

**Heart of Georgia Technical College
CNA 100 Patient Care Fundamentals
Course Syllabus**



Instructor Information

Instructor:
Dept Chair: Ms. Sylvia Rozier, RN, MSN
PCA Coordinator: Ms. Annette L. Smith, RDH
Telephone:
E-mail
Office:
Class Days:
Class Times:
Classroom:

Prerequisites

None

Credit Hours

8

Course Description

This course introduces the student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include: role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

Competency Areas

Role and Responsibilities of the Certified Nurse Assistant
Topography, Structure, and Function of Body Systems
Legal and Safety Requirements in the Patient Care Field
Equipment Use and Care
Performance Skills Standards and Procedures
Students must complete all of the objectives on the skills checklist
Students must achieve a course grade of C or better to pass CNA 100

Effective July 1, 2007 all students that successfully complete the CNA 100 course offered through Heart of Georgia Technical College will be required to complete a National written and skills performance examination at a Regional testing site to become certified as a Certified Nurse Assistant in the State of Georgia. Candidate must test and pass both parts of the exam within one (1) year of completing the training program, or within three,(3) test attempts, whichever comes first in order to be placed on the Georgia Nurse Aide Registry.

There will be an additional cost of \$118.50 for each student that is not covered in the cost of the course offered at Heart of Georgia Technical College. This fee must be paid prior to enrolling in the CNA 100 classes. This fee includes the cost of the exam and malpractice insurance before going to the clinical site.

Required Textbooks

1. Sorrentino, Sheila; Gorek, Bernia, Long-Term Care Assistants – Textbook 5th, Edition; Mosby, St. Louis; MO 63146
2. Sorrentino, Sheila; Gorek, Bernia, Long-Term Care Assistants- Workbook and competency Evaluation Review, 5th Edition. Mosby; St. Louis, MO 63146
3. American Heart Association BLS Manual, Current Edition.

Required for all CNA Students (student is responsible for any additional costs)

- CPR Instruction (Proof of CPR certification **must** be presented prior to scheduled in class CPR)
- Uniforms (All White)
- Electric Blue Lab Jacket with HGTC Patch
- HGTC Student Name Badge

- Books, Supplies
- Malpractice Insurance (Prior to attending clinical)
- Physical Examination (Prior to attending clinical)

Course Objectives

After completing this course, the student will have knowledge of the following competencies:

Roles and Responsibilities of the Certified Nurse Assistant

Job Characteristics

- Identify the qualities and characteristics of a successful nursing assistant
- Describe the roles and responsibilities of the Certified Nurse Assistant

Health Care Team

- Discuss and review the health care team
- Perineal Care

Discuss perineal care

- Discuss observations, experiences, and application of skills in clinical setting

Certification Requirements

- Discuss written and practical performance skills

Dealing with Death

- Discuss the cultural and ethical aspects of death, post-mortem care and personal feelings

Topography, Structure, and Function of Body Systems

Aging Process

- Identify and discuss the aging process: normal changes, physical changes, emotional and psychological changes, and social changes
- Identify and describe nursing care to help adapt to the physical changes of aging

Define normal aging

Compare Mental Disorders

- Discuss confusion, dementia, and Alzheimer's disease
- Discuss related disorders and stages

Patient Admission

- Discuss admissions of a patient

Home Care

- Discuss caring for the resident's environment

Bowel Dysfunction

- Discuss bowel incontinence and training

Urinary Tract

- Discuss how to aid the patient with urinary incontinence and bladder training
- Discuss digestion and the urinary system

Musculoskeletal System

- Discuss assistance with patient moving, exercise, and the musculoskeletal system

Endocrine System

- Discuss food and nutrition, endocrine system, difficulty swallowing, and maintaining fluid intake

Vital Signs

- Discuss assessing vital signs, breathing, and circulation

Respiratory System

- Discuss hypertension and specific diseases and problems related to respiratory system

Death Signs

- Discuss signs of approaching death

Legal and Safety Requirements in the Patient Care Field

Ethics

- Discuss developing a personal code of ethics

Clinical Evaluation

- Discuss daily clinical evaluations
- Discuss legal and ethical issues

Control Lung Infection

- Discuss preventing the spread of germs
- Discuss infectious diseases: AIDS, Hepatitis, Tuberculosis, and the control recommendations

Discuss infection control in a long-term setting: MRSA Fact Sheet, infection control, bacteria: the secrets of resistance, caring for the AIDS patient, and skin sores

Correct Lifting

Discuss how to avoid lifting strains

Care of Injured Patient

Discuss accident prevention: assisting the resident with dizziness

Discuss caring for a patient with broken bones

Discuss the use of cold for an injury

Discuss prosthetic devices and the patient's call light

Discuss aid to a choking patient

Liability Form

Discuss release of liability form

Equipment Use and Care

Aseptic Techniques

Perform techniques of handling equipment using correct aseptic techniques

Perform aseptic techniques for catheters and catheter bags, colostomy bags, tissues, and incontinent pads.

Operate Equipment

Discuss equipment care and use

Demonstrate measuring oral temperature using a glass thermometer, electronic thermometer, and a rectal thermometer

Demonstrate measuring an axillary temperature

Demonstrate measuring a radial pulse, respiration, blood pressure, vital signs, and height and weight

Performance Skill Standards and Procedures

Demonstrate assisting the patient out of the bed to the bathroom

Demonstrate assisting the patient onto the bedpan (method 1 and method 2)

Demonstrate offering a urinal to a patient

Demonstrate collecting a stool specimen

Demonstrate removing a fecal impaction

Demonstrate collecting a routine urine specimen

Demonstrate collecting a clean catch specimen for male and female

Demonstrate collecting a 24-hour urine specimen

Perform reality orientation for cognitively impaired

Perform aseptic hand washing

Perform proper handling of linen

Discuss five elements of communication: verbal and non-verbal communication, communicating effectively, blocks that prevent communication, and impairments that block communication

Role play/discussion: communicating with the hearing impaired, communicating with the visually impaired, and communicating with speech impaired

Demonstrate giving a patient a bed bath

Demonstrate giving a back rub

Demonstrate sitting a patient up in bed

Demonstrate moving a patient using a draw sheet

Demonstrate turning a patient to Semi-Prone position

Demonstrate log rolling the patient

Perform tub, shower and/or whirlpool baths

Demonstrate oral hygiene for conscious and unconscious patient

Demonstrate oral hygiene for patient with dentures

Demonstrate brushing and combing patient's hair

Perform bed baths

Demonstrate female and male perineal care

Demonstrate shampooing a patient's hair in the shower and bed

Demonstrate shaving a male patient using a disposable razor and electric razor

Demonstrate removing hair from chin, nose, and ear

Demonstrate facility evacuation plan for disaster, fire, etc

Demonstrate Heimlich maneuver, cradle drop, extremity carry, swing carry, pack strap, and hip carry

Discuss and identify the proper procedures for performing CPR

Demonstrate CPR skills

Discuss dangling the lower extremities, pivot transfer (from the wheelchair to the bed), ambulation with a walker, protecting the falling patient, using a Gait belt, moving patient using the mechanical lift, and range motion
 Demonstrate assisting a patient to sit up in a chair
 Demonstrate assisting a patient to ambulate alone or with a cane or walker
 Demonstrate transferring a patient, using a mechanical lift, from bed to a stretcher using a four-man lift and from a bed to a wheelchair/geriatric chair
 Demonstrate care of a patient in restraints
 Demonstrate serving a meal tray to a patient in room
 Demonstrate feeding a dependent patient
 Demonstrate testing urine for glucose and acetone using a dipstick and/or strip method
 Demonstrate measuring intake and output
 Discuss assisting a patient with a bedpan and urinal
 Discuss the urinary and digestive systems
 Demonstrate skills for catheter care for female and male
 Demonstrate how to give a soapsuds enema and a Fleet's enema
 Demonstrate post-mortem care
 Complete mandatory clinical skills

***In addition, students must complete all skills on the CNA 100 Skills Check list with 2 attempts.**

HGTC Student Attendance Policy

Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student's record. Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student's responsibility. Attendance is counted from the first scheduled class meeting of each quarter. Absence from class for any reason does not excuse a student from full responsibility for class work or assignments missed. The student is still responsible for preparing assignments for the next class meeting and for completing all work missed in accordance with the course syllabus.

All class meetings are important and require that a student abide by the attendance policies adopted for individual classes by instructors. Specific course attendance policies and penalties imposed for absences are left to the discretion of individual instructors. **Programs governed by state and federal licensing agencies may have more specific attendance policies, which students must adhere to.** The instructor has the option of withdrawing students from the course that exceed the maximum number of permitted absences as defined by the course syllabus. Excessive absenteeism and tardiness impact work ethics evaluations and may affect course grades. Students will not be penalized when they are absent due to attending college-related activities. However, the student is responsible for making up missed work within the specified time period in accordance with the course syllabus at the convenience of the instructor. Students who anticipate an absence from class must contact their instructor prior to the absence. ***Students who miss more than 10% of the scheduled class days and do not contact their instructor may be withdrawn.***

Attendance Appeal Process

Students should discuss attendance matters with their instructor. Students with **extenuating** circumstances who wish to appeal violation of the attendance policy must do so within 48 hours of being withdrawn from the course. ***Students must attend class until the appeal decision is made.*** *Students who fail to meet any scheduled appeal or fail to schedule a change prior to the scheduled appeal will be immediately withdrawn from the class or classes for which they initiated the appeal and will forfeit their right of additional appeals for the incident.*

Attendance Appeals—Credit Students

To initiate an appeal, the following procedure must be followed.

- A credit student who is not satisfied with the instructor's decision may appeal to the Dean of Instructional Services, bcarroll@heartofgatech.edu, or (478) 274-7852. The credit student must write a letter or e-mail addressed to the Dean of Instructional Services stating the reason why the student was withdrawn from the course, stating reasons for absences, and providing reasons why the student should be reinstated to class. The letter should be submitted to the Academic Affairs Office in LLHall 224B. Students enrolled at the Little Ocmulgee Instructional Center must address letters to the Dean of the Little Ocmulgee Instructional Center. Written appeals should include copies of any documentation cited in support of the student's case. Documentation, while helpful in determining the facts in a situation, does not guarantee reinstatement.

The student is issued a pass to return to class and must attend class until the student meets with the Dean or his/her designee. The Dean or designee will review the documentation and render a decision within two (2) business days.

- If the student is denied reinstatement to class, the student may appeal the decision to the Executive Vice President within two (2) working days from the Dean's or designee's notification. The student must write a letter addressed to the Executive Vice President stating the reason why the Dean's or designee's decision should not be accepted and why the student should be reinstated to class. The student must submit the letter to the Academic Affairs Office. An appointment is then scheduled with the Executive Vice President. The student is issued a pass to return to class and must attend class until the student meets with the Executive Vice President or designee. The Executive Vice President or designee reviews the documentation and meets with the student within two (2) working days and renders a decision. The decision of the Executive Vice President shall be final.

CNA 100 Attendance Policies

Students are expected to attend every class sessions. The instructor often gives information in class that is not found in the textbook, so students may miss important material if you miss class. There will be penalties for absences; your absences will affect your work ethics grade. If you are unable to come to class, contact the school as soon as possible.

1. If you miss 10% of the total class during the quarter, you will be dropped from the class in adherence to HGTC and TCSG policies.

This course is comprised of 50 classroom hours and 60 clinical (lab) hours. This means that you cannot miss more than 5 classroom hours and no more than 6 clinical (lab) hours.

Roll will be called at the beginning of class and class will start on time. If you are less than 15 minutes late, you will be counted as tardy. Three (3) tardies make one (1) absence. If you are more than 15 minutes late, you will be counted absent for that day.

You must make up all work missed as a result of tardies, early dismissals, and absences at the convenience of the instructor. If you know that you are going to be absent or late, you must notify the instructor prior to the beginning of your scheduled class time. It is your responsibility to get missed lecture notes and important announcements from classmates. Be sure to find out if handouts were given so that you can get them.

Attendance at clinical is reflective of what your performance would be in the work force. You are expected to attend all scheduled clinical days on time and for the full amount of scheduled time. If you are going to be tardy or absent from clinical, **it is a requirement** that you call the clinical site at least 2 hours prior to the scheduled time. Please make certain that you write down the name of the person receiving your message. Any clinical time missed must be made up within two (2) weeks of the time missed, if time permits. If the absence or tardy is near the end of the course completion, the time must be completed or the current HGTC withdrawal process will be implemented.

*** Failure to report clinical tardiness or absence will be considered as a "No Show" for work and would be grounds for termination from the program as would be in the work place.**

If you have excessive absences of any kind - whether excused or unexcused – you will be dropped from the course. Even if your absences are excused, missing a lot of classes will put you so far behind that you cannot catch up. Remember to check with the financial aid office to determine how being dropped from a class will affect your financial assistance.

Withdrawal from this course

Should you wish to withdraw from the class, please contact your program advisor for a withdrawal form. Please do not just stop coming to class or you will receive a failing grade, which will affect your GPA. In addition, your financial aid may be affected and you will have to pay it back out of your own pocket. Show courtesy and respect for me by notifying your instructor about your withdrawal. You will receive the following grades depending on your status at the time of withdrawal:

Prior to midterm	W	
Midterm – 8 th week	WP	(if grade is 60 or above at this point)
Midterm – 8 th week	WF	(if grade is 59 or below at this point)
After 8 th week or later	F	

In the event that the student is unable to complete the required course work due to extenuating circumstances a grade earned of "I" may be assigned with the approval of the Dean of Instructional Services.

Special Services

Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator on behalf of the student.

To ensure that students have every opportunity to succeed in their studies, other services such as tutoring and study skills are available. Students interested in these services should talk to the instructor or department chairperson. For this course, CNA 100, tutoring is available through TRACS at the Dublin Main Campus. For an appointment, call Mrs. Lydia Barfoot at 274-7652.

CLINICAL ATTIRE FOR CNA 100

The purpose of a uniform is to identify members of a particular group. Unless otherwise instructed by the clinical instructor, the student must adhere to the following dress code when at the clinical site.

You must purchase uniforms which consist of white scrub top, white scrub pants, electric blue lab coat with HGTC patch; clean, solid white shoes (no clogs or any type of shoes with an open back or open toes), and white socks or stockings.

The uniforms, lab coat, and patch may be purchased at the HGTC Bookstore. Uniforms must be clean and wrinkle free.

Pants must be worn at the waist and be an appropriate size for the student. Undergarments must not be visible under the uniform.

No colored undergarments are allowed.

HGTC student ID badges must be worn and visible before entering class or clinical site.

Students should not wear their clinical attire in the community (i.e. shopping, dining, running errands).

The **only jewelry** that may be worn is: watch, wedding rings (on one finger), and one pair of small, stud earrings with only one earring per ear for women. Men **may not** wear any earrings.

NO body piercing jewelry is allowed: this includes: tongue rings, eyebrow, navel, or nose rings

Hair must be clean and dry. Long hair (shoulder length or longer) must be pulled back from the face with a neutral-colored elastic band or barrette. Shoulder-length or shorter hair is not required to be pulled back unless it falls in the face in which case it must also be pulled or pinned back. Hair must be modestly styled.

Good personal hygiene is essential. You must bathe daily and use deodorant/antiperspirant. Teeth must be brushed and breath must smell fresh. **Perfume, after-shave, cologne or any other scented personal care item are not allowed.**

Makeup must be kept to a minimum. No false eyelashes or harsh makeup will be permitted. **Fingernails** must be neat, clean and short. Your fingernails may not be visible when your hand is viewed from the palmar surface. Polish should be colorless and not chipped. Students may **NOT** wear acrylic nails.

Tattoos must not be visible while at the clinical site. If the student has a tattoo that cannot be covered by clothing, it must be completely covered with a flesh-colored Band Aid

HGTC policy on personal appearance:

Students are expected to maintain proper personal appearances at all times. The attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Students are not permitted to wear dirty or ragged clothing. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty/staff.

The wearing of work-related headgear is restricted to the department area in which the student is enrolled. An exception to this policy is if the headgear is part of a HGTC recognized uniform such as a nursing cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.) to be worn indoors by either male or female students. A primary mission of the Heart of Georgia Technical College is to prepare students for workplace success: appearance is a major concern employers identify as an area of needed emphasis.

Students attending clinical are required to wear the approved HGTC uniform for the program in which the student is enrolled. If you have any questions regarding the approved uniform policy, please contact your instructor for more details.

Conduct

I expect you to come to class with a positive attitude and an open mind. Please conduct yourself in a manner that is conducive to learning, being respectful of your fellow classmates. **Turn off all pagers and cell phones.** No electronic devices such as radio, walkman, etc. Talking out of turn, whispering, loud popping of gum, personal grooming, or other disruptive and distracting behavior will not be allowed and you will be asked to leave the classroom. You may not have personal visitors on campus at any time without the written permission of the Dean of Instructional Services or the Executive Vice-President.

Exams/Final Exam

There will be unit exams over chapters in the textbook, plus a comprehensive final exam at the end of the course. If you are absent the day of an exam, you must present an excuse for the absence upon returning to class. The excuse may be from a physician or be proof of reasonable absence (determined by the instructor). If allowed, make-up exams will be scheduled at the discretion of the instructor and may be administered either through the Testing Center or by the instructor. Make-up exams may be in a different format from the exam given in class. Alternate exam formats include: multiple choice, matching, fill in the blank, essay, true/false or any combination of these formats. The make-up exam format is determined by the instructor for each exam and may vary throughout the quarter. Students who have received prior approval from their instructor to make up work must make work, exam, assignments, etc. missed within three instructional days, or the grade is a zero.

Project

You will complete a 3 page report over an assigned disease. Your cover page does not count as one of your pages. You should include information such as the symptoms, treatment options and expected outcome (prognosis) of the disease. You must cite the sources you used at the end of your paper. The paper should be typed with no larger than a 14 font and include a cover page with your name, course name, and quarter/year. The project will be worth 5% of your final grade. Please use one of your best resources—the HGTC library located in Room 110 in Louie Livingston Hall on the Dublin Campus. It is a new facility which has study rooms, a computer lab, casual seating, carrels for DVD/CD viewing, a coffee area, a children’s area all in a wireless environment. The library is open from 7:30am -8:00pm during the quarter breaks. From ant computer, the students have access 27/7 to electronic resources with a quarterly password provided by the instructors. The friendly and helpful staff is available by phone (478) 275-6593. Email www.library@heartofgatech.edu or FAX (478) 275-6594 during business hours and electronically through the “Ask the Librarian” link (on the left side of the library home page) after hours for information the next day. The library welcomes suggestions for new materials from its patrons.

Course Evaluation

Grading Scale

Unit Exams	50%	A	90 - 100
Project	5%	B	80 – 89
Quizzes and Skill Performances	25%	C	70-79
Final Exam	20%	D	60-69
Completed Clinical Hours (60)		F	59 or below

Course Requirements:

To complete CNA 100, the student must:

- *Achieve a “C” or an overall grade of “C” or better
- * Complete all unit exams
- *Complete and turn in all assignments
- *Complete the Final Exam
- *Complete a research project
- *Complete I written skill quizzes and skill performances after 2 attempts with a grade of 80 or better (these grades will be averaged together for 25% of your grade)
- *Complete all required classroom, lab and clinical hours for the CNA 100 class

MUST MAKE A COURSE GRADE OF “C” OR BETTER TO PASS CNA 100

If you feel you have been given an incorrect grade, please contact your instructor immediately. Students who received prior approval from their instructors to make up work must make work, exams, assignments, tec. Missed within three instructional days, or the grade is a zero.

Medical forms and appropriate documentation

Medical forms are given to students at the beginning of the quarter and **the due date is specified on the class calendar given in the first class session.**

- *All required medical forms for CNA 100 must be completed and signed by a physician, physician’s assistant, nurse practitioner or nurse employed by a county health department prior to attending any clinical rotations.*
- *If a student’s TB skin test is positive, the student must have a chest x-ray indicating that there is NO evidence of active TB infection prior to attending clinical rotations and provide documentation to the instructor.*
- *Students with a reactive RPR test for syphilis are required to complete treatment and obtain documentation of completed treatment prior to attending clinical rotations and documentation must be provided to the instructor.*

- *All medical forms and all necessary accompanying documentation are due as indicated on the class calendar.*

Medical forms must be accompanied by appropriate documentation such as lab or x-ray results and appropriate immunization records. Medical forms with immunization dates written in, but not accompanied by appropriate documentation, will not be considered complete.

A student failing to obtain all information necessary as indicated above will be prohibited from participating in the clinical rotation aspect of the CNA course and will, therefore, be unable to complete the CNA class.

CNA 100 Clinical Rotation Policies

The purpose of clinical education in CNA 100 is to allow the student to apply classroom instruction to practical experience. The student's role in the clinical setting is one of a learner and not nursing staff or **certified** nursing assistant. Remember, you are not certified until you complete CNA 100 with a grade of "C" or better and pass the National Nurse Aid Assessment Program (NNAAP) Examination.

Students are required to know, understand, and adhere to all applicable policies at each clinical education site. You will receive an orientation to the clinical site and are expected to know the location of emergency exits, fire extinguishers/alarms and any other information discussed during the site orientation. If you have a question regarding the facility, that is not covered during orientation or that arises later, ask your clinical instructor.

Access to patient records

If given permission by the nurse directly responsible for a resident/patient's care **and** your clinical instructor, you may be allowed limited access to the resident/patient's records. You may not present to the clinical site at any time other than your scheduled clinical rotation and represent HGTC to gain access to medical records. Students may not use resident/patient names on any student paperwork. Students **must** keep information confidential.

Accidents/injuries

Students must immediately report accidents or injuries that occur while at the clinical site to the clinical instructor. The student is expected to adhere to the clinical facility's policy regarding the completion of an incident report and receiving appropriate medical care. The student should also complete the appropriate HGTC paperwork if student accident insurance is to be used.

Drug or alcohol possession

While on the grounds of HGTC, which includes HGTC sponsored activities/events, institutional vehicles and clinical sites, clinical facilities, a student will not possess, sell, use, transport, distribute or be under the influence of:

- Illicit drugs
- narcotic, hallucinogenic, stimulant or sedative drugs
- marijuana
- alcohol or intoxicants of any kind
- any drug that is illegal in the United States
- a prescription drug for which a valid prescription, written for the student, cannot be verified by the prescribing provider who must currently be licensed to practice, with no public board orders or public consent orders entered by the Composite State Board of Medical Examiners, in the state of Georgia

The unlawful possession, use, selling, transportation or distribution of illicit drugs and/or alcohol on HGTC grounds, as defined above, is prohibited and will be considered grounds for expulsion from HGTC and may be punishable by state, local and federal law, which may include a fine, prison term, or both.

Eating and drinking

There should be no eating or drinking in the class room or at the clinical site outside of the facility's specifically designated break rooms and cafeterias. Eating and drinking must be confined to scheduled lunch and break times as designated by the clinical instructor.

According to HGTC policies, beverages and food items may be consumed in the canteen and student lounges. However, snacks (limited to chips, crackers, candy) and beverages may be consumed in general purpose classrooms and laboratory areas and TRACS. Students are not permitted to eat or drink in hallways, computer labs, at any computer or electronics workstation, or any instructional area as deemed inappropriate by the instructor or any HGTC official.

At the clinical site, any violation of this policy will result in the student being required to make up clinical hours to compensate for the time missed while taking an unauthorized break. The amount of additional time required in the clinical site and the date on which it must be made up are at the clinical instructor's discretion.

Patient/resident privacy

You are not to discuss patient or clinical site employee information with anyone. Talking about patients/residents, family members or friends of residents/patients, classmates, or clinical facility employees is grounds for dismissal from the clinical site and the CNA program.

Emergency closing

The student will determine the status of classes, both at HGTC and the clinical site, by relying on the media. If weather causes classes to be cancelled, the president of HGTC will notify local radio and TV stations as early as possible.

If HGTC has cancelled classes, the student is not required to attend clinical assignments. Clinical days missed due to inclement weather must be made up.

If classes have returned to their regular schedule and you believe you cannot make it to the clinical site due to road conditions, you will be counted as absent for the day. However, you must notify the clinical site at least 2 hours prior to the scheduled time.

Liability of CNA 100 class students

CNA students will be held responsible for and accountable for their actions while in the clinical facility or on the grounds of the clinical facility. The scope of practice for CNA students is outlined and presented in CNA 100. You are responsible for knowing the scope of practice and what procedures you are permitted to perform on each clinical day. Professional liability insurance is required and must be purchased before clinical rotations begin in the quarter. This fee of \$11.50 is assessed at registrations and must be paid prior to the first CNA 100 class session.

Documentation of demonstrated competencies/ Performance of unauthorized procedures

Any interaction with a patient/resident may be considered a procedure.

Students are required to sign off with their clinical instructor and receive specific permission to perform any procedure prior to performing the procedure during clinical rotations. **You will be informed, at the beginning of each clinical day, what procedures you may perform and under what circumstances you may perform the procedure.**

The unauthorized performance of procedures during clinical training will result in immediate dismissal from the CNA 100 class.

The student may not give medical information including, but not limited to, lab results or nurse or other provider documentation, medical advice or opinions to residents/patients or their families or friends. All questions regarding the patient/resident should be immediately directed to the RN or LPN directly responsible for the resident/patient's care at that specific time.

Correctly identifying yourself

The student must correctly identify themselves while in the clinical facility. If someone refers to you as "nurse" or "CNA" or any other title, other than student, you must immediately clarify your title by telling them that you are a nursing assistant student from HGTC. The student must correctly introduce themselves to co-workers, patients/residents, family members, friends and visitors. The student's initial introduction to everyone must include: the student's full name, capacity in which they are training at that time and the school with which they are affiliated.

Example: My name is Jane Doe, I'm a CNA student at Heart of Georgia Technical College and I will be assisting your CNA with your care today.

Personal property

HGTC is not responsible for damage, loss or theft of personal property of any student on or off campus, including clinical sites. You should not bring anything other than pocket change (less than \$3.00) and your keys to your vehicle in to the clinical facility. **NO CELL PHONES.**

Remuneration for clinical hours

The student cannot be paid for work while doing a clinical rotation. You may work at another location for pay, or you may even work at the clinical facility for pay, but you cannot be compensated for the hours spent in HGTC educational experience. You may not accept tips, bribes or gifts from anyone while at the clinical facility. Violation of these policies will be grounds for immediate dismissal from the CNA program.

Documentation of attendance

All students are **required to sign in** with their clinical instructor upon arriving at the clinical facility and **sign out** with their clinical instructor prior to leaving the clinical facility.

Tardiness and absenteeism during clinical rotation and making up missed clinical days/time

Attendance at clinical is reflective of what your performance would be in the work force. Your unwarranted absence or tardiness directly affects those who work with you. You are expected to attend all scheduled clinical days on time and for the full amount of scheduled time.

Attendance at all scheduled clinical activities is mandatory to meet course requirements. Students are to report to the clinical site promptly on the days and times scheduled for their class.

Students must present a professional appearance and attitude at all times by arriving at the clinical site on time, beginning work promptly after meeting with the clinical instructor and receiving instructions for the day, working diligently and working well with others, accepting constructive criticism well and showing initiative and desire to learn.

You should be at the clinical site **at least five minutes before** the scheduled time and are to remain at the clinical site until specifically dismissed for the day by the clinical instructor. Do not leave until the clinical instructor has signed you out for the day. If you leave early for any reason, you will be counted absent for the entire clinical period and will be required to perform an additional five hour clinical rotation at the facility.

You should allow enough time prior to your scheduled arrival time at your clinical site to deal with unforeseen circumstances such as heavy traffic, car trouble, or a late babysitter.

- Plan ahead and have alternate means of transportation available and a back-up plan should your childcare routine be altered on a clinical day.

If you are too sick to go to the clinical site for the day or you are going to be tardy (more than 5 minutes late to the facility) you must notify Mrs. Sylvia Rozier's office (478-274-7840) and the clinical site **at least two hours prior to the beginning of the scheduled assignment**. Your clinical rotation will begin before anyone arrives in Ms. Rozier's office, but you must leave a message on the voicemail. Your message must be spoken very clearly and must include: your full name, a phone number where you may be reached, your instructor's name and the facility to which you were to report. You must speak to someone at the clinical facility prior to your absence. You may not leave a voicemail message at the clinical facility. You must document the time of your call to the clinical facility and to whom you spoke including their full name and title.

- ❖ Students **arriving less than fifteen minutes late** at clinical sites will count as tardy.
 - For the first instance of tardiness, a student will be required to **make up an additional two hours** of clinical time at a time determined by the clinical instructor.
 - If a student has a second instance of tardiness, they will be required to **make up an additional four hours** of clinical time at a time determined by the instructor.
- ❖ A student **arriving more than fifteen minutes late** will be required to make up an **additional four hours** of clinical time at a time determined by the instructor.
- ❖ A student who is **absent** will be required to make up five hours of clinical time at a time determined by the clinical instructor.

"Make up" Hours: Make up hours for absences or tardies will be scheduled at the discretion of the clinical instructor. Make up hours may be scheduled for day, nights, evening, weekends or holidays as deemed appropriate by the instructor.

Failure to make up clinical hours, as specifically directed by the clinical instructor, will result in immediate dismissal from the CNA class.

A student who misses an entire clinical day **may not be absent or arrive more than six minutes late at any other time during the clinical rotation**. Any student with an absence and an additional tardy or absence will be dropped from the CNA class.

- Example: A student is 15 minutes late for clinical on the first day of clinical rotations and is then absent on the third day of clinical rotations. This student will be dropped from the CNA class.

If the absence or tardy is near the end of the course completion, the time must be completed or the current HGTC withdrawal process will be implemented. For extenuating circumstances, a grade assignment of an "I" may be assigned with the approval of the Dean of Institutional Services.

- **Failure to report clinical tardiness or absence will be considered as a "No Show" for work and will be grounds for termination from the class.**

Students with signs/symptoms of infectious or contagious disease

If, in the opinion of the clinical instructor, a student is at risk of spreading contagious organisms he/she may be barred from clinical and academic areas and must seek medical evaluation and receive appropriate documentation declaring them free of infectious disease prior to returning to the classroom or clinical area.

Solicitation and commercial activity

You are expected to refrain from using the clinical site for personal gain. You are not allowed to sell items or services either on the HGTC campus or at the clinical site. This includes using the computers at clinical sites for the aforementioned activities. You are not allowed to post advertisements for businesses or services at HGTC or clinical sites.

Visitors and phone calls

Students are not allowed to have visitors or take personal phone calls while at the clinical facility. This includes student use of cell phones. If a friend or family needs to contact you in an emergency situation, they should contact Ms. Sylvia Rozier's office (478-274-7840) and a message will be sent to your instructor at the clinical site. Students **may not** bring cell phones or other electronic devices into the clinical facility. Use of pagers and all other personal electronic devices for entertainment or communication, including, but not limited to headsets, Blue Tooth, radios, CD players and I-Pods, are strictly prohibited in the classroom and at clinical sites.

CLINICAL POLICIES

Computer usage

Students are expected to conduct themselves in a responsible, moral and ethical manner when using a computer whether it is their personal computer, someone else's, or one belonging to HGTC or a clinical facility. Students may not use a computer assigned to someone else, allow someone else to use a computer code assigned to the student, or use someone else's codes for access to computer information at HGTC or a clinical site.

Harassment

HGTC students are expected to refrain from behaviors that threaten the freedom of others or do not demonstrate respect for every individual's human worth. Expressions of sexism, racism, hatred, intimidation or prejudice are inconsistent with HGTC's educational mission. Discriminatory actions or comments based on sex, age, race, color, national origin, native language, religious affiliation or belief, physical or intellectual disability, sexual orientation or lifestyle are prohibited. If you feel that you are being harassed, immediately remove yourself from the situation and report to your clinical instructor or the facility supervisor.

Non-Compliance

You are expected to be cooperative with HGTC and clinical affiliate and staff members as they are performing their duties. You will be subject to disciplinary action if:

- You fail to heed an official summons or to comply with reasonable directions or requests from a college or clinical affiliate staff member acting in the performance of his/her duties.
- You are uncooperative or attempt to evade an official who is attempting to contact you
- You fail to follow proper HGTC or clinical affiliate's policies and procedures
- You fail to provide information which would aid an official in investigation of a policy violation or which would assist an authority in locating or providing assistance to another person

Obscene language or behavior

Rude, vulgar, indecent or obscene expression or actions, whether verbal, non-verbal or written, will not be tolerated and are subject to disciplinary action.

Reporting to school or clinical sites under the influence of drugs or alcohol

If you report to class or a clinical site while obviously under the influence of drugs or alcohol, you will be required to leave the premises in the manner deemed appropriate by the clinical instructor and/or the facility administrator/supervisor and/or the HGTC Allied Health acting department chair. If there is a reasonable suspicion of drugs or alcohol, you may be asked to take a drug/alcohol test. Testing positive will result in disciplinary action that may affect your ability to complete the CNA class.

Sexual misconduct

Sexual harassment on anyone's part will not be tolerated by HGTC. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome. This includes, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, sexually suggestive body language or gestures and unwanted or unwelcome body contact.

If you feel that you have been or are the victim of sexual misconduct, immediately remove yourself from the situation and notify your clinical instructor or the facility supervisor.

Work Ethics

Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten ethics traits are:

1. Attendance: attends class, arrives on time, notifies instructor in advance of planned absences, makes-up assignments punctually
2. Character: displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
3. Teamwork: respects rights of others; is a team worker, is cooperative, is assertive, displays a customer service attitude, seeks opportunities for continuous learning, displays mannerly behavior
4. Appearance: displays appropriate dress, grooming, hygiene, and etiquette
5. Attitude: demonstrates a positive attitude, appears self-confident, has realistic expectations of self
6. Productivity: follows safety practices; conserves materials, keeps work area neat and clean, follows directions/procedures
7. Organizational Skills: manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change
8. Communication: displays appropriate nonverbal and verbal skills
9. Cooperation: displays leadership skills, appropriately handles criticism and complaints, demonstrates problem-solving capability, maintains appropriate relationships with supervisors and peers, follows chain of command
10. Respect: deals appropriately with cultural/racial diversity, does not engage in harassment of any kind

Each week we will focus on one of the ten ethics traits. Work Ethics will be graded and the grade will appear on the student's official transcript. Evaluation of student work ethics uses a rating scale based upon a definition of the expected behavior of a good employee. Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceeds expectations	3 points
Meets expectations	2 points
Needs improvement	1 point
Unacceptable	0 points

Every student's work ethics evaluation is assumed to be "Meet Expectations" at the beginning of each quarter. So on the first day of class, each student receives 2 points for each of the ten traits for a total of 20 points. As the student interacts daily with his or her instructor in the classroom, the instructor may observe behaviors which vary from those of a good employee. The instructor documents the positive or negative behavior using a Work Ethics Evaluation Form. Remember, you are being observed at all times. In general, you are expected to be punctual for class, display correct professional attitude and conduct do the work expected of you in a timely manner, and maintain a neat appearance.

ACADEMIC DISHONESTY: HGTC assumes that all students will be truthful to each other and to members of the college community. ***All forms of academic dishonesty, including but not limited to cheating on test/assignments and falsification of information, will call for discipline.*** Any student guilty of any form of dishonesty will result in the student being subject to dismissal from HGTC.