I. **CLASSROOM Attendance Standard:**

Consistent classroom attendance is mandatory and expected of ALL students. This is a Texas workforce course and therefore punctuality and dependability are required.

- A class tardy is defined as being from one second to twenty-nine minutes and fifty-nine seconds late for a class.
- **Two (2) CLASSROOM tardies equals one CLASSROOM absence.**
- **Arrival at or more than 30 minutes after CLASS start time** equals a classroom absence.
  - **Example:** Scheduled classroom time: 8:00:00 a.m.
    Tardy: Arrival between 8:00:01 a.m. - 8:29:59 a.m.
    Absence: Arrival at or after 8:30:00 a.m.
- Students who leave the class prior to the scheduled dismissal time will be counted absent.

II. **CLINICAL Attendance Standard:**

Credit WILL NOT be issued to students whose absences exceed 10% of total clinical hours.

- A class tardy is defined as being from one second to twenty-nine minutes and fifty-nine seconds late for a clinical.
- **Arrival at or more than 30 minutes after** clinical start time equals a clinical absence.
  - **Example:** Scheduled clinical time: 6:30:00 a.m.
    Tardy: Arrival between 6:30:01 a.m. - 6:29:59 a.m.
    Absence: Arrival at or after 6:30:00 a.m.
- **Three (3) CLINICAL tardies equals one clinical absence.**
- If the student is to be absent from clinical, the student **MUST** contact the clinical instructor at least 1 HOUR before the clinical start time or a grade of zero (“0”) will be entered for the day.
- Students who leave clinical prior to the dismissal time will be counted absent for the day.
- Reporting to the assigned clinical experience unprepared (e.g., without required skills book(s), name badge, appropriate dress, etc.), will result in the student being dismissed from the clinical setting to correct the deficiency. If compliance is made within 30 minutes, a tardy will be applied but if it takes longer than 30 minutes, an absence will apply; for example:
  - 6:30 a.m.- 6:59:59 a.m. = tardy
  - At or after 7:00 a.m. = absence
- Students are not allowed to be present in any clinical site building without STC student name badge being properly displayed on uniform at all times.

I. **GRADING AND EVALUATION**

This is a flipped classroom setting (students are required to read before the material is presented). Text Book content is the student’s responsibility. Clarification and application of the material will be provided by the faculty

**Theory and Clinical:**

The following are grade equivalencies determined by the current computer calculations program.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>83% - 89%</td>
</tr>
</tbody>
</table>
• To question grading on a test, quiz, or any other coursework, please contact the instructor within two weeks of receiving the grade to be appealed. If the grade is not requested to be reviewed within that two week time frame, the grade will stand as posted.

• Students must achieve a grade of 78% to pass all courses in the Patient Care Assistant program. (grades of 77.9999%, or below, will not be rounded up to 78%.)

• The student must be passing the course with a 78% or better before testing for NACES state Exam and National Exams.

• National Exams require current Nurse assistant certificate and the National Health Career qualifications as follows:
  
  Certified Patient Care Tech (CPCT): Pass NUPC 1320 and 1360 with completed skills booklet.
  Certified Phlebotomy Tech (CPT): Pass PLAB 1323 and complete phlebotomy draw card
  Certified Electrocardiogram Tech (CET): Pass ECRD 1211, complete 10 ECGs’ and 8 hours in the monitor room.

II. PROFESSIONAL APPEARANCE GUIDELINES

While in uniform, the student must comply with all of the guidelines for professional appearance such as hair jewelry, etc.

<table>
<thead>
<tr>
<th>Clinical Dress</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Females</td>
</tr>
<tr>
<td>Purple scrub top with</td>
<td>Standard white nursing shoes with</td>
</tr>
<tr>
<td>dark grey bottom</td>
<td>closed toe and heels or all white</td>
</tr>
<tr>
<td></td>
<td>(no cloth or netted fabric; vinyl or</td>
</tr>
<tr>
<td></td>
<td>leather only) tennis shoes with</td>
</tr>
<tr>
<td></td>
<td>conservative logo (no colored stripes,</td>
</tr>
<tr>
<td></td>
<td>no clogs, crocs, etc.) <strong>white socks</strong></td>
</tr>
<tr>
<td></td>
<td><strong>only</strong></td>
</tr>
<tr>
<td></td>
<td>No colored or patterned undergarments</td>
</tr>
<tr>
<td></td>
<td>that show through uniforms. <strong>White</strong></td>
</tr>
<tr>
<td></td>
<td>undergarments only.</td>
</tr>
</tbody>
</table>

**Table:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>78% - 82%</td>
</tr>
<tr>
<td>D</td>
<td>70% - 77%</td>
</tr>
<tr>
<td>F</td>
<td>69% or less</td>
</tr>
</tbody>
</table>
A fitted white long-sleeved t-shirt may be worn under uniform top, if desired, for warmth or to cover tattoos. Please note: No sweat shirts or sweaters.  

| STC name badge on left collar lapel. | Same |
| School patch sewn on left sleeve of scrub top uniform. | Same |
| Mandatory clinical accessories:  
  1) A waterproof analog wrist watch with second hand (No smartwatches allowed)  
  2) A black or blue pen  
  3) A small notebook to fit in pocket | Same |

- **Hair**  
  Natural hair color only, hair must be clean, well groomed, above the collar and away from the face to be in compliance with Infection Control standards. Hair barrettes should be of color compatible to the hair color. No ribbons, scarves, colored barrettes and alligator clips. If hair worn up, it must be in a bun. All lose hair will be restrained, including pony tails (men/women), and bangs must be brought above the eye brows. Male students must keep beards and mustaches clean and neatly trimmed or be clean-shaven.

- **Jewelry**  
  Pierced earrings, **one pair** of small studs. No other body jewelry should be visible. Rings, one **plain** band only – **NO STONES**. One ANALOG wrist watch with second hand. **Absolutely NO smart watches.**

- **Tattoos**  
  Tattoos **must be covered at all times.**

- **Fingernails**  
  Polished and/ or artificial fingernails of any kind are **not** allowed. Nails must be trimmed short and kept clean.

- **Hygiene**  
  Good oral hygiene and clean bodies, free of odor are essential. Cosmetics should appear natural (not glamourous). No perfume or cologne during class or clinical. No gum chewing.

- **Nursing Allied Health Attire**  
  - Uniforms must be worn to class and to **all** PTCA activities.  
  - Name badge must be worn at all times in class and clinical.  
  - While in uniform, the student must maintain professional appearance and behaviors.
CLINICAL ADDENDUM

Students must comply with the following. Non-compliance will result in dismissal from clinical setting if not properly followed.

- Practice standard precautions and patient safety guidelines.
- **No cell phones, smart watches or other electronic devices are allowed in the clinical setting.** Students will receive a 0% for the first incident and removed from the clinical setting (an absence will apply). A second infraction will result in a recommendation for expulsion from the program.
- Remain compliant with COMPLIO requirements. Non-compliance will result in removal from clinical site and an absence for every day not compliant.
- Proper use of gloves as dictated by course curriculum
- Compliance with student dress code (refer to student guidelines for uniform requirements)
- Maintain professional boundaries, for example, referring to your patient by first name or terms of endearment or addressing nurses or doctors by their first name (fraternizing, flirting, dating anyone in the clinical setting, etc.)
- Report to instructor, immediately, any form of Sexual Harassment in the clinical setting or class
- Avoid unhealthy/non-therapeutic/ineffective communication with classmates, staff, patients, family members or instructors.
- **Report to the instructor before leaving the unit, during clinical, for any reason.**
- Do not answer the facility telephone in the clinical area.
- It is the responsibility of the student to keep the clinical instructor and designated supervisor informed of the assigned patient's progress and conduct any follow up observations/activities as needed or directed by instructor/supervisor.
- Students may not make or receive personal phone calls in the clinical area. In emergency situations, family members may contact the clinical instructor regarding the emergency and inform the student.