

CNA Class

INTRODUCTION

Thank you for considering the Nursing Assistant Program at National HealthCare Center in Garden City.

This handbook is to familiarize you with the program and with requirements for which you are responsible. It is important that you be aware of these.

The Nursing Assistant Program is a one hundred twelve (112) hour course. It is designed to assist you in the development of the skills necessary for you to give direct and indirect care to residents, under the direction of a Registered Nurse or Licensed Practical Nurse. This involves assisting these individuals in activities of daily living, providing comfort, and maintaining a safe and clean environment.

The first sixty-four (64) hours of the course is spent in classroom observing demonstrations of skills by instructors and by video. Skills taught in class will be practiced and perfected before going into clinical. Students unable to perform skills will not be allowed to go into the clinical portion of the class.

The second period of forty-eight (48) hours is scheduled in the clinical setting. A Clinical Instructor will make student assignments and be available to direct, assist, and support the student in performing skills learned in the classroom. This period is also an evaluation period to determine if the student is developing the skills needed to be a competent and safe nursing assistant.

After completion of the one hundred twelve (112) hours, if the student has achieved the expected level of performance, the student may continue as a nursing assistant and the Nurse Aide Competency Evaluation examination to become certified.

This program is approved by the Department of Health and Environmental Control (DHEC) under the sponsorship of National HealthCare at Garden City.

STUDENT REQUIREMENTS

1. Academic Expectations - the student must be able to:

- A. Read English language; understand and recall textbook content.
 - B. Write and understand English.
 - C. Do simple math.
 - D. Learn and understand meaning of selected medical terms and abbreviations.
 - E. Accurately record facts relating to patient care.
2. Attendance - The information and experience required for this course demands that the student be present for all (112) hours. Therefore, the student must:
- A. Be in the classroom or clinical area each day at the scheduled time.
 - B. Re-schedule any previously made appointments or scheduled activities so as to not conflict with the class or clinical schedule.
 - C. Notify the Program Coordinator before class or clinical if an urgent situation arises which would result in the student being absent. Should a documented medical emergency or a death in the family result in absences, the student may be allowed to complete the course at another time. Such an arrangement is at the discretion of the CNA Program Director.
3. Progression in the Program - To maintain good standing in the program, the student must:
- A. Study and be prepared for class and clinical practice each day.
 - B. Be present and on time each day.
 - C. Maintain a passing grade (Note: if a failing grade is made on two consecutive tests, the student will not be allowed to continue with CNA class and must maintain an average grade of 80 for all tests administered. Any students who do not do so will be dropped from the program.)

- D. Perform skills with acceptable competence and safety when assigned to residents in the clinical practicum portion of the program. Failure to do so will result in termination.
 - E. Observe the dress code.
4. Reasons for Dismissal: A student cannot be allowed to continue in the program when it is determined that the student:
- A. Is not achieving an adequate level of learning, as shown by the student's inability to maintain a passing grade or by having failed two consecutive tests.
 - B. Is not able to perform required skills with adequate competence and safety for the resident during clinical practice periods.
 - C. Consistently comes to class or clinical practice tardy or unprepared.
 - D. Disrupts the classroom learning environment by sleeping, interrupting, inattention, or distracting classmates.
 - E. Fails to notify the Program Coordinator by 7:30am when unable to attend class; and to notify the clinical instructor by 6:45am when unable to be present for clinical practice.
 - F. Demonstrates behavior indicative of being under the influence of any form of substance (prescription or otherwise).
 - G. Substantiate abuse or neglect.
5. Dress Code: Cleanliness and professional appearance are expected at all times. Therefore, all students must observe the following dress codes at all times.

DRESS CODE

1. Uniforms are to be royal blue and can be purchased through NHC Garden City.
2. Name tags must be worn - the tags must be neat and clean.

3. Clean shoes must be worn - shoes must be white, closed toe and closed heel.
4. Hose must be worn with uniform dresses. Hose must be plain.
5. Socks may be worn with uniform pants - not with dresses or skirts.
6. Undergarments must not be bikini, or thong-style panties, please.
7. Uniforms must be clean and wrinkle free.
8. No hats, bandannas, or caps (other than Nurse's caps) may be worn in the building.
9. No nail polish. Nails must be trimmed to short to medium length.
10. Jewelry must be limited to wedding rings or class rings. No dangling earrings or bracelets may be worn. Body art must be covered.
11. Hair must be clean and pulled up off collar.
12. No gum is to be chewed while in a class or clinical setting.
13. Piercing must be kept to a minimal, limited to ears only.

REMEMBER:

You are a professional in or out of uniform.

**Your behavior in or out of the workplace
has a negative or positive effect
on the community's view of our center.**

6. Items Needed for the Course - (provided at student's expense)
 - In addition to royal blue uniforms, shoes and hose, the student will need the following:
 - A. Notebook for keeping notes.
 - B. Pen and pencil for classroom and clinical practice.
 - C. Small pocket size note pad for making notations in clinical practice.
 - D. Watch with a second hand.

The following are provided by the Center:

- A. Course manual (to be returned upon completion or termination)
 - B. Supplies for practicing skills.
7. Grading Policy:
- A. A test is given at the completion of each unit of study.
 - B. A test on abbreviations is given on the last day of class.
 - C. A final examination of 100 questions is administered on the last day of class.
 - D. A nurse Aide Practice Test is given prior to the last day of class.
 - E. The final grade is the average of the nine (9) grades given on the tests. A final score below 80 is not passing.
 - F. Personal Demeanor - Outward manner of behavior (attitude, flexibility, responsibility, maturity, general attitude toward residents and the ability to communicate with residents, families, and fellow staff members). This will consist of a pass and/or failing grade. Under the personal demeanor grade, you may have successfully passed the class and clinical portions of the program and fail the personal demeanor portion of the program, if the CNA Program Coordinator and/or Clinical Instructor feel that you did not meet the Requirements under the personal demeanor criteria.

NHC reserves the right to withhold certificate of completion of the Nurse Aide Training Course or participate in Certification of candidate if we feel candidate puts resident(s) at risk in any way. This includes, but is not limited to, job abandonment, abuse (verbal, sexual, physical, mental), neglect, misappropriation of resident's property, and property of NHC and/or NHC staff members.