I. **Classroom Attendance Standard:**

This is a Texas workforce course and therefore punctuality and dependability are required. 90% of contact hours must be completed to obtain credit for the course.

- A class tardy is defined as not being prepared and present when class begins until 30 minutes into class.
- Two (2) CLASSROOM tardies equals one CLASSROOM absence.
- Arrival more than 30 minutes after CLASS start time equals a classroom absence.
- **Example:** Scheduled classroom time: 8:00 a.m.
  
  Tardy= Arrival between 8:00 - 8:29 a.m.
  
  Absence= Arrival after 8:30 a.m.

- Students who leave the class prior to the scheduled dismissal time will be counted absent.

II. **Clinical Attendance Standard:**

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

- A class tardy is defined as not being prepared and present when clinical begins until faculty leave the meeting area and go to the floor.
- Students arriving after faculty have left for the floor are counted absent but encouraged to remain in the waiting area until the instructor returns. Each student has a number of skills that must be completed in order to continue in the program. Missing an entire clinical day makes completing the skill book a challenge.
- Arrival more than 30 minutes after CLINICAL start time equals a clinical absence.
- Three (3) CLINICAL (NURA 1160 or NUPC 1360) tardies equals one absence.
- If the student is to be absent from clinical, the student is required to contact their clinical instructor 1 hour before the clinical begins. Failure to do so results in a grade of zero 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:** Students are not allowed to be present in ANY clinical or classroom setting without STC student clinical name badge being properly
displayed on their uniform at all times.

**GRADING AND EVALUATION**

Patient Care Program is offered in a flipped classroom setting. Students are required to read the assigned text before coming to class. The classroom experience is utilized to clarify material in the text and demonstrate safe, competent, and compassionate patient care.

**III. Theory and Clinical:**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>83% - 89%</td>
</tr>
<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>

- To appeal outcomes on a test, quiz, or any other graded material, please contact the instructor within one week of receiving the grade to be appealed. If the grade is not appealed within that time frame, the grade will stand as posted.
- Students must achieve a grade of 78% to pass all courses in the Patient Care Technician program.
- The student must complete and pass NURA1401 and NURA1160 with a minimum of 78% to qualify for NACES state exam testing.
- National Exams require current Nurse assistant certificate and the National Health Career qualifications as follows:
  - Certified Patient Care Tech (CPCT), Pass NUPC 1320. NUPC 1360, complete draw card and complete skills booklet
  - Certified Phlebotomy Tech (CPT): Pass PLAB 1323 and complete draw card.
  - Certified Electrocardiogram Tech (CET): Pass ECRD 1211, complete 10 EKGs and 8 hours in the EKG monitor room.

**Please Note:** Grades 77.9999% or below will not be rounded up to 78%.
IV. **Professional Appearance Guidelines:**

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

**CLINICAL DRESS CODE**

<table>
<thead>
<tr>
<th>Females</th>
<th>Males</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purple scrub top with grey bottom</td>
<td>Same</td>
</tr>
<tr>
<td>Standard white nursing shoes with closed toe and heels or all white (non-canvas) tennis shoes with conservative logo (no colored stripes, no clogs, crocs, etc.) WHITE SOCKS ONLY</td>
<td>Same</td>
</tr>
<tr>
<td>A fitted white long-sleeved t-shirt may be worn under uniform top, if desired, for warmth or to cover tattoos. Please note, this does not mean a sweat shirt or sweater. A white undershirt or tank top under the scrub may be required for modesty (depending on the cut of the scrub) Cleavage and or chest hair should not be exposed.</td>
<td>Same</td>
</tr>
<tr>
<td>STC name Badge on left collar lapel.</td>
<td>Same</td>
</tr>
<tr>
<td>School patch sewn on left sleeve of scrub top uniform.</td>
<td>Same</td>
</tr>
<tr>
<td>Clinical accessories to include a waterproof analog watch with second hand (No Smartwatches), pen, small notebook, etc., are mandatory.</td>
<td>Same</td>
</tr>
</tbody>
</table>
Clinical Dress Code Continued…

Hair:
- Natural hair color only, hair must be clean, well groomed, above the collar and away from the face, in compliance with Infection Control standards.
  - Hair barrettes should be of color compatible to the hair color. Ribbons, scarves, colored barrettes and alligator clips are not acceptable.
- 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 worn 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 wristwatch with second hand. NO smart watches.

Tattoos:
- Visible tattoos must be covered. Bandages or Ace wrap may be used.

Fingernails:
- Nails must be trimmed short and kept clean. Due to infection control, no acrylic or nail polish.

Hygiene:
- Good oral hygiene and clean bodies, free of odor are essential.
- Cosmetics should be applied discretely (Modest-minimal makeup).
- No perfume or cologne during Class or Clinical.
- No gum chewing.

Nursing Allied Health Attire:
- Uniforms must be worn to class and ALL Patient Care Activities (including online live activities).
- Name badge must be worn at all times (Class & Clinical).
- While in uniform, the student must comply with all aspects of the guidelines for professional appearance and behaviors.
CLINICAL ADDENDUM

Students must comply with the following. Non-compliance may result in dismissal from clinical setting.

- Students must practice infection control 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 (for the week) and removed from the clinical setting (Absence).
    - 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(s).
- Proper use of gloves.
- Compliance with student dress code (refer to student guidelines for uniform requirements).
- Maintain professional boundaries.
  - Example: NOT 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 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 that instructor will inform the student.