COMMUNITY
COLLEGE
of AURORA

NURSE AIDE PROGRAM STUDENT HANDBOOK

Department of Nursing and Health Sciences 2023-2024

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INTRODUCTION

Welcome to the Certified Nurse Aide Program (CNA) at the Community College of Aurora. We believe that the Certified Nurse Aide is an integral part of the health care team and essential to holistic patient centered care. This course will allow you to develop the skills to provide safe and compassionate care to the stakeholders we serve.

A certified nursing assistant can be the first point of contact for a patient in their hospital room, or for a resident of a nursing home. CNAs (Certified Nurse Aides) perform basic patient care which can include helping patients get out of bed, bathe, dress, and eat, cleaning patient rooms, taking vital signs, dressing wounds, and providing valuable information to the healthcare team. Close contact and effective communication with the patient are important aspects of this position. Nurses and doctors often rely on the CNA for accurate updates of a patient's condition.

COMMUNITY COLLEGE OF AURORA

Nurse Aide Program
Center for Simulation (SIM) BLDG 859
9235 E. 10th Drive
Denver, Colorado 80230

CCA'S MISSION, VISION, AND VALUES

Vision
We aspire to be the college where every student succeeds.

Mission
The Community College of Aurora serves our diverse community by providing high-quality instruction and support services to prepare students for transfer and employment.

Values
Respect, Collaboration, Quality, Access, Diversity, Inclusion

CCA'S INSTITUTIONAL OUTCOMES 4C'S

Career and Transfer Readiness
Career and transfer readiness is the ability to adapt, commit to lifelong learning, and demonstrate knowledge and skills applicable in a global economy for successful transition into the workplace or continued coursework.

Communication
Communication is the ability to analyze and evaluate information, evidence, arguments, and theories from multiple perspectives for use in the development of an opinion or conclusion.

Critical Thinking
Critical thinking is the ability to effectively express, impart, or exchange feelings, thoughts, opinions, and information both orally and in writing.

Cultural Competence
Cultural competence is the ability to demonstrate awareness and integration of an intentional valuing of cultural difference and experiences in our decisions and interactions with all.

CERTIFIED NURSE AIDE MISSION AND VISION STATEMENT

Mission

Our mission is to provide compassionate and respectful based caregiving, honoring the dignity of every Client by providing students a holistic, evidenced based education and entry into the nursing profession.

Vision

We strive to provide equitable access to quality nurse aide training, fostering inclusivity and cultural competency. We aim to empower students from all works of life to become skilled and compassionate caregivers, reflecting the diverse needs and perspectives of the community they serve. The nurse aide program strives to promote diversity, equity, and inclusion within the healthcare workforce, ultimately enhancing patient care and addressing health disparities in our community and across the state.

ADVISORY BOARD

CCA's Nurse Aide Program works in partnership with the Advisory Board committee to advocate for the students, community, and health organizations; providing oversight, recommendations, and review of program curriculum and standards. The Advisory Board is composed of a representative group of respected and experience nurses, nursing administrators, nursing educators, ancillary health staff from health care institutions, CCA nursing faculty, CCA students, CCA alumni, CCA ancillary staff, CCA students, and CCA community members. The Advisory Board provides current and accurate information on current employment trends.

Student representation in the Nurse Aide Program's Advisory Board activities is achieved by two elected/appointed student officers who serve as liaisons to faculty and students. In this role, students attend Advisory Board meetings and other student governance activities to offer the student experience perspective and input into decisions that impact student success within the program.

Students interested in being a member of the Advisory Board may contact the Department Chair of Nursing and Health Sciences, Siri Morken at siri.morken@ccaurora.edu

ACCREDITATION AND PROGRAM PERMISSIONS

The Community College of Aurora (CCA) is a two-year open access public community college. CCA is a member of the Colorado Community College System (CCCS) and is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle Street
Suite 7-500
Chicago, IL 60604
1-800-621-7440; 312-263-0456

The Nurse Aide Program is approved by the Colorado Community College System (CCCS) and adheres to all Colorado State laws as well as the rules and regulations set forth by the Colorado State Board of Nursing.

Colorado Department of Regulatory Agencies Nursing
Colorado State Board of Nursing
1560 Broadway
Suite 1350
Denver, CO 80202
303-894-2430

NURSE AIDE PROGRAM OUTCOMES

The Nurse Aide Program Outcomes are developed as performance indicators which provide evidence that the CCA Nursing Program is meeting its mission and goals set by the faculty. Program Outcomes show the effectiveness of the educational program and serve as a mechanism to guide program development and revisions. Program Outcomes have been developed using practice guidelines established by the Omnibus Reconciliation Act (OBRA) and adhere to professional standards of care established by the State of Colorado Nurse Aide Practice Act (Article 38.1-Nurse Aides) when caring for clients and families across the life span. The following Nurse Aide Program Outcomes are congruent with the mission of CCA and the Nurse Aide Program.

Outcome #1
Student Learning Outcomes
- 90% of graduates will be able to describe the nursing assistant's roles and responsibilities, including communication, ethics, abuse laws, legal obligations, and Colorado State Board of Nursing regulations.

Outcome #2
Performance on State Certification Exam
- The program's most recent annual certification examination pass rate will be at least 75% for all first-time test-takers during the same 12-month period.

Outcome #3
Program Completion
- 75% of students will progress to course completion after beginning the Nurse Aide Course.

NURSE AIDE PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the Nurse Aide program, the student will have achieved the following outcomes:
- Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
- Provide quality, safe, patient-centered nursing care in a variety of healthcare settings.
- Demonstrate professional communication by collaborating with healthcare members and patients to provide safe patient care.
- Provide care for diverse populations through critical thinking, planning, and organizing care for each patient.
- Provide holistic, compassionate, and culturally-competent care to diverse populations.

TECHNICAL STANDARDS FOR NURSE AIDE STUDENTS

Students in the CCA Nurse Aide Program are required to engage in complex, diverse, and specific experiences essential to the practice of specific nursing skills and functions. Below is a list of some of the technical standards students are required to demonstrate safely and efficiently:

- Participate in clinical, classroom, and laboratory discussion and learning activities.
- Assist patients with mobility, which includes safely moving patients in and out of chairs, gurneys, and beds.
- Perform nursing care in a safe and timely manner.
- Accurately document patient care in the electronic health record and on paper in a timely manner.
- Read and understand written documents in English and solve problems involving measurement, calculation, analysis, and synthesis.
- Ability to adhere to procedures, policies, and requirements as described in the Nurse Aide Student Handbook.

ATTENDANCE AND ABSENCES CLASSROOM, LAB, AND CLINICALS

Classroom and Lab and lab attendance is required based on the Colorado State Board of Nursing and course contact hour requirements. Absenteeism, tardiness, and missed labs can result in failing grades and dismissal from the program.

- A tardy is defined as 10 minutes or less late.
- Two tardies will equal 1 unexcused absence.
- If a student is 30 minutes late or leaves 30 minutes early, it is an unexcused absence. If a student is 30 minutes late to a clinical site, the student will be sent home.
- 3 or more unexcused absences may result in dismissal from the program.
- Each absence requires make up work assigned by course instructor.

Due to the Colorado State Board of Nursing (CSBON) requirements, it is especially important that students attend all scheduled clinical days. Please make all necessary arrangements to ensure you are ready and able to participate. Should an unexpected documentable emergency occur, please notify your primary clinical instructor within 24 hours of occurrence. If for any reason, you must leave a clinical site due to an unexpected documentable emergency, you are responsible for notifying the primary instructor. Leaving a clinical site and failure to report to the clinical instructor may result in an incomplete and/or failing grade, including dismissal from the program.

COVID, CONTAGIOUS DISEASE(S) OR ILLNESS

If a student cannot pass the clinical site "illness screener form" (temperature, cough, etc.), or exhibits signs of an apparent, confirmed contagious disease, illness, or positive COVID test (rapid or PCR), notify the clinical instructor before attending the clinical facility to prevent the spread of COVID, such disease, or illness to other students, clients, or people.

The student will be allowed to make-up their clinical experience once a licensed health provider has confirmed in writing that they are no longer potentially contagious.

- 11/1/2022 there are no requirements for COVID PCR testing.
- Please check your CCA student email regularly as the required COVID testing may change per the states long-term facility requirements.

MAKE UP FOR MISSED HOURS

All lab and clinical hours missed are required to be made up for successful completion of the course and clinical requirements. These hours are a Board of Nursing requirement and all students must satisfy these hours to successfully complete the program requirements.
In order to makeup missed hours, the following conditions must be met:

- The student has an excused absence
- The student has 90% plus attendance and no more than 2 tardies.
- Availability of instructor and open lab days

Lab and clinical hours are not always possible to make-up and students should not expect make-up time to be available. When an excused absence results in the inability of the student to develop and demonstrate clinical practice objectives, or to meet the required hours of the course necessary for credit, the student may not receive a passing grade. In the event make-up hours cannot be completed within the course, a student may be able to apply for an incomplete. An incomplete can result in the student not progressing as planned and must return when the course is next offered to complete their outstanding requirements.

OPEN LAB

Open Lab is offered and will be provided for additional time to review and practice skills. Students who have an excused absence are expected to attend the assigned Open Lab day. Open Lab hours will be posted outside of the lab and pertain to the current semester. Students must sign up for Open Lab hours. If a student cannot attend the Open Lab day they signed up for, students are expected to inform the Instructor at least 24 hours in advance to ensure other students may attend. Instructor supervision is required at Open Lab and only 10 students are allowed to attend Open Lab at a time.

Students are responsible for helping keep the lab in order and for returning equipment to appropriate storage areas when the lab is completed.

NUA 1001 AND NUA 1070 HEALTH REQUIREMENTS

1. Please submit ALL required health documentation to healthsciences@ccaurora.edu or place in the Drop Box outside of SIM127.
2. Please note: A COVID-19 Vaccination is required for the NUA 1001and NUA 1070 program.
3. Health Sciences Programs Nurse Aide Required Documentation Checklist
4. FERPA Release Form
5. Community College of Aurora Health Sciences Program Informed Consent
6. Community College of Aurora Photo, Video and Sound Recording Release and Consent Form
7. Community of College of Aurora Physician's Clearance

ALL health required documentation MUST be submitted by the stated date, including any extensions provided to an individual student. Failure to submit the health requirements documentation by the stated date may result in non-completion of the program and the student may be dropped from the course.

DRUG SCREEN PROCEDURE

All students participating in the Nurse Aide Program will be required to complete an initial drug screen.

As patient-care providers, Nurse Aide students are required to comply with healthcare facilities drug-free work zone policies to ensure patient safety. There are no identified drugs, including marijuana, that are permissible if detected in the urine drug screen. Students must have a Negative 10-Panel drug screen to progress through the Nurse Aide Program.

THC (MARIJUANA)

THC (Marijuana) is part of the required 10-panel drug screen prior to admittance into any nursing and/or health sciences professional program. The passage of Amendment 64 in the State of Colorado, does not overrule Federal law, which states this is still an illegal substance. Students testing positive for THC (marijuana, including prescription marijuana, and "medical marijuana") will be dismissed form the Nurse Aide Program.

ALCOHOL AND DRUG USE

All Nurse Aide students MUST be free of chemical impairment from alcohol and drugs in both the academic and clinical setting. If a student arrives to school or a clinical site chemically impaired, the student will be removed from the academic or clinical setting, referred to the Department Chair, and a CARE Report will be submitted. Please review the CCA Student Code of Conduct for student behavioral expectations and responsibilities.

"REASONABLE SUSPICION BASED" ALCOHOL OR DRUG USE

This procedure refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgement while attending and "on duty" in any health care facility, school, institution, or work location as a representative of the Nurse Aide Program. If the Instructor, Faculty, Preceptor, or Staff have reasonable cause to suspect a student may be using drugs/alcohol or if the student is exhibiting behavior that, in the opinion of the instructor is considered to be consistent with the use of drugs, and/or alcohol the student will be removed from the classroom, laboratory, clinical site, and/or client care. The student will be referred to the CCA CARE Team and an incident report will be completed by the Instructor. The student will be required to meet with the Department of Nursing and Health Sciences within 24 hours of the incident.

Pending a full investigation, the student may be referred for possible "reasonable suspicion" based drug testing at the cost of the student and a decision will be made regarding dismissal from the Nurse Aide Program and clinical setting.

Readmission Guidelines Related to Substance Abuse

Students who are dismissed from the Nurse Aide Program for reasons related to substance abuse will need to submit a letter to the Department Chair requesting readmission to the program. Students may need to provide documentation of compliance of a treatment program identified by a substance abuse therapist. Repeat drug screening for alcohol/drug use will be required. Readmission is not guaranteed, and each incident will be thoroughly investigated and reviewed by the appropriate personnel.

TOBACCO POLICY

Students are not allowed to carry and/or use tobacco, e-cigarettes, vapes, and/or smokeless tobacco at the clinical facility, preceding, and/or during a clinical shift. Smoking/Vaping is not permitted at the clinical site. Students are not allowed to take a "smoke break" in their car, outside of the clinical site, or a designated smoking area of the clinical site. A student smoking/vaping will be sent home from the clinical site and may be dismissed from the Nurse Aide Program.

NUA 1070 NURSE AIDE CLINICAL EXPERIENCE: CLINICAL CURRICULUM

NUA 1070 Required Course Learning Outcomes
1. Develops a relationship, communicate and interact competently on a one-to one basic with clients and the interdisciplinary team.
2. Demonstrate sensitivity to clients emotional, social and mental health needs through skillful, directed interactions.
3. Demonstrate knowledge and skills that support and promote each clients' rights as well as demonstrate respect for the client as an individual.
4. Demonstrate observational and documentation skills in the assessment of client's health, physical condition and well-being.

Required Topical Outline
1. Orientation to facility
2. Communication skills
3. Client Care
4. Client Rights
5. Safety
6. Growth and Development, life stage physical, mental and emotional needs
7. Knowledge of student role under guidelines of the Colorado Nurse Aide Practice Act

GRADING

The course syllabi will identify specific grading requirements. All students must pass NUA 1001 with a C (75% or higher) in order to participate in the NUA 1070 Clinical Rotation. Students must maintain a 75% to remain in the program and be recommended to the Board of Nursing.

NUA 1001 Final Exam: The final exam consists of two parts, written and oral lab skills as required by the Colorado State Board of Nursing. This prepares students for taking the state test upon completion of the course.

Manual Skills Practice Exam (MSPE)
The patient care skills are pass/fail. You must pass with 100% to proceed to clinical. Skills checklist must be signed by the clinical instructor to participate in clinical. The students are encouraged to practice skills until clinical competency is achieved. Most of the patient care skills will be learned with classmates as simulated patients. Please communicate with the instructors if you are uncomfortable with a given skill being practiced on you. We will make modifications and adjustments on an individual basis as necessary.

MSPE Evaluation Criteria
1. Students will demonstrate performance in a professional manner using appropriate communication and respect for client's rights.
2. Students will demonstrate proficiency with all skills without missing bolded or required steps.
3. Unprofessional, unsafe, or abusive behavior or actions in testing will constitute a failure of the test.
4. Professional attire per the Student Attire Lab and Clinical expectations.

NUA 1070 is a pass/fail course. The student clinical evaluation tool must be completed daily by the student and clinical instructor. Students who fail to meet the "satisfactory" requirements for NUA 1070 clinical student evaluation, NUA 1070 will revert to "failing" regardless of the grade earned in NUA 1001, and will not be able to obtain their certificate.

NUA 1001 and NUA 1070 course syllabi identifies additional grading parameters. Students should follow the communication chain of command and speak directly to their instructor(s) for any concerns related to grading, course materials, attendance, tutoring, open lab, etc.

TEST QUESTION REVIEW

If a student requests a test question be reviewed, it must be provided to the instructor within 24 hours after taking the exam. The faculty will review the request and a decide to reject or accept the review within seven days.

REMEDIATION

Students must demonstrate understanding of clinical skills through skills lab and open lab. Students who do not perform skills safely in these settings will be required to undergo remediation with their instructor. Students will be encouraged to sign-up for open labs to prepare for their remediation evaluation day. If a student does not complete the remediation successfully, they will not be permitted to attend clinicals and provide patient care. In the event a student needs to remediate a skill from the final skills exam, the student will remediate with the instructor of record. The Program Coordinator or the Department Chair of Nursing and Health Sciences will evaluate the student's skills the second time for a final grade.

INCOMPLETE

Contracts can be issued to students due to extenuating personal circumstances. The student receiving an "I" has not been able to complete the course requirements by the end of the session. Students who have completed 75% of their coursework and were earning a C or better grade at the 75% mark of the class are eligible for an "I". The instructor shall determine that the student has a reasonable chance of completing the course. Before the end of the term, it is the student's responsibility to arrange with the instructor the requirements for completion and the deadline for which the requirements must be submitted to the instructor. An incomplete grade does not permit the student to re-enroll in the class again without payment of tuition. If coursework is not completed within 1 consecutive semester after the course end date, or an earlier date as specified by the Instructor, the Default Grade on Incomplete Contract will be recorded as the final grade on the student's official academic record. If no Default Grade is listed, an F grade will automatically be recorded on the student's academic record if the Contract requirements are not fulfilled by the Incomplete Contract deadline.

WITHDRAWAL

NUA 1001 and NUA 1070 will specify the withdrawal date for each course. In the event the student is not meeting the grading standards of the course, the instructor of record will notify the student of their academic status prior to the withdrawal date. Students should discuss their grade and status with the instructor of record prior to withdrawal from NUA 1001 or NUA 1070. CCA's withdrawal procedures can be found in the CCA Student Handbook.

ACADEMIC INTEGRITY

Students are expected to adhere to the CCA Student Code of Conduct Academic Integrity and the CCA Guidelines for Academic Integrity (CCA ACS 2.22). Academic Integrity violations include fabrication, plagiarism, helping someone else violate reasonable standards, and/or cheating. This list is not all inclusive and it is recommended that all students review the CCA Student Academic Integrity Guidelines.

Student's who are perceived to be in violation of the CCA Academic Integrity Guidelines will be assigned the grade for the specific assignment and/or exam based on the course syllabus, referred for Academic Misconduct, and the Department Chair of Nursing and Health Sciences for evaluation.

Students who violate the CCA Academic Integrity guidelines may be placed on a Student Success Plan and/or dismissed from the Nurse Aide Program.

ADVISING AND STUDENT SUCCESS PLANS

Nurse Aide students may receive advising and placed on Student Success plans due to grades, professional behaviors, attendance, program code of conduct, incomplete homework, and outstanding health requirements. Our departments goal is to provide comprehensive support to our students to assist students with their completion through the program and to facilitate access to campus resources.

Students who are found to be in violation of the Nurse Aide Program requirements or guidelines outlined in the CCA Student Code of Conduct or the CCA Nurse Aide Student Aide Student Handbook, will receive an advising and may be subject to discipline which may include any of the following:

1. Student Success Plan
2. Remediation
3. Not enrolled into NUA 1070 due to unmet Health Requirements.
4. Dismissal from the Program

APPEALS PROCESS

In the event a student chooses to file an appeal due to course failure or their issued grade, students are encouraged to look for an informal resolution for the problem/concern.

Students are encouraged to follow the CCA steps of the student complaint process stated. These steps include a first, second, and finally complaint process.

NURSE AIDE CLINICAL EXPERIENCE

The state of Colorado requires students in a Nurse Aide training program to complete a minimum of 20 hours of clinical instruction in a long-term care setting. Students will learn about being a contributing member of a healthcare team, communication and interpersonal skills, infection control techniques, providing personal care, and assisting a client with restoration and/or rehabilitation. To meet this requirement, students will complete 2 supervised 10 hour shifts at a long-term facility for two consecutive days. Students will have an opportunity to interact with client, patients, and residents under the direct supervision of an experienced nurse aide instructor.

The Clinical Coordinator and Program Coordinator will assign students to clinical rotations. Student assignments may include day and/or evening shifts. Students are responsible for providing their own transportation to clinical sites. Attendance is mandatory to meet the State Board of Nursing Nurse Aide clinical requirements.

CLINICAL SITE HEALTH REQUIREMENTS

All clinical placements will be contingent upon the most conservative policies and procedures required by our clinical sites. This includes all background checks, drug screening, vaccination records, negative TB test, and all required paperwork must be completed and approved by the clinical site before students will be scheduled for the clinical rotation to ensure compliance. This policy will be implemented throughout all clinical placements. Failure to complete the health requirements by the stated date will result in non-enrollment into NUA 1070 and may result in program non-completion.

CLINICAL ATTENDANCE POLICY

Students who are absent for a clinical day may be allowed one rescheduled day based on availability and at the sole discretion of a team made up of the Primary Instructor, Program Coordinator, and Department Chair. For a reschedule to be considered, the student must submit documentation that supports their grievance (i.e. doctor's note, hospital admission forms, accident report, etc.). All paperwork must be submitted to the Primary Instructor at the start of the next classroom session attended by the student, with no exceptions.

The team will determine if the make-up day is feasible. Their decision will be made within 3 working days (Monday-Friday) of submission. Students must complete any rescheduled clinical days before completion of the course and the certified nurse aide exam.

CPR/BLS

- Basic Life Support (BLS) is required for NUA 1001 and NUA 1070.
- BLS is included in tuition cost.
- If a student has taken the BLS course within 6 months at CCA because they are in the Patient Care Tech Certificate Program, Phlebotomy Program, or they enrolled into the BLS course as a prerequisite for NUA/HPR, students can opt out of BLS. This is only if it is a CCA BLS course.

STUDENT EQUIPMENT

Second hand watch. No digital watches are allowed (Apple Watch, Garmin, etc.).
A working pen
Gait belt
Stethoscope

CLINICAL ATTENDANCE POLICY: SCHOOL CLOSURES

The Department of Nursing and Health Sciences follows the CCA College Policy, including weather related closures. In the event of a weather related closure announced, the clinical day will be cancelled. All missed clinical time must be made up and all make up time will be coordinated by the Nurse Aide Clinical Coordinator.

STUDENT ATTIRE LAB AND CLINICAL

Students are expected to conduct themselves as health professionals at all times. Students must adhere to the uniform requirements for NUA 1001 once uniforms are received. The expected student attire during skills-lab and clinical instruction should reflect a clean and respectful workplace standard.

- CCA student photo ID badge must be clearly visible at all times.
- Students must wear the CCA Nurse Aide program issued uniform (wine scrubs). Uniforms are expected to be neat and clean, without stains or tears.
- Students are not allowed to wear white lab jackets, hoodies, or other outdoor garments that cover their assigned uniform.
- A black or white long sleeve shirt without a hood may be worn under the scrub top.
- Closed toe shoes are required.
- Students are expected to wear appropriate undergarments, including socks.
- Jewelry can present a safety hazard and should be kept to a minimum. For example, one second hand watch and small post earrings are allowable.
- Hair should be secured, away from the face. Mustaches and beards will be clean and neatly trimmed.
- Perfumes and colognes can cause severe reactions in clients and staff members and should be avoided whenever possible.
- For safety and health reasons, all fingernails must be clean, well-groomed, and not excessively long.
- Per the CDC (Centers for Disease Control), "it is recommended that healthcare providers do not wear artificial fingernails or extensions when having direct contact with patients at high risk (e.g., those in intensive-care units or operating rooms)." **To ensure proper hand hygiene and minimize client risk, artificial nails will not be allowed.** CDC Hand Hygiene Providers

In the event a student is sent home by the clinical site and/or instructor due to a student not wearing the proper student uniform and/or without the CCA required student photo ID, the student may be asked to leave the facility and will result in an unsatisfactory on the clinical evaluation.

CHAIN OF COMMAND COMMUNICATION

Students are encouraged and expected to follow the chain of command for communication to address grievances. Students who do not follow the chain of command will be redirected to the individual they did not address the grievance with. Often times, grievances can be resolved informally through direct communication between the instructor and student.

For the NUA 1001 and NUA 1070 courses please use the following chain of communication related to instruction, curriculum, grades, and any course related questions, concerns, and/or grievances.

Course Faculty/Instructor	Department Chair of Nursing and Health Sciences	Dean of CTE

For the NUA 1001 and NUA 1070 Health Requirements, please use the following chain of communication. This includes all concurrent enrollment students.

Health Sciences Program Manager	Nurse Aide Program Coordinator	Department Chair of Nursing and Health Sciences

Please note that all email communication needs to be with your Community College of Aurora student email. Per CCA policy, we cannot respond to 3rd party or private emails. Students are expected to check their CCA student email at least twice a week, responding to emails within 48 hours. Information regarding health requirements, assignments, grading, etc. require clear and timely communication to ensure student completion and success through the Nurse Aide Program.

CIVILITY

Students in the Nurse Aide program represent the Community College of Aurora and are expected to treat instructors and fellow students with consideration and respect, and to be courteous and professional in all learning environments related to the program. Students must abide by program and classroom policies and procedures. Civility also dictates that individuals work together politely, calmly, and reasonably to resolve any concerns or disputes using good faith effort. Any kind of incivility, including but not limited to such things as speaking disrespectfully, contesting an instructor's policies or grading in a disrespectful manner or outside of policy, bullying any other student, showing disrespect to an invited speaker, gossiping or sharing inappropriate information about fellow students or staff members on social media or in general, or failing to attempt to resolve concerns about the Nurse Aide program through the appropriate processes will not be tolerated and could be grounds for dismissal from the program. All students are expected to comply with this basic code of civility while engaged in program activities throughout CCA as well.

PROFESSIONAL CONDUCT CLASSROOM, LAB, AND CLINICAL

The conduct of students reflects upon the individual, the clinical site, the CCA Nurse Aide program, and the nursing profession as whole. Therefore, students must conduct themselves in a mature, professional manner at all times. Students should display professional attitudes towards clients, client families, preceptors, and other members of the nursing and healthcare team at all times. Students are subject to failing and/or dismissal from nurse health aide program at the discretion of the instructor for the misbehavior and/or mistreatment of student peers, clients or healthcare staff. If it is determined a student's behavior is disruptive to learning, the student will be removed from class and referred for student conduct.

Client confidentiality will never be violated for any reason. Any violation of HIPAA (Health Insurance Portability and Accountability) regulations may result in clinical failure. Use of social media to share any part of your clinical experience is a HIPAA violation.

Other reasons for possible dismissal.

- Utilizing a phone during clinical rotation could be considered a HIPAA violation. Cell phone use in a clinical setting is prohibited. Cellular telephones may be used during scheduled breaks in an area outside of designated client care.
- *A student may have access to their cellular telephone if prior arrangements have been made with the primary Nurse Aide instructor to accommodate use for emergency notifications.*
- Smoking/Vaping is NOT permitted at the clinical site. Students are not allowed to take a "smoke break" in their car, outside of the clinical site, or a designated smoking area of the clinical site. A student smoking/vaping will be sent home from the clinical site.
- Physical, verbal, or sexual abuse of a client, client's family member, bystanders, or other health professionals involved in client care.
- Use of offensive language.
- Disruptive behavior that negatively impacts or impedes teaching or learning; or disrupts the general operation of the college.
- Knowingly engaging in falsification, alteration, forgery, misrepresentation, and/or misuse of documents, records, and/or identification.
- Failure to adhere to the Nurse Aide Colorado Practice Act Colorado Nurse Aide Practice Act
- Violation of client rights Center of Medicaid and Medicare Client Rights
- Failure to use proper nurse aide procedure at a clinical facility (per instructor's discretion).
- Failure to follow the CCA student conduct policy including, but not limited to cheating, substance abuse, stealing, and abuse of a classmate, client, or instructor.
- Performing a skill or task at a clinical facility that the student has not received training on by the instructor and found to be proficient by the instructor.

- Attempting to ambulate, move, or lift (including use of a Hoyer) a client out of bed, wheelchair, or a chair without prior approval AND assistance from the instructor or a member of the health team.
- No call or no show to a clinical site.
- Any unprofessional behavior that may adversely affect future use of clinical site.
- Students must bring their own meals during clinical rotations. It is advisable to bring plenty of snacks and a water bottle. Students are not allowed to order food from any delivery service; including Uber Eats, etc.

Students are responsible for keeping the the lab in order, clean, and ensuring equipment is returned to appropriate storage areas. During lab hours, no eating or snacking is allowed. Students are allowed to have water bottles in the lab. Students are provided breaks throughout the scheduled course time, allowing for breaks for snacks.

PROFESSIONALISM

Students in the CCA Nurse Aide Program are expected to understand the importance of creating and maintaining professional boundaries. Faculty and students must create a professional relationship. The students must conduct themselves in a way that reflects integrity, respect, and honesty for the client they are caring for. They have an obligation to practice with integrity and civility. The student must interact with all health care providers and clients professionally and respectfully. They should provide care that respects the client's dignity, and refrains from creating an inappropriate relationship. The student should not provide care for a family member or friend because this could become a conflict of interest. Students should refrain from gossiping. Students must maintain a positive attitude, take accountability for their actions, and work well with team members.

REPORTING UNPROFESSIONAL OR UNSAFE CONDUCT

If a student observes unprofessional or unsafe behaviors that appear to violate standards of acacemic or professional integrity, or actions that have a potential to harm another person or themselves, students have a responsibility to report any questionable unsafe behavior and/or action to the Department Chair of Nursing and Health Sciences, the Program Coordinator, and/or the instructor of record.

SOCIAL MEDIA POLICY

CCA nurse aide students, faculty, instructors, and staff may not share content that is harming or disparaging, or that could potentially violate patient, staff, students, or faculty/instructor confidentiality. Students may not post pictures with any patients, staff members, preceptors, and/or pictures of a clinical site on any social media sites. Students may be subject to disciplinary action

by the school and the clinical agency for any violation of the social media policy, HIPAA, and FERPA. Any violation is subject to the same prosecution as with other HIPAA and FERPA violations.

- Social media includes, but is not limited to Snapchat, Facebook, Instagram, Blogs, Twitter, Threads, TikTok, and/or You Tube.
- Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.
- Avoid posting comments and/or discussions of patients or events related to the clinical site even if all patient identifying information is excluded.
- Restricted postings include, but are not limited to protected health information, individually identifiable information and information about a patient's physical/mental health.
- Students are not permitted to post information related to student's names, schedules, and clinical site locations.

TECHNOLOGY USE IN THE CLINICAL SETTING

- Personal cell phones and technology must be turned off during clinical hours.
- A student may access their phone during break and meal periods.
- Students may not use cell phones for photography while on the clinical premises.
- Students must maintain HIPAA when using their personal cell phone at the clinical facility. Students who violate client privacy by use of mobile devices will be subject to HIPAA infractions of the clinical agency.

RECORDING DEVICES

A student may not record lectures or skills being performed unless permission from the class instructor has been obtained, all students and guest speakers have been informed that audio/video recording may occur, or the student has an educational accommodation determined through the student's process with the college disability services.

A student granted permission to record may use the recording only for his or her own study. It cannot be posted on any internet platform (Youtube, Facebook, etc.). without the instructor's written authorization.

Laptops are allowed to be used in the classroom for academic purposes only. They cannot be used for recording unless permission is given by the instructor.

CELL PHONES AND MOBILE DEVICES

All cell phones must be on "silent" during class and lab. Phones must be shut OFF during class and lab testing. Students can make phone calls and send messages during breaks and after class is over. If a student needs to address an emergency during class, they must step into the hallway to limit classroom disruptions.

DISMISSAL FROM THE NURSE AIDE PROGRAM

Students will be dismissed from the program for the following:

1. Persistent violations of the policies and guidelines of this handbook.
2. HIPAA and OSHA violations that may have legal consequences.
3. Failed remediation attempts.
4. Failure of NUA 1001 or NUA 1070.
5. Any unprofessional or uncivil behavior that violates a safe learning or clinical environment.
6. Violation of Academic Integrity.
7. A 10-Panel Drug Screen negative finding.
8. Physical, verbal, or sexual abuse of a client, client's family member, bystanders, or other health professionals involved in client care.

READMISSION GUIDELINES

Students must meet the criteria below to be readmitted into the Nurse Aide Program. Readmission cannot be guaranteed, and space is dependent upon availability of clinical sites and staffing. Students approved for readmission to the Nurse Aide Program will be subject to the most current Nurse Aide Program Student Handbook, located on the CCA website.

Eligibility for Readmission
- The student must supply requested information to support readmission eligibility.
- The student will need to provide the required Health Requirements again.
- The student's reason for dismissal and readmission must be reviewed by the Department Chair and the Nurse Aide Program Coordinator.

Procedure for Readmission
1. Formal Letter requesting readmission is to be sent to the Department Chair of Health Sciences, one month prior to the start of the semester that student wants to re-enroll in.
2. A formal letter stating your desire for readmission to the Nurse Aide Program. The letter must state the reason for dismissal from the program, the student's contact information, and how they plan on being successful in the program if they are readmitted.
3. All students who are eligible for readmission will be ranked by the following guidelines:
   - Reason for exiting program (including if passing or failing)
   - Grades in NUA courses
   - Review of warnings/remediation/performance improvement plan
   - Input from instructors
4. When decisions have been made about readmissions, all students who have applied will receive a letter informing them about their readmission status. If they are granted readmission, they will have a list of requirements that they must complete, or their readmission may be revoked
5. Students who have been readmitted into the program will be required to update any

immunizations, certifications, background checks, and other admission requirements as needed prior to the start of their courses.

6. Any student who wants to be readmitted to the Nurse Aide Program after one (1) year must restart the program from the beginning of the program to ensure an appropriate foundation of skills and knowledge is maintained to ensure safe practice.

CERTIFICATE REQUIREMENTS

To obtain the Certified Nursing Assistant certificate, students must successfully complete:

- NUA (Nurse Aide) 1001 with a 75%, "C" or better.
- NUA 1070 with a "satisfactory, passing grade."
- Students cannot move to NUA 1070 if they did not pass NUA 1001 with a 75%, "C" or better.
- Achieve the Terminal Competencies per the Colorado State Board of Nursing (CSBON)
- Successful completion of the Clinical Evaluation Tool Rubric.

GRADUATION REQUIREMENTS

Students must complete NUA 1001 and NUA 1070 with a 75% or higher to apply for graduation. Students in the Patient Care Technician Program will need to declare Certified Nurse Aide and Phlebotomy Technician as secondary programs in order to receive all three certificates. For graduation information and requirements, visit the MyCCA student tab.

NURSE AIDE GRADUATES

Once a student successfully completes the requirements for a Nurse Aide Certificate, they are eligible to take the state exam through Credentia. The following process must take place to register for the state exam:

1. Graduate with a Nurse Aide Certification from CCA.
2. Register for an account with Credentia.
3. The Nurse Aide Program Coordinator, will approve the students who have received a passing grade in both NUA 1001 and NUA 1070.
4. The students will be able to register/pay to take the NNAAP state written and skills exam through their Credentia account.

All certificate and degree requirements must be confirmed by the college to ensure each student has met the requirements to graduate from the Nurse Aide Program.

EXPOSURE AND/OR ACCIDENTS/INJURIES

If a student is injured or exposed to a potential pathogen while at a clinical experience, the student must report the incident to the clinical instructor on site. Necessary care must be sought and any follow-up care (or non-emergent medical care) must be coordinated through the CCA Nurse Aide Program as required by the State of Colorado Workers Compensation Program.

Students are asked to follow these reporting procedures.

- Notify the clinical instructor immediately.
- Notify the Department Chair of Nursing and Health Sciences.
- Follow all clinical site reporting policies.
- Complete the enclosed Incident Report, and return to the CCA Nurse Aide staff within 24 hours.

In order to return and participate in clinical internship activities after exposure and/or accident, the student is required to provide documentation of medical clearance from their medical provider.

Failure to comply with these procedures could result in a denial of compensation claims by the state.

INCIDENT REPORTING

Should a student be involved in or witness an unusual or noteworthy incident that may or may not cause injury, harm to any person, or include inappropriate or illegal activity, the Primary Instructor and Department Chair should be notified immediately. Students should follow the reporting policies of the clinical site and document the incident on the enclosed Incident Report. This documentation should be returned to the CCA Nurse Aide Program within 24 hours. The program will then take appropriate action and provide follow-up if necessary.

NOTICE OF NON-DISCRIMINATION

The Community College of Aurora 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 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. The Community College of Aurora 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 Cindy Hesse, Vice President of Human Resources and Personnel Success, as its Affirmative Action (AA) Officer, Equal Opportunity (EO), and Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures and

she serves as the college's Compliance Coordinator. If you have any questions, please contact her by e-mail at Cindy.Hesse@CCAuorora.edu, by phone at 303-360-4752 or by US mail at 16000 East CentreTech Parkway, Administration Building, Office # A207E, Aurora, Colorado 80011. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodations will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in college programs, services, or activities please notify the Office of Disability and Equity by phone at (303) 361-7395 or by e-mail at ODE@ccaurora.edu For information regarding civil rights or grievance procedures contact:

Human Resources		Office of Civil Rights
Community College of Aurora		U.S. Department of Education
16000 E. CentreTech Parkway	or	Region VII
Aurora, CO 80011		Federal Office Building
303-360-4752		1244 North Speer Blvd., Suite 310
		Denver, CO 80204
		(303) 844-2991

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs. The Community College of Aurora, by virtue of its commitment to the ideals of dignity, equality, and mutual respect for all people, deplores and condemns any form of sexual harassment. It is the intent of the Community College of Aurora to comply with both the letter and the spirit of Title IX to make certain discrimination does not occur or adversely affect the educational environment. The Community College of Aurora has a legitimate and compelling interest in prohibiting sexual harassment. Further, the Community College of Aurora has an obligation to discipline those who do engage in sexually harassing behavior.

AMERICAN DISABILITIES ACT (ADA)

The Office of Disability and Equity (ODEI) serves CCA students with disabilities, promoting a learning environment that focuses on individual needs with compassion, empathy, and inclusivity. DEI office collaborates with the CCA community to ensure disability is recognized as a valued aspect of diversity, equity, and inclusion.

Students who have, or thing they may have, a disability, and need accommodations for applying to CCA and onboarding (including communicating with Financial Aid, Advising, and other departments) can contact us at ode@ccaurora.edu or 3030-340-7458 to request accommodations. On demand language interpretation is available. ASL and CART services may request 2-4 days advance notice, depending upon interpreter availability.

The Nurse Aide Program abides by the American Disabilities Act (ADA) by offering students accommodations when approved by the ODEI.

COMMUNITY COLLEGE OF AURORA
CERTIFIED NURSE AIDE PROGRAM
INCIDENT REPORT

Student Name: _____ Date: _____

Clinical Site: _____

Description of Incident: _____

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Student Signature: _____

Instructor Follow-up: _____

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Instructor Signature: _____Date: _____

NUA 1001 AND NUA 1070 EXPECTATIONS

Student signature is required before lab and clinical attendance.

I, _____

(Print Name)

on _____

(Print Date)

I attended the required Nurse Aide Program Orientation and have read the Community College of Aurora Nurse Aide Student Handbook.

I have read and understand the Nurse Aide Program requirements. I understand that while I am enrolled in the CCA Nurse Aide Program, I am accountable to the Nurse Aide Program requirements and CCA Student Code of Conduct guidelines.

I understand that a violation(s)will result in disciplinary action that may result in a failing grade and include dismissal from the Nurse Aide Program.

Student Name _____ CCA Student S#_____

Student Signature _____ Date _____

COMMUNITY COLLEGE OF AURORA
NURSE AIDE PROGRAM
CLINICAL SITE FEEDBACK FORM

Student Name (optional): _____

Clinical Site: _____Clinical Dates: _____

Clinical Instructor: _____

Please take a few minutes to evaluate your clinical site and instructors. Your input helps us recognize valuable experiences and instructors, while improving things that could be better.

Use the following rating scale:

1=poor 2=fair 3=acceptable 4=good 5=excellent

Score	
	My instructor provided an orientation to the clinical site.
	My instructor explained what was expected of me and what I could expect from my clinical days.
	My instructor allowed me to interact with clients and actively participate in their care.
	My instructor was readily available throughout my day, answered my questions, and offered constructive feedback.
	The clinical site provided me with the opportunities to practice my skills and interact with clients.
	The clinical rotation was long enough for me to feel comfortable in caring for residents in a long-term facility.
	I was able to perform the skills and terminal competencies that were taught to me.

Would you recommend the Nurse Aide program to other students?   YES   NO

Was the clinical site beneficial to your experience?   YES   NO

Were the clinical sites and equipment adequate?   YES   NO

Were your clinical objectives met?   YES   NO

Comments:

Addendum I

ADDITIONAL STUDENT REQUIREMENTS

A.   Disqualifying Offenses

I understand the Colorado Community College System (CCCS) Disqualifying Offenses for Nursing Programs may be different than Disqualifying Offenses for some health care facilities and/or hospitals.

As a student, I understand I may be assigned to a clinical rotation with stricter disqualifying offenses than those required by CCA and CCCS for admission; and could impact my progress in the Nurse Aide Program.

Student Name _____ CCA Student S#_____

Student Signature _____ Date _____

B.   Permission for Assignment Use

I give permission for the Community College of Aurora Nurse Aide Program to keep any of my written assignments/projects for use in their Program Portfolio. Names and identifying information will be removed.

Student Name _____ CCA Student S#_____

Student Signature _____ Date _____

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