

CERTIFIED NURSE AIDE GUIDELINES

Last updated August 2009

Course Requirements

Every student must:

1. Be at least 18 years old
2. Complete a physical examination and two-step PPD
3. Complete criminal background investigation
4. Complete electronic fingerprinting
5. Maintain personal health insurance
6. Maintain personal liability insurance (1,000,000/3,000,000 minimum). Request information from the nursing dept. 968-1329 or ext. 4359)

Completion of all requirements do not guarantee admission. Admission to the program is on a first come first serve basis.

Any cost associated with any of the above is the responsibility of the student.

Upon successful completion, students will earn 4 credits in this course and be eligible to take the New Jersey Department of Health and Senior Services Nurse Aide Certification Exam.

CNA students may be eligible for transition into the Multi-Skilled Tech – Certificate of Achievement (MST-CA) or Practical Nursing – Academic Certificate (NUR-CT) programs. Please enquire at the nursing office for further information or view details on the college website..

GRADING SYSTEM

Grade Scale for Certified Nurse Aide (CNA)

90-100-----	A
80-89-----	B
70-79-----	C
below 70%-----	F

1. Students must maintain a 70% or above on all quizzes/exams to remain in the program.
2. Students must receive a **PASS** in all labs skills in order to continue in the program
3. The CNA program has a clinical component; students must receive a **pass** mark on their skills competency test for continuation in the program.
4. Failure of theory, lab and/or clinical in the program will result in failure of the program
5. Grades shall include, but are not limited to:
 - a. *Test =90%
 - b. * Assignments = 10%
 - c. Lab/Clinical skill competencies (**pass/fail**)

MISSED EXAM/TEST POLICY

1. A missed exam will result in a grade of zero.
2. A make-up exam (if approved) must be taken on or before the next scheduled class day as arranged by the instructor, only if time is available in the module's make-up period.

TEST TAKING POLICY

Test taking policy refers to quizzes, written and practical examinations.

1. Talking among other students during a testing situation is prohibited.
2. Book bags and personal belongings must be placed completely under the desk or in the back of the classroom.
3. All tests will start promptly on time.
4. Cheating is prohibited and will result in **immediate withdrawal** from the course and program. (refer CCC student handbook for explanation)
5. Students must follow the instructions provided on the examination to receive proper credit for answers.
6. Clinical guidelines for skills evaluation are to be followed.

ATTENDANCE POLICY

1. It is expected that each student will be prompt and regular in attendance throughout the program. **IT IS A MANDATORY 90-HOUR PROGRAM.**
2. Regular attendance and punctuality in the classroom and clinical laboratory is necessary for satisfactory achievement of learning objectives. Additionally, punctuality is essential to health care facilities.
3. Attendance implies that the student is ready, appropriately dressed and able to participate in class and perform clinical duties.
4. Absences in Module I may be limited to 1 classroom session, and must be made up within the scheduled make up time, if permitted, for that module. No clinical absence is allowed in Module I. No absences are allowed in Modules II and IV as these are very short modules.
5. More than 1 absence in the class and 1 absence in the clinical rotation during module III will result in dismissal from the program. Make-up for these absences can only be made up as scheduled in the semester's calendar.
Student must complete one module satisfactorily to proceed to the other.,
- 6.. Students must notify the instructor about class and clinical absences prior to the start of class or clinical sessions. A student who fails to notify the instructor, or secretary at 856 968-1329, will be credited with a "no call/no show" and will be placed on immediate probationary status. Students will

- be involuntarily withdrawn from the program if a second “no call no show occurs. College policy regarding Withdrawal will apply.
7. The student shall not report to the clinical facility with any illness that can be transmitted to the resident.
 8. In the case of illness a release form from the student’s physician must clear the student to return to the program without restrictions.
 9. Absences cannot exceed the make-up time allotted in a module.
 10. Make up schedule is not for student choice. It is based on instructor’s approval
 11. Skills test schedule is mandatory. Students missing their skills test date will be responsible for securing an instructor for skills testing and the student will be responsible for any cost required by the college for the re-test.

DRESS POLICY

- A. The Clinical student’s attire will consist of the following:
 1. Solid color scrub suits as designated by the program.
 2. Student identification badge worn above the waist (CCC picture ID & name tag ex A. Young SNA
 3. Clean, white comfortable nursing shoes and white socks.
 4. Black pen
 5. Watch with a second hand
 6. Optional: white jacket

You must come to clinical site in proper attire or you will be sent home and marked absent.

Uniforms are available from Best Uniform, Deptford NJ

- B. Student Attire for classroom areas include:
 1. Street clothes that present a clean, attractive, professional appearance.
 2. Items of clothing not permitted: halters, midriff tops, sweatshirts, or T-Shirts.
 3. Comfortable, closed footwear (no heels!)
 4. School identification badge (picture ID & name badge)
- C. Student’s Appearance should reflect professionalism:
 1. Good hygiene (body odor is obtrusive in the classroom/clinical setting).
 2. Hair must be pulled back
 3. No facial jewelry piercing allowed in classroom laboratory and clinic.
 4. One pair of posted earrings is acceptable. Note: **no big looped earrings.**
 5. Nails must be clean and not exceed ¼ inch beyond the end of the fingertip.

6. Only clear nail polish is acceptable. **No acrylic nails allowed.**
7. Perfume, colognes or other sources of fragrances are not permitted.
8. All body paintings must be covered

The instructor may dismiss any student from the classroom or clinical setting for unacceptable or unprofessional attire.

TRANSPORTATION

Each student is responsible for transportation to class and to clinical activities.

SECURITY

Each student is responsible to abide by the Security and Safety Regulations of Camden County College. It is the student's responsibility to secure personal items. Keep jewelry and special personal items at home.

COUNSELING PROGRAM

Counseling services are designed to address academic or clinical problems. Counseling sessions are identified by instructor and/or student. The counseling form is utilized to document session and identify action plan for student re-correction.

ACADEMIC PROBATION

1. A student is placed on academic probation as a result of a failure to meet academic standards. Academic probation places the student in jeopardy of dismissal from the program.
2. Academic probation can be identified at midterm or any point in the course if a student has less than 70% grade average. A student that receives a grade of a "D" or "F" is dismissed from the program.

CLINICAL PROBATION

1. A student is placed on clinical probation as a result of failure to meet clinical standards which includes the following:
 - a. A student who demonstrates unsafe and/or unethical practices.
 - b. Absenteeism.
 - c. A student who does not actively participate in scheduled clinical experiences.
 - d. A student who demonstrates poor professionalism
 - e. A student who is late to the clinical site.
 - f. Failure to observe the college's, course and/or affiliations' policies

DISMISSAL

In addition to the specified academic and clinical criteria grounds for dismissal for students in the CNA program shall include, but are not limited to the following:

1. Conduct/behavior that could result in jeopardizing the safety of the residents, staff, college faculty, and peers.
2. Failure in theory, lab/clinical portion of the course.
3. Absences accrued that are greater **than allowed in any module.**
4. Academic or clinical probation unresolved by an action plan.
5. Failure to observe the college's course and/or affiliations' policies.

GRIEVANCE PROCEDURE

The student can appeal decisions made about a student regarding the course. If a grievance arises, there is a procedure to follow outlined in the Camden County College's student handbook.

INCLEMENT WEATHER

In the case of inclement weather if the college is closed then you are not required attend clinic.

Revised 5/12/05
Revised 07/05
Revised 09/08
January, 2009
August, 2009

Camden County College
Certified Nurse Aide
Agreement to Policies/Guidelines Form

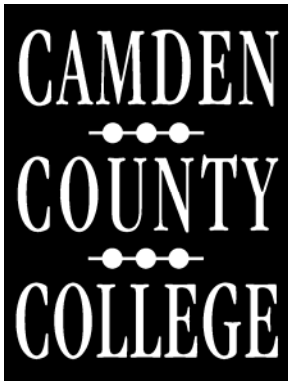
Date: _____

I _____ have read the Certified Nurse Aide Guidelines and understand the policies in Camden County College's Student Handbook. I agree to be guided by and uphold these guidelines and policies as stated.

PRINT STUDENT'S NAME

STUDENT'S SIGNATURE

DATE



Date:

From:

To:

You were absent on _____ from class/clinical, and did not call. This is referred to as a “no call no show” (NCNS) and is considered unprofessional. It is also unacceptable behavior and grounds for dismissal from the CNA/LPN program.

You are on probationary status with this incident. Any further incidence of “NCNS” will lead to involuntary withdrawal from the program

Please be guided accordingly.

I understand the above

Student Signature

PRINT STUDENT NAME

Date

(This form for student’s file)