



BARTON
COMMUNITY COLLEGE

**ADULT
HEALTHCARE
PROGRAMS**

**Student Handbook
2014-2015**



TABLE OF CONTENTS

Welcome.....	3
Accreditation Information.....	4
Faculty & Staff Information.....	5
Dropping/Withdrawing from a Course.....	6
Applying for an Incomplete.....	6
Essential Physical Requirements.....	7
Attendance Policy.....	8
Class Cancellation.....	8
Confidentiality.....	8
Release from Liability.....	9
Student Liability.....	10
Liability Insurance.....	10
Reporting an Incidence at the Facility.....	10
Dress Code.....	10
Theory.....	11
Clinical.....	11
No Smoking Policy.....	11
Basic Information for Students.....	12
PAWS.....	12
Cell Phones.....	12
Address, Telephone and E-mails Changes.....	12
Children.....	12
Professional Requirements and Responsibilities of Students.....	12
Professional Conduct.....	12
General Professional Behaviors.....	12
Clinical Professional Behaviors.....	13
Classroom Conduct.....	13
Unprofessional Behavior.....	14
General Course Requirements.....	14
Student Role Verses Employee Role.....	15
Substance Abuse Policy.....	15
Procedural Guidelines for State Testing.....	15
Barton Adult Healthcare Education Organization Map.....	17





WELCOME



We are pleased you have elected to receive your Adult Healthcare (AHC) education at Barton Community College. We are 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.

Barton offers certified nurse aide (CNA), certified medication aide (CMA), CMA Update, Nutrition Aide and CNA in the Hospital Setting courses. These programs are designed to prepare you as competent practitioners in the 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. **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 to your dismissal from the program.

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

Thank you for choosing Barton Community College for your educational needs!

Sincerely,

Sara Hoff, RN, BSN
Adult Healthcare Programs Coordinator
Barton Community College
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

The Adult Healthcare programs are approved by:

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

New England Building

503 South Kansas Avenue

Topeka, KS 66612-3404

(785) 296-1250



CONTACT INFORMATION

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Secretary- Kit Felke
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COURSE INSTRUCTOR

Name: _____

E-mail: _____

Phone #: _____



DROPPING/WITHDRAWING FROM A CLASS

Students are responsible for dropping and/or withdrawing themselves from a class. Instructors **do not** drop students from class. 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/withdrawal process, students should complete the following steps:

- Contact the Enrollment Services Office 1-800-748-7594 or (620) 792-9252. They will assist you with drop procedures and forward any forms required to be completed.
- Contact your instructor, AHC secretary or AHC coordinator to communicate that you are dropping a class.
- Contact your instructor and high school counselor to communicate that you are dropping the class if you are a high school student.

Refunds for dropped classes are issued based on the number of credit hours for the class as follows.

- 1 credit hour class - **YOU** must drop/withdraw before class has met no more than 1 1/2 hours
- 3 credit hour class - **YOU** must drop/withdraw before class has met no more than 4 1/2 hours
- 5 credit hour class - **YOU** must drop/withdraw before class has met no more than 7 1/2 hours.
- 6 credit hour class - **YOU** must drop/withdraw before class has met no more than 9 hours.

No refund will be given for the books bought from the bookstore.

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 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. If the incomplete is not removed in the prescribed period of time, 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.
- **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.

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.

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, you will be dropped from the program.



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, a grade of an "F" will be given and no refund will be given. If you must miss, please speak with your instructor. Students must satisfactorily complete both the classroom and clinical components of the course. The student must satisfactorily demonstrate course and skills competencies.

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 personally call their instructor before the class to report absence. Calls from friends, family member, etc. are not acceptable. If an emergency arises which prevents you from calling prior to your absence, a phone call must be made within 24 hours, or the absence will be recorded as unexcused and will result in the student being dropped from the class.

CLASS CANCELLATION

Cancellation of the AHC theory or clinical day will be decided by the clinical instructor and students will be notified. If school (high school or Barton Community College) is closed due to weather-related conditions, the class (theory or clinical) 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.
- Are strictly prohibited from transmitting 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 or employees
- 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. **REPORT SHEETS AND/OR OTHER INSTITUTIONAL PATIENT 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 and may result in 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.

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 the adult healthcare programs 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. 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.

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.

DRESS CODE

Every student should remember that they represent Barton in the eyes of residents, visitors, customers, the campus community, and fellow students. Because of the nature of health care work, good 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 AHC 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 should be clean and changed daily. Socks are required. No open toe shoes.

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.

SMOKING

NO smoking is allowed while participating in the class or clinical as a Barton Adult Healthcare student.



BASIC INFORMATION FOR STUDENTS

Student PAWS Account

Students can log into their accounts which give them 24/7 web access to their own student information, such as unofficial transcripts, financial aid, registration and etc. Go to <http://www.bartonccc.edu> and click on the paw in the upper right hand corner for access. If you have problems accessing please contact Enrollment Services at 620-792-9243 or 800-722-6842.

Cell Phone Usage

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. The instructor has the authority to dismiss the student from the course due to repeated unauthorized use of the phone. **If the student is observed carrying a cell phone in the clinical setting, the student may be dismissed from the program.** 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.

Address, Telephone and E-mail Changes

It is the student's responsibility to notify the Adult Healthcare office and your instructor in writing of any changes in address, telephone or e-mail. At times, it is critical for instructors to be able to contact students, so an updated number is essential. Students should also notify Enrollment Services in the Kirkman Building on any changes.

Children

No child is allowed to attend the class or clinical of any adult healthcare program. Please make arrangements for the care of your child(ren).

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.
- Accountability and responsibility for actions and behavior revealed by being consistent in attendance and attentiveness.
- Accountability and responsibility for actions and behavior revealed by maintaining confidentiality.
- Accountability and responsibility for actions and behavior revealed by 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.
2. No talking amongst each other about topics not related to the course.
3. If the instructor is talking, the students must be listening.
4. If you need to leave the classroom, please do so in a quiet manner.
5. Participate in all classroom activities.
6. Follow the policy and procedures of the AHC and college student handbooks.
7. 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.



Some Examples of Unsafe or Unprofessional Behavior

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.

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 will be cause for review of your status in the course.

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, but a KDADS requirement as well. CNA students must complete 90 contact hours and CMA students must complete 75 contact hours.



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.

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 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.
- b. 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 Executive Director of Nursing & Healthcare Education will be notified. The student must sign a release of information to the Executive Director. Refusal to sign a release of information will result in dismissal from the program. The counselor will send reports to the Executive Director on a continual basis as warranted.

PROCEDURAL GUIDELINES FOR STATE TESTING

You are required to bring the following to the State Testing:

1. Picture identification is required for admittance and must be presented to the proctor at the test site.
2. Social security card.
3. Authorization to test letter – Upon notification of the Adult Healthcare Secretary by your course instructor following successful completion of the course, an authorization to test letter will be sent to you via mail or given to you on the final day of the course by your instructor.



YOU MUST BE PROMPT ON THE DAY OF THE EXAM. Students who arrive late will NOT be allowed to test, so please arrive at least 30 min early.

Should circumstances cause you to be absent, you may request to reschedule by contacting either the AHC Secretary or Coordinator prior to the date of testing. Each candidate is allowed a maximum of three attempts per year from the course start date to successfully complete the state exam.

You may request to reschedule by contacting KDADS representative, Betty Domer, at (785)296-1250. Further 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 rescheduling form. An additional \$18 fee for Kriterion online testing is to be paid to Barton and will be due the date of the test. 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 along with the submission of the KDADS rescheduling form.

If the student is unsuccessful in passing the state exam within the one-year period, the course 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 by the AHC Coordinator to KDADS.

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 a phone call from the AHC Coordinator within 1 week informing you of either a pass or fail result. **You cannot practice in the clinical setting 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:

<https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/public/main.html>

Your actual CMA test scores may be requested by writing the address listed below:

**KDADS Health Occupations Credentialing
New England Building
503 South Kansas Avenue
Topeka, KS 66612-3404**



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.



