



BARTON
ADULT HEALTHCARE

**Student Handbook
2024 - 2025**

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
Payments	9
Dropping/Withdrawing from a Class	9
Applying for an Incomplete	10
Essential Physical Requirements	10
Attendance Policy	11
Class Cancellation	12
Confidentiality	12
Background Check Policy	13
Immunization Record Management and Document Tracking	14
COVID Vaccination Information	15
Clinical Information and Policies	16
Grading Policy and Scale	18
Student Supply Bags	18
CPR	19
Liability Policies	19
Adult Healthcare Laboratory Rules	20
Student Role versus Employee Role	21
Reporting an Incident at Clinical Facilities	21
Dress Code	22
Cell Phone Usage	23
Professional Requirements and Responsibilities of Students	24
Student Complaint Policy	26
Disciplinary Action	27
Substance Abuse Policy	28
Procedural Guidelines for State Testing	29
Further Resource	30
Reimbursement Policy	30



WELCOME



I am pleased you have elected 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 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. 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.

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

Sincerely,

Carla K. Dietz, RN
Adult Healthcare Programs Coordinator
Barton Community College
Technical-89
245 NE 30 Road
Great Bend, KS 67530
Phone: 620-792-9298
Email: dietzc@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
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
(785) 296-1250
<https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing>

CONTACT INFORMATION

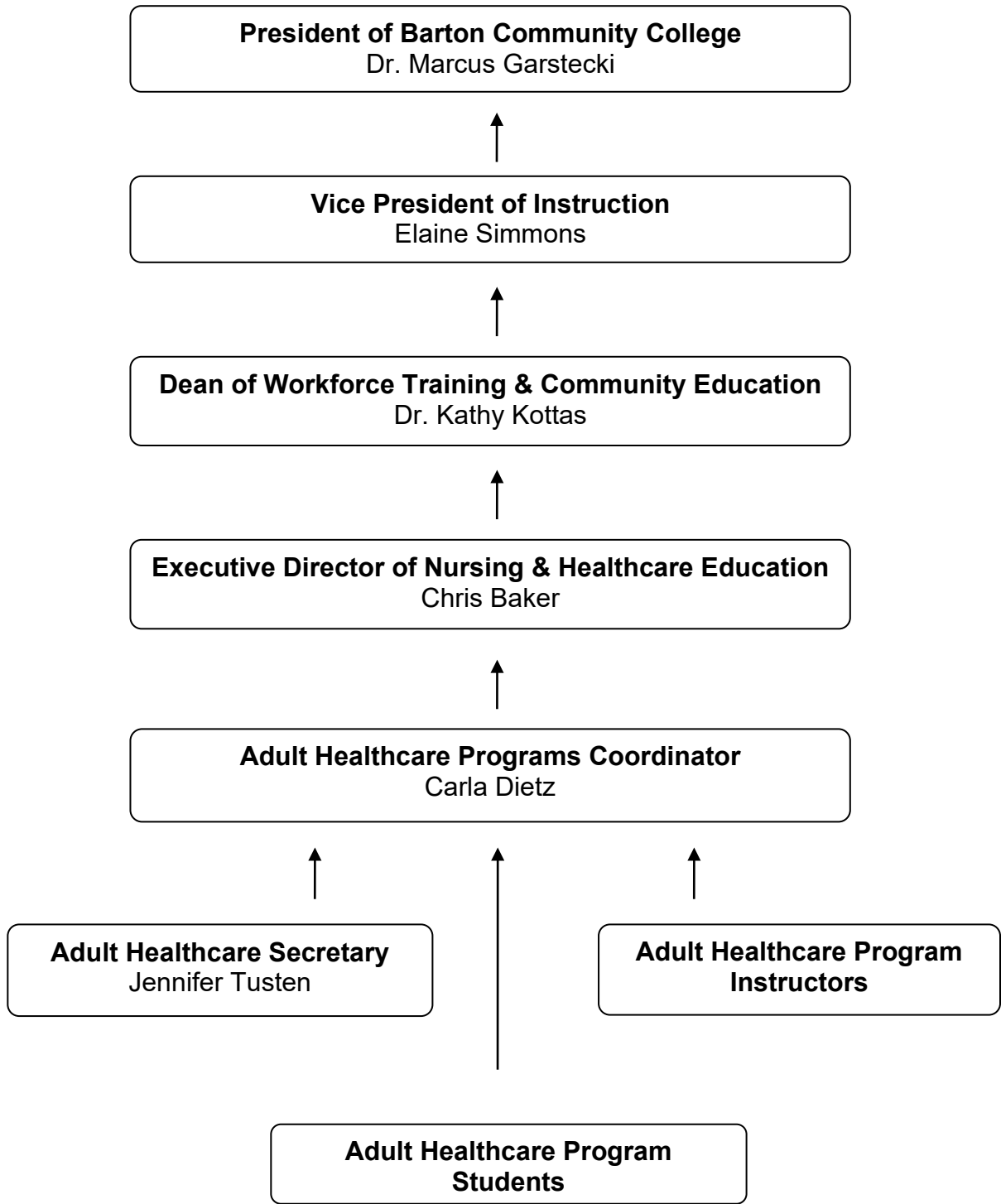
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Office Hours: 7:30AM-4:30PM (Monday - Friday)

*Offices are closed on Fridays 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 15 contact hours each.

All classes are tentative, pending state approval and student enrollment. Class schedule changes or updates may occur at the discretion of the instructor. Clinical can be held at any number of nursing facilities in many of the surrounding counties.

Classes are filled on a first come, first serve basis. The sizes of classes are limited. CNA classes max out at 10 students, and CMA classes max out at 6 students. Courses are scheduled upon student interest and instructor availability and may be 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 or fill out the [Tech Support Form](#).

Name, Address, Telephone and E-mail Changes

It is the student's responsibility to update any name, address, telephone, or e-mail changes. If a student legally changes his or her name, the student will need to take their new social security card and marriage license or other legal documentation to Enrollment services so their name is changed for transcripts. Also, it is critical for faculty and staff to be able to contact students, so an updated phone 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 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. You can also refer to the Business Office page on how to [pay the college](#).

Federal financial aid is not available for AHC courses. However, there are a couple of other financial assistance programs, please see below:

- 1) See "Partnering Programs" for potential funding assistance options.
- 2) Signing in to your Barton Portal and under the Financial Aid card, you will find Scholarship Universe. Complete the questions to see what scholarships you may qualify for. The more questions you answer, more scholarships will be found for you to apply to.

DROPPING/WITHDRAWING FROM A CLASS

Voluntary Dropping of a Class

Students are responsible for dropping and/or withdrawing themselves from a class.

Instructors do not drop students; the student needs to complete the following steps.

If proper drop procedures are not followed, you will receive an "F" on your transcript for the course. 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 Withdrawal and 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 for 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 for no 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 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 and of the Coordinator of Adult Healthcare.

An incomplete "I" must be removed by contract in a manner prescribed by the instructor and 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 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/instructor.

Auditory Skills: Students must be able to hear alarms that are used to alert you to client's 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 wheelchairs, 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 can 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 clients.

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 clients, peers, and instructors. It is important that students do not pose physical or mental harm to the clients that they are caring for, including client's families, client's 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 are pregnant, you will be expected to participate in the lab and 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, but 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 (KDADS) 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, labs, and clinicals, the student must have a documented illness or severe injury verified 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 and/or up to being dropped from the class or failing the course.

CLASS CANCELLATION

Cancellation of the adult healthcare class time will be decided by the instructor. Students will be notified via Canvas shell of the cancellation, so please check it prior to any on campus or clinical days.

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.

Clients 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 client 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 client by name, or post/publish information that may lead to their identification.
- Do **NOT** transmit any electronic media of client-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 clients with your friends and/or family.

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

Details of a client's history or status must not be discussed in elevators, restrooms, cafeterias or outside the clinical setting/facilities. There are times when certain details of a client's history may be shared for medical or educational purposes. However, discussing a client'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 should begin collecting the required documentation immediately after signing up for the course and while awaiting Castlebranch pin (we normally receive these a week prior to the beginning of class and will send each student an email as soon as we receive Castlebranch approval). Failure to complete this requirement by the 3rd day 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 Community College.
- Violates any of the Kansas statutes or has 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 Community College course. Please contact KDADS representative, Wendy Davis at 785-296-0061 or wendy.davis@ks.gov, for more information.

IMMUNIZATION RECORD MANAGEMENT AND DOCUMENT TRACKING

Castlebranch is the third-party company BartonCCC 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 the first **3 days** of the start of class will result in an **administrative drop** from the class due to these documents being necessary for class, lab, and clinical site participation. A refund for the class may/may not be issued.

- *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.
 - Please be sure to upload proof of above requirement from your doctor, health department, or Barton Student Services.
- *Hepatitis B*
One of the following is required:
 - 3 vaccinations record from your doctor, health department, or Barton Student Services.
OR
 - Positive antibody titer (lab report or physician verification of results required)
OR
 - Declination Waiver (must have student signature)
- *Proof of Current Health Insurance*
 - Front of the health insurance card
OR
 - Front of Declaration page from your insurance company (this can usually be found through your insurance company online account) showing current coverage.

- *COVID Vaccination Form*
 - 2 vaccinations record from your doctor, health department, or Barton Student Services.
 - OR
 - Declination Waiver (must have student signature)
- *Influenza Vaccination Form*
 - 1 vaccination record with injection taken within the last year from your doctor, health department, or Barton Student Services.
 - OR
 - Declination Waiver (must have student signature)

COVID VACCINATION INFORMATION

Barton Community College continues to support all students pursuing educational opportunities in the Healthcare industries.

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.

CLINICAL INFORMATION AND POLICIES

Clinical Requirements

All students must stay current on their Castlebranch account or access to clinical sites will be denied and an unexcused absence will be given to every clinical day missed. (See “Immunization Record Management and Document Tracking” p. 14.) Each student has the responsibility to meet these requirements. Each student is responsible for uploading their information to Castlebranch prior to the start of the CNA/CMA courses. Students will not be allowed to begin lab coursework if their information is not uploaded to Castlebranch.

Clinical Evaluation Criteria

The clinical evaluations are directly linked to the specific KDADS requirements for student learning outcomes (SLO's) and the program's organizing framework. Concepts of the program's organizing framework incorporated in the clinical evaluation include: Caring, Competent, Critical Thinking/Clinical Judgment, Communication, and Professionalism.

Students and instructors complete daily clinical evaluations to enhance learning and improve nursing skills. Final clinical evaluations will be completed by both the student and the instructor utilizing identified criteria.

Students are required also to maintain a clinical log in which they document the number of times they have completed skills.

Each student will receive a final clinical evaluation. The instructors will review the student's daily clinical evaluations, clinical skills form, and any Learning Agreements in completing the final clinical evaluation.

To pass the clinical portion of the course, a satisfactory rating in each main category on the final clinical evaluation tool must be achieved.

Clinical Evaluation Criteria:

S – Satisfactory

N– Needs Improvement

U– Unsatisfactory

Clinical Grading

1. All students need to have a satisfactory on the final clinical evaluation tool by the end of the course to pass the clinical.

2. A missed clinical day could impact a student's daily clinical evaluation. Students, not family members, friends, spouses, etc., are to contact the clinical instructor by phone to report his/her absence prior to the start of the clinical day. No call, no show will count as an unexcused absence and could possibly lead to your dismissal from the program.

A. Excused absences/Lateness- (the student will have to make up the clinical day/clinical time).

- B. The clinical instructor can excuse a student due to illness with a doctor's note. Each student will be evaluated upon a case-by-case situation. Communication is very important; please discuss any problems or concerns with your instructors.
- C. Unexcused absences/lateness- Will impact your daily clinical evaluation and the student will have to make up the day/time.
- Unexcused absences/lateness may include childcare issues, appointments, illness without notification of instructor. The student will earn a clinical failure with two or more unexcused absences per course.
 - Lateness to clinical will result in an unsatisfactory score in the area related to punctuality and accountability for competent practice on the clinical portion for the day.
 - Late to clinical twice per course, will count as an unexcused absence. The student may be allowed to continue the clinical day at the instructor's discretion.
3. Clinical Paperwork
- A. If any of the required clinical paperwork is turned in late, the student will lose the designated paperwork credit for the clinical day. This includes electronic paperwork.
- B. Complete all required sections of the clinical paperwork per course instructor's instruction.
- ** Students may receive an "S" (satisfactory), "N" (needs improvement) or "U" (unsatisfactory) for this paperwork.**
- C. The instructor may require a student to redo required clinical paperwork or turn in missing clinical paperwork. Students having difficulty completing paperwork satisfactorily may be referred to the Nurse Remediator for assistance.
- D. A learning agreement will be completed with two (2) late paperwork assignments per course.
- E. The student will earn an unexcused absence if there are three late or missing papers in a course. This includes any assigned paperwork for the clinical day and the student's self-evaluation.
4. An overall unsatisfactory (U) rating for a clinical day may be assessed when:
- A. A student does not achieve a Satisfactory (S) and/or Needs Improvement (N) rating in a majority of the general main categories on the clinical evaluation (i.e. Caring, Competent, Critical Thinking/Clinical Judgment, Communication, and Professionalism).
- B. A student breaches confidentiality of client information.
- C. A student is compromised and standard of client care potentially impacted negatively (i.e. lack of sleep, substance abuse, ineffective coping strategies, etc.).
- A student breaches a critical policy/procedure as identified by the clinical site (i.e. having cell phone on the unit, etc.).
 - A student displays unsafe or unprofessional behavior The student with an overall unsatisfactory clinical day will have to make up the clinical day.
- An overall unsatisfactory rating for a clinical day will be identified as an unexcused absence which could lead to a clinical failure.

5. A learning agreement will be completed when a student receives repeated Unsatisfactory or Needs Improvement in the same general main category on the clinical evaluation (i.e. Caring, Competent, Critical Thinking/Clinical Judgment, Communication, and Professionalism) per course. Failure to exhibit improvement within a category may result in a clinical failure for that course.

GRADING POLICY

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% (C) or greater by completing all contact hour requirements (75 contact hours for CMA and 90 contact hours for CNA) and receive a “Satisfactory” for the lab and clinical component, if applicable. A Barton Community College certificate of completion will be issued for CNA and CMA students.

If a student fails any part of the course: didactic, lab, clinical or meeting the contact hour requirement, they will fail the course.

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

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 at Barton Community College Technical Building (T-89/T-92) or at Fort Riley per e-mailed information. 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 adult healthcare administrative assistant at (620) 792-9266. A replacement will be issued to the student at an additional cost to them.

<i>CNA Bag</i>	<i>CMA Bag</i>
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
Adult Healthcare Handbook	Adult Healthcare Handbook
KDADS Curriculum Guide/Crosswalk	
Skills Checklist	

CPR

Basic Life Support (BLS) for healthcare workers is part of the CNA course curriculum. BLS is comprehensive and designed for healthcare workers/first responders. It includes CPR plus additional life-saving techniques for cardiac arrest, respiratory distress, and obstructed airways. Medical facilities often mandate this as part of their staff requirements. Barton Community College offers this as part of the course to give students a broader knowledge base and additional qualifications when entering the work force.

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 clients 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 will also bear financial responsibility of any cost for required medical treatment during and after the

clinical experience due to illness, injury, or exposure. This is why we request a copy of your health insurance.

Student Liability

A student may be held responsible for replacing damaged adult care home, college, or client equipment. Any client medications or supplies may also become the responsibility of the student if mismanaged at the clinical site. If the clinical site bills the college for anything the student has damaged or destroyed, the college will bill the student to recuperate the funds.

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 the AHC 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.

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.
- Students must have a 75% or better in the course prior to attending lab.
- 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 a 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 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 only.

REPORTING INCIDENTS AT CLINICAL FACILITIES

If 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 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 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 client 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 should file a complaint, this is called mandated reporting and as a professional, you are required to do this. 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 clients, 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, sweatpants, 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 client, 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. Fort Riley students, please avoid scrubs that are black, maroon, and blue.

Shoes: Students are advised to wear clean, close-toes and comfortable shoes. Sandals, Flip Flops, Hey Dudes, Crocs and open-toed shoes are not allowed. Clean stockings and socks are required and 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, which is flat, smooth and has no prongs may be worn. A watch with a second hand is to be worn.

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.*

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES

Professional Conduct

As a student at Barton Community College and a member of the nursing community, 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.

The student:

- 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. This environment will be free from intimidation, hostility, or abuse (verbal or physical) that could interfere with student performance or the delivery of safe and quality client care within the clinical setting. The adult healthcare program has zero tolerance for individuals deviating from this policy.

STUDENT COMPLAINT POLICY

If a situation occurs, which a student believes is a problem, or if the student feels a decision is affecting them in an unjust or inequitable manner, the student is encouraged to resolve the problem at the lowest level possible by making use of the following procedure. All information obtained in resolving problems shall be considered confidential by all parties involved. The student may discontinue this 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 be inappropriate to contact the instructor, the student may present the problem in writing to the adult healthcare coordinator within seven days of the situation occurring.

- 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 of the situation occurring.
- 3) If the student is not satisfied with the results after meeting with the adult healthcare coordinator, 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 of 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 conducted 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 student's 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 Barton Community 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 theory/didactic/lab or clinical areas.
- Theory, lab, or 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 student will incur the cost. If the student refuses testing, he/she will be dismissed from the program. The student will not be allowed to drive themselves 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 AHC program. Any recurrence will result in documentation by an instructor, notification of the adult healthcare coordinator, and dismissal from the program.

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 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 the Barton Community College business office 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 Community College business office 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 POLICY

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:

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: