



UA-Pulaski Technical College
Certified Nursing Assistant
Student Handbook
2026-2027

Table of Contents

Certified Nursing Assistant Program Vision and Mission.....	3
Criminal Background Check.....	4
Academic Due Process	4
College Policies and Procedures.....	4
Contact Information	4
Social Networking.....	4
Social Networking Policy	4
Communication	5
Clinical Conduct Standards.....	6
Clinical Conduct and Behavior Standards:.....	6
Clinical Requirements and Behavior Expectations	6
Unprofessional and/or inappropriate conduct in clinical may include but is not limited to the following.....	6
Clinical Grading.....	8
Clinical Grading:.....	8
Attendance	8
Personal Appearance & Dress:	9
Environmental Control/Safety	9
Break and Lunches:	10
Dress Code.....	10
Dress Code:	10
Clinical Dress Code:	10
Student Health Requirements	11
Health requirements are as follows	11
Special considerations:	12
Certified Nursing Assistant Student Handbook 2023-2024 Agreement (Initial each line).....	13

Certified Nursing Assistant Program Vision and Mission

The UAPTC CNA Program embraces the mission and vision of the College. The faculty embraces the mission of the College by providing quality instruction in clinical, classroom, skills lab, and online settings; and providing students with knowledge needed to contribute to the profession and health care needs of the community.

Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination. **Acceptance is contingent on meeting the standards listed below. *This policy statement supersedes the UA-PTC International student policy. Language programs and English courses do not meet this requirement.**

Certified Nursing Assistant (CNA) Admissions Criteria

To be considered for admission into this program, you must meet the following criteria:

- Be a current student at UA-PTC
- Be at least 18 years of age
- Submit a high school transcript or GED certificate with graduation/completion date
- Submit ACT/COMPASS/Accuplacer scores
- Submit immunization records providing proof of 2 MMR vaccinations
- Submit transcripts from all institutions of higher learning that you have attended
- Must have successfully completed or currently be enrolled in all developmental courses.

Program Learning Outcomes

At the conclusion of the certified nursing assistant program, the student is prepared to:

1. Perform uncomplicated nursing procedures and assist licensed practical nurses or registered nurses in direct patient care.
2. Form a relationship, communicate and interact competently on a one-on-one basis with residents as part of the team implementing patient care.
3. Demonstrate sensitivity to residents' emotional, social, and mental health needs through skillful, directed interactions.
4. Assist residents in attaining and maintaining functional independence.
5. Exhibit behavior in support and promotion of residents' rights.
6. Demonstrate observational and documentation skills in support of assessment of residents' health, physical condition, and well-being.

Criminal Background Check

The Office of Long-Term Care requires a criminal background check for all graduates applying for certification. Graduating from a CNA program does not assure approval to take the certification examination.

Academic Due Process

UA-Pulaski Technical College Academic Appeals process can be found in the Academic Catalog located on the UA-Pulaski Technical College website.

College Policies and Procedures

Students are responsible to review the online UA-Pulaski Technical College Academic Catalog for information on current College wide policies and procedures.

Contact Information

Students may reach the UA-Pulaski Technical College Certified Nursing Assistant Program by calling (501) 812-2785 or (501) 812-2211. Voicemail is activated 24 hours per day. Please leave a clear and complete voice message, including contact information.

Social Networking

Social Networking Policy

The purpose of this policy is to ensure the prevention of UA-Pulaski Technical College Certified Nursing Assistant Program's identity, integrity, and overall reputation while minimizing risks from online communication and collaboration.

- This policy applies to UA-Pulaski Technical College Certified Nursing Assistant program for any written electronic communication published online regarding UA-Pulaski Technical College Medication Assistant Program-related matters and information, whether public or private.
- Confidentiality of students, faculty, staff, and patients is to be maintained at all times. Patient information or clinical situations should never be discussed on social networking sites.
- The use/posting of unauthorized (where written permission has not been obtained from involved parties) pictures, logos, videos, or UA-Pulaski Technical College Certified Nursing Assistant Program, materials is strictly prohibited.
- Social networking, texting, sending/ receiving email, or using any other electronic device should be done during times that are allowable by the instructor.
- Students who are online social networking and identify him/herself as associated with UA-Pulaski Technical College Certified Nursing Assistant Program must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of UA-Pulaski Technical College Certified Nursing Assistant Program.
- On Campus computing resources and network capacity may not be used for illegal purposes.
- The following examples of illegal purposes:
 - Intentional harassment of other users
 - Intentional destruction of or damage to equipment, software, or data belonging to UA-Pulaski Technical College Certified Nursing Assistant Program
 - Intentional disruption or unauthorized monitoring of electronic communications
 - Unauthorized copying of copyrighted material

Before posting anything on a social media site to ask yourself the following questions:

- Is the information I am about to share patient information that is protected by HIPAA laws?
- If I were the patient, would I want this information shared about me?

Communication

UA-Pulaski Technical College student email accounts are an official means of communicating college-related information. Course and/or program specific information may also be sent to Blackboard email accounts. Students and faculty are responsible for regularly reading messages to both email accounts. (We suggest that you check your email each morning and each evening at a minimum.)

It is the student's responsibility to maintain current contact information within the program office. This information includes: address, telephone number, and emergency contact.

Students are required to adhere to the UA-Pulaski Technical College code of student conduct in addition to the Clinical Conduct and Behavior standards.

Clinical Conduct Standards

Clinical Conduct and Behavior Standards:

The student is accountable to follow the rules and regulations of UA-Pulaski Technical College, the Certified Nursing Assistant Program, and all clinical affiliates.

A faculty member has the right to temporarily suspend a student from clinical whenever the student is disruptive and/or creating a situation that is not conducive to the health and welfare of patients or the essential function of the healthcare facility. The faculty member is responsible for contacting the Program Director to discuss the situation prior to suspending the student.

Clinical Requirements and Behavior Expectations:

- Students will be American Heart Association CPR certified before beginning clinical rotations. CPR is offered within the nursing programs.
- CDC infection prevention precautions (universal Precautions) will be followed by the student at all times.
- Smoking regulations and policies will be followed at each clinical facility.
- Gum chewing, tobacco chewing, or chewing any substance in the clinical area is prohibited.
- **SLEEPING** is not allowed at any time.
- Park only in designated areas at the clinical facility.
- Emergencies requiring missed clinical time are handled on a case by case basis.
- Adhere to time allotted for lunch breaks.
- The student will report off to the faculty **AND** appropriate clinical personnel (Nurse) when leaving for breaks or at the end of the clinical day.
- If an emergency arises the morning of clinical, the instructor will be notified at least **30 minutes** before the shift begins.

Unprofessional and/or inappropriate conduct in clinical may include but is not limited to the following:

- Not following verbal or written directions from the clinical instructor.

- Not following instructions from physicians or the licensed nurse related to patient care in the clinical area.
- Being disrespectful to or argumentative with peers, instructor(s), patients, families, clinical facility staff, or medical staff.
- Not being honest (lying) to the clinical instructor, clinical facility staff, or medical staff.
- Being out of uniform.
- Making procedure errors.
- Neglecting a patient or leaving a patient unattended without correct safety measures in place.
- Providing unsafe care or leaving a patient in an unsafe environment. This would include leaving the side rails down or turning your back on a patient who is elderly, confused, disoriented, or has received narcotic medications.
- Having cell phones and other unauthorized electronic equipment in the clinical area. Cell phones should only be used in “off stage” areas.
- Performing tasks in the clinical patient care area as a student without a clinical instructor or the staff nurse present.
- Not following universal infection control precautions.
- Not following patient confidentiality policies.
- Drug and/or alcohol related behaviors.
- The smell of drugs, alcohol, or cigarette smoke on or in the proximity of the student. Students may be chosen to be randomly drug tested while a student at UA-PTC.
- Clinical no call/no show.
- Behaviors, interaction, or provisions of patient care that place the program or clinical facility at risk of liability or disruption of the clinical agreement between school and institution.
- Leaving the clinical area without prior notification of the clinical instructor and/or staff nurse.

The list above is not all inclusive. The faculty retains the right to determine what constitutes unprofessional and inappropriate conduct in the clinical setting.

Unprofessional behavior will be reflected on the clinical grading rubric for that week.

Students may receive a clinical grade of (F) when the clinical affiliate deems the student unsafe or asks that the student be dismissed from and not return to their facility. Students do not have the option to be moved to a different facility once a clinical affiliate dismisses them from their facility.

The Certified Nursing Assistant Program reserves the right to suspend a student from the program for any clinical performance or behavior (s) deemed unsafe, as characterized by

dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, patient, patient's family, health team, or facility in jeopardy.

Clinical Grading

Clinical Grading:

Students who place themselves, other students, residents, patients, patient's family members, staff, or faculty in an unsafe situation may receive a failing grade (F).

The program instructors have expectations that students must abide by during their clinical rotations. These expectations will enhance individual learning experiences and promote the development of sound skills, positive interaction among patients, health care providers, and families. Each clinical instructor will provide the students with their specific clinical expectations at the beginning of the course.

Attendance:

- Please refer to the syllabus for specific policies regarding each course. A clinical absence, No call/No show, and loss of points will be recorded based on the clinical syllabus and the clinical grading rubric for each specific term.
- Certified Nursing Assistant students are required to meet a minimum number of didactic, skills lab, and clinical hours in order to complete the program successfully. Successful completion of this program requires a minimum of 96 hours of curriculum and skills training. These 96 hours includes 15 hours of Barbara Boyles Alzheimer's and Dementia Training and 16 hours of clinical training at an approved nursing home/long-term care facility. Students who do not meet this requirement will be required to retake the corresponding Certified Nursing Assistant course that is deficient.
- Arrive on time and be ready for the day's assignment. Make sure you leave home in plenty of time to arrive at your destination safely and on time.
- In the event of an emergency, you must call the appropriate clinical instructor at least 30 minutes prior to the beginning of your shift.
- Do not assume that an instructor has received your message if you leave a voice mail. Please communicate with your instructor as instructed in their clinical expectations.
- Students are expected to remain on duty the entire shift.
- You must arrive at your clinical pre-conference and post-conference on time. If you find you cannot arrive on time, you must contact your instructor and inform them that you will be late.
- **At no time** will a student be allowed to remain on a clinical site after the clinical day has ended and the instructor has left. Early departures count as a tardy.
- Students may not use the unit phone for personal calls.

- After completion of patient/unit assignment, students will make themselves available to unit staff.

Personal Appearance & Dress:

- Students are expected to adhere to body cleanliness standards, with no offensive odors (Including perfumes and/or after shave lotions, etc.).
- The uniform will be complete, neat, clean, and pressed. Students who are cold natured are authorized to wear a plain long sleeve white t-shirt under the uniform top. Black or White are the only authorized colors. Any other color will be documented as being out of uniform.
- Shoes will be clean and white, with clean, white shoestrings. Shoes without a back must have a strap in place across the heel. Very, worn, scuffed and dirty white shoes will be replaced. White socks or white hose must be worn.
- Nails are to be kept clean and short. No artificial nails, tips, or appliques are permitted. No nail polishes, including clear polish.
- Beards/mustaches must be well kept. Facial hair should not exceed 2 inches.
- Make-up must be of natural tone.
- Hair will be clean, neat, pulled back, and up off the collar. No strands of hair may hang down in the face. Hair must be of natural tone.
- Hair bands, clips, wraps, and “scrunches” must be black or white. No patterns allowed. No extremely large hairstyles will be worn. Your hair must be able to fit under a surgical cap. Remember your appearance is to be professional.
- Appropriate jewelry only may be worn.
 - 1 plain wedding band. Stones that stand above the band could cause damage to the patient’s skin.
 - 1 watch (Analog no smart watches)
 - 1 small pair stud earrings to be worn in the ear lobes only (one in each ear).
 - No facial jewelry, tongue rings, tongue studs, or ear cuffs are allowed.
- Students who present to clinical in other than approved uniforms will be sent home for the remainder of the clinical day if the infraction cannot be corrected on site. The student will accrue an absence or early departure on their attendance record. Early departures and late arrivals count as a tardy.

Environmental Control/Safety:

- The student will keep the unit clean and uncluttered. The bed will be in a low position with side rails up per institutional policy. Personal items and call light will be within reach of the patient.
- The student will follow standard precautions in providing patient care, including handwashing before, after and between patient contacts.

- The student will follow CDC universal precautions for infection control and COVID-19.
- The student will use hospital equipment safely, as it is intended, and will properly dispose of sharps.

Break and Lunches:

- Students will be given one (1) 30-minute lunch period taken at the appropriate time.
- Students may not leave the clinical site for break or lunch. Students should bring their own lunch and/or have it delivered to the facility.

Each instructor may have their own guidelines for their particular clinical situation. Students are to abide by them. Students are expected to follow directions given by their clinical instructor. Any questions or concerns will be directed to the clinical instructor first, then to the Program Director. Students must follow the chain of command. Every effort will be made to resolve issues at the lowest level possible.

Dress Code

The Certified Nursing Assistant Program at UA-Pulaski Technical College is professional training program. It is the intent of the program to instill professional attributes and attitudes in each student consistent with the requirements and expectations of employers and the community we serve. Student dress codes are components of this intent.

Clinical Dress Code:

Uniforms worn in clinical area are purchased from the UAPTC Bookstore. The bookstore has the appropriate style and color order numbers available for students.

Students will wear only designated scrubs and white jackets (jackets are optional). Pant hems may not drag on the floor. Long sleeve or short sleeve white t-shirts may be worn under the scrub top.

UA-Pulaski Technical College name badges are a required part of the uniform and must be worn at all times.

Shoes will be all white. Nursing shoes or an all-white tennis shoe may be worn. Open-toed shoes are not allowed. Crocs or other rubber shoes may not be worn. If open-backed nursing shoes are chosen, the shoe must have a strap on the back. Shoes and shoe strings will be clean at all times. Solid white socks or pantyhose that cover the ankles must be worn with shoes.

Tattoos are often not appropriate for the healthcare and professional work environment. The nursing faculty and the clinical affiliates have the right and authority to require the student to cover the tattoos (s) with a white long sleeve crew neck shirt, turtle neck or waterproof makeup.

Nursing faculty has the right and authority to request that students cover up visible tattoos and remove piercings.

Be mindful of perfumes, colognes, after shaves, or perfumed soaps worn in the clinical area. For many patients and families, these items may be irritating.

Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

Student Health Requirements

Students entering the UA-Pulaski Technical College Certified Nursing Assistant Program will be in a good physical and/or emotional/mental health and will meet health requirements that enable them to provide safe and effective nursing care without placing the client or themselves in danger. Students are taught principles of infection control and risk control recommendations within the program curriculum.

Health requirements are as follows:

- Current Tuberculin (PPD) skin test or QuantiFERON-TB blood test. Within 12 months of beginning clinical rotations.
- Hepatitis B series to begin before clinical (s).
- Influenza immunizations required seasonally as recommended by the Arkansas Health Department.
- CPR, Tetanus, MMRs, and other required immunizations must be updated continuously to be eligible to attend clinical. If immunizations are expired, the student will not be eligible to attend clinical and will receive a zero (0) for the week.
- Visual ability enabling the student to read fine print and see fine lines on medical equipment and supplies, aided or unaided.
- Hearing ability enabling the student to communicate effectively with clients and families speaking in a normal voice at short distances, aided or unaided.
- Verbal ability enabling the student to communicate effectively and safely with faculty, staff, clients, and families.
- The student will be free of communicable/infectious disease while in the clinical area.
- The student will be able to transfer an average-sized adult client without difficulty, with or without the assistance of other personnel in the clinical area.

- The student will be free of illegal or nonprescription drugs at all times.
- The student will have mental abilities enabling them to follow detailed directions with or without written instruction.
- The student will be free of mental and/or emotional illness impeding their abilities to deal with stressful and/or crisis situations within the theory or clinical portion of the program.

Special considerations:

The student is financially responsible for the cost of the program health requirements, screenings, and immunizations.

Students who do not receive and provide documentation of their seasonal influenza vaccination in the time allotted by the Program Director will not be able to continue in the clinical component of the program.

Students on prescription medication classified as barbiturates, amphetamines, hypnotics, narcotics, and/or sedatives will provide proof of valid prescription as well as any other drug classification types outside of the above listed classifications when requested by the faculty and/or staff.

Students who become ill or injured while in the program, whether due to physical, emotional, or mental issues may be asked to seek medical care and obtain written physician's verification of their ability to return to the program. Students who experience emergency situations must discuss program completion options with the Program Director. Decisions about each situation will be determined on a case by case basis.

Falsification of any medical information necessary will result in student dismissal from the program. Students should maintain a copy of all medical information for themselves as well as provide a copy to the program.

Certified Nursing Assistant Program Re-entry Policy

Students who are unsuccessful in the certified nursing assistant program must reapply for entry to restart the program from the beginning.

Students will be allowed to re-enter the certified nursing assistant program one time. After the second attempt in the program, the student will not be considered for acceptance into the program.

Certified Nursing Assistant Student Handbook 2024-2025 Agreement (Initial each line)

_____ I do hereby agree to abide by the rules, regulations, policies and procedures of UA-Pulaski Technical College and the Certified Nursing Assistant Program.

_____ I do hereby agree to abide by the rules, regulations, policies and procedures of affiliating hospitals and other health care facilities where I receive clinical experience.

_____ I agree to submit to the UA-Pulaski Technical College Administrative Rule for “Student Drug Testing” random screening. I also agree to submit to drug screening at any time while enrolled in the program when requested by the faculty and/or the clinical facility.

_____ I understand and agree the drug screen may be collected immediately upon request or within a specified time frame. I understand that positive results **will** lead to dismissal from the Certified Nursing Assistant Program at the UA- Pulaski Technical College.

_____ Authorization is hereby given to UA-Pulaski Technical College and the Certified Nursing Assistant Program to release information from my records to prospective employers, licensing agencies, or other educational institutions.

_____ I understand that failure of a course (Less than a C) within the program will lead to being administratively withdrawn from the program.

_____ I understand that I am responsible for my grade and progress within the program. I understand that I must achieve a grade of a C or greater to be considered successful in the Certified Nursing Assistant Program.

_____ I know and understand that I am responsible to complete all assignments in the allotted timeframe, I understand that skipping or not completing assignments can lead to progressive disciplinary action up to and including course failure or administrative withdrawal from the Certified Nursing Assistant program of study,

_____ I understand that I am responsible to have all textbooks purchased before the course(s) begin. I understand that I will be unlikely to pass courses without the required text.

_____ I understand that this program of study is time consuming and that my success is related to the amount of time I read, study, and prepare for class and exams.

_____ I understand that if any UA-Pulaski Technical College clinical affiliate refuses to allow my attendance for any reason that I will be administratively withdrawn from the program. Students do not have the option to be moved to another clinical site once a site has deemed them ineligible to return.

Students Name

(Print)_____ (Signature)_____ Date_____

Student ID#_____