



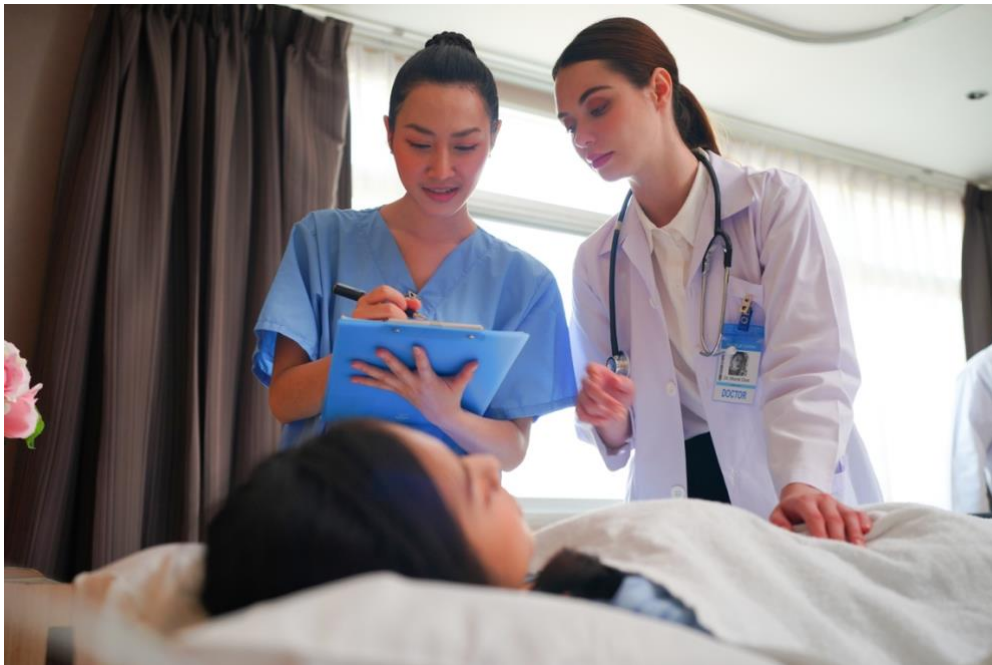
CERTIFIED NURSE AIDE PROGRAM

STUDENT HANDBOOK

2024 – 2025

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SKILLS LAB ATTENDANCE



The Certified Nurse Aide Program at Southwestern Adventist University (SWAU) is one that requires commitment, dependability, and punctuality. This is training students for the workforce where those same assets are expected. A student cannot pass the course if their absences exceed 10% of the total hours.

- **SKILLS LAB TARDY**

A student is considered to be tardy when they are up to 30 minutes late to lab. Two tardies are equal to one absence.

- **SKILLS LAB ABSENCE**

A skills lab absence is considered to be when a student arrives more than 30 minutes after class start time.

Students who leave before the scheduled dismissal time, will be counted as absence.

If students come to skills lab, unprepared (have not watched skills videos, are not dressed in appropriate attire), it will be at the discretion of the instructor on how to proceed. There is the likelihood that the student will be dismissed for the day, and this will count as an absence.

CLINICAL ATTENDANCE



- **CLINICAL TARDY**
A student will be considered tardy if they are not prepared and present when the clinical begins.
Three clinical tardies are equal to one absence.
- **CLINICAL ABSENCE**
A clinical absence is when a student arrives more than 30 minutes after clinical has begun. It will be at the faculty member's discretion as to how to proceed.

If the student must be completely absent from the clinical, the student must contact their clinical instructor 1 HOUR before clinical. Failure to do so will result in a grade of 0 for the day.

Students who leave before dismissal time will likewise be considered absent for the day.

Students who report to their clinical site unprepared (appropriate attire, no name badge etc) will be dismissed for the day. If the student is able to make meet compliance within 30 minutes, a tardy will be assigned. If compliance takes longer than 30 minutes, an absence will be applied.

CLINICAL PRACTICE

Students must comply with the following while at clinical. Non-compliance may result in dismissal from the clinical site.

- NO cellphones, smart watches, or other electronic devices are allowed in the clinical setting. If a personal emergency arises, family members may contact the instructor who can inform the student of the emergency.
- Students are expected to practice infection control precautions and patient safety guidelines. For instance, the appropriate use of gloves (although not limited to this alone).
- Students should not answer facility phones.
- Unhealthy/non-therapeutic/ineffective communication with classmates, staff, the instructor, residents, or family members is unacceptable and will result in dismissal for the day.
- If the student must leave the clinical site for any reason, even to step outside, they must inform their clinical instructor.
- Compliance with student dress code must be maintained.
- Professional boundaries need to be upheld. DO NOT address residents, nurses or doctors by their first name or use terms of endearment. Fraternizing, flirting, is also not allowed.
- Sexual harassment of any form must be reported to the instructor.



GRADING AND EVALUATION PROCESS

SWAU's CNA Program is a hybrid program. Students are expected to complete the online modules, take quizzes etc .. by their posted deadlines, outside of a traditional classroom setting, therefore access to a computer is a must. Students will be expected to watch skills lab videos before attending 4 skills labs. In addition, students will attend a total of 40 hours of clinicals.

THEORY AND CLINICAL:

Letter Grade	Percent Grade
A	90% - 100%
B	83% - 89%
C	78% - 82%
D	70% - 77%
F	69% or less

NOTE: Grades of 77.9999% will not be rounded up to 78%.

Students must achieve a grade of 78% or better to pass the CNA course, and to be able to qualify for state testing.



PROFESSIONAL APPEARANCE GUIDELINES

While in Uniform, the student (male and female) must comply with all aspects of the guidelines for professional appearance as depicted below:

ATTIRE:

- Navy blue scrub top and pants, no particular brand required. Must be laundered, and not wrinkled.
- Tennis shoes allowed, must be clean and appropriately tied.
- A fitted navy long-sleeved t-shirt may be worn under uniform top, if desired, for warmth (not a sweatshirt).
- Name badge to be worn while at clinicals.
- No visible jewelry except wedding band. Earrings, if worn, should be small studs.

CLINICAL ACCESSORIES:

- Mandatory clinical accessories include a waterproof analog watch with second hand, no Smartwatches.
- Pen.
- Small notebook that can fit in scrub pocket.

HAIR:

- Natural hair color only, hair must be clean, well groomed, above the collar and away from the face, in compliance with Infection Control Standards.
- Hair barrettes should be of color compatible to hair color. Ribbons, scarves, colored barrettes and alligator clips are not acceptable.
- If hair worn up, it must be in a bun. All loose hair will be restrained, including ponytails (men/women), and bangs must be worn above the eyebrows.
- Male students must keep beards and mustaches clean and neatly trimmed, or be clean-shaven.

TATTOOS:

- Tattoos must be covered.

FINGERNAILS:

- Nails must be trimmed short, no longer than fingertips and kept clean. Due to infection control, no nail polish, artificial nails or nail jewelry are permitted.

HYGIENE:

- Well-groomed appearance without strong offensive odor.
- Good oral hygiene.
- Cosmetics should be applied discretely (modest-minimal makeup). No perfume or cologne during class or clinical
- No gum chewing allowed.

