

Syllabus, Nursing Assistant Training Program - ALH-1214-All Sections  
Fall, Spring, Summer

Program Coordinator: Christine Blaydes, RN

Phone: Office: 815-224-0330

Office: B318

Office Hours: These will vary with each class and will be announced and posted.

Email: christine\_blaydes@ivcc.edu

**Instructors:**

Tara Balenseifen, RN, BSN

Christine Blaydes, RN

Kristal Bray, RN, BSN

Juliana Dzurisin, RN

Jennifer Hauser, RN, BSN

Molly Angell, RN, BSN

Lab, Clinical site, and instructor depends on which section you enrolled in ALH-1214

**EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:**

Upon completion of the course, the student will be able to:

1. Demonstrate competency in the required Performance Skills per IDPH guidelines
2. Identify safety needs of resident and apply safety measures
3. Practice infection control
4. Focus on patient/residents' rights
5. List and demonstrate nursing interventions that can be performed by a nursing assistant
6. ++Use principles of communication and interpersonal relationships
7. Discuss and demonstrate organizational skill
8. Show knowledge of nursing assistant's role within health team

**Instructional Materials:**

Sorrentino, S., Mosby's Textbook for Nursing Assistants, 10<sup>th</sup> ed. Mosby

Kelly, R., Mosby's Workbook for Nursing Assistants, 10<sup>th</sup> ed. Mosby

American Heart Association. BLS Booklet (CPR)

Tentative Schedule - Refer to Calendar, and the Quiz and Lab guides

Read ALH-1214 Syllabus Addendum

## STUDENT RULES AND REGULATIONS

- Students should not visit clinical facility except during clinical times.
- Students will not discuss facility situations, nursing staff, physicians, or patients/residents with friends, family, or in public places, and may not solicit the services of a health care provider for personal health problems during clinical, nor discuss their personal problems with patients/residents, or staff. To do so will result in your dismissal from the program.
- Students will **not** discuss, or share photographs of other students, instructor(s), facility situations, nursing staff, physicians, or patients/residents with friends, family on any social media sites including, but not limited to texting, emailing, Facebook, Twitter, My Space, blogs, etc. To do so will result in your dismissal from the program.
- Students must have the IVCC physical form, 10 panel drug screen and TB testing completed and given to their clinical instructor before clinical begins.  
**IF THIS IS NOT COMPLETED YOU WILL NOT BE ALLOWED TO ATTEND CLINICAL AND WILL BE DISMISSED FROM THE PROGRAM.**
- **If you are pregnant you will need to check before starting any TB testing and obtain a release that you are able to work as a nursing assistant with not restrictions, from your obstetrician.**
- Students are expected to know the principles and competently perform skills and procedures which have been taught and are expected to prepare for clinical.

Dismissal may result from:

- Demonstration of mental/emotional instability
- \*Students who report to the clinical unit under the influence of alcohol or drugs
- Other reasons deemed serious by the instructor and/or director of nursing
- Unethical conduct
- Violation of attendance policies
- Violation of the confidentiality agreement
- Jeopardizing a patient's/resident's safety  
Ex. Leaving side rail down, leaving bed in high level with resident in it.
- **Carrying or using a cell phone, Smart Watch, or any other electronic device on the unit during clinical time is NOT ALLOWED**
  - **You will be required to leave your phones with your belongings.**
  - **If you are found to have your phone in your possession on the clinical unit you will be immediately dismissed from the program.**
- During all lectures, please turn off all cell phones and pagers, or put in "silent" mode. **No phone usage during lecture or lab time is allowed.**
- Only drinks with lids or caps are allowed in the lab room. Tobacco products are prohibited, including all smokeless devices, in the classroom/on campus.

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- Due to safety considerations and college policy, children are not allowed in the classroom, lab, or clinical.
- Any violation may be subject of further disciplinary action at the discretion of the instructor according to the IVCC Student Code of Conduct and the \*Nursing Handbook.

**STUDENT REQUIREMENTS AND METHODS OF EVALUATION:**

**All CNA students must be fingerprinted** (Administrative Code Section 955.165 Fingerprint-Based Criminal History Records Check). Students that need to be fingerprinted must be fingerprinted before the course has begun. If you have a disqualifying conviction, you must obtain a waiver before starting this class. **Fingerprint results must be received prior to starting clinical.**

**Please Note:** If you have worked in a hospital, nursing home or some other area with regards to the health care field you may have already been fingerprinted and listed on the Health Care Worker Registry (HCWR). Call me and if I can verify this with the HCWR you will not have to be fingerprinted again.

- The Illinois Valley Community College Certified Nursing Assistant Program Health Information Form must be completed by a physician or physician's representative within 45 days of the start of the class and before attending clinical.
- A two-step TB test is required before attending clinical. If you have had a two-step TB test one year ago or less, supply documentation. If the two-step has been one year ago, a one-step is required along with documentation for the two-step. If you are pregnant, check with your doctor before starting TB testing.
- 10 panel drug screens are required, and results received prior to starting clinical. Results will be sent to IVCC CNA program coordinator
- Regular and prompt attendance is expected. The Illinois Department of Public Health (IDPH) mandates that students attend ALL Theory/Clinical sessions of this course
- Street clothes are to be worn to lecture/lab at IVCC. Please dress appropriately. Room temperatures can vary (too warm, or too cool), so it is recommended that you prepare for both by bringing a jacket, sweatshirt, sweater, etc., something that you may easily put on, or remove depending on your comfort level.

**Clinical dress and grooming:**

- ✓ Scrubs are to be worn for clinical only. (**Must be White top, Navy Blue Pants**), should not be so tight that skin and undergarments show when sitting, bending, or stooping.
- ✓ Wrinkle free, clean uniform. Pants cannot drag on the ground.
- ✓ Dresses, skirts, split skirts, all at least knee length (White top/Navy Blue skirt).
- ✓ No jumpsuits, overalls, sweat suits, shorts, stirrup pants or jean pants are allowed.
- ✓ Clean gym shoes (**DO NOT** have to be white) with rubber non-slip soles, no crocs, clogs, open-toe, or backless shoes.
- ✓ Beige hose with dresses and skirts.
- ✓ Socks with pants
- ✓ Undergarments must not be visible through white scrub top
- ✓ Sweaters are not to be worn in clinical.
- ✓ Hair must be neat/clean, off the collar and away from face.
- ✓ No decorative barrettes, combs, or hair bows.
- ✓ Beards must be neat, clean, and trimmed.
- ✓ Post earrings and wedding bands are the only jewelry allowed. Facial piercings must be removed for clinical.
- ✓ Fingernails need to be short, neat, clean, polish free (clear is acceptable).
- ✓ Students must wear name badge at clinical
- ✓ Students must have a watch with a second hand, black pen.
- ✓ Good personal hygiene practices; including bathing and using deodorants and antiperspirants. No perfumes or colognes.

**GRADING POLICY**

The student must pass the theory portion with a 75% or better, and pass lab/clinical to be considered eligible to sit for the state competency exam. If a student's grade for theory is 75% or better but fails to pass any one of the required skills after the "3" allowable attempts in lab/clinical, will result in an "F" for the course. If a student's clinical performance is satisfactory but earns a 74% or less for theory will have failed the course making them ineligible to sit for the state exam. Your grade is total points accrued from six quizzes, extra credit, and the final exam.

The student will demonstrate giving basic care to one or more residents within the time frame allowed at clinical. **You must demonstrate competency when performing any of the required skills. Please know that when you are performing your skills for evaluation you CANNOT be assisted in any way by anyone to help you complete the task to pass the skill.** (Example: During your skill evaluation for PROM you forgot how to perform abduction/adduction of the hip, you cannot ask anyone to tell you, or show you, and at that point you would not be considered as having passed the skill). **The student will be given an opportunity to competently perform and must pass each required skill per IDPH guidelines as described on the course evaluation.** Safety for the resident, resident's rights and effectiveness of care must be evident. Integrity, dexterity, and emotional stability are important in the assessment. Application of good body mechanics is also considered

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To meet the objectives of ALH 1214 a student must demonstrate competence in performance of IDPH performance skills testing. The instructor will follow IDPH guidelines:

1. Manual skills will be evaluated by an approved evaluator (your lab/clinical instructor)
2. Skills will be practiced before testing (on campus during lab)
3. Skills will be evaluated on a one-to-one basis (in lab and at clinical)
4. Skills cannot be evaluated with the student using a manikin
5. Skills testing must be done with a person. The person can be a resident, another student, or the instructor.

The student must also satisfactorily practice or discuss other skills listed on the Lab/Clinical schedule.

The student will maintain legal requirements and ethical standards and follow institutional policies.

Time will be allowed for a student conference with the instructor after approximately one half of the clinical time has been completed. Clinical evaluation will be given at the end of class. A student will not be recommended for certification unless the student passes the course.

**Grading Scale:**

A = 93 - 100

B = 84 - 92

C = 75 - 83

D = 68 -74 or below (ineligible to sit for the state exam)

F = 67 or below

**EXAMS**

Quizzes are not cumulative. Each quiz covers only the material listed on the quiz guide, which does include Alzheimer's disease. Students will only be allowed to make up the exam if they have an excused absence. The missed quiz must be taken at the next class meeting.

The final exam is cumulative and will include material covered throughout the program in theory, lab and clinical, including Alzheimer's Disease and Related Dementias.

**TENTATIVE QUIZ SCHEDULE - REFER TO QUIZ GUIDE**

Usually, the first quiz is given the second week of class, when the material for that quiz has been covered either in lecture or lab, then 2 additional quizzes thereafter. You will be given the dates for the quizzes in advance. It is recommended that you record each quiz grade on the quiz guide.

**PLAGIARISM**

Plagiarism is the process of copying another person's idea or written work and claiming it as your own. Plagiarism is illegal! Any student caught plagiarizing will receive a "0" for that assignment and may be subject to further disciplinary action in accordance with the IVCC Student Code of Conduct.

### CHEATING

Any student caught cheating on an exam or quiz will automatically receive a “0” (zero) for that exam or quiz and may be subject to additional disciplinary action at the discretion of the instructor according to the IVCC Student Code of Conduct

### SLEEPING IN CLASS IS NOT ALLOWED

1. First offense: Verbal Warning
2. Second offense: You will not receive credit for the hours for that day and may be asked to leave the classroom. When you no longer meet the required time for IDPH, you will be dismissed from the program.

### USING A CELL PHONE DURING CLASS TIME IS NOT ALLOWED

1. First offense: Verbal Warning
2. Second Offense: You will not receive credit for the hours for that day and may be asked to leave the classroom (if behavior continues). When you no longer meet the required time for IDPH, you will be dismissed from the program.

- ❖ Some of the facilities that we will be going to for our clinical experiences have an area set aside for students to place their personal belongings such as coats, purses, cell phones, etc. While convenient, this does not make the facility, nor IVCC responsible for any items that are lost or stolen. We recommend that you leave all valuables at home, or safely locked out of view in your vehicle. If lockers are available you must bring your own lock and you will be responsible for the combination, or key, and for the removal of such lock if you forget the combination or lose the key. Locks must be removed daily when leaving clinical.

### Student Initiated Withdrawals

**Effective Summer 2011, students will have the ability to initiate a withdraw from classes through [WebAdvisor](#). IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion.**

All fields must be completed accurately in order to process the withdrawal. Entering the student ID number serves as the student’s electronic signature. Students will receive an email upon the receipt of this withdrawal. Students are encouraged to check their schedule on WebAdvisor to be sure their withdrawal was processed. If you are still on an active roster 2 business days after processing the withdrawal request, please contact the Records office at 224-0447. Inaccurate or incomplete information will result in a failure to complete the withdrawal and the student will be notified via email of the need to re-submit the form.

Approved withdrawals will be processed through the 75% point of the semester. No student withdrawals are allowed past that date (week 5 of an 8-week semester).

**NOTE:** *Withdrawals* are different from *drops*. For students who drop classes before the drop date of an 8-week Fall or Spring semester, a full refund less the registration fee will be generated. For drops taking place during the summer semester or for classes of varied lengths,

the refund period varies according to the length of the class. The dates for both withdrawals and drops for the TBA session can be found below. These dates vary and will be on the syllabus that you will be given to you.

Last day for drop/refunds: These dates vary and will be announced with each class.

Last day for withdrawal: These dates vary and will be announced with each class.

## **Withdrawals**

Rationale: The purpose of the withdrawal option is to allow students to make responsible decisions regarding their academic status and their ability to complete an individual course. This responsibility is similar, and thus preparatory to students' experiences in universities and the workforce. It is understood that for them to make informed decisions regarding their academic careers, students must have the appropriate information regarding their status. It is the instructor's responsibility, therefore, to provide students with some form of assessment of their academic status prior to the last official withdrawal date.

Important Information:

- There are a variety of ways a student can withdraw from a course.
  - Requests for withdrawal can be made through [WebAdvisor](#)
  - Requests can be made in person with photo ID by visiting the Admissions & Records Office
  - Requests can be made through the student's instructor for the particular course. In the absence of the instructor, the student must contact the Dean responsible for the course's scheduling. In the absence of the Dean, such requests should be made to the Director of Admissions and Records.
- To withdraw from **all** classes, the student need not contact instructors or the Dean(s) but is required to contact the Director of Admissions and Records.
- Students have until the end of the twelfth week of a regular semester course (or an equivalent length of time in courses of different lengths) to request a withdrawal.
- Instructors may also initiate the withdrawal process if the student fails to comply with the attendance requirements as outlined in the course syllabus.
- All withdrawals earn a grade of "W," which does not affect GPA but deletes the course credit(s) for those course(s).

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student.

## **Jacobs Library**

The library hours are Mon.-Thurs. from 7:30 am-8:00 pm, and Friday hours are 7:30 am-4:30 pm. Notices of shortened hours are posted on the library web page. Please plan your work on

research assignments accordingly. Many library resources are available online with your IVCC student ID at <https://www.ivcc.edu/library>. Chat online or text the library at 1-815-605-0482 for assistance.

The mission of Jacobs Library is to provide resources to enhance the IVCC learning programs, and services that enable our community to seek, evaluate, and use information. To fulfill that mission the library promotes an environment for quiet reading, study, research, and computer access by individuals, as well as small group work in designated areas. Students need to be respectful of this mission and of other students using the library for quiet reading, study, and research. Failure to abide by the rules of the library and failure to follow directions of staff will subject students to the Student Code of Conduct. **If you, or a group you are with, are disruptive you will be asked to leave the library.**

Jacobs Library (located on the main campus) helps you get to know your college library's collections and services. A self-guided orientation is available whenever the library is open for you to learn about the library at your own pace. Allow about 20 minutes and bring your IVCC student ID to the library service desk in A-201 to get started. If you prefer to participate in a guided orientation with a library staff member, please bring your IVCC student ID to the library at one of the scheduled times posted at <https://www.ivcc.edu/libraryorientation>.

### ATTENDANCE POLICY

Attendance is monitored and must meet Illinois Department of Public Health requirements which are a minimum of 80 hours of theory and 40 hours of clinical. Failure for students to meet these requirements will result in dismissal.

Absences should be for illness only. Students must report reason for absence on the day of the absence. Contact appropriate instructor given the day the absence is occurring lecture, lab, or clinical. If absence is occurring on a clinical day the student **MUST** contact their clinical instructor if they are unable to attend clinical, as soon as possible. Each clinical instructor will give the students the contact number they are to use to notify the instructor that they will not be at clinical.

The student is responsible for classroom material presented on day of absence by completing workbook chapters that were discussed that day and showing them to the instructor at the next class meeting. Student will be allowed to make up any missed quiz by meeting with the instructor and arranging a day and time.

Student is responsible for the performance skills on day of absence by arranging time with the instructor for return demonstration within one week of absence.

Any tardiness, such as coming in late, or returning from break time late, will constitute a classroom absence if it occurs three times during the course.

Leaving the classroom, other than scheduled break time, will constitute a classroom absence if it occurs more than 2 times during any theory day.



Students missing more than 1 day of theory during this course will result in not meeting the required hours by the Illinois Department of Public Health and will be dismissed from the program. (Theory = Lecture/Lab)

Students missing more than 1 clinical will not meet the required hours by the Illinois Department of Public Health and will be dismissed from the program.

However, if the student has an excused absence, due to an illness or injury, and has a note from a physician, or their equivalent, the student will be allowed to make-up the 1 clinical miss by making arrangements with the clinical instructor. This circumstance will also require that the student have a medical release allowing them to return class with **NO** restrictions.

If more than 1 theory class or 1 clinical is missed due to illness, injury, or extenuating circumstances the student may need to finish later (the next 8-week section). This will be evaluated and dealt with on an individual basis.

All time calculations are based on the Illinois Department of Public Health requirements and Illinois Valley Community College requirements.

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 cannot have any restrictions with regards to but not limited to the typical physical demands requirements as stated on the physical exam form.**

### **Supportive Services:**

To create a learning environment that maximizes the success of all students, students are encouraged to make the instructor aware of any barriers that may inhibit their learning. Feel free to contact the instructor at any time about concerns or questions 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. If you would like to learn more about any of these services, please contact the counseling department at IVCC, 815-224-0360, or Tina Hardy, 815-224-0284.

### **Emergency and Safety**

In the event of a fire, inclement weather, and/or intruder, remain calm and follow the instructions of your instructor or designated IVCC personnel. Please be aware of exits from the building nearest your classroom as well as exit to the tunnel in case of tornado. **DO NOT USE THE EXIT TO THE COURTYARD IN CASE OF FIRE.**

### **Weather Related Class Cancellation/Campus Closure**

Notification for class cancellations will be via the IVCC website, email to your student account, and/or announcement in Blackboard.

For college closure, check the IVCC website for an announcement as well as listen to local radio stations. You may also sign up to receive RAVE ALERTs via text messages, by notifying our Registration Department at 814-224-0447.  
(See the IVCC webpage for instructions).

### **Code of Conduct**

The **IVCC Student Code of Conduct** outlines instances in which disciplinary action may be taken when a student commits or attempts to commit misconduct. Student behavior related to compliance with the IVCC safety and operations plan, directives from college administration, staff, and faculty, and specifically student conduct on campus regarding entrance/access to the building, use of college facilities, compliance with personal protective equipment rules, is addressed by the **IVCC Student Code of Conduct**. Specifically, item 12 states, "Failure to comply with the direction of an authorized College employee or representative who is performing her/his duties," has potential for disciplinary action.

All students and instructors are required to wear face coverings while at the clinical site.

- There may be some students who, because of disability, cannot/should not wear face coverings. As there are no exceptions to the face coverings rule, the inability to wear a covering means that these students will be unable to be on campus.
- There are other students who will be unable to come to clinical, as well (i.e., students who are quarantined or students who are considered high risk because of existing health issues).

Concerns about the IVCC Code of Conduct can be addressed with **Mark Grzybowski**, Vice President of Student Services, 815-224-0393.

Temperature checks and wearing masks covering your nose and mouth along with face shields (PPE) may be required for the clinical sites. These items will be provided to you. We must follow the policies and procedures at the clinical site. **NO EXCEPTIONS!**

When manual skills are demonstrated and tested in the lab, social distancing will also be maintained to the best of our ability. However, there may be times when closer contact tasks will need to be practiced, such as taking a blood pressure. When that occurs the appropriate personal protective equipment (PPE) may be required and used. Handwashing is expected after any contact with another person. Hand sanitizer is available on campus and is expected to be used. Masks and face shields will also be made available for CNA students.

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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 are at. **NO EXCEPTIONS!**

All person should be following the recommended guidelines when it comes the Covid-19. Please, while you are enrolled in the CNA program, when you are not in class, we are asking that you follow the CDC guidelines wash your hands, use hand sanitizer, and practice social distancing, if needed, wear a mask. Keep yourself healthy and safe.

You are required to inform your instructor if you have direct contact with any person that tests positive for Covid-19, such as a person that you reside with, or a co-worker, we will follow the IVCC guidelines that are in conjunction with the Health Department, the CDC, and the facility (policies and procedures) recommendations and guidelines as to Covid testing or quarantining.

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.

You will be required to have your temp taken and fill out a questionnaire. 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**.

- 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

At this time, the facilities policies, and procedures, may require that all students to be Covid tested at least once a week. If your Covid test is positive you will be required to leave the facility immediately. This will be followed up per IVCC and in conjunction with the Health Department requirements and guidelines. You will need to quarantine (usually 7-14 days), and not be allowed to return to the classroom and/or the facility until you are considered non-contagious.

You will still need to meet the Illinois Department of Public Health's guidelines, so make up time will be required. Meeting those hours may or may not be able to be completed during the 8 weeks that you are enrolled in, and the required make up time could be extended into the next 8-week section.

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These are difficult times for everyone. The Covid pandemic has presented many challenges. Safety guidelines and requirements seem to be changing daily and will continue to change as the medical professionals come to a better understanding of Covid-19, and their recommended prevention and treatment of this virus. We will adjust as needed and directed with our goal to keep ourselves and others safe and healthy.

**Course Syllabus and Attendance Policy Acknowledgement**

I have received & read the IVCC Nursing Assistant Program Course Syllabus and Attendance Policy, the Syllabus Addendum, Course Outline, calendar, quiz guide, lecture guide, and lab guide.

The Course Syllabus and Attendance policy has been explained by the instructor(s). and I must meet the required 80 hours of theory and 40 hours of clinical per the Illinois Department of Public Health's guidelines.

I have been or will be fingerprinted.

If applicable, I will give the receipt for proof of my fingerprinting to the instructor.

I have completed, or in the process of completing the required Physical, 2 step TB, & Drug screen and will have them completed **before** the first day of clinical.

I understand that if I have **not** completed the required physical, 2 step TB testing and drug screen and the results received before the first day of clinical, **I will be dismissed from the nursing assistant program.**

I understand that PPE may be required at the clinical sites during clinical time as per facilities policies. **NO EXCEPTIONS!**

I understand that Covid-19 testing is a requirement regardless of my vaccination status and may be a requirement following any illness and may include a doctor's release.

I understand that must show up at the facility, on the designated day and time to be Covid tested, or I cannot attend clinical. If I cannot participate in clinical because I missed the required Covid testing and did not have an extenuating circumstance, I will be dismissed from the program.

I understand the importance to abide by this policy and acknowledge that it is my responsibility to attend all lectures, labs, and clinical sessions as scheduled.

I understand that if I am unable to attend a lecture, a lab, or a clinical I must contact the instructor to inform them of the absences stating the date, time, and reason.

I understand that it may be necessary for me to obtain a medical release (If professional care was required) to return to the classroom, and/or lab, and/or clinical following an injury or illness.

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I understand that any change in my physical condition (ex: pregnancy, injury, illness) may require a new physical and/or a doctor's release for me to continue in the program.

I understand that to be eligible to participate in the CNA program I cannot have any restrictions with regards to but not limited to the typical physical demands requirements as stated on the physical exam form.

I understand that it may be necessary for me to provide documentation to explain/verify an absence. (ex. Emergency room papers, court papers, doctor's release, etc.)

I understand that it is my responsibility to check with the instructor with regards to any handouts, or to arrange a time with the instructor for taking any missed quizzes and turning in required assignments d/t my absence in accordance with the attendance policy.

I understand that it is my responsibility to inquire which chapters were discussed and then complete the corresponding workbook chapters that were discussed in my absence and present them to the instructor at the next class meeting.

I understand that to successfully complete the nursing assistant program I must meet the Illinois Department of Public Health (IDPH) required time of 80 hours of theory and 40 hours of clinical. Failure to meet this requirement will result in my failing the course.

I understand that lab practice time is my opportunity to review, observe and demonstrate all (except for showering or tub bath) the required 21 manual skills and to become competent in performing them.

I understand that I must competently perform all 21 required skills in lab/clinical according to course guidelines with no verbal or written cues during testing.

I understand that I may request to be evaluated on Performance Skills 1, 8, 11, 12, 14, 17, 18, 19, 20, 21 in a lab/clinical setting.

I understand that I must earn a 75% or better in theory and competently perform all 21 required skills in clinical according to IDPH guidelines to be eligible to take the state exam.

I understand that failure to competently perform all 21 required skills in lab/clinical will result in my failing the clinical portion of the program making me ineligible to take the state competency exam.

I know that there is a **NO** cell phone/smart watch/electronic devices usage policy for the classroom and for the clinical site and any violation of this policy as stated in the Course Syllabus, will result in my dismissal from the nursing assistant program.

I understand that failure to comply with any of the mentioned requirements as stated in the course syllabus may result in my dismissal from the program.

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I understand that due to the Covid pandemic such as a positive Covid test, Covid symptoms, quarantine due to direct contact with someone that has, or tested positive for Covid, or facility restrictions that I may need to complete the program at a later date.

I understand that due to the Covid pandemic, Covid testing will be required at least once a week, or more often, at the clinical sites, as required by the facilities policies.

I understand that due to the Covid pandemic I will be required to wear Personal Protective Equipment (PPE) as required by the facilities. **NO EXCEPTION!** Required PPE will be provided to me.

Covid vaccinated students please bring your card to class, and we will make a copy of it for the facility.

Unvaccinated Covid student will be required to fill out an exemption form (medical or religious) and give it to your instructor to be given to the facility. Your lab/clinical instructor will be able to let you know how to go about getting that form.

I understand that I will be given reasonable opportunities to competently pass all 21 of these required performance skills to successfully complete the Basic Nursing Assistant Training Program. Performance skills 2-21 have “Beginning” and “Completion” tasks that must be completed and will be included in the evaluation.

**Please note that when testing and you realize that you performed a task incorrectly or cannot remember what to do next and want to stop that this will not count as an attempt.**

**If you complete the task but did not perform it according to the IDPH guidelines (ex. did not dry hands appropriately), this will be counted as a “failed” attempt.**

**However, if you are performing a task and the evaluator has to stop you because to allow you to continue will jeopardize the resident’s safety, it’s an infection control violation, or resident rights issue, this will count as a “failed” attempt to complete the task.**

## Illinois Valley Community College Course ALH-1214 Certified Nursing Assistant Acknowledgment

Date \_\_\_\_\_

I, (print your name) \_\_\_\_\_, have received the packet containing the course syllabus, course outline, and additional handouts needed for ALH-1214, Certified Nursing Assistant course here at IVCC.

I have completed the authorization form and returned it to the instructor, and received the Livescan form (if applicable), that I need to take with me to be fingerprinted which must be done within 10 working days from the date on the form.

I have read the course syllabus and will abide by the rules and code of conduct as explained in the syllabus and the IVCC Student Handbook.

I understand that failure to meet the requirements as stated in the Illinois Department of Public Health guidelines (Administrative Code) and the course syllabus, and/or any violations of the student code of conduct as stated in the IVCC student handbook, will result in my immediate dismissal from the nursing assistant program.

To give you time to read the course syllabus, this page will be collected on the first lecture day of the program that you are currently enrolled in.

Should you have any questions, or concerns regarding this document, please talk to your instructor, or email the CNA program coordinator at [Christine\\_blaydes@ivc.edu](mailto:Christine_blaydes@ivc.edu)

Signed \_\_\_\_\_