receiving a grade of “U” in any critical behavior on a clinical evaluation form, will result in failure for the clinical course. A student may be immediately dismissed from the clinical area and/or may fail clinical if the safety of the resident becomes a factor. Unsafe behaviors include, but are not limited to:

1. Performing services for which the student has not been trained and found proficient by the instructor while at the clinical site.

2. Failure to practice within the scope of the Colorado Nurse Aide Practice Act.

3. Violation of confidentiality.

4. Unsafe performance of clinical practice.

5. Demonstrated physical and/or mental impairment.

6. Substance abuse.

7. Use of electronic devices while providing patient/resident care.

PROTOCOL FOLLOWING BEHAVIORAL MISCONDUCT

1. The instructor will complete and issue a Nurse Aide Program behavioral warning notification form, as well as a PCC Behavior Reporting Form – Incident Report.

2. The instructor will notify the course lead faculty and Department Chair the same day that the incident occurs. If the conduct occurs in classroom setting, the faculty will complete a behavioral warning notification form

3. The completed forms will be reviewed with the student, signed by student and faculty, and placed in student files.

4. A second infraction may result in dismissal from the program.

INJURY AND ACCIDENTAL EXPOSURE

1. If the student sustains an injury or is accidentally exposed to an infectious disease in the clinical area, he/she must notify the instructor immediately. An incident report will be filled out according to agency policy.

2. Students are covered under Worker's Compensation for clinical injury and exposure to infectious diseases. The student must fill out a workman's compensation form in the PCC Human Resource office (not the facility), within 24 hours of the incident.

3. If the clinical injury or exposure to infectious disease occurs after office hours or during the weekend, follow the nursing instructor's direction.

4. If the student is exposed to an infectious disease or is potentially exposed to an infectious disease, the exposure must be investigated within 24 hours.

5. It is recommended that the student carry his/her own health insurance.

DRUGS/ALCOHOL/TOBACCO

1. The use of drugs classified as "controlled, dangerous substances", unless prescribed by a physician for an identified therapeutic effect, is prohibited. Each student must review PCC Marijuana Policy. Any student suspected of such use will be removed from any classroom/lab/clinical area and will be required to undergo urine and/or blood tests. If a student

demonstrates physical or mental impairment as a result of prescription drug use, they will be removed from the classroom or clinical area and subject to clinical failure 17 and/or dismissal from the nurse aide program.

2. All Nurse Aide students are required, as part of admission into the programs, to complete drug testing and background checks which will be conducted by designated agencies as recognized by PCC Medical and Behavioral Health Dean and/or Health Professions and Public Safety Dean. Students will be responsible for the cost of these screenings. The Department Chair or Dean has the discretion to request additional drug screens at the expense of the students. All background and drug screens will be reviewed by PCC Human Resources.

3. Drug screen results that are positive will not be accepted and the student will not be admitted or if already enrolled will be dismissed from the health program. If the drug screen is reported as dilute, the student must repeat the drug screen within 24 hours. If a second dilute is reported the drug screen will be considered positive. Prescriptions not shown at the time of the test or other medications not reported at the drug screen will be considered positive.

4. All agency policies related to drug or random drug testing will be followed.

5. The use of alcohol or controlled substances will not be condoned in the classroom/lab or clinical. If at any time a question arises that a student is under the influence, the student will be removed from any classroom/lab/clinical area and will be required to undergo appropriate testing at student expense. If the student refuses to submit to testing or if such tests are positive, the student is subject to immediate dismissal. Any expenses incurred are the responsibility of the student.

6. Effective fall semester 2017 tobacco use in any form is prohibited on all Pueblo Community College Campuses. Vaporized cigarettes are also prohibited. Most clinical facilities are “non-smoking campuses” and students are subject to clinic rules regarding the use of tobacco during clinical. For those who wish to stop using tobacco products, support will be provided through the PCC Health Clinic such as pharmacological aids (as applicable), smoking cessation kits/educational aids and programs accessible through the Colorado Quit Line.

DISMISSAL POLICY

Students dismissed from the Nurse Aide program will assume responsibility for all expenses owed to Pueblo Community College and financial aid may be affected. The student should immediately speak to a PCC financial aid representative. The following infractions are grounds for dismissal from the nurse aide program:

1. Failure to practice within the scope of the Colorado Nurse Aide Practice Act

2. Performing services for which the student has not been trained and found proficient by the instructor while at the clinical site.

3. Exhibiting abusive behavior toward clients, the instructor or fellow classmates; physically or verbally (Academic/Skills Lab/Clinical)

4. Stealing from classmates, instructor, client, or resident.

5. Violation of confidentiality.

6. Unsafe performance of clinical practice.

7. Demonstrated physical and/or mental impairment.

8. Substance abuse.

9. Use of electronic devices while providing patient/resident care.

10. Academic dishonesty or cheating. “Academic dishonesty” is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. PCC’s Student Code of Conduct lists, but is not limited to, the following acts of misconduct as acts of academic dishonesty:

a. Cheating

b. Fabrication

c. Facilitating Academic Dishonesty

d. Plagiarism e. Unauthorized Collaboration (See PCC Student Handbook for details.)

11. Consistent use of foul, offensive, inappropriate or sexually suggestive language.

12. Poor attendance; students will be unable to continue in the program when absent > 10% of the scheduled course contact time because of Colorado State Board requirements for licensure.

13. Performing services for which the student has not been trained and found proficient by the instructor while at the clinical site.

14. Failure to practice within the scope of the Colorado Nurse Aide Practice Act.

15. PCC will refund 100 percent of your tuition and fees (excluding mandatory registration fee, fees for background check, drug screen, CPR or immunizations) for a particular term if you officially drop during the first 15 percent of that term (by the census date). This is usually 1-2 days after class starts. You can find refund deadlines on your class schedule/bill, at any registration station, or at the Admissions Records Office. You must authorize the drop in person by one of the following methods:

a. Fill out an official drop form and submit it to the Admissions & Records Office, or

b. Access www.pueblocc.edu login, choose registration tools, add or drop classes.

Your refund will be mailed to you approximately two weeks following the end of the refund period.

16. PCC has instituted the following policy on class withdrawals.

a. It is the student's responsibility to initiate all withdrawals (from a course or the college).

b. There is an expectation that the student will inform their instructor, contact the financial aid office, and initiate the process electronically or go to the college "Go Zone" for assistance.

c. Faculty will not withdraw students for lack of attendance but issue the appropriate grade earned by the student at the end of the semester.

d. Some disciplines and programs have very specific attendance policies that the student must comply with to meet accreditation standards or departmental standards.

PROFESSIONAL BEHAVIOR/ WORK ETHIC

1. Professional behavior is always expected of all students. This is a must for each required activity on or off campus (e.g., classroom, on campus, and clinical). Courtesy and respect should be demonstrated in all forms of communication. Appropriate disciplinary action will be taken if indicated (i.e., written warnings).

2. Professional behavior includes, but is not limited to:

A. Following PCC and nurse aide department policies as stated in this handbook

B. Following the appropriate chain of command

C. Being on time for all required activities

D. Being prepared for class, checkoffs, and clinical

E. Reading and following directions

F. As an adult learner, accepting responsibility and accountability for:

i. Own behavior

ii. Own reading, learning and self-development

iii. Seeking help/tutoring per own needs

G. Having backup childcare and backup transportation

H. Not using foul language in any circumstance

I. Following HIPAA confidentiality and privacy policies

Appendix A: Detailed Essential Functions/Physical Performance Standards

Student Name _____

Essential Functions for Nurse Aide

Essential Function Criteria	Definition of Essential Function
Gross Motor Skills	Ability to move with confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders, reach below waist (e.g., plug electrical appliance into wall outlets)
Fine Motor Skills	Be able to pick up objects with hands, grasp small objects with hands, write with pen or pencil, key/type (e.g., use a computer), pinch/pick or otherwise work with fingers, twist (e.g., turn objects/knobs using hands), squeeze with finger
Physical Endurance	Be able to stand, sustain repetitive movements (e.g., CPR), maintain physical tolerance (e.g., work entire shift)
Physical Strength	Ability to push and pull 25 pounds (e.g., position clients), support 25 pounds of weight (e.g., ambulate client), lift 25 pounds (e.g., pick up a child, transfer client), move light objects weighing up to 10 pounds, move heavy objects weighing from 11 to 50 pounds, defend self against combative client, carry equipment/supplies, use upper body strength (e.g., performs CPR, physically restrain a client), squeeze with hands (e.g., operate fire extinguisher)
Mobility	Ability to twist, bend, stoop/squat, move quickly (e.g., response to an emergency), climb (e.g., ladders/stools/stairs), walk
Hearing	Ability to hear normal speaking level sounds (e.g., person-to-person report), faint voices, faint body sounds (e.g., blood pressure sounds), hear in situations when not able to see lips (e.g., when masks are used), and auditory alarms (e.g., fire alarms, call bells)
Visual	Ability to see objects up to 20 inches away (e.g., information on a computer screen, skin conditions), objects up to 20 feet away (e.g., client in a room), objects more than 20 feet away (e.g., client at end of hall), use depth perception, use peripheral vision, distinguish color (e.g., color codes on supplies, charts, bed), distinguish color intensity (e.g., flushed skin, skin paleness)
Tactile	Ability to feel vibrations (e.g., palpate pulses), detect temperature (e.g., skin, solutions), feel differences in surface characteristics (e.g., rashes), feel differences in sizes, shapes, detect environmental temperature (e.g., check for drafts)
Smell	Ability to detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.), detect smoke, detect gases or noxious smells
Reading	Ability to read and understand written documents (e.g., policies, protocols)
Arithmetic Competence	Ability to read digital displays, read graphs (e.g., vital sign sheets), tell time, count rates (e.g., pulse), use measuring tools (e.g. thermometer), read

Essential Function Criteria	Definition of Essential Function
	measurement marks (e.g., scales), add, subtract, multiply, and/or divide whole numbers, use a calculator, write numbers in records
Emotional Stability	Be able to establish therapeutic boundaries, provide client with emotional support, adapt to changing environment/stress, deal with the unexpected (e.g., client going bad, crisis), focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, handle strong emotions (e.g., grief)
Analytical Thinking	Ability to transfer knowledge from one situation to another, process information, problem solve, prioritize tasks, use long term memory, use short term memory
Critical Thinking	Ability to synthesize knowledge and skills
Interpersonal Skills	Ability to negotiate interpersonal conflicts, respect differences in clients, establish rapport with clients, establish rapport with co-workers.
Communication Skills	Ability to explain procedures, give oral reports (e.g., report on client's condition to others), interact with others (e.g., health care workers), speak on the telephone, influence people, convey information through writing (e.g., charting)

☐ I have read the above and understand the performance standards (Functional Abilities) specific to the occupation of Nurse Aide

☐ I have the ability to meet the Physical Performance Standards as specified.

_____

Please Print Name

_____ _____

(Signed) (Date)

The Americans with Disabilities Act bans discrimination of persons with disabilities and in keeping with this law, PCC makes every effort to ensure quality education for all students. It is our obligation to inform the students of the essential functions demanded by this program and occupation. Students requiring accommodations or special services to meet physical performance standards of the Nurse Aide program should contact the Accessibility Services office at 719-549-3446.

PCC is an Affirmative Action/Equal Opportunity Institution and complies will all requirements of the Americans with Disabilities Act.

Accommodation for students with a handicap are made through the Accessibility Services office. This department works with the program faculty to provide appropriate accommodation for students with disabilities.

Letter of Agreement

Nurse Aide Program Admission & Attestation of Acknowledgement of PCC Nurse Aide Program Student Handbook

Submit your initials after reviewing each policy/topic that is listed in the grid below:

Department Contact Info/Chain of Command	Initial _____
PCC Standards (Mission, Vision, Core Values)	Initial _____
Statement of Non-Discrimination	Initial _____
Required Documents for Nurse Aide Program/Clinicals	Initial _____
Technology Requirements – Bring Your Own Device (BYOD)	Initial _____
Academic Requirements – Grading Requirements	Initial _____
Completion Policy	Initial _____
Attendance/Tardiness Policies – Class/Lab & Clinical	Initial _____
Dress Code/Appearance	Initial _____
Clinical Guidelines	Initial _____
PCC Code of Conduct	Initial _____
Academic/Clinical Issues	Initial _____
Protocol following Behavioral Misconduct	Initial _____
Injury & Accidental Exposure	Initial _____
Drugs/Alcohol/Tabacco Policy	Initial _____
Dismissal Policy	Initial _____
Professional Behavior/Work Ethic	Initial _____

Appendix A – Essential Functions	Initial _____

Please note that this handbook and agreements within are subject to change and revision during the course of instruction.

This 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 https://www.cccs.edu/about-cccs/state-board/policies-procedures/

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. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.

This Handbook should be used for the Nurse Aide program, additionally you are expected to read and review the PCC student handbook:
https://pueblocc.edu/document/studenthandbookpdf

I have read the Nurse Aide Student Handbook and agree to comply with the printed policies. Furthermore, I understand that a minimum grade of "C" (75%) must be attained to pass the nurse aide course. My signature indicates my acceptance of this handbook.

Please PRINT student name _____

Student Signature _____

Date _____

This letter of Agreement is to be turned into the Nurse Aide Department and will become a part of the student's permanent file.