



Marshall Area CNA

Classroom Standards of Conduct

The SW ABE Marshall Region, MN West, SW MN PIC and the Marshall School District provide CNA classes to give students the education and experience needed to become professional employees in the healthcare field.

*To ensure that all students receive the best education possible in a professional atmosphere, the following **Classroom Standards of Conduct** have been established. These are the same standards that will be required of you in any employment situation.*

- **Dependability:** There are a required number of classroom and clinical hours you must have in order to become certified. Missing too many hours will result in your removal from class. If you cannot make it to class, it is **your** responsibility to notify the instructor. Do not schedule appointments during class time.
- **Punctuality:** Being on time means being in your seat and ready to work when class starts. When you come in late, it disrupts the whole class. Again, if you are going to be late, **you** need to be the one to call.
- **Appearance & Hygiene:** All work sites will have a “dress code”. One will be established for the classroom. It is your responsibility to make sure you know what the dress code is and to adhere to it. Each day when you show up for class, you should be showered, hair washed, and wearing clean clothes. You will be practicing procedures with other students, and this requires close personal contact. How you present yourself matters. Also, many people have a sensitivity to smells and perfumes, so please avoid wearing these to class. T-Shirts (if allowed) with words or pictures could be offensive to others, so please refrain from wearing them to class. Basically, if there is any question about something being appropriate, do not wear it.
- **Discrimination:** Discrimination is showing any bias to persons due to gender, religion, skin color, sexual orientation, political choices, income level, or any other differences. When you are in the work place, you do not get to choose what patients you will provide care for or what staff members you will work with. In the classroom, you will not get to choose who you practice procedures with. You will work with whomever you are assigned and with a pleasant attitude. Discrimination will not be tolerated and could result in your immediate removal from class. Also be aware that in some places of employment there may be animals present.



- **Professional Conduct:** This area includes a lot of “sub categories” that will be addressed individually. All of these apply to the classroom as well as the work place.
- 1. **Pride in your work:** Complete each task you are given to the best of your ability. If you have a question about a task, ask the appropriate person to get the answer needed. Make sure all safety precautions are taken. When working as part of a team, be courteous, pleasant, and do your part. When your tasks have been completed, look around for something else that needs to be done, or offer to help a co-worker with theirs. Keeping yourself busy along with how well you complete your tasks is noticed by supervisors.
- 2. **Responsibility:** If you make a mistake, admit it and take responsibility for what went wrong. Make any corrections that you can, and learn from the experience. If needed, inform your supervisor. Not reporting the incident may cause harm to the patient and/or others. Not accepting responsibility for your actions can keep you from advancing in your position or getting raises.
- 3. **Confidentiality:** What happens at work stays at work. You do not repeat what happens to or is said about patients, family members, or co-workers unless it is something that needs to be reported to the charge nurse or other supervisor.
- 4. **Social Media:** Once something is put out on the internet, it can not be taken back, and you have no control over who may end up seeing it. NEVER post anything on Facebook, Twitter, or any other social media site about patients, families, co-workers, or any work related information. Many people have been fired because of inappropriate posts. Also, many employers now check their employees social media accounts on a regular basis. Any posts you make about your personal life could affect how the employer sees you as an employee and influence their choices when it comes time for promotions and raises.
- 5. **Interacting with Co-workers:** Everyone enjoys spending time talking with the friends you make at work, but gossip is the main cause of hurt feelings and problems between co-workers. Avoid spending time with employees who gossip, complain about work, or break rules. Even if you are not doing these things, guilt by association can come into play, and the employer may assume you are.
- 6. **Electronics in the Classroom:** Cell phones, iPads, tablets, or any other form of electronics are not allowed to be on during class time. These items are not allowed to be used in the workplace when you are on duty. You may make calls, text, or check your email during breaks and lunch periods only. If you are giving attention to these devices, you are not paying attention to what is going on in class, and they can also be disruptive to the students and the instructor. Violations will result in you being asked not to bring your phone or other device in to the classroom. Violating this request will result in you being asked to leave the class.
- 7. **Leaving the classroom other than break times:** Leaving the classroom while class is in session for non-emergency reasons is not allowed. If you need to use the restroom and cannot wait until break, do it quickly. If you have another matter that requires you to leave the room and know about it before hand, please make arrangements with the instructor.



Marshall Area CNA

Classroom Standards of Conduct Warning

Employee/Student: _____

Warning: One ____ Two ____

Issue to be addressed:

Dependability _____ Punctuality _____ Appearance & Hygiene _____

Discrimination _____ Professional Conduct _____

Issue Facts

Date : _____ Time : _____

Place: _____

Supervisor/Instructor: _____

Person Reporting the Issue: _____

Referred to: _____

Description of Issue: _____

(if more room is needed, attach another page)



Items to consider: *(the employee may write a statement to attach)* _____

Action to be taken: _____

Signatures:

Supervisor

Employee

Date

Date