



***BARTON***  
**ADULT HEALTHCARE**

**Student Handbook**  
**2023 - 2024**

## Table of Contents

Welcome	3
Accreditation Information	4
Contact Information	5
Barton Adult Healthcare Education Organization Map	6
Barton Community College Mission and Vision	7
Course Requirements	8
Basic Information for Students	8
Payment Options	8
Withdrawing from a Class	9
Applying for an Incomplete	9
Essential Physical Requirements	10
Attendance Policy	11
Class Cancellation	11
Confidentiality	12
Background Check Policy	13
Immunization Record Management and Document Tracking	14
COVID Vaccination Information	15
Liability Policies	15
Adult Healthcare Laboratory Rules	16
Student Role Verses Employee Role	17
Reporting an Incident at Clinical Facilities	18
Dress Code	19
Student Supply Bags	20
Professional Requirements and Responsibilities of Students	21
Cell Phone Usage	23
Student Complaint Policy	23
Disciplinary Action	24
Substance Abuse Policy	25
Grading Scale	25
Procedural Guidelines for State Testing	26
Further Resource	27
Reimbursement Policy	27

## Welcome

We are pleased you have elected to receive your education at Barton Community College. We are proud of our program and hope you take full advantage of the opportunities available.

Programs offered include; Certified Nurse Aide (CNA), Certified Medication Aide (CMA), CMA Update, and CNA Refresher courses. These courses are designed to prepare students to be competent practitioners in their chosen level of Adult Healthcare, as well as to take the applicable state certification examination.

The purpose of this Adult Healthcare Student Handbook is to provide you with information you will need regarding guidelines and policies for Adult Healthcare courses. This handbook does not constitute a contract. The policies and guidelines within this handbook are subject to review and possible change. All students are expected to adhere to the policies and procedures of the Adult Healthcare program. If any policy or procedure is not followed it could lead to your dismissal from the program.

For any questions or concerns, please reach out. Again, thank you for choosing Barton Community College for your educational needs!

Sincerely,

Adult Healthcare Programs Coordinator  
Barton Community College

## Accreditation Information

Barton Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges.

The Higher Learning Commission  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602  
(800) 621-7440  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

**Governing body:**

Kansas Board of Regents  
700 SW Harrison, Suite 1410  
Topeka, KS 66603  
[www.kansasregents.com](http://www.kansasregents.com)

**Barton Community College Adult Healthcare is an approved sponsor by:**

Health Occupations Credentialing – Kansas Department of Aging and Disability Services  
503 S. Kansas Avenue  
Topeka, KS 66603  
(785) 296-1250

## Contact Information

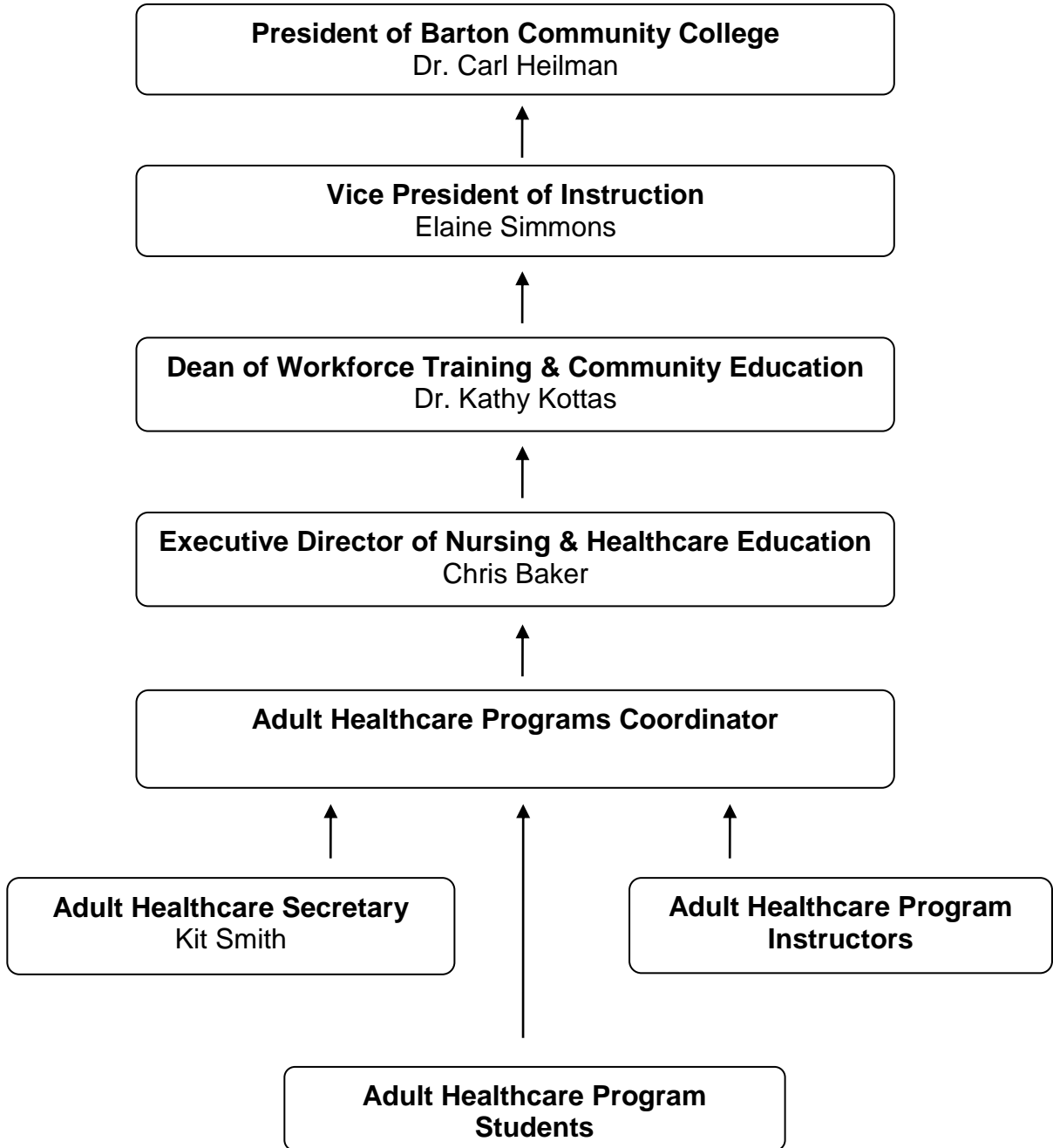
CONTACT	EMAIL	PHONE
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<b>KIT SMITH</b> <i>ADULT HEALTHCARE SECRETARY</i>	<a href="mailto:smithk@bartonccc.edu">smithk@bartonccc.edu</a>	(620) 792-9266

Office Hours: 8:00 AM-5:00 PM (Monday - Friday)

\*Offices are closed on Friday's through the Summer

# Barton Adult Healthcare Education Organization Map

*Please utilize the following for your personal reference and communicate to the appropriate channels while participating in Adult Healthcare courses.*



# Barton Community College Mission and Vision

## **Mission Statement**

Barton Community College, in accordance with policy governance, has established the following mission and ENDS for the College.

Mission- Barton offers exceptional and affordable learning opportunities supporting student, community and employee needs. <http://bartonccc.edu/missionandvision>

We will seek to achieve our mission through [eight ENDS](#) and four Core Priorities (Values) that define our commitment to excellence in education.

## **ENDs**

1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Plan
8. Contingency Planning

## **Core Priorities (Values)**

Drive Student Success  
Cultivate Community Engagement  
Optimize Employee Experience  
Emphasize Institutional Effectiveness

## **The Vision**

Barton Community College will be a leading educational institution, recognized for being innovative and having outstanding people, programs and services.

## Course requirements

To complete all Adult Healthcare courses students must satisfactorily fulfill both the classroom and clinical components of the course and be able to satisfactorily demonstrate skill competencies. KDADS requires that CNA students complete 90 contact hours, CMA students complete 75 contact hours and both CNA Refresher and CMA Update students complete 10 contact hours.

All classes are tentative, pending state approval and student enrollment. Class schedule changes or updates may occur at the discretion of the instructor. Clinical may not be held in Barton County.

Class sizes are limited and are filled on a first come, first serve basis. Maximum enrollment for CNA clinical attendance is 10, CMA is 6. Courses are scheduled upon student interest and instructor availability are subject to change.

## Basic Information for Students

### ***MyBarton Portal***

Students can log into their [MyBarton portal](#) which gives 24/7 web access to student information including payment, unofficial transcripts, financial aid, registration, etc. This is where students will access their course via the Canvas dashboard card. Further portal access instructions are emailed once accepted to Barton. If you have problems, please contact Cougar Tech Support at [cougartechsupport@bartonccc.edu](mailto:cougartechsupport@bartonccc.edu) or fill out the [Tech Support Form](#).

### ***Address, Telephone and E-mail Changes***

It is the student's responsibility to update any address, telephone or e-mail changes. At times, it is critical for faculty and staff to be able to contact students, so an updated number is essential. This can be done through the Self-Service/PAWS > Students card in your MyBarton portal. All email correspondence will be sent to your [@cougar.bartonccc.edu](mailto:@cougar.bartonccc.edu) email address.

### ***Children***

Children are not allowed to attend the class or clinical of any Adult Healthcare program course. Please make prior arrangements for the care of your child(ren).

## Payments

Classes are to be paid in full by the end of the currently enrolled semester. Federal financial aid is not available for AHC courses. See "Partnering Programs" for potential funding assistance options. You can also refer to the Business Office page on how to [pay the college](#).



## **Dropping or Withdrawing from a Class**

### ***Dropping a Class***

Students are responsible for dropping and/or withdrawing themselves from a class. Instructors do not drop students. If proper drop procedures are not followed, you will receive an "F" on your transcript for the course. To complete the drop/withdraw process, students should complete the following steps: Communicate with your instructor and high school counselor (if you are a high school student) about dropping the class. The Enrollment Services Office will assist you with drop procedures and forward any forms required to be completed. They can be reached at (620) 792-9215.

It is imperative to communicate with the Adult Healthcare Coordinator to communicate that you are dropping a class. Possibility of refunds will be discussed on an individual basis.

No refunds will be given on books or Castlebranch accounts.

### ***Last Day to receive a "W"***

To receive a "W" on a student's transcript with a refund, the student must withdraw from the course by the time that the class has met no more than 20 contact hours. To receive a "W" on a student's transcript without a refund, the student must withdraw from the course by the time the class has met not more than 32 contact hours. After the last day to drop with a "W" has passed, the course cannot be dropped. No refund will be issued.

## **Applying for an Incomplete in Class**

An incomplete "I" is given only when a course is incomplete because of illness or other conditions beyond the student's control. It is at the discretion of the instructor & the Adult Healthcare Coordinator if a student will be granted an incomplete.

An incomplete "I" must be removed by contract in a manner prescribed by the instructor & the Coordinator of Adult Healthcare. If the incomplete "I" is not removed within the prescribed timeframe by the instructor (no later than December 31 for an "I" given in a spring or summer semester; and May 31 for an "I" given in a fall semester), it will be changed to an "F."

Further, KDADS regulations require that the course be completed and the state test taken within one year of the original start date of the course. If this cannot be accomplished, the student will be required to re-enroll, pay and repeat the entire class.

## Essential Physical Requirements

The following functions are essential, non-academic requirements of the Adult Healthcare Program that students must master in order to successfully participate in the program, obtain certification, and become employable. This list is provided so that students will be able to assess their own health and ability to complete the program successfully. Students must be able to participate in course work, on and off the College campus, in ways that will not endanger their self, students, faculty, residents, or others.

Visual Skills: Students must be able to effectively read written material and follow directions from the nurse.

Auditory Skills: Students must be able to hear alarms that are used to alert you to resident activities and listen through a stethoscope to observe blood pressure measurements.

Communication Skills: Students must be able to effectively communicate with other medical personnel, residents, peers and instructors.

Motor Skills: Using hand-eye coordination, students must be able to effectively manipulate equipment such as mechanical lifts and wheel chairs, as well as, the devices used to obtain vital information such as thermometers, blood pressure cuffs, stethoscopes, etc. Students must be able to tolerate wearing gloves and other personal protective equipment. It is imperative students are able to write legibly.

General Physical Health: Students general physical health must be such that they can perform moderate to heavy physical activity. Heavy lifting is often performed when transferring residents.

General Mental Health: Students general mental health must be such that they can maintain attention to detail and interact effectively with other medical personnel, with residents, peers and instructors. It is important that students do not pose physical or mental harm to those they care for, their families, friends and other healthcare team members.

Technical Skills: Students must be able to utilize technology such as a computer, tablet, phone or other electronic devices for completion of course work.

Please discuss any problems that may arise with your instructor and/or the Coordinator of Adult Healthcare. All reasonable accommodations will be made to help students succeed, however, all tasks associated with your program must be able to be performed without help from others in order to obtain certification. Refer to the [services offered for students with disabilities information](#).

Pregnancy does not constitute an illness or disease. If you pregnant, you will be expected to participate in the clinical experience and must provide a doctor's written note with any restrictions.

***If at any time a student is unable to perform the above skills satisfactorily, they may be removed from the program and/or fail the associated course.***

## **Attendance Policy**

Barton's AHC courses prepare students for future academic and professional endeavors. Therefore, they are encouraged to develop a professional work ethic that reflects personal responsibility, personal initiative and teamwork. If absent from class, students not only miss a part of the subject matter of the course, they also diminish the opportunities for contributing to the learning environment both in face-to-face and hybrid classes.

Kansas Department of Health & Environment, Health Occupations Credentialing has strict attendance policies for Certified Nurse Aide and Certified Medication Aide training. Instructors are not obligated by KDADS or Barton Community College to make up any student's missed time.

Because of the strict attendance policies required by KDADS, any absence could result in the student being dropped from the course with a grade of an "F" and no refund issued. If a student must miss, it is imperative they speak with their instructor in advance if possible. Students must satisfactorily demonstrate and complete both the classroom, lab and clinical components of the course.

### Excused Absence

Due to the importance of attending all classes and clinical, the student must have a documented illness or severe injury by a physician to constitute as an excused absence. The student must e-mail their instructor at least 30 minutes before the scheduled class start time. If an emergency arises which prevents you from e-mailing prior to your absence, an e-mail must be sent within 24 hours, or the absence will be recorded as unexcused and will result in disciplinary action up to being dropped from the class and/or failing the course.

## **Class Cancellation**

Cancellation of the Adult Healthcare class time will be decided by the instructor and students will be notified. If school (high school or Barton Community College) is closed due to weather-related conditions, the class will not be held.

## Confidentiality

Healthcare professionals are ethically committed to maintaining a nonjudgmental attitude; to being honest and to protecting the confidentiality and right to privacy of patients and residents.

Residents often confide highly personal information to healthcare professionals, trusting them not to divulge the information carelessly. Healthcare professionals must learn to weigh the relevance of such information against the current clinical condition of the resident before revealing any data to coworkers or other students. When in doubt, the student may consult with the instructor about the nature or disclosure of confidential information. Students must follow these guidelines:

Do **NOT** identify patient or residents by name, or post/publish information that may lead to their identification.

Do **NOT** transmit any electronic media of patient-related images.

Do **NOT** take photos or videos on personal devices, including cell phones

Do **NOT** make disparaging remarks about co-workers, employees or residents.

Do **NOT** discuss patients with your friends and/or family.

Patient information must be treated in a manner that ensures patient confidentiality. When writing or presenting case studies, never use patient names except when this information is directly recorded in the patient's chart or it is used as a basis for ongoing patient care. Care must be taken to prevent misplacing any patient information. Private health information should be shredded or placed in appropriate shred boxes and never leave the clinical site.

Details of a patient's history or status must not be discussed in elevators, restrooms, cafeterias or in any other public place. There are times when certain details of a patient's history may be shared for medical or educational purposes. However, discussing a patient's medical history merely for the sake of gossip is highly unethical and unprofessional. It may result in disciplinary action up to and including immediate dismissal from the Adult Healthcare program.

Theory exams, clinical skills/demonstrations/simulations, and other testing situations are considered confidential situations. Details of these should not be discussed or shared with others.

## Background Check Policy

All students enrolled in a CNA or CMA course must submit to a criminal background check conducted by Castlebranch, a third-party company. Students will not be able to set up their Castlebranch account until the first day of your class, but should begin collecting the required documentation prior to the start of class. Failure to complete this requirement within 10 calendar days of the start of class will result in being dropped from the class.

The Adult Healthcare Coordinator will evaluate the background checks according to, but not limited to, the exclusionary criteria of clinical facilities and KDADS. Results of the background check may be disclosed to third parties such as clinical facilities.

A student will be ineligible to participate in a CNA or CMA clinical if he/she:

- Fails to submit to the criminal background check.
- Fails to meet any exclusionary criteria of clinical facilities, KDADS or Barton.
- Violate any of the Kansas statutes or have a pattern of any misdemeanors that may prevent course enrollment.

List of [KSA 39-970 & 65-5117: Prohibited Offenses](#).

A student with a criminal history who desires certification as CNA or CMA is urged to consult the laws governing certification in Kansas prior to enrolling in the respective Barton course. Please contact KDADS representative, Wendy Davis at 785-296-0061 or [wendy.davis@ks.gov](mailto:wendy.davis@ks.gov), for more information.

## Record Management and Document Tracking

Castlebranch is the third-party company Barton has partnered with for background checks and to use for immunizations and required Adult Healthcare document tracking. As an accredited member of the National Association of Professional Background Screeners (NAPBS), CastleBranch is held to the highest standards in the industry so accounts are very secure. Once activated, the account is student owned and access never expires. If a student changes their program of study, their account is transferrable though further updates may be required. Students will need to contact the Castlebranch Support to move their account. Document submissions are required through the online Castlebranch system and will not be accepted by Barton program representatives. Failure to complete this requirement within 10 calendar days of the start of class will result in being dropped from the class. A refund for the class may/may not be issued.

The following is an outline of what is required:

### Tuberculosis

One of the following completed within the past 6 months is required:

1 OR 2 step TB skin test (administered 1-3 weeks apart) OR

QuantiFERON Gold blood test (lab report required) OR

If positive results, submit a clear chest x-ray (lab report required) from the past 12 months.

### Hepatitis B

One of the following is required:

3 vaccinations OR

Positive antibody titer (lab report or physician verification of results required) OR

*Acknowledgment of Legal Relationship Form\*\**

*Handbook Acknowledgement Form\*\**

*Confidentiality Agreement Form\*\**

*U.S. Department of Labor Bulletin Lift Regulations Acknowledgment*

*COVID Vaccination Status*

\*\*Students must use required Barton-approved forms.

## COVID Vaccination Information

Barton Community College continues to support all students pursuing educational opportunities in the Healthcare industries. The [recent Federal mandate](#) related to COVID vaccinations is impacting our students.

It is important for all students to understand that while Barton Community College does not currently have a COVID Vaccination requirement, it could be required by outside clinical facilities. If students are unable to meet the outside clinical site requirements, it may impact their ability to complete the clinical requirements for the course.

It is important for the student to understand the following:

- Students will be responsible for obtaining vaccinations or exemptions.
- The Clinical facilities will make the determination whether to approve or deny exemptions/accommodations.
- An approved exemption(s) at one facility, does not imply approval at other facilities.
- If the student is unable to successfully complete their required clinical assignments, the student may fail the associated course.
- Clinical facilities may change their vaccination policies/requirements at any time.
- Barton Community College assumes no liability for a student unable to complete their clinical experience due to this mandate.
- This statement addresses only COVID vaccination and does not detail any additional COVID precautions (personal protective equipment, COVID testing, social distancing, etc.) that may be required by clinical facilities.
- It is important for all students to understand that COVID Vaccine requirements could change as requirements and regulations change in our clinical facilities.
- For more information, you can refer to the [CMS Omnibus Staff Vax Requirements FAQ](#).

## Liability Policies

### ***Release from Liability***

As a student of the Adult Healthcare Program there is the potential for certain risks and dangers to physical, psychological, and/or emotional wellbeing which includes, but not limited to, accidents and illness. Students need to be aware and understand that said risks are inherent in and a part of the program. It is imperative to fully acknowledge the awareness of those risks and dangers which may include but not limited to being exposed to patients who may be infectious or have contagious disease.

In response to enrolling in the AHC Program, students have and do hereby assume all the above-mentioned risks and will not hold Barton Community College and affiliated clinical institutions liable for any health problems which may arise in connection with this course.

Students also bear financial responsibility of any cost for required medical treatment during and after the clinical experience due to illness, injury, or exposure.

### ***Student Liability***

A student may be held responsible for replacing damaged adult care home, college or resident equipment. Any mismanaged resident medications or supplies may also become the responsibility of the student.

### ***Liability Insurance***

Each student enrolled in an Adult Healthcare program is required to have professional liability insurance coverage. The college must have a policy in effect on each student before that individual is allowed to participate in lab/clinical experiences. The college will apply for and utilize student fees to pay the premium for student liability insurance. Upon request, the Adult Healthcare Coordinator can obtain a copy of this policy. This liability insurance covers students only for assigned lab/clinical experiences. This policy does NOT cover a student who is working for an employer or for gratuitous services.



## **Adult Healthcare Laboratory Rules**

Students will agree to adhere to all lab rules while utilizing room T-119. Failure to do so may result in disciplinary action.

- Participation is required
- Make beds after use and return bed to low position.
- Return all equipment where found. Plug in sit-to-stand lifts after use to charge.
- Place all tables and chairs back where they belong.
- Be conscientious of supply use.
- Clean any spills on the floor. If the spill is large and requires housekeeping, promptly call 620-792-9340.
- Throw away all trash in appropriate container and place dirty linens in hamper.
- Dump water tank under sink.
- Place all sharps in the sharps container, not in the trash can.
- Report any defective or damaged equipment to your clinical instructor immediately.
- Clinical attire is to be worn while participating in activities/scenarios in the designated lab area. For clarification, see "Dress Code" in the Adult Healthcare Student Handbook.
- Be professional and respectful to all classmates, instructors and manikins at all times.

## **Student Role Versus Employee Role**

Employment by nursing service is recognized as helpful to the student in experiencing the work situation and functioning as a member of the AHC team. The employing agency is responsible for the performance of the individual while they are working for compensation in the agency. The College's liability insurance does not cover a student who is working for an employer or for gratuitous service.

The employing agency should consider the student as any other employee of the agency and not require the student to perform duties beyond the scope of practice. The student identification is NOT to be worn during the course of employment.

The student is not to perform any job duties while functioning in the role of a student. Students should seek out opportunities for educational experiences.

## Reporting an Incident at Clinical Facilities

In the event that a student in Barton's AHC course witnesses an incident during their clinical that does not meet the Kansas Department of Aging and Disability Services regulations, the student is required to report the situation to their instructor. The instructor, in response, will document the incident and report it to the Administrator and/or the Director of Nursing at the clinical facility as well as to Barton's Adult Healthcare Programs Coordinator.

A meeting will be called with the student, the instructor, the Director of Nursing, and/or the Administrator of the facility to discuss the incident. The meeting will be documented and shared with the Adult Healthcare Coordinator. If the student and/or the instructor determine after a reasonable period of time that the reported issue has not been resolved, then the instructor and/or the student will contact the Executive Director of Nursing & Healthcare and potentially KDADS. Depending on the nature of the incident, KDADS may become involved at any point during this process. The Survey, Certification and Credentialing Commission is responsible for investigating allegations of abuse, neglect, exploitation or failure to provide adequate care and services to residents in adult care homes licensed by KDADS. Investigations are done to determine compliance with federal and state regulations regarding the health, safety, and welfare of any resident of any licensed adult care home.

The Commission operates a toll-free hotline for the purpose of providing free phone access to report allegations of abuse, neglect, exploitation, violations of state and federal regulations, complaints about registered operators and failure to provide adequate care of individuals residing in adult care homes. Information on how to contact the hotline is listed below:

***By Phone:***

**800-842-0078**

8 am to 5 pm, Monday through Friday, excluding holidays

***By Fax:***

**785-296-0256** (*The FAX must be addressed to: KDADS Report Suspected Abuse, Neglect or Exploitation*)

Callers are directed to contact local law enforcement for complaints of abuse, neglect or exploitation during non-operational hours. Anyone with knowledge or concerns about an adult care home can file a complaint. Complaints may be filed anonymously.

Once it has been determined that the complaint allegation(s) fall within the scope of the agency's authority, the complaint will be triaged to determine the severity and urgency of the allegations so that appropriate and timely actions can be pursued. All complaint surveys are unannounced and conducted by qualified Health Facility Surveyors. Survey protocol is followed during the investigation which may include interviews, record reviews and surveyor observations. Complainants will receive an outcome letter at the end of the investigation. The outcome letter will inform the complainant whether the allegations were substantiated as well as whether the facility was found to be following the adult care home regulations. State or federal remedies may be imposed on facilities related to cited deficient practices.

## Dress Code

Every student should remember they are a representative of Barton in the eyes of residents, visitors, customers, the campus community and fellow students. Due to the nature of health care work, proper grooming and personal hygiene are essential. This is true both from the standpoint of infection control and environmental influence. Students may be sent home to change if the instructor determines that the dress code policy is not being followed.

### Theory attire

Students may dress casually, but professional. No shorts, sweat pants, pajama pants, low-cut shirts, and clothing with suggestive slogans or unprofessional language.

### Clinical Attire

Nametags: The Barton issued student identification nametag should be worn at all times.

Hygiene: Good personal hygiene is expected of each student at all times. Fingernails should be kept short, clean and healthy; nails should be kept no longer than 1/8 to 1/4-inch-long and not visible when palms are held at eye level. Fingernail polish, artificial nails, and tips should not be worn.

Hair: Hair should be clean and neat. Hair should be tied back or up and confined to keep it from falling forward in the face, eyes, onto the patient, or into the work field. Facial hair must be kept trimmed, neat, and close to the face.

Clothing: Clean, well-fitting scrubs must be worn to all clinical sessions. Long pants should be hemmed appropriately and low-cut scrub tops should be avoided. Scrubs should be free of wrinkles and odors. Clean and odor free undergarments & socks are expected to be worn at all times.

Shoes: Students are advised to wear clean, close-toes and comfortable shoes. Sandals, Flip Flops, Crocs and open-toed shoes are not allowed. Clean stockings and socks are required, should be changed daily.

Odors (fragrances/smoking): Due to allergic reactions and breathing difficulties in sensitive individuals, fragrances such as perfume, cologne, scented lotions and body mists are not allowed. Smoking odors on breath, hands, and clothing are offensive and should be avoided.

Gum chewing: Gum chewing is not allowed in clinical settings except with individual instructor discretion.

Tattoos: Tattoos and/or body art may be visible if the images or words are not unprofessional, offensive, inappropriate or indecent (i.e. sexually explicit, violent, profane, discriminatory, etc).

Makeup: Should be modest and moderate in color.

Jewelry: Earrings are limited to stud style in earlobe only, with no more than one earring per ear. No other observable body piercing or facial jewelry is allowed. No necklaces are allowed. A wedding or one other appropriate ring, that is flat, smooth and has no prongs may be worn. A watch with a second hand is to be worn.

## Student Supply Bags

Students will be issued the following items in a standard bag that will need to be picked up in the Adult Healthcare office. The cost of these items is covered with the student fees paid prior to class starting. Students need to have their bags available for class per their instructor directions. If a replacement is needed, contact the secretary. This will be done at the cost of \$5 added expense to the student. Other lost supply items will be the responsibility of the student to replace.

<b><i>CNA Bag</i></b>	<b><i>CMA Bag</i></b>
Standard adult blood pressure cuff and stethoscope	Drug Card book
Personal protective equipment kit to include gown, set of gloves and mask	Pocket notebook with pen
Standard adult gait belt	Nametag
Pocket notebook with pen	KDADS Curriculum Guide
Nametag	Skills Checklist
KDADS Curriculum Guide	
Skills Checklist	

## Professional Requirements and Responsibilities

### Professional Conduct

As a student at Barton Community College and a member of the nursing community their responsibilities and requirements. Students are required to become familiar with the ethical and legal requirements and responsibilities addressed by Barton and by the nursing profession.

### General Professional Behaviors

General professional behavior is valued as essential for successful completion of the AHC course. These include:

- Respect for self, peers, faculty and staff as shown by punctuality, courtesy, honesty, and a cooperative attitude.
- Neat appearance with consideration for safety around equipment and issues of infection control as evidenced by clean proper fitting uniform, sensible shoes and appropriate styled hair and nails.
- Verbal and nonverbal communication that is professional, effective, and relevant. Accountability and responsibility for actions and behavior revealed by preparing for learning experiences, being consistent in attendance and attentiveness, maintaining confidentiality, and ensuring mature and appropriate conflict resolution.
- Look for new opportunities and have enthusiasm for learning.

### Clinical Professional Behaviors

Clinical professional behavior is essential for successful completion of the AHC course. You need to follow criteria for clinical professional behavior during all activities of the course.

Establishes a nurse-client relationship with client and families.

- Looks at the whole person and their unique needs and individualizes care.
- Finds ways to use time wisely even when client care tasks are finished.
- Looks beyond the task and asks how, what, and wherefore.
- Resources are used efficiently and respectfully.
- Practices safety and infection control procedures for self and others.
- Provides safe, effective care to clients.
- Reports actual or potentially unsafe situations or persons immediately to faculty or staff.
- Completes a self-assessment that provides evidence of a realistic sense of progress in displaying professional behaviors.
- Follows clinical facility policies and procedures.

### Classroom Conduct

The following are the general rules of the course:

- Turn cell phones off or on silent.
- Use respectful communication in the classroom.
- If you need to leave the classroom, please do so in a quiet manner.
- Participate in all classroom activities and contribute to the learning environment.
- Follow the policy and procedures of the AHC and college student handbooks.
- If you have questions, please let your instructor know right away so they can help.
- The instructor has the right to add specific course guidelines as they see fit for their individual classroom settings.

At the discretion of the faculty you may be asked to leave class, lab or clinical for the day if your behavior is inappropriate. Habitual unprofessional behavior may result in disciplinary action up to and including immediate dismissal from the Adult Healthcare program.

### Examples of Unsafe or Unprofessional Behavior

Unprofessional behavior is a violation of the professional requirements and responsibilities of an Adult Healthcare student. The misconduct can result in a Learning Agreement and/or dismissal from the course. Examples of unsafe or unprofessional behavior include, but are not limited to the following:

- Inadequate preparation for safe client care.
- Failure to seek appropriate assistance with new or unfamiliar procedures.
- Questionable decision making based on expected knowledge level, lack of insight and understanding of one's own behaviors and the behaviors of others.
- Continuous direct and detailed supervision needed to insure safe client care.
- Placing client in a hazardous or harmful condition or circumstance.
- Dishonest or unprofessional interactions with clients, staff, faculty, peers & etc.
- Engaging in class or clinical practice when not mentally or physically fit.
- Dishonesty including but not limited to, cheating, plagiarism, fabrication, and misrepresentation
- **Cheating** - using or attempting to use unauthorized materials, information, study aids, computer-related information, or other people.
- **Plagiarism** - representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
- **Fabrication** - presenting as genuine any invented or falsified citation or material.
- **Misrepresentation** - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
- Disruptive behavior, violence, or incivility.
- Abusive or profane language, or behavior used with the intent to harm, or discredit another.
- Use of chemicals or alcohol that lead to impairments (legal or otherwise).
- Chronic tardiness, chronic absences, and inattention
- Being unprepared for class or clinical.

- Personal appearance and order that is deemed unprofessional.
- Cell phone found on student during clinical day.

It is the policy of Barton Adult Healthcare to promote an educational environment that is pleasant, healthful, and comfortable, free from intimidation, hostility, and free of abuse, verbal or physical, that could interfere with student performance and the delivery of safe quality resident care within the clinical setting. The Adult Healthcare program has zero tolerance for individuals deviating from this environment.

## ***Cell Phone Usage***

### *Theory/Didactic/Lab*

During lecture class, cell phones should be turned off. It is the student's responsibility to inform the instructor of any emergent situations requiring that their cell phone be left on or put in silent mode. If cell phone use during class time becomes an issue, the instructor reserves the right to collect cell phones at the beginning of each class session. The instructor has the authority to dismiss the student from the course due to repeated unauthorized use of the phone while in the classroom setting.

### *Clinical*

Students may not carry cell phones during clinical practice. Cell phones may be used during breaks and lunch time only. Cell phones may be kept in a book bag in the conference room. *If the student is observed carrying a cell phone in the clinical setting, the student may be dismissed from the program.*

## ***Student Complaint Policy***

If a situation occurs in which students believe that a conflict they are experiencing needs to be resolved, or if they feel a decision affecting them is unjust or inequitable, they are encouraged to resolve the problem at the lowest level possible and make use of the following steps. All information obtained in resolving problems shall be considered confidential by all parties involved. The student may discontinue the procedure at any step. This procedure does not apply to grade appeals. The student should present the problem/concern to the instructor immediately after a situation is identified. If the instructor is unavailable or if the student believes it would be inappropriate to contact the instructor, the student may present the problem in writing to the Adult Healthcare Coordinator within seven days.

If the student talks to the instructor and does not feel the concern was resolved, the student may present the problem/concern in writing to the Adult Healthcare Coordinator within seven days. If the student is not satisfied with the results after meeting with the Adult Healthcare Coordinator then the student may present the problem/concern in writing to the Executive Director of Nursing & Healthcare Education. This written documentation is to be submitted within three days of meeting with the Coordinator. Within seven days or receipt of the written document, the Executive Director will convene a subsequent meeting with the student.

## ***Disciplinary Action***

If the Adult Healthcare Coordinator finds that a student has violated Adult Healthcare program policies, rules, or regulations, disciplinary action shall be taken. The disciplinary procedure will be carried out as written in the most expedient manner possible. The Coordinator shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense and the students' discipline history. Disciplinary action may include a written Learning Agreement up to and including termination from the Adult Healthcare program. Disciplinary action may also include a restriction against enrollment in a future Adult Healthcare course.

### **Performance Alert**

A performance alert is a written record identifying a student issue and the identified steps used to address the area(s) of concern. A performance alert may be prepared by the instructor and discussed with a student when a problem is identified. The Performance Alert serves as a written record to show steps that have been utilized to bring about a change in a student's behavior, performance or attitude.

### **Learning Agreement**

A learning agreement is a written document identifying facts pertinent to a student issue(s) and the identified steps to address the area(s) of concern. A decision made by a program to dismiss a student may be appealed utilizing the appeal procedure afforded to students available in the College's Student Handbook found on the Barton website. Examples of situations that may create the need for a learning agreement include, but are not limited to:

- Performing at a minimal and/or unsafe level in on or more theory or clinical areas.
- Theory/clinical absences.
- Failing to follow policies in the Adult Healthcare student handbook.
- Behaviors unbecoming to professional conduct expectations.

### **Dismissal**

When students are unable to improve their academic performance or behavior and meet the conditions of a corrective action plan, they are subject to dismissal from the academic program. Students in dismissal status for an academic program may not continue their studies in the program, but may decide to pursue their education with a different program at the institution. Dismissal status is considered permanent; however, a student may request permission to return to a Barton program from which they were dismissed.



## Substance Abuse Policy

The Adult Healthcare program adheres to the college substance abuse policy as described in the [Barton Student Handbook](#) and Academic Planner.

If any student exhibits behaviors that suggest a substance abuse problem, the following steps will be taken:

- If the student is on the Barton campus, he/she will be subjected to the Barton drug and alcohol policy.
- If the student is in the clinical setting, he/she will be asked to submit to drug/alcohol screening, according to the facility's policy in which they are attending clinical for the day. The cost will be incurred by the student. If the student refuses testing, he/she will be dismissed from the program. The student will not be allowed to drive their self from the clinical site, so another person will be called to drive the student from the clinical setting.
- A mandatory assessment (at the student's expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the student's file and the Adult Healthcare Coordinator will be notified. The student must sign a release of information to the Adult Healthcare Coordinator. Refusal to sign a release of information will result in dismissal from the program. The counselor will send reports to the Adult Healthcare Coordinator on a continual basis as warranted.
- When indicated by the counselor, mandatory treatment will take place in one of two ways: (1) out-patient follow-up; (2) in-patient admission.
- The student may be allowed to continue in the nursing program. Any recurrence will result in documentation by an instructor, notification of the Adult Healthcare Coordinator, and dismissal from the program.

## Grading Policy

In order to successfully complete the course and be eligible to sit for the state exam *or* receive renewal of certificate, students must receive an overall grade of 75% or greater by completing all contact hour requirements and receive a "Satisfactory" for the clinical component, if applicable. A Barton certificate of completion will be issued for CNA and CMA students.

The following grading scale is used:

A	91-100	4 grade points per credit hour
B	84-90	3 grade points per credit hour
C	75-83	2 grade points per credit hour
D	70-74	1 grade point per credit hour
F	0-69	0 grade points per credit hour

## Procedural Guidelines for State Testing

The following items are required for admittance and **must** be presented to the proctor at the testing site:

- Valid, current photo identification issued by government entity within the U.S. (examples: passport, driver's license, school-issued ID)
- Proof of Social Security Number. (examples: original Social Security Card, official letter from the Social Security Administration, W-2, Official Tax Return)
- Authorization to test letter. Following successful completion of the course, authorization to test letter will be sent to you via email.

If you fail to bring any of these items, you will be asked to leave the testing site. There are no refunds issued for testing fees. Prompt attendance is required for scheduled exams. Testers are asked to arrive 20 minutes early; late admittance is not allowed. To reschedule your test, contact the Adult Healthcare Secretary 24 hours prior to the date of testing. Each candidate is allowed a maximum of three attempts per year for the CNA state exam and two attempts per year for the CMA state exam from the course start date to successfully complete the respective exams.

Applicants must request to reschedule state testing by contacting KDADS representative, Kimberly Garrett, via email at [kimberly.garrett@ks.gov](mailto:kimberly.garrett@ks.gov). Further state and Barton fees do apply for each attempt at the exam. The following fees are:

CNA Exam - \$20 fee required to be paid to KDADS with the submission of the KDADS [Reschedule Exam Request Form](#). An additional \$25 testing and proctoring fee must be paid to Barton at the time of scheduling the state exam. Access to the exam is *not* allowed without payment of testing fees.

CMA Exam - \$20 fee will be required to be paid to KDADS. An additional \$25 testing and proctoring fee must be paid to Barton at the time of scheduling the state exam. Access to the exam is *not* allowed without payment of testing fees.

If the student is unsuccessful in passing the state exam within the one-year period, the course lecture/clinical must be retaken to be considered by KDADS for re-examination.

Students who are observed by the proctor to be cheating on the exam will be instructed to leave the testing area and the incident will be reported to KDADS for disciplinary action.

*All testing fees are non-refundable.* CNA testing candidates will know immediately upon test submission if they have passed the exam or not. Upon completing the CMA test, candidates will receive an email from the Adult Healthcare Secretary within 48 hours informing them of their score.

Per KDADS regulations, candidates cannot practice in the clinical setting with either your CNA or CMA certificate until you have receiving full KDADS certification via the online [Kansas Nurse Aide Registry](#).

## **Further Resource**

This handbook serves as an additional resource for the Adult Healthcare courses in addition to the [Barton Community College Handbook](#) and the [Student Code of Conduct](#).

## **Reimbursement for Nurse Aide Training**

Per Federal Regulations, the cost a student incurs for a CNA course may be required to be reimbursed by a CMS regulated facility when the student is hired. For further information on this, refer to the [FAQ document](#).



## **Acknowledgement of Adult Healthcare Student Handbook**

I have received and read a copy of the Barton Community College Adult Healthcare Programs handbook. I agree to follow the policies and procedures of this handbook while a student in an Adult Healthcare course. Failure to comply with any of these policies and procedures may result in disciplinary action up to and including dismissal from the program.

If I have a question related to this Adult Healthcare course, I will first review the handbook for the information. If at any time, I do not understand something within the handbook, I will visit with the instructor or the Adult Healthcare Coordinator.

Student Initials:

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## **Acknowledgement of Attendance**

### **Certified Nurse Aide and Certified Medication Aide**

The Certified Nurse Aide (CNA) and Certified Medication Aide (CMA) courses are provided under the direction of Kansas Department for Aging and Disability Services (KDADS). As such, it is a requirement that each student must attend a total of 90 hours of classroom and clinical for a CNA course and a total of 75 hours of classroom and clinical for a CMA course. Instructors are not obligated to make-up any time missed by a student. The instructor may elect to do so on a limited basis; however, failure to attend (including repeated late arrival) may result in disciplinary action up to and including dismissal from class.

Student Initials:

I have read the above noted statements.

Student Signature:

Date: