

RECOMMENDED

Admission – Retention - Dismissal

Criteria

for

CNA Programs

Developed by:

M H O E A

(Maine Health Occupations Education Association)

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Recommended Standards of Admission, Retention, Dismissal Policies for secondary and adult education CNA programs as developed by Health Occupations instructors on June 25, 1991 and as amended August 2000, and July 2004.

Department of Education
University of Southern Maine
MHOEA

I have read and understand the admission/retention/dismissal policies of _____ and agree to abide by the rules and regulations of the program.

CERTIFIED NURSE ASSISTANCE COURSE

PHILOSOPHY

Nursing care is concerned with the basic needs of individuals who have physical, mental, social, and cultural dysfunctions. The C.N.A. with appropriate education and training is capable of giving nursing care under the supervision and delegation of the registered professional nurse in tasks which support nursing practice.

OBJECTIVES:

The objectives of this course is to provide a means of acquiring basic nursing techniques and skills designed to furnish the graduate with entry level skills in the health field.

The experience gained s a Certified Nurse Assistant also enables the individual to consider and pursue upward mobility in the health services as opportunities arise.

At the completion of this course, the student will be able to:

- a. Maintain a proper physical and emotional patient environment.
- b. Report and record observations.
- c. Provide assistance in personal hygiene.
- d. Assist with body movement and ambulation.
- e. Assist with nutrition and elimination.
- f. Assist in emergency situations.
- g. Communicate in an effective, positive manner.
- h. Assist the registered professional nurse to provide general patient care.

RECOMMENDED ADMISSION CRITERIA

Important: You will be required to have a State Bureau of Identification (SBI) check done prior to beginning the clinical experience of this program and this must be submitted to the Registry when being placed on the Certified Nursing Assistant Registry. The attached fact sheet on employment restrictions provides information about felony convictions that will bar you from employment as a Certified Nursing Assistant. Please read the fact sheet and sign the application form stating that you have read and understand the information regarding your ineligibility for employment if you have any of the convictions.

1. Minimum age 16
2. Good Physical and Mental Health
Good grooming and personal hygiene
Absence of drug and alcohol abuse
Dependable, reliable, work habits
3. High School Diploma or GED
4. Ability to read or write English
Grade level of 9.0 Recommended Preferably 12.9
Entrance Exam – TABE adult level student
5. **Completed State Bureau of Investigation Background Check**
6. Immunization MMR – unless born before 1956
All immunizations and testing required by the cooperating clinical facility, including **Hepatitis B**. Evidence of negative T.B. test or negative chest x-ray
7. Physical Exam within the past year – **statement from a physician stating the candidate is physically capable of doing C.N.A. work**
8. Letters of reference (2)
9. Interview with primary instructor

Retention

Retention of the CNA student in this class may be in jeopardy if any of the following issues are manifested by the student. The instructor will meet with the student and provide the appropriate documentation of warning, probation or dismissal. The student and instructor will plan the goals and the student will be given the appropriate amount of time to improve through meeting the goals.

1. Attitudes
 - a. Acts of verbal or physical aggression
 - b. Displaying negative attitudes with peers, instructor or facility staff members

2. **Each educational program must have a policy relating to absenteeism and provision of make-up for the students.**

Absenteeism

Every student enrolled in this program is **required** to attend all **150 hours** of the classes, laboratory practices, and clinical days as required. (see Maine State Board of Nursing Curriculum)

- a. If an absence does occur and is due to illness or other unavoidable reasons, students must call their instructor the morning of the class/clinical experience.
 - b. Unexcused absences, including no call/no show are grounds for immediate dismissal from the program.
 - c. Arrangement for make-up is the responsibility of the student. The student will check with the instructor on the first day back for any missed work and arrange with the instructor to make-up the class or clinical experiences. This will be done at the discretion of the instructor.
3. Failure to meet the academic grade level that is at the discretion of the school/instructor
 4. Cheating on exams
 5. Theft or destruction of property
 6. Presence of drugs or alcohol
 7. Repeated disruptive behavior in class/clinical sites that interferes with the learning process of other students or compromising patient safety

8. Failure to return exams to faculty prior to graduation
9. Compromise safety of patients
10. Being disciplined by school administrators for violations of school rules

When a student is given a warning, is placed on probation or is dismissed, a conference will be set up and the student and instructor will establish goals. If the student does not meet these goals of improvement as outlined in the disciplinary forms, the student will be dismissed. **The student may not be eligible to take the State Certified Nursing Assistant examination if he/she does not meet the course requirements and/or does not complete the goals that are required in the warning/probationary notice.**

DISMISSAL

1. Failure to maintain an academic average of (Discretion of School)
2. Failure to comply with the attendance policy
3. Failure to meet courses requirements
4. Any new physical or emotional problem that interferes with completion of course requirements.
5. Any substance abuse will result in immediate dismissal
6. Acts of physical aggression/abuse towards another person
7. Acts of verbal aggression/abuse towards another person
8. Dishonesty, theft or misuse of property
9. Failure to maintain confidentiality
10. Failure to maintain patient safety

When a student is given a warning, a conference will be set up and the student and faculty member will establish goals. If the student does not meet these goals the student will be dismissed.

WRITTEN NOTICE OF WARNING

Reason for the warning:

Goals to be met by student:

I have read and understood fully the meaning of warning status and understand that if I do not meet the expected criteria as described in the dismissal policy, I am subject to dismissal from this program.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Copies of this notice:

- Student
- Student's File
- Dean of Students
- Guidance Office – H. S. Students
- Principals Office – H. S. Students
- Parents – H. S. Students
- Adult education agency file

WRITTEN NOTICE OF DISMISSAL

Reason for DISMISSAL:

_____ Absenteeism

_____ Tardiness

_____ Grade Level Below (School Criterion)

_____ Failure to meet clinical standards of performance

Comments:

Name of Course _____ Start Date _____

I have read and understood the reason(s) for my dismissal from this course.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Copies of dismissal to: Student/parents
 Guidance office/principal office-Secondary students
 Student's file
 Dean of Students
 Adult education director

If this dismissal is for abuse and the issue was referred to the Department of Human Services, a copy of that letter must be included in the student's file.

WRITTEN NOTICE OF PROBATIONARY STATUS

Reason for this notice:

_____ Absenteeism

_____ Tardiness

_____ Grade Level Below (School Criterion)

_____ Failure to meet clinical standards of performance

_____ Failure to maintain safety/confidentiality of patients

Comments:

Actions to be taken:

I have read and understood fully the meaning of probationary status and understand that if I do not meet the expected criteria as described in the dismissal policy, I am subject to dismissal from this program.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Copies of this notice: Student/parents
Student's File
Adult education director/agency
Dean of Students
Guidance Office/Principals Office – H. S. Students