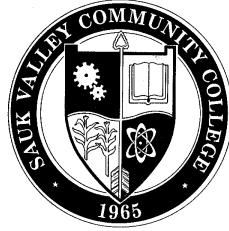


SAUK VALLEY COMMUNITY COLLEGE



Certified Nursing Assistant

STUDENT HANDBOOK

2024 - 2025

Sauk Valley Community College
173 IL Route 2, Dixon, IL 61021
815/288-5511

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INTRODUCTION

MESSAGE FROM THE FACULTY:

The process of being educated as a nursing assistant is one of the most thrilling, enlightening, sobering, unnerving pursuits known. You will learn to receive a small part of each of your client's lives, and in return you will give a fragment of yourself to the client.

Life at best is a continuous give and take. Many times you will feel that you are giving more than your share of time, energy, and work. At other times, you may feel that you are taking more criticism, hard situations, and general unpleasantness than the other fellow.

There is a special way of life in this new career you have chosen which needs to be learned, do not expect to learn it in a day, a week, or even a year. Even when you complete the curriculum, you will only have a grasp of the mere essentials for practice--your learning must continue throughout your life. Each day will give you opportunities to grow, if you look for them-- you must assume responsibility for a great share of your learning.

We are here to help you. Along with the class work we will try to answer your personal questions or help you find the right direction. Never be afraid or embarrassed when you do not understand. Have the courage to ask for help and show willingness to consider suggestions. The responsibility is yours. When you need help, our door is open. The best way to be sure the instructor is available is to make an appointment before or after class.

You are on the threshold of a new life, you have made a choice and a commitment to accepting the responsibilities of a student nursing assistant. There will be joys and sorrows, successes and failures. In the last analysis, each of you must, individually, work out your own education. Make the most of the formative weeks ahead to enable you to have a profitable and enjoyable experience.

SAUK VALLEY COMMUNITY COLLEGE

Our Mission

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service and economic development.

Vision

Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.

Our Goals

Goal #1: The College will expand and improve the quality of programs and services.

Goal #2: The College will improve student success through effective assistance activities.

Goal #3: The College will maintain an appropriate operating fund surplus.

Goal #4: The College will be responsive to non-academic community needs.

Goal #5: The College will pursue programs to improve the physical campus environment.

Our Core Values

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC Learning Community commit to living these shared ethical values:

- **Respect** We respect the worth and dignity of all people.
- **Responsibility** We value and advocate that all take responsibility for themselves, their learning, and the environment.
- **Fairness** We advocate fairness and just treatment of all people.
- **Integrity** We expect and constantly stand for integrity, honesty, and ethical treatment of all people.
- **Caring** We value the creation of opportunities in a caring environment.

Sauk Valley Community College will be known as a Learning Community that exemplifies quality education and adheres to these shared ethical values.

Our Students

Sauk Valley Community College serves a diverse community of learners who include high school graduates; parttime, employed individuals; non-traditional students who are starting or resuming their education; qualified high school students; and senior citizens. While our community has relatively little ethnic diversity, we recognize that our students will be thrust into a society that is abounding with diversity, and there is a need for them not only to understand the richness that diversity brings to our world, but also to develop an appreciation for differences. The College prepares its graduates for the increasing demands of the workplace and the expanding responsibilities of the diverse global communities. It is our goal that our students will obtain knowledge, competencies, and habits of mind conducive to living responsible, productive and joyful lives.

NURSING ASSISTANT PROGRAM PHILOSOPHY

In accordance with the mission and philosophy of the Sauk Valley Community College, the faculty of the Nursing Education Department accepts the following philosophy:

We believe that education is a continuous process by which a person is assisted to achieve self-realization. We will provide opportunity for each student to have learning experiences, which will contribute to their achievement of realistic goals.

The nursing assistant cares for residents under the supervision of a licensed nurse. The healthcare facility policies and procedures will be followed. Our goal is to deliver compassionate, considerate, conscientious care that protects and preserves the resident's autonomy, dignity, safety, and basic human rights. We actively support and respect the Resident's Bill of Rights.

We believe each resident should be respected as an individual and given the highest possible level of care, without discrimination, so that he/she can function at his/her highest possible level of health and well-being.

The student completing this course will be adequately prepared to fulfill the responsibilities and perform the procedures required of a nursing assistant in the state of Illinois and take the Illinois Nurse Aide Certification Exam (INACE). The nursing assistant must be cognizant of the need for continued study to maintain their certification. Twelve hours of continued study per year is required and is tracked through your employer.

It is our obligation to evaluate the student, the program and the state requirements and to use these findings as the basis for curriculum evaluation and revision.

NURSING ASSISTANT PROGRAM MISSION

Sauk Valley Community College Nursing Assistant program will provide a quality learning opportunity for students to acquire the skills needed to fulfill the responsibilities and perform the procedures required of a nursing assistant in the state of Illinois.

GENERAL OBJECTIVES OF NURSING ASSISTANT PROGRAM:

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

1. identify the roles, functions and responsibilities of the nursing assistant as a member of the health care team. This will be assessed through written examinations.
2. utilize the knowledge and skills needed to give safe client care as a beginning nursing assistant in the healthcare facilities under the supervision of a licensed nurse. This will be assessed through clinical evaluations and written examinations.

3. demonstrate an awareness of the dignity and worth of all persons. This will be assessed through clinical evaluations.
4. communicates effectively with other members of the health care team. This will be assessed through clinical evaluations.
5. recognize the need for continued learning in order to be an effective nursing assistant. This will be assessed through clinical evaluations and written exams.

The program is approved by the Illinois Department of Public Health. Students who have completed the required courses, achieved the required grade point average, and displayed appropriate nursing assistant competence will receive a certificate of completion. Upon completion of the program, the student will become eligible to file an application to take the Illinois Nurse Aide Certification Exam (INACE).

rev. 2/07,07/15; 4/17

Nurse Assistant Certificate program - SVCC Curriculum Code E93

This curriculum meets the mandates of the Illinois Department of Public Health to be eligible to take the competency exam for nurse aide. The curriculum is conducted over an eight or sixteen week period and consists of classroom/online and clinical learning activities. The program prepares a student to assist with the care of the sick and the infirm under the supervision of registered nurses or other licensed professionals.

Summary of Certificate Requirements

Major Field Requirements		Sem/Hrs.
NRS 101	Basic Nursing Assistant	4
NRS 103	Advanced Nursing Assistant	<u>4</u>
Total Hours required for Certificate		8

Special consideration:

In order to become a certified nursing assistant, you must complete a state-approved program like the one at SVCC and pass the Illinois Nurse Aide Certification Exam and 21 Skills Evaluation.

Admission Requirements

1. Candidate must be at least 16 years of age
2. Candidates who do not have a high school diploma or GED must be able to read at grade level 8. Students will be asked to take a reading and math assessment at orientation with results given the first day of class.
3. Candidates must meet health and immunization requirements that are detailed at the orientation session.
4. Forms for fingerprint approval will be coordinated with the Health Professions office upon receipt of your orientation/ admission letter. Criminal background checks are required prior to the first day of class for all sections except dual credit.

Program Requirements

Criminal background checks are required and must be completed by all students prior to the first day of class. A grade of "C" (75%) or better is the minimum passing grade for both courses. The student must be passing classroom work at 75% in order to go to NRS 101 clinicals and/or NRS 103 clinicals. Successful completion of a nursing assistant course requires a "C" in the classroom, satisfactory clinical performance and "Pass" on the 21 skills test. A student who is unsatisfactory in any one of these areas will receive a failing grade for the course.

NURSE ASSISTANT PROGRAM INFORMATION

Criminal Background Check

The Health Care Worker Background Check Act requires students to have a fingerprint-based criminal background check. Individuals found to have a disqualifying offense may not be hired to provide direct care to residents/patients by any health care facility in Illinois. Students cannot continue in the BNATP until a waiver is granted. Students will be removed from the course if a disqualifying conviction is discovered. Completion of a training program and passing the Illinois Nurse Aide Certification Exam (INACE) does not eliminate this restriction. Any applicant who has questions regarding this law can contact the Dean of Health Professions at 815-835-6376 or the Illinois Department of Public Health at 217-785-5133.

Updates from Illinois Department of Public Health

1. CNAs are required to notify the Nurse Aide Registry in writing of address and name changes within 30 days of the change. Mail to: 525 W. Jefferson Street, 4th floor, Springfield, IL 62761.
2. Disqualifying convictions or notifications of abuse, neglect, or theft would require that the student be removed from the course and that they must contact the Health Care Worker Registry for guidance.
3. Reports of abuse, neglect, and/or theft can be placed anonymously to 1/800-252-4343.
4. IDPH allows students who possess a CPR Provider level certification to have credit for that certification. For this program, even if a student is already certified, the student is expected to attend the CPR class as a refresher.

Affirmative Action

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions as permitted by law, no qualified employee or student shall be excluded from the employment of educational opportunity, be denied benefits or be subjected to discrimination on the basis of differences in race, color, age, religion, national origin, ancestry, gender, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status, or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. (Complaints and inquiries related to this policy or any potential discriminatory concerns may be addressed to: Director of Human Resources, Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021, 815-288-5511.

Any student who may need an accommodation due to a disability should contact the Disability Support Office and make an appointment to see the instructor during his/her office hours. A letter from the Disability Support Office authorizing your accommodations will be needed. Students requesting accommodations (for example, a note taker, quizzes read, extended test time, etc.) must formally request these services. It is necessary to request these services for EACH class taken, even if accommodations were provided in a previous class.

POLICIES

Retention

After admission to the nursing assistant program, students will be evaluated frequently throughout the course. To remain in good standing:

- 1) The student must abide by the rules and regulations established by the Nurse Assistant Program and Sauk Valley Community College. Failure to conform to established program policy will necessitate an appearance before faculty.
- 2) The student must demonstrate a high degree of professionalism and integrity in all activities as a student nursing assistant. Social network site postings including clinical experience or nurse assistant program are also a consideration.
- 3) Students shall be subject to the college's "Student Code of Conduct" which is available in the college catalog.

- 4) The student will demonstrate integrity in all academic and professional matters.
 - a) Students found guilty of cheating will be disciplined.
 - b) Students with evidence of alcohol/substance abuse will be subject to discipline, which may include dismissal from the nursing program. Evidence of alcohol/substance abuse refers to a student who appears to be under the influence of drugs or alcohol during class or clinical. The student may be asked to undergo urine drug/alcohol testing at the student's expense. The student's emergency contact will be notified to provide transportation to a testing facility. Failure to comply or a positive screen without medical explanation will result in class/clinical failure. Other disciplinary actions may be determined by the Dean of Student Services and/or the Student Code of Conduct Review Board.
- 5) The student must achieve a grade of "C" or better in NRS 101 (Basic Nursing Assistant) to be promoted to NRS 103 (Advanced Nursing Assistant). The student must be passing classroom work at 75% in order to go to NRS 101 clinicals and/or NRS 103 clinicals.
- 6) The student must demonstrate the ability to apply knowledge of nursing concepts and skills appropriate to the level of nursing assistant.
- 7) The student must demonstrate the ability to establish and maintain effective inter-personal relationships with peers, members of the nursing staff and residents.
- 8) IDPH mandates that the basic nursing assistant training program must be completed in the semester it begins.

Guidelines for Unsatisfactory Classroom/Clinical Performance in CNA Courses

1. Each student is expected to satisfactorily perform skills and procedures which have been taught.
2. The following areas are illustrative of the kind of unsatisfactory performance which can result in the dismissal of a student from the nursing assistant program:
 - a. Breach of professional ethics, i.e. honesty/integrity, confidentiality (see HIPAA policy).
 - b. Violation of attendance policies.
 - c. Failure to correct deficiencies in uniform and appearance.
 - d. Jeopardize the physical or mental well-being of the resident. Some examples are:
 1. failure to report any accident/injury or incident occurring to resident in the clinical setting.
 2. failure to exhibit proper behavior and/or language.
 3. failure to identify the resident prior to providing care.
 4. jeopardizing a resident's safety, e.g.
 - * leaving side rails down when ordered up.
 - * leaving the bed at a high level while patient is in it.
 - * not answering the call light promptly.
 - * call light not within reach of the resident.
 5. being unable to correctly calculate math problems for intake and output.
 - e. Behave in a manner that demonstrates mental/emotional instability which may jeopardize the physical/mental well-being of the patient.
 - i. Verbal outburst: such as, raised voices, swearing, etc.
 - ii. Non-verbal: such as, eye rolling, facial expressions, etc.
 - f. Other reasons deemed serious by the instructor(s) and/or the Dean of Health Professions.
3. Students will be given a verbal warning to correct any issues. A second issue or failure to correct the first issue, students will be given a written warning. The student will be placed on probation and this may result in failure of the course.
4. Unsatisfactory performances in the same specific tasks or requirements as recorded in the previous course may be reason for dismissal prior to the two unsatisfactory performances being recorded in any one course. In short, remediation of past unsatisfactory performances is expected. An unsatisfactory performance report may be deemed of such monumental significance (e.g., a performance resulting in a possible threat to the physical and emotional stability of a resident, falsifying records, or professional ethics violation) that the student will be dismissed prior to receiving two unsatisfactory reports.
5. A student may be dismissed from the nursing assistant course on the basis of deficient nursing skills, performance, and/or professional ethics violation.
6. In the event that a clinical facility refuses to allow a student to participate in a clinical experience at the facility the student will be required to withdraw.

A complete guidance program is available to the students through Sauk Valley Community College in which individual attention can be given to student problems. Students who fail to meet the minimum standards of the program will receive a warning, and at this time, a conference may be arranged with the faculty.

Admission to the Nursing Assistant Program does not guarantee continued enrollment. The student may be considered for dismissal at any time for unsatisfactory attendance, grades, clinical skills performance, or conduct.

Students enrolled in the Nursing Assistant courses may be withdrawn immediately from the courses if the student's clinical performance contributes to either the physical or emotional jeopardy of clients. Students may appeal this withdrawal using established department and college appeal procedures.

Retaking the Course

A student may have the opportunity to return to the Nursing Assistant program and to repeat the course. The procedure for retaking the course will include the following condition:

1. Students may attempt the CNA Program twice. Any student-initiated withdrawal must meet the deadlines set by the current SVCC class schedule. Deadlines for student-initiated withdrawal will be pro-rated. Students failing to meet the student-initiated withdrawal date will be assigned an "F" for the course.

Grading

Students are required to maintain a 75% average on quizzes (excluding the final) to be able to attend clinicals in NRS 101 and/or NRS 103. Extended test time will not be provided without approved accommodations. A student in the nursing assistant program must achieve a grade of "C" or better in NRS 101 to be promoted to NRS 103.

Successful completion of the nursing assistant program requires a "C" in classroom, satisfactory clinical performance, and "Pass" on the performance skill evaluations. A student who is unsatisfactory in any one of these areas will receive a failing grade for the course.

The following grade scale is used in classroom theory:

A =	92-100
B =	82-91
C =	75-81
F =	74 or below

Classroom Performance

Students are expected to be attentive during class whether face to face or online. Talking between students and not paying attention in class will not be tolerated, as it disturbs other students and interferes with your learning the subject being taught at that time. Students are expected to utilize in class time wisely; however, students are not permitted to work on homework or other paperwork not specifically assigned to classroom time (i.e. during video tapes, special speakers, student presentations, clinical time or skills practice time). Cell phone use is not permitted at any time during class.

No children, pets, or uninvited guests allowed in the classroom, lab, or clinicals.

Assignments

Workbook assignments are part of the final grade. Failure to do the workbook assignments on time will lower the grade by one point per chapter. If workbook assignments are not completed the students will not be allowed to sit for final exams.

Make-up work

Missed quizzes must be made up the next day class is attended. Student must expect to remain after class the next day to watch missed videos and review class presentation. A student who is late to class and missed the quiz must take the quiz the same day immediately after class.

ANY EVIDENCE OF CHEATING IS GROUNDS FOR A FAILED ASSIGNMENT. FURTHER ACTION UP TO AND INCLUDING DISMISSAL FROM THE COURSE MAY BE INSTITUTED IF DEEMED NECESSARY.

Clinical Performance

According to federal legislation that gives guidance to the Illinois Nurse Aide Competency Evaluation, the following twenty-one selected performance skills must be passed successfully in order to complete the class and become a CNA. The twenty-one skills are:

- hand washing
- oral hygiene
- shaving
- nail care
- temperature, pulse, respiration
- blood pressure
- occupied bed
- ambulate with transfer belt
- apply/remove personal protective equipment
- perineal care
- shower or tub bath
- feeding
- dressing a resident
- measuring height
- measuring weight
- side-lying position
- passive range-of-motion
- calculate intake and output
- transfer to wheelchair using transfer belt
- partial bed bath
- transfer with mechanical lift

Skills will be demonstrated and practiced in the lab before the student is tested on them; regardless of where they are to be tested.

Students have 3 opportunities to correctly return demonstrations on the above skills. Practice outside the class/clinical setting is essential to being prepared for skills testing. If the student fails to properly return demonstrate all of the 21 skills in 3 attempts, they will be dropped from the class and assigned an “F” grade. Students must demonstrate asepsis, safety and good body mechanics in all skills.

These are not the only skills that you will be expected to learn, master, and demonstrate correctly throughout this course.

Student Grade Appeal(s) and/or Grievance(s)

Any grade appeal or grievance should be initiated with the instructor responsible for determining the grade. If the problem cannot be resolved at this level, a student may initiate the appeals process by establishing a meeting with the Dean of Health Professions. If the problem is not resolved at this step, the student would follow the Academic Appeal Procedure outlined in the college catalog.

Attendance

The CNA faculty believe that classroom/online attendance and clinical laboratory attendance are essential for the nursing assistant student. The two experiences are interrelated and absence from the lecture session will make the student less effective in the clinical area. Tardiness, attendance and participation will affect your grade. Per IDPH, a student must complete a minimum of 80 theory hours and 40 clinical hours total in NRS 101 and NRS 103 combined

IN A 16 WEEK CLASS A STUDENT MAY NOT MISS MORE THAN:

Lecture online and lab- NRS 101 and NRS 103 combined	8 HOURS
CLINICAL- Total hours 101 and 103 combined	5 HOURS

IN AN 8 WEEK CLASS A STUDENT MAY NOT MISS MORE THAN:

Lecture online and lab- NRS 101 and NRS 103 combined	8 HOURS
CLINICAL- Total hours 101 and 103 combined	6 HOURS

IN THE DUAL-CREDIT HIGH SCHOOL CLASS STUDENTS MAY NOT MISS MORE THAN:

Lecture and lab- NRS 101 and NRS 103 combined	10.5 HOURS
CLINICAL- Total hours 101 and 103 combined	12.5 HOURS

However, students cannot be absent on days so designated on the schedule. The student will not be able to complete the class if absences exceed this. There are no makeup hours for absences. All absences and tardiness will adversely affect your grade. A loss of one point per every hour absent for a clinical “No Call/No Show” will be implemented. A second “No Call/No Show” for clinical will result in a failing grade for the course. Sleeping, including but not limited to: closed eyes, supporting head, bobbing of head or a state of relative inactivity or inattentiveness in class may be marked as absent.

The following procedure will be followed if the student is not going to be in class or clinical:

Classroom Absence

Email the instructor prior to class starting. Students may not miss the first day of class.

Clinical Absence

If students anticipate being late or absent from clinical, they must inform the clinical instructor by calling the nursing facility at least one half hour before the scheduled duty time. All absences and tardiness will adversely affect your grade by negative one point per occurrence. Failure to call for tardiness may result in a loss of one point per hour of absence as with the “no call/no show” policy.

1. Call the clinical facility. Identify yourself by name, and the fact that you are an SVCC nursing assistant student. Also, ask for the name of the person to whom you are speaking.
2. Explain the reason for your tardiness or absence and ask that your instructor be notified.
3. Confirm with your instructor your clinical attendance and assignments immediately upon arrival if tardy.

Students are expected to exercise sound judgment regarding attending clinicals when ill for the protection of residents and personnel. The faculty and instructor have the right to request a student to leave the nursing unit if it is felt the condition of the student can endanger the health and welfare of the students, residents, and/or others.

Due to the importance of orientation to the nursing facility, **you must be present** the day of orientation to the nursing home.

Any students who leaves class or clinical without permission will be dropped from class.

PROFESSIONAL APPEARANCE AND BEHAVIOR

Clinical Appearance

Students are asked to dress in the following manner for clinical experiences.

- Clean and pressed uniform (colored top or smock and colored slacks).
- Clean white shoes (majority of shoe is to be white, with no bright colors on the shoe and white hose/socks. No open toe, open heel or canvas shoes are allowed due to OSHA regulations.
- Identification badge (provided by SVCC- photo ID)
- Gait belt (provided by SVCC).
- Pen, paper, and watch with a second hand- Apple/smart watches are not allowed.
- Nails must be less than ¼ inch, clean and neatly manicured. No artificial nails of any type, no studs or jewelry on nails are allowed. No nail polish allowed.
- Hair must be clean, neat, off the collar and away from the face with no unnecessary hair accessories. Beards must be trimmed and well groomed.
- Jewelry is not allowed except for:
 - a. Smooth wedding band
 - b. One small earring stud (non-dangling) per ear is allowed.
 - c. Ear gauges are not allowed. During the program, flesh tone plugs and no increase in size is mandatory.
- No visible body piercing, no facial or tongue piercing is allowed. Any tongue or other visible body piercing must be removed for clinical.
- Facial and neck tattoos must be covered. Tattoos deemed inappropriate must be covered.
- No unnatural hair colors are allowed.
- Free of smoke and fragrances.
- Good personal hygiene, cleanliness of self, uniform and general attire for sanitary and aesthetic reasons is essential.

Do not bring valuables to the clinical area. Lock them in your car or leave at home.

Clinical Behavior

Students should be aware that they are guests at the clinical sites. They are expected to display behavior that reflects common courtesy and manners. In addition, communication should be free of crude and offensive terminology.

Students are not allowed to chew gum while on duty at clinical sites. A no smoking policy is enforced for all clinical rotations. Failure to follow this or any other policy may result in the student being sent home from clinical.

Maltreatment of patients (physically or verbally) can result in immediate dismissal from the program. Failure to maintain safe practice skills may result in immediate dismissal from the course, as may failure to report any accidental injuries or incidents occurring to residents in the clinical setting.

Students may not visit the clinical site or residents when the instructor is not present.

Occasionally it may be necessary to stay a few minutes late in a clinical area to ensure residents safety and/or meet their needs.

Acceptable Use of Technology

Students **MUST** turn off all electronic devices while in the classroom unless they have the consent of the instructor. Electronic items include, but are not limited to cell phones, laptops, tablets, voice and video recorders. Students violating this policy may face college disciplinary action. Also, students are subject to the [SVCC Acceptable Use Policy](http://svcc.edu/about/policies/aup.html). Any violations of that would be handled at the institutional level.

CARE OF THE NURSING DEPARTMENT:

Food, Drink, Gum Policy

Please do not set drinks on the ground outside of the classroom or lab; if found they will be thrown away. No food, drink, or gum is allowed in the lab or clinical setting. Educational activities that incorporate food and/or drinks are at the discretion of each instructor. The student is expected to keep the nursing department neat and clean, this includes but is not limited to the classroom, lab, and study areas.

Nursing Skills Lab

While enrolled in the nursing assistant programs at Sauk Valley Community College, students will have required scheduled laboratory time. During this scheduled time, instructors will discuss critical elements of nursing and equipment to be utilized during the lab.

Nurse aide training performance skill evaluations should be brought to scheduled laboratory experiences. Additional resources (skills texts, procedure manuals, etc.) will also assist the student and should be brought, as needed. If you need further clarification of a procedure, ALWAYS consult your instructor.

General Information

Students are responsible for helping to keep the lab clean and orderly by returning supplies and equipment to the appropriate storage area and by straightening the bed linens and replacing those that become wet and soiled.

Any injury sustained in the lab must be reported to the lab supervisor immediately.

Students should use other nursing students as patients in the nursing lab. Individuals who are not nursing students are not allowed in the nursing labs without permission of the lab supervisor or

instructor.

Since sound control is poor in the nursing lab area, students should be considerate of classes in session while they are practicing.

Student Employment

In accordance with the rules and regulations of the Illinois Department of Public Health, the student may be employed only in a capacity that does not require them to perform tasks they have not shown competency in. They may be employed for 120 days while waiting to pass their written state exam.

The nursing faculty strongly advises a student not to work full-time. The faculty expects alertness in class for the student's academic success and especially in the clinical areas for the safety of the patients.

Transportation

Students are responsible for their own transportation to the college and nursing homes.

Telephone

Students must provide the instructor with a telephone number so that students may be contacted concerning school matters. These numbers will not be released to anyone other than nursing faculty without the student's permission. If a student's phone number should change, it is the student's responsibility to notify the instructor of the change.

The student is not to receive or make personal phone calls during class, lab, or clinical experience hours, except in an emergency. No cell phones are allowed in clinicals. Cell phones should be turned off and put away during class unless the student has obtained permission to leave it on from the instructor. No text messaging during class, lab, or clinical sessions.

Faculty Mailboxes

Faculty can always be reached by leaving a note in the Health Professions Office, 2G10.

Campus Security Report

"The campus security report is available on the College's Web page at www.svcc.edu or in the Student Handbook that is available throughout the College."

HIPAA POLICY

All those in health care must now comply with the federal regulations of the Health Insurance Portability & Accountability Act (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures. SVCC faculty and students understand the importance of patient confidentiality and have a strong desire to maintain confidentiality at all times.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans or notes. Patient initials are the only identifier to be used for student logs or assignments. Chart forms are NOT to be copied. It is the student's responsibility to assure that all papers are handled with caution to prevent careless circulation or handling by anyone other than the medical staff of the clinical site. Student papers with confidential patient information must be either carefully stored or shredded to prevent disclosure of such information. Confidentiality and privacy also extends to oral and electronic communications. Students and faculty will only use patient information as is necessary for direct patient care and student learning.

Students will not be approved for clinical rotations until the following is completed:

- a. View the HIPAA video in its entirety and provide a signature to indicate compliance.
- b. Sign the SVCC confidentiality agreement.

General guidelines:

- Don't leave documents open
- Don't discuss information in public places
- Don't leave phone messages with information
- Don't leave patient information lying around unattended Shred information when no longer needed
- Log off of computers when leaving unattended Close curtains for patient privacy
- Speak softly so as not to be overheard
- Don't leave computer screens up and keep away from public view
- Keep password secret and don't use other's password

HIPAA REGULATIONS-CHANGES

Elements that make information individually identifiable:

- | | | |
|----------------------|--------------------------|----------------------------|
| -Names | -Addresses | -Employers |
| -Relative's names | -Dates of birth | -Telephone and fax numbers |
| -E-mail addresses | -Social security numbers | -Medical record numbers |
| -Certificate numbers | -Voice prints | - Photos |
| -Codes | -Medications | - Diagnosis |

*Any other characteristics, such as occupation, which may identify the individuals

SVCC CONFIDENTIALITY AGREEMENT

Due to the fact that you have access to confidential information in the clinical setting, you agree to the following:

1. I will not access confidential information for which I have no legitimate need to know.
2. I will protect from disclosure demographic health information that could be used to identify a patient. This includes name, street address, city, county, precinct, zip-code, birth date, admission date, discharge date, date of death, telephone or fax number, email address, social security number, medical record or any other unique identifying number or code, name of institution, full face photographs.
3. I will secure any patient information to prevent circulation or handling of patient information to anyone other than the medical staff of the clinical site.
4. I agree not to post any clinical experience or nursing program information on any internet social media site.
5. If I observe or have knowledge of unauthorized access I will report it immediately to the nursing faculty or dean.
6. I understand that, if I violate the privacy policies of the clinical sites, applicable law or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms and will adhere to them.

Signed: _____

Date: _____

CPR AND HEALTH REQUIREMENTS

CPR Requirement

Each student must attend CPR even if they already have certification.

Health Requirement

A medical record must be completed by the student and the student's health care provider and submitted to the nursing instructor before the first day the student attends a nursing clinical. The medical record shall include the following:

1. The physical examination must have occurred no more than six (6) months prior to the beginning of classes. (See physical form).
2. TB testing: It is required that everyone who works in a nursing home must have a 2-step Mantoux (TB) test. (See Physical Form). If you have had a two-step Mantoux test within the last twelve (12) months, we need documentation for our files, and if your two-step is twelve (12) months old, then a 1-step is required before the first clinical day. (If Mantoux is positive a copy of a current TB. checklist will be accepted). If a 2 step TB Mantoux is not followed annually with a single step Mantoux, the 2 step must be repeated. Alternately, a blood test called a Quantiferon TB gold will be accepted to meet this requirement. A doctor must order this lab test if not completed at the county health department.
3. Proof of other immunizations may be requested depending on the facility the student is going to for clinical.
4. COVID vaccination and Flu vaccination may be required to attend clinical depending on the clinical site requirements. Please have proof of these vaccinations available. Covid testing may also be required.

Students will not be allowed to attend clinical if the physical examination, TB testing and CPR requirements are not met and will be dropped from the class.

Technical abilities required for the Nurse Assistant Program

In order to handle the job responsibilities and tasks assigned to students in the Nurse Assistant Program, they must be able to:

1. Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity and eye-hand coordination.
2. Bend, reach, pull, push, stoop, and walk repeatedly throughout an eight (8) hour period.
3. Lift and carry up to fifty (50) pounds.
4. Demonstrate visual and auditory acuity within normal range (with correction, if needed).
5. Maintain composure when subjected to high stress levels.
6. Adapt effectively to environments with high tension to insure client safety.
7. Adapt to irregular working hours.
8. Respond quickly and in an emotionally controlled manner in emergency situations.
9. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.

Pregnancy

If a student is pregnant or becomes pregnant, she must notify **her Clinical Instructor**. A student who knows she is pregnant may continue in the CNA program with her health care provider's written permission and a signed release that she may lift 50 lbs. unassisted. **However, some aspects of the clinical component may be contraindicated in women who are pregnant.**

The Nurse Assistant Program strives to maintain full compliance with the American with Disabilities Act (ADA) requirements. Any student with health concerns which could potentially interfere with their ability to complete the requirements of the Nurse Assistant Program should immediately contact their instructor or the Program Coordinator.

Illness

Students who have been hospitalized and/or have had surgery, extended illness, newly diagnosed or chronic illness, pregnancy or an accident, must obtain a written statement from their physician giving medical consent to return to school and attend clinical. Students with chronic health problems, including but not limited to diabetes, cardiac disorders, hypertension, epilepsy, skin conditions, or orthopedic limitations, are to be in a controlled state and free of symptoms. Students undergoing prescribed medical treatment with a controlled substance shall report this treatment to their Instructor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action, although it is important for the instructor to know such use is occurring.

Injuries

Any injury to the student or the client while on duty must be reported immediately to the instructor. Necessary forms must be completed. Neither the college nor the health facility is responsible for student injury or disease contracted at the clinical site.

Accident/Illness

Students are responsible for their own health and safety during classroom, labs, and clinical portions of the course. Students are to report any accident or illness to their instructor. The school assumes no responsibility for illness or injury occurring at the school or affiliated agency and no liability for medical expenses. These expenses would be the responsibility of the student.

Insurance

ACCIDENT

Accident insurance is required for all nursing students and is included in nursing lab fees. You are covered by a Travel Accident policy (outlined below), while you are going to, attending, and returning from your college-sponsored courses (clinicals) at locations other than Sauk Valley Community College.

More specifically coverage commences at the actual start of an anticipated trip, whether it be from Sauk Valley Community College, or your residence, to your destination (e.g. CGH Medical Center). Coverage shall terminate immediately upon return to Sauk Valley Community College, or to your residence, whichever shall first occur.

The policy is designed to give you two-fold protection:

I. **DEATH AND DISMEMBERMENT - PRINCIPLE SUM** **\$5,000.00**

If within one year from the date of accident, such injuries shall result in your death, dismemberment or loss of sight, the company will pay for loss of:

Life or Two Members (Hand, Foot, Eye)	Principle Sum
One member	One-Half Principle Sum

II. **MEDICAL EXPENSE - \$500.00**

Should you sustain an accidental injury that shall require treatment by any practitioner of the healing arts (duly licensed by proper governmental authority and acting within the scope of his license) and/or confinement in a legally constituted hospital and/or x-ray examination and/or ambulance, the company will pay up to \$500.00 for the loss of such services actually rendered within one year of the date of accident. **The policy has a \$25.00 deductible.**

Remember that this is an accident policy only and it is not designed to cover disease, illness (other than illness which results solely from the accidental ingestion or inhalation of a toxic substance) or bacterial infection (other than that occurring in consequence of an accidental cut or wound).

In the case of loss of life, the Principle Sum will be paid to the beneficiary that you have so designated and is on file with the company. If, at the time of payment, no such designation is then effective, such indemnity shall be paid to your estate.

Claims should be sent to your personal carrier, if applicable, first. Claims not paid by your personal carrier should be submitted to the Dean of Health Professions.

LIABILITY

Nursing students are covered by the college's professional liability insurance policy once tuition and fees for a course have been paid.

BLOOD EXPOSURE/CONTAMINATED NEEDLE STICKS

A. Student Exposure at Clinical Site

1. The student will notify instructor/supervisor at once.
2. The student will, under the direction of the instructor/supervisor, notify the manager/coordinator of the department/unit.
3. The student and instructor/supervisor, under the direction of the manager/coordinator, will follow the procedure of the institution at which the incident occurs.
4. Financial expenditures incurred as a result of the incident will be the responsibility of the individual student.

B. Student Exposure in the School Lab

1. The student will notify instructor/supervisor at once.
2. The student, under the direction of the instructor/supervisor, will complete a Sauk Valley Community College Incident Report found on FAST. The electronic submission will be followed up by security and the Dean of Student Services. The Dean of Health Professions should be notified by phone or email of the incident.
3. The student will report to their individual physician and follow the procedure recommended by the physician. The student will submit a report from the individual physician to the Dean of Health Professions.
4. Financial expenditures incurred as a result of the incident will be the responsibility of the individual student.

LATEX SENSITIVITY WARNING

Workers exposed to latex gloves and other products containing natural rubber latex may develop allergic reactions such as skin rashes; hives; nasal, eye, or sinus symptoms; asthma; and (rarely) shock.

Workers with ongoing exposure to natural rubber latex* should take the following steps to protect themselves:

1. Use non-latex gloves for activities that are not likely to involve contact with infectious materials (food preparation, routine housekeeping, maintenance, etc.).
2. Appropriate barrier protection is necessary when handling infectious materials**. If you choose latex gloves, use powder-free gloves with reduced protein content. ***
3. When wearing latex gloves, do not use oil-based hand creams or lotions (which can cause glove deterioration) unless they have been shown to reduce latex-related problems and maintain glove barrier protection.
4. Frequently clean work areas contaminated with latex dust (upholstery, carpets, ventilation ducts, and plenums).
5. Frequently change the ventilation filters and vacuum bags used in latex-contaminated areas.
6. Learn to recognize the symptoms of latex allergy: skin rashes; hives, flushing, itching; nasal, eye or sinus symptoms; asthma; and shock.
7. If you develop symptoms of latex allergy, avoid direct contact with latex gloves and products until you can see a physician experienced in treating latex allergy.
8. If you have latex allergy, consult your physician regarding the following precautions:
 - Avoid contact with latex gloves and products
 - Avoid areas where you might inhale the powder from the latex gloves worn by others.
 - Tell your employers, physicians, nurses, and dentists that you have latex allergy.
 - Wear a medical alert bracelet.
9. Take advantage of all latex allergy education and training available.

* In this warning sheet, the term “latex” refers to natural rubber latex and includes products made from dry natural rubber. Natural rubber latex is the product manufactured from a milky fluid derived mainly from the rubber tree. *Hevea brasiliensis*

**CDC (Centers for Disease Control and Prevention) 1987. Recommendations for prevention of HIV transmission in health-care settings. MMWR 36(S2).

***The goal of this recommendation is to reduce exposure to allergy-causing proteins (antigens). Until well accepted standardized tests are available, total protein serves as a useful indicator of the exposure of concern.

NURSE AIDE CERTIFICATION EXAM

A student is eligible to take the competency exam after they have successfully completed Sauk Valley Community College's approved nursing assistant training program.

- 1) **SIUC** will provide you with a receipt at the time of your online registration. It is recommended that you print out or email the receipt to yourself for future reference. The bottom of the receipt under the **Exam Information** area will provide you with the date, time and location of your test. If you misplace your receipt, you will need to log back into your account and click on the word "Receipt" which appears in a gray box on your home page.
- 2) **SVCC offers computer based testing.** For computer based testing, you must know your login ID and password the day of the test for access.
- 3) If you were scheduled to take the exam on a specific date (application and fee were sent to SIUC) and you were unable to take the test, you may re-schedule. It will be **your responsibility** to re-schedule your exam. There may be a fee to re-schedule which is also the student's responsibility.
- 4) Approximately two weeks after taking the exam, you are to check the Health Care Worker Registry for results.
- 5) For students that were unsuccessful with the test, you will need to log in to the online registration program and reschedule your exam. Once you log in, you should see a gray box that has the words "schedule a retest". If these words do not appear, you can click on the "Store" button at the top of the screen which will allow you to proceed with rescheduling.
- 6) Only a "pass" or "fail" is given. No number grades are given. A student who does not pass the exam has the option of two retakes within one year. A new application form must be completed and a fee will be charged. It will be **your responsibility** to re-schedule and pay for a failed exam.

How to access information on line re: Nurse Aide Competency Exam Results:

- 1) If you go to the website, hcwrpub.dph.illinois.gov, in the middle of that page, you will see "Search the Health Care Worker Registry", where you will be prompted to enter your name (enter last name, first name, -- NO middle name or middle initial).
- 2) Once you enter your name and click search, your name will appear on a separate page. At the end of your name will be a square icon of a silhouette of a person with a magnifying glass. Click on that icon, and another page will open up with your name and other information. At the bottom of that page, you will see the word Competency, and after that will be the date of the test and either an F1, 2 or 3, NS, or P. F = fail, NS = no show, P = Pass. You can print that page out as verification for any employer that wants to know your result of the exam.

Another option:

- a) Open web browser and type in www.nurseaidetesting.com. This will take you to the **SIU nurse aide testing** homepage.
- b) Click on **IDPH HCW Registry**, located underneath **Popular Links** on the right side of the page. This will redirect you to the Illinois Department of Public Health (IDPH) **Health Care Worker Registry**.
- c) Click on **Search the Health Care Worker Registry** underneath Resources on the right side of the page.
- d) Fill out the form and click **Search**.
- e) Click on the name that comes up and you will get the information that you desire. (If there are several persons with the same name, you have to be certain you have the right name).

Students should allow at least two (2) weeks after taking the exam to check this listing.

All students will need to bring their Driver's License, State ID, School ID (as long as it is a picture ID with their name and picture on it and it must be valid) to take the tests. We stress that you are to arrive at least 20-30 minutes early so you can find parking, find the building and room and get signed in. The doors are closed and locked promptly at the start time of the test.

Available at www.nurseaidetesting.com:

- Practice Test- This is not meant to be a review for the state exam
- Testing sites
- Exam schedule status
- Performance skills videos

Other helpful Websites:

- f) www.nursingassistants.net
- g) www.nursinghomesmagazine.com

No one is certified until they take and pass the certification exam.

Estimated Expenses

Tuition

8 credit hours and course fees	\$1, 376
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Textbook

<u>Mosby's Textbook for Nursing Assistants, current edition</u> By Sorrentino. "Includes workbook/online videos"	\$133 - approximately
<u>BLS CPR Book</u>	\$25 - approximately

Uniform

Nurses uniform	Varies
Duty shoes	Varies
Watch with second hand	Varies

Physical Exams

Physical	Varies
T.B. Skin Tests (2-step) or Quantiferon TB gold	Varies

Tuition Refund Policy

- 1) Students who find it necessary to withdraw from the course must do so officially by obtaining and submitting required forms to the SVCC Admissions Office.
- 2) Tuition will be refunded to students who withdraw officially according to the SVCC Policy

Personal Instructions

Canvas

The NRS 101 & 103 classes are Web enhanced

To login into Canvas

1. Open your internet browser
2. Enter SVCC URL: <http://www.svcc.edu>
3. Click on "Quick Jump" (upper right hand drop-down menu)
4. Click on Type in username - first name.middle initial.last name
5. Type in password: start with "sv" and then the last four digits of your Sauk ID number. You can obtain a copy of your Sauk ID number by calling 1-815-288-5511 ext. 273

*If you have difficulty finding your CNA class listed, let your instructor know.

Library

You are required to use CINAHL to obtain two of your references for your diagnosis presentation.

CINAHL is a Medical Science-Nursing ET Allied Health.

To begin:

1. Open your internet browser
2. Enter this URL: www.svcc.edu/library
3. Click on the Articles tab located on the left side of the LC Library page, then choose the Online Research Databases link.
4. In database menu, scroll down to Single-Subject Databases. The available databases are listed alphabetically. Make sure the "Suggest Search Terms" box (above the search box) is not checked; underneath Limit Your Search, check the box underneath "Full Text".
5. You will be directed to a results page, where you can narrow your search. Expand the Subject: Major Heading limiter and check a box next to a subject.

**State of Illinois- Illinois Department of Public Health Facts About The
WAIVER APPLICATION FOR HEALTH CARE WORKERS
Illinois Department of Public Health**

Health Care Worker Registry, 525 W. Jefferson St., Fourth Floor,
Springfield, IL 62761 Phone 217-785-5133 Fax 217-524-0137 E-mail
DPH.HCWR@Illinois.gov

You must complete a waiver application and have a fingerprint criminal history records check requested by the Department through a contracted livescan vendor. No other background check will be accepted. Please check our Web site at <http://www.idph.state.il.us/nar> for a full list of disqualifying offenses and a waiver application. After the Department receives your waiver application, you will be sent instructions for having your fingerprints collected. The Health Care Worker Background Check Act, an Illinois state law, prevents many health care employers from hiring an individual who has certain criminal convictions 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 (access worker).

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.

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. The information on the registry is the only means a healthcare employer may use to verify that the worker is eligible for employment.

Maintaining Active CNA Certification Status

- Private Duty does not qualify
- Assisted living facility – qualifications below

The definition of a Certified Nursing Assistant (CNA) can be found in the [Long-Term Care Assistants and Aides Training Programs Code](#) (77 Ill. Adm. Code 395). Section 395.50 includes the following definition of a CNA: “an individual who has not had a period of 24 consecutive months, since his or her most recent competency examination . . . during which he or she did not provide nursing or nursing-related services for monetary compensation **under the clinical supervision of a licensed nurse**” (emphasis added). Because private duty CNAs are not working under a nurse’s supervision, that work does not qualify to keep the certification active.

Private duty work does not qualify a CNA to retain his/her active certification status, due to the lack of nurse’s supervision. Work in an assisted living facility, however, may qualify to keep the certification active. It would depend on the CNA’s specific job duties. As long as he/she is performing nursing or nursing-related services under the supervision of a licensed nurse, that work would qualify.

If you need to recertify: go to nurseaidetesting.com and follow the information there for recertification.

SIGNATURE PAGE

My signature below acknowledges the following:

- Receipt of the Sauk Valley Community College Nursing Assistant Program's Handbook.
 - I have had the opportunity to read this handbook and I understand the rules and regulations explained in it.
- The Health Professions office of Sauk Valley Community College may release the information on the Student Health Form to clinical facilities where I will be engaged in clinical training activities.
 - I understand that this information will only be provided upon request of the clinical facility to fulfill contractual agreements between the facility and the college.
 - Furthermore, I understand this information is required by the facility to insure compliance with the regulating agencies of that facility.
- **I understand that this signed receipt will become a part of my permanent record.**

Student's Printed Name

Student Signature

Date

Student Emergency Contact Information

Please provide 2 emergency contacts. In the case of an emergency (if you were injured or needed to be picked up from the clinical site), the instructor has permission to call the contacts listed below to pick you up. Please be sure the phone number is legible!

First Contact

Name _____ Phone number _____ Relationship _____

Second Contact

Name _____ Phone number _____ Relationship _____

Student signature _____ Date _____