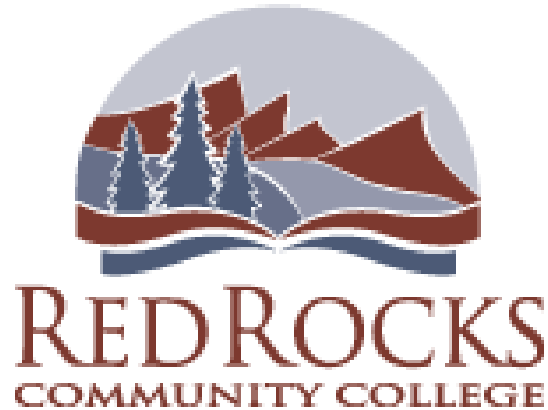


# **Red Rocks Community College**

Home Health Aide NUA 180 (Internship)  
Hospice Care Aide NUA 181 (Internship)  
Advanced Nurse Aide NUA 171 (Clinical)



## **CODE OF CONDUCT FOR INTERNSHIP/CLINICAL EXPERIENCES**

## GENERAL INFORMATION

### Goals

The internship/clinical experience is critical to the student's progress toward becoming an advanced CNA. The primary goal of the internship/clinical experience is to:

- Allow the student the opportunity to observe experienced healthcare workers managing a variety of patients in a home-like setting.
- Allow the student to interact with a multi-disciplinary healthcare team.
- Allow the student, in conjunction with an experienced healthcare preceptor, to care for patients in a home-like setting.
- Allow the student to practice and work toward mastery of the various skills involved in the field.

Note that the student is not paid for the internship/clinical experience.

### Preparation for Internship/Clinical experience

The student must register for the internship or clinical experience and must schedule it with the Red Rocks Community College CHEO Career Coach. Students may not arrange their own internship/clinical experiences. All students will be required to pass a criminal background check. Students must submit a current and active CNA license as well as a valid driver's license. Evidence of the absence of TB as well as proof of a flu vaccine yearly (November 1-March 31) must be submitted.

### Insurance

Students have protection with worker's compensation insurance through RRCC for exposure and injuries that may occur in the clinical setting. All injuries and/or incidents must be reported to the RRCC CHEO Career Coach. Students are also protected with liability insurance through RRCC for occurrences during clinical rotations.

*Chryste Weitzel, RRCC CHEO Career Coach*

*E-mail: chryste.weitzel@rrcc.edu*

*Campus phone: 303-914-6063*

## STUDENT EXPECTATIONS DURING INTERNSHIP/CLINICAL EXPERIENCE

### Professional Behavior

The student must at all times uphold and demonstrate the following:

- Be honest and have integrity
- Be trustworthy
- Be dependable
- Uphold proper phone etiquette, including returning program related phone calls promptly
- Maintain the confidentiality of patient information
- Participate responsibly in patient care with direct supervision
- Complete assigned clinical duties
- Notify the responsible person if something out of the ordinary arises
- Be on time
- Attend every scheduled day of the internship/clinical unless approved by RRCC faculty
- Treat patients and families with respect and dignity both in person and in discussions with others
- Seek supervision or advice when needed
- No use of alcohol or illegal drugs while on duty
- No use of medications in a way that could compromise patient care or one's own performance
- No gum or tobacco chewing during the internship/clinical experience
- Students shall conduct themselves with dignity and respect for faculty, preceptors, healthcare team members, patients and families, and others encountered during the internship/clinical experience

### Activities

The student should make arrangements for meals during the clinical days. It is advisable to take a lunch that does not require refrigeration.

The student can participate in any work related activity with the facility preceptor, including staff meetings and/or in-service training.

### Cell Phones

It is mandatory for students to have cell phone ringers turned off during the internship/clinical experience. Students are not permitted to place or receive any personal calls or texts during the internship/clinical experience. In addition, use of the cell phone for any other personal activities is prohibited: no music, no games, no video, no camera, no internet, etc.

### Patient Confidentiality

Students are expected to protect the privacy rights of the patients and families. Federal laws prohibit the release of any information to anyone unless required for the treatment of the patient/family.

### Scope of Practice

Students must practice within their scope at all times. If the student is unsure of his/her scope of practice in relation to a certain assigned task, the student should seek assistance from the facility Facility RN preceptor or RN site supervisor.

### Incident or Injury

Students are expected to uphold standard infection control precautions while working with patients. In the event of an exposure or injury, the student must immediately notify the RN site supervisor and the RRCC CHEO Career Coach. In the case of life threatening injuries or exposure, the student will be treated at the closest appropriate facility. All follow-up care will be scheduled with the RRCC contracted out-patient clinic.

### Dress Code

First impressions are very important. A positive first impression will aid in establishing rapport with the patient and family. If one wants to be treated like a professional, one must act, speak and dress like a professional. If the student is not dressed appropriately, s/he will be asked to leave the clinical site. The internship/clinical experience may or may not be rescheduled, at the discretion of the RRCC faculty and the RN site supervisor.

The student is to follow the internship/clinical site's dress code. In addition, the following rules must be followed:

- Shoes-Footwear must be closed-toed.
- Jewelry-it must be simple, small and non-conspicuous. Wedding rings are acceptable. A watch with a second hand must be worn.
- Personal grooming-Good body hygiene must be maintained. Long hair must be worn tied away from the face and off the shoulders. Excessive make-up is not permitted. Female students must wear a bra and underpants. Beards on male students must be neat and trimmed. Fingernails must be clean and trimmed short.
- Name Tags-RRCC name tags must be worn at all times, above the waist. Non-professional insignia such as pins or buttons are not allowed.
- Fragrances-No perfumes or colognes are permitted.
- No jeans.
- No shorts.
- No t-shirts containing any writing, symbol or picture.
- No midriff tops.
- No tank tops.

### Items to bring to Internship/clinical experience

Students should bring the following items with them to the internship/clinical experience:

- Contact information for the RRCC CHEO Career Coach and the RN site supervisor.
- Any other item(s) as requested by the site.

### **ATTENDANCE REQUIREMENTS AND GRADING**

- RESCHEDULING OF CLINICAL DAYS MUST BE AVOIDED. Exceptions for illness or emergency can be made with the approval of the RRCC faculty member and the RN site supervisor. Due to limited internship/clinical scheduling, there is no guarantee that a missed day can be rescheduled.
- The internship/clinical experience will be graded as a PASS or FAIL.

### **RESPONSIBILITIES OF STUDENT, RN SITE SUPERVISOR AND RRCC**

The student agrees to:

- Uphold the clinical site's policies, conduct rules and dress code
- Report to clinical site on time
- Notify the RN site supervisor and RRCC CHEO Career Coach of any incident, injury or unusual situation
- Notify the RRCC CHEO Career Coach of any problems that occur at the site
- Contact the RRCC CHEO Career Coach with any change in student's personal phone # or address
- Meet all RRCC internship/clinical experience requirements

The RN site supervisor (or facility Facility RN preceptor) agrees to:

- Instruct the student as to applicable site rules and policies
- Provide for adequate supervision for the student
- Complete a written evaluation of the student at the end of the internship/clinical experience
- Contact the RRCC faculty member with any problems or concerns
- Assign duties to the student which will enhance his/her learning experience

The RRCC faculty member agrees to:

- Contact the RN site supervisor as needed to review student's progress and discuss any issues
- Review the facility Facility RN preceptor's or RN site supervisor's final evaluation of the student
- Grade the student's final assignment
- Assign the student a final course grade

# RED ROCKS COMMUNITY COLLEGE

## ACKNOWLEDGEMENT OF RECEIPT OF CODE OF CONDUCT FOR INTERNSHIP/CLINICAL EXPERIENCES

I have received, read, and understand the CODE OF CONDUCT FOR INTERNSHIP/CLINICAL EXPERIENCES. I agree to abide by it.

I understand that failure to follow the policies and rules outlined herein may result in my inability to complete the internship/clinical experience and/or failure of the course.

I further understand that all assignments must be completed and submitted to the RRCC faculty member prior to receiving a "PASS" grade in the internship/clinical course. Additionally, I understand that I must receive a "PASS" grade in the clinical course in order to receive my Aide Certificate.

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Student Signature

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Date

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Student Name (printed)

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Contact Phone Number

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Email address



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Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6298. [bill.dial@rrcc.edu](mailto:bill.dial@rrcc.edu).