



**COPPER MOUNTAIN COLLEGE**  
**NURSE ASSISTANT TRAINING PROGRAM**  
**STUDENT HANDBOOK**

**NURSE ASSISTANT TRAINING PROGRAM STUDENT HANDBOOK****TABLE OF CONTENTS**

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## INTRODUCTION

Copper Mountain College is pleased to have this opportunity of extending a warm welcome to you as a member of our pre-certification Nurse Assistant Training Program, and we hope to provide you with a meaningful training experience. The Program Coordinator and faculty are always available to answer questions and assist with problems. Our mission is to provide the finest possible training in patient care.

You are responsible for understanding and complying with all of the information in this policy and procedure manual. You will be required to sign a form (see Acknowledgement at the end of this manual) indicating that you have received this manual, that you understand the information, and that you will comply with all of the requirements contained herein.

## SYLLABUS

The course syllabus is designed to provide the student with the information and guidelines necessary to internalize critical thinking theory with implementation as critical action in clinical practices. All theory and clinical learning objectives, methods to facilitate the learning, and how the learning will be measured are included. This format encourages the student to become active in the learning experience and presents a variety of methods for achieving program success.

All syllabi at CMC have a similar format and contain the following elements:

COURSE NAME: As listed in college catalog.

COURSE DESCRIPTION: As stated in college catalog.

UNITS: Number of theory and clinical units assigned to each course.

PREREQUISITES: These are determined from the entire curriculum plan.

STUDENT OUTCOMES: Goals to be attained upon completion of the program

TIME, DAY AND ROOM OF CLASS AND CLINICAL MEETINGS: Detailed guide of instructional days, meeting time and place for clinical orientation and clinical experience schedule

INSTRUCTOR INFORMATION: Name of the instructor, office hours for the instructor and methods of communication

TEXTBOOK INFORMATION: Lists required textbook and ISBN number

METHODS OF INSTRUCTION: Methods of instruction that may be delineated in this section and may include lecture, class discussion, group discussion, guest speakers, oral reports, group assignments, case studies, written assignments, skills lab, demonstrations, audio-visual and computer assisted instruction (CAI). A variety of methods of instruction ensures optimum learning for a large number of students.

COURSE POLICIES: This area describes College and program policies such as: attendance, grading, academic dishonesty, student support services, students with disabilities.

SCHEDULE OF ASSIGNMENTS: Calendar format of theory and clinical activities and assignments.

## PROGRAM HOURS

The program is comprised of 60 hours for theory sessions and 100 hours for clinical rotations. Clinical hours are under the direct supervision of your CMC faculty who has been recognized by the California Department of Health. The instructor to student ratio is 1:15 in both aspects of the program. Each student is required to record his/her name and arrival time on the sign-in sheet for both clinical and theory.

## ATTENDANCE

Due to the intensive and sequential nature of the program, attendance is mandatory for all scheduled classes, labs, and clinical experiences. The program has very limited capacity to offer make-up days, and missed time may prevent a student from meeting required learning outcomes and completing the program. Students should plan to attend all scheduled activities and are expected to arrange reliable transportation, childcare, and backup plans in advance. Transportation difficulties, childcare challenges, work conflicts, or similar personal obligations are not typically considered excusable absences.

### Extreme Emergencies and Make-Up Eligibility

Absences and make-up opportunities are granted only in cases of extreme emergency and are not guaranteed. Determinations are made case-by-case and require mutual approval by both the course instructor and the program director. Documentation may be required.

Examples of circumstances that may be considered an extreme emergency include:

- A sudden, serious illness or injury requiring urgent medical care
- A medical emergency involving an immediate family member
- Death of an immediate family member
- A natural disaster or other event that makes attendance unsafe or impossible

### Student Responsibility for Make-Up Work

When an absence due to an approved extreme emergency is granted and a make-up opportunity is authorized, the student is fully responsible for coordinating and completing the make-up requirements. This includes:

- Initiating and maintaining communication with the instructor regarding approved make-up arrangements
- Adhering to any timelines or conditions established by the instructor
- Completing all required make-up hours

## STUDENT PROGRESS

Performance in the theory portion of the course will be measured by written quizzes, in-class assignments and workbook assignments that are completed outside of class. All assignments must be completed and submitted in a timely manner according to the deadlines stated by the instructor (a schedule of quizzes and assignments is in the course syllabus). Faculty will give students a mid-term progress report for both the theory and clinical components. If the mid-term grade is less than 70% for theory or less than satisfactory for clinical, the student will be asked to meet with the instructor to set up a remediation plan (see meeting record and remediation algorithm).

The final course grade for theory must be 70% or greater and the clinical performance grade must be satisfactory to receive a passing grade for the course and be eligible to take the certification examination.

Tutoring is available through the Student Success Center. Please discuss any concerns you may have with your faculty or the Program Coordinator.

**STUDENT STANDARDS FOR PROFESSIONAL BEHAVIOR**

A. A Nurse Assistant Training Program student enrolled at CMC will maintain the following behavior during clinical and theory class hours. Failure to adhere to these behavior standards may result in dismissal from the Program with a failing grade for the course:

- Caring
- Follows directions & rules.
- Compassion, sensitivity, commitment.
- Maintains physical & emotional safety.
- Positive attitude
- Therapeutic communication with patient's family, staff, peers, faculty
- Appropriate eye contact/smiling.
- Maintains personal & professional boundaries.
- Appropriate independence & autonomy
- Compartmentalizes own thoughts, feelings & values.
- Strives to meet program & course learning outcomes.
- Trustworthy
- Effective conflict resolution
- Consistently puts forth best effort.
- Growth in clinical performance

**Students must avoid the following unprofessional behaviors:**

- Discourteous, rude, disrespectful
- Deliberate lack of consideration of others
- Surly, haughty, arrogant, sullen
- Showing resentment or defiance
- Resisting authority/insubordination
- Not submitting to authority
- Failure to comply with chain of command
- Dishonesty
- Bullying including cyberbullying/Incivility
- Lack of punctuality or timeliness
- Eye rolling or Smirking
- Spreading rumors, gossiping
- Excluding or marginalizing others
- Abusive, harassing, mean spirited, or malicious behavior
- Intimidating
- Raising voice or yelling
- Uses profanity
- Threatening (physical and/or emotional)
- Walking away in disgust
- Demeaning
- Refusing to share essential information
- Recording an instructor, staff, or student, without permission

B. Ethics/Confidentiality All client records and information are confidential; examination of them is a privilege extended to the student as a learner. This privilege must never be abused. Students should look at records of assigned clients only. They may also review files of patients with conditions pertinent to the subject matter being studied. If the client is a relative or friend of the student, the matter should be discussed with the instructor before the assignment is undertaken. In any case, the information is confidential and should not be discussed anywhere except in clinical conference. Use the client's age range whenever possible. At no time should you look at records or seek information from the health team about clients for your own benefit or to accommodate relatives, friends or neighbors. If a client is a relative or friend, you must abide by the

visiting policies of the health agency; you have no right to special information regarding the client. The student uniform may not be worn while visiting.

Physician and health team members must be addressed and referred to as dictated by the health agency policies. This rule applies even if the physician or nursing team member is a relative or personal friend.

If any matter concerning a health team member's performance is discussed in conference for the purpose of increasing understanding of nursing care, names should not be used and specific incidents should not be repeated outside the conference situation.

C. The following behaviors are not acceptable and may be cause for dismissal from the Program:

1. Two or more students turning in identical or very similar work of any type. Any form of cheating or plagiarism.
2. Signing the attendance roster for someone other than yourself.
3. Arguing with or challenging the instructor while class/clinical is in session.
4. Arriving to class/clinical late and/or not staying for the entire class session.
5. Carrying a conversation with others while class or clinical is in session (disruption).
6. Reading other materials (newspapers, other books, etc.) while class is in session.
7. Bringing or using cellular phones, beepers or tape recorders in class without permission of your instructor prior to the class session.
8. Studying for another class while class is in session.
9. Sleeping in class.
10. Breach of confidentiality and/or violation of HIPAA and/or FERPA regulations.

D. Class work shall be legible (readable). Neatness, spelling and grammar count. Please refer to the course syllabus for further information.

E. Any student who is convicted of a criminal offense while enrolled in the program must notify the Director of Nursing and Health Sciences in writing within five (5) calendar days of the incident. Failure to report may result in disciplinary action, up to and including dismissal from the program.

**SUBSTANCE ABUSE AND MENTAL DISABILITY**

The nursing student must be emotionally and mentally healthy and free of any illegal drugs/alcohol in all nursing program classes, laboratories, and clinical rotations. Additionally, students may not be impaired by any prescribed medication while attending any school function.

Nursing faculty of CMC support the California Board of Registered Nursing statements regarding alcoholism, drug abuse, and emotional illness and recognizes that:

1. These are disorders and should be treated as such.
2. Personal and health problems involving these disorders can affect one's academic and clinical performance, and that the impaired nursing student is a danger to self and a grave danger to the patients in his or her care.
3. Students who develop these disorders must seek assistance to recover.
4. It is the responsibility of the student to voluntarily seek diagnosis and treatment of any suspected illness.
5. Students are required to report any change in health status and provide clearance to participate in unrestricted activities essential to nursing practice.
6. Confidential handling of the diagnosis and treatment of these disorders are essential.
7. Students must be free of any evidence of impairment.
8. Patient safety is always the number one priority.

Procedure for dealing with a student who has no documented impairment who discloses drug abuse, mental disability, or inappropriate use of alcohol while enrolled in the program:

Conference between the student, Director, and/or didactic or clinical faculty to develop a plan of action. Recommendations for remediation and referral to the CMC counseling services. Below is a list of behaviors that suggest impairment. This list is not comprehensive.

- trembling hand
- persistent rhinorrhea (excessive nasal discharge)
- altered pupil dilation
- flushed face, red eyes
- slurred speech
- odor of alcohol
- tachycardia
- somnolence (drowsiness/sleepiness)
- unsteady gait
- irritability and mood swings
- pattern of absenteeism and tardiness
- fluctuating clinical and academic performance
- change in dress or appearance
- inappropriate or delayed responses
- elaborate excuses for behavior
- decreased alertness/falling asleep in class/clinical
- dishonesty
- inappropriate joking about drug and alcohol use
- paranoia
- delusions
- hallucinations

**UNIFORM AND PERSONAL APPEARANCE STANDARDS**

As a student of a CMC Health Sciences program, compliance with the uniform policy is essential for maintaining our reputation of excellence within the communities we serve. Students are required to wear uniforms for Clinical Nursing Skills Labs and clinical rotations. When students are in uniform, they must adhere to all requirements of the CMC Nursing Program. To ensure compliance with all federal, state, and local agency policies, students are expected to report for clinical experiences each day in a neat, clean, pressed uniform. This includes:

1. Official CMC nursing uniform and jacket. Other outerwear is not permitted.
2. Hair must be worn above or off the collar or tied back secured with a small neutral colored hair clip or band. Hair must be secure, so the strands are not hanging in the face when the student bends forward. No colored hair clips/hair accessories are permitted. Only natural hair colors are permitted. Extreme hair colors are not permitted (orange, pink, blue, etc.). Male students (without beards) must be clean-shaven before coming to clinical and all students must be neatly groomed. Male beards and mustaches must be short and neatly trimmed. Facial stubble is not permitted. Hair is to be neat and trimmed or pulled back and secured.
3. For cultural or religious purposes, a solid-color scarf may be worn with the uniform. Students with special uniform needs pertaining to cultural or religious requirements should inform the clinical faculty and the Director of Nursing.
4. Fingernails must be clean and kept short, trimmed to no longer than  $\frac{1}{4}$  inch beyond fingertips (tips of nails not visible from palm of hand view), and no nail polish. No artificial nails. Artificial nails include, fake nails, false nails, acrylic nails, gels, acrylic cover coats, nail tips, and nail extenders, glued on nails and appliques are not allowed in clinical. Artificial fingernails or other nail enhancements are NOT permitted because of documented outbreaks of infection due to gram negative bacteria associated with artificial nails.
5. Make-up If worn, must be applied in moderation to enhance the natural features and create a professional image. Glitter, sequins, and false eye lashes (including lash extensions) are prohibited.
6. Jewelry/Piercings: One small plain post earring in each ear is allowed in the clinical areas. Plugs are not allowed. Bracelets, decorative wrist bands, chains, necklaces, multiple earrings, large dangling, or hoop earrings are prohibited. Jewelry must be removed from any other visibly pierced locations. No other visibly pierced jewelry is permitted such as the head, face, or oral piercing while in the clinical area. Watches or Time Device: A watch with a second hand is to be worn with a simple single band. No color band is permitted.
7. Fragrances: No fragrances. For patients and staff health, the use of all scented products, such as cologne, perfume, scented deodorant, after-shave, hairspray, or lotions, are not allowed to be worn because they may have adverse effects on patients, visitors, and other staff. Students must maintain good personal hygiene. Observe proper bathing habits, use unscented deodorant products to prevent odor.
8. Tattoos: All tattoos must be covered with a long sleeve shirt and not visible through clothing.
9. Smoking is prohibited while in uniform.
10. Shoes: Solid white standardized leather like nursing shoes, to be kept polished and clean. White shoelaces, white socks. No open toe shoes or heels.
11. The Logo Patch is a required part of the student uniform. The logo patch is sewn on the upper left sleeve of the uniform top and jacket. All students are required to obtain a CMC photo ID card prior to the first day of class. Photo ID cards are obtained in Student Services after registration. The photo ID

card must be worn on the outermost piece of clothing at shoulder height where it is clearly visible to others. Lanyard ID card holders are not permitted. Retractable ID card holders may not be used during mental health rotations. In all other clinical settings, retractable holders must have a reel made of non-porous material that is easy to disinfect and must be professional in appearance, free of offensive or unprofessional words or images.

12. Clinical uniforms may not be worn outside of clinical experiences (e.g., shopping, dining out, etc.) unless participating in a function where the uniform is appropriate (e.g., Health Fair) and as directed by program faculty.
13. The uniform items **MUST** be exactly as indicated. A comparable but different product is only permitted if the items listed are not available, and the alternate is approved by the Program Director. The required uniform garments are:

WW620 WW670	Cherokee Revolution	Ladies' Top Men's Top	Wine
WW120 WW140	Cherokee Revolution	Ladies' Pant Men's Pant	Wine
OPTIONAL WW310 WW360  Long/short sleeve t- shirt/undershirt	Cherokee Revolution Cherokee Revolution  Any Brand	Ladies' Jacket Men's Jacket  Any Brand	Wine Wine White

## CONFIDENTIALITY AND PRIVACY POLICY - HIPAA

Confidentiality and Privacy Policy Students are involved with the complete personal care of clients in various facilities. Students will comply with all privacy standards as accorded by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. For further information about HIPAA Guidelines visit the Human Health Services website. <https://www.hhs.gov/hipaa/for-professionals/index.html>

The third provision of the ANA Code of Ethics for Nurses (2015) addresses the nurse's responsibility to protect patients' privacy and confidentiality.

The nurse promotes, advocates for, and protects the rights, health, safety, and safety of the patient. Protection of the Rights of Privacy and Confidentiality: Privacy is the right to control access to, and disclosure or nondisclosure of, information pertaining to oneself and to control the circumstances, timing, and extent to which information may be disclosed. Nurses safeguard the right to privacy for individuals, families, and communities. The nurse advocates for an environment that provides sufficient physical privacy, including privacy for discussions of a personal nature. Nurses also participate in the development and maintenance of policies and practices that protect both personal and clinical information at institutional and societal levels.

Confidentiality pertains to the nondisclosure of personal information that has been communicated within the nurse patient relationship. Central to that relationship is an element of trust and an expectation that personal information will not be divulged without consent. The nurse has a duty to maintain confidentiality of all patient information, both personal and clinical in the work setting and off duty in all venue, including social media or any other means of communication. Because of rapidly evolving communication technology and the porous nature of social media, nurses must maintain vigilance regarding postings, images, recordings, or commentary that intentionally or unintentionally breaches their obligation to maintain and protect patients' rights to privacy and confidentiality. The patient's well-being could be jeopardized, and the fundamental trust between patient and nurse could be damaged by unauthorized access to data or by the inappropriate or unwanted disclosure of identifiable information.

1. All nursing students must adhere to strict confidentiality of all patient/client/resident, student, agency, and healthcare team information always without exception, including but not limited to social media sites. Facilities have stringent policies regarding photography and social media. Even if a photo does not contain HIPAA-protected information, taking pictures can violate the facility's rules and compromise privacy and confidentiality. **To ensure we maintain good relationships with our clinical partners, students must refrain from taking any photos inside clinical settings.**
2. Communication (verbal, electronic, or written) about clients and/or clinical experience that reveals any Patient Health Information (PHI) is a direct violation of privacy and confidentiality regulations and client rights.
3. Any documents containing PHI may not leave the clinical facility.
4. Removal of documents from facilities will result in a safety violation and removal from the program.
5. Failure to maintain the confidentiality of others will not be tolerated and may lead to immediate dismissal from the program without readmission privileges.
6. Maintaining confidentiality of the patient/client/resident information supersedes the student's personal, religious, or cultural responsibilities.
7. In addition, students are protected by Family Educational Rights and Privacy Act (FERPA) and should not be discussing the performance of other students with anyone without a need-to-know of information.
8. Students should also not be sharing student ID numbers, usernames, and passwords with anyone as this information links to a student's personally identifiable information.

**Privacy Protected Health Information includes the following patient identifiers. This list was obtained from the HIPAA Security and regulations.**

- Name & initials
- Geographic subdivisions smaller than a state (includes street address, city, county, precinct, zip code and equivalent geo codes - except the first three digits of zip codes unless the population density is under 20,000).
- All date elements, other than year, related to an individual (includes birth date, admission date, discharge date, date of death).
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social Security numbers
- Medical record numbers of Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
  - Vehicle identifiers and serial numbers (includes license plate numbers)
  - Device identifiers and serial numbers
  - Web universal resource locators (i.e., URLs)
  - Patient-related photos

## **SOCIAL MEDIA POLICY**

Do not post confidential information - you should not anticipate that your online postings will remain private. Use caution when posting information and never disclose any identifiable information of any kind on any social media without the express written permission of the referenced student, patient, individual or clinical facility. Even if a student/patient/individual/facility is not identified by name with the information you use or disclose, if there is a reasonable basis to believe that the person could still be identified from that information, its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) and/or Family Educational Rights and Privacy Act (FERPA) regulations.

## HEALTH STANDARDS

All students must submit the original health examination form to the Health Sciences Office and keep a copy for their personal records.

A. Students must maintain a level of physical and/or psychological health that enables them to give safe nursing care to clients. When an instructor notes signs or symptoms that could indicate a health problem the student may be required to bring evidence of satisfactory physical and/or mental health from a physician.

1. **Health Requirements**

The student must be free from communicable diseases, infection, psychological disorder, and other conditions that would present a threat to the wellbeing of faculty, students or patients or would prevent the successful performance of the responsibilities and tasks required in the education and training program. Any condition described above which is developed by the student after admission to the Program may be considered sufficient cause for dismissal from the Program.

2. The Program Coordinator may require a student to be examined by a licensed physician and to have laboratory tests, as needed, to determine physical and/or mental fitness. The Program Coordinator is authorized to require that records of any such examination be released to the Director. Such records may be used only to determine fitness for the Program, and except for such use, the confidentiality of such records shall be maintained.

3. **Suspension/Dismissal:** Suspension/dismissal from the Nurse Assistant Training Program for health reasons will be on a case-by-case basis and shall be reviewed by the Program Coordinator in consultation with college officials.

B. **Pregnancy/Childbirth:** As soon as a student suspects she is pregnant, she should be examined by a physician. If pregnancy is confirmed, the following is required:

1. A signed statement, on official letterhead, from a physician and/or nurse practitioner stating that it is safe for the student to perform the work required in a clinical facility without restriction. This signed statement must be presented to the clinical instructor and will be placed in the student's file.
2. A signed statement from the physician will be presented to the clinical instructor every two months or more frequently if determined necessary by the instructor and/or Program Coordinator. The statement will verify the student's health status and continued ability to perform the clinical assignments without restriction.
3. The student must submit a release to return to unrestricted activity from the physician before returning to the Program after pregnancy/childbirth.

C. **Injuries in the Clinical Area**

1. Notify your instructor as soon as possible. All injuries must be reported. The instructor will help you with the required documentation.
2. Neither the clinical facilities nor the College are responsible for providing treatment related to student injuries occurring as a result of this training program.

Students who have sustained an injury, whether during course activities or in the course of personal activities may be required to submit proof of fitness to be in the clinical area.

NOTE: It is the student's responsibility to retain copies of all documentation submitted. The Health Sciences/Nursing Programs Office will NOT make copies of any documents submitted and will NOT provide in any other way copies of records or any other information submitted and/or required for Program entrance or progression.

## HEALTHCARE WORKER MANDATES

### A. Plan for Control of Exposure to Bloodborne Pathogens:

The Occupational Safety and Health Administration (OSHA) of the Department of Labor has issued rules regarding occupational exposure to bloodborne pathogens. These have been implemented since June 6, 1992, under the title of "Universal Precaution" and Standard Precautions [airborne] are required.

Students are not specifically addressed in these new, mandatory standards. However, since nurses are at risk employees, students in the Nurse Assistant Training Program would have the same designation. The hospitals require that students receive the same training and protection as the nurses employed.

Therefore, the NATP Program will observe the following plan for control of exposure to bloodborne pathogens:

1. Student education: All students upon entrance to their first clinical nursing course will receive information on this subject before any assignment at a clinical facility. Documentation will be maintained to reflect that the student has received this training. Students receive additional training on-site at the clinical facilities per the clinical facilities' practices for orientation.
2. Hepatitis B. Vaccine: The student will be required to receive Hepatitis B vaccine or sign a statement declining it.
2. Tuberculosis Prevention: Students will receive instructions on the prevention of Tuberculosis transmission.
4. Hospital Drug and Hazard Awareness: Student will be instructed in this area during clinical facility orientation.
5. Contaminated Work Clothes: It is strongly recommended that potentially contaminated work clothes are changed before leaving the hospital. OSHA standards mandate changing grossly contaminated work clothes immediately. Should a student's work clothes become grossly contaminated, before leaving the work area they must put on a cover gown and/or change to a clean uniform provided by the clinic and bag the contaminated uniform for transport home. The student must return the borrowed cover gown or uniform on the next clinical day or on the very next day if the uniform is borrowed on the last semester day of clinical in that facility. Failure to return uniform items borrowed from a facility may result in being banned from that clinical facility which could result in the inability to meet NATP requirements and course failure.

### B. Education Regarding Patient Privacy/Confidentiality (HIPAA)

Students will receive instruction at the time of entry into the program, as part of regular coursework in the NATP, and from the clinical facilities regarding patient privacy/confidentiality law and practices. Documentation will be maintained in the Health Sciences office reflecting that student have received this education and information.

**DISMISSAL FROM THE NURSE ASSISTANT TRAINING PROGRAM**

- A. A student will be dismissed from the Program for any of the following:
  - 1. A pattern or incident of unsafe clinical performance which significantly endangers the patient's physical or mental health and/or disrupts the nursing care at the clinical facility.
  - 2. Failure to adhere to the clinical facility's requirements/policy/procedure for affiliating students (e.g., failing background check and/or drug screen).
  - 3. Absence or tardiness from theory or clinical (the Program consists of 60 hours of theory and 100 hours of clinical). Any missed theory or clinical must be made up as described in the attendance policy.
- B. If dismissal occurs before 75% of the course is taken, the student transcript may show a W. After 75% an "F" will appear on the transcript.
- D. All incidents must be documented in writing on a Faculty/Student Meeting Record form and signed by both instructor and student.

**SURVEY**

Students should expect to complete a course evaluation survey at the end of the Nurse Assistant Training Program. Student may receive a survey regarding employment within six months of completion of the Nurse Assistant Training Program.

**DEPARTMENT OF HEALTH SERVICES ADDENDUM**

*Upon request from the applicants, LTC facilities must reimburse exam costs within one year of passing the exam and after at least four months of continuous employment if the applicant paid for the cost of their exam. The CNA must show the employer the original receipt of the payment for the exam to be reimbursed. (CDPH Nurse Assistants Certification Facts, September 2006 <http://www.cdpb.ca.gov/certlic/occupations/Documents/CertificationFacts.pdf>.)*

**GRIEVANCES: FORMAL – COLLEGE LEVEL**

Formal grievances are heard only at the college level.

If a student has a reason to believe that he/she has been unfairly treated, and wishes to bring charges against a member of the academic community, the following procedures are followed with respect to the faculty and/or administrators.

**I. Cause:**

Within fifteen (15) school days from the time of the alleged grievance, any student who has reason to believe that he/she has been unfairly treated may initiate grievance procedures against the staff member in question.

**II. Procedures:**

A. The student shall first discuss the matter with the staff member in question. If, however, the student cannot discuss the matter with the staff member, or if the student is not satisfied with the discussion, he/she may then;

B. Within five (5) school days after consulting or attempting to consult with the staff member, bring the matter to the attention of the Vice President for Academic Affairs. After discussing the matter with the Vice President for Academic Affairs or their designee, if the student wishes to make a formal complaint it must be in writing. The Vice President for Academic Affairs or their designee will notify the staff member and conduct an investigation. At this point the name of the student may be kept confidential. The Vice President for Academic Affairs may request a meeting with the student and the staff member if it is believed that the matter can be resolved. At this meeting the student and the staff member are entitled to representation. The Vice President for Academic Affairs or designee shall communicate a decision to the student and staff member within forty (40) school days of the written complaint. If, however, the student is not satisfied, he/she may then;

C. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Board of Trustees for review of the matter and, at the Board's discretion, a hearing on the matter.

**STUDENT CODE OF ACADEMIC INTEGRITY**

Copper Mountain Community College District officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish. Student academic dishonesty is a serious offense at Copper Mountain College because it undermines the bonds of trust and honesty between members of the college community and defrauds those students who eventually depend upon our knowledge and integrity. Student academic dishonesty consists of the following:

1. Cheating. Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication. Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty. Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.
4. Plagiarism. Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise. Plagiarism, from the Latin *plagiarius* (kidnapper), refers to the "unacknowledged" use of another person's words, ideas, or information. Rewriting, paraphrasing, summarizing, putting a passage into one's own words without recognizing the original source are still plagiarism: credit must be given to the author or creator. Plagiarism can carry serious consequences, resulting in course failure and/or expulsion.

Please refer to the "Student Rights and Responsibilities" section of the Copper Mountain College Catalog. The following are examples of plagiarism:

- A. Copying and pasting text from CD ROMS.
- B. Copying and pasting text from web sites.
- C. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers.
- D. Modifying or scanning any text.
- E. Replacing words in the text using a thesaurus.
- F. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgment.
- G. Using photographs, images, video, or audio without permission or acknowledgment.
- H. Using another student's work and claiming it as your own (even with permission).
- I. Translating texts from a foreign language does not constitute original work and falls under the guidelines for quotations, summaries, and paraphrasing.

## **COPYRIGHT INFRINGEMENT FOR FILE SHARING**

When you download music and movie files from the internet, unless you know for sure that the file isn't copyrighted, or receive permission from the copyright holder, you are taking a big chance, and can safely assume you are committing copyright infringement. Downloading or distributing copyrighted material without the express permission of the copyright owner is copyright infringement, and is against the law. Unless you receive actual express permission from the copyright owner, assume you do not have permission to download or share the file. If you illegally download or share copyrighted material such as music or movie files, you could face legal action from the owner of the copyright for the work, which could mean many thousands of dollars in fines, as well as college disciplinary action for stealing or attempting to steal private property

## **STUDENT DISCIPLINE**

When a student enters CMC, it is taken for granted by the college authorities that an earnest purpose exists and that the student's conduct will demonstrate that assumption. If, however, the student's conduct is not appropriate, and the student should be guilty of one or more of the violations listed in the Standards of Conduct policy, then appropriate disciplinary action will be taken as listed in the policy.

The purpose of this policy is to provide a prompt and equitable means to address violations of the CMC Standards of Student Conduct which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protection. This procedure will be used in a fair and equitable manner, and not for the purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This policy is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and it will not be used to punish expression that is protected.

## **DEFINITIONS OF TYPES OF DISCIPLINE**

### **1. Removal From Class**

Exclusion of the student by an instructor for the day of the removal and the next class meeting. Any instructor may order a student removed from his or her class for the day and the next class meeting. The instructor shall immediately report the removal to the Executive Vice President for Academic and Student Affairs and the Superintendent/President. The Executive Vice President for Academic and Student Affairs shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the VP or VP's designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the VP or the VP's designee from recommending further discipline in accordance with board policy and based on the facts that led to the removal. (ECS 76032)

**2. Immediate Interim Suspension**

Exclusion of the student by the Executive Vice President for Academic and Student Affairs for good cause from one (1) or more classes for a period of up to ten (10) consecutive days of instruction. The Executive Vice President for Academic and Student Affairs may order immediate suspension of a student when it is concluded that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits listed in the board policy shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. (ECS 66017)

**3. Long-term Suspension**

Exclusion of the student by the Executive Vice President for Academic and Student Affairs for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

**4. Expulsion**

Exclusion of the student by the Board of Trustees from the college for one or more terms.

**5. Withdrawal of Consent to Remain on Campus**

Withdrawal of consent by the Executive Vice President for Academic and Student Affairs for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Superintendent/President has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**6. Written or Verbal Reprimand**

A written or verbal reprimand is an admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

**STANDARDS OF STUDENT CONDUCT**

The Standards of Student Conduct and disciplinary action for violation of the rules were established by the Board of Trustees of CMC. A student enrolling in the College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

CMC officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic integrity is to enhance the quality of intellectual life on campus. By encouraging critical thinking and actively engaging students in dialogue and discussion, faculty and staff members will create a climate in which academic dishonesty is unlikely to flourish.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. Student conduct in the CMC must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary are to be administered by appropriate college authorities against students who stand in violation.

(See CMC Board Policies 4220 and 5500)



**COPPER MOUNTAIN COLLEGE  
NURSE ASSISTANT TRAINING PROGRAM**

**ACKNOWLEDGEMENT**

By signing this document, I acknowledge that I have received a copy of the Copper Mountain College Nurse Assistant Training Program Policies and Procedure Manual Part II Student Responsibilities (2019-2020) and that I understand and agree to follow and abide by all of the policies, procedures and information contained therein.

Date: \_\_\_\_\_

Please PRINT your name \_\_\_\_\_

Please SIGN your name \_\_\_\_\_



**COPPER MOUNTAIN COLLEGE  
NURSE ASSISTANT TRAINING PROGRAM**

**CLINICAL FACILITY HAZARD AWARENESS FORM**

The following items represent the Nurse Assistant Training Program student's responsibility/awareness when in the clinical areas.

The Nurse Assistant Training Program student is aware that:

- A. Each clinical facility has a hazard policy according to Title 8 California Code of Regulation, Section 5194, and Federal Regulations 29, Part 1910.1200, requirements.
- B. Note: Mercury (used in certain equipment – BP, Cantor Tube) is toxic and absorbed via the skin. Never handle mercury without gloves.
- C. All clinical facility spills of body fluids should be managed according to facility policy. Check with the RN on the Unit for direction. Bleach (e.g. Clorox) is a universal cleanser.

Student signature verifies:

1. Receipt of this notice.
2. Commitment to read, know and comply with these directions.
3. Agreement to ask questions when in doubt.
4. Student has been informed (see page 16 of this handbook) and understands the clinical facility hazards.

Date: \_\_\_\_\_

Please PRINT your name \_\_\_\_\_

Please SIGN your name \_\_\_\_\_

**Copper Mountain College**  
**Health Science/ NATP**  
**Student/Faculty Meeting Record**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Name:** \_\_\_\_\_

**Nature of Meeting:**  Student Request  Theory Performance  Clinical Performance

**Other (describe):** \_\_\_\_\_

**Purpose of Meeting:** \_\_\_\_\_

**Student**  **is**  **is not** **At Risk for Failing related to:** \_\_\_\_\_

**Discussion:** \_\_\_\_\_

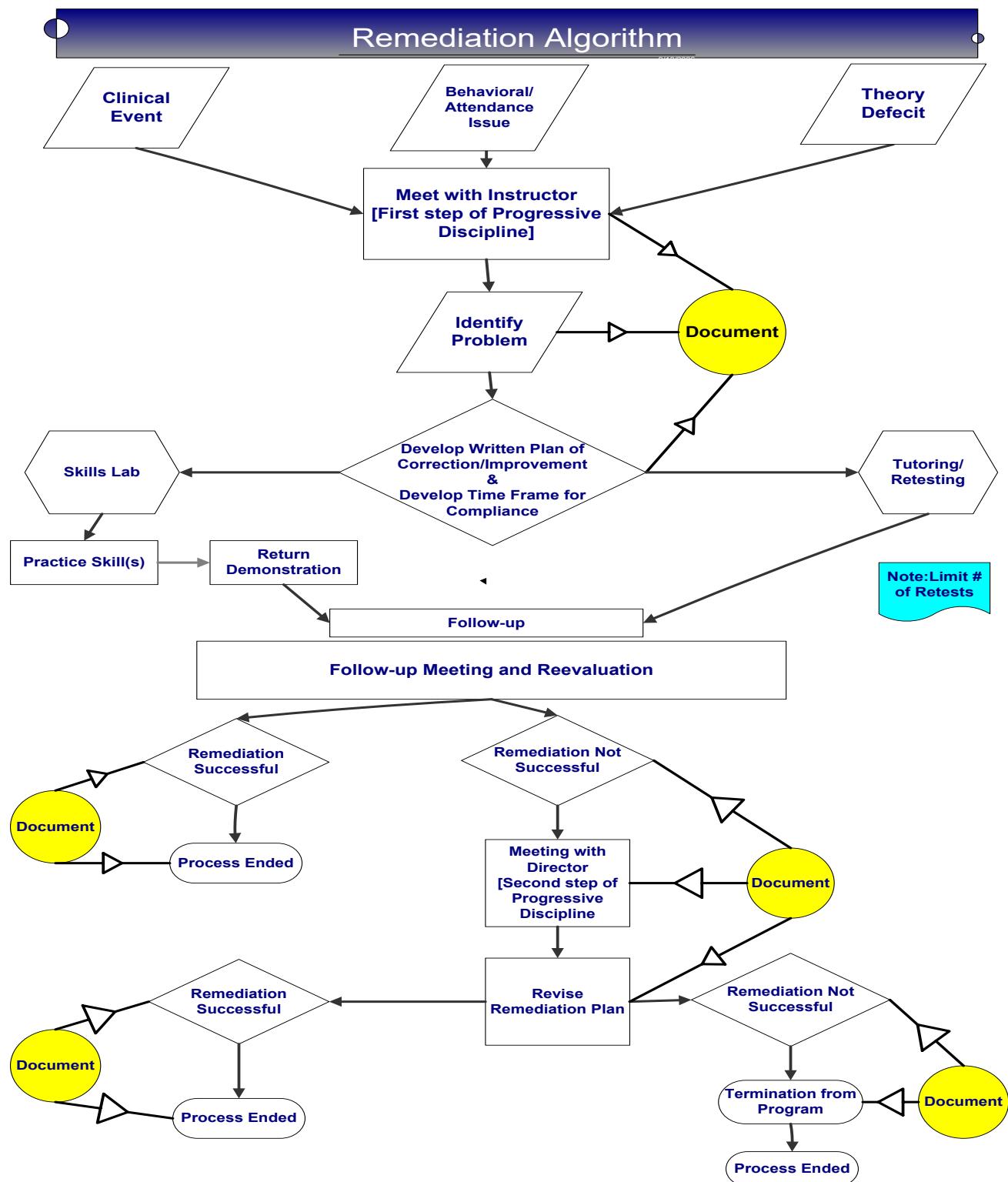
**Conclusion(s):** \_\_\_\_\_

**Plan:** \_\_\_\_\_

<b>Student is referred to:</b> <input type="checkbox"/> CMC Counselor <input type="checkbox"/> Student Success Center for: _____ <input type="checkbox"/> Student Services tutor for: _____ <input type="checkbox"/> CMC Financial Aid Office  <b>Other:</b> _____	<b>Student is recommended to:</b> <input type="checkbox"/> Reduce work hours / stop working <input type="checkbox"/> Join a study group  <b>Other:</b> _____
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**Next Meeting:** \_\_\_\_\_  
**I, the student, am committed to the above plan for my success.**  
**Student Signature:** \_\_\_\_\_

**I, the faculty, am committed to the above plan for the student's success.**  
**Faculty Signature:** \_\_\_\_\_



<b>Document Revision History</b>			
Publish Date	Pages	Changes	Notes
8/4/25	Multiple	Updated HIPAA, Uniform, and Substance abuse policies.	Updates made to align with recent faculty-approved changes to the RN handbook.
1/26/26			