



SYLLABUS  
ADDENDUM  
for ALH-1214  
Nursing Assistant  
Course - Oglesby  
CLINICAL ORIENTATION  
INFORMATION

**IT'S OKAY, YOU CAN  
COME OUT NOW**



**I'VE HAD MY COFFEE!**

# Certified Nursing Assistants (CNA's)

Work in a variety of settings:

- ✓ Hospitals
- ✓ Long-term Care Facilities
- ✓ Home Health/Home Care
- ✓ Assisted Living Centers
- ✓ Rehabilitation Centers
- ✓ Hospice
- ✓ Medical Clinics
- ✓ and many others



# To become a CNA, you will need to:

- Enroll in an Illinois Department of Public Health (IDPH) approved Basic Nursing Assistant Training Program (BNATP). The Nursing Assistant programs here at IVCC are IDPH-Approved programs.
- **Have a fingerprint criminal background check completed prior to the first day of the class.** Students must not have any disqualifying convictions unless a waiver has been granted by IDPH.
- Physical (on IVCC form), 10 panel drug screen and 2 Step TB test done prior to the first day of clinical.

## Also, you will need to:

- ▶ Successfully complete the nursing assistant program, which includes the 21 performance skills required by the Illinois Department of Public Health (IDPH).
- ▶ Take and pass the IDPH written competency exam. You have one year and 3 chances to pass from the date of the program completion to take and pass the state exam.
- ▶ Once you pass the written state competency exam, you become certified.
- ▶ Some employers will hire you after you have completed an approved nursing assistant program. However, you have 120 days from date of hire to sit for and pass the state competency exam.

# To maintain your certification you must:

- Work a minimum of 8 hours in a 24 month period
- Remain on the Health Care Worker Registry (HCWR) with no disqualifying convictions.

# In the Nursing Assistant Course (ALH-1214), You will learn about:

- ▶ The Role and Responsibility of a CNA
- ▶ Health Insurance Portability & Accountability Act (HIPPA)
- ▶ Providing Resident's Rights
- ▶ Preventing Infection
- ▶ Promoting Safety
- ▶ Safely moving/transferring a person
- ▶ Assisting with personal hygiene, grooming, bathing, feeding, denture care.
- ▶ Assisting with toileting and dressing which includes changing adult briefs.
- ▶ Effective communication skills



- ▶ Assisting with hands-on care including taking and recording a persons vital signs (temp, pulse, respirations, blood pressure)
- ▶ Assisting with nutrition and feeding
- ▶ Assisting with exercise and activities
- ▶ Assisting with admissions, transfers, and discharges
- ▶ Assisting with elimination, collecting specimens
- ▶ Caring for the dying person
- ▶ Caring for the person with Alzheimer's Disease and related dementias
- ▶ and much, much more





# Refund/Drop Dates

## Withdrawal Dates

- ▶ Last day for drop/refunds:
- ▶ **These dates change with each class.**
- ▶ Last day for withdrawal:
- ▶ **These dates change so they will be stated at the start of each class**

# Special Accommodations

## Supportive Services

In an effort to create a classroom environment that maximizes the success of all students, I encourage you to make me aware of any barriers that may inhibit your learning. Feel free to speak to me at any time about concerns or questions you may have about assignments, activities, or assessments. The college provides several support services for students who have barriers to learning.

They include, but are not limited to: Center for Accessibility and Neurodiversity (or CAN), Writing Center/Peer Tutoring, Counseling Center, and Project Success. Please see me if you want to learn more about any of these of offices, or contact Tina Hardy 815-224-0284

# Time Commitment

- ▶ How will you fit time in for class and studying?
- ▶ You may need to cut back in other areas to allow enough time for studying.
- ▶ Plan ahead!



# Course Requirements CLINICAL

# Proof of Fingerprint Background Check

- ▶ It is an IDPH requirement that all CNA students be fingerprinted prior to starting the CNA course (Administrative Code Section 955.165 Fingerprint-Based Criminal History Records Check).
- ▶ A government issued photo ID (ex. driver's license, state ID, or passport) is required at the time of fingerprinting.
- ▶ If you already have been fingerprinted and on the Health Care Worker Registry you will not need to be fingerprinted again.
- ▶ If you have a disqualifying conviction(s) (misdemeanor, or felony), you will need to obtain a waiver from IDPH **before** starting this course. For a list of disqualifying convictions <http://www.idph.state.il.us/nar>



# Authorization Form

- ▶ This form will be provided and must be filled out by each student enrolled in ALH-1214, even if you are already fingerprinted and on the registry. If you are under 17 you must have a parent or guardian sign.
- ▶ Filling out this form allows us to put you on the Health Care Worker Registry (HCWR).
- ▶ All students must bring their social security card and a government issued photo ID. **NO EXCEPTION!**
- ▶ If you do not have a social security number (card) you may not enroll in this course at this time.

# Fingerprint Sites

- ▶ ST. MARGARET'S MIDTOWN HEALTH CENTER, 1650 Midtown Road, Peru IL (located across from HyVee) call 815-220-0075 for an appointment. (This site also does the physical, 2 step TB testing, and drug screening. An appointment is required)
- ▶ OSF MEDICAL GROUP, 1614 E. Norris Drive, Ottawa, IL, Occupational Health call 815-431-3077 for an appointment. (This site also does the physical, 2 step TB testing, and drug screening. An appointment is required)
- ▶ ACCURATE BIOMETRICS in Peru Located at the Illinois Valley YMCA building, 300 Walnut Drive, Peru, IL 61354. Only available on Wednesdays, 9am-2pm. No appointment is necessary.
- ▶ BIOMETRIC IMPRESSIONS 2220 Marquette Road, Suite 103B Peru IL. Available on Tuesdays, 9am-4pm and Thursdays, 9am-4pm. No appointment is necessary.
- ▶ The fingerprinting fees can range from \$28.00 - \$40.00 (approx.) depending on where you go. This fee was not included in your course fees, so you will be responsible to pay the fee at the time you are fingerprinted.

# Clinical

- ▶ Students will attend clinical at the assigned site with an instructor.
- ▶ This is a “Pass/Fail” and does not figure into your grade average.
- ▶ To be considered successful in the nursing assistant program the student **MUST PASS** clinical regardless of their grade in theory. So if you have an 88% in theory, but fail clinical you will not pass the course.



# CLINICAL dates vary and will be announced with each class

- ▶ Clinical begins
- ▶ You are expected to be on time so that means you must be **in** the facility 15 minutes prior to the start time to meet with your instructor to receive your assignment and be on the designated wing.
- ▶ YOU MAY NOT PERFORM ANY DUTIES AT THE CLINICAL SITE UNLESS YOUR INSTRUCTOR IS IN THE FACILITY. So please remain in the meeting area until your instructor arrives and gives you your assignment.

# Give to your clinical instructor on the date that will be noted at the start of each class

- ▶ Completed Physical
- ▶ Completed 2 Step TB
- ▶ 10 Panel Drug Screen (this will be sent directly to the NA program coordinator)
- ▶ **IF YOU DO NOT HAVE THESE COMPLETED AND DRUG SCREEN RESULTS RECEIVED PRIOR TO CLINICAL YOU WILL BE NON-COMPLIANT AND DISMISSED FROM THE PROGRAM. NO EXCEPTIONS!**
- ▶ **MAKE A COPY OF YOUR PHYSICAL AND 2 STEP TB TEST FOR YOUR RECORDS BEFORE TURNING IT IN TO YOUR CLINICAL INSTRUCTOR. WE WILL NOT MAKE COPIES FOR YOU.**
- ▶ **ALL OF THESE FEES ARE THE RESPONSIBILITY OF THE STUDENT.**

# Physical Exam

- ▶ IVCC Physical Exam form must be completed and signed by your healthcare provider within 45 days of the start of the nursing assistant course.
- ▶ Students must be able to participate in all areas of the course without any restrictions
- ▶ If you are pregnant, you will need a release and a signature from your OB doctor on the physical form
- ▶ Please know that there is lifting, bending, stooping, standing (for long periods of time), turning, transferring, walking and other physical activities required in this course

# Where to go for the physical?

- ▶ You can go to your personal physician, Hygienic Institute, Midtown Clinic, OSF Medical Group, Urgo Care in Ottawa, Occupational Health Department of area hospitals, and walk-in clinics
- ▶ Physical must be on the IVCC form
- ▶ You will be given the required Physical Form.
- ▶ Fees for the physical exam and the 2 Step TB testing are the students responsibility.

# Change in Health Status

- ▶ It is the student's responsibility to notify the instructor of a change in his/her health status such as an injury, illness, pregnancy, etc. and to remain away from the clinical areas if he/she has an infectious condition. If you seek professional medical care, a medical release will be required before you can return to the classroom, and/or lab, and/or clinical. **TO BE ELIGIBLE TO PARTICIPATE IN THE CNA PROGRAM YOU CAN NOT HAVE ANY RESTRICTIONS WITH REGARDS TO BUT NOT LIMITED TO THE TYPICAL PHYSICAL DEMANDS REQUIREMENTS AS STATED ON THE PHYSICAL EXAM FORM .**
- ▶ It may also be necessary for students to provide documentation in order to explain an absence. (ex. Emergency room papers, court papers, doctor's release, etc.)

# 2 Step TB Test

TB testing can take up to two weeks to complete so get started ASAP

- ▶ Step 1: Given; Read within 48-72 hours
- ▶ Step 2: Given within 7-21 days after the 1<sup>st</sup> Step; Read within 48-72 hours
- ▶ TB tests can be started at the time you get your physical and can be done by your health care provider, Occupational Health, your County Health Department, or a Health Clinic.
- ▶ Please know the TB testing requires repeated visits to have the tests given and read, for your convenience choose the site closest to you for the 2 Step
- ▶ If pregnant check with your OB before starting the TB test.
- ▶ IF TB TEST IS NOT COMPLETED YOU WILL NOT BE ABLE TO ATTEND CLINICAL.

# 10 Panel Drug Screen

- ▶ All students enrolled in the nursing assistant program here at IVCC must pass a urine drug screen prior to the start of the clinical portion of the course.
- ▶ Authorization for the drug screen shall be furnished by the student and the student shall be responsible for the required fees.
- ▶ If an initial drug screen is “non-negative” without documentation of medical necessity, or if a prospective student refuses to complete a drug screen, the student will not be allowed to participate in the Nursing Assistant program. The student will be provided the opportunity to refute the “non-negative” drug screen and at the student’s expense, complete a more extensive drug test.
- ▶ If a random drug screen is “non-negative” without documentation of medical necessity, or a student refuses a random drug screen, the student will not be allowed to continue in the Nursing Assistant program.

# Purpose of the drug screen

- ▶ Because of the responsible relationship between students and residents, in which the safety of the resident is greatly influenced by the cognition and behavior of the student, it is the policy of IVCC Nursing Assistant Programs to require that all students be free of alcohol and drugs.



# Where do to go for 10 panel drug screen?

- ▶ Occupational Health Department of any of the local hospitals. Midtown Clinic (in Peru) and OSF Medical Group (in Ottawa), Urgo Care (in Ottawa)
- ▶ Fees for the drug screening are the students responsibility.

# Random drug screening is required:

- ▶ Following the initial drug screen students may be subject to random screening for reasonable suspicion
- ▶ If an incident occurs in a clinical setting that a drug screen would be required by the facility: Ex. If you are hurt and must be taken for a medical evaluation such as a clinic or ER you will be given a blood, urine and breath analyzer screening as per work mans compensation guidelines
- ▶ Drug screen and outcomes will be done as per guidelines set in the Illinois Valley Community College Nursing Handbook

# Covid-19 Testing

- ▶ Covid testing is done at the facilities per facility policy.
- ▶ Students must show up on the designated day to be Covid tested, or they cannot attend clinical. If you cannot participate in clinical because you missed the required Covid testing and did not have an extenuating circumstance, you will be dismissed from the program.
- ▶ If you are ill, you most likely will be required to take a Covid test. This will be decided on an individual bases by your instructor and the facility administration.

# Covid Vaccine

- ▶ If you have chosen to be vaccinated, you will need to bring proof of the vaccination so a copy of the vaccine card can be made and shared with the facility and a copy for our records.
- ▶ If you have chosen not to be vaccinated a medical, or religious exemption form **MUST** be completed. A copy is needed for the facility and for our records.

# Covid Testing

- ▶ Covid testing and wearing required PPE, (masks and face shields) covering your nose and mouth, are required from the time you enter any of the clinical sites, until the time you leave. **NO EXCEPTIONS!**
- ▶ We are training you to be health care workers. We will be taking you into long-term care facilities and you will be caring for some of the most vulnerable of our population, the older person. Each facility has their own protocol for screening persons that are entering, and all students will be required to follow the policies and procedures of the facility where they training at. **NO EXCEPTIONS!**
- ▶ **See Syllabus**

# Covid Protocol Noted in Syllabus

- ▶ You will be required to have your temp taken and fill out a questionnaire at every clinical. If you have any of the following symptoms do not come to class. If you develop any of these symptoms while in class or at clinical, you will be asked to leave IMMEDIATELY.
- ▶ If you are ill, or have any of the following symptoms DO NOT come to class, or clinical
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

# Clinical Physical Demands

Requires full range of body motion, including manual and finger dexterity with eye/hand coordination. Frequent walking, bending, sitting, and standing for extended periods of time. Physical mode for the clinical site is medium work. That is, exerting/lifting up to 35 pounds of force **occasionally**, and/or up to 20 pounds of force **frequently**, and/or up to 10 pounds of force **constantly** to move objects.

# Clinical Eligibility

- ▶ TO BE ELIGIBLE TO PARTICIPATE IN THE CNA PROGRAM YOU CAN NOT HAVE ANY RESTRICTIONS, INCLUDING BUT NOT LIMITED TO THE TYPICAL PHYSICAL DEMANDS REQUIREMENTS AS STATED ON THE PHYSICAL EXAM FORM.
- ▶ A POSITIVE COVID TEST.
- ▶ IF YOU ARE PREGNANT YOU WILL NEED A RELEASE FROM YOUR OBSTETRICIAN AND PRESENT IT TO YOUR CLINICAL INSTRUCTOR ON THE FIRST DAY OF CLASS. IF YOU HAVE ANY RESTRICTIONS YOU WILL NOT BE ABLE TO PARTICIPATE IN THE CNA PROGRAM AT THIS TIME



# Attendance

- ▶ Attendance is required for all scheduled classes, including clinical. See syllabus.
- ▶ Absence should be for illness only. Students must contact appropriate instructor on the day of the absence. **Absence time must be made up.**
- ▶ If you seek professional medical care, a medical release will be required before you can return to the classroom, and/or lab, and/or clinical site.
- ▶ **All time calculations are based on the Illinois Department of Public Health requirements. If you do not meet the required hours you will be dismissed from the program.**

# Tardiness

- ▶ Students are expected to arrive at the scheduled start time for each class and clinical and return from breaks on time.
- ▶ Repeated tardiness will constitute a classroom absence if it occurs three times during the course.
- ▶ Frequent tardiness may lead to dismissal from the course.

# Student parking at the clinical site

- ▶ Day clinical will not be allowed to park in the parking lot. Your clinical instructor will let you know where you are to park.

# To avoid problems with attendance

- ▶ Have your physical, TB and drug screen completed.
- ▶ Arrange for a back-up plan for childcare.
- ▶ Schedule work and other commitments around class time.
- ▶ Have reliable transportation.
- ▶ Keep yourself healthy.

# Dress Code/Uniform Policy

- ▶ Student should come to class dressed comfortably (Do NOT wear scrubs to the college) Please know that the room temperature may vary so dress appropriately
- ▶ Scrubs: Must be White Top, Navy Blue Pants. Wrinkle free and clean. Worn for clinical only. Pants must not drag on the floor, undergarments must not show when sitting, bending, or stooping.
- ▶ Gym shoes with rubber non-slip soles. Shoes can be any color. No crocs, clogs, or backless shoes.

# Personal items at clinical

- ▶ The facility will have a designated area where you can place your things.
- ▶ It is recommended that you do not bring valuables into the facility. If you choose to lock them in your car please be sure they are out of sight.
- ▶ IVCC, or the facilities are Not responsible for lost or stolen items.

# Yes, there is a Cell Phone, Smart watch Policy at the Clinical Site

- ▶ Students may NOT carry or use cell phones or wear smart watches during clinical time. You may use them during your breaks in designated areas of the facility only, not on the unit.
- ▶ \*1<sup>st</sup> Offense- Verbal or Written Warning
- ▶ 2<sup>nd</sup> Offense- Immediate Dismissal from the Program.
- ▶ \*This does not have to occur on the same day. If you were warned on one day (1<sup>st</sup> offense) and had your cell phone with you on another day this will be considered your second offense.

# Clinical Break time

- ▶ This will be announced by your clinical instructors.
- ▶ It is recommended that you do not leave the facility for lunch, so bring a sack lunch.
- ▶ A refrigerator & microwaves may be available. Please label your lunch containers with the date, your name & IVCC NA students.
- ▶ Please bring your own utensils.



## From the first day of class, please

- Have a positive attitude.
- Behave professionally
- Respect your instructors, other students, and classroom equipment
- Show respect and compassion towards all residents and staff at your clinical site

