DEPARTMENT OF NURSE AIDE

PUEBLO CAMPUS
FREMONT CAMPUS
BAYFIELD SITE
PCC SOUTHWEST CAMPUS

STUDENT HANDBOOK

2025 – 2026

Your dreams. Our team.
Unstoppable.

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/student-handbookpdf

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. website

Statement of Non-Discrimination

Notice 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

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 persons with disabilities. To make a request, please notify the PCC Disability Resources Team at 719-549-3449 or Disability.Resources@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. Please contact the Accessibility Center at719.549.3446 or Accessibility@Pueblocc.edu for further information

BYOD Bring your own device

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. The majority of 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.

Tech Level ONE
Laptop Computer
• Windows 10 / Mac OS 10.10
• Intel Core i3 or AMD A8 or higher
• 2 GHz or faster
• 4 GB RAM or greater (8 GB recommended)
• Monitor and graphics card with 1024x768 resolution
• A web camera capable of video web conferencing, protection plan
• Microphone and headset, Antivirus software, Internet connectivity-5MB per user

Table of Contents

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..

The faculty and Instructors are here to guide you as a nurse aide student. We encourage you to ask questions, and talk with your instructors. We have one common goal, to see each of you successfully complete the curriculum of the Nurse Aide Program at Pueblo Community College.

The Nurse Aide program is a concentrated course of study. Students are expected to meet the physical requirements of the clinical facility as the nurse aide program is physically demanding. Professional behaviors are paramount to persons in the helping profession and students are expected to meet certain behavioral standards that may not be required of other college students.

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

1. Attend <u>all</u> classes and clinical activities as scheduled. (See attendance and tardiness policies). **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 department of nurse aide as stated in this manual.
4. Complete all course requirements [clinical requirements] and written assignments on time and at a minimum academic level of "C" (75%).
5. Accept personal responsibility for requesting extra help early in the course if needed.
6. Use the problem-solving process to resolve issues and complaints and accept and profit from constructive criticism.
7. Demonstrate behaviors indicative of personal and professional integrity.
8. Inform your instructor in a timely manner of any condition which would interfere with or impair your ability to care for an assigned patient.
9. 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. College President

Student Success

To be successful in your academic program you must be committed to the course of study and will need to spend a significant amount of time preparing for class lecture and skills lab assignments. Keep in mind that this is a professional program and attendance is important, just as it will be in the employment for which this course is designed to prepare you.

Essential Functions (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**.

Background Checks/Drug Screens

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 first day of class. Read additional details outlined under Admission Policy. **NOTICE: Passing the background check and drug screening for admission and continuation in any PCC Behavior and Medical Health program does not guarantee that a graduate will pass the background check and/or drug screening for employment.**

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.

Basic Life Support and Immunizations

Basic life support certification for health care providers must be current (within 2 years) and proof of completion submitted with application. The agency for certification must be the **American Heart Association**; an online course is not acceptable. **All immunizations are required for clinical placement in this program.** All immunizations must be up to date per current program policy. If at any time the student's immunization are not up to date and complete, the student will not be permitted to attend clinical; clinical make-up is not guaranteed.

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

Admission Policy

All students seeking admission to the nurse aide program must successfully meet the following criteria:
1. Must be currently enrolled in high school and be concurrent eligible, or have a high school diploma or GED to apply to the Nurse Aide program.
   Disclaimer: Per Clinical Facility, there may be an age limit.
2. Must apply for admission to the college by going online to www.pueblocc.edu (Find and click on the "My Community Education" icon), at any PCC registration station, or by filling out an application form and sending or taking it to the Admissions and Records office of the campus you plan to attend.
3. Qualifications for program completion and to receive certification through PCC include completion of criminal background check, drug screen, certification in BLS, completion of safety certificates, and completed immunization record. **All immunizations are required for clinical placement in this program.**
4. Must be able to pass a criminal background check. Acceptance into the nurse aide clinical program is conditional pending the results of the background check. Students that don't meet the requirement for an acceptable background check will be unable to complete the nurse aide program. Students are responsible for the cost of the background check and drug screen. The following are disqualifying offenses:
   a. Crimes of violence (assault, sexual offenses, arson, kidnapping, murder, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1. 3-406 C.R.S.
   b. Any offense involving unlawful sexual behavior.
   c. Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S.
   d. Any crime of child abuse, as defined in section 18-6-401 C.R.S.
   e. Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances.
   f. Crimes of theft.
   g. Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S.
   h. Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.)
   i. Registered sex offenders.
   j. Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

(Students who have successfully completed the terms of their deferred adjudication agreement will not be disqualified.)

NOTICE: Passing the background check and drug screening for admission and continuation in any PCC Behavior and Medical Health or Health and Public Safety program does not guarantee that a graduate will pass the background check and/or drug screening for licensing or employment.

5. Must pass drug screen. The drug screen must be completed prior to admission into the

clinical program. **Background and drug screen deadline is within two weeks of first day of class.**

6. Must have a negative two-step PPD (includes the administration of two shots with negative results from each one or proof of two annual PPD tests) or chest x-ray within the past year in order to be accepted into the nurse aide program.

7. Must provide proof of current immunizations including MMR, Tetanus (within the past 10 years), Varicella, Hepatitis series, and COVID vaccine in order to continue into the clinical rotation of the program for program completion. Students will be required to provide proof of flu vaccine during flu season. **All immunizations are required for clinical placement in this program. Deadline is within two weeks of first day of class.**

8. Must provide proof of current **American Heart Association Basic Life Saving CPR** training in order to proceed to the clinical rotation. Date due is midterm of NUA 1001 theory portion of the class. **Deadline is within two weeks of first day of class.**

9. If required information is not received in the nurse aide department by the above due dates the student will have to reschedule their clinical rotation for the next available clinical dates pending completion of required information (and space availability).

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 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 the 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 to schedule their own make-ups when a lab is missed and must schedule ahead of time with the instructor.
3. Students must successfully complete both classes NUA 1001 and NUA 1070.
   a. NUA 1070 – Nurse Aide Clinical Experience is scheduled two (10 hr) clinical days (Times and dates to be arranged)
   b. Clinical orientation – This is time required by nursing home facility, to be scheduled outside and not to be included in nurse aide class time. Clinical orientation time at nursing home is required prior to clinical days and may be finished completion 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 facility to request their own private orientation if they cannot make scheduled orientation time with the class.
4. If circumstances prevent consecutive completion, an Incomplete will be issued. It may be possible to move into another session; however this is on a space available basis only, and must occur no later than the end of the next semester or NUA 1001 will need to be repeated.
5. Completition 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 Colorado Candidate Handbook) will be assigned a point value for successful completion of the skills check-off the first time. If the skill check-off 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 75% average to complete the nurse aide program.

Grading Scale:

90 - 100	A
82 - 89	B
75 - 81	C
69 - 74	D
68 - 0	F

Total Theory Course Work = 100%
Quizzes 20%
Midterm 15%
Final 25%
Critical Skills/Homework/Participation 40%

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) date: _____. 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 75% 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.

ATTENDANCE/TARDINESS POLICIES

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 Incomplete.
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

1. 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 student will receive an Incomplete

ELECTRONIC COMMUNICATION DEVICE USE POLICIES

1. Facility telephones **are not** to be used for personal calls. Incoming, **emergency** calls for students in the clinical area must be routed through the instructor responsible for the student. Families should be informed to contact the instructor/office when a message

must be delivered during the clinical/class time. The instructor will notify you of any emergency calls.

2. All electronic communication devices must be **turned off** during all classes, labs, and clinical. Students may return calls/messages **during breaks** and/or after class.
3. No video or audio recording is allowed without the written consent of the instructor.

ACADEMIC/CLINICAL ISSUES/BEHAVIORAL ISSUES

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. 7). 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 device while providing patient/resident care.

PROTOCOL FOLLOWING BEHAVIORAL MISCONDUCT

1. The instructor will complete and issue a behavioral warning notification form.
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 an 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. Second infraction will immediately 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 disease. 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.

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, 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 health-care 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 foods 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.

PROFESSIONAL GUIDELINES

PROFESSIONAL BEHAVIOR/ WORK ETHIC
1. **Professional behavior is expected of all students at all times**. 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

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 Incomplete and will need to be complete in the next running course if space available.
   D. Students are to remain at the clinical site at all times. 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 student will receive an Incomplete.
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
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.
   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
5. Inappropriate Dress:
   A. If you arrive at clinical 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

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

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 regard- ing 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 aides 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 device 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 $\geq$ 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 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 <u>student's</u> 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 <u>will not</u> 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.**

Student Name _____

Nurse Aide Program Requirements:

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 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 conflict, 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

Essential Function Criteria	Definition of Essential Function
	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.**

APPENDIX A: Essential Functions

Health Professions Division

_____   I have read and 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.

_____
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 insure 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 Disabilities Resource office at 719-549-3446.

PCC is an Affirmative Action/Equal Opportunity Institution and complies will all requirements of the Americans with Disabilities Act.
Accommodations for students with handicaps are made through the Counseling, Career and Transfer Services office. This department works with the program faculty to provide appropriate accommodations for students with disabilities.

Attestation of Acknowledgement of PCC Nurse Aide Program Student Handbook

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 all policies stated in this handbook.

Please initial each policy listed on the grid below:

Appendix A – Essential Functions	Initial _____
Statement of Non-Discrimination	Initial _____
PCC Flex Guiding Principles	Initial _____
Facial Coverings and Social Distancing Guidance	Initial _____
BYOD Bring your own device	Initial _____
Immunizations/COVID-19 card	Initial_____
Attendance/Tardiness Policies	Initial _____
Electronic Communication Device Use Policy	Initial _____
PCC Code of Conduct: Course Issues Academic/Clinical Issues Behavioral Misconduct in Classroom and Clinical settings	Initial _____
Appearance and Dress code	Initial _____
Professional Guidelines	Initial _____
Clinical Guidelines	Initial _____
Drugs/Alcohol/Tobacco Use	Initial _____
Dismissal Policy	Initial _____

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.

Letter of Agreement

Nurse Aide Program Admission

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

(The Letter of Agreement is to be turned into the Nurse Aide Program Coordinator and will become a part of the student's file.)