



CCRI Certified Nursing Assistant Program

Standards & Expectations Handbook

Directions: Read this document in its entirety. Print, sign and submit page 8 of the document with your CNA instructor at the beginning of first skill lab.

The following expenses are covered by CCRI

- Textbook, Workbook, Blood Pressure Cuff, Stethoscope,
- RIDOH License As a Nursing Assistant application fee

Course Overview:

- 13.5 week program
- 12 weeks of classroom instruction and skill lab training
- 1.5 weeks of clinicals

ORGANIZATION INFORMATION:

CLASSROOM TRAINING AND INTERNSHIPS

Information here is subject to change due to COVID-19 regulations

Classroom Training

- Attendance at all classes is expected for all students.

Class

- Live classes will be conducted on Zoom (platform subject to change). You are expected to know how to operate this web application, without technical difficulty, and attend all classes. During class you will remain alert and engaged, with a positive attitude. There should be no distractions or interruptions in your learning space. Cell phones are not allowed in your presence during class. All classes will be monitored for compliance.
- Certified Nursing Assistant students **must** complete all work assignments including homework, projects, testing, maintain average of 75 or higher and miss no more than 8 hours of classroom training. It is the students' responsibility to make sure they have all work completed, including lab and clinicals. *Due to state requirements, from the Department of Health, zero absences are allowed for clinicals and there is no flexibility in not completing required number of hours in class and lab.*

ATTENDANCE

Your responsibility as a student is to attend every day of classroom training. Carefully read our policy on attendance, if you have any questions or are aware of any circumstance that might impact your attendance record, it is your responsibility to communicate this with your instructor *in advance*. **YOU ARE NOT ALLOWED TO MISS MORE THAN EIGHT (8) HOURS.** If you miss more than eight (8) hours exactly, then you will be dismissed.

- Attendance is mandatory for **ALL** classes. You are expected to log in / arrive on time, be prepared for class, and to remain until the instructor dismisses you.
- Instructors will record attendance and punctuality at the **beginning, after breaks and end** of each class.
- You are allowed 8 hours of missed classroom time. If you miss more than 8 hours of class time you will be terminated from the program.
- For any missed time, you must provide documentation. For example: a doctor's note, a discharge notice from the ER, or a court summons.
- No call/no show, and not providing valid documentation for a missed day **are taken seriously and may cause you to be dismissed from the program.**
- **Communication** with program staff about any event that will cause you to miss or be late to class is very important. It is your responsibility to inform us as soon as you are aware of a potential issue. You will be required to show documentation as to why you are absent. Please remember to schedule all personal appointments before or after classroom and internship hours.
- If you will be absent or tardy for any scheduled classroom training day, you must email your instructor.
- Absence from skill labs will prevent from completing the program and earning your license.

THIS IS THE ONLY METHOD FOR REPORTING AN ABSENCE OR LATENESS

- During class, you are responsible for contacting your instructor by email with a clear message and explanation.
- All classwork, assignments, or tests missed due to lateness, early dismissal or absence, **MUST** be completed in order to continue in the program.

DRESS CODES

C.N.A Students

This program has a very high standard of professionalism and excellence. The dress and appearance policies are strict. Healthcare is about serving patients with skill, kindness, and a

caring personality; not self-expression through fashion. Most requirements are also for safety purposes and preventing injury, discomfort, and/or infection. We expect students to follow program policies, regardless of what others are doing.

Class

- You are expected to wear appropriate classroom attire and be well groomed.
- Tank tops, revealing/low cut shirts, pajamas, and bathrobes are prohibited

Skill Labs and Clinicals

- Students should wear scrubs in the required color
- Shoes should be comfortable and appropriate; sneakers or nursing clogs. Open toe shoes are not allowed.
- No head covers (unless for non-religious purposes) including: hats, scarves, bandanas
- Hair must be pulled back and away from the face for your safety. Flashy or large hair ornaments are not permitted.
- No nail polish or artificial nails of any kind, at any time. Nail length should be short.
- Body piercing is limited to the ears, wedding band, and smart watches. Earrings are to be no larger than studs and limited to one stud type per earlobe. Nose rings, tongue, and facial piercings are not permitted.
- Tattoos should be covered, with band aids, make-up or tattoo covering sleeves in a solid black or white color, for a professional groomed appearance.
- Cosmetics are meant to enhance appearance, not as a distraction. Be conservative in what you wear.
- No fragrant soaps, lotions, body sprays, perfumes and after-shaves. Scented products can be offensive and/or cause allergic reactions to people.

CELL PHONES

It is against policy to use cell phones during class, skill lab setting, and clinicals. Cell phones must be turned off or set to silent mode. If there is an emergency and you need to have your phone readily available, you must notify your instructor.

Class, Lab and Clinicals

- Cell phones should not be present during the online class. Their use for any reason will not be tolerated.

SOCIAL MEDIA, PHOTOS

- You are not allowed to make social media posts during class, skill labs, clinical, and/or with patients or patient's families at any time.
- You are not allowed to take photos during class, skill labs, clinical, and/or with patients or patient's families at any time.

FOOD AND DRINKS during online class:

Beverages only during online class. No food is allowed.

STUDENT CONDUCT & EXPECTATIONS

CCRI has standards and expectations for all our students. We expect you to demonstrate what we deem to be ideal behavior during all classroom training and clinical hours. You are expected to conduct yourself in an ethical / honest manner with each other and CCRI staff.

Students are expected to:

- Always display a positive attitude towards fellow students, instructors and program staff.
- Be trustworthy. Always carry out your assignments and duties to the best of your ability. Ask if you need help or are unsure, we support you and one-another.
- Respect the privacy of others.
- Be a good citizen. Help others and respect their values.
- Be sincere and honest.
- Be caring and concerned. Always treat others in the same way in which you want to be treated.
- Know your limitations. Know what you are trained to do and what you are capable of doing.

ACADEMIC HONESTY

- Students who willfully violate the principles of academic honesty through cheating on examinations or assignments, plagiarism, altering, or changing records, are subject to disciplinary action ranging from reduction of your grade to academic probation or expulsion, depending on the seriousness of the act.
- ***Any student found copying questions or answers from the tests will be immediately dismissed from the program. Students may not work in groups on tests nor share answers with fellow classmates. These actions, as well as posting tests/questions/answers, will result in an immediate dismissal from the program.***

ALCOHOL/DRUG POLICY

- Possession and/or consumption of alcohol by any person under twenty-one years of age is illegal in the state of Rhode Island. Regardless of your age, students are not permitted to consume, or be under the influence of alcohol, or any substance while at school or at their clinical, with the exception of prescribed medications while under current or ongoing medical supervision.
- If a student is suspected of being under the influence of alcohol or other substances while participating in any component of the CCRI CNA program, immediate disciplinary action will follow, including counseling, and up to campus security involvement and termination from the program.

PROFANITY AND OFFENSIVE LANGUAGE

- Courteous and professional behavior is always expected of all students. The use of profanity, derogatory comments, disrespectful terms and racial slurs will not be tolerated at any time. We foster a community of respect and empowerment for each other, not one of division and intolerance. Please remember to think before you speak, you will be held accountable for your actions.

SEXUAL HARASSMENT

- Sexual advances, innuendo, aggressive body language, demands, or requests for sexual favors and similar conduct of a sexual nature, including explicit language or jokes, are considered inappropriate, unprofessional, and will not be tolerated. If any student feels they are being or have been subjected to such harassment, the incident should be reported immediately. Information will be held in the strictest of confidence for privacy reasons, and the reporting student shall fear no reprisal for doing so. Additionally, any student found to be intimidating, interfering, or acting with coercion that could in any way interfere with the reporting of sexual harassment, will be reported to campus police and face dismissal from the program.

NON-VIOLENCE

It is the policy of CCRI to provide a safe environment for students and staff. The following behaviors will **NOT** be tolerated at any time:

- Threats, direct or implied
- Conduct that results in harm to people or property
- Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety
- Use of weapons (possession of firearms, or other weapons)
- Other inappropriate and threatening behavior such as:

- Comments that imply threat of violence
- Offensive jokes or comments
- Name calling, obscene language or gestures
- Physically touching another person in an intimidating, malicious, or sexually harassing manner.
- Physically intimidating others, including such acts as non-verbal gestures.
- Posturing
- Aggression
- Threatening tone of voice

HIPAA – Confidential Information

Health Insurance Portability Accountability Act (MEMORIZE THIS!) Healthcare providers must realize that every patient has an absolute right to the utmost privacy. It is crucial to be familiar with three (3) types of confidentiality:

1. Patient's right to privacy
2. Confidentiality policies regarding the release of medical information/HIPAA.
3. Safeguarding any and all passwords to systems that have been entrusted to you

CCRI C.N.A PROGRAM

I _____ hereby agree that I have read
(printed student name)
and fully understand the terms and conditions stated in this handbook. If I am unable or
unwilling to meet the criteria in the student handbook, I will email the CCRI RN Program
Coordinator to discuss my concerns.

By signing below, I acknowledge that my participation in this program is
conditional upon my adherence to the terms stated in the student handbook, and
that successful graduation is based on academic performance, and completion of
my clinical.

Student Signature

Date