

# **[Nurse Resource Training Center] CNA School and Remediation Program Policy**

## **1. Purpose**

The purpose of this policy is to outline the expectations, procedures, and guidelines for students enrolled in the Certified Nursing Assistant (CNA) training program at [Nurse Resource Training Center]. This policy also defines the remediation process for students who are not meeting programmatic standards, ensuring that all students have an opportunity to achieve success and meet certification requirements.

## **2. Scope**

This policy applies to all students enrolled in the CNA training program, instructors, program directors, and administrative staff involved in the academic and clinical training processes.

## **3. Program Overview**

The CNA program at [Nurse Resource Training Center] is designed to provide students with the knowledge, skills, and clinical experience necessary to become a Certified Nursing Assistant. The program includes both classroom instruction and hands-on clinical training in accordance with state and federal regulations.

### **Key Components:**

- Classroom Theory: Anatomy, patient care procedures, infection control, medical terminology, etc.
- Clinical Training: Supervised patient care in healthcare facilities.
- Assessments: Written exams, skills checklists, and clinical performance evaluations.

## **4. Student Responsibilities**

All students are expected to:

- Attend all scheduled classes and clinical sessions.
- Demonstrate professionalism, including punctuality, respect for others, and commitment to learning.

- Maintain communication with instructors regarding any academic or personal challenges.
- Adhere to all school policies, including those concerning dress code, behavior, and confidentiality.

## 5. Academic Performance Standards

- **Written Examinations:** Students must achieve a minimum score of 80% on all written exams to continue in the program.
- **Skills Competency:** Students must demonstrate proficiency in all required nursing skills. A competency checklist will be used to document progress.
- **Clinical Performance:** Clinical assessments will be conducted during clinical rotations. Students must receive a satisfactory evaluation from their clinical instructor to progress to the next phase of the program.

## 6. Remediation Policy

If a student fails to meet the academic, clinical, or skills competency standards, they will enter the remediation process.

### 6.1 Remediation Process

- **Initial Evaluation:** The program director or instructor will meet with the student to discuss areas of concern and determine the necessary steps for remediation.
- **Remediation Plan:** A personalized remediation plan will be developed, which may include additional study, practice sessions, or retesting of specific skills or examinations.
- **Duration and Frequency:** Students will be given a set period (typically one to two weeks) to complete remediation activities. If after this time the student is still not meeting the required standards, further remediation or an extension may be granted.
- **Documentation:** All remediation efforts will be documented in the student's file, including meetings, actions taken, and outcomes.

### 6.2 Types of Remediation

- **Academic Remediation:** Additional tutoring, review of course materials, or retaking exams.

- **Skills Remediation:** Additional hands-on practice with clinical skills, either during extra lab hours or with the assistance of an instructor or peer mentor.
- **Clinical Remediation:** A second opportunity to demonstrate clinical skills under supervision, with feedback on areas of improvement.

### **6.3 Failure to Complete Remediation**

If a student does not complete the remediation plan or fails to meet the standards after remediation, the student may be dismissed from the program. In such cases, the student may request a formal meeting with the program director and appeals committee to review the decision.

## **7. Attendance Policy**

- **Classroom Attendance:** Students are required to attend at least 90% of scheduled classroom sessions. If a student exceeds the attendance threshold, they may be placed on probation or removed from the program.
- **Clinical Attendance:** Students must attend 100% of the required clinical hours. Any missed hours must be made up before certification.

## **8. Code of Conduct**

Students are expected to adhere to the highest standards of ethical behavior, both in the classroom and clinical environments. Unprofessional conduct, including dishonesty, substance abuse, or violation of patient confidentiality, will not be tolerated and may result in immediate dismissal from the program.

## **9. Disciplinary Policy**

Disciplinary action may be taken for violations of the school's policies. Disciplinary actions include:

- Verbal warning
- Written warning
- Probation
- Dismissal from the program

The severity of the violation will determine the type of disciplinary action taken.

## **10. Certification Requirements**

To be eligible for certification as a CNA, students must:

- Successfully complete both the classroom and clinical components of the program.
- Pass all written exams with a minimum score of 80%.
- Demonstrate competence in all required nursing skills.
- Complete all required clinical hours.
- Submit all necessary paperwork and application to the state licensing board (if applicable).

## **11. Grievance and Appeal Process**

Students have the right to appeal decisions related to grading, remediation, and disciplinary actions. The appeal process includes:

- **Step 1:** The student should first address the issue informally by meeting with the instructor or program director.
- **Step 2:** If the issue is not resolved, the student may submit a formal written appeal to the school's grievance committee.
- **Step 3:** The grievance committee will review the appeal and make a final decision, which will be communicated to the student in writing.

## **12. Student Support Services**

[Nurse Resource Training Center] is committed to the academic and personal success of its students. Support services available to students include:

- Academic tutoring
- Counseling services for stress management and personal issues
- Access to job placement assistance

- Clinical mentorship

### **13. Confidentiality and Privacy**

All students are required to maintain the confidentiality of patient information in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Any breach of confidentiality will result in disciplinary action.

### **14. Updates to the Policy**

[Nurse Resource Training Center] reserves the right to modify or update this policy at any time. Students will be notified of any changes, and the updated policy will be made available through the school's website and student handbook.

### **15. Contact Information**

For more information about the CNA program or remediation policies, students are encouraged to contact the Program Director at [contact@nurseresourcetrainingcenter.com] or visit the website at [[www.nurseresourcetrainingcenter.com](http://www.nurseresourcetrainingcenter.com)].