



**Certified Nurse's Aide
Program
STUDENT
HANDBOOK
Summer-Fall 2026**

SUFFOLK COUNTY COMMUNITY COLLEGE

USING THIS HANDBOOK

The Certified Nurse's Aide Student Handbook is an official document provided to each nurse aide student with explicit information on the policies, procedures and guidelines established by faculty. Each student is held responsible for complying with the policies in the Student Policy Manual, the procedures in the Student Handbook, and all specific requirements found in the course outline and course resources. The student handbook is updated prior to each semester, and on an as needed basis. Students will be informed via email when updates have been made. Refer to the *Student Policy Manual* for a full description of all nurse-aide student policies.

The certified nurse's aide training program is approved by the New York State Education Department.

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MISSION STATEMENT

The Suffolk County Community College Certified Nurse's Aide Training Program is committed to providing high educational standards based on quality, safety, healthcare's shifting paradigms, and utilizing best practices in nursing care. We will teach students to anticipate the dynamic healthcare needs of the community through promoting intellectual discovery and a commitment to social and ethical responsibility and cultural awareness. Our goal is to prepare nurse's aide students to function safely and effectively in today's complex healthcare environment, and to prepare for academic advancement.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Sit for the state certification exam to earn a NYS nurse's aide certification [Exam consists of two parts: written (multiple-choice) and practical.]
- Perform safe, competent nursing aide care utilizing the basic nursing skills to promote the health of patients and their families.
- Demonstrate professional and ethical behavior toward patients and their families incorporating current professional standards.

Safety and Technical Standards Required for Certified Nurse's Aide Program

“Fit for Duty” is defined as being able to perform the minimum criteria for the physical and mental tasks associated with student nurse’s aide clinical duties:

Cognitive Function: Must possess the ability to collect data, calculate and measure including but not limited to:

- Processing information accurately and thoroughly such as checking pulse, respirations, and weight to prioritize care.
- Performing accurate math calculations for intake and output.
- Safely demonstrating application of knowledge in the clinical setting and promptly reporting any changes to nursing supervisor.

Sensory Function: Must possess functional use of the senses, including but not limited to:

- Vision-ability to detect skin changes or changes in behavior, collect data from equipment, devices, displays, and monitors.
- Hearing-ability to listen and understand patient needs, respond to audible alarms and monitors, and communicate clearly in telephone conversations.
- Touch -ability to have tactile sensation to take a pulse, detect skin temperature changes; and smell - ability to detect presence of bodily odors or drainage and the presence of smoke.

Motor and Physical Endurance: Must possess the ability to perform fine and gross motor movements and also possess the physical strength to provide care, including but not limited to:

- Manipulate equipment such as mechanical lifts and prosthetic appliances, perform denture, colostomy and incontinent care.
- Safely ambulate, transfer, turn and position patients weighing over 50 pounds.
- Perform required duties during clinical rotations such as lifting/moving objects, bending, turning, reaching (above shoulder height), and range of motion exercises.

Written and Verbal Communication: Must possess the ability to communicate through speaking, reading, understanding and writing in the English language, including but not limited to:

- Document pertinent observations legibly in English.
- Interact effectively with health care team members.
- Give clear and concise oral report to nursing supervisor.

Emotional/Behavioral: Must possess emotional stability and the ability to function effectively under stress. This includes the ability to be flexible, use sound judgment and adapt to change in all nurse’s aide program areas, including, but are not limited to:

- Demonstrate professional and ethical behavior.
- Deal with unexpected incidents.
- Ability to think and act rationally during a crisis and accept constructive criticism.

ADDITIONAL FEES FOR NURSING STUDENTS

Nurse's aide students must incur additional out-of-pocket expenses beyond that of the College tuition and fees necessary for program success. Approximate costs for the additional expenses will be posted on the nursing website www.sunysuffolk.edu/nursing.

REGISTRATION

Students are admitted to the certified nurse's aide program with a specific curriculum code which designates a campus and program option. Students must remain within their original curriculum code. It is the student's responsibility to review their academic progress throughout the semester and complete all pre-requisites prior to the first clinical day (TEAS performance or basic competency exam score, current BLS certification, required health forms, background check, medical clearance).

NURSE'S AIDE STUDENT RECORDS

A cumulative file is maintained for each student in the Certified Nurse's Aide program. Files (digital and hardcopy) are kept in a secure location and confidential among faculty/staff and are not disclosed to any persons outside of CNA program/College (with the exception of the background check report, DOB, SSN and immunization status and titers to the requesting clinical site). Nurse's aide student records are maintained for two (2) years after program completion/withdrawal in accordance with the College Record and Retention Disposal Schedule. The following documents are contained within the file:

Hard Copy File

- Certified Nurse's Aide Student Lab Critical Elements
- Program Completion Forms
- Original, Signed Clinical Evaluations
- Counseling Forms
- Exam Improvement Forms
- Request to be Placed on Waitlist Form

Digital Files including files sent via email

The following items are to be submitted to Program Coordinator, Melissa Roxas at roxasm@sunysuffolk.edu, upon program entry and as required thereafter:

- Physical Exam
- Required Immunization Titers
- Required proof of immunizations and boosters: COVID, Influenza and Tdap
- Tuberculin screening
- AHA BLS CPR certification
- Background check
- Student Handbook/Policy Acknowledgement
- Confidentiality Agreement
- NYS Moral Character Statement

- Clinical/Lab Assumption of Risk & Release
- Authorization to Release Information
- COVID Assumption of Risk
- Campus Card Application (SBUH)
- TEAS score

STUDENT HEALTH POLICIES AND REQUIREMENTS

Students are required to comply with the health requirements of the College and the Certified Nurse's Aide Program in order to continue in the program and practice in the clinical area. Students obtain clearance to attend clinical by using the Castlebranch online document submission/verification platform. The incurred cost of the clearance will be the student's responsibility. Additional requirements may be needed depending on the clinical site. Students who do not comply with these policies will not be permitted in the clinical area and will be assigned a failed clinical day for each day that they are in non-compliance (one failed clinical days result in a failed final clinical evaluation and a failed final course grade). **All required forms are found on Brightspace. It is the student's responsibility to make sure the health records are complete and maintained throughout the program.**

Clinical onboarding health requirements must be completed within the required/listed deadlines:

1. History and Physical Examination documented on the SCCC college form completed prior to the first clinical day and after a medical leave within time period indicated.
2. Tuberculin screening annually with negative findings: QuantiFERON TB Gold or T-Spot TB blood test with submission of lab report results. Positive results- Follow instructions on health certificate.
3. Proof of Hepatitis B positive surface antibody titers within the past 10 years, indicating immunity or a signed waiver of declination.
4. Results of Measles, Mumps, Rubella, and IgG Varicella titers within the past 10 years indicating immunity.
5. Proof of Tdap immunization within the past ten years.
6. Annual completion of Influenza vaccination verification form.
7. Proof of COVID vaccination and booster.

CPR Requirement

All students will be required to complete an American Heart Association *Basic Life Support (BLS) for Healthcare Providers* course for adult, child, and infant prior to beginning the nurse's aide program. Current certification must be maintained at all times throughout the program. Students who are not able to show proof of completion or whose BLS certification has lapsed during the semester are considered unprepared for clinical and will earn a failed clinical day.

Students may seek certification at any available site that offers AHA *BLS (Basic Life Support) for Healthcare Providers 2-year* certification. Fully online CPR classes are **NOT** accepted, classes must include in-person testing of skills. Some suggested sites are:

CPR Training NY - Smithtown
631-724-3537
<http://www.CPRTrainingNY.com>

Long Island Rescue Services – Ronkonkoma 631-737-4313
<http://www.lirescue.org>

SCCC is offering a course XAH 125 BASIC LIFE SUPPORT (BLS) on January 18, 2024, from 5:30-10 pm at the Riverhead Campus.

Please contact the Registrar's office at East campus to register. <https://www.sunysuffolk.edu/current-students/registrar/>

BACKGROUND CHECK

As required by clinical facilities contracted by the College and Certified Nurse's Aide Training Program, and in keeping with a Joint Commission standard, all students accepted into the Certified Nurse's Aide Program must submit to a background check through Castlebranch prior to enrollment into the program, and periodically upon request if any subsequent alleged violations of federal, state, and local laws occur. The incurred cost of all background checks will be the student's responsibility. Based on the results of background checks, at any point along the progression through the nurse's aide program, an affiliated clinical site may determine that you are not permitted to attend clinical at their facility in the capacity of a student. Clinical sites make independent determinations about accepting students at their facility. The inability to complete clinical components of a course would prevent the student's successful completion of program requirements and all related education expenses, including but not limited to, tuition, books, resources, fees, etc. are non-refundable. Students who cannot participate in this or other clinical placements due to an incomplete background check/invalid social security number) cannot fulfill the requirements of the nurse aide training program and successfully complete the program. The nurse aide training program will notify the clinical facilities to which the student is assigned during participation in the nurse aide training program that your background check is incomplete. Each clinical facility must consent to permitting your clinical assignment at their facility. There is no guarantee that a clinical site will allow you to be present at their facility based on your incomplete background check, and if they deny your placement, you would be unable to complete the nurse aide training program. There is a possibility that you may not be able to complete the nurse aide training program or obtain employment from a facility based on the incomplete background check/invalid social security number.

Students are also reminded that licensing boards for certain health care occupations and professions may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Students should consult the New York State Department of Education, or any State Department of Education they are interested in licensure, for more details regarding possible actions related to personal background records. Successful completion of the Certified Nurse's Aide Training Program at Suffolk County Community College does not guarantee certification, the opportunity to sit for a certification examination, or employment in the applicable health care occupation.

Students are required to report to the College Dean of Student Services alleged violations of federal, state, and local laws that occurred since submission of the original background check. Students will be responsible for an additional background check, at the student's expense, before being permitted to return to clinical. While this background check is being completed and both College and clinical sites are determining a disposition; all policies related to absences remain in effect for lecture, lab and clinical. Based on the alleged violation(s), an affiliated clinical site may not allow your presence at their facility in the capacity of a nurse's aide student.

Students that fail to report alleged violations will be subject to Section 4 of the SCCC Code of Conduct that may result in interim suspension from the College upon notification that a student is facing criminal investigation. Students are required to complete, sign, and submit the Authorization to Release Information form prior to enrollment in the first clinical course which authorizes the College to release information on an as-needed basis as requested by clinical agencies.

PROFESSIONAL ATTIRE

All students in the Certified Nurse's Aide Training Program at Suffolk Community College are expected to behave and dress in an appropriate and professional manner. Students must wear the complete school uniform in the clinical area unless a particular clinical agency indicates otherwise. The uniform is required on campus during lab days. When in uniform, students should be aware that they represent both the school and the profession. Student must change out of uniform or work scrubs once worn during patient care before returning to campus. These guidelines are in addition to any additional dress code requirements imposed by clinical agency affiliates.

Clinical Rotation Uniform and Grooming Requirements:

- Sivvan Unisex Scrubs- Classic V-Neck Top and Drawstring Pants Scrub Set, Ceil Blue
- Long-sleeve shirts underneath uniform top is not permitted unless the agency requires covering tattoos or the student has a religious exemption.
- Snap front jacket in Ceil Blue is only approved covering for uniform. Jacket requires removal when cleaning hands to elbows is required by clinical unit or patient care.
- White pantyhose or socks.
- Neutral undergarments (should not be visible).
- Clean all white closed shoes or plain white sneakers.
- Photo ID badge holder with SCCC ID or agency-issued student nurse badge must be always worn above the waist and visible. Picture and name must face outward.
- Hair should be groomed neatly, and long hair secured above the collar of the uniform, as not to interfere with patient contact.
- Face masks must fit securely. Facial hair (moustache and beard) must not prevent a secure fit.
- Free from odors that may be offensive to patients. No perfume or tobacco odors.
- No chewing gum.
- No lash extensions or false eyelashes.
- Nails must be kept short, not more than ¼" beyond fingertips and clean. No artificial nails, gel polish, wraps. Clear or natural shade nail polish only, chipped nail polish is prohibited.
- Jewelry: Only wedding bands, watches, and 1 pair of stud earrings are permitted.

- No bracelets are to be worn in the clinical areas except for medical alert tags.
- Although recognizing individual preferences for personal expression, the School of Nursing requires students to comply with the following clinical affiliate policies regarding piercings: Visible body piercing (tongue, eyebrow, nose, etc.) is not allowed except for earlobes unless cultural or religious requirements dictate.
- A watch with a second hand and a stethoscope are permitted. Wearable technology (i.e., smartwatches) is prohibited.
- Suggested equipment: stethoscope and blood pressure cuff

PROFESSIONALISM

SCCC nurse's aide students are expected to exhibit the following professional behaviors and adhere to the SCCC Student Code of Conduct policies at all times and in all settings:

1. Students are required to activate and check their SUNY Suffolk e-mail on a regular basis.
2. Professional communication is expected of nurse's aide students including on any form of social media. Any communication which can cause harm or injury to another or disrupts the teaching-learning process may result in charges of misconduct which will be addressed through Office of the Dean of Student Services.
3. Students are not permitted to text or call/answer cell phones during class, clinical, or lab unless explicit permission is granted by a faculty member for emergency purposes.
4. Students must adhere to HIPAA guidelines and not discuss their clinical experience, health care facility information, and patient's names or conditions anywhere at any time outside of clinical conferences. Taking of photos or copying/printing of patient information is prohibited at any time in the clinical setting. This includes all forms of electronic media and social networking. Students may not accept or be in possession of printed copies of any part of the medical record.
5. Students must maintain a professional relationship with assigned patients and families. This relationship terminates at the completion of each clinical experience. If the clinical agency uses titles (Mr., Miss, Mrs., or Ms.), then students are expected to follow those agency practices rather than use first names.
6. Any student who appears in the clinical area suspected to be impaired by alcohol or drugs will be dismissed from the clinical area. This may result in dismissal from the program.
7. SCCC is a smoke free campus. Students must follow smoking policy of clinical agency.
8. Students are not permitted in the clinical area in the role of nurse's aide student unless under the supervision of a faculty member.
9. There is to be no electronic/digital recording or taking photos either in the lab, lecture, or clinical setting.
10. Students will not participate in any form of harassment, incivility and/or bullying directed toward students, faculty, SCCC staff, or agency staff.

GRADING

All course assignments are to be submitted by the due date/time/method as determined by faculty. Refer to the Certified Nurse's Aide Student Policy Manual for information regarding late submission of assignments. Successful completion of a course consists of receiving an overall course grade of C+ or Pass. Refer to the Certified Nurse's Aide Student Policy Manual for further clarification.

COMPLAINT PROCEDURE

If a student has a concern in the nurse's aide course, they should initiate communication first with the instructor (lab, lecture, clinical). If the complaint is not resolved, then the student should initiate communication with the Associate Dean of Nursing. Refer to the College Catalog Student Code of Conduct and Student Judicial Process or the SCCC Student Policy Manual.

GRADE GRIEVANCE

A course grade grievance procedure is available to resolve student grade grievances regarding a grade recorded on the transcript. This procedure shall apply when a student believes that there has been a violation of a specific policy or procedure as stated in the college catalog or course syllabus which adversely affects the student's final grade. Refer to the Certified Nurse's Aide Student Policy Manual for additional information regarding grade grievance.

SERVICES FOR STUDENTS WITH DISABILITIES

Suffolk County Community College provides reasonable accommodations to registered students with disabilities who have self-identified and been approved by the Office of Disability Services. Once approved for reasonable accommodations, such students will be provided with an Accommodation Letter, describing the specific accommodations. Students must present this letter to each of their professors before accommodations can be provided. Students are encouraged to email this letter to their faculty member in a timely manner so proper arrangements for accommodations can be made.

Students who have, or think they may have, a disability are invited to contact Disability Services for a confidential consultation. Students are encouraged to contact the office by email this semester.

Disability Services Contact Information:

Ammerman Campus

Call the Disability Services Office at 631-451-4045 or email the Office at disabilityA@sunysuffolk.edu

Eastern Campus

Call the Disability Services Office at 631-548-2527 or email the Office at disabilityE@sunysuffolk.edu

Michael J. Grant Campus

Call the Disability Services Office at 631-851-6355 or email the Office at disabilityG@sunysuffolk.edu.

GENERAL TESTING GUIDELINES

The terms “exams”, “assessment” and “test” may be used interchangeably in all Certified Nurse’s Aide Program communications and documents. Before taking an exam, students should be aware of the following testing responsibilities and guidelines:

- The Academic Integrity Statement of Understanding must be signed for each exam that is taken.
- All student possessions (bags, backpacks, cellphones, food, drinks, school supplies, coats, jackets, bulky sweatshirts, and hats, etc.) cannot be at the student’s desk. Wearable technology, including but not limited to electronic ear plugs and smartwatches, are to be placed in bags/backpacks and cannot be accessed.
- Unit exams will be administered on the Brightspace platform. It is the student’s responsibility to ensure their Brightspace access is maintained.
- Students who receive less than a 75 on an exam are strongly encouraged to meet with the course lecturer for an individual review of the exam.
- Students at risk of failing should complete the "Exam Improvement Form" with the faculty in order to help them determine how they can improve their grade by reviewing study habits, identifying topics they are deficient in, and utilizing all available resources in the course and at the College.
- In preparation for the Certified Nurse Aide examination, students should anticipate a wide variety of test question formats and scoring models on all exams within the Certified Nurse’s Aide Program.
- The length of the unit exams will be 1.5 minutes per question.
- Exam grades will be available to students on Brightspace within 10 school-calendar days from the test date.
- Students will not be allowed to take any notes, use tape recorders, or cameras during an exam review and violation of this will be interpreted as cheating.
- Students who arrive up to 15 minutes late to class may still sit for the exam. Students who arrive greater than 15 minutes late to class are unable to sit for the exam and will follow the Absence from Exam guidelines. Under extenuating circumstances, the faculty may agree to permit a late-arriving student to take a make-up exam or at a mutually agreed upon date and time within one week from original exam date. Documentation from the student justifying the extenuating circumstance may be required by the College. All makeup exams will follow the exam blueprint but will be a different version (different test questions) than the original exam.
- Student must finish exam before 11:59pm of the exam day or will be penalized. Please plan your time accordingly so you have enough time to finish.
- A student who is absent from an exam will take a make-up exam within one week from the original exam date. Students can miss a course exam only once; additional missed exams will receive a zero. Documentation from the student justifying an absence from an exam may be required by the College. All makeup exams will follow the exam blueprint but will be a different version (different test questions) than the original exam.
- A student who is a “no call/no show” for an exam will receive a zero on the exam. If absence was due to extenuating circumstances the student may be permitted to take a makeup exam. Documentation related to the extenuating circumstances may be required.

- If the student is eligible for special accommodations to take an exam, they must notify faculty prior to the exam date as per College policy including emailing the faculty the Accommodation Letter issued by SCCC. Faculty will examine the Accommodation Letter to ensure validity. Outside accommodation letters or doctor's notes are not accepted.
- Students need to make testing appointments, preferably one week prior to the exam date, with the Office of Disability Services (East), Office of Special Services (Ammerman), Center for Academic Excellence (Grant).
- As part of the Grade Grievance Procedure, students who disagree with a keyed answer may request to complete a Student Test Item Query Form at the discretion of the faculty to explain the rationale for their chosen answer. Students must provide 3 scholarly references (within 5 years) in support of the rationales for their answer. Scholarly references can only be from an approved source such as the Joint Commission, Centers for Disease Control, required textbooks, or assigned readings.
- The Student Test Item Query Form and reference forms will be submitted to the faculty within 10 calendar days from the date of the exam.
- See also discussing/posting/sharing of test items under Consequences of Academic Dishonesty in this Handbook.

TESTING GUIDELINES: ONLINE REMOTE TESTING

Course Unit exams and Course Final exams will be administered remotely in the Certified Nurse's Aide Training Program.

The SCCC Testing Guidelines apply to remote testing. Adaptations to the guidelines are as follows:

- Personal computers may be used for remote exams and assessments.
- Course unit exams and course final exams administered remotely require the use of a secure online proctoring program Proctorio to facilitate remote proctoring and to preserve the integrity of the exam. The proctoring program will record the student by video and audio while taking the exam.
- **The technical requirements for Proctorio are:**
 - Microphone: either internal or external
 - Webcam: 320x240 VGA resolution (minimum) internal or external
 - Desktop or laptop computer with the ability to download Google Chrome (NO iPads, tablets, or phones are to be used)
- Plan to take any exam using the same the computer or networking environment that was used to complete the Webcam Check and System & Network Check in the Lockdown Browser.
- Students who cannot meet the technical requirements may request to borrow a laptop from the College.
- Students should notify their instructor as soon as possible to request a loaner laptop.
- The academic integrity statement must be signed and uploaded into Bright Space or as per faculty instructions for each exam that is taken.
- Students will be required to download Proctorio (the exam platform's lockdown browser) to personal computer. The Lockdown Browser will prevent student from accessing other websites or applications during the exam; student will be unable to exit the exam until all questions are completed and submitted.

- Students will be required to lift the webcam device or laptop camera and record a 360-degree view of the testing space. Students may request to take the exam at the campus Library if preferred.
- Course unit exams and course final exams given remotely may be taken anywhere that has internet access and is private enough that no one will be in the room with you. Prior to sitting for the exam, ensure you're in a location where you won't be interrupted.
- SCCC photo identification is required for verification prior to administration of the exam.
- The following restrictions are to be observed when testing remotely:
 - Textbooks, class notes, study aids may not be in your test location.
 - As you are taking your exam, avoid looking around the room or anywhere other than your computer screen.
 - While testing students must remain in view of the camera.
 - There should be no one else in the room or around you as you take your exam.
 - No wearable technology or headphones are permitted during the exam.
 - Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach. Nothing should beep or ring during your exam.
 - Before starting the exam, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Your instructor will receive time stamped video screen shots flagged with suspicious activity. Suspicious activity may include, but is not limited to, your face falling out of view, glare from another device, wandering eyes beyond the screen, consistent looking away from the computer screen, rustling pages or papers on audio, speaking or talking to someone during the exam, multiple faces on the screen during the exam.
- At no time is taking a photo or video recording of the exam permissible and will be recorded by the webcam. Use of scrap paper is at the discretion of Faculty.
- No speaking to oneself out loud is permitted during the exam unless approved by a reasonable testing accommodation through SCCC's Office of Disability Services. This will be interpreted as a break in integrity.
- To produce a good webcam video that avoids flagging, do the following:
 - Avoid wearing baseball caps or hats with brims.
 - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move.
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

Skills Testing:

Students must demonstrate safe, competent patient care (including indirect care, handwashing, obtain pulse and respirations) and will be evaluated in lab and skills testing. Students who fail to demonstrate safe competent care in the first skills test will be given the opportunity to retest a second time. The second performance evaluation will have a second person to evaluate the skill and will have a short time to complete. Students must successfully repeat the skill performance within one week of the failed skills test. Failure of the skills on the second attempt will result in failure of the entire course. As per course outline/policy, "To

demonstrate clinical competency, students are required to successfully complete all course assignments/requirements including but not limited to skills testing.” Student has been informed that if he does not meet expectations (safe and competent patient care) by the clinical instructors, the student will be asked to leave the facility. Inability to meet the clinical learning objectives of the clinical experience will result in a failed clinical day.

Two failed clinical days results in a grade of F for the course.

LECTURE ATTENDANCE

Lecture attendance is mandatory. Course content taught during lecture is critical to providing safe clinical care. The Certified Nurse’s Aide Training Program defines **excessive lecture absence** as one (1) or more missed lecture classes for lectures meeting once weekly, and two (2) or more missed lecture classes for lectures meeting twice weekly based on a 8.5-week course.

Students with excessive lecture absences will be required to “make-up” the missing lecture content based on learning outcomes comparable to those of the missed in-person lecture experience. Due to missing excessive course content critical for the provision of safe patient care, students will not be permitted to attend clinical until the lecture make-up assignment is submitted and confirmed by the lecturer. Students will only be allowed to “make up” an excessive lecture absence once. Excessive absences may lead to exceeding the clinical absence policy and result in failure in the clinical component of a course resulting in a final course grade of F.

LAB ATTENDANCE

As per College policy, students are permitted to miss one lab (based on an 8.5 week course) and that content based on learning objectives must be made up as directed by your Lab Instructor.

Lab attendance is mandatory. Laboratory performance is evaluated at each lab class. Course content taught during lab is critical to providing safe clinical care. The Certified Nurse’s Aide Training Program defines **excessive lab absence** as one (1) or more missed lab classes for labs meeting once weekly, and two (2) or more missed lab classes for labs meeting twice weekly based on a 8.5-week course.

Students with excessive lab absences will be required to “make-up” the missing lab content based on learning outcomes comparable to those of the missed in-person lab experience. Due to missing excessive course content critical for the provision of safe patient care, students will not be permitted to attend clinical until the lab make-up assignment is submitted and confirmed by the lecturer. Students will only be allowed to “make up” an excessive lab absence once. Excessive absences may lead to exceeding the clinical absence policy and result in failure in the clinical component of a course resulting in a final course grade of F.

Make up assignments must be submitted by the next class date to earn credit.

CLINICAL ATTENDANCE

Students are required to attend **all** scheduled clinical sessions. The clinical instructor will record attendance. All clinical hours must be made up.

A maximum of **one** student clinical absence is permitted. **All absences, including those due to religious holidays in accordance with the college policy, must be made up.** Students missing clinical experiences due to a religious holiday should notify the instructor during the first week of the academic term so that a makeup clinical experience can be arranged in advance.

Students who must unexpectedly miss a clinical experience must adhere to the notification requirements prior to the start of the scheduled clinical experience. Notification includes the date and time of the message, the date and time of the absence, and the emergency circumstances requiring absence from the clinical experience. The College may require documentation.

Students who are absent from clinical and fail to notify the clinical instructor (this is referred to by instructors as a “no call/no show”) may receive a failed clinical day (two failed clinical days constitute a failed clinical evaluation and a course grade of F). Students that are absent from the clinical facility orientation may not attend subsequent clinical day/evening meetings until oriented. In some cases, make-up orientation to the facility may not be available to the absent student and the student may not be able to complete the course.

Students must attend all four clinical days.

If a student is sick or has an emergency, they will be given a clinical assignment instead of attending that day. The assignment is equal to eight hours of clinical time and must be completed in full. The completed assignment must be turned in by the end of the week to receive credit for the missed day.

If a student arrives late or must leave early due to an unexpected reason, such as illness, a clinical assignment will be given. The length of the assignment will match the number of hours missed and must be completed in full. The assignment must be turned in by the end of the week to receive credit for that day.

If the Joint Commission is present at the clinical site, the clinical day will be canceled. The missed hours will be made up by adding time to the remaining clinical days or by extending clinical for one additional week.

CLINICAL EVALUATION TOOL

The student must achieve a passing score on their clinical evaluation as failure of the clinical component results in failure for the **entire** course and a final course letter grade of F. Refer to the clinical evaluation tool for scoring and measurement of clinical and end-of-program student learning outcomes.

Clinical evaluation form must be signed and dated by student and clinical instructor and submitted to lecture/lab instructor before the last day of class.

CLINICAL MAKE-UP

The clinical faculty in consultation with the lecture faculty will provide students with an approved clinical make-up experience based on learning outcomes comparable to those of the missed in-person clinical experience. This may include attendance at another scheduled clinical day (must be at a facility where student has been oriented) or attendance in the skills/simulation lab on any campus on a different day than the scheduled clinical experience. **All make-up clinical experiences will be the equivalent of the missed experience (i.e., a 7.5-hour missed experience will require 7.5-hours of a make-up experience).** A missed clinical experience that is not made up constitutes excessive absence and the student may be subject to failure of the clinical component of the course (which results in failure of the entire course with a final course grade of F).

CLINICAL LATENESS

Punctuality to the clinical setting is crucial; lateness to the clinical setting may result in missing pre-conference leading to inability to safely perform clinical duties. Students with patterns of lateness to clinical may be subject to failure of the clinical component of the course, resulting in a course grade of F.

1st Lateness: Verbal Warning

2nd Lateness: Written Warning (document the date of the verbal warning)

3rd Lateness: Written Warning that Results in a Clinical Failure

GUIDELINES FOR CLINICAL COMPONENT

The clinical component of the Certified Nurse's Aide Training Program provides nurse's aide students with the opportunity to apply nurse's aide principles in a practice setting. Students will be assigned to a long-term care facility in Suffolk County. Student's clinical performance is evaluated by the clinical instructor and is based on the student's ability to make clinical decisions for safe patient care. Such decision making reflects the ability of nurse's aide students to apply nurse's aide principles in a variety of situations. Meeting these criteria constitutes competent performance and a satisfactory clinical passing grade. On each clinical day, students must meet the minimum clinical objectives of the clinical evaluation tool. Upon receiving one failed clinical day the student fails the course with a final course grade of F. If a student incurs their first failed clinical day they will receive a written counseling document from their instructor and may be asked to complete the *Guidelines for Student Reflection* as outlined on the following page. Exceptions may occur for a single behavior, action or performance interpreted by the faculty to be egregious and may result in course failure or dismissal from the program.

CLINICAL ORIENTATION PROCEDURE

Each student is required to complete the appropriate clinical site orientation. Additionally, students must complete the medical clearance and required health forms prior to the first clinical day and submit it to the Program Coordinator, Melissa Roxas at roxasm@sunysuffolk.edu

CLINICAL SKILLS POLICY

Students are responsible for all skills taught throughout the program. Students are expected to practice independently in the nursing skills lab to gain skill proficiency. **Students are NEVER to administer care in the clinical setting without direct supervision of the SCCC clinical instructor.**

GUIDELINES FOR STUDENT REFLECTION

This is an additional assignment that may be given when the faculty identifies student decisions, actions, or behaviors that fail to meet the course objectives or standards of nurse's aide practice. The assignment is made in the spirit of student-centered learning and continued professional development. Further discussion with the student or further action may or may not be necessary depending upon the insight demonstrated in the written reflection as well as the student's subsequent clinical practice.

Provide a written reflection of the critical incident to your instructor including:

1. What happened?
 - Describe the details of the incident.
 - What were your inappropriate decisions, actions, behaviors?
 - What were the actual and potential consequences?
2. What should have happened?
 - Based upon your meeting with your instructor after the incident, and based upon the research you have done since the incident, what should have happened in this circumstance?
3. What practice(s) will you implement in the future to prevent the recurrence of similar incidents?

CLEARANCE TO RETURN TO CLINICAL AFTER ILLNESS

Students who are absent from clinical due to a health status alteration including, but not limited to, illness, injury, pregnancy, delivery, hospitalization, must present a note to the College from their health care provider stating that the student is "**cleared for full clinical duties**" before returning to the clinical setting.

Students who do not comply with this policy will not be permitted in the clinical area and will be assigned a **failed clinical day** for each day that they are in non-compliance. **One failed clinical day results in a failed final clinical evaluation, and a final course grade of F.** Regardless of the healthcare provider clearance, clinical agencies have the final determination about allowing students to return to the facility following any illness, injury and significant alteration in a student's health status.

CONSEQUENCES OF ACADEMIC DISHONESTY

Any violation of academic integrity will result in a zero on any exam/assignment. Any student found in violation of academic integrity will be referred to the Associate Dean of Students for a SCCC Code of Conduct violation. In addition, students should refer to the SCCC catalog regarding academic integrity and the SCCC library site for documentation on avoiding plagiarism.

Suffolk County Community College Certified Nurse's Aide Training Program **Academic Integrity Policy**

Academic integrity is a core value that ensures respect for the academic reputation of the Certified Nurse's Aide Training Program, its students, faculty and staff, and for the protection of patients we care for.

A trusting environment is essential for learning. Academic integrity requires students to tell the truth, be accountable, refuse to collude in lying or cheating behaviors with others, and be accountable for the known actions of others (duty to report). Any deviation from the academic integrity policy will be interpreted as cheating. Cheating results in a zero on the exam/assignment and an academic integrity violation process will be initiated. The academic integrity policy includes compliance with the following:

Electronic Devices

The only electronic device allowed during an exam is the laptop or computer being used for the exam. Use of any other electronic devices during an is prohibited, including but not limited to, cell phones, wearable technology ear buds, headphones, tablets and smartwatches. All electronic devices, including cell phones, must be turned off and placed out of view. Communication with any other person (other than the instructor, proctor or Proctorio agent if applicable) while taking this exam is prohibited.

Calculators

Only calculators provided by the Certified Nurse's Aide Training Program (either handheld or drop down in the exam platform) may be used during an exam.

Scrap Paper

Only scrap paper (if permitted) provided by the instructor for face-to-face exams/assessments may be used during the exam. Only the drop-down white board, if permitted, may be used during a remotely proctored exam. All scrap paper, if permitted, must be submitted with the exam.

Outside Resources

Use of outside aids or resources are prohibited during unit exams, final exams, and skills evaluations. Outside aids or resources include, but are not limited to, electronic or hand-written notes/templates, sticky notes, e-textbooks, hard copy textbooks. During unit exams and final exams, accessing resources by opening another web page is considered academically dishonest. This includes accessing public study platforms (Quizlet, etc.) and searching for questions and answers to answer unit and final exams.

Use of AI

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Fine tuning your research questions
- Finding information on your topic
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of generative AI tools is not permitted in this course for the following activities:

Impersonating you in classroom contexts, such as by using the tool to compose discussion board posts, reflection activities and assignments, or any contribution to classroom activities where the reader would reasonably expect that the work is a true and original representation of your personal thoughts or communication.

· Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.

· Writing a draft of a writing assignment.

· Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the accuracy and legitimacy of the information you submit based on an AI query; take special care to ensure it does not contain misinformation or unethical content, or violate intellectual property laws. In all phases of your coursework activities, you must properly cite and document any use of AI tools. [Insert information and link your preferred documentation/style guide for the course.] Failure to do so violates the academic integrity policy.

Any assignment that is found to have used generative AI tools in unauthorized ways is subject to penalty. When in doubt about permitted usage, please ask for clarification.

Netiquette

Netiquette refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. **THEY LOOK LIKE SHOUTING.**
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
- Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

Discussing/posting/sharing of test items

Discussing/posting/sharing of test items: Sharing, disseminating, or discussing recalled test/assessment questions with any other student including those who are in another section of a course is prohibited. Exam (practice or proctored) questions may not be posted online, emailed, texted, shared through social media, recorded, verbally disseminated or communicated in any way. This restriction includes discussing exam questions in hallway following an exam. Doing so is considered academic dishonesty and will lead to nullification of exam grades and possible initiation of Code of Conduct Violation Process.

All CoursePoint practice assessments/quizzes and proctored assessment questions are the copyrighted property of Wolters Kluwer Health | Lippincott Williams & Wilkins. Reproducing, recording, distributing, or disclosing assessment material by any means, in whole or in part to public study platforms, social media, or other communication methods is forbidden under federal copyright law to copy. A violation of this type can result in civil and criminal penalties. This includes memorizing questions and options and discussing these questions before, during or after an assessment.

Emailing the instructor with a recollection of an exam question is prohibited. Any written form of a recalled question is considered a break in academic integrity. Posting any exam material including practice/proctored assessment questions/answers on study platforms will be reported to the source platform and will result in charges of academic dishonesty



Exam: _____

ACADEMIC INTEGRITY STATEMENT OF UNDERSTANDING

My signature below constitutes my pledge that I will follow the SCCC Certified Nurse's Aide Program policies on academic integrity as well as the specific instructions for this exam.

I affirm that I have removed from my person and personal space all smart technology, including but not limited to, cell phones, smart watches, and earbuds.

I affirm that my performance on this exam will represent my own work, without the use of any unpermitted aids or resources.

I understand that there will be no tolerance towards academic dishonesty, and that cheating can and will lead to automatic failure from the class as well as a report to the Dean of Students.

I have not received any exam questions/answers related to this exam. I will notify the instructor immediately if during the exam I notice any questions/answers that appear similar to study materials that I thought were legitimate/allowable.

I am aware it is my responsibility to notify faculty if I have been approved for reasonable testing accommodations through SCCC's Office of Disability Services prior to this exam.

Statement of Wellness

I feel mentally and physically well enough to take the exam. If I do not feel mentally and physically well enough to take this exam, I will inform my instructor before opening/starting the exam and will be provided one opportunity to take a make-up exam on a mutually agreed upon date/time. All make-up exams will follow the exam blueprint but will be a different version (different test questions) than the original exam. I understand that if I miss more than one exam, I will be given a score of zero for the second missed exam.

Signature _____

Name (printed) _____

SCCC ID _____

Date _____

WRITING POLICY

The current American Psychological Association (APA) format is the source for writing, citations and references. Information on APA can be obtained through the library website. <http://www.sunysuffolk.edu/Students/library.asp>. The College provides writing support services on all three campuses.

Ammerman Campus:

The Writing Center located in the Islip Arts Building Room 101 Telephone: 451-4150

Eastern Campus: Montauk Learning Center Telephone: 548-2594

Michael J. Grant Campus:

The Center for Academic Excellence located in the Sagtikos Building Room S-100. Telephone: 851-6795

COMPUTER RESOURCES AND STUDENT RESPONSIBILITIES

Access to computers is offered on each campus in the college library and computer centers.

SCCC Email Account: The Certified Nurse' Aide Program considers your SCCC email account the official means of communication while enrolled in the nursing program. Students are expected to check their SCCC email frequently.

The Certified Nurse's Aide Program can be found on www.sunysuffolk.edu contains important information about the program. Students are expected to be familiar with its contents.

Online Course Materials:

Students have access to course materials on Bright Space via the Suffolk Online tab. Students are responsible for accessing these materials as directed by their course instructors.

CoursePoint Enhanced access for Lippincott Textbook for Nursing Assistants 6th by Carter

To assist with student success, the Certified Nurse's Aide Program requires all students to utilize all components of CoursePoint Enhanced access. This program is a complete package including practice and proctored assessments, printed materials, and electronic learning resources. Students must create and maintain an individual account with CoursePoint.

The entire CoursePoint Enhanced program package must be purchased:

Purchased at campus bookstore

List price is \$112.00

- Student can submit rebate request to be reimbursed difference between list price and SCCC specific url (maximum rebate = \$28.00)

- Rebate only valid for purchases of CoursePoint for Carter 6th at SCCC Bookstore!

*** Please note – e-text is included within the program. If desired, students can purchase a printed textbook at the SCCC 30% reduced cost of \$66.49 (list price is \$94.99) using the above url. * Free Shipping! * Print copy does not provide access to CoursePoint)

Lastly - Here is a helpful link that contains segmented videos covering the most prominent features/functions of CoursePoint Enhanced, so users can use the Table of Contents to jump directly to the component they wish to review. This link should be saved, so instructors/students can refer to them as needed as the semester progresses: <https://elearning.easygenerator.com/7115789a-7f9e-4f4e-8a83-62479d736576/#login>

Purchasing CoursePoint materials from unauthorized sources such as Amazon.com, eBay, or former students is unacceptable and may result in forfeiture of course points. Detailed information will be provided in the first semester of the program.

Students must create and maintain an individual account with Wolters Kluwer/Lippincott and items must be purchased directly from the individualized SCCC URL located in each course outline. Detailed information will be provided in the first semester of the program.

LEARNING RESOURCES AVAILABLE TO NURSE'S AIDE STUDENTS

Skills Lab

The skills labs are utilized for scheduled classes. In a supportive learning environment, students are encouraged to practice nurse's aide skills and procedures with the assistance, guidance and direction of the lab personnel (Professional Assistant/Specialist).

To facilitate the efficient use of the skills lab, all students are expected to adhere to the College rules and regulations found in the College Catalog. The labs are set up to mirror the clinical settings and are equipped with supplies, equipment, mannequins and training models intended for instructional purposes only. Your professional behavior will assist in promoting a safe learning environment in the labs.

Please see Student Laboratory Safety Manual for lab guidelines and policies.

Faculty Office Hours

Faculty members are available to consult with students about their learning needs and their utilization of learning resources. Email faculty for office hours and availability.

College Learning Resources

A wide variety of college learning resources are available to nurse's aide students to help enhance learning experiences. The following is an abbreviated list of these resources. Additional information about any of the services listed may be obtained by directly contacting these college departments. See the College catalog.

Academic Skills Centers

Tutoring in Writing, English, Reading, Science, Mathematics and English as a Second Language.

Counseling Centers

Comprehensive counseling services are available to assist student success. Counselors provide educational, career, and personal counseling.

Library

Research and resources available for student use. Computers are available for student use.

What Grade Will Student Receive if Withdrawing

- If withdrawal is before the College withdrawal date, you will receive a “W” on your transcript.
- If withdrawal is after the College withdrawal date, your final grade will be calculated as determined by Certified Nurse Aide policy. Any assignments missed after you withdraw are entered as zero. Too many missed clinical will lead to a final grade of “F”.

How to Withdraw:

- If it is before the College withdrawal date, complete the form called “*Course Withdrawal–By Two-Thirds of Term*” found on the College website and submit as directed.
- If it after the College withdrawal date, complete/submit form called “*Course Withdrawal–After Deadline of Two-Thirds of Term.*” found on the college website.
Instructor approval is required-see instructions on form.
- Complete “*Request to be placed on a Waitlist*” form. Submit to Academic Chair.

What to Expect After You Withdraw:

- You may not continue to attend lecture, lab, or clinical once you withdraw or have an unsuccessful attempt.

Prometric Testing

Upon successful completion of the nurse’s aide program, students will be able to sit for the state certification exam to earn a NYS nurse’s aide certification. Please refer to the Prometric New York Department of Health Nurse Aide Certification Handbook and Training Program Manual for more information
www.prometric.com/NurseAide/NY



**VOLUNTARY CERTIFIED NURSE'S AIDE
PROGRAM WITHDRAWAL FORM**

Submit this form to Program Coordinator, Melissa Roxas at roxasm@sunysuffolk.edu

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TO BE COMPLETED BY STUDENT

Name _____ SCCC Student ID # _____

Address _____

Phone _____

I am requesting program code withdrawal from the Certified Nurse's Aide Program. I understand after this request has been processed I will be a non-matriculated student.

Reason for Withdrawal: _____

Student Signature _____ Date _____

**SUFFOLK COUNTY COMMUNITY COLLEGE
CERTIFIED NURSE'S AIDE FACULTY**

FACULTY MEMBER	PHONE	CAMPUS	EMAIL
Faculty Members			

Program Coordinator Melissa Roxas	631-548-3741	East	roxasm@sunysuffolk.edu
Clinical Instructor Alexandra Albrecht	631-548-3741	East	albreca@sunysuffolk.edu
Clinical Instructor Denine Anderson-Regan	631-548-3741	East	andersonde@sunysuffolk.edu
Lab/Clinical Instructor Frank Cernuto	631-548-3741	East	cernutf@sunysuffolk.edu
Lab Instructor Roshawna Bazemore	631-548-3741	East	bazemor@sunysuffolk.edu
Professional Assistant Matthew Massotti			masottm@sunysuffolk.edu