

BARTON

ADULT HEALTHCARE

STUDENT HANDBOOK

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I am pleased you have chosen to receive your Adult Healthcare (AHC) education at Barton Community College. I am proud of our programs and hope you take full advantage of the opportunities available! Our programs provide many learning experiences for students in the areas of caring for people in various stages of their lives.

Our programs offer Certified Nurse Aide (CNA), Certified Medication Aide (CMA), CMA Update, Nutrition Aide and CNA Refresher courses. These courses are designed to prepare you as a competent practitioner in your chosen level of Adult Healthcare, as well as to take the applicable certification examination.

The purpose of this Student Handbook is to provide you with information you will need regarding guidelines and policies for the Adult Healthcare programs. Information is intended to be supplemental to the [Barton Student Handbook](#). This handbook does not constitute a contract. The policies and guidelines included are subject to constant review and possible change. All students are expected to adhere to the policies and procedures. If any policy or procedure is not followed, it could lead up to and including your dismissal from the program.

For any questions or concerns, please feel free to contact me.

Again, thank you for choosing Barton Community College for your educational needs!

Sincerely,

Sara Hoff, BSN, RN

Adult Healthcare Programs Coordinator
Barton Community College
Science-133
245 NE 30 Road
Great Bend, KS 67530

Phone: 620-792-9298

Email: hoffs@bartonccc.edu



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

Governing body:

Kansas Board of Regents

700 SW Harrison, Suite 1410

Topeka, KS 66603-3760

www.kansasregents.com

Barton Community College Adult Healthcare is an approved sponsor by:

Health Occupations Credentialing – Kansas Department of Aging and Disability Services (KDADS)

503 S. Kansas Avenue

Topeka, KS 66603-3404

(785) 296-1250



CONTACT INFORMATION

CONTACT	EMAIL	PHONE	BARTON CAMPUS LOCATION
EXECUTIVE DIRECTOR OF NURSING & HEALTHCARE EDUCATION CHRIS BAKER	bakerc@bartonccc.edu	(620) 792-9267	Technical-134
ADULT HEALTHCARE COORDINATOR SARA HOFF, RN, BSN	hoffs@bartonccc.edu **Email preferred**	(620) 792-9298	Science-133
ADULT HEALTHCARE SECRETARY KIT SMITH	smitek@bartonccc.edu	(620) 792-9266	Science-127

REGULAR OFFICE HOURS: 7:30 AM-4:30 PM (MONDAY-FRIDAY)

SUMMER OFFICE HOURS: 7:30AM-5:00PM (MONDAY-THURSDAY)

COURSE INSTRUCTOR

Name: _____

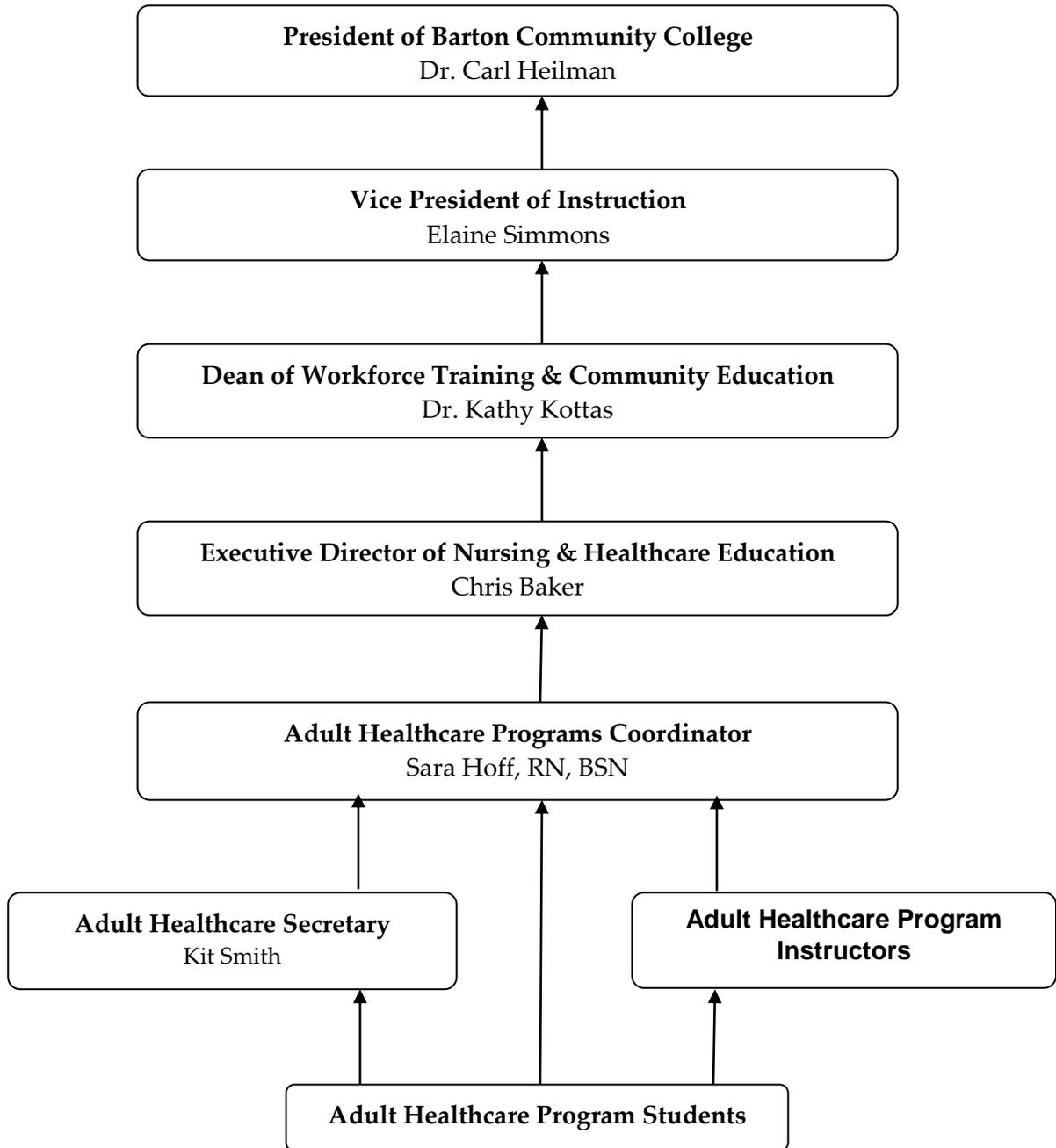
E-mail: _____

Phone #: _____



BARTON ADULT HEALTHCARE EDUCATION
ORGANIZATION MAP

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



BARTON COMMUNITY COLLEGE MISSION AND VISION

Vision

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

Mission

Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.

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. Essential 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

GENERAL COURSE REQUIREMENTS

Students must satisfactorily complete both the classroom and clinical components of the course. The student must satisfactorily demonstrate skills competencies. This is not only a course requirement for Barton Community College (BCC), but a KDADS requirement as well. CNA students must complete 90 contact hours, CMA students must complete 75 contact hours and both CNA Refresher and CMA Update students must complete 15 contact hours.

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



Classes are filled on a first come, first serve basis. The sizes of classes are limited. CNA clinical max out at 10, CMA clinical max out at 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 give them 24/7 web access to their student information including payment, unofficial transcripts, financial aid, registration, etc. This is also where students can access their course shells via the BARTonline dashboard card. Login is your @cougar.bartonccc.edu email address. Further instructions on accessing your portal are emailed to you after you apply and are accepted to Barton. If you have problems, please contact Enrollment Services at 620-792-9215 or 800-722-6842 for assistance.

Address, Telephone and E-mail Changes

It is the student's responsibility to change your address, telephone or e-mail. 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 PAWS link, Personal Information in your MyBarton portal. All email correspondence will be sent to your @cougar.bartonccc.edu email address.

Children

No child is allowed to attend the class or clinical of any Adult Healthcare program course. Please make 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/WITHDRAWING FROM A CLASS

Dropping

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. In order to successfully complete the drop/withdraw process, students should complete the following steps:

- Contact your instructor and high school counselor (if you are a high school student) to communicate that you are dropping the class.
- Contact the Enrollment Services Office 1-800-722-6842 or (620) 792-9215. They will assist you with drop procedures and forward any forms required to be completed.



- Contact the AHC 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.

Revised 8/17, 10/17; Reviewed 6/18, 11/21

APPLYING FOR AN INCOMPLETE FOR A CLASS

An incomplete “I” is given only when a course is incomplete because of illness or other conditions beyond the student’s control, and at the discretion of the instructor & the Coordinator of Adult Healthcare.

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

To become competent, you must be able to perform routine procedures. Development of these competencies requires certain physical capabilities. The following functions are the essential, non-academic requirements of the Adult Healthcare (AHC) Program that you must master to successfully participate in the program, obtain certification, and become employable. This list is provided so that you will be able to assess your own health and ability to complete the program successfully. You must be able to participate in course work, on and off the College campus, in ways that will not endanger yourself, students, faculty, residents, or others.

- **Visual Skills:** You must be able to effectively read written material and follow directions from the nurse.
- **Auditory Skills:** You 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:** You must be able to effectively communicate with other medical personnel and with residents.
- **Motor Skills:** You must be able to perform procedures that require hand-eye coordination. You 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. You must be able to tolerate wearing gloves and other personal protective equipment. You must be able to write legibly.
- **General Physical Health:** Your general physical health must be such that you can perform moderate to heavy physical activity. Heavy lifting is often performed when transferring residents.
- **General Mental Health:** Your general mental health must be such that you can maintain attention to detail and interact effectively with other medical personnel and with residents. Also, that you do not pose physical or mental harm to those you care for, their families, friends and other healthcare team members.
- **Technical Skills:** You 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 you may have with your instructor or the Coordinator of Adult Healthcare. All reasonable accommodations will be made to help you succeed, however, all tasks associated with your program must be able to be performed without help from others in order to obtain certification. You can also refer to the [services offered for students with disabilities information](#).

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

If at any time you are unable to perform the above skills satisfactorily, you may be removed from the program and/or fail the associated course.

ATTENDANCE POLICY

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

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. If you must miss, please speak with your instructor in advance if at all 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.

Revised 8/17, 11/21; Reviewed 6/18

CLASS CANCELLATION

Cancellation of the AHC theory or clinical day 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 the resident.

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. As a student, you should 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.
- Must **NOT** take photos or videos on personal devices, including cell phones
- Should **NOT** make disparaging remarks about co-workers, employees or residents.
- May **NOT** discuss patients with your friends and/or family.

Patient information should 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 (PHI) 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 and 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.

Revised 8/17; Reviewed 6/18; 11/21

BACKGROUND CHECK POLICY

All students enrolled in a CNA or CMA course must submit to a criminal background check. Castlebranch, a third party company, is utilized for this service. Instructions for completion of the background check can be found [here](#). Students will not be able to set up their Castlebranch account until the first day of your class, but can begin collecting the needed documentation prior to the start of class. It is to be completed by the Friday one week after class starts.

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:

1. Fails to submit to the criminal background check.
2. Fails to meet any exclusionary criteria of clinical facilities, KDADS or Barton.
3. 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, for more information.

Reviewed 8/17; Revised 9/17, 6/18, 11/21

IMMUNIZATION RECORD MANAGEMENT AND DOCUMENT TRACKING

Castlebranch is the third party company Barton has partnered with for background checks as well as to upload immunizations and track required documents for students enrolled in a CNA or CMA course. As an accredited member of the National Association of Professional Background Screeners (NAPBS), CastleBranch is held to the highest standards in the industry. Accounts are secure. Once



opened, the accounts are student owned and access never expires. If you change your program of study, your account is transferrable though further updates may be required to be in compliance with a new program. A student will need to contact the Castlebranch User Experience Team and the primary Barton program coordinator to move your account. Students will need to upload documents and forms to their account based on their program of study. **Submissions are required through the online Castlebranch system and will not be accepted by Barton program representatives.** Failure to complete Castlebranch in the designated time frame will result in the student being dismissed from the program. A refund for the class may/may not be issued. The following is an outline of what is acceptable:

- *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.
 - Documentation MUST be on the TB-Hep B school form.
- *Hepatitis B*
One of the following is required:
 - 3 vaccinations OR
 - Positive antibody titer (lab report or physician verification of results required) OR
 - Declination Waiver (must have student signature)
 - Documentation MUST be on the school form.
- *Acknowledgment of Legal Relationship*
 - Download, print, complete and upload the Acknowledgment of Legal Relationship Form.
- *Handbook Acknowledgement*
 - Download, print, complete and upload the Handbook Acknowledgement form.
- *Confidentiality*
 - Download, print, complete and upload the Confidentiality Form.
- *U.S. Department of Labor Bulletin Lift Regulations*
 - Download and confirm receipt of the U.S. Department of Labor Bulletin Lift Regulations document.
- *COVID Vaccination*
 - Provide proof of 2 dose or 1 dose COVID vaccination series. Subsequent booster doses may be required.

Revised 11/21

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 his/her ability to complete the clinical requirements for the course.

Therefore, 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 (AHC) Programs there is the potential for certain risks and dangers to your physical, psychological, and/or emotional wellbeing which includes, but not limited to, accidents and illness.

The AHC student should be aware and understand that said risks are inherent in and a part of the program and 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, you 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.



You 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 submit an application and use student fees to pay the premium for student liability insurance. The AHC Coordinator maintains 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.

Revised 8/17, Reviewed 6/18, 11/21

PHYSICAL CONTACT GUIDELINES

Physical contact is an essential element to the facilitation of learning or skill development in many areas of instruction. If a student has concerns about the potential of physical contact in the classroom or lab environment (student to student or teacher to student), the student should contact the instructor to discuss those concerns and determine if the student is accepting of the learning-based physical contact or if alternate arrangements may be made. In the instance of non-acceptance or absence of alternate arrangements, the student may need to drop the course. Refund of tuition and fees is not permitted if the student chooses to drop the course after the drop date.

ADULT HEALTHCARE LABORATORY RULES

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

1. No food or drink will be allowed in the designated lab area.
2. Make beds after use and return bed to low position.
3. Return all equipment where found. Plug in sit-to-stand lifts after use to charge.
4. Place all tables and chairs back where they belong.
5. Be conscientious of supply usage and use sparingly.
6. Clean any spills on the floor. If the spill is large and requires housekeeping, call 620-792-9340.
7. Throw away all trash in appropriate container and place dirty linen in hamper.
8. Place all sharps in the sharps container, not in the trash can.
9. No visitors, children, or animals allowed in the lab.
10. Report any defective or damaged equipment to your clinical instructor immediately.
11. Clinical attire as defined in the AHC Student Handbook (See "Dress Code") is to be worn while participating in activities/scenarios in the designated lab area.



12. Cell phone and electronic device use is prohibited during designated clinical lab time. They are to be placed in the basket at the front of class.
 13. Laptop computers are not to be checked out or allowed to leave the classroom for any reason.
- Revised 8/17, Reviewed 6/18; 11/21

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.

Revised 11/21; Reviewed 8/17

REPORTING INCIDENTS 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 (KDADS) regulations, the student is required to report the situation to his or her 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 in compliance with the adult care home regulations. State or federal remedies may be imposed on facilities related to cited deficient practices.

Revised 8/17, 6/18; Reviewed 11/21

DRESS CODE

Every student should remember that they represent 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. You will be sent home to change if the instructor determines that the dress code policy is not being followed.

Theory attire



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

Clinical Attire

General: Clothing is to be neat, clean and in good repair.

Nametags: The Barton issued student identification nametag should always be worn.

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 neat and clean. 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: Wear clean scrubs to all clinical sessions. Scrubs should fit, allowing for unrestricted movement. Long pants should be hemmed appropriately and low cut scrub tops should be avoided. Clean, wrinkle-free scrubs should be free of odors. Undergarments & socks are expected to be worn at all times and be clean and odor free.

Shoes: Shoes should appear clean and be comfortable. Sandals, Flip Flops, Crocks and open-toed shoes are not allowed. Stockings and socks are required, should be clean and changed daily.

Odors (fragrances/smoking): Fragrances such as perfume, cologne, scented lotions and body mists are not allowed due to allergic reactions and breathing difficulties in sensitive individuals. 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 in general are discouraged. All tattoos must be covered.

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 may be worn. The ring should have no prongs. It should be flat and smooth. A watch with a second hand is to be worn.

Reviewed 8/17, 11/21

CNA STUDENT SUPPLY PACKS

CNA students will be issued the following items in a standard pack that will need to be picked up in the AHC offices from the secretary. The cost of these items will be covered with the student fees paid prior to class starting. Students need to have these packs available in class per their instructor directions. Nametags needing to be replaced will be done so at the cost of \$5 added expense to the student. Contact the secretary. Other pack items will be the responsibility of the student to replace.

Items contained in the pack are as follows:

- Carrier bag
- Standard adult blood pressure cuff and stethoscope



- Personal protective equipment kit to include gown, set of gloves and mask
- Standard adult gait belt
- Pocket notebook with pen
- Nametag
- Watch with a second hand

Revised 11/21

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES

Professional Conduct

As a student at Barton Community College and a member of the nursing community you have responsibilities and requirements. You 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:

1. Turn cell phones off or on silent.
2. Use respectful communication in the classroom.
3. If you need to leave the classroom, please do so in a quiet manner.
4. Participate in all classroom activities and contribute to the learning environment.
5. Follow the policy and procedures of the AHC and college student handbooks.
6. If you have questions, please let your instructor know right away so they can help.
7. 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.

Revised 8/17; Reviewed 6/18, 11/21

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.**

Revised 8/17; Reviewed 6/18, 11/21

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.

1. 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



inappropriate to contact the instructor, the student may present the problem in writing to the Adult Healthcare Coordinator within seven days.

2. 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.
3. 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:

1. Performing at a minimal and/or unsafe level in on or more theory or clinical areas.
2. Theory/clinical absences.
3. Failing to follow policies in the Adult Healthcare student handbook.



4. 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.

Revised 6/18; Reviewed 11/21

SUBSTANCE ABUSE POLICY

The healthcare programs adhere to the college substance abuse policy as described in the [Student Handbook](#) and Academic Planner.

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

- a. If the student is on the Barton campus, he/she will be subjected to the Barton drug and alcohol policy.
- b. 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.
- c. 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.
- d. When indicated by the counselor, mandatory treatment will take place in one of two ways: (1) out-patient follow-up; (2) in-patient admission.
- e. The student may be allowed to continue in the nursing program. Any recurrence will result in documentation by a nursing instructor, notification of the Executive Director of Nursing, and dismissal from the nursing program.

Reviewed 8/17, 6/18, 11.21

GRADING



In order to successfully complete the course to sit for your state exam or receive reactivation/renewal of your certificate, you must receive an overall grade of 75% or greater, successfully completed all contact hour requirements and received a "Satisfactory" for the clinical component for your program of study if applicable. A Barton certificate of course completion will be issued for CNA and CMA students. The following grading scale will be 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

Revised 8/17; Reviewed 6/18, 11/21

PROCEDURAL GUIDELINES FOR STATE TESTING

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

1. **Valid, current photo identification issued by government entity within the U.S.** (e.g., passport, driver's license, school-issued ID)
2. **Proof of Social Security Number**
 - Original Social Security Card
 - Letter from the Social Security Administration
 - W-2
 - Official Tax Return
3. **Authorization to test letter:** Following successful completion of the course, your instructor will notify the AHC secretary. An authorization to test letter will be sent to you via mail.

If you fail to bring any of these items, you will be asked to leave the testing site and no refund for fees will be issued.

You must be prompt the day of the exam. The door is locked promptly at the scheduled exam start time. If you are late, you will **NOT** be allowed to test. Please arrive at least 30 minutes early.

Should circumstances cause you to be absent, you may request to reschedule by contacting either the AHC Secretary or Coordinator 24 hours prior to the date of testing. Failure to do so could result up to and including forfeiting any fees/payments associated with that scheduled testing attempt. 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.

You must request to reschedule state testing by contacting KDADS representative, Kimberly Garrett, at (785)296-6958 or by email at kimberly.garrett@ks.gov. Further state and Barton fees do apply if more than one attempt is necessary to successfully pass the exam. The following fees are:



CNA Exam - \$20 fee will be required to be paid to KDADS along with the submission of the KDADS "[Reschedule Exam Request Form](#)". An additional \$25 fee will be charged for online testing and proctoring. This is to be paid to Barton and will be due prior to the start of testing and being placed on the testing schedule. You will **NOT** be allowed to access the exam if you fail to remit payment to Barton.

CMA Exam - \$20 fee will be required to be paid to KDADS. An additional \$25 fee will be charged for proctoring. This is to be paid to Barton and will be due prior to the start of testing and being placed on the testing schedule. You will **NOT** be allowed to access the exam if you fail to remit payment to Barton.

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 FEES ARE NON-REFUNDABLE. Certificates will be issued by KDADS. When taking online CNA testing, you will know immediately upon test submission whether you have passed the exam or not. Upon completing CMA testing, you will receive an email from the AHC Coordinator within 48 hours informing you if you have passed or failed. You cannot practice in the clinical setting with either your CNA or CMA certificate until you have received KDADS certification, even though you may have completed the exam successfully.

You can go online to the [Kansas Nurse Aide Registry](#) to view your certificate and credential number: KDADS does not send out a card to verify your credential.

FURTHER RESOURCE

This handbook serves as an additional resource for the AHC programs 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 this 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: _____

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. Your instructor is not obligated to “make-up” any of this time. 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: _____



BARTON

COMMUNITY COLLEGE

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bartonccc.edu

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristics protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, V, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530, (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.