Basic Nurse Assistant Training Program

Student Handbook

2019 - 2020
Basic Nurse Assistant Training Program (BNATP)
Table of Contents

1.0  Statement of Program Philosophy ................................................................. 1
2.0  Course .................................................................................................................... 1
3.0  Program Outcomes .............................................................................................. 1
4.1  Curriculum Plan ................................................................................................... 2
   4.2  Nursing Assistant Certificate of Achievement (427A) Major Code ............... 2
   4.3  Program Prerequisites ..................................................................................... 3
      4.3.1  Eligibility .................................................................................................... 3
      4.3.2  Background checks ................................................................................... 3
5.1  General Course Criteria ...................................................................................... 3
   5.2  Passing Grade/Testing ..................................................................................... 3
   5.3  Attendance ........................................................................................................ 4
   5.4  Deadlines ......................................................................................................... 5
   5.5  Course Specific Policies .................................................................................. 5
   5.6  Grading ............................................................................................................. 5
   5.7  Clinical/Laboratory Evaluation ....................................................................... 5
6.0  Student Grievance(s) and/or Grade Appeal(s) .................................................. 6
7.1  Health Requirements for Clinical/Laboratory Experiences ............................... 6
   7.2  Health forms .................................................................................................... 6
   7.3  Immunization/Record of Immunity ................................................................ 6
      7.3.1  Tuberculosis Test ...................................................................................... 6
      7.3.2  Tuberculosis Policy .................................................................................. 6
      7.3.3  Hepatitis B ............................................................................................... 6
      7.3.4  Mandatory Drug Testing ......................................................................... 6
   7.4  Changes in Health Status ............................................................................... 6
   7.5  Pregnancy ........................................................................................................ 7
   7.6  Use of Prescribed Medications ....................................................................... 7
8.0  CPR Certification ................................................................................................. 7
9.1  Health and Liability Insurance .......................................................................... 7
   9.2  Health Insurance ............................................................................................. 7
   9.3  Liability Insurance .......................................................................................... 7
10.1 Attendance .......................................................................................................... 8
   10.2  Lecture Absence/ Lateness .......................................................................... 8
   10.3  Clinical Absence/ Lateness .......................................................................... 8
   10.4  Missed Information/Examination .................................................................. 9
11.0 Personal and Professional Legal, Moral, and Ethical Behaviors ....................... 9
12.0 Physical or Emotional Jeopardy ................................................................. 9
13.0 Confidentiality ......................................................................................... 9
14.0 Student Responsibilities/Expectations in the Clinical Agency Setting .... 10
15.0 Student Responsibility to Report .............................................................. 11
16.0 Dress Code/Grooming ............................................................................. 11
17.1 Transportation to Clinical Agency and Parking ...................................... 12
  17.2 Traveling .................................................................................................. 12
  17.3 Injury En Route To Agency ...................................................................... 12
  17.4 Parking ..................................................................................................... 12

Appendix A Mantoux Skin Testing Procedures ............................................ 13
Appendix B Background Check Waiver Information ..................................... 14
Appendix C Reimbursement for Training ....................................................... 19
Appendix D Clinical Evaluation Form ............................................................. 20
Appendix E Counseling Form .......................................................................... 24
Appendix F Attendance/Health Form .............................................................. 25
Appendix G Receipt Acknowledgement Form ............................................... 26
Appendix H Approved Performance Skills ................................................... 27
1.0 STATEMENT OF PROGRAM PHILOSOPHY

The Basic Nurse Assistant Training Program (BNATP) faculty and administrators believe that the nursing assistant serves an important function in the health care setting. As a member of the health care team, nursing assistants work together with physicians, nurses, and other health care providers in the performance of clinical procedures and cares. The educational preparation of the nursing assistant is appropriately accomplished in the community college setting. The Basic Nurse Assistant Training Program is, therefore, an integral part of Waubonsee Community College, and its philosophy and mission are consistent with those of the college. A basic common goal of the nursing assistant program and college is to provide an opportunity for accessible, affordable, effective education, which provides a foundation for professional development and lifelong learning. Upon completion of the program, the student will have acquired the knowledge and skills to function as a nursing assistant, and will be eligible to take the state Nursing Assistant Certification Exam.

2.0 COURSE

This course is designed to prepare individuals to function in the role of nurse assistant in a variety of health care settings. Content includes: basic nursing care procedures and skills, body mechanics, safety measures, special treatments, communication skills, and care of persons with Alzheimer’s Disease and related dementias. The course consists of theory instruction in the classroom/lab and clinical experience in a long-term care facility.

3.1 PROGRAM OUTCOMES

Upon successful completion of this program, the student will be able to:

- Define the role of the nurse assistant as related to the various members of the health care team.
- Communicate appropriately with patients, visitors, instructor and other health team members.
- Report and record basic objective and subjective observations.
- Define medical asepsis and transmission based precaution methods for controlling the spread of disease-causing organisms and pests.
- List basic rules of safety and infection control and demonstrate these procedures properly in the classroom and clinical setting as a method of controlling the spread of disease.
- Safely apply principles of body mechanics in lifting, moving and transporting residents and using equipment.
- Use principles of comfort, cleanliness and resident’s preference in preparing the resident’s unit.
- Correctly demonstrates all required procedures related to personal care of residents.
• Discuss the importance of nutrition and food service to residents and the duties of the nurse assistant relative to proper diet, temperature, utensils, swallow precautions and resident’s rights.

• Demonstrates knowledge of special treatments typically done by nurse assistants.

• Accurately measure and record resident’s vital signs.

• Describe one facility’s admission, discharge and transfer policy, and the responsibility of the nurse assistant in performing these routines.

• Apply the principles of rehabilitation in assisting the resident in re-motivation, restoration, re-orientation, re-socialization and reaction.

• Discuss the relationship of various communicable diseases, and their specific transmission based precaution requirement used and explain how to care for a resident in a given type of isolation.

• List the special needs of the dying resident and their significant others in relation to the grief process.

• Describe post mortem care and the role of the nurse assistant in giving this care.

• Demonstrate a basic understanding of anatomy and physiology by applying appropriate principles to each clinical procedure

• Define basic medical terms and medical abbreviations as assigned

• Explain how the HIV-AIDS virus is spread and discuss measures used to prevent contracting this disease.

• Define dementia and the special needs of the dementia patient.

• List basic stages of Alzheimer’s Disease and distinguishing factors of each.

• Identify ways to help Alzheimer’s victims and their families’ cope with the behavior changes that occur as this disease progresses.

• Illinois Administrative Code 77.395.50: “Approved Performance Skills…including but not limited to… the 21 Illinois Department of Public Health (IDPH) mandated clinical skills while demonstrating knowledge of infection control, safety, privacy, and protecting resident’s rights” (see Appendix H).

### 4.1 CURRICULUM PLAN

### 4.2 NURSING ASSISTANT CERTIFICATE OF ACHIEVEMENT (427A) MAJOR CODE

This course is designed to prepare individuals to function in the role of nurse assistant in a variety of health care settings. The course consists of theory instruction in the classroom/lab and clinical experience in a long-term care facility. Graduates are eligible
to take the Illinois state certification examination to achieve the title of Certified Nursing Assistant (CNA).

4.3 PROGRAM PREREQUISITES

4.3.1 ELIGIBILITY

Before enrolling in this course the student must:
- Be 16 years of age or older
- Read at the eighth grade level or higher as determined by Waubonsee Community College assessment exam.
- Must have valid Social Security number.
- IL Admin Code, 77, 395.171 “Healthcare Worker Background Check – with a …fingerprint based criminal history”…

4.3.2 BACKGROUND CHECK

All students enrolled in the course are required by the Illinois Administrative Code 77, 395.171 to have a fingerprint background check done before beginning a Basic Nurse Assistant Training Program (BNATP).

- The actual fingerprint process will be done during Mandatory BNATP Orientation, scheduled before each semester begins. NO EXCEPTIONS. Based on the Health Care Worker Background Check Act, results will be kept on file with the Health Care Worker Registry. A student with a positive background check containing disqualifying conditions as defined by state law, will not be allowed to enter the BNATP and will be dropped from the program immediately. Students are strongly encouraged to consider the Illinois Department of Public Health (IDPH) waiver process which takes 4-6 weeks for completion by the State. Upon obtaining the waiver from IDPH, the student will be allowed to re-enroll into the program. (see Appendix B).

NOTE: A student who elects to request a waiver from IDPH must still meet course requirements for attendance. Inability to complete the state mandated 40 hours of clinical will result in a failure for the course. A student with a positive background check who requests an IDPH waiver should notify the Dean for Health Professions and Public Service at (630) 466-2467 to determine course progression.

5.1 GENERAL COURSE CRITERIA

5.2 PASSING GRADE/TESTING The student must maintain a passing grade (minimum 78% or better cumulative testing average) to remain in the program. Scores will not be rounded. Only tests/exams/quizzes will be used to determine cumulative average. Students will not be allowed to retake tests/exams/quizzes. All testing materials will be recollected from students after examination is completed.
5.2.1 Theory grade
- Students who do not maintain the minimum of 78% cumulative testing average will be withdrawn from the course immediately.
- The overall passing grade for the course is a minimum of 78% (letter grade C).
- Each student must also pass the cumulative final exam with a minimum grade of 78%. Failure to achieve this minimum grade will result in failure regardless of current standing in the course.

5.2.2 Clinical grade
- The clinical grade is a pass/fail grade.
- The Clinical Evaluation is based on the student’s attitude and ability to care for the residents in a responsible and ethical ways, including but not limited to properly applying theory learned, demonstrating the ability to organize and prioritize skills and tasks, take and follow directions from the instructor, accepting constructive criticism and perform any remediation or learning activity that the Clinic or Lead Instructor deem necessary. Student must also successfully demonstrate the 21 required skills and all additional related skills. This also includes but is not limited to following infection control standards, adhering to safety precautions, ensuring privacy, and protecting resident’s rights (see Appendix D).
- Any unsafe or dangerous care or practices will result in the immediate withdrawal of the student from the clinical site and immediate dismissal from this program (see Section 12.0 Physical & Emotional Jeopardy).
- Students are not allowed to assist in performing the Mechanical Lift Procedure at the clinical site. If the Mechanical Lift is used in the student’s presence, two employees of the facility must be in charge of the lift, AND the student’s clinical instructor must be present in the room during the procedure.
- Students are not allowed to document on the resident’s chart or in the computerized electronic records.
- Four Unsatisfactory (U’s) or one Critical Incident may result in the immediate removal of the student from the lab or the clinic setting. This will result in a ‘clinical failure’, and the student will be dropped immediately from the course (see Appendix D).

A satisfactory clinical evaluation is required to pass this course.

5.3 ATTENDANCE

5.3.1 LECTURE/CLINICAL LATENESS OR LEAVING EARLY. Consistent attendance is required to demonstrate adequate performance and to meet state requirements. The student is expected to be on time and to attend all theory and clinical experiences. Any two occasions of being late or leaving early will also be considered to be ONE ABSENCE. Any additional lateness or leaving early will result in the student being dropped immediately from this course. If the student is unable to attend or will be late, proper notification MUST be made to the course/clinical instructor and the clinical agency if this is a clinic day (see Section 10.0 Attendance and instructor course syllabus).

5.3.2 LECTURE/CLINICAL ABSENCES A predetermined number of classroom/clinical days are required by Illinois Department of Public Health for the
BNATP course. ONE LECTURE AND ONE CLINICAL ABSENCE may be allowed, if student is absent one day. ANY FURTHER absence or lateness or leaving early will result in the student being dropped immediately from this course. Absences are detrimental to demonstration of satisfactory performance by the student. Under NO circumstances is a student allowed to miss DAY 1 of LECTURE or DAY 1 of CLINICAL. “IL Admin. Code 77, 395.150 and the Code of Federal Regulations 42, 483.152 (b)(1)…minimum of 16 hours of training in the following areas, which shall be conducted prior to any direct contact with a resident… COMMUNICATION and interpersonal skills, INFECTION CONTROL, SAFETY, EMERGENCY PROCEDURES including airway obstruction clearing procedures, PROMOTING RESIDENT’S INDEPENDENCE, and PROMOTING RESIDENT’S RIGHTS.” The IL Admin Code 77, 385.150 also specifies MANDATORY content “…a minimum of 12 hours of theory instruction related to ALZHEIMER’S disease and other dementias… as described in section 395.300 (i), and MANDATORY …4 hours of theory instruction in CPR in the Program.” Specific attendance and notification policies are set forth in the course syllabus (see Section 10.0 Attendance).

5.4 DEADLINES Assignments are due on the date indicated by the instructor to receive full credit. All assignments, homework, exams, quizzes or tests must be submitted to meet course requirements per course policies that are set forth in the course syllabus.

5.5 COURSE SPECIFIC POLICIES In addition, there may be course specific policies. The student is required to follow the criteria given verbally or in writing or in the by the course syllabus.

5.6 GRADING The following will be used as a guideline for assigning grades:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 - 100</td>
<td>A</td>
</tr>
<tr>
<td>81 - 90</td>
<td>B</td>
</tr>
<tr>
<td>78 - 80</td>
<td>C</td>
</tr>
<tr>
<td>Below 78</td>
<td>F</td>
</tr>
</tbody>
</table>

5.7 CLINICAL/LABORATORY EVALUATION Whenever a student's performance in the clinical or laboratory setting is deemed unsatisfactory or unacceptable, or dangerous (see Appendix D), the instructor/supervisor will promptly discuss any identified deficiencies with the student. This will be followed by a written evaluation of the deficiency using the Student/Faculty Conference form. The student will be informed of the objective criteria which need improvement, measures of remediation that may be necessary to correct these areas, and the student's current status in the course. Each time the instructor observes an ‘incident’ of unsatisfactory, unacceptable, or dangerous conduct by the student’s actions or of the student’s “failure to act,” the conduct will be marked as a ‘CRITICAL INCIDENT.’ The student will be given the opportunity to respond in writing on the Student/Faculty Conference form. The student is required to sign the form in acknowledgment of having been advised of the instructor's/supervisor’s concerns. The Student/Faculty Conference form will become a part of the student’s record (see Appendix E). The student may be referred to the Waubonsee Community College Student Conduct Board. Standards must be maintained by the student in both the classroom lab and the clinical setting. Four Unsatisfactory or one Critical Incident in the Classroom/Lab setting will also result in a 'clinical failure,' and a student will be dropped immediately from the course (see Appendix D).
6.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The student grievance procedure, and/or grade appeal procedure is delineated in the Waubonsee Community College Student Handbook.

7.1 HEALTH REQUIREMENTS FOR CLINICAL/LABORATORY EXPERIENCES

7.2 HEALTH FORM A health form is required and must be completed the first day of class (see Appendix F). If any items 1-4 are checked, the student must obtain official documentation from a licensed health care provider stating the student’s ability to meet the course/clinical requirements without restrictions. Failure to obtain the appropriate documentation will result in denial of clinical and/or classroom participation. Which in turn may lead to termination from the course.

7.3 IMMUNIZATIONS/RECORD OF IMMUNITY

7.3.1 Tuberculosis test. Documentation of freedom from active TB is required by an initial 2-step TB test. TB testing must be completed and the report submitted to the instructor on the DEADLINE DATE set forth in the course syllabus. Failure to comply with this DUE DATE will result in student being dropped immediately from this course (See Appendix A).

7.3.2 Tuberculosis policy. A student with a positive tuberculosis test must provide: 1) signed documentation of freedom from active tuberculosis, and 2) permission to enter the clinical area from a licensed primary health care provider. In accordance with State of Illinois guidelines, the student will be required to provide appropriate documentation of continued freedom from active tuberculosis on an annual basis. In addition, the student is responsible for seeking care upon reoccurrence of probable signs and symptoms of active tuberculosis (Changes in Health Status 7.3).

7.3.3 Hepatitis B immunization is recommended since nursing assistant students will have direct exposure to or contact with blood, as well as other body fluids.

7.3.4 Mandatory DRUG TESTING. In order to comply with clinical agency requirements, Waubonsee BNATP students must submit to mandatory drug screening (initial, random and reasonable suspicion). Students must show proof of a negative drug screen by the DEADLINE DATE in the course syllabus. Failure to meet this deadline will result in student being dropped immediately from this course. This drug testing must be the standard 5 Panel Drug Screen.

7.4 CHANGES IN HEALTH STATUS It is the responsibility of the student to report any changes in health status to the instructor immediately. The nursing assistant faculty reserves the right to request a physical or mental examination following a change in health status. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain a signed consent stating the student’s ability to meet course/clinical requirements without restrictions from a licensed primary health care provider. A student taking prescribed medications should refer to Section 7.5, Use of Prescribed Medication.

In addition, any student who sustains an injury or illness that required a medical clinic or hospital visit must also obtain a signed consent stating the student’s ability to meet course and/or clinical requirements without restrictions from their licensed primary health care provider.
7.5 **PREGNANCY** A student who is pregnant must notify the course instructor and the appropriate clinical instructor(s) of her condition and the expected date of confinement (delivery). A student **MUST** provide signed consent from her primary health care provider to attend lecture/clinical **without restrictions**. The instructor may require a student to obtain updates on a medical or pregnancy condition to ensure the health and safety of the student, classmates, and clinical residents. The instructor must be notified **immediately** of the pregnancy.

7.6 **USE OF PRESCRIBED MEDICATIONS** It is the student's responsibility to discuss with the student’s licensed primary health care provider whether a medically prescribed drug may affect clinical performance. A student must report the use of such drugs or other substances that may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the course.

8.0 **CPR CERTIFICATION**

As part of the curriculum, students must participate in the Basic Life Support (BLS) American Heart Association Health Care Provider Course. Even if a student is currently CPR certified, the student must still attend the 4 hours of instruction as part of the IL Admin Code 77, 395.150, (5) program requirement.

9.1 **HEALTH AND LIABILITY INSURANCE**

9.2 **HEALTH INSURANCE** Each student is urged to carry a personal health insurance policy. The student is responsible for individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. A student who is injured during a clinical experience is responsible for personal health care costs.

The instructor may require the injured or ill student to seek immediate medical care before being allowed to continue attending the theory or the clinical experience. If student is unsafe to drive to medical care services, the instructor may need to contact emergency medical services for the student’s safety.

The student must provide documentation of the following: 1. Medical care was received, and 2. That student can return to class or clinic ‘without restrictions.’ If the student fails to comply with the instructor’s direction, the student may be dropped immediately from this course.

9.3 **LIABILITY INSURANCE** A student in the nursing assistant program is covered by the college's professional liability insurance policy once tuition and fees for a course have been paid. Any student who is not current in their responsibility for payment of tuition and/or fees will not be allowed to enter the clinical site.
10.1 ATTENDANCE

According to the guidelines established by the Illinois Department of Public Health (IDPH), the Basic Nurse Assistant Training Program skills course requires a minimum number of theory and clinical hours. Due to this requirement and the amount of classroom material to be covered, the CNA program at Waubonsee Community College has a mandatory attendance policy. Each student must sign the attached Attendance Agreement Form as evidence of receipt of this policy (see Appendix F). Absences, lateness or leaving early in excess of the established amount detailed in Section 5.2 will result in the student being withdrawn from the course immediately. The student must conform to the policies determined by the theory instructor.

THERE ARE NO EXCEPTIONS TO THE ATTENDANCE POLICY.

10.2 LECTURE ABSENCES/LATENESS

- Students are allowed 1 classroom/theory absence. Lateness or leaving early is counted toward the absent total. Any lateness or leaving early is counted as ½ absence. Absences in excess of the 1 allowed will result in the student being withdrawn from the course immediately.
- If a student is unable to attend class, the theory instructor must be notified prior to class time.
- Any missed content must be made up during instructor's office hours.
- Absence from class prior to a test or failure to take a test at the designated time may incur a penalty, at the discretion of the instructor. An alternate test might be given, but this is dependent upon the instructor's policy found in course syllabus.
- All late assignments and all late exams MUST still be submitted. Lack of ACTIVE participation in class or clinic may result in a lowering of the final grade and/or failure of the course.

10.3 CLINICAL ABSENCES/LATENESS

- More than 40 hours of clinical time has been incorporated into each course section. This does not include any time that may be spent in an Orientation, Pre-post Conference, or Break time. Each student is required to complete 40 hours of clinical time per IDPH criteria. Students are allowed 1 clinical absence. Lateness or leaving early is counted toward the absence total. Any lateness or leaving early is counted as ½ absence. Absences in excess of the 1 allowed will result in the student being withdrawn from the course. Inability to complete the required hours in the ASSIGNED clinical setting will result in the student being dropped immediately from this course.
- If a student is unable to attend clinical or will be late, proper notification must be made to the course instructor and clinical agency in advance. Individual instructors may also require the student to notify the instructor, per course syllabus. A no call/no show to clinical may result in being dropped from the program immediately.
- If a student is late to the clinical agency without prior notification, the clinical instructor and/or supervisor has the option of not permitting the student to participate in the day’s experience, which may result in a full or half absence. Specific penalties associated with lateness are found in the course syllabus.
- A student must complete the entire clinical experience in their registered section. A student may not attend any other section of the course in order to meet their clinical requirement.
10.4 **MISSED INFORMATION/EXAMINATION** The student is responsible for obtaining missed information, announcements and for submitting all assignments or papers that were due. The guidelines for a student to make-up a missed examination is determined by the course syllabus.

11.1 **PERSONAL AND PROFESSIONAL LEGAL, MORAL AND ETHICAL BEHAVIORS**

A student enrolled in the Basic Nurse Assistant Training Program is expected to display conduct in accordance to the legal, moral and ethical standards of the nursing assistant profession and the community.

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses, which inhibit learning or effective functioning, will not be permitted, and may result in a lowering of a course grade or removal from the specific course session. Such conduct may be referred to the Waubonsee Community College Student Conduct Board for consideration.
- Behavior must not interfere with agency/staff/faculty relationships.
- Honesty is expected of all nursing assistant students both in the classroom and clinical/laboratory setting. Acts of lying, cheating, plagiarism, forgery, alteration and/or falsification of documents, written work, or academic records could lead to lowering of course grade, failure of a course and/or possible dismissal from the course. Such conduct is in violation of the Waubonsee Code of Student Conduct as described in the Waubonsee Community College Student Handbook, and will be referred to the Waubonsee Community College Student Conduct Board for consideration.

12.0 **PHYSICAL OR EMOTIONAL JEOPARDY**

A student who places a patient or patients in either emotional or physical jeopardy may be dismissed from the clinical site, and possibly dismissed from the course. Physical or emotional jeopardy is described as, but not limited to (either intentional or non-intentional): causing patient(s) harm or injury, placing patient(s) at risk for harm or injury, causing a patient emotional distress, disregard for patient(s) safety, placing patient’s physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting incidents, failure to report patient status to instructor/ supervisor). Student incidents involving placing patients in physical or emotional jeopardy may be submitted to the Dean for Student Development and the Waubonsee Community College Student Conduct Board for consideration.

13.0 **CONFIDENTIALITY**

The student must act to protect confidentiality in all situations. Information related to patients, health team members, or agency related incidences will be discussed with the instructor and/or the proper health care member in appropriate surroundings only. The student will not discuss these issues with other patients, friends, and family or in public places.
The student must come to clinical demonstrating preparation to give responsible, safe
clinical/laboratory experiences in the classroom setting, and will exercise caution as to the location
and disposition of clinical data. A student cannot, under any circumstances, photocopy or
electronically reproduce any portion of a patient’s chart or personal records for use outside
the clinical agency. The student is NOT allowed to bring cell phones, cameras, recording
equipment, or any other electronic devices into the clinic building.

14.1 STUDENT RESPONSIBILITIES/EXPECTATIONS IN THE CLINICAL AGENCY
SETTING

Waubonsee Community College’s Health Profession and Public Service division acknowledges its
responsibility to educate its students while maintaining the public trust. The rights,
responsibilities, and conduct of all students are described in the Waubonsee Community College
Student Handbook.

The nursing assistant student has additional responsibilities as a member of the health care team to
ensure the emotional and physical safety of patients during the educational process.

- The student must come to clinical demonstrating preparation to give responsible, safe
  patient care, and must be dressed in the full required uniform, and have the required stated
equipment.
- The student will perform care only when an instructor is present in the assigned agency
during scheduled times. Under no circumstances is a student to assume the role of
student nursing assistant or student when in the agency at times other than during
assigned course time(s), and with the instructor present in the facility.
- When so directed by the instructor, the student may perform care in the presence of an
  assigned agent of the instructor or supervisor.
- The student is responsible to seek the assistance of the instructor/supervisor in the clinical
  agency before proceeding with new, unfamiliar, or uncertain aspects of patient care.
- The student is to follow policies, procedures, and student affiliation guidelines of the
  clinical agencies.
- If a student is tardy for clinical/laboratory experiences without prior notification, the
  clinical instructor/Supervisor has the option of not permitting that student to participate in
  patient care for the day and/or dismissing the student from the clinical agency (Section
  10.1).
- Notification of absence from clinical/laboratory experiences must be made directly to the
  instructor and clinical agency according to course syllabus (Sections 10.1 and 10.2).
- The student must be physically and emotionally capable of effective, safe clinical
  performance. If the instructor/Supervisor determines that a student’s behavior places a
  patient at risk for physical or psychological injury on any clinical day, then that student
  will be dismissed from the clinical area (Section 12.0 Physical or emotional jeopardy,
  resulting in a full or partial clinical absence).
- The student may be removed from the learning setting if the student’s continued presence
  disrupts the learning process for other students.
- The student is NOT allowed to leave the clinical building during the clinical rotation
  hours.
- Cell phones and other electronic devices must be turned off during classroom and these
devices are NOT ALLOWED to be brought into the clinical building.

Any violation of these established standards may result in the immediate removal from the clinical/laboratory setting and/or the course and full or partial clinical absence, that may result in the student exceeding the one allowed absences, and this may result in being dropped immediately from this course.

15.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition that impairs the ability to perform clinical duties, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

16.1 DRESS CODE/GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. The students are required to follow the dress code set forth herein, in the clinical/laboratory setting:

- A Waubonsee Community College name badge is **required to be worn at all times during clinical**. (Cost included in course fees)
- The official royal blue Waubonsee Community College Nurse Assistant scrub top and pants, both with ample pocket room is **required**. Hemlines of pants should remain between the upper groove of the heel of the student’s shoes and no greater than 3 inches above the tops of shoes. The hemline cannot be allowed to touch the floor at any time. If pants need to be hemmed they are to be sewn with thread or ironed with bonding tape. Hems are not to be stapled or pinned.
- Hemlines of pants should remain between the upper heels of the student’s shoes and no greater than 3 inches above the tops of shoes.
- If a female student needs to wear a skirt instead of pants, a royal blue uniform skirt is **required**. Skirt hems should be at or slightly below the knee. Flesh colored hosiery or white socks are required.
- Plain white hosiery or white socks reaching above the ankles is **required** with pants.
- Uniforms are to be clean and free of stains and wrinkles. Only plain white t-shirts may be worn under scrub tops and must be tucked into pants.
- Solid white leather or vinyl professional shoes, or white leather or vinyl athletic shoes (no colored logos) are **required**. No canvas shoes, webbing/netting, or cut-out areas in leather or vinyl (OSHA standard). Shoes must be clean and polished with clean shoelaces (if appropriate). Shoes should be reserved for clinical/laboratory use only.
- Gait belt, small note pad, black pen, and pencil with eraser are **required**.
- No bracelets, pins or other jewelry is allowed except a plain, flat band ring (one band, without stones) and small stud earrings. The only **visible** body piercing that is acceptable is for earrings. Ornamental tongue piercing, facial piercing, or other visible body piercing is **unprofessional** and **unacceptable**. If the ears are pierced, only small stud (post) earrings may be worn with no greater than 2 earrings per ear. No hoop or dangle-style earrings. Wedding or other rings with pronged settings or stones can injure patients and are a source of contamination and are not allowed.
• Any visible body art/ tattoos must be covered during the clinical experience.
• A watch with a second hand is **required**.
• Hair must be pulled back and/or arranged off the collar. Long pony tails can shed hairs and must be braided or secured. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn with the student uniform.
• A male student is to be clean-shaven, or if a beard or mustache is worn, it must be neat, clean and well-trimmed. Chest hair must remain covered within the uniform.
• Fingernails are to be short and clean, and neatly manicured. No artificial or gel nails are permitted in the clinical area. Nail polish if allowed per course syllabus must be clear or natural pastel in color and chip free.
• Excellent personal hygiene practices are **required**.
• Smoking, chewing gum or tobacco is unacceptable behavior in the clinical or laboratory environment. Smoking is **NOT** allowed at the clinical site.
• Religious attire will be evaluated on an individual basis.

Failure to comply with the dress code may result in dismissal from the clinical/laboratory area, a conference with the instructor/supervisor, and/or a lowering of the course grade.

If a conflict exists between the above standards and a clinical agency’s dress code, the Basic Nurse Assistant Training Program dress code shall apply. Exceptions to the dress code may be considered with the prior written approval of the Dean for Health Professions and Public Service.

17.1 **TRANSPORTATION TO CLINICAL AGENCY AND PARKING**

17.2 **TRAVELING** The student is responsible for transportation to and from clinical agencies.

17.3 **INJURY EN ROUTE TO AGENCY** Neither the college nor clinical agency is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical/laboratory experiences.

17.4 **PARKING** The student is subject to the parking regulations established by the clinical agencies and is not considered to be part of the staff of the facility. See course syllabus.
Mantoux Skin Testing Procedures

The Mantoux skin test or other TB screening test shall be used when identifying persons with infection, regardless of whether a BCG vaccination was received in the past. (See the incorporated publication, The Role of BCG Vaccine.) Multiple puncture tuberculin tests should not be used to determine whether a person has TB infection. The following applies to Mantoux skin testing only:

a) Administration. A trained person shall administer the Mantoux skin test in accordance with the incorporated publication, Core Curriculum.

b) Reading Reactions. Mantoux skin test reactions should be read 48 to 72 hours after administration in accordance with Appendix C and the incorporated publication Core Curriculum, and recorded in millimeters of induration. A positive reaction can be documented up to seven days after the skin test was performed. A negative reaction shall not be documented beyond 72 hours after the skin test was performed. A trained person shall read the test. The recipient of a skin test should not read his or her own skin test, even if the recipient is a trained health care worker.

c) Interpreting Reactions. The millimeter reading for defining a positive reaction shall depend on a person's risk factors for TB. (See Appendix C and the incorporated publications, Screening for High-Risk Populations and Treatment of TB and TB Infection, for further information about interpreting reactions in specific groups.)

AGENCY NOTE: Anergy. The absence of a reaction to the tuberculin skin test does not rule out the diagnosis of TB infection or disease. Anergy should be considered in immunosuppressed persons who have no reaction to the skin test.

d) Two-Step Testing. Testing of persons who will be retested periodically (such as persons at high risk of exposure to TB) and who do not have a documented negative skin test reaction during the preceding 12 months shall be done by two-step testing, except as provided for in Section 696.140(a)(2)(B). The first Mantoux skin test in two-step testing can be read from 48 hours to seven days after the test is administered. If the reaction to the first test is positive, a person shall be considered infected. If the reaction to the first skin test is negative, a second test shall be administered seven to 21 days after the first test was administered. The second test shall be read 48 to 72 hours after administration.
APPENDIX B

Facts About
WAIVER APPLICATION FOR HEALTH CARE OR ACCESS WORKER
Illinois Department of Public Health
Health Care Worker Registry, 525 W. Jefferson St. Fourth Floor, Springfield, IL 62761
Phone (217) 785-5133

If an individual has certain criminal convictions the Health Care Worker Background Check Act, an Illinois state law, prevents many health care employers from hiring the individual as a direct care worker and in long-term care facilities from being hired as a worker who has or may have access to residents, their living quarters or their financial, medical or personal records. Some of the health care employers are: community living facilities; life care facilities; long-term care facilities; home health agencies; home health, home services, and home nursing agencies; hospice care programs; hospitals; assisted living and shared housing facilities; and other health care facilities listed in the Health Care Worker Background Check Act.

A waiver does not change your criminal record but it does allow an employer to hire you as a direct care worker or an access worker in long-term care.

Many considerations are taken into account when reviewing a waiver application.

- Except in the instance of scheduled payments of court-imposed fines or restitutions, you must have met all obligations to the court and the terms of your parole (i.e. fines must be paid and parole, probation or mandatory supervised release successfully completed).

- You must have satisfactorily completed a drug and/or alcohol recovery program if you were ordered to as part of the judgment.

- Your age at the time of the offense, your work history, your criminal history in Illinois and other states, the amount of time since your last conviction, the severity of your conviction, and the circumstance surrounding your conviction, as well as other evidence that you provide are all considered in determining whether a waiver is granted.

- You are less likely to have a waiver granted if you have several convictions in recent years or if your offenses were violent crimes. There are three categories of disqualifying offenses. Offenses that are always disqualifying except through the appeal process; offenses that may be considered for a rehabilitation waiver without a waiver application being submitted; and offenses that may be considered for a waiver by submitting a waiver application and additional required information.

- Please check our Web site at http://www.idph.state.il.us/nar for a full list of disqualifying offenses and a waiver application.
APPENDIX B cont’

You may have been convicted and not sent to jail. An individual may be fined, given probation or conditional discharge and it still be considered a conviction. If you are unsure whether an arrest or charge became a conviction, contact the circuit clerk of the county in which you were arrested.

If granted a waiver it is in effect until you are convicted of another disqualifying offense, which causes the waiver to be automatically revoked. **Health care employers must check the Health Care Worker Registry** (http://www.idph.state.il.us/nar) to see if you have met any training requirements, have any administrative findings and to determine if you have disqualifying offenses or a waiver. No other source of information (i.e. a waiver letter, certificate of achievement, etc.) may be accepted.

*If you have pending convictions or are about to have a conviction expunged or sealed, please wait until these processes are completed before applying for a waiver.*

This is not meant to discourage you. There is a need for responsible, hard working, and caring certified nurse assistants. However, if you have been convicted of a crime that disqualifies you from working for certain health care employers, you may want to seek a waiver before investing your time and money in training.
APPENDIX B, part 2
Dear CNA Student:
A law in Illinois says that you cannot work as a nurse’s aide for a hospital, nursing home or home health agency if you have certain criminal convictions. The list of crimes that will keep you from working as a CNA is on the next page.

A waiver does not change your criminal record. A waiver only allows an employer to “legally” hire you, even though you have a criminal record.

While this is not meant to discourage you, it is strongly recommended that, if you have a conviction for one or more of these crimes, you should not continue in this class until you apply for and receive a waiver from the Department. Less than half of the waiver applicants receive a waiver. You may send in all the information requested and still not be granted a waiver. Each waiver application is reviewed completely. There are not hard and fast rules, but the following may be used as a guide:

You will probably not be granted a waiver if any of the following is true:

- You are still on probation, parole, or incarcerated.
- Your victim was an elderly or disabled person.
- You have several (more than two) similar crimes in the last five years.
- You have violent crimes in the last five years.
- Your crime is any type of murder, sexual assault, aggravated battery, armed robbery, exploitation of a child, child pornography, or kidnapping.
- You have less than two years clean and sober.

A waiver may be granted if:

- You have paid all your court fines and have satisfactorily completed probation or conditional discharge.
- You only had a few (less than two) misdemeanor convictions more than 5 years ago.
- You have a single, non-violent crime in the last five years.
- You have more than two years clean and sober.

Again, this is not meant to discourage you. There is a need for responsible, hard working, and caring nurse’s aides. However it would be a shame if you invested the time, work, and money in a nurse aide class and then you were unable to get a job. It is strongly recommended that you apply for and receive a waiver before you sign up for class. It usually takes an average of 8 to 12 weeks to receive a waiver determination.

If you have a conviction, it is recommended that you discuss the issue privately with your instructor before the next class meeting.
APPENDIX B part 2 cont’

Crimes that disqualify (that means that you cannot work in a direct care position, like a CNA with these convictions (these include both felony and misdemeanors):

- Battery, domestic battery, aggravated battery
- Assault
- Forgery
- Receiving or using a debit or credit card of another, without permission
- Financial identity theft
- Theft
- Retail theft
- Robbery, armed robbery, aggravated robber
- Burglary, residential burglary
- Armed violence
- Criminal trespass to a residence
- Financial exploitation of an elderly or disabled person
- Murder, homicide, manslaughter
- Kidnapping, child abduction
- Unlawful restraint, forcible detention
- Indecent solicitation of a child, sexual exploitation of a child
- Tampering with food, drugs, or cosmetics
- Aggravated stalking
- Home invasion
- Sexual assault, sexual abuse
- Endangering the life or health of a child
- Abuse or gross neglect of a long-term care facility resident
- Criminal neglect of an elderly person
- Ritual mutilation, ritualized abuse of a child
- Vehicular hijacking, aggravated vehicular hijacking
- Arson, aggravated arson, or residential arson
- Unlawful use of a weapon
- Manufacture and delivery of controlled substances (drugs) or cannabis (marijuana)
- Possession with intent to deliver (either drugs or marijuana)
- Illegally receiving, selling, or using credit or debit cards

Please note: You may have been convicted and not sent to jail. Often people are fined or given probation or conditional discharge, but these are still convictions. If you are unsure whether an arrest ended up to be a conviction, contact the County in which you were arrested and speak to the people at the Circuit Clerk or State’s Attorneys, office or your attorney.
APPENDIX B part 2 cont’

Some convictions that are not disqualifying (in other words, you can work if these are your only convictions):

- Prostitution
- Possession of cannabis or controlled substance
- DUI
- Deceptive practices (writing “bad” checks on your own account)
- Trespass to property
APPENDIX C

42 CFR 483.152 SUBPART D
WAIS Document Retrieval

Prohibition of charges.
(1) No nurse aide who is employed by, or who has received an offer of employment from, a facility on the date on which the aide begins a nurse aide training and competency evaluation program may be charged for any portion of the program (including any fees for textbooks or other required course materials).

(2) If an individual who is not employed, or does not have an offer to be employed, as a nurse aide becomes employed by, or receives an offer of employment from, a facility not later than 12 months after completing a nurse aide training and competency evaluation program, the State must provide for the reimbursement of costs incurred in completing the program on a pro rata basis during the period in which the individual is employed as a nurse aide.
## Appendix D

### 1. Displays professional appearance:

- Nails short, clean, neatly manicured. If polished allowed per syllabus, clear and no chips.
- Hair clean, pulled back, secured and arranged off the collar, long hairs secured off face.
- Shoes clean and polished without scuffs and with clean white shoelaces and white socks.
- Required scrubs are clean, neat and wrinkle free. Pant hem above top of shoe heel. Only plain white undergarments, tucked in and worn under scrubs, without colored logos.
- All tattoos are covered. Piercings are posts only, in ears only, with a maximum of 2 each ear.

**Comments:**

### 2. Prepared for EACH clinical with ALL necessary equipment:

- Name badge, B/P cuff, stethoscope, gait/transfer belt, paper, pen, watch with second hand.

**Comments:**

### 3. Communicates effectively with fellow students, staff and instructor:

- Reports change in resident condition as necessary to instructor and staff.
- Communicates with fellow students as necessary while caring for residents.
- Communicates with instructor as necessary with regards to completing assigned skills.

**Comments:**

### 4. Demonstrates therapeutic communication skills with residents:

- Asks residents open ended/closed ended questions when appropriate.
- Explains procedure to resident before preforming task.

**Comments:**

### 5. Accepts responsibility with resident assignment / assigned skill:

...
| Appendix D |
|------------------|---------------------------------|
| Takes necessary steps to acquire information needed to care for the assigned resident and/or tasks. (asks staff, asks instructor, reads care plan, facility guidelines etc.) |
| Willingly accepts and clarifies and performs ALL assignments given by instructor. |
| **Comments:** |
| **6.) Demonstrates knowledge in performing assigned skills in a timely manner:** |
| Needs minimal guidance to perform skill properly with safety, privacy and infection control. |
| Obtains all necessary equipment and assistance where required to perform skill properly. |
| Performs assigned skill properly and efficiently. |
| **Comments:** |
| **7.) Demonstrates resident safety practices:** |
| Appropriately locks wheelchair, bed, shower chair. Non-skid footwear and socks whenever feet touch floor. |
| Lowers bed with side rails in correct position before walking away from bedside. |
| Verifies placement of bed and chair alarms and call signal/light before leaving resident. |
| Use transfer belt for transfers. Reapply brace splint, helmet, as ordered. |
| Follows Oxygen, Electricity, Sharps, Hazardous Material precautions etc. |
| Follow dietary, swallow and “thickener” precautions. |
| **Comments:** |
| **8.) Demonstrates resident privacy:** |
| Pulls bed curtains and closes door before performing skill. |
| Knocks and pauses, asks permission to enter, introduces self, before entry into room. |
| Covers/drapes resident as appropriate. |
| Does not perform personal care in public areas. (i.e. B/P shave, oral care, shave etc.) |
### Appendix D

**Comments:**

9.) Utilizes infection control practices:
- Washes hands before and after all resident care.
- Follows Transmission Based Precautions. Does not wear gloves in hallway.
- Washes hands after removing gloves. Does not sit on resident bed.
- Does not carry anything against uniform.

**Comments:**

10.) Identifies resident’s needs, attempts to meet these needs while maintaining residents rights:

**Comments:**

11.) Demonstrates understanding of a Student NA Scope of Responsibility:

**Comments:**

12.) Demonstrates employability skills:

**Comments:**

13.) Accurately performs the IDPH 21 mandated skills, and all associated procedures:

| Scoring: Exceeds Standard=4, Meets Standard=3, Below Standard=2, Well below Standard=1, Critical Incident =0 |
| A cumulative score of <35 or 5 areas with a score of 2 or less will result in clinical failure/failure of the course. |
| 4 U’s will result in failure of the course |

**Unsatisfactory/ CRITICAL incident:**

<table>
<thead>
<tr>
<th>Lab/ Clinical</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
</table>

As per attached counselling form (BNATP Handbook appendix E)
Appendix D

**Student Comments:**

**Additional Instructor Comments:**

Midterm: Student Signature / Date ___________________________ / ____________

Midterm: Instructor Signature / Date ___________________________ / ____________

Final: Student Signature / Date ___________________________ / ____________

Final: Instructor Signature / Date ___________________________ / ____________
APPENDIX E

WAUBONSEE COMMUNITY COLLEGE
Basic Nurse Assistant Training Program

PERFORMANCE STANDARDS COUNSELING FORM

Student: ___________________________ Date: __________

Description of incident:

Unmet standard, objective or performance criteria:

Plan for Improvement:

Student Status:

Instructor’s signature: ___________________________ Date: __________

Conference Comments:

Student’s signature: ___________________________ Date: __________
According to the guidelines established by the Illinois Department of Public Health (IDPH), the Basic Nurse Assistant Training Program course requires a minimum number of theory and clinical hours. Due to this requirement and the amount of classroom material to be covered, the CNA program at Waubonsee Community College has a mandatory attendance policy. Each student must sign an Attendance Agreement form as evidence that this policy has been read and understood by the student.

- Attendance is mandatory on day one of clinical and lecture.
- Students are allowed one classroom absence. Lateness/early departure is counted as 1/2 day absence. More than one absence will result in mandatory withdrawal from the course. The state has specified mandatory attendance days. Absence on a mandatory attendance day will result in mandatory withdrawal from the course.
- Any absence on a non-mandatory attendance day must be made up with your instructor during office hours.
- Students are allowed one clinical absence. A makeup day may be assigned at the discretion of the instructor.

I have read and understand the above requirements.

Signed: _______________________________ Date: _________________

Health Form

1. ____ I am pregnant
2. ____ I have limitations due to past/present back problems/surgery
3. ____ I have limitations due to past/present knee problems/surgery
4. ____ I have other lifting related injuries. Please specify: ________________________
5. ____ I have NO present health problems

I understand that if I have checked any items 1 through 4, I will need to obtain official documentation from my licensed health care provider stating my ability to meet the course/clinical requirements without restrictions. Failure to obtain the appropriate documentation may result in my not being able to attend clinical. I will not hold the instructor or Waubonsee Community College responsible for further injury, nor will I expect less of a patient assignment. It is my responsibility to report any changes in the health form to the theory/clinical instructors immediately.

Signed: _______________________________ Date: _________________
APPENDIX G

WAUBONSEE COMMUNITY COLLEGE

Basic Nurse Assistant Training Program Student Handbook

I, _____________________________, received a copy of the Waubonsee Community College
(Please Print)
BNATP student handbook and understand that I am responsible for its contents.

_____ I understand I am responsible for the content of the following three items:

_____ Basic Nurse Assistant Training Program student handbook

_____ Instructor’s syllabus

_____ Daily agenda/outline

Date: ______________________

Signature: ________________________________

Social Security Number: ___________________________
APPENDIX H

APPROVED PERFORMANCE SKILLS

Illinois Administrative Code section 395.50 “Approved Performance Skills – tasks generally performed by certified nursing assistants (CNA’s) for which competency must be demonstrated, including but not limited to…”

Applying a physical tie restraint safely
Performing abdominal thrusts for the conscious person – Heimlich
Controlling bleeding
Responding to fainting
Responding to a nosebleed
Responding to vomiting
Responding to seizures
Admitting a resident
Transferring a resident
Discharging a resident
Making a surgical bed
Assisting a resident to move up in bed
Assisting a resident to move up in bed (using draw/lift sheet)
Moving a resident to the side of the bed
Turning a resident away from you
Turning a resident toward you
Logrolling a resident with assistance
Assisting a resident to sit up on side of bed: dangling
Applying a transfer belt/Gait belt
Transferring a resident from bed to stretcher with assistance
Transferring a resident onto and off a toilet
Positioning Supine, Prone, Lateral
Positioning Sim’s, Semi-Fowler’s, Fowler’s, High Fowler
Positioning Orthopneic, Tripod
Giving a back rub
Flossing teeth, Cleaning and storing dentures
Providing oral care for the unconscious resident
Shaving a resident with electric razor, disposable, sharp, razor
Combing or brushing hair
Measuring and recording oral temperature, glass thermometer
Measuring and recording rectal temperature
Measuring and recording tympanic temperature
Measuring and recording axillary temperature
Measuring and recording radial pulse
Measuring and recording respirations
Measuring and recording apical pulse
Measuring and recording blood pressure (one-step method)
Feeding a resident who cannot feed self
Preparing Thickener
Assisting a resident with use of a bedpan
Assisting a male resident with a urinal
Helping a resident use a portable bedside commode
Prepare cleansing enema
Prepare commercial enema
Collecting a stool specimen/sample
Testing a stool specimen for occult blood
Caring for an ostomy
Providing catheter care, indwelling
Emptying a urinary drainage bag
Applying a condom catheter
Collecting a routine urine specimen/sample
Collecting a clean-catch (mid-stream) urine specimen
Collecting a 24-hour urine specimen
Testing urine with reagent strips
Applying warm moist/wet compresses
Administering an Aquamatic K-pad (dry)
Assisting with a sitz bath
Applying ice packs (dry)
Assisting the nurse with changing a non-sterile dressing
Putting knee-high elastic stockings on a resident/TED
Collecting a sputum specimen/sample
Assisting with deep breathing, coughing, splinting
Applying elastic bandages/ACE/Wrap
Caring for eyeglasses
Providing foot care
Assisting with ambulation using a cane, walker or crutches
Postmortem care