CERTIFIED NURSING AIDE
School of Nursing and Allied Health

INFORMATION PACKAGE

2015 - 2016
Dear Nurse Aide Applicant,

Thank you for your interest in the certified nurse aide (CNA) option, which is offered within the Health Care Technician Career Studies Certificate program. Caring for others is a wonderful opportunity. Knowing that you have made a difference in someone’s life is a very rewarding and satisfying experience. The field of nursing is a challenging one. Entering at the nurse aide level will enable you to explore the realities of nursing and help you decide if this is the career choice for you. There are three health care technician options in this program. The patient care assistant (PCA) and CNA are entry-level options. The Advanced CNA option is for those who already have several years of career experience as a CNA.

This packet provides you with information about the CNA courses, how to register, tuition, the national certification exam, and other costs associated with these courses.

**What the CNA classes provide**
The courses for CNA provide students the knowledge and skills to be able to care for those whose lives depend on others in order to meet their daily needs. There are many opportunities for certified nurse aides today. The areas of employment include long-term care facilities, hospitals, and home health agencies. Success in the nurse aide courses will provide you with both the knowledge and practical skills required to be successful on the national exam, as well as provide you with the skills to become a good employee in a long-term care facility, hospital, or home health agency.

**Required Skills**
Student must be able to
- See well enough to assess patients and document care;
- Hear well enough to acquire vital signs and hear patients talk very softly;
- Speak English well enough to communicate with staff, patients, and peers;
- Write well enough to accurately document patient care;
- Have dexterity to operate equipment;
- Have strength and movement to lift, stoop, or bend to safely deliver nursing care; and
- Be able to stand for long periods.

**Prerequisites**
Students must meet these prerequisites in order to enroll in the Nurse Aide courses:
- ENF 2 or enrolled in/completed ENG 111
- MTE 1
Class Information
Mark your calendar for the first day of class, as you will not want to miss it. The traditional (on campus) class meets two days per week – Tuesdays and Thursdays. In the hybrid version (HD), you will meet on campus three times during the course; the rest of the theory portion will be done on your computer. A 4-hour campus lab is required of all CNA classes, as is clinical at a local nursing home. The specific campus skill lab and clinical calendar can be located on your schedule as printed from SIS; however, updated schedules may be distributed on the first day of class, as all schedules are subject to change based on clinical and instructor availability. The most up-to-date information is on Blackboard. Please plan your life to be available 5 days a week for this course.

Tuition and Registration
The tuition cost for this program is approximately $1085 + fees. The dates for registration are available on the college website. The class sections fill quickly. You must choose a section of HCT 101 (classroom) AND a section of HCT 102 (lab/clinical). The link to these classes on the college website is http://www.reynolds.edu/curriculum/health_care_techniciancsc.aspx. We strongly encourage you to register and pay for the course by the deadlines posted on the college calendar.

Estimated Cost
- Tuition ........................................ $1085.00
- Textbook ...................................... $65.00
- TB test (varies) .............................. $25.00 and up
- Uniform (varies) ............................ $30.00 and up
- Shoes (varies) ............................... $30.00 and up
- Watch (varies) .............................. $10.00 and up
- Stethoscope ................................. $10.00 and up
- Certification exam .......................... $94.00 money order

Criminal Background Check
The clinical sites the program uses require a criminal background check. The clinical site will not accept any other background check other than the one they perform. A misdemeanor or felony conviction may result in a student being unable to attend clinical and require the student to drop the class. The background check will research back at least seven years. Convictions involving moral turpitude may prevent you from attending a clinical facility or earning certification. Moral turpitude means convictions related to lying, cheating, or stealing. Examples include, but are not limited to, reporting false information to the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. If a misdemeanor conviction includes a possible impairment issue, such as DUI and illegal drug possession convictions, then there may still be a reason for denial of clinical placement or certification. Felony convictions consistently block a student from attending clinical experiences. Conviction of grand larceny, fraud, bad debt, theft of anything related to money at any time in the past will, as well, deny a student a clinical placement. Health care agencies used by the program reserve the right to refuse and/or reject for clinical practice any student whose background check does not meet the applicable guidelines.
Student Privacy and Release of Information

Please read the information below:

This program requires placements at a clinical facility. The facility has the right to dismiss any student for any reason. If you are dismissed from a clinical facility and therefore unable to complete your clinical hours, you will receive a failing grade. All clinical hours must be completed.

Prior to or on the first day of class, all students will be asked to complete a FERPA form. This is a release of student information form that gives the program head permission to share contact information with the facility and discuss legitimate educational and clinical issues with the clinical facility. A legitimate educational interest occurs when a college official, such as the program head, needs to discuss the student’s educational record in order to secure a clinical placement for a student. Only information that is relevant and necessary to complete the clinical placement will be discussed. Your signature on the release of information form gives the program head permission to share information related to your clinical with the educational partner (clinical facility) for the sole purpose of securing a clinical placement (see College Policy 1-26 Student Privacy and Release of Student Information).

The program head will only share student records with a clinical facility when a student has been dismissed from another clinical site, resulting from unprofessional behavior as witnessed by the clinical instructor or clinical staff and/or misconduct, as defined by Reynolds Policy 1-35, Student Conduct. The student will be informed when information is shared with the clinical.

All students will receive a copy of the Policy 1-26 prior to or on the first day of class. In order for the program to place you in a clinical, a release of information form must be signed.

Required Health Information
You must have a current (within six months of starting the class) TB test report (negative result). Proof of this test will be required in order to enroll in the course. The health department in the county/city where you live, a walk-in clinic, or your physician can perform the test for you.

Textbook
Please buy the textbook from the Downtown Campus Bookstore and read Chapters 1 and 2 before class starts. You do NOT need the workbook.

ISBN #978-1-60547-002-3 ($53.00 new)

Note: The 4th edition will soon be available. We may be ready to upgrade to the 4th edition by Spring of 2016.
**Homework on Blackboard**

Once you are registered for HCT 101 and HCT 102, you are required to log into the Blackboard system before your first day of class and follow the instructions to be prepared for your first day of class. You will need to have access to a computer in order to be successful in this course. The testing and some assignments in HCT 101 and HCT 102 are done online. The Downtown Campus has spaces for students to use a computer and print the materials for a nominal fee. You must be enrolled in the class in order to access Blackboard.

Directions to access Blackboard are as follows:
- Log into My JSRCC at: https://jsr.my.vccs.edu/.
- To access Blackboard for the first time, you must select the link to look up Username, Empl ID, and set your password. Follow the instructions with each screen until you see the MY TOOLS screen.
- The college website offers Blackboard classes for students not familiar with using Blackboard for a course.
- Open the Blackboard system and follow the instructions given under announcements for the nurse aide class.

**Dress Code and Uniforms**

There is a dress code required for clinical rotations. You will need to provide your own white uniform, shoes, and a watch with a second hand. Please refer to the instructions and examples under the Uniforms button on Blackboard to choose the right uniform. Fingernails must be clipped short. You may **not** wear artificial nails, nail tips, or acrylic nails during your clinical rotation. All tattoos **must** be covered. Jewelry will be limited to ONLY a wedding band set, a watch that shows seconds and minutes, and no more than two pairs of small stud earrings. Loop earrings and necklaces are prohibited. Pierced jewelry may be worn on the ears only. All other visible body piercings must be removed when in the clinical setting. The shoes must meet specific criteria. Canvas shoes are not acceptable. You must wear the uniform, have a professional appearance, and have your Nurse Aide Student ID whenever on the grounds of the clinical site and during orientation. Students must also wear the uniform for all skills lab experiences.

**Policy: Social Media**

The purpose of this policy is to provide guidelines for the appropriate use of, and conduct on, social media sites. Examples of social media include, but are not limited to, blogs, microblogs, wikis, virtual worlds, Instagram, Facebook, My Space, YouTube, Twitter, and Flickr. Once you become a student in a professional nursing program, the public view of your social media changes, and your content may be viewed by a wider audience, including future employers. In addition, when people who read your social comments know you are a student in a nursing or allied health program, comments related to clinical experience reach beyond the people who read your comments and can be a violation of HIPAA. Any HIPAA violation can result in immediate dismissal from a clinical facility by the facility. The college is obligated to disclose to the facility any violation of HIPAA.

Do not post confidential or sensitive information or photographs about Reynolds Community College or its community partners, including patients, other students, faculty, or staff. Do not
post photographs or comments or use language that reflects poorly on you, the college, or the nursing program. Students who participate in social networking represent themselves, and by extension, J. Sargeant Reynolds Community College and the nursing program.

Think before you post. Conduct yourself professionally at all times in all social settings, virtual or otherwise. The best advice is not to use social media when working as a student or nurse aide.

- You do not have college permission to use the J. Sargeant Reynolds Community College title.
- You do not have permission to discuss faculty, clients, other students, or the clinical facility, or anyone in the clinical facility.
- You do not have permission to use images of the program, the college, or any faculty, staff, or the clinical facility.
- What you write, text, tape, or photograph is your responsibility, and so are any consequences.

The consequences of violating this policy may include disciplinary action up to and/or including dismissal from the nursing program.

Conduct yourself professionally at all times in all social settings—virtual or otherwise.

**Program Notes**

1. Course, campus skill lab, or clinical instructors reserve the right to restrict a student from attending clinical lab after any missed skill lab if any part of that lab is deemed necessary by the instructor for safe client care in that week of clinical practice.

2. **In order to begin clinical, you must be passing the classroom portion of the course (minimum of 2 tests will have been completed).**

3. You will review, sign, and submit an “Assumption of Risk” form, which identifies potential risks faced in a health care environment.

4. **You are responsible for medical costs for any injury received while in any clinical setting, including injuries for which testing is required by clinical agencies.**

**Potential Program Changes**

The college offers this program in connection with the health care agencies and practitioners in the communities the college serves. The college relies on its community partners to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often rapid changes in health care law, standards of practice, technology, and content of credentialing examinations increasingly require sudden changes in the program’s course content, policies, procedures, and course scheduling.
As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may cause the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

**Professional behaviors to use while in a clinical learning environment:**

- You should consistently demonstrate professional behaviors with patients, family members, faculty, interdisciplinary team members, and peers.
- You are to consistently implement principles of safety, accountability, and responsibility.
- Students will complete a “Release of Information” (FERPA) form at the beginning of the course. This form will provide permission for the program to share information with another health care agency if circumstances warrant such communication.
- You are expected to show accountability by making sure you safely transfer the care of the patient to another health care individual, under the direction of course faculty, before leaving the assigned nursing unit. You will not leave the clinical learning environment without notification of faculty.
- Professional communication, in English, is expected at all times and in all clinical learning environments.
- All of our clinical partners have smoke-free facilities. Smoking in uniform leaves a scent that lingers on clothing and could be potentially harmful and/or offensive to patients, especially those with respiratory diseases.
- Drinking alcoholic beverages while in uniform is not permitted.
- Gum is not to be chewed during clinical experiences. Food should not be eaten in nursing care areas.
- Students may not carry cell phones into the clinical site.
- You may obtain a unit contact number for family emergencies.
How to Register
If you have never taken a course at Reynolds Community College before, you need to do the following:

1. Become a Reynolds student either using the online program or coming in person to Enrollment Services on any Reynolds campus. Apply online at https://apply.vccs.edu/oa/launch.action. Select the Program Code for Health Care Technician.

2. Contact program head Karen Grove via e-mail (kgrove@reynolds.edu) to review and confirm prerequisites and MTE and ENF placement results.

3. Use the college website to enroll in HCT 101 AND HCT 102 and pay the tuition to confirm your registration. Failure to promptly pay tuition in FULL will result in the college dropping you on the dates posted on the college calendar. Another student may then purchase that seat in the class.

**SUMMARY of what you need to do**

**New Reynolds students:**
- Complete the online application and select HCT program code.
- Take math and English placement tests. These are available and free at the Testing Center on any of our three campuses. MTE 1 and ENF 2 are the levels needed.
- Visit your doctor or health care provider to complete TB testing and obtain documentation of negative TB status. This test must be within 6 months of starting the course.
- Submit the TB documentation and your placement results to the Nursing Office or the Health Care Technician program head kgrove@reynolds.edu, in order to receive a permission code to register for HCT 101 and HCT 102.

**Current Reynolds students:**
- Provide the evidence of a negative TB test to the Nursing Office or Health Care Technician program head kgrove@reynolds.edu, to receive a permission code to register for HCT 101 and HCT 102.

**All students:**
- When you enroll, pay the tuition promptly, in full. It is the only way to guarantee a seat in the course. Remember these classes fill quickly.
- Students who have not paid the tuition will be dropped by the college on designated dates. Please see the college calendar for these dates.
- Once registered, purchase textbook.
- Log onto Blackboard. Review the schedule, syllabus, and course outline.
- Begin your assignments.