Technology Center of DuPage
Nursing Assistant Training Program
Enrollment Agreement
2017-2018

***** Important for Parents and Students to Read*****
# TABLE OF CONTENTS

- **Introduction** ......................................................... Page 4
- **State Approval** ....................................................... Page 4
- **Philosophy** .......................................................... Page 4
- **Program Description** ............................................... Page 4
- **Program Outcomes and Objectives** .......................... Pages 5, 6
- **Theory Objectives** ............................................... Pages 6, 7
- **Clinical Objectives** .............................................. Page 8
- **Healthcare Worker Background Check** .................. Page 9
- **Criminal Records/IDPH Waivers** .............................. Pages 9, 10
- **Disqualifying Criminal Convictions** ......................... Pages 9, 10
- **Non-Disqualifying Criminal Convictions** ................. Pages 11, 12
- **Instructional Methodology** ..................................... Page 12
- **Clinical Experience/Extended Campus** ................. Page 13
- **Classroom Supplies** ............................................. Page 13
- **Academic Honesty** ............................................... Pages 13, 14
- **Theory Class Decorum** ......................................... Pages 14, 15
- **Classroom Procedures** .......................................... Pages 15, 16
Contacting Your Student While at TCD ................................................................. Page 17

Evaluation Process ...............................................................Pages 17, 18

Attendance ........................................................................Page 19

Health Requirements .........................................................Pages 19, 20

Clinical Physical Requirements ........................................Page 21

Clinical Group Selection .....................................................Page 22

Clinical Eligibility Criteria ................................................Page 22

Clinical Evaluation ..............................................................Page 23

Clinical Setting Requirements ...........................................Pages 23-25

Clinical Uniform and Accessories Requirement ....................Page 26

CPR Requirements ............................................................Page 26

HIPAA ..............................................................................Page 26

FERPA ..............................................................................Page 26

Professional Conduct in the Classroom and Clinical Site ....Pages 27, 28

College Credit .....................................................................Page 28

State Certification ...............................................................Page 29

Illinois Nurse Aide Competency Evaluation Program ..........Pages 29, 30

Illinois Health Care Worker Registry ..................................Page 30

Contacting the Instructors ...................................................Page 31
INTRODUCTION

The Nursing Assistant Training Program at Technology Center of DuPage is designed to prepare students to assist the registered professional or licensed practical nurse to deliver care in various healthcare settings. Parents, guardians and students are responsible for the information contained in this document as well as all other necessary Technology Center of DuPage documents. Changes in policies may be necessary during the school year and will be distributed in class.

STATE APPROVAL

The Nursing Assistant Training Program is approved by the Illinois Department of Public Health (IDPH) (77 Ill. Adm. Code 395). Program requirements are established by the Illinois Department of Public Health. Participation in the course prepares students who successfully complete the program to be eligible to take the written Illinois Nurse Assistant/Home Health Aide Competency Exam. Upon successful completion of the state exam, they will be placed on the Illinois Healthcare Worker Registry for Certified Nursing Assistants.

PHILOSOPHY

This course will provide an opportunity for the student to learn about and understand basic concepts, attitudes and procedures, which will enable them to implement comprehensive nursing care in a variety of healthcare settings. The teaching process is a responsibility which is shared between the instructor and the student. The role of the instructor is to provide the student with purposeful learning experiences in an environment conducive to learning. The role of the student is to be an active participant and assume responsibility for his/her own learning; along with recognizing and accepting that the level of achievement is dependent upon individual ability and motivation.

PROGRAM DESCRIPTION

The Nursing Assistant Training Program provides educational opportunities for the student who chooses a career in healthcare. Content includes instruction and hands on
experience in the classroom/lab and clinical setting on the basic nursing assistant skills required to work in a variety of health care settings. Nursing Assistant Skills include personal care, measuring vital signs, body mechanics, safety measures, resident rights, infection control, communication, and observation. The study of geriatric care and care of the person with Alzheimer’s disease or related dementias is also included. Clinical experiences are provided in long-term care facilities.

Upon successful completion of the program, students will receive a “Certificate of Completion” from Technology Center of DuPage, and will be eligible to take the written portion of the Illinois Nurse Assistant/Home Health Aide Competency Exam. Keep this document in a safe place as it cannot be replaced.

Successful completion of the program includes:

1. Satisfactory completion of all required theory course work with a minimum grade of 80% for each grading period
2. A test score average of 80% or above for each “Skill Set”
3. Satisfactory completion of 40 hours of direct patient care during clinical practicum
4. Strict adherence to the program’s attendance criteria
5. Passing the TCD certified nursing assistant final exam with a minimum grade of 80%
6. Independently perform all 21 Manual Performance Skills competently

PROGRAM OUTCOMES

The following Outcomes and Objectives for Nursing Assistant Students have been established to comply with the Illinois Department of Public Health requirements.

PROFESSIONAL CONDUCT OUTCOME

- Function as a competent nursing assistant within a legal and ethical framework to provide holistic care to residents/patients from diverse backgrounds.

Professional Conduct
• Maintain Safety, Medical Asepsis, and Resident/Patient Rights at all times.

• Function effectively as a valued member of the health care team, meeting the needs of the resident within the approved scope of practice allowed for a nursing assistant.

• Perform self evaluation in order to ensure the highest level of quality care.

COMMUNICATION OUTCOME
• Effectively communicate with residents/patients, staff member, faculty, and classmates incorporating interpersonal and therapeutic communication skills.

Objectives for Communication:
The student will:

• Communicate in a professional manner appropriate for a nursing assistant as a member of the health care team when speaking with residents/patients, visitors, instructors, and other team members.

• Conduct themselves in a professional manner, communicate effectively and acquire skills necessary for a nursing assistant in order to provide holistic care and be a qualified member of the healthcare team.

• Act as the residents’ advocate using communication skills taught within the program.

• Perform within a legal and ethical framework based on resident/patient rights as mandated with emphasis on privacy and confidentiality in accordance with HIPAA policies, guidelines for use of social media and maintaining professional boundaries.

THEORY OBJECTIVES: NURSING ASSISTANT TRAINING PROGRAM

Upon completion of this program, the student will be able to understand and perform the following:

1. Define the role of the nursing assistant in relation to the members of the interdisciplinary healthcare team.

2. Demonstrate appropriate and respectful communication skills with the patients, visitors, instructor, and other healthcare team members.
3. Apply principles of objective observation, reporting, and documentation skills.

4. Define medical asepsis and identify methods for controlling the spread of infection.

5. List guidelines for infection control (*Skill #1 and Skill #17*).

6. List and apply rules of safety in the classroom and clinical setting.

7. Demonstrate principles of comfort, cleanliness, and safety in preparing a patient room and unit (*Skill #8*).

8. Properly apply the principles of body mechanics when lifting, moving, and transporting a patient (*Skills #10, #11, #12, and #15*).

9. Correctly demonstrates personal care skills as required (*Skills #2, #3, #4, #5, #6, #7 and #9*).

10. Describe and apply the guidelines for nutrition and fluid balance in relation to the resident and identify the role of the nurse assistant (*Skills #13 and #14*).

11. Identify special treatments typically performed by the nurse assistant (*Skill #16*).

12. Accurately measure a patient’s vital signs and height and weight (*Skills #18, #19, #20, and #21*).

13. Describe the role of the nurse assistant in admission, transfer and discharge procedures.

14. Describe the role of the nurse assistant in the pre-operative and post-operative patient care.

15. Discuss the principles of rehabilitation and restorative care and the role of the nurse assistant in providing this type of care.

16. List the needs of the dying patient and the role of the nurse assistant.

17. Explain the role of the nurse assistant in delivering post-mortem care.

18. Demonstrate an understanding of basic anatomy and physiology.

19. Define medical terms and medical abbreviations as assigned.
20. Identify the physical changes that may occur with the aging process.

21. Identify the common diseases associated with the geriatric population and the nurse assistant care modifications that may be required with this population.

22. Complete the Alzheimer’s disease and related disorders unit.

**CLINICAL OBJECTIVES: NURSING ASSISTANT TRAINING PROGRAM**

While participating in the clinical experience, the student will:

1. Use good judgment regarding safety and emergency interventions as demonstrated by anticipating safety hazards and preventing accidents.

2. Incorporate medical asepsis to insure infection control and environmental cleanliness as shown by adherence to standard precautions and transmission-based isolation policies.

3. When in the clinical setting, follow all policies regarding the rights of the residents and patients.

4. Plan and organize assignments based on resident’s plan of care that emphasizes priorities and basic needs of the residents.

5. Be punctual and regular in attendance while complying with uniform dress code.

6. Perform within a legal and ethical framework based on resident/patient rights as mandated with emphasis on privacy and confidentiality. Adhere to the specific HIPAA policies for the clinical facility.

7. Communicate effectively and cope with challenging behaviors by assisting with comfort and anxiety relief measures; demonstrate this in pre and post conference discussions.

8. Demonstrate respectful communication with all staff, residents, patients, families, students, and instructors.
9. Follow all facility rules including but not limited to parking policies.

10. Report any abnormalities and/or changes in patient’s/resident’s condition in a timely manner.

11. Document care given per facility policy and instructor request.

12. Demonstrate the ability to transfer theory and lab skills to the clinical setting by showing manual competency per state and federal requirements.

13. Competently perform the Illinois Department of Public Health mandated skills.

HEALTHCARE WORKER BACKGROUND CHECK

The Healthcare Worker Background Check Act requires that all Nurse Assistant Training Programs initiate a fingerprint background check for all students (225 ILCS 46). Although IDPH does not require high school programs to perform criminal background checks on their students, the long-term care facilities do require your student have one prior to attending clinical at their facility. Additionally, a background check is required to be placed on the Illinois nurse aid registry. A valid social security number is required to initiate a Healthcare worker background check. The cost of the criminal background check is included in the participation fee. Criminal background checks will be done on October 4, 2017. If a student is absent on that date, they will have to make arrangements to be fingerprinted independently.

A student with a positive background check containing disqualifying conditions as defined by state law will not be allowed to participate in the clinical portion of the program.

A felony conviction will not prevent you from being in this program however; the Illinois Department of Public Health (IDPH) will not enter your name on the health care workers registry if you have been convicted of committing or attempting to commit one of the crimes listed on the following page.

CRIMINAL RECORDS/IDPH WAIVERS

Illinois law states that an individual cannot work as a nurse’s aide for a hospital, nursing home or health agency if he or she has been convicted of certain crimes. A list of these crimes, which will prevent an individual from working as a CNA, can be found below.
Students who do not have this type of conviction, but have been convicted of a crime, can request a waiver from the IDPH. A waiver from the IDPH does not change a criminal record. **NOTE: A student who elects to request a waiver from the IDPH must still meet course requirements for attendance. Inability to complete the state-mandated 40 hours of clinical instruction will result in the student being ineligible for certification.**

While this information is not meant to discourage you from participating in this course, it is strongly recommended that you should not plan to attend the clinical portion of the program until you apply for and receive a waiver from the IDPH if you have been convicted of one or more of the crimes listed below. **Less than half of the applicants receive a waiver from the IDPH.** It is possible that you may send in all the information requested and still not be granted a waiver. Each waiver application is reviewed on an individual basis – there are no hard and fast rules, but the following may be used as a guideline regarding the IDPH granting of waivers:

**CRIMINAL RECORDS/IDPH WAIVERS  (continued)**

*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 been convicted of violent crimes in the last five years.
- Your crime involves murder, sexual assault, aggravated battery, armed robbery, exploitation of a child, child pornography, or kidnapping.
- Your have less than two years (verified) of being 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 had fewer than two misdemeanor convictions more than five years ago.
- You have committed a single, non-violent crime in the last five years.
- You have more than two years (verified) of being clean and sober.

Again, this information is not meant to discourage you. There is a need for responsible, hard-working and caring nurse’s aides. It is strongly recommended that you apply for and receive an IDPH waiver before you sign up for class if you have been convicted of a crime listed below. 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 this issue with the program
You may request a waiver application by calling (217) 785-5133.

**DISQUALIFYING CRIMINAL CONVICTIONS**

Criminal convictions (both felonies and misdemeanors) that **disqualify** (which means a person cannot work in a direct care position, like a CNA, with these convictions) an individual from working is direct care positions include the following:

- 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 robbery

**DISQUALIFYING CRIMINAL CONVICTIONS (Continued)**

- 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 of 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

**NOTE:** You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk’s or State’s Attorney’s office, or your attorney.

**NON-DISQUALIFYING CRIMINAL CONVICTIONS**

Some convictions that are not disqualifying (in other words, you can work in a direct care position, such as a CNA, if these are your only convictions):
➢ Prostitution
➢ Possession of cannabis or a controlled substance
➢ DUI
➢ Deceptive practices (writing “bad” checks on your own account)
➢ Trespassing to property

1. For additional information go to: [www.idph.state.il.us//nar/disconvictions.htm](http://www.idph.state.il.us//nar/disconvictions.htm).

**NON-DISQUALIFYING CRIMINAL CONVICTIONS (Continued)**

2. By law, employers shall not knowingly hire or retain any individual in a position with duties involving direct patient care if that person has been convicted of committing one or more of the identified offenses.

3. Technology Center of DuPage **cannot** provide copies of criminal background checks.

**INSTRUCTIONAL METHODOLOGY**

Each student learns in a different way. The instructors will use a variety of instructional methodologies to teach theory and skills required to provide care for residents/patients/clients in the clinical setting.

**CLASSROOM**

Classroom activities include lectures, presentations, movies, videos, skills demonstration, return demonstration, assigned reading in your textbook, workbook and
worksheet activities, multimedia presentations, discussions, independent
study/research, computer assignments, small and/or large group
activities/presentations, quizzes, tests, final exams, and the clinical experience. It is
important to come to class each day with your textbook, workbook and supplies,
prepared to work.

DEMONSTRATIONS
The purpose of a demonstration is to show you how the classroom theory works in the
actual patient care process. After viewing an instructor demonstration and/or a skills
video of a particular skill, the student will practice the skill in the classroom clinical
demo lab and/or at home.

SKILLS TESTING AND BASIC NURSING ASSISTANT SKILLS
After you have learned the theory, guided practice will be provided by the instructors as
the student learns their manual performance skills. Practice in the clinical demo lab,
and at home when appropriate, prior to attending clinical. After practicing these skills, a
proficiency test must be passed. This test may be written, oral, hands-on
demonstration, or a combination of all three.

Illinois Department of Public Health mandates skills that must be performed
competently by the nursing assistant student in order to pass the course, qualify to take
the state competency exam, and ultimately become a Certified Nursing Assistant.

Currently, there are twenty-one (21) skills to be accomplished. Illinois Department of
Public Health allows the student a maximum of three (3) attempts to pass each
performance skill. Remediation will be provided, by the instructor, if the student fails to
pass the skill after the second attempt. Failure to perform any of the twenty-one (21)
skills competently after the third attempt will render the student ineligible for
certification.

CLINICAL EXPERIENCE/EXTENDED CAMPUS
Extended campus is educational experiences which take place off campus and outside of
the normal school day. Requirements for the student to attend clinical are established
by the Illinois Department of Public Health. Currently, this includes the completion of a
40 clinical hours of direct patient care at one of several long-term nursing facilities.
Students will apply the knowledge and skills they have acquired at TCD to care for the
residents in these facilities.

CLASSROOM SUPPLIES
It is important for students to come to class prepared.
You will need to have the following supplies in class each day:
☐ 12 Black pens
☐ 12 Red pens
☐ 1 pack of 12 #2 pencils
☐ 1 Highlighter
☐ Two 1 inch 3 ring binders
☐ One (3 pronged) folder
☐ Three packages of dividers (5 per package)
☐ 25 page protectors
☐ One (1 subject ) notebook
☐ 2 GB flash drive to save your computer work, resume and/or projects
☐ 1000 ruled 3X5 index cards
☐ Laptop or IPad/Tablet device

**ACADEMIC HONESTY**

Cheating on assignments, quizzes, and tests or other unethical behavior (falsification of documents, plagiarism, etc.,) is not consistent with the qualities necessary for becoming a nursing assistant. TCD’s program seeks to uphold the same expectations for our nurse assistant students.

- If a student is suspected of or found to be cheating on an assignment, he/she will receive a grade of zero “0” for that assignment.

- If a student is suspected of, or found to be cheating on a quiz or written exam, it will be taken away and he/she will receive a zero “0” for that exam.

- There is to be NO TALKING while taking a quiz or written exam. If a student is found talking while taking a quiz or written exam, it will be taken away and he/she will receive a zero “0”.

- Any resource material in the classroom must remain there. Students are not allowed to bring resource material home.

**THEORY CLASS DECORUM**

Students will be given “Task Lists” which contain reading assignments, activities and test dates for each goal. Assignments will be given in the form of “Skill Sets”. Within each Skill Set, there are a designated number of goals along with their respective due dates.

The student will receive 60% of the grade earned for any assignments which are not completed and turned in by the due date. If the assignment is late four (4) or more days...
NO credit will be given.

Students will be given ample time to complete their assignments at TCD. If a student cannot finish their assigned work at TCD, they may complete it at home. A student should demonstrate consistent effort and progress throughout the year. **Every student will work on their assignments at their own pace, but the expectation is all assignments must be completed and handed in by the due date.**

With TCD’s “individually-guided learning system”, the instructor chooses the subject matter and assignments, but you have the opportunity to work at your own pace, within reasonable limits (set by the instructors) to complete assignments.

**With the exception of the, quizzes, tests, and some of the basic skills practice in the clinical demo lab; any other work which the student is unable to complete at TCD must be taken home and completed as homework.** Students can use their log in information to access AES lessons at home.

Due to differences in school schedules, students are not always working on the same assignment at the same time. However, students are expected to show initiative, stay on task, demonstrate consistent effort and progress along with meeting all assignment due dates. If you are finished with an assignment ahead of schedule, it is also expected that you seek out the next assignment, or work on an instructor approved enrichment assignment.

Understand that you are in the program area for an extended class period. While you will be doing some "hands-on" activities, you will also be doing required reading and writing assignments. While the program emphasizes healthcare skills, you will need to apply your language arts, math, and sciences reasoning skills on a regular basis.

Students are accountable for their own individual behavior, and the expectation is they respect each other and the instructors by acting in a mature manner that reflects honesty, integrity, courtesy, and responsibility.

Any behavior, on a student’s part, that makes learning difficult for him/her or fellow classmates or difficult for the instructor will result in an instructor write up and a call to the parents.

Students are expected to maintain respectful communication at all times with all visitors, staff, instructors, and students.
CLASSROOM PROCEDURES

● No talking during an instructor or student presentation.

● Students must clean up after themselves and push their chairs in before they leave for the day.

● Juice or water, in a closed container, are the only drinks allowed in class.

● If leaving class for any reason, you must sign out.

● Only work that is related to the NATP program can be done at TCD. Homework from your home school is not to be done while at TCD.

● All assignments must be legible and done in pencil or black ink only.

● All assignments must have your First and Last name on it. It must also indicate if you are an AM or PM student, the date and goal number.
  **Example:** Sally Jones  AM  Goal 101  9/20/13

● Be professional and respectful in behavior and communication with other students and TCD staff.

● Practice courtesy and good manners at all times.

● Inappropriate or obscene language is unacceptable. It will result in a disciplinary referral.

● Cell phones, iPods, headphones, cameras or any other electronic devices **MUST NOT BE VISIBLE OR AUDIBLE IN CLASS.**
  ● **First offense:** The student will be verbally warned.
  ● **Second offense:** Will result in a Parent/guardian phone call
  ● **Third offense:** The phone will be confiscated and given to the assistant principal for student services. A parent or guardian may be asked to pick up the device.

● Be careful, respectful and use care when operating school equipment. Report any malfunctioning or broken equipment to the instructors. Misuse/abuse of equipment will result in further disciplinary action, and will affect your
dependability grade.

- Combing your hair, applying make-up, or tending to body piercings is not appropriate classroom behavior.

- *Computers and printers are to be used for TCD school-related work only.*

- Scheduling of the classroom activities and teaching strategies may be changed at any time at the discretion of the instructors.

- Smoking or the use of tobacco in any form in *NOT* permitted in the building, on the grounds of TCD, or at the clinical facilities.

- *In order to establish and maintain a professional environment, and promote the professional behavior and appearance required of healthcare workers, all students will be expected to wear a name tag at all times while in class at TCD.*

**CONTACTING YOUR STUDENT WHILE AT TCD**

*Parents/Guardians*

*In the interest of maintaining a favorable learning environment for our students, we ask that you DO NOT TEXT your student during class time as it is distracting to their learning, and the learning of other students. We also emphasize to the students that this is not appropriate/acceptable behavior in an educational or work setting.*

**CONTACTING YOUR STUDENT WHILE AT TCD (Continued)**

- We recognize the importance of contacting your student in the event of an emergency and ask that the outlined procedure below be used.

  1. Calling TCD at 630-620-8770 and request to speak to your student.
  2. The message will be immediately delivered to your student’s Instructor.
  3. The instructor will give the message to the student.
  4. The student will be allowed to leave class to call the parent/guardian.
EVALUATION PROCESS: GRADES

TCD uses a parent/guardian and student accessible online grading system. Grades for each grading period are based on:

The instructors will use the following scales in determining student grades:

<table>
<thead>
<tr>
<th>On a 4-Point Scale</th>
<th>Percentages</th>
<th>Additional Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 3.8 to 4.0</td>
<td>A = 93 to 100%</td>
<td>A = Superior achievement. Student does more than what’s required and does it exceptionally well</td>
</tr>
<tr>
<td>B = 3.0 to 3.7</td>
<td>B = 80 to 92%</td>
<td>B = Excellent achievement; Does very well on what is required</td>
</tr>
<tr>
<td>C = 2.0 to 2.9</td>
<td>C = 70 to 79%</td>
<td>C = Does satisfactory work; Does an acceptable job on what is expected</td>
</tr>
<tr>
<td>D = 1.0 to 1.9</td>
<td>D = 60% to 69%</td>
<td>D = Minimal achievement and/or effort; Poor work quality</td>
</tr>
</tbody>
</table>

Your instructor may use Student Intervention Forms or Clinical Readiness Forms to communicate your progress to your parents and/or counselors.

- Students must maintain a 80% or higher average, for each grading period throughout the year, to participate in clinical and remain eligible for clinical and certification.
- Students must also maintain a 80% or higher test score average for each Skill Set to remain eligible for clinical and certification.
- Students who do not meet the certification criteria are eligible for High School credit, with a passing grade, and will be encouraged to pursue other health care career options.

WRITTEN EXAMS

- All quizzes and tests must be taken on the designated day. Make up tests will only be allowed in the event of an extenuating circumstance, illness, or if your school has an approved non-attendance day at TCD.
● Students who are not present in class due to a school approved non-attendance day, illness, or an extenuating circumstance, will be allowed to make up the exam on the NEXT attendance day following the absence. It is the student’s responsibility to request the test from his/her instructor.

● For absences of 2 or more consecutive days, it is the student’s responsibility to conference with your instructor the day you return back to school, to arrange for additional time to complete your written assignments, quizzes, or test if you feel you need more time.

● If a student does not follow these guidelines for making up an exam, they will receive a “zero” for that exam with no opportunity for a makeup test.

GROUP PROJECTS AND PRESENTATIONS

● There will be individual, small and/or large group projects assigned during the year. Guidelines for these projects will be given to the students along with the completion date when the project is assigned.

NATP FINAL EXAM

● A comprehensive final exam will be given at the end of the school year.

● Students must obtain a score of 80% or higher on the final exam to be eligible to take the state exam.

● Students will have one opportunity to take the final exam on or before May 4, 2018. There will be no retakes allowed on the final exam.

ATTENDANCE

Maintaining regular attendance in both theory and clinical portions for the program is imperative. Absences will also affect your grade and may affect your eligibility for certification.

● In accordance with IDPH requirements, an absence policy will be strictly
enforced.

- No more than 12 classroom (theory class) absences will be allowed for the entire year.

Parents/guardians are responsible for ensuring the instructors have proper contact information available in the TCD school office or on the student classroom information sheet.

HEALTH REQUIREMENTS

Meeting all health requirements by October 6, 2017 is mandatory. You may use your physician or community health service providers to obtain your physical examination. It is STRONGLY SUGGESTED that you make your appointments in a timely manner so that your physical examination, drug and 2-Step TB testing are completed PRIOR to the deadline date of October 6, 2017.

Students will not be scheduled for clinical if their health forms are not turned in.

The following is a list of health requirements for the Nursing Assistant Training Program:

- **Physical Examination**: This physical is equal to a school or sports physical, and must be done after June 1, 2017. You may use your doctor or a community health service provider. The health care provider must document that the student has no physical restrictions.

- **Tuberculosis Testing (Two-Step TB test or equivalent)**: The testing process takes approximately 10 days and must be done after June 1, 2017. If you have a positive skin test, a chest X-Ray or a QuantiFERON®-TB blood test is required.

- Students, who have had a positive TB test in the past, must provide documentation that they have seen a healthcare provider and have received the necessary medical treatment. 2-StepTB testing will need to be completed by your healthcare provider or at the DuPage County Health Department. If you choose to be tested at the DuPage County Health Department, an appointment is necessary. Phone Number is 630-682-7400

- **Drug Testing- A negative urine drug test done after June 1, 2017.** The test can be done through your physician’s office or through CastleBranch. Information was provided in the summer letter.

**HEALTH REQUIREMENTS (CONTINUED)**

*Students who do not hand their completed physical examination, drug testing, and TB test forms in by October 6, 2017, will not be scheduled for the clinical portion of the program. Students who do not complete
Students with any acute condition, including pregnancy, or chronic medical problem must advise the their instructor concerning their current health status, medications, and medical needs. A written statement from the student’s physician must state that the student has “NO restrictions in the following activities for theory, lab or clinical: moving, lifting and transferring a resident/patient.” This note must be turned in to the TCD NATP Program Coordinator.

If an acute condition arises while enrolled in the program, a written statement specifying “NO restrictions in the following activities for theory, lab or clinical: moving, lifting and transferring a resident/patient.” from the student’s healthcare provider is required. This note must be turned in to the TCD NATP Program Coordinator.

* To protect the health of the mother and unborn child, it is required that a pregnancy be reported to the TCD NATP Program Coordinator. If a student is pregnant or becomes pregnant while enrolled in the program, a written statement from their physician stating “NO restrictions in the following activities for theory, lab or clinical: moving, lifting and transferring a resident/patient.” is required. This note must be turned in to the TCD NATP Program Coordinator.

Each student is urged to carry a personal health insurance policy. The parent, guardian, or student is responsible for their individual medical expenses, whether due to an injury during theory/lab or clinical or an illness requiring treatment, testing, or procedure.

Appropriate documentation of your physical examination and 2-step Mantoux TB test must be provided on the physical/TB forms. The physical examination/TB test documentation form and drug testing registration information form was mailed in the summer letter and is available from the instructors. If a parent/guardian is not available to attend the parent/student meeting please send an adult representative.

Students/parents/guardians are responsible for obtaining their own medical care and completing health requirements for the program. The student/parent/guardian is also responsible for all costs associated with these requirements.

**CLINICAL PHYSICAL REQUIREMENTS**

**STANDARD SKILLS IN THE NURSE ASSISTANT TRAINING PROGRAM**
Participation in the Nursing Assistant Training program at Technology Center of DuPage, requires the student to possess additional non-academic skills. All students attending clinical will provide basic physical care to the residents at long-term care facilities which will be physically demanding.

Students will be bending, stretching, lifting, walking much of the day and will be on their feet for long periods of time. Your student will also be listening to resident’s blood pressures, and feeling pulses. These occupational standards are consistent with the duties of an entry-level position in healthcare.

These are standard skills which protect the health and well-being of residents/patients/clients. They include but are not limited to the ability to:

1. Lift and carry 50 pounds of weight.
2. Lift and transfer patients to and from wheelchairs, stretchers, chairs, beds, toilets and commodes.
3. Move, adjust and manipulate equipment.
4. Position patients for exams.
5. Respond appropriately to sounds, such as the resident’s voice and movements, at a normal conversational volume. Be able to evaluate the sounds associated with measuring blood pressure.
6. Respond appropriately to equipment signals such as sound and light.
7. Manipulate the necessary hospital equipment for patient care such as dials, switches, push buttons and keyboards.
8. Perform for a prolonged period without breaks in a typical shift of eight hours.
9. Communicate orally and in writing with residents, patients, clients, physicians and other personnel clearly and effectively.
10. Must be able to follow verbal and written directions.

*The Illinois Department of Public Health (IDPH) requires all students to perform all activities in order to pass the clinical portion of the course.*

**Students who are unsure whether they can meet these requirements, are advised speak to their instructor.**

IDPH requires 40 hours of direct patient care for the student’s clinical practicum. Students who meet the eligibility criteria to attend clinical will be scheduled for their clinical sessions by the TCD NATP Program Coordinator.
CLINICAL GROUP SELECTION

Students will be allowed to request their clinical group after they have turned in the following forms.

- Enrollment agreement
- Student Directory form
- Mandatory Dates form
- Health Care Worker Background Check Permission Form
- Physical form*
- 2-Step TB form*
- Evidence of a clear drug test*

* Requires further review and approval by program coordinator prior to clinical group selection.

Students Must Meet the Following Criteria to be Eligible to Attend Clinical:

- Strict Adherence to program attendance requirements as stated in this enrollment agreement.
- A test score average of 80% or higher for each skill set throughout the school year.
- A theory grade average of 80% or higher for each grading period throughout the year.
- Independently demonstrates competency in manual performance skills.
- The student must follow all classroom procedures.
- Students must engage in respectful, professional behavior and communication with all instructors, staff and students.
- If a student must be absent from clinical due to illness or injury they MUST call their clinical instructor as soon as they know they will not be able to attend clinical. When a student calls in sick for clinical they will be put on the “on call” list. If a clinical assignment becomes available they will be called to take that spot. **There are NO guarantees that a clinical make up session will be available to accommodate a student’s absence.** It is strongly encouraged that students give their instructors the maximum amount of notice possible when they will not be able to attend clinical. We seek to reinforce strong work place skills, while helping students obtain a make-up opportunity by keeping each clinical position filled.

**Any student who does not attend a clinical day and does not call the clinical instructor will be immediately dismissed from clinical and will be ineligible for**
CLINICAL EVALUATION

- The clinical grade is a PASS/FAIL grade.

- At each clinical session, the student will be evaluated on their ability to care for the resident in a responsible and ethical manner with regards to SAFETY, MEDICAL ASEPSIS, PATIENT/RESIDENT RIGHTS, CLINICAL AND COMMUNICATION SKILLS, and WORKPLACE SKILLS while applying knowledge of theory. This includes, demonstrating the ability to organize and prioritize tasks, follow directions, and accept constructive criticism.

- Students are expected to go to each clinical session on time and prepared. They should review their skills prior to each clinical session.

CLINICAL SETTING REQUIREMENTS

The clinical dates and facilities will be assigned to students who are eligible to attend clinical.

The student must dress with regards to medical asepsis and safety while in the clinical setting. The following is a list of requirements for the students while at clinical:

- The student must follow all guidelines pertaining to Safety, Medical Asepsis, and Patient’s/Resident’s Rights in the clinical setting.

- Students must arrive at the clinical site in full uniform and be prepared to begin promptly at their scheduled start time.

- Students must report immediately to their clinical instructor upon arrival at the clinical facility. Students are asked to arrive 15 minutes early.

  If you are late, you will be sent home and will not get credit for the clinical day.

Unprofessional appearance or behavior, and/or failure to abide by the dress code or have all your clinical equipment, will result in being sent home. You will not receive credit for the clinical day.

For health and safety reasons, hair must be neat, clean and worn off the student’s face and collar.

Males must be clean shaven.
Jewelry must be limited to the following (1) wedding band, if applicable, and (2) small post earrings in one hole of each ear.

For health and safety reasons, other jewelry in any body piercing should not be worn, including, but not limited to the tongue, nose, eyebrow, or other cartilage. No hoops or dangling earrings are allowed.

No false eyelashes are allowed.

For health and safety reasons, No sculptured or artificial nails are allowed. Fingernails must be kept clean, short (1/4 inches past the fingertip) and filed for the safety of the residents. No nail polish is allowed. If you have artificial nails on, you will be sent home and will not be given credit for the clinical day.

Any visible body art or tattoos will be covered at all times while at the clinical facility.

Daily showers and use of an anti-perspirant deodorant will prevent body odor. A strong body odor is offensive to the residents, their family members, classmates and the clinical facility staff. The student will be sent home if their body odor is offensive and strong and will not be given credit for the clinical day.

No perfume, colognes or after shaves are to be worn.

Chewing gum is not allowed during clinical.

For health and safety reasons, cell phone/texting, or any other electronic devices are not permitted during clinical!!! Cell phones and/or beepers must be turned off. Some clinical facilities will not allow cell phones on patient care units due to their ability to take photographs. Neither clinical facility nor the Technology Center of DuPage are responsible for lost or missing items.

Messages may be left on the student’s voicemail and checked during their scheduled break only. The only time you may use your cell phone is during your scheduled break. Cell phones must be turned off prior to returning to your clinical unit. Violation of this rule will result in being sent home and you will not be given credit for the clinical day.

If you are scheduled for an 8 hour clinical day you will have a 30 minute break, with no other breaks during the day.

Bring a lunch or be prepared to purchase lunch from the facility or vending machines if available. Under no circumstances are you allowed to leave the facility for lunch or order out for lunch.
You are not allowed leave the clinical area for any reason without first notifying your clinical instructor.

**NO SMOKING** is allowed anywhere in or around the clinical facility. The expectation is that you behave in a professional manner, be prepared to work, be polite and use no obscene language or gestures. **Disciplinary action may include a Assistant Principal for Student Services referral, getting sent home from clinical, and not receiving credit for the clinical day.**

**Students must have specific permission from their clinical instructor before carrying out any patient care task. If a student is found to have violated that rule, it may result in the immediate removal from the clinical setting and not receiving any credit for the day.**

Keep purses or any other valuables locked in your trunk or leave them at home. There is no where to lock them up at the clinical site.

Before leaving the resident’s bedtime, you are responsible for making sure the area is clean, i.e., dirty linens are removed, the floor is free of litter and spills, commode/bedpans are emptied, cleaned and put away, equipment is returned to its proper place and the resident has their call light and is safe.

Clinical practicum is a participatory, hands-on experience that requires active involvement on the part of the student.

There will be no observation or auditing of any clinical experience for any reason.

It is strongly recommended that you eat breakfast, and have good night’s sleep the night before clinical. **Students must engage in respectful professional communication with all instructors, staff members, patients, residents, family members and students. Any student who communicates in a disrespectful or unprofessional manner will be removed from clinical.**

**UNIFORM AND ACCESSORY REQUIREMENTS**

- The uniform consists of navy scrub top and pants, along with plain white socks (or neutral hose). Your uniform must be clean, pressed and visually neat each time you attend clinical. Pants must be tied at the waist and
kept up at all times.

● For safety reasons, student’s shoes must be white and made of sturdy material (preferable leather), have non-skid soles, be less than 1 ½” heel/sole height and have enclosed toes and heel areas. No sandals, high heels, clogs or open back shoes are permitted.

● Additional items required for clinical are a photo ID badge, gait belt, black pen, notebook, blood pressure kit, and cinch pack.

● Students must wear a wrist watch with a sweep second hand during the clinical session.

● Shoes and a wrist watch will need to be purchased by the student prior to their first scheduled clinical day.

CPR Certification

● NATP students will be given the opportunity to be certified in CPR during the school year.

● Successful completion of CPR computer assignments is mandatory to be eligible for participation in the skills portion of the class.

● Equipment for the skills portion of the class will be provided for student use by Technology Center of DuPage.

HIPAA (Health Insurance Portability and Accountability Act)

It is understood that the student must hold all medical information concerning any patient/resident in confidence. Violating a patient’s/resident’s right to confidentiality will result in disciplinary action which will include dismissal from clinical and a Assistant Principal for Student Services Referral. This may also result in the student being ineligible to attend any remaining clinical days for the rest of the year, and consequently make them ineligible for certification.

FERPA (Family Educational Rights and Privacy Act)

Student’s progress and grades are confidential and will only be discussed with the student, parent and/or guardian.

PROFESSIONAL CONDUCT IN THE CLASSROOM AND CLINICAL FACILITY
Appropriate professional conduct is a significant component of the Technology Center of DuPage Nursing Assistant Training Program. Students are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent the Technology Center of DuPage in a respectful manner, and observe the rules and regulations of the clinical facility to which they are assigned. Students also have the responsibility to protect the welfare and safety of the residents for whom services are being provided.

In the classroom and when assigned to clinical facilities, students are expected to:

1. Provide competent and reliable services and care to the residents using sound judgment and discretion. Students are expected to:
   - Be on time
   - Refrain from absenteeism
   - Remain in assigned work areas, leaving only with permission from the instructor
   - Not leave residents unattended
   - Communicate in a respectful, professional manner

2. Demonstrate respect and courtesy to the residents and their families.

3. Demonstrate respect and courtesy to instructors, supervisors and all other members of the health care team at the clinical site.

4. Cooperate with the instructor, staff and peers without insubordination.

   **PROFESSIONAL CONDUCT IN THE CLASSROOM AND CLINICAL FACILITY**

5. Provide non-discriminatory care at all times.

6. Perform only procedures authorized by the on-site clinical supervisor in accordance with accepted professional standards and scope of practice.

7. Observe all rules and regulations of all clinical facility.

8. Comply with the ethical/professional standards of the Nursing Assistant Training Program including:
   - Proper use of all equipment and other property
   - Not removing property of clinical facilities
   - Not distributing, possessing illegal drugs or controlled substances
   - Not possessing or being under the influence of alcohol
PROFESSIONAL CONDUCT IN THE CLASSROOM AND CLINICAL FACILITY (Continued)

9. Maintain confidentiality of resident information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of resident information or institutional data.

10. Maintain proper dress, appearance, hygiene, and decorum in accordance with the standards set by the Technology Center of DuPage and the clinical facility.

11. Comply with the ethical and professional standards by:
   a. Never taking prescription pads or writing prescriptions.
   b. Never falsifying documents regarding student performance or resident care.

The following are examples of unprofessional behavior and misconduct at the clinical sites, which will result in disciplinary action. Disciplinary action may include the inability to attend any future clinical days consequently making you ineligible for certification:

- Incompetence, neglect of duty, or poor performance of assigned duties
- Absenteeism
- Negligence
- Failure to be at an assigned clinical location or leaving assigned clinical location without authorization
- Theft of misuse of property
- Verbal and/or physical altercations at TCD or clinical sites
- Insubordination
- Breach of resident confidentiality
- Harassment of a resident, instructor, staff, peers, or other while at TCD or a clinical site
- Any other conduct or behavior that may be detrimental to the TCD Certified Nursing Assistant program or clinical site.

COLLEGE CREDIT

College credit may be available for some coursework, but is not guaranteed. Additional information will be made available in class.

STATE CERTIFICATION

Students wishing to complete the certification process should be advised there are 3 components to the certification process as established by the Illinois Department of Public Health (IDPH) [http://www.idph.state.il.us//nar/home.htm]:

29
1. Obtain a “clean” waived criminal background check. This is initiated during the Nurse Assistant Training Program and prior to attending clinical.

2. Pass the IDPH Nursing Assistant Training Program and clinical at TCD with an average of 80% or higher, which includes passing the program final with a score of 80% or higher.

   ● The application fee to take the exam is $67.00 and must be in the form of a money order made payable to **SIU Carbondale**. You will receive more information regarding this payment in the Spring of 2018.
   
   ● The program coordinator will assist all eligible students in registering for the first attempt to take the exam.
   
   ● Students may access the Illinois Nurse Aide Testing web site at [http://www.idph.state.il.us/nar/home.htm](http://www.idph.state.il.us/nar/home.htm) for additional information.
   
   ● Once certification is complete, the student’s name and personal information is added to the IDPH Healthcare Worker Registry. Students, or their prospective employers, can verify certification by contacting IDPH at (217)-785-5133 or online [http://www.idph.state.il.us//nar/home.htm](http://www.idph.state.il.us//nar/home.htm)

**SOCIAL SECURITY NUMBER**

**Students must possess a VALID social security number in order to be eligible to take the state competency exam.** Students, who do not take the state competency exam, cannot be certified. State ID numbers may not be used in place of a valid Social Security number.

**ILLINOIS NURSE AIDE COMPETENCY EVALUATION PROGRAM**

Southern Illinois University Carbondale
Carbondale, IL 62901
Phone: 618-453-4368
Fax: 618-453-4300

**ILLINOIS NURSE AIDE COMPETENCY EVALUATION PROGRAM (Continued)**

Illinois Nurse Aide Testing Website: [www.nurseaidetesting.com](http://www.nurseaidetesting.com)

The Illinois Nurse Aide Testing Project has an interactive website to assist Illinois CNA
training programs and their students in securing related information quickly and easily via the internet. By accessing this website, a student is able to check to see if he/she is registered for the exam approximately 10 days prior to the test, search for test site locations and schedules, obtain information about approved Illinois Nurse Aide Training programs in their area, get answers to frequently asked questions, take a 10 to 85 question practice exam and many other helpful tools.

**Test Sites**
An up-to-date listing of test sites and testing schedules is available. A student may search by his/her zip code or click on an interactive map to find test site locations and testing schedules for the sites in the area of interest.

**Exam Schedule Status**
Instructors or students wanting to verify that a student is scheduled for the current month’s testing may enter the student’s last name to view a record of his or her scheduled testing location, date, and time. This information is available at the end of the first week of the testing month.

**Practice Test**
The Illinois Nurse Aide competency Evaluation examination is designed to test how well a student can apply his/her CNA knowledge on the job.

This practice test allows the student to take a 10 to 85 question practice examination similar to the state competency exam. When the practice exam is scored, the website will provide feedback to the student which shows the student if the question was answered correctly, what the correct answer is, the rationale for the correct answer, the related duty area, the related task statement and a percent correct score based on 100 percent.

**ILLINOIS HEALTH CARE WORKER REGISTRY**
The Illinois Health Care Worker Registry (Health Care Worker Registry) lists the names of certified nursing assistants who meet federal and state requirements to work as certified nurse assistants in the state of Illinois.

The Illinois Department of Public Health nurse aide registry (Health Care Worker Registry) website can be accessed by clicking the active web link located on the bottom of the nurse aide testing website opening page or at:
http://www.idph.state.il.us/nar/index.htm

**CONTACTING THE INSTRUCTORS**
The instructors for the Nursing Assistant Training program are:
Mrs. Terri Cates RN, Mrs. Ruth Ann Henson RN, and Mrs. Margaret Todd. If you or your
If you call during class time, after school, or over the weekend, a message may be left on the instructor’s voicemail. You may also contact the instructors by e-mail.

Mrs. Ruth Ann Henson, RN  
Nursing Assistant Training Program Instructor  
Program Coordinator  
Phone: 630-691-7616  
E-mail: ruthannh@tcdupage.org

Mrs. Terri Cates, RN  
Nursing Assistant Training Program Instructor  
Phone: 630-691-7545  
E-mail: terric@tcdupage.org

Margaret Todd, RN  
Nursing Assistant Lab Supervisor  
E-mail: margarett@tcdupage.org

**Mandatory Dates to Remember**  
Technology Center of DuPage  
Nursing Assistant Training Program  
For Students Planning to Pursue Certification

**Wednesday and Thursday, October 4 and 5, 2017** - Uniform Fitting at TCD

**Wednesday, October 4, 2017** - Fingerprinting day at TCD

**Friday, October 6, 2017** - Last day to turn in Physical, 2 step TB forms, and Drug Test Results (Students who do not make this deadline will not be scheduled for clinical. Students who do not go to clinical are not eligible for certification)
June 21-23, 2018- State Competency Exam at College of DuPage. Students will choose 1 day to take exam.

NATP Program Information / Enrollment Agreement

Please go to the Technology Center of DuPage website: http://www.tcdupage.org/

To find all information for the Nurse Assistant Training Program:

1. Click on Programs
2. Click on Nurse Assistant Training Program
   a. For Program Information, Click on Forms
      i. Click on Enrollment Agreement
      ii. All Forms will need to be signed by Parent/Student and returned to TCD NATP Instructor the first day of class.

DuPage County Health Department
Main Office
111 N. County Farm Road
Wheaton, IL 60187
630-682-7400

Tuberculosis Services

Initial screening is provided for tuberculosis infection as required for employment, immigration and school entrance. Services include TB skin testing, physician consultation, x-ray (if needed), medication for treatment & prevention (if needed). For more information, contact 630-682-7400.

You must be a resident, or an employee of DuPage County to receive a skin test at the Wheaton location. An appointment is necessary for the 2 Step TB Test so please call ahead to schedule an appointment. A current photo ID is also required. There is a $15.00 fee for each test. The total amount to complete both tests is $30.00.

Schedule will change when holidays affect the test administration and reading of the test. Please call for schedule changes at holiday times.
Written results of the test will be given to you at the time of the reading. Please inform the staff that you need to have 2 separate readings done and documented. Written results will be given to you at the time of the readings.

TCD Nursing Assistant Training Program Enrollment Agreement 2017-2018

My signature, and that of my parent/guardian, indicates that we have read, understand and agree to abide by the guidelines as outlined in the 2017-2018 Nursing Assistant Training Program Enrollment Agreement.

(Please fill out the information below COMPLETELY)

PRINT Student Name____________________________________________________________

Student Signature________________________________________________________________

Date__________________________________________________________________________

PRINT Parent/Guardian Name_______________________________________________________

Parent/Guardian Signature________________________________________________________

Date__________________________________________________________________________
PARENT/GUARDIAN:
Please provide your current contact information and return this sheet to your instructors.

Please Print

Parent/Guardian Name(s) _________________________________________________________

Home Address__________________________________________________________________

City__________________________________________, IL        Zip Code_____________

Home Area Code and Phone Number (__________) ______________ - ____________________

Mother’s E-mail address__________________________________________________________

Father’s E-mail address___________________________________________________________

Guardians E-mail Address (If Applicable)__________________________________________

Mother’s/Guardian’s Cell Phone Number: (______________) ______________ - ______________

Mother’s/Guardian’s Work Number: (______________) ______________ - ______________

Father’s Cell Phone Number: (______________) ______________ - ____________________

Father’s Work Phone Number: (______________) ______________ - ____________________

Mandatory Dates to Remember
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June 21-23, 2018- State Competency Exam at College of DuPage. Students will choose 1 day to take exam.

My signature, and that of my parent/guardian, indicates that we have read and understand that participation in the above activities on the dates outlined is necessary for certification. (Please return the signed form to your TCD instructor)

PRINT Student Name____________________________________________________________

Student Signature_______________________________________________________________

Date__________________________________________________________________________

PRINT Parent/Guardian Name_______________________________________________________

Parent/Guardian Signature________________________________________________________

Date____________________________________________________________________________