



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
COMMUNITY COLLEGE

# **CERTIFICATE OF COMPETENCE LONG TERM CARE NURSE AIDE PROGRAM**

# **STUDENT HANDBOOK**

September 24, 2018

This Long Term Care Nurse Aide Student Handbook and its policies therein will be applicable to the nursing student cohort accepted in the Fall 2018 and thereafter. Nurse Aide students accepted in semesters prior to Fall 2018 will also follow this Nurse Aide Student Handbook. Policy and procedural changes as impacted by industry and federal educational regulations will be retroactively applied to all nurse aide students regardless of the student handbook publication date.



## **KAPI‘OLANI COMMUNITY COLLEGE NURSING DEPARTMENT**

The Long Term Care Nurse Aide Program (and its NURS 9 course) was established in 1993 in order to meet the workforce needs in the long term care setting in the state of Hawai‘i.

Kapi‘olani Community College was founded by the Hawai‘i Community College Act of 1964, “...to provide two-year college transfer and general education programs, semi-professional, technical, vocational and continuing education programs and such other programs as are appropriate to such institutions.”

The College seeks to assist each individual, within the resource of the institution, in the life-long process of personal growth through education. It recognizes that an individual enters college with differing needs and abilities. To carry out its commitment, the college offers innovative programs involving a variety of instructional strategies so that a student can learn to the maximum of his capacity. In addition, the College utilizes the resources of the community and believes in maintaining close ties with business, government, and social institutions for curriculum development.

The college believes that it must be responsive to the needs of its community, working with and for the community. It fulfills these commitments through a variety of credit and non-credit courses, workshops and special services. The College’s resources and facilities are available to as many members of the community as is feasible.

Kapi‘olani Community College is fully accredited with the Western Association of Schools and Colleges.

## CONTACT INFORMATION:

Nursing Department at KCC, Kōpiko Building, Room 201..... (808) 734-9305  
Nursing Department Fax at KCC..... (808) 734-9147  
Kapi‘olani Community College web site..... [www.kcc.hawaii.edu](http://www.kcc.hawaii.edu)

**Kapi‘olani Community College’s Long Term Care Nurse Aide Program is approved by The State of Hawai‘i Board of Nursing, whereupon nurse aide program graduates may obtain their certification as nurse aide via Prometric (as referenced below)**

Prometric  
HI Nurse Aide  
354 Uluniu Street, Suite 308  
Kailua, HI 96734  
Phone: 800.967.1299  
E-Mail: [hicna@prometric.com](mailto:hicna@prometric.com)  
Website: <https://www.prometric.com/en-us/clients/nurseaide/pages/hi.aspx>

The Nursing Student Handbook Committee has made every reasonable effort to determine that information in this handbook is current. However, the Nursing Department may make changes without notice based on college decisions that directly affect the department’s policies and procedures.

## Student Handbook Committee Members (Past and Present):

Lisa Aganon.....	Nursing Department Chairperson
Bruce Chinen.....	Nurse Aide Program Coordinator
Crystalyn Hottenstein.....	Nursing Department Counselor
Wesly Maekawa.....	Nursing Department Counselor

# TABLE OF CONTENTS

<b>Mission Statement.....</b>	<b>1</b>
<b>Nurse Aide Program Philosophy .....</b>	<b>1</b>
<b>Professional Codes and Standards .....</b>	<b>2</b>
<b>Academic Policies.....</b>	<b>2</b>
Academic Standards.....	2
Attendance .....	3
Examinations.....	4
<b>Clinical Experience .....</b>	<b>5</b>
Clinical Practicum Rules and Regulations .....	5
Clinical Uniform Attire and Regulations .....	6
Classroom and Lab Attire .....	7
Affiliation to Agencies.....	8
Confidentiality .....	9
Electronic Devices .....	9
Eating.....	9
<b>Nursing Resource Laboratory .....</b>	<b>10</b>
Open Lab.....	10
Supervised.....	10
How to Sign Up for Appointments .....	10
How to Cancel a Scheduled Supervised Lab Appointment .....	11
Nursing Laboratory Guidelines for Faculty and Students.....	11
<b>Health and Safety .....</b>	<b>12</b>
Health Requirements.....	12
Technical Standards .....	14
Occupational Safety .....	14
<b>Registration and Tuition/Fee Payment .....</b>	<b>15</b>
<b>Counseling Support .....</b>	<b>16</b>
<b>Disability Support Services .....</b>	<b>16</b>
<b>Student Success Contracts and Referrals .....</b>	<b>16</b>
<b>Course or Program Withdrawal.....</b>	<b>17</b>
<b>Course or Program Readmission.....</b>	<b>17</b>
<b>Resolving Student Concerns .....</b>	<b>19</b>
<b>Student Governance.....</b>	<b>20</b>

<b>Student/Outside Employment</b> .....	20
<b>Application for Graduation</b> .....	21
<b>Certification/Examination</b> .....	21
<b>College Policies</b>	
University Policy on Nondiscrimination and Affirmative Action .....	22
Student Conduct Code .....	22
Professional Behavior and Conduct .....	22
Disruptive Behavior Policy .....	23
Academic Dishonesty .....	23
Cheating .....	23
Plagiarism .....	24
Financial Obligations .....	24
UH Policy on Email Communication.....	24
Privacy Rights .....	25
Student Academic Grievance Procedure.....	25
Disability Support Services and Policies .....	25



## ***MISSION STATEMENT***

The mission of the Nursing Department at Kapi‘olani Community College is to develop practitioners who are safe, caring, competent, and recognize the responsibility for life-long learning. The Nursing Department strives to prepare students for lives of ethical, responsible community involvement and community engagement. Our mission is to prepare students to meet rigorous employment standards while providing opportunities for those who wish to continue their formal education.



## ***NURSE AIDE PROGRAM PHILOSOPHY***

The Kapi‘olani Community College Long Term Care Nurse Aide Program operates within the philosophical framework of Kapi‘olani Community College. We, the nursing faculty, are committed to contributing to the profession of nursing through teaching and service. We recognize nursing students as unique, caring and motivated. We believe that a sound nursing educational program is based on concepts relating to humans, health, illness, and the environment.

**Humans:** Humans are unique beings with biological, psychological, sociological, cultural and spiritual dimensions. These dimensions are in constant interaction and inseparable. In order to function optimally and maintain a state of wellness, needs related to these dimensions must be met. Every human, throughout their lifespan, has the potential for growth and development in each of these components. Age and stage of development affect the nature and intensity of specific needs as well as the ability to independently meet and/or communicate them.

We believe that humans are unique with inherent qualities including dignity and worth. Humans have the right to direct their own lifestyle and are encouraged to communicate their needs and feelings to members of the health care team. They have the right to obtain health care services and assist them in achieving the highest attainable standard of wellness. Humans have the right and responsibility to participate in the maintenance of their health and in the planning of related care during altered state of wellness.

**Health and Illness:** We believe that each human exists, at some point, on a health-illness continuum that may move from high-level wellness to severe illness and death. Humans are in a constant state of adjustment to internal and external environmental stressors as they strive to meet their needs.

**Environment:** We believe that movement on the health-illness continuum is caused by internal and external stressors, which can affect humans and the attainment of their needs. Successful adaptation leads to a state of optimal functioning and wellness. Unsuccessful adjustment may lead to alterations in wellness, to illness, and possibly death.

**Nursing:** We believe that nursing is evidenced-based science that promotes, maintains and, when possible, restores health. The goal of nursing is to assist humans to attain their maximal state of wellness on the health-illness continuum, including the support of a peaceful and

dignified death. Nursing is a dynamic profession that has a scientific base. It requires knowledge of the principles of biological and behavioral sciences and of the humanities as they apply to the practice of nursing. The nursing process is used to assess human needs and functioning, determine nursing diagnoses, plan nursing care, implement nursing actions, evaluate outcomes, and modify actions as necessary.

**Nursing Education:** We believe it is the responsibility of the faculty to design and implement a curriculum, which promotes course and program outcomes by utilizing a systematic approach. The curriculum is designed to foster learning, which increases in depth and breadth as students progress through the program. Students are assisted to actively participate in learning through course activities that integrate previously learned concepts with newly acquired content. Self-motivation is an essential element in the learning process and is encouraged throughout the program. Students are accountable to be self-directed learners in order to meet program requirements. The goal of nursing education at Kapi‘olani Community College is to develop safe, caring and competent practitioners who recognize the responsibility for life-long learning. Consistent with KCC’s philosophy, the Long Term Care Nurse Aide program may be the terminal point in the student’s formal education, or it may provide an opportunity for the student to apply to the Certificate of Achievement in Practical Nursing followed by the Associate in Science Degree in Nursing/Transition for Licensed Practical Nurses and then a Baccalaureate Nursing Program.



## ***PROFESSIONAL CODES AND STANDARDS***

Students are required to conform to Nursing professional codes and standards. Codes that guide professional practice are the American Nurses Association Code of Ethics for Nurses at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx> and the International Council of Nurses Code of Ethics for Nurses (<http://www.icn.ch/ethics.htm>).

Universal moral principles are reflected in the codes and which include moral values such as autonomy, or the right for clients to be self-governing; beneficence, or doing what is best for the client; non-maleficence, or the obligation to minimize or prevent harm; veracity, or truthfulness; confidentiality, or respecting privileged information; fidelity, or keeping promises; and justice, which embraces the concept of fairness. Guided by these principles, along with societal mores and laws, the nurse is able to determine the best course of action.



## ***ACADEMIC POLICIES***

All students enrolled in the Long Term Care Nurse Aide program at Kapi‘olani Community College must abide by this handbook and the general KCC policies in effect for all students.

## ***ACADEMIC STANDARDS***

1. A satisfactory grade must be obtained in the theoretical, math and clinical components of the course to pass each nursing course. This means a grade of “C” or higher in the theory portion of the course and a “Pass” in the math and clinical portions. Additionally, students must achieve a cumulative passing score of 70% or higher for all exams in order to pass the course. Students must also successfully demonstrate and pass all lab skills before entering the clinical practicum. A failing grade in either theory or clinical results in a failing grade for the course. Grading for clinical experience is on a pass/non-pass basis. (Refer to course syllabus for grading criteria).
2. A grade point ratio of 2.0 or higher in all courses taken at Kapi‘olani Community College must be achieved for graduation.
3. Please be advised that a “non-pass” for any items in the mid-term clinical evaluation is considered failing clinical and an “Unsatisfactory” mid-term clinical evaluation will result. The student will not be allowed to continue in clinical and will be strongly encouraged to withdraw.

## ***ATTENDANCE***

1. Students should attend all scheduled classes and skills/clinical laboratories. Although the grade earned is based on the student’s attainment of the course objectives, regular and punctual attendance is expected as habitual tardiness and/or absences will result in failure.
2. Students are responsible for all classroom activities, assignments, and handouts. Handouts will be given out only in class or immediately after class. If an absence is unavoidable, arrange with another student to pick up handouts.
3. Hours of absence may not exceed 10% of the total number of laboratory/clinical hours in the course. More than 10% of missed lab/clinical time will result in failure for the course.
4. The nursing student is to be on time at the assigned time of clinical/lab as defined by the clinical instructor. The student who is tardy may be given only one warning, for all subsequent tardiness, the student will be sent home and an absence will be recorded for that day.
5. Each student is expected to come to the clinical experience appropriately prepared to carry out his/her assignment. Students who are not adequately prepared (i.e., cannot assess and plan, or cannot safely perform skills taught to date), will not be allowed to care for the patient and may be sent home from a clinical experience. This will be deemed as a clinical absence and will be treated as such. If the student lacks the requisite skills, the student should formulate a plan for meeting those learning needs. This may include referral to the learning laboratory for additional practice time.



6. Only those students currently registered for the class will be allowed in the classroom, campus lab, and clinical sites.

## ***EXAMINATIONS***

### **Examination Procedures**

Students are expected to take the course examination on the scheduled date. If a student anticipates being absent, he/she must notify the instructor prior to the day of the exam. If an emergency arises, it is up to the student to notify the instructor as soon as possible. In all cases, it is up to the instructor to determine if a make-up exam will be given. Note: The format/style for a make-up exam/quiz, at the discretion of the instructor, may differ from the regular exam. Exams are considered property of the instructor. Individual instructors will determine methods for exam review and will notify their classes regarding how reviews will be managed.

During examinations you will be asked to:

1. Spread out in the classroom as much as possible.
2. Bags and all personal items will be kept in the front or outside of the classroom. If you are anticipating an emergency contact, please inform those persons to call the front office to make contact with you or request that the faculty monitor your cell phone or pager (on vibrate mode please).
3. Attend to all personal items before the exam. Most tests are between 30-60 minutes long (with the exception of the final exam) and most adults can manage without a break during that time frame.
4. There may be more than one proctor in the room while exams are being taken.
5. Notes may not be taken and recording is prohibited during the exam review.
6. Picture taking or scanning of the exam is not permitted.
7. As part of the nursing student code of conduct, nursing students are expected to maintain confidentiality with regards to exam questions, wherein the contents of an exam are not to be shared with other students.



## ***CLINICAL EXPERIENCE***

### ***CLINICAL PRACTICUM RULES AND REGULATIONS***

1. Eating may be permitted in the clinical setting in designated areas only.
2. No smoking is permitted when wearing the clinical uniform.
3. The student is to provide direct client care only when the instructor is in the clinical facility, and the instructor is aware of the student's clinical objectives.
4. Clinical facility phones shall NOT be used for personal calls.
5. Interactions with clients, their families, staff, faculty and peers must be professional, courteous and diplomatic at all times.
6. Taking of photographs is prohibited in all clinical settings.
7. Students are advised that any sharing of clinical information on a social networking site, or through email is a violation of HIPAA, and is forbidden.

Clinical evaluations are done continuously and are based upon student performance and progress. The evaluations are based on course objectives. The elements below may result in clinical failure. Over-riding elements constituting unsatisfactory performance include the following:

**Physical Jeopardy:** Any action or inaction which threatens the patient's well-being is considered Physical Jeopardy, for example:

1. Not maintaining a safe environment.
2. Failing to observe and/or report significant changes in the client which may lead to worsening of his/her condition.
3. Not using side rails when the patient is confused, unconscious, sedated, or if the bed is in an elevated position, etc.
4. Improper use of restraints or other equipment that may result in physical injury.
5. Failing to explain to the client the proper use of equipment necessary for safety.
6. Failing to identify the needs of the client before initiating therapeutic measures.
7. Failing to report and follow up on broken equipment or hazardous conditions.

8. Inaccurate charting observations
9. Violation of aseptic technique. Any action or inaction, which violates the principles of medical and surgical asepsis, will be considered in this category. For example:
  - a. Failing to observe for and use standard precautions in the care of all patients, especially hand washing before, during and after care.
  - b. Handling sterile equipment without using sterile procedure(s).
10. Physical abuse of resident or patient.
11. Leaving the clinical area without informing the instructor of absence.

**Emotional Jeopardy:** Any action or inaction, which threatens the patient's emotional well being, will be considered Emotional Jeopardy, for example:

1. Failing to maintain patient privacy.
2. Use of words or movements that are non-therapeutic.
3. Use of overt or covert threats toward clients.
4. Breaching confidentiality or making statements about clients or their care that is incorrect.
5. Giving client's information about their condition without finding out what is known or is contrary to the physician/family wishes.
6. Failing to manage one's own anxiety properly.
7. Repeated use of probing or attacking questions when talking to the patient and/or others.
8. Failing to observe and appropriately respond to distressful behaviors in clients.

### ***CLINICAL UNIFORM ATTIRE AND REGULATIONS***

1. Nursing clinical uniform and equipment:
  - a. White uniform top with college emblem on the upper left sleeve centered 1½" or 2" below the shoulder seam along with white or royal blue scrub bottom.
  - b. The uniform should be heavy enough so that underwear cannot be seen. Unacceptable attire: white jeans, peg legs, bell bottoms, side slits, cargo pockets, or ornamental stitching.
  - c. Name badge.
  - d. Watch with second hand.
  - e. Pens (black and red) and pencil

- f. Stethoscope and blood pressure cuff kit (sphygmomanometer)
  - g. If sweaters are needed, only white is permissible. Sweaters with hoods or which are shaggy or bulky in texture are not appropriate.
2. Uniforms must be neat and clean at all times or student will not be permitted into the clinical site.
  3. Underwear should be plain white or light colored. Only plain white shirts will be allowed under uniform tops.
  4. Shoes and laces must be clean and in good repair. Footwear must include white clinical or sport shoes, leather or leather-like (no canvas) and low cut. Open-back shoes are not allowed.
  5. White socks must be worn with pants.
  6. Hair must be off the collar and away from the face. Only a neat, appropriate hairstyle is allowed. No ornaments, unnatural or fluorescent coloring is allowed. No hats or caps shall be worn unless in accordance with religious practice.
  7. Men must be clean shaven or facial hair must be closely cropped.
  8. All tattoo markings must be covered.
  9. Conservative use of make-up is allowed.
  10. No perfume or body cologne will be permitted in clinical setting.
  11. No smoking is permitted while in uniform.
  12. Attention to oral and personal hygiene is expected in the lab/clinical settings.
  13. Students are urged not to wear rings in the clinical area. Wedding and engagement rings may be worn.
  14. One pair of small, inconspicuous posts may be worn as earrings.
  15. Fingernails must be short and clean. Clear nail polish may be worn. No artificial nails allowed.
  16. Eyelash extensions are not allowed.
  17. Chains, necklaces, bracelets or body piercing ornaments (including tongue and nose studs) are not to be worn with the exception of a medic alert bracelet.
  18. The student ID Badge and agency required badges will be worn when in the clinical facility.

### ***CLASSROOM AND LAB ATTIRE***

While in the nurse aide classroom and lab setting, students must wear their clinical attire and student ID badge (as described in the previous section.) The same clinical attire is required while accessing the Nursing Resource Lab.

## ***AFFILIATION TO AGENCIES***

Due to the complex nature of the health care industry, various rules, policies and procedures have been instituted by hospitals that must be met and adhered to by KCC nursing students. If a clinical facility does not give permission for a KCC nursing student to conduct clinical in their facility, the student will not be allowed to continue with their clinical assignment and course. Furthermore, the Nursing Department is not obligated to find an alternative clinical placement for the student. The student will be required to withdraw from the nursing program.

In the clinical setting, the instructor will, with agency staff, provide for the direct supervision of students. The agency requires that assigned instructors and students abide by the policies of the Agency while using its facilities, including confidentiality of all patient information as set forth by HIPAA guidelines. The affiliating agency reserves the right to exercise its sound discretion, after consultation with the college, to excuse any student from its premises in the event that such person's conduct or state of health is deemed objectionable or detrimental to the best interest of the agency and to the patients. This includes behavior, dress and hygiene. Login and password privileges with electronic medical record use are private and not to be shared. Violation of this policy may result in program dismissal.

Effective January 1, 2004, the Joint Commission for Accreditation for Healthcare Organizations required all JCAHO approved agencies to require similar procedures for all "staff, employees and volunteers" which includes students with respect to health clearances and employment screening exams. Employment screening exams may include criminal background checks and urine drug screening.

The University of Hawai'i system has examined this requirement and it is now addressed in current UH publications regarding health and related programs. The University Legal Council in support of this requirement has issued the following statement:

"It is the responsibility of the student to satisfactorily complete affiliated hospital background checks and drug testing requirements in accordance with procedures and timelines as prescribed academic requirements that involved clinical practice in a University affiliated hospital setting with no substitution allowable. Failure of a student to complete the prescribed University nursing clinical practice in a University affiliated hospital shall be deemed as no satisfying nursing academic program requirements."

If the student does not meet all the requirements established by the hospital, the University will not be responsible to provide a substitute clinical facility or clinical experience. Therefore, refusal of a hospital or clinical facility to allow a student in their clinical facility due to negative information will result in the student not being allowed to continue and may prevent any future readmission in the nursing program.

## ***CONFIDENTIALITY***

All client information, which comes to the attention of the student or faculty member, is considered “Confidential.” This includes, but is not limited to the following: talking about patients while outside of the immediate clinical areas, accessing private health information on anyone other than the patient the student cares for, inputting information with the client’s name or other identifiable data onto a personal computer, removal of any part of the medical record, duplicating any part of the patient’s records, including photocopying and/or photographing, any form of patient information transmission over the internet, email and/or social media sites, and removing any document (physical or electronic) from the clinical area. Breach of confidentiality may lead to course failure, program dismissal, and HIPAA sanctions as effected by the host agency. When specified by the nursing instructor, information regarding clinical practicum evaluations may be downloaded within the Laulima site for the nursing course.

## ***ELECTRONIC DEVICES***

Pagers, cellular phones and other electronic devices are to be OFF during class and clinical hours. Receiving and making personal phone calls are not allowed on the clinical unit. Picture taking and recording are prohibited in class, lab or clinical unless permission is granted by the nursing instructor.

## ***EATING***

There will be no eating or drinking in the campus laboratory, classroom or patient care areas.



## ***NURSING RESOURCE LABORATORY***

All laboratory sessions scheduled by the Nursing Resource Laboratory will be held in the nursing lab unless otherwise specified on the Nursing Resource Laboratory Calendar. Only students enrolled in the nursing programs are welcome during Supervised and Open labs. The Nursing Resource Laboratory Calendar will be posted within the nurse aide classroom/lab each month. Review uniform guidelines for lab attire under clinical lab attire.

### **Definitions:**

**Course Lab** = Planned labs included in nursing courses; these are required lab sessions taught by the assigned course faculty.

**Supervised Lab** = Extra laboratory sessions scheduled with the Nursing Resource Lab faculty. These sessions are under the supervision of the Nursing Resource Lab instructors.

**Open or Practice Lab** = Extra lab sessions to be used for practicing skills. Instructor may or may not be present. These sessions are scheduled when the lab is not used for Campus or School Lab.

### ***OPEN LAB***

Feel free to practice skills in the lab setting. There are supplemental supplies and equipment provided for your use in the practice boxes. Please return all equipment and supplies to the practice boxes after their use. Students may stay for the entire scheduled Open Lab Session or may leave as desired.

### ***SUPERVISED LAB***

1. Be specific about what assistance is desired of the instructor. Help is limited to topics that have been taught in class particularly related to campus lab, computers, math or care plans. Students may sign up for 30-minute slots.
2. Supervised Labs are scheduled for perfecting skills learned in course labs. When signing up for supervised practice, sign up for no more than two 15 minute time slots.
3. Bring supplies, equipment and/or textbook or a lab partner. Bring skills standards and any learning guides for the procedure with you to Supervised or Open Lab practice. Sign-up as a group when there are more than two with the same need.

### ***HOW TO SIGN UP FOR APPOINTMENTS***

1. Based on the student's performance, the faculty member is to generate the referral for the student.

2. Once the student received the form, it is the responsibility of the student to contact the Resource Lab and schedule an appointment (24 hr. in advance) for supervised practice with an instructor. The student has to e-mail the Resource Lab instructor that is available on the date required for help.
3. The student has to bring the printed lab referral (completed by the faculty and the student) to meet the Resource Lab instructor.
4. After working with the student in the Supervised Lab, the Resource Lab instructor will place the completed lab referral in the designated folder in the Resource Lab Box in the Kōpiko 203 workroom.

### ***HOW TO CANCEL A SCHEDULED SUPERVISED LAB SESSION OR APPOINTMENT***

Please email your resource lab instructor that you have made an appointment with to cancel an appointment.

### ***NURSING LABORATORY GUIDELINES FOR FACULTY AND STUDENTS***

**The Nursing Laboratories are provided for the nursing students to practice their basic skills and techniques. The following guidelines have been developed to assist in maintaining a clean, neat and safe environment. Each student will be held responsible for the proper maintenance of the laboratories.**

1. Lab equipment purchased by students or available in the lab settings is for lab use only or with the instructor's permission for noninvasive skills practice.
2. Students may use the laboratory for skills practice and study during Supervised and Open Labs when there are no scheduled classes.
3. Procedure boxes for practice will be held in the Nursing Resource Lab. They will contain supplies for procedures currently being learned in class or bring your own supplies to practice. Replace all supplies in these boxes after use. Other supplies used for laboratory practice must be returned to their proper places before leaving.
4. Any equipment, e.g., bed, stand, etc. that is defective or damaged should be reported to any instructor immediately. Also report when supplies are low or depleted. If no instructor is available, please leave a note in the Nursing Resource Lab Instructor's email or place the equipment on the sign in table with a note.
5. Dress and hair regulations will be in effect during school labs, open and Supervised Labs. . See lab attire above.
6. No eating, drinking, gum chewing or smoking is permitted in the laboratory at any time.



7. No sitting or lying in bed except during laboratory classes or as permitted by an instructor.
8. No slippers, sandals or open-toed footwear are permitted. Covered shoes must be worn during all laboratory sessions.
9. Remove shoes before getting on bed. If shoeless feet are soiled, place paper towel before getting on bed.
10. No loud, boisterous talking will be permitted in the laboratory.
11. The TV monitors are for instructional use only and should not be used for regular programming.
12. Bedside units must be kept neat, clean and closed after each laboratory and practice session. The bedside equipment, bedside stand, overbed table and chair should be returned to respective places. Return beds to lowest level when you leave.
13. Desk chairs should be replaced in an orderly manner after each lab or class session.
14. All mannequins should be placed on beds or on designated portable shelving after use. The mannequin should have a gown on, with legs and torso covered with a flannel blanket or sheet.
15. Students not enrolled in the Nursing Department are not to use the labs unless given special permission by faculty.
16. Children are not allowed in the Learning Resource laboratories.



## ***HEALTH AND SAFETY***

### ***HEALTH REQUIREMENTS***

In addition to meeting the tuberculosis and measles, mumps and rubella (MMR) requirements for the college, all nurse aide students must meet current health requirements for the nurse aide program. Those who are deficient in any one requirement will not be permitted to enter the clinical area and/or may not be able to register for nursing courses. A student may be asked to leave the program if the deficiency is not cleared. It is the responsibility of each student to keep these requirements and certifications current throughout the duration of enrollment.

Please submit all copies of documents to the nursing office. The Nursing Department will **not** provide copies back to the student. It is the student's responsibility to keep original documents prior to submitting duplicated copies to the Nursing Department. With the student's consent, their health/records will be released to specific clinical facilities.

Criminal background check and urine drug screening results are to be kept by the student and show to the designated person at the agency requiring the information by a specified date.

The Nursing Department has established health document deadlines so as to respond to the health care facilities' expectation that students are cleared to participate in their clinical practicum on a timely basis. Therefore, nursing students will be required to submit their health documents by the deadline identified upon acceptance into the nurse aide program.

1. **CPR certification:** Nurse Aide students must have the Healthcare Provider Level or Professional Rescuer, Basic Life Support level (one-man, two-man, infant and child rescuer, AED use, and obstructed airway) and must be current throughout the entire course.
2. **First Aid certification:** Basic first aid certification required.
3. **Tuberculosis Clearance**
  - a. A two-step TB skin test (PPD) OR documentation of two consecutive years (not > 12 months apart) of negative skin tests OR a current negative chest x-ray within one year of clinical assignment.
  - b. Skin test (PPD) must be completed yearly and current throughout the semester.
  - c. Students who have had a positive skin PPD skin test must provide documentation on the date of the positive reading.
  - d. Additional health data may be required by the host agency.
4. **Rubeola (Measles):** The student must show current immunization records or titers for Rubeola (Measles). A titer is a blood test that indicates the level of your immunity to a particular disease. Measles immunity can be show by either a positive titer or proof of 2 MMR vaccinations.
5. **The Hepatitis B vaccine shots** are recommended for all students. If a student refuses to have the series of three shots, the student must sign the "Declination of Hepatitis Immunization" form.
6. **Influenza Vaccination** (current seasonal document) is recommended for all students. Students are required to complete the **Influenza Attestation/Declination Form** to confirm that they have received the flu vaccine or provide reason for declining the vaccination.
7. **Physical Examination Form** (KCC Nursing Department)
8. **Medical Consent Form** (KCC Nursing Department)
9. **Understanding and Agreement Form** (KCC Nursing Department)
10. **Exclusion of Workers' Compensation/Confirmation of Health Insurance Coverage:** Students are required to have basic health insurance coverage throughout the nursing program. Student Medical Plan Application forms are available at the Student Activities Office.

11. **Document Release Form** (KCC Nursing Department)

12. **Health Requirement Submission Agreement Form** (KCC Nursing Department)

13. **Professional Liability Insurance** is required of all students and helps to protect the student in case of a lawsuit. Forms are available at the nursing office. Insurance must be renewed every academic year. Proof of payment is required at time of registration/orientation.

### ***TECHNICAL STANDARDS***

Before entering the KCC Nursing Program, a student shall provide documentation of sensory and mobility standards that support the student's ability to perform basic nursing functions. The technical standards assessment must be current and performed within twelve months prior to the first day of instruction. At any given time, reassessment of the student's ability to perform basic technical standards may be required at the discretion of the nursing faculty. Continued evidence of minimal function standards is required to safeguard the student, the client, fellow classmates and other health care agency staff. **It is the student's responsibility to inform the nursing faculty of any change in physical or mental status which may alter basic sensory/mobility functions.**

### ***OCCUPATIONAL SAFETY***

1. **Any** accident or injury in the clinical area and/or campus must be reported to the instructor immediately. Hospital Incident report forms and the Nursing Department's Report of Accident or Incident form need to be completed.
2. Students must always use **Standard Precautions** and follow policies regarding the handling of needles and other sharps in order to minimize the risk of HIV, Hepatitis and other infectious diseases.
3. Students are not covered by Workers' Compensation. Therefore, any medical care costs from accidents, injuries or illness are the student's responsibility.
4. Students may be exposed to a variety of illnesses while enrolled in the program. Students are urged to maintain good health practices and to obtain medical care and treatment as needed.
5. Students are expected to observe all safety regulations as instructed when working with clients and staff and when handling supplies and equipment.
6. Students smelling of alcohol or other substances will not be able to participate in the lab/clinical setting.
7. Students are required to carry health insurance.

8. **Change in health status:** Students must submit written verification approving return to clinical if prolonged illness, a change in physical status, and/or surgical procedures that may affect the student's health occur within the duration of the course.
9. **Pregnancy**
  - a) Students must notify the clinical instructor as soon as pregnancy is confirmed to ensure protection of themselves and the fetus. There are potential risks to the fetus during clinical rotations.
  - b) Pregnant students must provide a written statement from the primary care provider verifying the duration for the pregnancy and approving continuation in the program. Students must submit permission to return to clinical if delivery occurs within the duration of a nursing course.



### ***REGISTRATION AND TUITION/FEE PAYMENT***

1. Students should consult the college Schedule of Classes for the availability of the NURS 9 – Long Term Care Nurse Aide course, while also **consulting with the KCC Nursing Department for specific course dates, times and location.** The Schedule of Classes will be available on the KCC website.
2. The Department reserves the right to assign clinical sites as needed.
3. The Nursing Department has established registration deadlines so as to respond to the health care facilities' expectation that students are cleared to participate in their clinical practicum on a timely basis. **Therefore, nursing students must complete their course registration and pay their tuition and fees by these department deadlines** to ensure that timely notification can be given to the clinical facilities regarding their eligibility to start their clinical practicum. Since notification to the clinical facilities is completed as a cohort (and not on an individual basis), **nursing students who do not comply with these department deadlines will be withdrawn from the nursing program.**
4. When registering for the NURS 9 (Long Term Care Nurse Aide) course, the **course is offered with an A-F grading option** and cannot be taken credit or no-credit (CR/NC).
5. In addition to the course tuition, nursing students will be **required to pay the following fees:** liability insurance fee, professional fee, student publication fee, student activity fee and student congress fee.
6. Although federal financial aid is not applicable for the NURS 9 course, students who receive third-party assistance (e.g., private scholarships, DVR, veterans' benefits, etc.) or participate in the payment plan will be noted as having complied with the registration and payment deadline.



## ***COUNSELING SUPPORT***

Nursing students are encouraged to meet with a Nursing Department counselor if they are experiencing difficulties or challenges that impact their learning in the classroom, lab and or clinical practicum. Appointments can be made to meet with a nursing department counselor at the Nursing Department office at Kapi‘olani Community College.

Depending on the nature and extent of the student’s concern and where the student is completing the KCC nursing program, the Nursing Department counselor will also be able to make appropriate referrals for additional counseling support via the **KCC Mental Health and Wellness Program**, **KCC Single Parents & Homemakers Program**, **KCC TRIO Project** (for students, who are first-generation in college, economically disadvantaged and/or who have a disability), **KCC Disability Support Services Office** and **KCC Native Hawaiian Career & Technical Education Project**. Additional counseling referrals can be made to the **Counseling and Student Development Center at the University of Hawai‘i at Mānoa** via the KCC Mental Health and Wellness Counselor.



## ***DISABILITY SUPPORT SERVICES***

### ***DISABILITY ACCESS***

If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office with the assistance of the Nursing Department Counselors as referenced below.

Wesly Maekawa, Nursing Counselor  
Telephone: 734-9274  
Email: [wesly@hawaii.edu](mailto:wesly@hawaii.edu)

or Crystalyn Hottenstein, Nursing Counselor  
Telephone: 734-9275  
Email: [hottenst@hawaii.edu](mailto:hottenst@hawaii.edu)

Additional disability support services information and related policies may be found within the “College Policies” section of this handbook. The information found in this handbook is available in alternate formats upon request by calling the Nursing Department. Advance notice of approximately two weeks is required.



## ***STUDENT SUCCESS CONTRACTS AND REFERRALS***

It is recognized that the KCC Long Term Care Nurse Aide program can be rigorous with many expectations of the student in terms of preparation for class lectures, lab skills and clinical practicum. If a student has difficulty in theory, laboratory and/or clinical area, an instructor will ask the student to seek assistance through various avenues such as counseling, remediation exercises, laboratory practice, and theory review.

Referrals to the Nursing Instructor, Nursing Counselor and/or Laboratory Resource Instructor will be made for all theory exam grades of less than 72%, non-pass skills check-off, clinical errors or other subperforming behaviors. Students are required to follow through in the time specified on the referral form.

In the event that the student is in jeopardy of not passing class, laboratory or clinical requirements of the course, a “Success Contract” will be issued to the student by the instructor. The contract notifies the student in a written format that the student is in jeopardy of failing the course due to unsatisfactory performance. The contract will assist the student will required remediation activities to promote success as well as identify steps that the instructor will take to support success.



### ***COURSE OR PROGRAM WITHDRAWAL***

1. The Nursing Department has extend withdrawal dates for nursing courses and they are as follows:
  - end of the 12th week for semester long courses
  - end of the 6th week for modular (8-week) courses; and
  - 5th week for 6 week modular classes
2. Deceleration due to withdrawal or failure from a nursing course constitutes disenrollment from the Long Term Care Nurse Aide program.
3. Students must take the necessary steps to formally withdraw from their nursing course by meeting with the Nursing Department Counselor.
4. Students must have had an exit interview with the Nurse Aide Program Coordinator and/or the Nursing Department Chairperson in order to be eligible for readmission. During the exit interview, the student and the program coordinator will explore the reasons for withdrawal/failure and discuss a plan whereby the student can correct factors contributing to the deceleration. The student, course instructor, and program coordinator will complete a “Change of Enrollment Form/Recommended Plan of Action for Readmission” form indicating the conditions for readmissions.



### ***COURSE OR PROGRAM READMISSION***

1. When a student withdraws or fails from NURS 9 course, he/she must reapply through the College and the nursing department admission process and must qualify for admission into the program.

2. All students will be allowed a maximum of one readmission to the KCC Long Term Care Nurse Aide program unless deemed ineligible for readmission by the course instructor, program coordinator or department chairperson.
3. Students are readmitted on a space-available basis.
4. Qualified students who were previously denied readmission due to lack of space will be given priority seating but must continue to notify the department of their continued desire by each admission deadline to be considered for an available space.
5. Students must seek readmission within one year\ of disenrollment to facilitate continuity in learning.
6. Students must have a cumulative grade point ratio of 2.0 or higher to be eligible for graduation.
7. Students must meet overall admission criteria and qualifications for the KCC Long Term Care Nurse Aide program for program readmission. This is in addition to requirements and/or recommendations for readmission as confirmed by the course instructor, Nurse Aide Program Coordinator and/or Nursing Department Chairperson within the nursing department's "Change of Enrollment Form." These conditions for readmission are universally applied to all of the KCC nursing programs should a student decide to apply for another nursing program other than the nursing program for which the readmission conditions were written.

### ***PROCEDURE FOR READMISSION***

1. Students who have a break in enrollment after decelerating from the nurse aide course will need to complete the UH System Application Form for the intended semester of enrollment for the nurse aide course.
2. Submit a dated and signed letter requesting readmission into the nurse aide program with the letter addressed to the KCC Nursing Department, Attention: Nursing Department Counselor, wherein the letter describes the activities undertaken and attaches appropriate documentation to affirm the completion of the readmission conditions
3. Deadlines to submit readmission letter are:

<b>For re-entry in Fall Semester:</b>	May 1
<b>For re-entry into Spring Semester:</b>	October 1

If deadline falls on a weekend, or holiday, the deadline will be extended to the following working day.

4. The Nursing Department Counselor submits the completed letter and relevant documents to the Readmissions Committee for review.
5. The student is notified by mail or phone of the Committee's decision and is also informed that readmission is on a space available basis.
6. A student may request reconsideration of the Committee's decision within seven working days.
7. The readmitted student must provide present a current CPR, TB certification, and other required documentation after notification of readmission.
8. Since notification to the clinical facilities is completed as a cohort (and not on an individual basis), nursing students who do not comply with these department deadlines will be withdrawn from the nursing program. This policy is to ensure that nursing students who do comply with the department deadlines will be able to proceed with their clinical practicum on a timely basis.
9. Firm deadlines for all nursing students to submit/update health documents are listed below.

<b>Fall Semester:</b>	July 1st
<b>Spring Semester:</b>	November 1st
<b>Summer Term:</b>	April 1st
10. During Summer and/or interim periods when the entire committee is not available, the committee may consist of those members present and the program coordinator or designee.



## ***RESOLVING STUDENT CONCERNS***

### ***CHANNELS OF COMMUNICATION***

A student having difficulty with a nursing course should consult with their instructor regarding their concerns. If additional input is required, or if the student is not satisfied with the situation, the student should consult with the course coordinator. If concerns persist, the student should consult with the Nurse Aide Program Coordinator, after which the Department Chair should be consulted. If the student is not satisfied with the Department Chair's decision, the student may consult with the Dean of Health Academic Programs.



## ***STUDENT ACADEMIC GRIEVANCE PROCEDURE***

The College has adopted procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters. Copies of the procedures are available by request to the Vice-Chancellor for Student Affairs.

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.



## ***STUDENT GOVERNANCE***

Nursing students are provided with an opportunity to provide feedback in the governance of the nursing program. Nursing students are encouraged to attend Nursing Department faculty meetings with student representatives which are conducted throughout the semester. During these meetings, nursing student or their class representatives are able to share their concerns and/or provide feedback on a variety of issues.



## ***STUDENT/ OUTSIDE EMPLOYMENT***

### ***STUDENT EMPLOYMENT***

Students can apply for on-campus employment in various offices. On-campus jobs are convenient and are scheduled around your classes. Work-study positions are available for qualified students. Apply at the Financial Aid or Human Resources Office if you are interested in a campus job.

### ***OUTSIDE EMPLOYMENT***

All students must adhere to college requirements and must meet the college's competencies and objectives. A student who is employed must rearrange his/her work schedule so that it does not conflict with the college schedule in order to optimize potential for success.



## ***APPLICATION FOR GRADUATION***

1. Students will apply by October 15 for Fall Graduation and March 15 for Spring Graduation. Application for graduation are completed online via the KCC website.
2. All nursing courses completed with a “C” or higher to be eligible for graduation.



## ***CERTIFICATION/ EXAMINATION***

### ***CERTIFIED NURSE AIDE (CNA) EXAMINATION:***

Nurse aide program graduates may obtain their certification as nurse aide via Prometric (as referenced below)

Prometric  
HI Nurse Aide  
354 Uluniu Street, Suite 308  
Kailua, HI 96734  
Phone: 800.967.1299  
E-Mail: [hicna@prometric.com](mailto:hicna@prometric.com)  
Website: <https://www.prometric.com/en-us/clients/nurseaide/pages/hi.aspx>



## ***COLLEGE POLICIES***

### ***UNIVERSITY POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION***

The University of Hawai‘i is an Equal Opportunity/Affirmative Action Employer. It is the policy of the University of Hawai‘i to comply with Federal and State laws which prohibit discrimination in University programs and activities. Individuals designated to coordinate the University of Hawai‘i Community College’s nondiscrimination and affirmative action programs are:

Vice-Chancellor for Student Affairs (Education/Civil Rights matters)  
734-9522, Kapi‘olani Community College.

Human Resources Officer (Employment matters)  
734-9575, Kapi‘olani Community College

Mary Perreira (EEO/AA) 956-4550, Community Colleges, University of Hawai‘i System

KCC recognizes its obligation to provide overall program accessibility for persons with disabilities. Contact the Vice Chancellor for Student Affairs, Section 504 Coordinator, to obtain information as to the existence and location of services, and facilities that are accessible to and usable by persons with disabilities: 734-9522

### ***STUDENT CONDUCT CODE***

Student conduct at Kapi‘olani Community College is defined in the University of Hawai‘i Board of Regents’ Statement of Rights and Responsibilities of the University of Hawai‘i Student Conduct Code. Kapi‘olani Community College has a Code of Student Conduct that defines expected conduct for students and specifies those acts subject to University sanctions. Copies of the Student Conduct Code are available at the Office of the Vice-Chancellor for Student Affairs.

### ***PROFESSIONAL BEHAVIOR AND CONDUCT***

Nursing students are expected to conduct themselves in accordance with academic and behavioral performance standards as set forth by the Kapi‘olani Community College Student Conduct Code which prohibits academic dishonesty, cheating, plagiarism, disruptive behavior, lethal weapons, smoking (in specific areas of the campus), illicit drugs and alcohol.

In addition to adhering to the performance standards as defined by Student Conduct Code as well as all other performance standards described within this Handbook, nursing students are expected to demonstrate courtesy and respect when interacting with their peers and instructors as well as licensed health professionals in the didactic, laboratory and/or clinical practicum settings within their nursing program.

Professional behavior and conduct is expected of all nursing students during class, laboratory and

clinical settings. Student conduct that violates the professional behavior and conduct as described will not be tolerated.

In addition, the nursing programs within Kapi‘olani Community College are guided in practice by the American Nurses Association (ANA) Code of Ethics, which offers provisions in the way nurses conduct themselves with respect to patients and colleagues, the delegation of tasks and responsibilities, the maintenance of health care environments which promote quality health care as well as helping to advance the nursing profession by articulating nursing values and maintaining the integrity of the nursing practice. The ANA Code of Ethics for Nurses is available at

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>.

### ***DISRUPTIVE BEHAVIOR POLICY***

Kapi‘olani Community College defines disruptive behavior as speech or action which: 1) is disrespectful, offensive, and/or threatening; 2) interferes with the learning activities of other students; 3) impedes the delivery of College services; and/or 4) has a negative impact in any learning environment—including department and staff offices, the Library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, service learning sites, etc.

Disruptive behavior includes physically or verbally harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the College.

Disciplinary actions, which the College may impose, include a formal warning; require mediation, probation, suspension, and/or dismissal. An instructor referring a student for disciplinary action does so under the provisions of the Student Conduct Code. This stipulates that the Chancellor may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, students whose behavior is disruptive may be subject to immediate disciplinary action in an emergency situation. In such cases, the Chancellor may impose the sanction of suspension prior to a hearing. For further information, please refer to the Student Conduct Code available at the Office of the Vice Chancellor for Student Affairs.

### ***ACADEMIC DISHONESTY***

The University cannot condone academic dishonesty. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in expulsion from the University.

#### ***CHEATING***

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades,

altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting facts in order to obtain exemptions from course requirements.

In cases of suspected or admitted academic dishonesty, the instructor involved shall attempt to discuss the matter with the student. If appropriate, the instructor may bring the matter to the attention of the Department Chair & the Student Services Office. Additionally, an instructor may make use of campus mediation services or may refer any case of academic dishonesty to the Student Conduct Administrator for action under the Student Conduct Code. The instructor may require the student to redo the assignment, give a failing or reduced grade for the course, and/or refer the student to the Student Conduct Administrator for possible University Sanction. The student conduct Administrator shall pursue such cases to determine appropriate disciplinary actions if, after a preliminary investigation it is his/her determination that probable cause exists to establish that an act of academic dishonesty took place.

### ***PLAGIARISM***

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or in the dry-lab setting, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results, (d) dictation papers to or copying from others.

### ***FINANCIAL OBLIGATIONS***

Students who have not satisfactorily adjusted their financial obligations (tuition and fees, traffic violations, library fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, refunds, and/or registration.

### ***UH POLICY ON EMAIL COMMUNICATION***

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

Email is a form of individual communication, not a public forum, and should not express opinions or forward views to those who have not expressed a wish to receive such email. For the above reason, the nursing faculty and nursing students may use their electronic Nursing Department listserv to facilitate or promote the learning process within a Nursing Department-sanctioned activity, but may not use the Nursing Department e-mails for personal expression. In addition, e-mail correspondence of a confidential nature should be shared via Laulima or the UH Filedrop Service.

### ***PRIVACY RIGHTS***

#### ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students should consult the current Schedule of Classes for a copy of the University of Hawai'i's policy on student rights with respect to their educational records or request a copy from the Office of the Vice-Chancellor of Student Services.

### ***STUDENT ACADEMIC GRIEVANCE PROCEDURE***

The College has adopted procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters. Copies of the procedures are available by request to the Vice-Chancellor for Student Affairs.

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

### ***DISABILITY SUPPORT SERVICES AND POLICIES***

Students with a documented disability who have not voluntarily disclosed the nature of their disability are invited to contact the Disability Support Services Office (DSSO) in 'Ilima 107, ph.734-9552 , or email [kapdss@hawaii.edu](mailto:kapdss@hawaii.edu) for assistance. For students whose primary disability is Deaf or hard of hearing, contact the KCC Deaf Center in Manono 102, ph. 734-9210 (V) or 447-1379 (videophone). Students will need to contact DSSO or Deaf Center at Kapi'olani Community College to request accommodations in a Kapi'olani CC course even if they have already registered or receiving services at another UH campus's disability support program. Related services and policies include the following:

Accessible Technology / Multimedia Accessibility: Ensuring access to technology is reflected in the College's Technology Plan. The federal mandate to ensure accessibility extends to technology used in the classroom, on-line classes and multimedia presentations. Textbooks (including open educational resources), online content, content-specific computer applications,

instructional software, e-books, course materials, handouts, exams, equipment, etc. must be accessible and provided to students requiring "alternate format" as an accommodation stated on their "Disability Notice." Videos should be accessible (e.g. captioning, transcript of text available, etc.) and any pictures should have written, descriptive text.

Special Testing for Students with Disabilities (extended time for testing/area of minimal distractions) The designated campus location for students with disabilities who receive testing accommodations is in the Testing Center, located in the Lama Library, Room 101. The check-in point for instructors to drop off and pick up exams or quizzes is located to the left of the Testing Center desk.

Service Animals: As with all students with disabilities, a student with a service animal may choose to self-disclose their disability and seek disability accommodations with DSSO or the Deaf Center but are not required to do so. A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Generally speaking, service animals are permitted in all areas where members of the public are allowed to go. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. Only two questions are allowable when inquiring about an individual's service animal: 1) Is the dog a service animal required because of a disability? and 2) What work or task has this dog been trained to perform? Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. For more information: [http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm) You may also refer to the Department of Justice's "Frequently Asked Questions about Service Animals and the ADA" (7/20/15): [https://www.ada.gov/regs2010/service\\_animal\\_qa.pdf](https://www.ada.gov/regs2010/service_animal_qa.pdf)

Accessible furniture: Accessible tables and chairs have been placed in some classrooms for a student who qualifies for this accommodation. These are marked with the universal symbol of access (blue background with wheelchair graphics), and must remain in the classroom, and not be moved or used for other purposes for the duration of the semester.

Notetaker Identification badges/cards: DSSO notetakers will wear badges identifying them as a "DSSO Notetaker." Instructors will receive a pink-colored introduction card from the notetaker, however, the name of student with a disability will not be listed on the card to ensure confidentiality. Instructors should refer to the Disability Notices identifying which student(s) receive notetaking as an accommodation