Nurse Assistant – NAS 111
Parkland College

Handbook
&
General Syllabus

BASIC NURSING ASSISTANT TRAINING PROGRAM
October 15th, 5:00pm is the deadline for having all required documentation accepted (marked ‘completed’) by Castle Branch for all sections.

__ Create Castle Branch (CB) Account

__ Contact CNA program director if already have a CB account for possible refund

__ Upload copy of fingerprinting ‘receipt’ to CB under clinical requirements/IDPH Livescan

  __ Completed in CB

__ CPR documentation-upload copy of front and back of card. Must be American Heart Association Healthcare Provider BLS or American Red Cross Professional Rescuer. Must be current through end of clinical.

  __ Completed in CB

Immunization form: Completed AND signed with student’s name and provider’s signature visible. ONLY the Parkland immunization form and physical exam form will be accepted:

__ TB skin test #1 received (shot)

  __ results read and documented properly

  __ uploaded to CB  __ Completed by CB

__ TB skin test #2 received (shot) Must be within 7-21 days of TB skin test #1 (date shot)

  __ results read and documented properly

  __ uploaded to CB  __ Completed by CB

__ Chest x-ray if TB skin test positive or history of positive

__ Quatiferon lab test (if done in place of the TB tests)

__ Immunizations : MMR (Measles, Mumps, Rubella), TDAP, 2 step TB, Hepatitis B, Flu

  - Titters (blood draw) if needed—must include normal range values

  - Chicken pox vaccine not required

  - Hepatitis B declination signed if needed

  __ Uploaded to CB  __ Completed by CB

__ Physical exam completed and signed

  __ Uploaded to CB  __ Completed by CB

__ Clinical ID
# PARKLAND COLLEGE

## Nurse Assistant (NAS 111)

<table>
<thead>
<tr>
<th>Course</th>
<th>NAS 111 (all sections) Basic Nursing Assistant Training</th>
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<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Preparation for giving specific nurse assistant care to clients in nursing homes and other health care settings. Upon successful completion of course, students are eligible to take the Illinois state certification exam.</td>
</tr>
<tr>
<td><strong>Faculty:</strong></td>
<td>Each lead faculty will provide specific data</td>
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<td><strong>Office:</strong></td>
<td>Each faculty will provide the office hours</td>
</tr>
<tr>
<td><strong>Clinical:</strong></td>
<td>To Be Announced-differs for each</td>
</tr>
<tr>
<td><strong>Coordinator</strong></td>
<td>Shelby May RN BS MA, Program Director</td>
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<td></td>
<td>Parkland College: H136 Phone: 353-2319</td>
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<td></td>
<td>E-Mail: <a href="mailto:samay@parkland.edu">samay@parkland.edu</a></td>
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<tr>
<td><strong>Health Professions Department</strong></td>
<td>Office L117 main campus Phone: (217) 351-2480</td>
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<tr>
<td></td>
<td>Parkland H wing: Health Professions on Mattis</td>
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**Required**

**Cell Phones and other devices**
- Cell phone use is not allowed in lecture, lab, or clinical.
- Cell phone use includes, but is not limited to: sending and/or reading text/email messages, viewing pictures, interrupting class with ring tones and/or phone calls, gaming, and internet access
- **Student may lose points and/or be dismissed from lecture/lab/clinical for disregarding these guidelines.**

Students are required to read and abide by the Syllabus Addendum on Cobra https://cobra.parkland.edu/shared/shared%20content%20files/syllabus_addendum.html
Method of Presentation may include but not limited to the following:

A. Lecture  
B. Discussion  
C. Student Presentations
D. Audiovisual including videos, DVDs,
E. websites  Laboratory demonstrations/practice
F. Return demonstrations
G. Computer Software
H. Assigned Activities

Method of Evaluation may include but not limited to the following:
Exams (written, oral, computer assisted),  
Skill demonstration, Classroom presentation  
Clinical performance and work ethic behaviors.

Grading Scale:  
A = 92-100%  
B = 84-91%  
C = 75-83%  
D = 60-74%  
F = 59 or

CLINICAL: Student must have a minimum cumulative grade average of 75% or above in all written work, pass all 21 skills, and pass the final exam with a 75% or above in order to attend clinical (with the exception of dual credit class that may begin clinical before all 21 skills have been tested). It is a policy of this course that a passing grade of C (minimum 75%) must be obtained in order to sit for the state certification exam. Your grade will be permanently on your Parkland College transcript.

WITHDRAWL Policy: Students have the privilege of withdrawing from a course during the first ten instructional days or equivalent without the course becoming part of their permanent academic record. The specific procedure and dates are published in the college calendar that appears in the catalog and class schedule. Students may withdraw from the course one week before the end of the semester if they are not passing. See specific dates in the catalog and class schedule.

COURSE OVERVIEW
NAS 111 is designed to explore the concepts and skills basic to the scope of practice of the Certified Nurse Assistant (CNA) in today’s various health care settings and to prepare the student to function safely and effectively in this role. NAS 111 follows the criterion identified by the Illinois Department of Public Health Long-Term Care Assistants and Aides Training Programs Code and the Illinois Occupational Skills Standards
General Objectives

1. To identify the scope of practice of a CNA in the health care delivery system.
2. To review the role, responsibilities, and duties of the CNA including but not limited to: promoting resident’s independence and rights, safety/emergency procedures and infection control.
3. To understand the importance of professional behavior, confidentiality, HIPAA, privacy and security awareness, and fundamental work ethics while caring for clients. To review the desirable qualities of a CNA, including but not limited to: good communication skills, problem-solving and critical thinking skills and the ability to demonstrate interpersonal/conflict resolution skills.
4. To discuss the certification requirements for the CNA as established by federal guidelines and the Illinois Department of Public Health (IDPH).
5. To practice the skills and procedures integral to the safe and comprehensive practice of the CNA. Refer to the IDPH Nursing Assistant Training Performance Skill Evaluation tool and the Clinical Evaluation form.
6. To review the basic principles and values inherent in providing holistic care including respect for all persons with a realization that each individual is a physical, psychological, and spiritual human being with basic human needs.

Attendance/Tardiness/Classroom

1. Students are expected to attend and be punctual for all scheduled classes, including lecture, skill labs and clinical assignments.
2. Parkland’s approved Basic Nurse Assistant Program is approved for 88 hours of theory and 47 hours of clinical. Each student must complete a minimum of 120 hours of course content (80 lecture/lab, including 12 hours of Alzheimer’s disease content, 4 hours CPR) and 40 clinical per IDPH in order to successfully complete the course.
3. Students are not allowed to make up hours in other NAS 111 sections. If the student is not in attendance for the minimum 120 hours required by IDPH they will not receive a passing grade in NAS 111 and will not meet requirements to take the Illinois competency test, regardless of the reason. Refer to Illinois Administrative Code 77.395 for more information. Refer to Parkland College catalog for withdrawal policy.
4. Students must successfully demonstrate all 21 required skills to receive a passing grade in NAS 111.
5. If a test is missed, refer to the faculty for the test make-up policy. STUDENTS WILL NOT BE ABLE TO MAKE-UP THE FINAL EXAM.
6. Faculty members have the prerogative of lowering grades for frequent student absences. Refer to the specific syllabus for each section.
7. Children, other family members, or friends of students are not permitted in the classes, skill labs, or clinical areas at any time.
8. Students appearing to be under the influence of drugs and/or alcohol will be dismissed from class. Refer to Parkland College Student Policies and Procedures Manual; Student Conduct Code.
9. If during the program a student has a medical condition or pregnancy that may require limited technical abilities, the student may be removed from lab and/or clinical until specific written instructions signed by the physician are provided to the instructor detailing the physical and/or technical limitation(s).
NAS 111: BASIC NURSING ASSISTANT TRAINING PROGRAM
Certificate GNAS-CER

This handbook has been prepared to assist the student in their educational endeavor to successfully complete NAS 111: Basic Nursing Assistant Training Program Certificate at Parkland College. The student needs to have a thorough understanding of the program-learning outcomes, policies, and procedures essential to the title of Certified Nurse Assistant (CNA).

Program Information

Definition: The Basic Nursing Assistant Program prepares students to care for patients under the direct supervision of a licensed nurse or licensed practical nurse in a long-term care facility, hospital, or in the home.

Approval: The program is approved by the Illinois Department of Public Health (IDPH) Training and Technical Unit, Springfield, IL www.idph.state.il.us

Registry: Upon successful completion of the Basic Nursing Assistant Training Program at Parkland College the student is eligible to sit for the Illinois Nurse Assistant Certification exam. www.nurseaidetesting.com

Mission and Purpose Statement

Mission: The mission of Parkland College Basic Nursing Assistant Training Program (BNATP) is to provide a high-quality, balanced curriculum of general education including theory, laboratory and clinical skills as provided by IDPH that are essential for the position of CNA.

Purpose: The Basic Nursing Assistant Training Program (BNATP) strives to maintain a state-of-the-art learning program that meets the needs of students, community, and health care facilities by providing academic advising to assist students in achieving career goals and offering learning opportunities that allow for demonstration of caring behaviors in a climate where students feel free to discuss ideas and concerns regarding social and professional issues. This program prepares students to become employed as qualified CNAs who meet IDPH requirements. Parkland College strives to provide a nurturing environment that allows for free expression of ideas, implementation of a vision for the future, and pedagogical methods that will enhance student learning.
BNATP Mission and Purpose statements support the Parkland College Mission and Purpose and follow all federal and state laws and Parkland College policies. [www.parkland.edu](http://www.parkland.edu)

**Philosophy**

The Basic Nursing Assistant Training Program at Parkland College recognizes learning as a lifelong process that results in changes in thought processes, attitudes, values and behaviors. Students, like their clients, come from diverse and varied ethnic, cultural, religious and educational backgrounds thereby bringing different learning types, personal goals, age representation, life styles, experiences, and needs to the classroom. A non-threatening, supportive environment with frequent feedback is essential for optimal transfer of knowledge. Learning progresses from simple to complex and involves active participation of both students and faculty. Faculty serves as a mentor, role model, resource, coach and/or facilitator of learning. The student is a mentee, role apprentice, consumer of educational resources, and manager of his/her own learning.

**PROFESSIONAL APPEARANCE: DRESS CODE**

A. Classroom/skills lab. Respectful clothing will be worn in the classroom/skills lab setting to accommodate comfort during the practice and demonstration of skills. Visible undergarments, short skirts, low-cut pants or tops are not considered respectful.

B. Clinical Setting: The color of the uniform will be determined by the faculty (no jeans/leggings/sweat pants). Clean white shoes and socks are preferred. No open toed shoes allowed. Undergarments must not be visible. Hair longer than shoulder-length must be pulled away from the face and tied back. Beards and mustaches must be modest and trimmed.

C. Clinical attire NOT ALLOWED:
   1. Sweat clothing
   2. Underwear type T-shirts
   3. Dangling earrings.
   4. Extreme hair colors
   5. Rings other than plain bands
   6. Colored nail polish
   7. Artificial fingernails
   8. Necklaces other than a narrow chain worn under the blouse or shirt
   9. Bracelets
   10. Heavy make-up or perfume
   11. Facial piercings including tongue piercings (see clinical policy)
   12. Visible body art – needs to be covered
D. Equipment needed for clinical
1. Wristwatch with a second hand
2. Black ballpoint pen
3. Prefer the student to have their own stethoscope.
4. Gait Belt-provided by Parkland College
5. Clinical ID badge-instructor will advise students on procedure to obtain ID

E. Deficiency – If the instructor determines a student’s attire or appearance is inappropriate for the lecture/lab/clinical setting, the student will be instructed to leave and counted absent for that day.

Expectations for Class/Lab: (See instructor’s syllabus for further information)
1. Be in attendance and be punctual.
2. Be prepared for class/lab (have the necessary supplies, have homework done and ready to discuss or hand in).
3. No cell phones are to be in use during class and lab. If you need to use your phone, it is expected that you let your instructor know first.
4. Listen and follow directions of your class/lab instructor at all times.
5. Mechanical Lifts: Federal labor laws restrict any student under the age of 18 from using the mechanical lift. Students under age 18 can observe/assist only.
6. Show respect to your fellow students and instructor at all times.
7. No sleeping. If you are sleeping, you are considered absent.
8. Use your time wisely. If there is extra time in class, you are expected to be working on something course-related.
9. Please ask your instructor before using laptops or other devices.
10. Academic dishonesty/plagiarism is not tolerated.
11. Observe all safety requirements when in lab.
12. Communicate to your instructor when you are not able to be in class.
13. Observe and adhere to all ethical expectations.

Expectations for Clinical: (See instructor’s syllabus for further information)
1. Be punctual and in attendance.
2. Adhere to clinical uniform guidelines.
3. Observe and adhere to all ethical expectations.
4. Observe and adhere to all resident rights at all times.
5. Follow HIPAA rules and regulations at all times.
6. Due to possible HIPAA violations, no cell phones are allowed in the facility.
7. Follow all guidelines for infection control.
8. Follow all guidelines for resident safety.
9. Listen to your instructor and follow directions at all times.
10. Students are NOT allowed to use a mechanical lift to transfer a resident without a facility staff member and/or your instructor present.
11. Federal labor laws restrict any student under the age of 18 from using a mechanical lift. Students under age 18 can observe/assist only.
12. A gait belt and proper body mechanics must be used for all transfers.
13. Students with conditions involving an elevated temperature, open lesions, contagious upper respiratory or gastrointestinal conditions, crutches, casts,
splints, canes, etc. are required to abide by the policies of Parkland College and the clinical agency. If the student attends clinical with any of the above, the student will be dismissed from clinical and be considered absent.

Circumstances Which May Lead to Immediate Dismissal of a Student

1. Absences accrued, in accordance with attendance policy per IDPH regulations.
3. Performance or negligence which may cause physical or emotional jeopardy to a client.
4. Failure to report immediately a client-care error to the clinical instructor and/or responsible personnel.
5. Being under the influence of alcohol, drugs which impair judgment, or illegal drugs. Parkland College has a “no tolerance” drug and alcohol policy.
6. Fraudulent or untruthful documentation.
7. Dishonesty, e.g. stealing from the College or a clinical agency, plagiarizing of papers, cheating on examinations, unauthorized possession of examinations, etc.
8. Unprofessional conduct: examples including but not limited to violations of HIPAA; failure to show respect for clients, peers, staff, and/or instructors.
9. Failure to pass all 21 skills lab and/or clinical testing.
10. Failure to improve unsatisfactory classroom/lab/clinical performance after counseling.
11. Failure to maintain appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theory.
12. Non-compliance with Certified Background documents

HEALTH REQUIREMENTS AND RECORDS

All students must have a completed health physical form including immunizations, two step TB skin test or equivalent, and a current Health Care Provider CPR card before attending clinical.

Essential Qualifications for Nurse Assistant Students

Unique combinations of cognitive, affective, psycho-motor, physical and social abilities are required to perform satisfactorily these functions. In addition to being essential for successful program completion, these qualifications are also necessary to ensure the health and safety of patients, fellow students and faculty, and other healthcare providers. Students must meet all essential qualifications for the duration of the program. Please see these essential qualifications in Appendix A of this handbook.
GUIDELINES FOR COMPLETING REQUIRED DOCUMENTATION FOR CLINICAL

Parkland Health Profession students are all required to complete Health Record documentation in electronic format utilizing Castle Branch (www.castlebranch.com). All documents will be uploaded to Castle Branch.

If you have concerns regarding the required Castlebranch documents, please see the Health Requirements Guidelines at the Parkland College website: http://www.parkland.edu/Media/Website%20Resources/PDF/academics/health/cna/CNA%20health%20records.pdf

You may also contact Shelby May, RN, C.N.A. Program Director, or Dr. Diane Cousert, Asst. Dean of Health Professions, decouert@parkland.edu (217) 353-2135 to discuss this matter.

SIGNING UP WITH CASTLE BRANCH

Each student will create an account with Castle Branch (CB). If you already have a CB account you must contact the CNA program director to arrange a possible refund of course fees. Once you are a customer of Castle Branch, you will have access to your health records for life. That said, when creating your CB account, it will be in your best interest to use an email address you will be keeping for a long time. Please use the Correct CODE when creating your CB account. Note: The CODE will be given to you at on the first day of class.

You will be scanning and uploading documents to the Castle Branch website. Do not assume that all documents are accepted when scanned. If a document is incomplete or incorrect it will be rejected. It is the student’s responsibility to check CB frequently for document acceptance/completion. All clinical requirements must be ACCEPTED/COMPLETED by the deadline date of October 15th, 5pm, for students to continue the program. There will be no exceptions/extensions. Any student not complying with these requirements will be dropped from the program and may not be able to be reinstated. Students are considered to be in non-compliance until all documents are uploaded AND accepted by the CB site. It is your responsibility to follow up and assure everything is accepted. Do not delay uploading documents, it may take several
days from submission for a document to be accepted. Contact your instructor or program director for assistance with CB as needed. All documents must be scanned and uploaded; Students are free to use the scanner in Parkland H wing, or in the library on Parkland’s main campus.

You can scan to a thumb drive or send them to your email. Kinkos, Fed Ex, Champaign Public Library, and Urbana Free Library offer this service for a fee. For guidelines for completing the required documentation, please see http://www.parkland.edu/Media/Website%20Resources/PDF/academics/health/cna/CNA%20health%20records.pdf

**PHYSICAL EXAM**

1. The only form that will be accepted is the Parkland College health form. Your healthcare provider must complete and sign the form.

2. Make an appointment with your health care provider TODAY. Don’t delay; it may take time to get an appointment for a physical. The physical can be completed by physician or their authorized personnel that complete physicals.

**CPR**

1. Proof of CPR certification is required for the entire clinical time.

2. You will scan your card or letter verifying completion of American Heart Association Healthcare Provider CPR or American Red Cross Professional Rescuer CPR. Those are the only CPR training courses accepted. No exceptions

**IMMUNIZATION HISTORY AND RECORDS**

1. Only the Parkland immunization form will be accepted. Access your immunization records and take them and your health form with you to your appointment. If these records are not available in your health provider’s office, you might try to contact the office where you had your health care done as a child or you might contact your grade school or high school.

2. If your immunization records are not available, you have two options: You may be re-immunized or you may select to have blood titers done to verify that you are immune to measles (rubeola), mumps, rubella (German measles) and/or hepatitis B. If you have not been immunized for these, it will need to be done at your appointment as required for your program.

Note: If you were born prior to 1957 you will be considered immune to measles (rubeola) and mumps only. All other immunizations will need to be documented.
3. Immunizations may be offered at your local Public Health Department. If you choose to do this, please be sure to get documentation with a signature, title, address and phone number.

**TB TESTING**

Parkland requires a **Two-Step** TB test. This requires 4 separate visits to a healthcare provider and may take several weeks to complete. If you currently work in a healthcare facility and have had a two-step T.B. test done when you started working, you will need to submit verification of those dates as well as proof of yearly updates. Direct all TB questions to Dr. Diane Cousert, Assistant Dean of Health Professions, (217) 353-2135, dcousert@parkland.edu. If you have had a positive T.B. test in the past, you will need to submit a copy of a follow-up x-ray report. Be sure to report this to your health care provider when they do the physical examination so they can document that you are currently free of symptoms.

**LiveScan Background Check**

IDPH requires all CNA students to obtain a Livescan Fingerprint background check before registering for the program. The receipt from your Livescan Fingerprint background check needs to be uploaded into CB by the deadline, as proof that you have had it completed and have no disqualifying convictions. If you no longer have your receipt from your background check, you will need to contact Accurate Biometrics to obtain another copy. Accurate Biometrics charges a fee for additional receipts. For questions on disqualifying convictions, please see Disqualifying Convictions and waiver information: [http://www.idph.state.il.us/nar](http://www.idph.state.il.us/nar)

**Use the checklist on the inside front cover of this handbook to keep track of your clinical requirements.**

A full explanation of guidelines for uploading your immunization and health documents can be found on the Parkland NAS program page, at:

[http://www.parkland.edu/Media/Website%20Resources/PDF/academics/health/cna/CNA%20health%20records.pdf](http://www.parkland.edu/Media/Website%20Resources/PDF/academics/health/cna/CNA%20health%20records.pdf)
PARKLAND COLLEGE HEALTH PROFESSIONS HIPAA POLICY

Parkland College Health Professions Department will adhere to the Health Information Portability and Accountability Act (HIPAA). All students who will be attending clinical will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

Definition

Protected Health Information (PHI) is any information that identifies an individual AND relates to:

1) The individual’s past, present or future physical or mental health; OR
2) The provision of health care to the individual; OR
3) The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient’s name or any other information taken together that enables someone to determine an individual’s identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients’ health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

Consequences

Students providing information to the media will be dismissed immediately. The student will receive a written warning when the HIPAA violation appears accidental. The student will be expelled if a willful HIPAA violation occurs, such as looking up information on a patient without good reason; taking pictures of images with a cell phone, etc. Any violation of confidentiality may result in removal from a clinical site and dismissal from the program.

Student Expectations: Students are expected to observe the standards of conduct established by the college and healthcare agencies:

1. All patient/client/resident records, verbal or written, are confidential (i.e. the chart, reports, notes from the record, images and any other information).

2. Patient/client/resident records may not be duplicated or removed from the health care setting with patient-identifiable PHI.
3. Students must be protective of patient/client/resident information once it is removed from the health care setting (notes from records must not contain PHI, be left open for public view, left open in the classroom, etc.).

4. All identifying patient/client/resident information (surgical schedules, printed orders, EMR, etc.) should be disposed of properly at the health care setting.

5. Students must not discuss patient/client/resident, staff or care issues in public with friends, family, fellow students, or other patients, including cafeterias, elevators, bars, restaurants, etc.

6. If a patient chooses to be “anonymous” in the hospital, no information should be discussed, even the room number.

7. If inquiries are made by family or other individuals, the patient/client/resident must give full consent before disclosure of information is discussed or shared.

8. Cell phone use is strictly prohibited in the all clinical areas. Any images of the clinical area taken by a student are deemed a HIPAA violation.

9. Students must report any HIPAA violations to the course instructor/coordinator or program director immediately.

All students will review the HIPAA policy at Parkland College, pass an assessment test, and sign the HIPAA agreement, prior to attending clinical.

EXPOSURE PLAN FOR HEALTH CAREER STUDENTS

Due to the nature of their work, health career students may be exposed to blood and/or other potentially infectious body fluids during their clinical rotations. In case a needle stick or other exposure incident occurs, the following procedures are to be followed. Each health-care institution should have its own protocol, but the following is a general procedure that is applicable at all facilities in case no protocol exists and for use when exposure incidents occur on campus.

Procedure:

1. Immediately after an exposure incident (e.g., needle or instrument stick, human bite, or blood splashed in eyes, nose, mouth, or open wound), the student should flood the contaminated area with water and clean any wound with soap and water or a skin disinfectant if available.

2. After cleansing the contaminated area, the student should report the incident to his or her clinical instructor, who in turn will report the incident to the appropriate staff member at the clinical site or school where the incident occurred. In addition to filling out an incident report at the facility, a Parkland incident report should be submitted to the Wellness Coordinator in the University.
3. If warranted, the student will be referred to the appropriate department in the health care facility where the incident occurred for medical evaluation. If the facility does not have a department that handles exposure incidents or if the incident occurred at a community agency or on-campus, the student should follow this procedure:

For minor incidents between 7 a.m. and 5 p.m., Monday-Friday, call the Carle Occupational Medicine Department (383-3077). The student should identify himself/herself as a Parkland health career student and explain there’s been an occupational exposure to blood/body fluids and wishes to be evaluated. Department personnel will direct the student how to proceed.

At other times, the student should go to the Carle Emergency Department (E.D.), 611 W. Park Street, Urbana, and tell the admitting clerk the same; there’s no need to notify the E.D. in advance of arrival.

4. The facility where the incident occurred will determine according to their protocol whether or not the source (the person whose blood the student was exposed to) should be tested for HBV, HCV, HIV, and/or any other diseases. In situations where the incident occurred on-campus or at a facility which does not have a post-exposure protocol, the source should follow the same procedures as stated in #3 above. When speaking with Carle staff, s/he should explain that a Parkland student had an occupational exposure to his/her blood/body fluids and s/he needs to be evaluated.

5. If the cost of immediate post-exposure care for the student and source is not covered by the facility where the incident occurred, Parkland College will cover these costs. A bill should be sent to: Wellness Coordinator, Parkland College – 2400 W. Bradley Ave., Champaign, IL 61821. Any medical follow-up beyond that given at the time of the exposure is the responsibility of the student. The student should consult with his or her primary care physician or Parkland’s Wellness Coordinator as soon as possible after the exposure incident to discuss recommended follow-up care. The student is expected to report the incident to the Wellness Coordinator, Parkland College – 2400 W. Bradley Ave., Champaign, IL 61821 in order to ensure proper payment of the initial evaluation.

6. The clinical instructor should report the incident to the Wellness Coordinator (room L234, 373-3879) at his/her earliest convenience.

Any questions about the information provided or about exposure to bloodborne pathogens should be referred to Parkland’s Wellness Coordinator at (217) 373-3879.
STATE OF ILLINOIS REQUIREMENTS
TO BE EMPLOYED AS A CERTIFIED NURSE ASSISTANT

A. STATE REGISTRY: CLEARED BACKGROUND CHECK
B. Complete at least 120 hours of training in an IDPH approved certified training facility. The student is expected to attend all hours outlined by Parkland.
C. Pass a 21 manual skills competency test in the on-campus lab and clinical setting. As you are checked off in a skill, you are considered competent by the State.
D. Pass the Illinois Department of Public Health State competency exam. The written competency (ie. Certification) exam is a separate test from the final exam for this course. It is often given at the Parkland College testing center and has a fee of $65 (currently included in course fees). For retake and other fee schedules, exam dates, times and locations, go to www.nurseaidetesting.com

ONLINE REGISTRATION FOR ILLINOIS NURSE AIDE COMPETENCY EXAM (INACE)

14. The INACE is administered by Southern Illinois University Carbondale (SIUC) in conjunction with the Illinois Department of Public Health (IDPH).
15. Cost of the state exam is $67.
16. You may ONLY register for the INACE after you have completed the requirements of your class/clinical.
17. The Program Director (PD) will create a class roster and submit the roster to SIUC after the final day of class/clinical. At that time, you will receive an email stating you are now able to create an account and register for the state exam. You will not be able to create an account or register until the PD submits the roster for your class.
18. Information the PD needs in order to create a roster:
   • Your first, middle, and last name
   • Your date of birth
   • Your Social Security number
   • Your Parkland email (ONLY Parkland Email will be used to create the roster)
19. Website: https://inace.nurseaidetesting.com/inace/
20. Instructions to register: (Instructions can also be found in your Cobra class under “contents”)
   • Create an account
   • Type in your email, SS#, and birthdate
   • Check your eligibility
   • Make a login ID and password
   • Verify and fill in your personal data, click create account
   • Click “credit card or voucher” payment method
   • Find the exam you want, add to cart
   • Search for an exam site by date, mileage, or ZIP code. Select the date, location, and time you want to attend
   • If paying by Credit/Debit card: Click “check out,” fill in billing information, click “Pay Now.”
   • If you have a voucher: Enter voucher number and click apply, then
Check Out.

- Your receipt appears. You may need to present you receipt to take the INACE. Click “Print” or “Send as Email.”
- After creating an account, you can sign in using your login and password to access the store, exams, and exam results, if available.

RESOURCES FOR PROGRAM INFORMATION

Enrollment & General Questions
Shelby May RN, MA Nursing Assistant Program Director  (217) 353-2319
FAX (217) 373-3861  H wing on Mattis Ave. Office H 136 samay@parkland.edu

Illinois Department of Public Health:  Illinois Administrative Code 77.395:
http://www.ilga.gov/commission/jcar/admincode/077/07700395sections.html

State Registry & Regulations & Waiver
www.idph.state.il.us/nar/home.htm  (217) 785-5133  FAX (217) 557-3363

State Exam information: locations, dates and Fee Schedule
www.nurseaidetesting.com  (618) 453-4368, webnat@siu.edu

Disqualifying Convictions: www.idph.state.il.us/nar and click on disqualifying convictions

Link to the rules that were adopted on March 26, 2009
http://ilga.gov/commission/jcar/admincode/077/07700955sections.html

Health Requirements Guidelines:
http://www.parkland.edu/Media/Website%20Resources/PDF/academics/health/cna/CNA%20health%20records.pdf
# Appendix A

## Essential Qualifications

<table>
<thead>
<tr>
<th>Essential Qualifications</th>
<th>Behaviors</th>
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| **1. Cognitive**          | • Comprehend and process information.  
  • Perform basic mathematic equations.  
  • Notice when something is wrong or is likely to go wrong.  
  • Concentrate and not be distracted while performing a task.  
  • Make decisions and solve problems in stressful situations.  
  • Ability to problem solve.  
  • Combine several pieces of information and draw conclusions.  
  • Use reasoning to discover answers to problems.  
  • Analyze ideas and use logic to determine their strengths and weaknesses.  
  • Identify problems and review information. Develop, review, and apply solutions.  
  • Make sense of information by studying it.  
  • Integrate information through critical thinking based on information gathered on patients during clinical sessions, and during class sessions that are applied to the nursing process.  
  • Is responsible and accountable for their judgement, and can justify actions based on skill and knowledge.  
  • Maintains competency in skills learned. |
| **2. Affective**           | • Demonstrates a positive attitude, both verbal and non-verbal  
  • Appears self–confident  
  • Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind, is fair and just  
  • Has realistic expectations of self  
  • Does not engage in “side-talk” with classmates while instructor is teaching  
  • Respects the rights of others  
  • Is a team worker; is cooperative; is assertive and not aggressive  
  • Displays a patient care attitude seeks opportunities for continuous learning  
  • Displays mannerly behavior  
  • Practice with compassion and respect for inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or nature of health problems.  
  • Demonstrate a primary commitment to the patient and to the rights of the patient.  
  • Promote, advocate for, and strive to protect the health, safety, and rights of the patient.  
  • Demonstrate accountability for judgement and actions  
  • Act under a code of ethical conduct that is grounded in moral principles.  
  • Demonstrate the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, |
and to continue personal and professional growth.

- Demonstrate duty to incorporate and integrate the values and ethics of health professions, integrating them with personal values.
- Displays honesty, trustworthiness, dependability, reliability, initiative, self-discipline (including refraining from foul language), and self-responsibility
- Maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership
- Recognize own abilities and limitations and set realistic expectations for personal performance.

| 3. Psychomotor | • Stoop, bend, reach, pull, and push with full range of motion of body joints.  
|               | • Push or pull an occupied wheelchair, bed, or cart.  
|               | • Ability to lift, push, pull, or carry heavy objects.  
|               | • Provide direct patient care including moving and transferring a resident, and providing hygienic care safely, effectively and efficiently.  
|               | • Provide emergency treatment including CPR as required by facility policy.  
|               | • Adequate skin integrity, without the presence of open, weeping lesions.  
|               | • Gross and fine motor abilities sufficient to perform required functions of patient care; hand-wrist movement, hand-eye coordination, and simple firm grasping required for the fine motor-skills and manipulation.  
|               | • Maintains competency in skills learned.  
|               | • Adheres to aseptic technique as required |

| 4. Communication | • Express ideas clearly when speaking or writing.  
|                  | • Articulate accurate information to others in a professional and courteous manner.  
|                  | • Demonstrate appropriate non-verbal communication skills.  
|                  | • Listen attentively to others, understand, and ask questions. |

| 5. Sensory/Observation | • Acute visual skills necessary to detect signs and symptoms.  
|                       | • Interpret written word accurately, read characters and identify colors on the computer screen |

| 6. Behavioral/Emotional | • Adapt efficiently to changing environments  
|                         | • Learn and perform skills without repetition of instructions.  
|                         | • Emotional and mental stability.  
|                         | • Functions effectively under stress.  
|                         | • Demonstrates flexibility and concern for others.  
|                         | • Maintain punctuality, positive work and classroom attitude, respect for others, professionalism and ability to interact with persons with diverse backgrounds. |

| 7. Professional Conduct | • Is in attendance for class, arrives and leaves on time.  
|                         | • Notifies instructor in advance of absences except in the event of an emergency.  
|                         | • Shows interest and attentiveness in all class and lab activities. Does not have head on desk, does not sleep during class/lab.  
|                         | • Displays appropriate dress (classroom and lab), grooming, hygiene, and |
etiquette.
- Displays appropriate verbal and non-verbal skills
- Is aware of and adheres to classroom cell phone policy
- Demonstrates problem-solving capability
- Maintains appropriate relationships with instructors and peers
- Appropriately handles constructive criticism
- Convey a willingness to assist others
- Meets all deadlines assigned to class assignments
- Work to resolve conflicts and identify solutions that will benefit all parties.
- Follow chain of command in resolving conflicts
- Demonstrate patient privacy and confidentiality as a legal and ethical obligation at all times, in all environments, even online.
- Demonstrates professional behaviors required by their profession, the Interprofessional Teamwork Policy, and the Social Networking Policy.
- Demonstrates behavior that engenders faculty trust in their ability to be a member of their chosen profession.
- Demonstrates trust, professional and ethical behavior as a requirement for graduation.
- Manifests skill in personal management, time management, flexibility, stress management, and dealing with change
- Follows directions/procedures; follows safety practices in the lab and classroom
- Maintain minimum cumulative grade average of 75% or above in all written work, pass all 21 required skills, and pass the final exam for a 75% or above in order to attend clinical, and sit for the state competency exam.
- Complete a minimum 120 hours of course content (80 lecture/lab, 12 hours Alzheimer’s content, 4 hours CPR, and 40 clinical)
- Successfully demonstrate all 21 required skills to receive a passing grade.
- Maintain resident safety, resident rights, and infection control principles at all times while in clinical.
- Follow all course policies

| 8. Admission Standards | | Level of quality as defined by the Illinois Department of Public Health approved Basic Nurse Assistant Program, which include:
  | | o Valid Social Security number
  | | o CCS 099 placement
  | | o ENG 099 placement
  | | o MAT 060 placement
  | | o Proof of current American Heart Association Healthcare Provider/American Red Cross Healthcare Provider CPR certification
  | | o Fingerprint background check |