

CNA Skills Student Protocols

By being allowed to participate in the CNA Clinicals, you are agreeing to the following conditions:

1. You will have to do your Skills homework of memorizing the skills steps and watching the videos BEFORE you come in on the weekends for skills practice.
2. You will be divided into groups of five students per group. At any point, your Skills instructor will be working with one group while the others are assigned as assistants to the CNAs on the floor.
3. Your job is to assist the floor CNAs with the following tasks. You are expected to perform the following tasks from the first day at the site:
 - a. Make unoccupied bed (Teacher/Staff CNA presence not required)
 - b. Assist with making an occupied bed but shall not do it alone (Teacher/CNA presence is required)
 - c. Assist with Diaper change (Teacher/CNA presence is required)
 - d. Assist with a bed bath but shall not do it alone. (Teacher/CNA presence is required)
 - e. Put away dirty laundry and replace it with clean laundry (Teacher/Staff CNA presence not required)
 - f. Pass meal trays and put away finished meal trays (Teacher/Staff CNA presence not required)
 - g. **Answer call lights when you see them lit.** If you can do the task (eg take away the meal tray), do it yourself. If the task is outside your scope as a CNA student, make sure you hand it over to your CNA.
4. Each weekend, as you are signed off on new skills, you will perform those skills **in addition to the ones listed above**. This includes new tasks such as taking vitals, measuring urine output, offering bedpan, etc. You will not perform any skill for which you are not yet signed off. If you cna asks you to perform any skill that you are not yet signed off on, politely let the cna and your teacher know and she will take it up with the charge nurse or the don. This is being done to protect the facility and you from cdph complaints and inquiries.
5. Additionally, if there is any difference between what the staff CNA is asking you to do vs what your teacher has asked you to do, do not get into an argument with the facility staff. Politely inform the cna that your teacher has asked you to perform floor duties in a particular manner and that your teacher will take it up with the charge nurse and/or the don.
6. Under no circumstances should you ever perform the following tasks (with or without staff cna present)
 - a. The resident transfers out of bed.
 - b. Assist cna in the shower. you shall not enter the shower area.
 - c. While the cna is showering the resident, you can only do these tasks: get the room ready, make the bed, put away dirty linen, bring in fresh towels and clothes, etc.

- d. if your cna asks you for help with transfer or shower, politely let the cna and your teacher know and she will take it up with the charge nurse or the don. this is being done to protect the facility and you from cdph complaints and inquiries.
- 7. For practice purposes, you may learn the following skills using the mannikin (or a fellow student where appropriate). If an empty bed is unavailable, the teacher may use any available table. Some of these skills may be done with the mannikin in a chair.
 - a. Dress with an affected right arm
 - b. Modified bed bath
 - c. PROM knee/ankle and shoulder
 - d. Catheter care
 - e. Mouth care
 - f. Peri-care
 - g. Transfer from bed to wheelchair
- 8. Transferring from bed to wheelchair and Ambulating a resident are always learned with a classmate, not with the patient. At the state exam, they use volunteers for this skill. Dressing a patient with an affected right arm is taught and tested using the mannikin. Peri Care and Catheter care are also taught and tested using a mannikin.
- 9. Even though bedmaking is not a skill on the exam, it is a useful skill to know to be productive on the floor. Your instructor will teach you the skill and ask you to demonstrate it.
- 10. As part of teaching clinical skills, your teacher will critique and correct you. That is their job requirement. Furthermore, they will hold you accountable to deliver the return demonstrations of the skills per CDPH requirements. As a student, you must pay close attention to the feedback and take corrective action. All students are required to deliver performance to the same standards to get signed off. Holding you accountable to maintain CDPH's academic standards is not harassment or bullying. There is nothing personal about it.
- 11. CNAs care for persons who cannot care for themselves. This includes cleaning, bathing and changing diapers. You will be asked to perform these tasks as part of your student clinical rotations. Students will not be excused from these duties since it is part of their clinical experience. If students refuse to perform these duties, their clinical hours will be nullified. If a student feels strongly about not performing these tasks, they should consider withdrawing from the CNA program.
- 12. Facilities may not always be able to provide a conference room or an empty bed despite their best intentions. Teachers will try to gain cooperation from the DSD, DON, Charge Nurse and floor CNAs to have the students perform the skills using cooperative residents (long-term care residents, bed-bound residents, and open-minded residents to allow students to learn) to give maximum practice time to the students to perform the skills.
- 13. Per California law, clinical skills instruction can only be performed at a nursing facility and it cannot be done at the school. While our teachers are committed to providing high

quality clinical instruction, the school takes no responsibility for the learning conditions and the general environment at the clinical facility. These are factors outside the school's control. While the school does not have direct control over the learning conditions at the clinical site, we work closely with our partners to ensure a safe and supportive environment.

14. You shall not loiter around on the floor or collect in groups and start talking. There is ALWAYS something to do on the floor. Offer your help to others. Note that facility staff are reporting back to the teacher on the whereabouts of students and whether they are performing their floor assignments or not. So, whether the teacher is watching you or not, someone is keeping a close tab on your floor behavior.
15. You shall not be on the phone texting and talking during your work hours. You can ONLY do that during your break times. Phones must be switched off and put away with your belongings or in your pocket while you are on the floor.
16. Due to patient privacy regulations, taking pictures or videos of anyone/anything at the nursing facility is strictly prohibited. Violation will cause immediate dismissal.
17. No gossiping and sharing private information with patients or your classmates at the Clinical facility.
18. You shall not excuse yourself from the floor and disappear. If you need to excuse yourself to use the restroom or handle an emergency you will notify your assigned CNA and your instructor. Unapproved absences from the floor will result in being sent home and marked absent for the whole day and repeat offense will lead to dismissal from the CNA class entirely.
19. When accessing the dietary department you shall not enter beyond the doorway. If there is red tape on the floor, you shall not cross it.
20. You shall not ask the Dietary department for any food for your own consumption.
21. Morning huddle: 8am to 8:15am. Evening huddle 4:15pm - 4:30pm. You are NOT dismissed till you meet at the end of the day with your teacher and he/she dismisses the class.
22. Break Times: 10:30 am to 10:40 am (Morning Break), 12 pm - 1 pm (Lunch Break) and 3:00 pm to 3:10pm (Afternoon Break). Depending on the facility's resident lunch times, your teacher may move the break times around.
23. All break times and lunch times are strictly monitored. If you are late after your breaks, you will be marked absent for the rest of the day and you will have to make up the hours.
24. You will leave all meeting rooms, and patient rooms cleaner than you find them. ALL of you are responsible for cleaning up after yourselves. If there is any place left unkempt or dirty, ALL of you will be held equally responsible, marked absent, and will have to make up the hours.
25. Facility parking spots are reserved for facility staff, your teacher, and family visiting the residents ONLY. Students shall not park in the facility lot and are required to find parking on the street.

26. The facility parking lot has a speed limit of 5 MPH because there are elderly residents on walkers and wheelchairs. If you are found speeding, you will be terminated from class. Cameras are monitoring your speed in the parking lot.
27. If you see anything at the facility that should be reported, inform your instructor who will inform the facility DON. You shall follow this chain of command.
28. If you are sick (cough and or/fever), you will not be allowed to come into the facility. You will have to make up the missed hours.
29. If you have a cold but no cough or fever, you will be allowed into the facility, but you will have to wear a mask to protect the residents.
30. Neither Procareer Academy nor the Clinical facility is responsible for any loss or damage of your personal belongings (e.g. backpack, purse, cell phone, earbuds, car, etc).
31. These rules apply to all students regardless of age, gender, race, sexual orientation.
32. All communications (written and oral) between the school, its teachers and the student shall occur using the official name in the student's government issued photo identification card. The school is not obligated to address the student with any other name, nor does it take any responsibility in the event the student is not addressed by their chosen name, if different from the official name.
33. If you are found in violation of any of the above rules, you will be sent home and marked absent for the whole day. You will have to make up for the absent days, which will delay your completion of the CNA class.

IMPORTANT: Professional behavior at all times is a must.

34. Per CDPH regulations, students are required to complete clinicals at approved facilities only. Clinicals cannot be done at the school. Hence the school and you are dependent on the facility to become a CNA.
35. Students are guests at the facility and the facility is doing you a favor by allowing you to come in for Clinical practice. Always remember that you are required to be punctual and behave professionally at all times at the facility. The facility reserves the right to deny access to anyone it deems unprofessional.
36. Be advised that CDPH-approved facilities that can accept students to come in for clinicals are in extreme short supply. Staff at the facilities are stressed due to being short-staffed and overworked. And at times, they may take out their frustration on you. All facilities have some level of dysfunction on the floor, especially after the pandemic. There is no "perfect" facility out there. Remember, staff getting upset at you is not a personal attack against you. Keep your cool and be polite under all circumstances. We have to handle such situations with grace. If you retort back, it will only make it worse for you. Always remind yourself: "My goal is to swim across the lake. Not fight the alligators". You are there for only seven weekends!

37. Rude, disrespectful, unprofessional, or disruptive behavior with the teacher, fellow students or facility staff will not be tolerated. Students will be dropped from class for such behavior. The facility reserves the right to deny access to anyone it deems unprofessional.
38. As needed, Procareer Academy may deploy substitute CNA instructors to conduct the clinical sessions. The same rules of professional conduct apply when substitute teachers are conducting clinicals. Students will be dropped from class for rude, disrespectful or disruptive behaviour towards substitute teachers.
39. If students are found arguing or fighting during class, it is considered unprofessional behavior. All of the students involved will be dropped from the class immediately and sent home and an inquiry will be conducted by the school. If you are found arguing with anyone, it means you are party to the altercation and chose to engage in it. You will be dropped regardless of who started it. Upon conclusion of the inquiry, guilty students will be terminated from the class.
40. If a student jeopardizes the school's relationship with the clinical facility due to unprofessional behavior, the student will be immediately expelled from the program. This is clear evidence that you have no regard for the harm your actions cause.
41. The clinical facility reserves the right of admission. If a facility decides to ban a student from coming back, they reserve the right to report you to security/police/law enforcement if you return to the facility again. Returning to the premises after you have been banned is considered trespassing and is a punishable act.
42. At the clinical site, students are strongly urged to focus on their education and not get involved in gossip, discussions, or arguments with fellow students, teachers, residents and or facility staff. This is not a place to share your opinions on unrelated matters. The school is focused on education and will not tolerate any drama that takes us away from our mission.
43. By the power vested in your teacher by CDPH as the authorized CNA instructor, it is your teacher's job duty to correct students who are not doing the skills correctly, as laid out in the Skills notes. Students have to be prepared to receive constructive criticism. That is part of your learning and preparation for working in the healthcare industry as a future cooperative, professional CNA. As your school, we are required to document and present to CDPH, on demand, your professionalism and attitude during class.
44. The clinical instructor has the authority to make decisions regarding the timing and duration of skills practice vs floor duty depending on the situational requirements of the facility. The student shall follow the instructions of the teacher.
45. During the skills practice, your teacher will call on each of you to perform the skills. If you are behind, you will be called on more often to get you caught up and ready for the Skills sign-off. It does not mean your teacher is picking on you or favoring someone else. It does not mean your teacher is discriminating against you. It is her job to teach and give you feedback and your duty to listen and learn from it. Additionally, it is not possible for

the teacher to give private feedback to each individual student. Nor is it possible for the teacher to answer the same question from multiple students, if it has been addressed once or twice already. Corrective actions will be discussed openly with the entire class because these are important learning moments for the entire class. If you are not open to receiving constructive criticism, you will not be able to complete the CNA class successfully at Procareer Academy. While other schools may be lenient on these aspects, we are not.

46. The State of California's Department of Public Health has vested powers in the approved Clinical instructor to direct, monitor and supervise all academic activities at the Clinical facilities. Students shall report to the instructor as their supervisor and not circumvent the instructor's authority by engaging directly with facility administrators or nursing staff for any purpose. Such behavior is an act of insubordination, punishable by expulsion from the CNA program.
47. Approved and available clinical facilities are very few in number. The school, its staff and the students are responsible for maintaining a professional relationship with the facility staff at all times.
48. Students are assigned to Clinical facilities at the time of their registration, in the order of availability, and this information is documented in their official records. Once clinical sites are assigned, no changes are possible. Therefore, at the very beginning, we asked you to confirm that you are able to drive to any facility within 35 miles of Whittier. We proceeded to enroll you only after you said yes to this condition. Unfortunately, for the reasons explained, changes are not possible.
49. Any violations of the above protocols will result in immediate dismissal from the class. Additionally, the facility and the school are required to report all expulsions to the California Department of Public Health (CDPH) which could prevent you from becoming a CNA or any other healthcare professional (not just in California, but nationwide).
50. The same Clinical rules and code of conduct apply during make-up days too.

Clinical Skills Information:

1. The Clinical Skills instruction will take place on Saturdays and Sundays (8am to 430pm). It is exactly like reporting to work. You will be sent home for being late and will have to make up those hours. If you violate lunch and break times, you will be sent home and will have to make up the hours. All aspects of the CNA program, including the schedule, are mandated by the California Department of Public Health, which oversees the CNA program. Neither the school, nor the teacher can override the strict program requirements.
2. The school will provide you with all the supplies you need for clinicals (Stethoscope, BP Cuff, and Gait Belt) and your ID Badge. We typically do this on the first day of class.
3. On Clinical Skills days: WEAR BLACK SCRUBS & FLAT SOLED, NON-SKID SHOES IN ANY COLOR (eg sneakers, walking, jogging etc), NO CROCS, NO LONG NAILS, NO

DANGLING JEWELRY, HAIR IN A BUN & TATTOOS COVERED. If not, you will be sent home.

4. You must wear your ID badge and bring the equipment (Gait Belt, BP Cuff and Stethoscope) to the skills facility each clinical day. Else you will be sent home.
5. Before your in-person skills start, you must obtain the following. Otherwise, you WILL NOT be allowed to come in for Clinicals.
 - a. Live Scan,
 - b. CPR,
 - c. NSO Student Insurance,
 - d. Physical exam and
 - e. TB Test.

CNA Skills Evaluation Requirements

The students shall verbalize and present the following skills to the instructor during the in-person skills evaluation, **in the time durations shown below to be allowed to graduate.**

Skill (Teaching Method)	Time Duration
Hand Washing (At the bathroom sink)	5 minutes
Assist to ambulate using Transfer Belt (Students perform skill with each other using an available bed)	5 minutes
Clean Upper/Lower Denture (Use supplied dentures)	5 minutes
Count & record respirations (Student volunteers)	5 minutes
Count & record radial pulse (Student volunteers)	5 minutes
Donning and removing PPEs (Each student does it)	5 minutes
Measure & Record Urinary Output (Use supplied graduate and bedpan)	5 minutes
Measure and record weight of ambulatory client (Student volunteers)	5 minutes

Passive Range of Motion (Knee & Ankle) (Mannikin or student volunteer on empty bed)	5 minutes
Position on side (Mannikin or student volunteer on empty bed)	5 minutes
Provide foot care on one foot (Mannikin)	5 minutes
Provide mouth care (Mannikin)	5 minutes
Measure and record Blood pressure (Student volunteers)	5 minutes
Passive Range of Motion Shoulder (Mannikin or student volunteer)	5 minutes
Knee High Elastic Stocking (Mannikin)	5 minutes
Feed client who cannot feed self (Mannikin)	5 minutes
Assist with use of Bedpan (Mannikin)	8 minutes
Perineal Care (Female) (Mannikin)	8 minutes
Modified bed bath (Face, arm, hand and underarm) (Mannikin)	8 minutes
Catheter Care (Mannikin)	8 minutes
Dress Client with affected Right arm (Mannikin)	5 minutes

Transferring from Bed to Wheelchair using Transfer Belt
(Student volunteers on available bed)

5 minutes

1. The instructor shall evaluate and approve each student in their knowledge of the above skills in the allotted time, before being allowed to graduate.
2. Weekly Homework Assignments. You must watch the skills videos and memorize the skills steps word for word throughout the week so you are READY to practice and demonstrate them on the weekends. Your teacher will issue a warning to you if you are not doing your homework and come in unprepared on the weekends. Weekends are not the time for you to start these preparatory activities.
3. **Buy your black scrubs at the start of the class if you need to. Do not procrastinate. We will not allow you into the facility for skills practice if you are not wearing your uniform and non-skid shoes.**
4. Students will undergo a temperature check prior to being allowed in for Skills practice.
5. **If you do not perform the skills satisfactorily, you will not be allowed to graduate.** To avoid any of these consequences, we strongly recommend that you study hard and gain complete mastery of the CNA skills.

Weekly Skills Timetable (Teacher may move items around)

Week 1:

Day 1: Opening and Closing Procedures, Handwashing (#1), Donning and removing PPE (#8), Feeds client (#10),

Day 2: Measure Weight (#14), Pulse (#6)

Week 2:

Day 3: Measure Respiration (#7), Knee High Elastic Stocking (#2), Foot Care (#19),

Day 4: Mouth Care (#20), Denture care (#5)

Week 3:

Day 5: Measure Urinary Output (#13), Blood pressure (#23),

Day 6: Position on side (#17), Dress patient with affected right arm (#9), Ambulate patient (#3),

Week 4:

Day 7: Assist with bedpan (#4), Passive Range of Motion Shoulder (#16) and
Day 8: PROM Knee/Ankle (#15) Modified bed bath (#11),

Week 5:

Day 9: Perineal Care (#21),

Day 10: Catheter care (#18), Transfer from bed to wheelchair (#22)

Weeks 6 and 7: Floor duty and Open/extra practice

Attendance Sheet Sign-in Requirement for Clinicals:

- You must write your name in upper case (name must be clearly legible) and also sign the attendance sheet during clinicals, along with the in and out times. Failure to do so will result in being marked absent. If you arrive late, you must ask the clinical teacher for the sign-in sheet to sign it, it is your responsibility to remember to sign the sheet.
- If you are marked absent by the teacher but you did attend that day, it is your responsibility to email the teacher to obtain proof of your attendance. After obtaining this proof of attendance, you must forward that email to us to get attendance credit.
- Please ensure you follow these steps to avoid any issues with your attendance records, as short clinical hours may delay your graduation date.

Theory And Clinical Hours Requirement:

1. The school teaches 80 hours of Theory and 112 hours of clinicals (done over 7 weekends), well above the minimum hours required by CDPH. You are required to attend all the hours listed above, even if you meet the minimum CDPH requirements. At the end of the class, the school will add up your hours attended for Theory and Clinicals to see if you meet the CDPH minimum attendance requirement of 60 hours of Theory and 100 hours of Clinicals.
2. The school conducts clinicals for 7 weekends, which amounts to 112 hours. Even though the CDPH minimum requirement is 100 hours of clinicals, the school chooses to conduct 112 hours of clinicals to better prepare you for the State exam. You are required to attend the entire class, for all seven weeks, even if you have completed the minimum 100 hours of clinicals. You will receive your class completion paperwork ONLY at the end of the scheduled seven weekends (112 hours) after you attend the entire class, even if you have attended in excess of the minimum required 100 hours of clinicals.
3. If at the end of the class, you are found needing more than 12 hours of Theory (which means you attended less than 48 hours of the total 80 hours of Theory conducted) and/or needing more than 28 hours of Clinicals (which means you attended less than 72 hours of the total 112 hours of Clinicals conducted) to meet the minimum requirement, it means that you have been substantially absent which has impacted your learning. You will be dropped from the class, receive a FAIL grade and will have to repeat the entire class. CDPH rules do not allow you to mix and match hours attended across different classes.

4. If a student does not complete the 100 minimum required clinical hours during the scheduled seven weekends, they are allowed to continue weekend clinicals till they complete the 100 hours, under the condition that they MUST get signed off on all 22 skills demonstrations by their primary teacher(s) by the end of the seven weekends. State rules do not allow you to mix and match hours attended across different classes. The extra clinical makeup hours past the seven weekends will occur at a different facility. The makeup clinical hours must be completed within 30 days after the end of the scheduled class. Else, the student will be dropped and has to repeat the entire class.
5. Make up hours rule: Regardless of the number of hours you have to complete the CDPH minimum 100 hour requirement, you will only be dismissed at the end of the day because you have floor assignments and the facility is counting on you to be present. Leaving midway is considered abandonment of care. Furthermore, if you leave without completing the entire day, you will need to come back another day to complete the full day's clinicals.
6. If at the end of the class, even after factoring the extra buffer hours, you are still not able to meet the minimum 60 hour Theory and 100 hour Clinical requirements to graduate and the school has to bring in the Skills teacher on a Saturday or Sunday to help you to complete the hours, it will cost you \$200 per student per day, because these make up hours are NOT covered by your regular class fee. There is no guarantee that the teacher or the facility will be available for you to complete the class, even if you are able to make the payment. The maximum number of Clinical hours you are allowed to make up by paying the extra \$200 per day is eight (8). If you miss more than this number, you shall repeat the entire class.
7. If you are excessively absent in class and are significantly behind in your learning, you will be asked to repeat the class. This is solely at the school's discretion, based on feedback from your teacher. If you complete the class at a later date due to makeup hours, it is your responsibility to reach out to the school by email to request assistance to sign up for the State CNA exam after you complete the class.
8. If you are a grant, government or a scholarship-funded student and you need to repeat the class, you will have to reapply for new funding. You cannot repeat the class under the same prior funding. Any refund is sent back to the funding office.
9. While we the school and our instructors sympathize with you that you are dealing with other responsibilities like multiple jobs, night jobs, kids, pets, elderly parents, illness, divorce, COVID infections and even death in the family, the Public Health Department does not give any leeway whatsoever in the requirements of the CNA program. If your other life obligations are preventing you from devoting the time needed to the CNA class, please un-enroll from the program and take it in the future, after you have sorted out your situation. If you are a grant funded student, you will have to re-apply for the government funding and your approval at that time is subject to available funding.
10. During the first five weekends, the Clinical teacher will be following the weekly timetable for the entire class. If you miss any clinical days and need to get signed off on skills you missed, that will happen after the teacher has gone through the entire skills timetable with the class, typically during the last two weekends. If the teacher can accommodate you in between the other students, she will. Normally, the teacher will not interrupt her daily skills timetable to accommodate your special situation.

Factors out of the school's control:

1. CDPH can conduct an Inspection survey at a facility at any time, without prior notice. When that happens, the facility is immediately closed down for student clinicals and all students and teachers are asked to leave the facility. Students shall cooperate and leave quietly. The school will do its best to find an alternative facility. If the school is not able to find an alternate facility, class completion date will get postponed.
2. The announced class end date is tentative and may be delayed due to sickness and/or unavailability of the teacher or the facility. We will do our best to inform you of any cancellations by 7 am on the day of the clinicals if the teacher has been able to inform us prior to that. That way, you don't have to drive to the facility.
3. However, a remote possibility exists that the teacher is unable to notify us of their absence at all (e.g. the teacher herself is in an accident or in the ER, etc) and we are unable to notify you. In such a rare situation, both you and us may find out at the same time, e.g. at 8:30-9am on skills day that the class has been canceled. While this is a rare situation, it may happen and the students are expected to take it in stride professionally.
4. Skills Facility may be changed part way through the class if the facility becomes unavailable. For example, if CDPH starts a survey at a facility, they close it down for student clinicals. The school will do its best to find an alternative facility. If the school is not able to find an alternate facility, class completion date will get postponed.
5. If needed, the school will add Theory and Clinical days to make up for missed days and the CDPH CNA program requirements. This could happen if the instructor or the facility becomes unavailable due to any reason. These factors may delay the class completion date.
6. If you are from out of town and are staying in a hotel during the weekends, you are assuming the risk of expenses incurred due to last minute class cancellation. If you are grant funded, your funding agency will not cover any expenses beyond the tuition fee.
7. Facility inspections by CDPH are fairly routine. A visit by CDPH does not mean that the facility has conducted any violations. When a CDPH visit happens, facilities have a lot to deal with and usually ask the students to leave the facility and cancel clinicals. The clinicals are canceled for the day and students are sent home. The school will notify when clinicals at the facility will resume.
8. COVID, Flu and other infections continue to occur periodically at Clinical facilities, which is an unavoidable reality. The facility continues to operate while the staff and visiting students take precautions like masks and PPE, as required. If the infection is not severe, clinicals continue with precautions in place. If the infections rise, the facility and/or CDPH may decide to cancel clinicals, based on their assessment.
9. Since the change of facility can occur at any point of time, we ask you to confirm at the start of the enrollment process that you are able to commute to any facility within 35 miles of Whittier. We proceed to refer you to a funding agency and enroll you in the class only after you agree to this condition.
10. Once a student is enrolled in the class and assigned to a clinical facility, that information is documented in the CNA class enrollment records, which are submitted to CDPH. A change of facility is not possible. This is the reason we ask the students before enrolling whether they can go to any facility within 35 miles of Whittier.

What happens when there is an Emergency Clinical Cancellation?

If due to an emergency the Clinical Teacher is unavailable, there will be no Clinicals taking place on that day. Clinicals will resume on the next scheduled day, depending on teacher availability. Although the school may work to get a substitute teacher, it may not always be possible.

Q: Does this mean we'll need to attend hours past the original end date?

A: Yes, the class will get extended by one day.

Q: Is there anything the student can do to make up this time at a different facility?

A: That is not possible because per CDPH rules, all clinical activities shall take place at the approved facility only.

Q: Can I make up by doing a double clinical shift on one of the other days? I am sure the facility would not mind.

A: No. The CDPH approved clinical times at the facility are 8am to 430pm only. Furthermore, CDPH rules do not allow for clinicals to take place after 6pm. There are a lot of rules we have to follow.

Q: Besides the teacher being sick, are there any other possible reasons for cancellation?

A: Yes. Facilities undergoing a compliance visit from CDPH will not allow students to come in for clinicals. If there is a COVID or other infectious outbreak, the facility may shut down the facility for clinicals to avoid a spread. That is why unavailability of the facility is also listed as a factor outside the school's control.

Q: What will I need to pay out of pocket for these hours past the "expected end date"?

A: None. There is no extra charge for the hours of instruction the school originally set out to provide to you.

Q: Is there a situation in which a student may have to pay out of pocket for missed hours?

The number of clinical hours on the schedule adds up to 112 hours. Per CDPH rules, a student needs to attend at least 100 hours of clinicals to graduate from the class. If the student is absent on days on which clinicals are conducted and does not complete 100 hours of clinicals till the last scheduled day of class, we still try to accommodate you for free in the next class on a space available basis. On the other hand, if space is not available in the next class and if the school needs to bring in a clinical instructor just for such students, then it will cost \$200/day/student.

In summary, if the teacher is sick/unavailable and we cannot find a substitute teacher or the facility becomes unavailable, then the class end date will move forward.

Signed:

Date:

Name:

Revisions to the Skills Protocols:

Procareer Academy reserves the right to update the Skills Protocols document at any time. It is a student's responsibility to review this document periodically. Students are bound by the terms of the latest version of this document.