



**Jane F Shearer School of Nursing
Certified Nurse's Aide Program**

Student Policy Manual

The Certified Nurse's Aide Program Policy Manual (the Policy Manual) is a supplement to the Student Handbook (the Handbook). Students are responsible for reading each policy statement as outlined and complying with the policies as stated herein. Student signature on the Handbook Acknowledgment indicates review and understanding of the policies as stated in both the Handbook and Policy Manual.

Policy 1.0 Academic Integrity

Nurse aide students are expected to adhere to the Certified Nurse Aide policy on Academic Integrity as outlined in the Student Handbook. Any student accused of a violation of academic integrity will be referred to the Associate Dean for the School of Nursing. Consequences of violating academic integrity are outlined in the College Student Code of Conduct.

Policy 2.0 Advisement

Nurse's aide students will go to the Program Coordinator who will help in planning and implementing their schedule throughout the program. Students should make an appointment to meet with the Program Coordinator during priority registration to review their program completion plan. Program Coordinator will provide additional advisement throughout the semester as needed for students. Students who are experiencing academic difficulty are encouraged to schedule an appointment to meet with the lecture faculty and utilize College resources for student success. Refer to the Student Handbook for more information on registration procedures.

Policy 3.0 Attendance

The Certified Nurse's Aide Program complies with the College's attendance policy as stated in the catalog. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The College defines excessive absence or lateness as more than the equivalent of one (1) week of class meetings based on a 8.5-week semester.

3.1 Attendance: Clinical

Students are required to attend all scheduled clinical sessions. The clinical instructor will record attendance. All missed clinical hours must be made up. Refer to the Handbook for additional required clinical guidelines.

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." If student 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.

3.2 Attendance: Lab

Students are required to attend all scheduled labs. The lab instructor will record attendance. Course content taught during lab is critical to providing safe clinical care during the clinical experience. Clinical eligibility is dependent on lab attendance. All missed lab content must be made up to be eligible to attend clinical: Students will not be permitted to attend clinical until the lab make-up assignment is submitted and confirmed by the lab instructor. Students will only be allowed to “make up” the equivalent of one week of class meetings missed based on a 8.5-week schedule. If another absence occurs, it will be considered excessive.

A student who is absent from a laboratory performance evaluation without prior approval of laboratory faculty has forfeited the first (1st) opportunity to demonstrate the evaluation and forfeits the allotted points. The performance evaluation that must be completed within one (1) week of the original testing date/time is considered the second (2nd) performance evaluation. The student will be observed during the second performance evaluation by two faculty, and failure of this attempt constitutes a course failure with a grade of F.

A student who is absent from a laboratory performance evaluation in the case of extenuating circumstances must notify the laboratory faculty as soon as possible of the extenuating circumstance (including but not limited to hospitalization, childbirth, major accidents, injury or bereavement). Documentation from the student explaining the extenuating circumstance may be required by the faculty. The student must complete the first (1st) performance evaluation, as per laboratory faculty, within one (1) week of the original testing date/time. Students can miss a laboratory performance evaluation only once for any reason; other missed laboratory performance evaluations will result in a course failure. Refer to the Handbook for additional required lab guidelines.

LABORATORY PERFORMANCE EVALUATIONS

Skills competency will take place in this program. Students will be tested on skills taught during the semester and graded utilizing the Prometric Skills Checklist. If the skill is failed due to a failed critical element (included but not limited to safety, standard precautions and infection control measures), the student must successfully repeat the skill performance within one week. Failure of the skill on the second attempt will result in course failure.

3.3 Attendance: Lecture

Clinical eligibility is dependent on lecture attendance. Students must attend all lectures or the equivalent of student engagement (including but not limited to CoursePoint assignments, pre chapter quizzes receiving 80% or higher, watch and learn videos, etc) in an asynchronous course. Students will not be permitted to attend clinical until the lecture make-up assignment is submitted and confirmed by the lecturer. Students missing lecture due to a religious holiday should notify the instructor during the first week of the academic term so that a makeup assignment can be arranged in advance. Excessive absence or lateness may lead to failure in, or removal from, the course and a course failure. Absences due to religious observance must still

be made up in order to remain eligible to attend clinical, but will not be considered excessive. Refer to the Student Handbook for the make-up procedure for missing lectures.

Policy 4.0 Background Check

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 if any subsequent alleged violations of federal, state, and local laws occur. The student's Social Security Number will be used to process the background check. The incurred cost of all background checks will be the student's responsibility. Acceptance into the nurse's aide program is contingent upon clearance. There is no guarantee that the clinical site will allow you to be present at their facility based on an incomplete background check, and if they deny your placement, you would be unable to complete the nurse aide program. There is a possibility that you be unable to obtain employment from a facility based on the incomplete background check/invalid social security number.

Students must also permit the Certified Nurse's Aide Program to release the outcome of the background check to the assigned clinical facility. Based on the results of background checks, at any point along the progression through the nursing program, an affiliated clinical site may determine that you are not permitted to attend clinical at their facility in the capacity of a nurse's aide 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 are required to report alleged violations of federal, state and local laws that occurred since submission of the initial background check. Based on the alleged violations, an affiliated clinical site may not allow the students presence at their facility. 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 upon notification that a student is facing criminal investigation. Further information is provided in the Student Handbook.

Students are required to report to the College Dean of Student Services and the Certified Nurse's Aide Program 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 student nurse.

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.

Policy 5.0 Cancellation of Classes

The Certified Nurse's Aide Program complies with the College determination if weather conditions will interfere with class attendance. Nurse's aide students should tune to local radio stations to determine if classes are cancelled. Cancellations will also be posted on the College Web site, www.sunysuffolk.edu. In the event of a delayed College opening time, students attending clinical will be advised by the clinical instructor using Sunysuffolk email of where to report for clinical. In the event of a College afternoon or evening cancelling of classes, students must leave the clinical site at the designated time.

Policy 6.0 Change of address, phone, or name.

Nurse's aide students should submit any changes in address, phone and name to the Registrar's Office and campus department. Failure to do so may result in missing course and/or program information, and the student is responsible for the information missed.

Policy 7.0 Clinical Accident/Injury

Students absent from clinical due to illness/injury must submit documentation from their Health Care Provider stating **"the student is cleared to return to clinical and able to perform full clinical duties without restrictions."** Clinical agencies have the final determination about allowing students to return to their agency. Refer to student handbook procedures regarding clearance to return to clinical after illness.

Policy 8.0 Classroom Decorum

A faculty member may bring charges of misconduct against a student for disruptive behavior. Students whose behavior in class is considered disruptive may be subject to disciplinary action described in the College's Student Code of Conduct.

Therefore, nurse's aide students in lecture will be expected to:

- Arrive on time and be prepared for class to begin promptly at the scheduled hour. Lateness interrupts the intent and structure of the class presentation.
- Take care of personal needs before or after class or during any class break. Leaving in the middle of class, unless there is an emergency, creates a disruption.
- Turn off all audible sounds from cell phones and electronic devices.
- Show respect for your classmates as well as your instructor by listening attentively, participating actively, and refraining from side conversations or other disruptions.
- Use appropriate language when addressing classmates and the instructor during the class session.
- Consult privately with the instructor when extenuating circumstances require special arrangements.
- No children are permitted in lecture, lab, or clinical classrooms.

Policy 9.0 Complaints

The Certified Nurse's Aide Program complies with the College's Student Complaint Procedure found at <https://www.sunysuffolk.edu/legalaffairs/documents/f18-student-complaint-resolution-procedures.pdf> to address student complaints about the nurse's aide program. The student should initiate the procedure within one month of the end of the semester in which the alleged situation occurred. Complaints should begin with an informal attempt to resolve the complaint directly with faculty. If a satisfactory resolution is not reached during this encounter, the student should then meet with the campus academic chair in attempt to mediate the complaint and arrive at a resolution that is acceptable to all parties. If the student is dissatisfied with the manner in which the complaint has been handled, the complaint should be put in writing and forwarded to the Associate Dean of the School of Nursing.

Policy 10.0 Counseling Forms

Faculty will document student's behavior, action or performances while in the nurse's aide program on a counseling form to provide feedback. The counseling may designate as a "warning" or a "failure". A student receiving a counseling will be directed for follow up as per the instructor. Refer to the Student Handbook for the guidelines for student reflection.

A student receiving two (2) counseling failures within a course (either lecture, lab, clinical, or in program areas) may be subject to failure of the course.

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.

Patterns of unprofessional behavior within the nurse's aide program may result in dismissal from the program. See Student Policy Manual 13.0 Professional Behavior: Clinical, 14.0 Professional Behavior, and 14.1 Professional Behavior Nursing Labs/Lecture/Hallways.

Policy 12.0 Electronic Communication

12.1 Electronic Communication: Email

All nurse's aide students are expected to have basic computer literacy including but not limited to functionality in email and basic internet search and navigation. The College portal, e-mail, and on campus internet access are available from designated computers at the College at no cost to students taking credit classes. Both the College and the Certified Nurse's Aide Program uses the College e-mail for announcements as the primary and official method to provide notices and communications to students. Students are expected to regularly access and maintain their portal and e-mail account. Students requiring assistance with the College email account should utilize the support services available at the College.

Nurse's aide students are expected to maintain professionalism in all forms of communication. Email communication using crude or foul language is strictly prohibited. Emails that contain language interpreted as harassing, intimidating, disrespectful, or unprofessional will be subject to

the Certified Nurse's Aide Program policies and the College's Student Code of Conduct policy and may be subject to dismissal from the program.

12.2 Electronic Communication: Cell phones, Computers, and Electronic Devices

Student's use of technology resources is governed by the College's Information Technology Policies and Guidelines. The nurse's aide students' use of cell phones, computers and other electronic devices during lecture, lab and clinical is established by individual instructors and/or the agency policy. Misuse of such devices may subject students to provisions of the College Student Code of Conduct relating to disruptive classroom behavior. No personal phone conversations, text messaging, instant messaging, web chat, or internet or audio or video conferencing are allowed at any time while in patient areas. If the student needs to respond to an emergency text, personal phone call, or personal message, the student should discuss the procedure for taking and responding to the message with the clinical, lab or lecture faculty. At all times it is strictly forbidden to videotape or photograph a patient or patient's documentation. Students who violate of this policy will receive a failed clinical day and may be subject to course failure and/or program dismissal.

With regard to lectures, students require permission of the faculty prior to the use of videotaping, photographing or recording the faculty and course content. Exceptions may apply to students with documented disabilities who may need to use a device as an approved accommodation.

12.3 Electronic Communication: Social Media

At all times, nurse's aide students are expected to protect confidential, sensitive, and proprietary information. Distribution of information from clinical, lab or lecture through social media networks is strictly prohibited and protected under HIPAA and FERPA guidelines and the College Academic Integrity policy. Students that violate the Certified Nurse's Aide Program's use of social media policy may be subject to course failure and/or program dismissal.

Policy 13.0 Professional Behavior: Clinical

Nurse's aide students are expected to maintain professionalism at all times when in the clinical setting, including non-patient areas (i.e. cafeteria, elevators, hallways, lobby, parking lot). Nonprofessional communication that includes, but is not limited to, inappropriately loud voice volume, refusal to accept constructive criticism, using crude or foul language, harassing, intimidating, disrespectful, and/or unprofessional verbal exchanges may result in a failed clinical day, course failure with a grade of F or program dismissal. Students on campus for the clinical experience are held to the same professional behavior as expected in the clinical agency. When in the Certified Nurse's Aide uniform, students should be aware that they represent both the school and the profession. Unprofessional behavior in uniform in any setting, that included approved on-campus events (i.e. alternate clinical experiences, nursing club events) may result in course failure or program dismissal.

Nurse's aide students are not permitted in the clinical area unless under the supervision of a faculty member or assigned specifically by a faculty member to a specialty unit or community

setting. Students are strictly prohibited from assuming duties as a student nurse when not under the supervision of faculty; including circumstances when a student is assigned on a unit where they are also employed. Nurse's aide students must demonstrate the ability to differentiate between the student and the employee role and scope of practice. Violations may result in failing the clinical component of the course (which results in failure of the entire course and dismissal from the program).

Students must maintain a professional relationship with assigned patients and families. This relationship terminates at the completion of each clinical experience. Development of a personal, non-professional relationship with a patient or family member will jeopardize the student's continuation in the nurse's aide program and may result in failure of the course and/or dismissal from the program.

Students must adhere to the Confidentiality Agreement (signed upon admission to the program), all College/Certified Nurse's Aide Program confidentiality policies, and all clinical agency confidentiality policies. Violations of the Agreement or any related policies will result in dismissal from the program.

Policy 14.0 Professional Behavior. Nurse's aide students are expected to maintain professionalism as stated in, but not limited to, the SCCC Nurse's Aide Student Handbook.

14.1 Professional Behavior: Nurse's Aide Skills Lab, Simulation Centers, Computer Labs, Lecture Rooms and Hallways

Nurse's aide students are expected to maintain professionalism at all times when in the nurse's aide classrooms and learning environments. Non-professional communication includes, but is not limited to, inappropriately loud voice volume, refusal to accept constructive criticism, using crude or foul language, harassing, intimidating, disrespectful, and/or unprofessional verbal exchanges. Demonstration of unprofessional behavior may result in a counseling form (warning or failure). Two or more counseling failures may result in a course failure or program dismissal.

Students must review and comply with the Laboratory Safety Packet located on the SCCC webpage. Violations of this policy may result in removal of open lab practice privileges, course failure with a grade of F, or dismissal from the program.

14.2 Professional Behavior: Smoking

The Certified Nurse's Aide Program complies with the College's Tobacco Free policy. Additionally, smoking in non-designated areas in clinical settings is prohibited. Students must be free of smoke odor when in the clinical setting. Students in violation of the smoking policy at the clinical site may result in a failed clinical day (two failed days results in a failed clinical evaluation and course failure with a grade of F), course failure and/or dismissal from the program.

Policy 15.0 Examinations

Refer to the Certified Nurse's Aide Testing Guidelines located in the Nurse's Aide Student Handbook for all procedures related to proctored assessments.

Policy 16.0 Grading

16.1 Final Letter Grade

The Certified Nurse's Aide Program complies with the College grading policy. Students in the Certified Nurse's Aide Program can earn a Pass/Fail grade as per the course requirements stated in the course outline. An unweighted unit exam average of 74.5 % must first be achieved before the exam average is weighted and additional methods of evaluation are calculated for the final grade. The following final numerical course average determines the pass/fail grade awarded in the CNA course:

Final Numerical Average	Pass/Fail
89.5-100	P
84.5-89.4	P
79.5-84.4	P
74.5-79.4	P
69.5-74.4	F
64.5-69.4	F
59.5-64.4	F
0-59.4	F

16.2 Grading: Progression

An unweighted unit exam average of 74.5 % must first be achieved before the exam average is weighted and additional methods of evaluation are calculated for the course grade. Additional methods of evaluation must meet all expectations and deadlines for submission during the semester.

If the unweighted unit exam average is less than 74.5%, the final course grade will be a Fail. A successful attempt of the course consists of receiving a minimum final grade of C+ which qualifies to take the certification exam. A course grade less than C+ is an unsuccessful attempt. A failed final clinical evaluation and/or failed second lab performance evaluation results in a failed course grade.

Medical Leave/withdrawal may be granted, upon request, to any student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition by the Campus Associate Dean of Student Services. Medical withdrawals do not amount to an unsuccessful attempt. Students with documented extenuating circumstances that should be considered related to a voluntary course withdrawal, that is

unrelated to academic performance, may request a hearing with the Associate Dean of the School of Nursing for reinstatement. If approved the withdrawal will not amount to an unsuccessful attempt.

16.3 Grading: 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.

The student should first discuss the believed violation of a specific policy or procedure as stated in the college catalog or course syllabus with the faculty member involved within ten (10) days of the receipt of the grade.

If the student and faculty member cannot reach an agreement regarding the grievance, the student may request in writing to meet with the Coordinator. A succinct description of the believed violation of a specific policy or procedure as stated in the college catalog or course syllabus must be provided at this time. If no agreement is reached, the Associate Dean of the School of Nursing who will provide a grade grievance decision to the student in writing.

Students who wish to appeal the grievance decision, may request in writing to meet with the Associate Dean of Academic Affairs. When requesting to meet, a succinct description of the believed violation of a specific policy or procedure as stated in the college catalog or course syllabus must be provided. The recommendation of the Associate Dean of Academic Affairs will be given to the student and faculty member within ten (10) calendar days of the meeting with the student.

If the student remains dissatisfied, the student may present his or her case to the campus Executive Dean in writing within ten (10) calendar days of receiving the recommendation of the Associate Dean of Academic Affairs. Failure by the student to submit a written request within ten (10) calendar days shall constitute a withdrawal of the grievance and bar further action within the College.

The recommendations of the Coordinator, the Associate Dean for School of Nursing Associate Dean of Academic Affairs and the Grade Grievance Committee are only advisory since the ultimate responsibility for awarding the grade is the course faculty.

Policy 17.0 Health Requirements

Nurse's aide students must submit health requirements and supporting documentation as outlined in the Nurse's Aide Student Handbook. Students who do not adhere to the health requirement policies may be denied access to a clinical site by the agency and therefore are at risk for excessive clinical absences, course failure, and removal from the program.

All required documents must be submitted through Castlebranch.

Policy 18.0 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 confidential among the nursing faculty and are not disclosed to any persons outside of the Certified Nurse's Aide 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 graduation or program withdrawal in accordance with the College Record and Retention Disposal Schedule. Refer to Student Handbook for detailed list of items kept on file.

Policy 19.0 Safe Clinical Practice

All nurse's aide students must meet safety and technical standards with or without reasonable accommodations as stated in the Student Handbook.

Students who do not demonstrate the clinical objectives for safe clinical practice (as outlined in the clinical evaluation tool) will receive a counseling form that may result in a failed clinical day. Students must demonstrate alertness for the provision of safe patient care. Students that demonstrate weariness or fatigue from sleep deprivation that negatively impacts clinical judgement may compromise patient safety and will receive a counseling form that may result in a failed clinical day.

If clinical faculty suspects the student is at risk for not being able to perform safe patient care, the student will be sent home for the day and will receive an unexcused absence. Nursing aide care provided by the student that exhibits clinical judgement which jeopardizes safe patient care can be interpreted by the clinical instructor to be egregious, and will result in immediate course failure or dismissal from the program.

Any student who appears to be impaired by alcohol or drugs, at the sole discretion of the clinical faculty, will be dismissed from the clinical area. This may result in course failure and/or dismissal from the program.

Policy 20.0 Student Clinical Placement

Students who progress in the program without interruption, self-register for their clinical section. Students must register for classes on their assigned campus. The Certified Nurse's Aide Program may schedule clinical sections any day of the week (Mon-Sun) day or evening or night. Students must provide their own transportation to agency and pay for any personal costs incurred. Clinical placement is subject to change at any time (prior to the start of the clinical experience or during a clinical rotation). Affected students will be notified of changes in clinical placement by email.

Policy 21.0 Students with Disabilities

Students with disabilities must document the nature of their disabilities and request services from the disability services counselor designated on each campus. It is the student's responsibility to notify the faculty of any accommodations that need to be made.

Policy 22.0 Professional Attire

Nursing aide students must strictly adhere to the professional attire as outlined in the Certified Nurse's Aide Student Handbook. Violations may result in a failed clinical day (two failed clinical days results in a failed clinical evaluation and course failure).

Policy 24. Leave of Absence (LOA)

Refer to the Student Handbook for the procedures on how to request a LOA.

Policy 25.0 Medical Leave

A Medical Leave may be granted, upon request, to any student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition. To request a Medical Leave, documentation by a physician or other appropriate health care provider is required. The student should make a written request indicating the medical reason and the period of the leave and submit to the Campus Associate Dean of Student Services. Students should consult the Associate Dean School of Nursing for further information. Students granted a medical leave are not guaranteed a seat in courses if there is a disruption in their sequential completion of the program and must apply for reinstatement to repeat the course. Students granted a medical leave must satisfy all health clearance requirements as indicated prior to course reinstatement. Students must meet all program requirements within the maximum timeframe as outlined in the nurse's aide program pages in the College Catalog.

Policy 26.0 Late Submission of Assignments

Assignments are to be submitted by the due date/time/method as per faculty. Students requiring additional time to submit an assignment that have not received prior approval from the faculty will receive a score of zero (0). Students who receive additional time to submit an assignment, with prior approval from faculty, will be offered an extended due date/time/method as determined by the faculty, and will incur a 25% deduction penalty. Faculty will accept assignments past the original due date without prior approval only in the case of extenuating circumstances (including but not limited to hospitalization, childbirth, major accidents, injury or bereavement). Students must notify the faculty as soon as possible of the extenuating circumstance that prevented them from submitting the assignment on the due date. Documentation from the student explaining the extenuating circumstance for late submission may be required by the faculty. The extended due date/time/method will be determined by the faculty, and the deduction penalty will be waived. Students who do not meet the extended deadline will receive a grade of zero (0) on the assignment.

Assignments may be submitted past the original due date/time/method only once; any additional course assignments submitted past the original due date/time/method will receive a score of zero (0).