



## **SAN DIEGO MEDICAL COLLEGE**

### **CNA/HHP POLICIES AND PROCEDURES**

\* \_\_\_\_\_ DUE TO COVID-19, POLICY CHANGES COULD BE MADE WITHOUT NOTICE

\* \_\_\_\_\_ All students must follow the laws, policies and procedures set by school, hospital, and/or government. They must prove to be honorable and trustworthy individuals and must show a genuine interest in the medical/health care field. Any student, who breaks the law and acts unethically, will be terminated from the program and may lose the right to continue as a student at San Diego Medical College.

\* \_\_\_\_\_ An orientation for the school and clinical site will be held on the first day, with emphasis on code of conduct, fire and personal safety including program expectation and student responsibilities. It is mandatory for students to attend the orientation to continue with the program.

\* \_\_\_\_\_ San Diego Medical College coordinators, staff and instructors will give lectures on the theory and clinical supervision. Clinical training will only be provided between 06:00 AM and 08:00 PM, no exceptions. The school holds the right to change or add more policies to this document if necessary, in the future without prior notice. If the school makes any revisions to any pages of the policy manual, the school will submit the "Revised" policy manual in its entirety to the California Department of Public Health.

\* \_\_\_\_\_ RN Program Director, School Coordinator and/Theory or Clinical Instructor will monitor and review student records and make sure all requirements for completion of the program are met prior to signing off on the final certification. The RN Program Director will follow the guidelines by CDPH strictly and will seek supervision from CDPH. RN Program Director will also monitor the school program progression ONCE A WEEK EVERY 22 DAY PROGRAM by observing the class at San Diego Medical college at 821 Kuhn Drive #103 Chula Vista CA 91914 or once at the approved clinical site. The RN Program Director will also counsel students, visit clinical sites, and review clinical records once a week during the 22-day time period from the beginning of the Nursing Assistant Training. The RN Program Director must ensure all state and federal rules and regulations are met, especially the ones listed in Title 22.

\* \_\_\_\_\_ The students will submit initial student applications and live scan fingerprinting, CDPH 283B form copies to the School Admission or to School Coordinator.

\* \_\_\_\_\_ Admission will mail CDPH (Registry-ATCS) upon enrollment. School Admission is responsible for mailing out all the completed files to CDPH. The School Coordinator will re-check all the documentation for proper filing.

\* \_\_\_\_\_ The training program shall not make ANY FALSE or MISLEADING claims and Advertisements regarding training provided. The School Coordinator will be responsible to ensure that the Marketing Coordinator and other staff do not make misleading claims.

**Policy on electronic use:**

\* \_\_\_\_\_ Students can have a laptop or computer in the class to take notes or review materials given to them by instructors. During no time are they allowed to use the computers to surf the Internet, chat or email in class. Class instructors will have the power to amend this policy at any time. If the instructor decides to have no electronics in class, students must follow the instructor’s rule. Cell phone use is prohibited in the classroom and at clinical sites during the sessions.

\* \_\_\_\_\_ Admission requirements must be followed accordingly and supervised and implemented by the School Coordinator.

\* \_\_\_\_\_ Health examination requirement and live scan/criminal background screening and other related admission documentation requirements must be completed before the program starts. Physical Examination, Medical history (including TB and/or chest x-ray (within 60 Days prior to attending clinical). The students will choose their preferable primary care provider for their examination. A purified protein derivative, intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is optioned, a chest x-ray shall be taken, unless medically contraindicated.

\* \_\_\_\_\_ TB CLEARANCE OF PHYSICAL MUST BE CLEARED AND SIGNED BY A PHYSICIAN OR NURSE PRACTITIONER stating “the student does not have a health condition that creates a hazard to self or others” must be returned to the School Admission before enrollment of our Nurse Assistant Program.

\* \_\_\_\_\_ **Flu shots are a requirement during flu season. COVID-19 TEST WITH NEGATIVE RESULTS is also required by the school and clinical site facilities. COVID TEST WITH NEGATIVE RESULTS WILL BE REQUIRED ON THE FIRST DAY OF CLASS AND AN ADDITIONAL COVID TEST WITH NEGATIVE**

**RESULTS WILL BE REQUIRED ON THE FIRST DAY AT CLINICAL SITE.**

**Campus Schedule**

\* \_\_\_\_\_ The campus is open Monday to Saturday and occasional Sunday. Appointments may be scheduled on Saturday on an individual basis. During the week, we are encouraged to call and make appointments before coming to school. Hours subject to change without prior notification. Revised (09/17/2020)

**Administrative Office Hours**

Monday – Saturday 7:30 AM – 8:30 PM

Sunday-Individual basis or by Appointment(Hours subject to change without prior notification)

**Admission Policy**

\* \_\_\_\_\_ Students are accepted only if we believe they will benefit from the training program they have selected. Many factors such as prospective student’s desire, motivation, and ability will be considered before an applicant will be accepted as a student. Eligible students are accepted without regard to gender, national origin, age, sexual orientation, or religion. Students will be having interviews with our school counselors. Applicants under legal age must have written approval from a parent or legal guardian. All applicants must be interviewed prior to acceptance at San Diego Medical College/Nursing School of Eastlake.

**\*\*\*\*\*Must Comply with The CDPH guidelines.**

**Must have a valid social security,**

**ID (Driver’s license, military, government ID)**

**Minimum 15 years of age.**

\* \_\_\_\_\_ Medical history (including TB and/or chest x-ray (within 60 days prior to attending clinical)

\* \_\_\_\_\_ Physical examination, Medical history. The students will choose their preferable primary care provider for their examination. The medical and TB results must be done and returned to the School Admission office upon enrollment. A purified protein derivative, intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated.

\* \_\_\_\_\_ INCLUDING TB CLEARANCE OF PHYSICAL MUST BE CLEARED AND SIGNED BY A PHYSICIAN OR NURSE PRACTITIONER "that the student does not have a health condition that creates a hazard to self or others"

FILES THAT MINIMALLY CONTAIN IN THE FILE CABINET at the Admission Office

CDPH 282B - CDPH 276A – CDPH 276C

LIVE SCAN

HEALTH EXAM

STUDENT ATTENDANCE SIGN IN SHEET (theory & clinical)

STUDENT ACKNOWLEDGEMENT FORMS

Other policies and procedures will be updated and given accordingly in 22 days of the

needed basis. The Directors, Administrators, President/RN Director and Instructors will review this in a timely manner every 22 day program period.

### **Attendance Policy for Students**

\* \_\_\_\_\_ Attendance to ALL theory classes and ALL clinical sessions is mandatory. It is considered as absenteeism when a student does not attend a scheduled course session. Each missed class session will constitute two (2) absences and will be recorded in the student's file everyday after class session ends. Late arrival: Arriving late to theory or at the scheduled start of class or returning late from a break.

\* \_\_\_\_\_ Leaving early: Leaving class before the instructor has dismissed everyone. The instructor will complete the daily attendance sign in sheet and will submit the paperwork to the School Coordinator. The School Coordinator or Admission will record the daily sign in sheets. The documentation will be kept in the locked file cabinet which is located in the office of the Admissions.

\* \_\_\_\_\_ Strict absentee policy will be implemented due to the short and the fast pace of this program. Students are NOT allowed to miss any days. All students must be in class 5-10 minutes prior to the beginning of the class.

\* \_\_\_\_\_ Students are allowed to have UP TO 2 DAYS of Absences only in case of a MEDICAL EXCUSE and Death in the family. The student must make up the days of the theory classes with the instructor during the make-up scheduled time (Friday at 5pm or Saturday at 10am) . Make up time subject to change without prior notification.

\* \_\_\_\_\_ DSD Instructor, who is responsible for that training period, may allow the student to continue with the course and to make up the missed days as soon as the time allows only in the case a student has missed classes DUE TO MEDICAL REASON. He/she may have to postpone until the next enrolling group to complete make-up days, if the students have more than 2 days of absences or pay extra charges to complete the days earlier. The make-up sessions are only available during EVERY FRIDAY 5PM or SATURDAY 10AM class. (Make up time subject to change without prior notification)

\* \_\_\_\_\_ There will be a \$50 flat fee to make up each missed day, and hours will need to be made up prior to attending clinicals for Any student who misses a class throughout the course without notice and/or excuse. \*Excused absences constitute death in the immediate family, personal illness, mandated court appearance – all excused absences must be accompanied with documentation immediately upon returning to class. COVID RELATED absences require a COVID Test to be considered excused. If the required documents are not met or absence is not excused, the student will automatically be terminated.

**5/19/2022**

\* \_\_\_\_\_ Program Director or DSD instructor will report any missing student to sSchool Coordinator/School Admission at the end of the class time daily. Proper steps of documentation can be taken to make sure that students can continue with the program. Proper documentation will be kept in the locked file cabinet. The RN Program Director, the School Coordinator and the instructors will be notified with the list of the students' names who were ABSENTEES. RN Program Director/School Coordinator will counsel absent student/s and will arrange a FRIDAY 5PM class or SATURDAY 10AM class to ensure the students attendance.

\* \_\_\_\_\_ Excused absences will be when a student missed up to 2 days ONLY due to health issues related to themselves, also special consideration will be given in cases where there is death in the family. Regardless of the circumstances, the student must understand that he/she still might not be able to finish the course on time along with their original enrolling group. The school director/program director will evaluate each student's circumstances individually.

### **Theory/Lab Attendance**

\* \_\_\_\_\_ ALL MEDICAL EXCUSE absences must be made up to complete the course. No student will be allowed to have total absences exceeding 2 days between the theory and lab. If

the total number of absences and tardiness exceeds 2 days, the student will be required to withdraw from the class and will be given an option to attend another class.

\* \_\_\_\_\_ Arriving late or leaving early constitutes an absence as follows:

- 2 tardies = 1 day absent
- 4 tardies = 2 days absent
- 2 tardies and 1 day absent = 2 days absent

\* \_\_\_\_\_ For unavoidable absences, the student must notify the instructor at least one hour prior to the start of the theory or lab session. No message from another student will be accepted.

\* \_\_\_\_\_ Obtaining the missing material due to a late arrival, leaving early, or an absence is the responsibility of the student.

\* \_\_\_\_\_ If the student misses a make-up appointment, it will be considered an ABSENCE.

\* \_\_\_\_\_ If a student misses an appointment to make up an exam, a grade of zero will be given for that exam.

### **Clinical Attendance**

\* \_\_\_\_\_ Attendance is mandatory to every clinical. Failure to attend the first clinical will constitute immediate failure of the clinical.

\* \_\_\_\_\_ At no point during clinical time will the student be allowed to leave the facility or the assigned floor/unit without first speaking with their instructor. Failure to inform the instructor violates Professional Conduct and will constitute an absence.

\* \_\_\_\_\_ Arriving late or leaving early for clinical practice will constitute an absence. NO MAKE UP is allowed.

### **Dropping Out/Withdrawing**

\* \_\_\_\_\_ Notifying the instructor or failing to attend class does not constitute a withdrawal.

The student MUST contact the registration department.

\* \_\_\_\_\_ A student who was dropped or withdrawn from the Basic Nurse Assistant course or other program, will NOT be allowed to attend the theory or clinical portion of the class.

\* \_\_\_\_\_ A withdrawal by the student from the Basic Nursing Assistant course may be accomplished only before the midterm date.

\* \_\_\_\_\_ After the midterm date, a failing grade will be given to those students who do not fulfill course requirements. No incomplete grades are given for this course.

### **Re-enrollment**

\* \_\_\_\_\_ Students may attempt to successfully complete the San Diego Medical College Nursing Assistant course by registering no more than two times.

### **Refunds**

\* \_\_\_\_\_ There are no refunds for tuition, registration, fees for books, supplies, or equipment purchased.

### **Drug Screen Policy**

\* \_\_\_\_\_ Due to the clinical facility requirements, mandatory drug screen tests (initial, random and reasonable suspicion) with negative results will be required. Failure to abide by this requirement will constitute immediate withdrawal from the program.

### **Access and Accommodation Statements**

\* \_\_\_\_\_ If you need special accommodations to enable you to fully participate, please inform the Center for Access and Accommodations to your instructor. The information you share with your instructor will remain confidential.

### **Criminal Background Checks and Fingerprint**

\* \_\_\_\_\_ Student Fingerprint/Live Scan for the criminal background check will be one week upon admission or during orientation.

\* \_\_\_\_\_ All students are expected to be fingerprinted at the San Diego Medical College/Nursing School of Eastlake on their assigned times. Students who do not complete the requirements are not allowed to attend the Program.

\* \_\_\_\_\_ All students without exception will have to provide proof of background check and fingerprinting completion prior to enrollment. Enrollment is considered incomplete if the following are not provided.

\* \_\_\_\_\_ Live scan application fee to be paid by the student in full.

\* \_\_\_\_\_ If a student is unable to attend a scheduled CPR/BLS class or make up class, it is the student's responsibility to successfully complete a privately offered CPR/BLS class and submit proof to the instructor by the last day of the theory class and/or before clinical.

### **Written/Theory Exam**

\* \_\_\_\_\_ There will be seventeen multiple choice exams given during the course. The exam questions will come from the textbook, instructor's lecture, and the syllabus/lesson plan. All written exams must be done in ink/pencil unless stated otherwise by the instructor.

\* \_\_\_\_\_ If a student misses an appointment to make up an exam, a grade of zero will be given for that exam.

### **Final Theory Exam**

\* \_\_\_\_\_ A comprehensive written exam will be given at the end of the course. Attendance at the end of the final exam is mandatory.

Grading Scale

97-100= A+

93-96=A  
90-92=A-  
87-89=B+  
83-86=B  
80-82=B-  
77-79=C+  
73-76=C  
70-72=C-  
70 and below =F  
P= PASS

### **Clinical Performance/Participation**

\* \_\_\_\_\_ Students will be graded by mean of clinical performance objectively evaluated by the instructor. Each student will be required to successfully obtain at least one set of vital signs for their client. In addition, the student will be required to satisfactorily assist their client with personal care tasks.

\* \_\_\_\_\_ A final Pass/Fail grade will be awarded to each student upon completion of the clinical training portion of the program. The instructor must document the grade within 5 minutes of completion of performance. Proper documentation records must be filed; the school Admission will file the proper documentation in a file cabinet located in the Admissions office. If a clinical skill does not present itself with patients, or is not allowed due to the requirement of the clinical site; then the skill must be demonstrated and performed by the student in the facility by a return demonstration (performed by the student acting as a resident). The skills checklist CDPH 276A, would then show that the skill was "SIMULATED" with the evaluation by the instructor. Revised (03/04/2015 by Tuba Kazan)

### **Final Skills Examination**

\* \_\_\_\_\_ A performance evaluation on specific clinical skills will be given to the students. Five random skill tests will be part of the skills evaluation exam.

\* \_\_\_\_\_ Clinical is a PASS/FAIL grade. A Passing/Failing grade for clinical is based on the Evaluation Criteria for Clinical utilized on the Clinical Evaluation Tool.

\* \_\_\_\_\_ Failure to PASS clinical will result in failing grade for the entire course regardless of the theory grade. Within 5 minutes of the skill exam completion, the instructor must document the grades and submit them to the RN Program Director for FINAL REVIEW. The RN Program Director will return the Final Grades to be filed in each student's file. Each file must be kept in a locked file cabinet in the Admissions office.

**\*\*STUDENTS MUST PASS BOTH PORTIONS ABOVE TO QUALIFY FOR THE STATE EXAM**

### **Grading Policy: Incomplete**

\* \_\_\_\_\_ There will be NO incomplete grades granted for the Nursing Assistant Training Program. Incomplete grades will result in withdrawal and repetition of the entire course program.

### **Evaluation Criteria for Theory and Lab**

Attendance and Preparedness:

\* \_\_\_\_\_ Students are expected to abide by the Attendance Policy and be prepared for every theory class or lab experience.

### **Required Supplies: Theory**

- Textbook and workbook: Hedman, S, Fuzzy, J & Rymer, S. Hartsman's Nursing
- Pen and paper; small pad or paper for clinical
- Watch with a second hand
- Comfortable shoes
- Student ID (provided by the school)

\* \_\_\_\_\_ Attendance and Preparedness: The students are expected to abide by the Attendance Policy and be prepared for every clinical experience

**EVERY Clinical day:**

- Scrub black pants
- White scrub top
- Any color supportive shoes, protective shoes (NO sandals, high heels, or clogs, foot must be completely covered)
- Socks must work with the shoes
- A watch with a second hand (no digital watches)
- ID name badge (worn above the waist at all times)
- Hair must be neat, clean and off the shoulders. Long hair must be tied and off the collar. Make-up must be conservatively used. Facial hair on male students must be short-clipped and well groomed.
- Only a small post earring in each ear and a wedding band may be worn for clinical. NO visible facial or body piercings allowed.
- Fingernails must be kept clean, short, and filed for the safety of the patients/residents. NO sculptured or artificial nails.
- Body tattoos must be covered during clinical.
- Personal hygiene is mandatory. Deodorant should be used to prevent body odor. The student will be asked to leave if his/her personal hygiene is not up to the standard.
- No perfumes or heavily scented aftershaves should be used.
- No gum is allowed during clinical sessions.
- Cell phones and beepers are not allowed on the clinical units. It is preferable that valuables, including cell phones, not be brought into the clinical setting, as most facilities do not supply a locked area for the students.

- The clinical facility and The San Diego Medical College/Nursing School of Eastlake are not responsible for lost, stolen or missing items.
- The instructor may have additional requirements to the dress code and clinical requirements depending on the clinical site policies.

**Professional Conduct/Communication**

\* \_\_\_\_\_ The student must follow all guidelines pertaining to Safety, Medical Asepsis, and Patients/Residents Rights in the clinical setting. Failure to do so will result in a failing grade for clinical.

\* \_\_\_\_\_ The student is responsible to seek the assistance of the instructor in the clinical setting before proceeding with new, unfamiliar, or uncertain aspects of patient care.

\* \_\_\_\_\_ The student must exhibit emotional stability in the clinical setting in order to properly care for residents/patients.

\* \_\_\_\_\_ It is the responsibility of any student who observes or has direct knowledge of another student being in a condition that impairs their ability to perform clinical duties, or poses a hazard to the safety and well-being of others, to promptly report the incident to the instructor.

\* \_\_\_\_\_ During a clinical day the student must report incidences or change in condition of the resident/patient to the instructor.

\* \_\_\_\_\_ The student must be able to communicate appropriately to the instructor, staff, fellow students, patients/residents and their families.

\* \_\_\_\_\_ Clinical is a participatory, hands-on experience that requires active involvement of a student. There will be no "observation" or "auditing" of any clinical experience for any reason.

### **Manual Skills:**

Evaluation is based on the students ability to fulfill the Program Objectives for this course in order to receive a passing grade.

### **Professional Conduct/Communication:**

The role of the student is to assume responsibility for his/her own adult learning and to recognize and accept that the level of achievement is contingent upon his or her own individual ability and motivation.

\* \_\_\_\_\_ Each student is expected to respect each other and the instructor by acting in a mature manner that reflects honesty, integrity, courtesy, and responsibility. In addition: must contribute to teamwork, be receptive to instructors and accept constructive criticism. This is an adult learning environment and must be followed and understood accordingly.

\* \_\_\_\_\_ Any behavior on a student's part that makes learning difficult for themselves, fellow classmates, or the instructor will not be allowed. Such behaviors include, but are not limited to the following:

- Talking while the instructor is lecturing or presenting education material.
- Sleeping in class.
- Using cell phones, Ipad & internet
- Engaging in any social media site during scheduled instructional time.
- Throwing things in the class.
- Engaging in inappropriate or argumentative behavior.
- No chewing gum or eating in the classroom.
- No sitting on clinical beds.
- Bringing children into the classroom or clinical setting.
- Using calculators, taping devices, and video equipment.

A student exhibiting behavior that hinders the learning process may be asked to leave the classroom, and the situation may be brought to

the attention of the Program Coordinator/RN Program Director. Failure to abide by the San Diego Medical College Academic Honesty Policy will result in a failing grade and be dismissed from the course and/or grade deduction.

### **Grievance Policy**

All student grievances, issues, and differences of opinion are to be resolved directly with the instructor. Should the student feel the need to discuss a grievance with the School Coordinator, the student must make an appointment to discuss the grievance and must do so in writing.

The content of the meeting will be shared with the School Coordinator and/or RN Program Director for any further action.

### **Students Records and Transcripts**

Student Records and Transcripts will be found at the Admissions office. Academic Records may include and are not limited to: CDPH283B, CDPH 276A, CDPH 276C, LIVE SCAN, HEALTH EXAM, Students Sign-in sheets (theory & clinical), Student Acknowledgement Form, Student course work, exams, quizzes, counseling forms, and any other relevant documentation related to student performance, training attendance and activities, or grievances. Student documentation will be retained in their Academic file for a period of two or more years depending upon the requirements of the training program, Nursing Assistant will be kept for four years and depend on state requirements. Student Course Grades, copies of Program Certificates and certification training will be maintained for a period of five years. Students are able to review their records during business hours, Monday to Friday, but must make an appointment with the Admissions Office to do so. Students may not photocopy or remove documentation retained within their records. Students may request photocopies of Program Certificates and/or Final Course Grade, Sheets/Student Transcripts. All student files will be kept locked in a file cabinet at the Administer office. The School Coordinator, School



Admission and the RN director will have the keys. School Admission will be responsible for submitting the files and the School Coordinator is responsible to ensure that the school Admission and other school staff does their job and responsibilities.

### **Clinical Instruction**

The Program Director/School Coordinator determines all clinical rotations. Clinical facilities are contacted through the Program Coordinator. Assignments may be adjusted according to enrollment including a cancellation of a section due to low enrollment. Faculty will not be reassigned for another section when their assigned clinical is canceled.

Clinical Instructors will demonstrate skills in the clinical setting and have the students perform a return demonstration of all skills noted on the CDPH 276A (Clinical Skill Checklist) in the clinical setting. All skills will be evaluated and documented on the date that skill was performed.

### **Photography**

\* \_\_\_\_\_ It is prohibited for students to take photographs on-campus or in clinical/externship training areas of fellow students, patients, facility personnel, administrative personnel, instructors/faculty, campus property, campus classrooms, laboratories, administrative offices, clinical training sites and any other campus area.

**STUDENTS MAY NOT PUBLISH, POST E-MAIL, PRINT AND/OR DISTRIBUTE PHOTOGRAPHS WITHOUT THE EXPRESS CONSENT FROM THE SCHOOL COORDINATOR.**

\* \_\_\_\_\_ Students failing to comply with these expectations may be at risk of suspension and/or termination of the program.

### **School Holidays**

There will be no classes held and no business conducted on the following days:

**New Year's Day**

**Martin Luther King, Jr. Day**

**Presidents Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Day**

**Christmas Day**

The school, at its discretion, may choose to observe certain "non-operational" days in which class and/or business may not be conducted. In this instance, notification will be posted.

### **Graduation/Course Completion**

\* \_\_\_\_\_ Students who have completed their Program studies and are in an academically and financially "good standing" status with the School may qualify as a graduate candidate. These students will receive a Certificate of Program completion and "unofficial" student transcript that will be available in the Administration Office. There is a fee to request a transcript. Official School Transcripts are available to students upon request. Students must complete the Graduate exit Interview Form in order to sit for the graduation.

### **Accident Reporting**

\* \_\_\_\_\_ Students must report incident/accident occurrence(s) immediately to their instructor, School Coordinator, Admission and to any other appropriate personnel [as directed by the Admission Office].

\* \_\_\_\_\_ If required, Admission will report the incident to the Appropriate Regulatory Agency/Governmental Body, Insurance Carrier, etc., and will adhere to appropriate follow up protocols/procedures as deemed necessary

### **Discrimination Policy**

\* \_\_\_\_\_ There will be zero tolerance in regards to discrimination of any kind. This includes, and is not limited to written/ electronic communications, gestures, and/or verbalizations that reference religion, sexual orientation, age, gender, sex, race, and ethnicity. Consequently, termination from the Program may result. If you need special accommodations to fully participate, please inform the Center of Access and Accommodations and your instructor. The information you share with your instructor will remain confidential.

\* \_\_\_\_\_ There will be zero tolerance for harassment/threats, and/or abuse of any kind. This includes, and is not limited to written/electronic communications, gestures and/or verbalizations that reference unwanted sexual, physical and/or psychological behaviors, and violence or threats toward students, faculty or staff. Consequently, termination from the Program may result.

### **Substance Abuse**

\* \_\_\_\_\_ There will be zero tolerance of alcohol and/or drug usage. Students suspected of being “under the influence” will be subject to suspension and possible drug/alcohol testing. Termination from the Program may result.

\* \_\_\_\_\_ Due to clinical facility requirements, mandatory drug screen tests (initial, random and reasonable suspicion) with negative results will be required. Failure to abide by this requirement will constitute immediate withdrawal from the program.

**HHA** Only individuals with a current Certified Nurse Assistant (CNA) certificate may be enrolled in a 40 hour Home Health Aide (HHA) Training Program to become a Certified Home Health Aide. San Diego Medical College provides the HHA training as a consecutive but separate training program.

### **MAKE UP HOURS FOR NURSING ASSISTANT IN CLASS, ONLINE, CLINICALS & HHA TRAINING**

\* \_\_\_\_\_ There will be a \$50 flat fee to make up each missed day, and hours will need to be made up prior to attending clinicals for Any student who misses a class throughout the course without notice and/or excuse.

\*Excused absences constitute death in the immediate family, personal illness, mandated court appearance – all excused absences must be accompanied with documentation immediately upon returning to class. COVID RELATED absences require a COVID Test to be considered excused. If the required documents are not met or absence is not excused, the student will automatically be terminated.

**04/19/2022**

I HAVE READ THE STUDENT ACKNOWLEDGEMENT AND AGREEMENT. I UNDERSTAND THAT MY CONDUCT AND/OR FAILURE TO COMPLY WITH THE SITE'S REGULATIONS MAY RESULT IN MY DISMISSAL FROM THE CLINICAL FACULTY AND POSSIBLE TERMINATION FROM THE SAN DIEGO MEDICAL SCHOOL/COLLEGE/NURSING SCHOOL OF EASTLAKE, I

AGREE AND HEREBY AFFIRM THE AFOREMENTIONED STATEMENT.

Student  
Name: \_\_\_\_\_

Student  
Signature: \_\_\_\_\_

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

School Official  
Name: \_\_\_\_\_

School Official  
Signature: \_\_\_\_\_

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