Dear Prospective Nurse Assistant Student,

The American Red Cross offers Nurse Assistant Training (NAT) either in half-day or full-day classes:

Classes will be formed and held based on a minimum of 8 students per class.

(Please note Clinical locations can be anywhere in the County of the location that you choose and the hours might be earlier than class time. You will be given the exact time and location once you start the training.)

Upon successful completion of the NAT program and passing of the state test, Certified Nurse Assistants can take the Home Health Aide training. The Home Health Aide training is Monday through Friday time varies (not in all locations).

To reserve a space in the NAT class of your choice, please read all documents given to you. If you do not have a High School Diploma or GED you will have to take and pass the TABE test given at the information session. You must bring a copy of your High School Diploma or GED and a copy of a valid photo ID when registering.

You must pass a background check and Live Scan fingerprinting. This will be paid by the Red Cross. If you have a prior conviction we recommend that you obtain a clearance from the Department of Public Health before you enroll. You can request instructions for the Live Scan process clearance.

You must call or visit our office for seat availability in your preferred course. Courses are based on first come first served.

Please call (707) 577-7640 during office hours 9:00 AM to 4:30 PM Monday through Friday or email yolanda.evina@redcross.org or telesis.racford@redcross.org if you have any questions.

We are looking forward to having you as a student in the American Red Cross Nurse Assistant Training Program.
American Red Cross

COURSE CATALOG
July 2014 – June 2015

Northern California Class locations:
http://www.redcross.org/ca/santa-rosa

Santa Rosa
5297 Aero Dr
Santa Rosa CA 95403
(707) 577-7640

San Rafael
712 5th Ave
San Rafael CA 94901
(707) 577-7640

Yuba City
2125 East Onstott Rd.
Yuba City CA 95991
(530) 673-1460

Southern California Class locations:
http://www.redcross.org/ca/los-angeles

Canoga Park
6800 Owensmouth Ave
Canoga Park CA 91303
(818) 593-3500

Commerce
2227 Atlantic Blvd
Commerce CA 90040
(323) 859-3259

Long Beach
3150 East 29th St
Long Beach CA 90806
(562) 426-8176

Chula Vista
311 Del Mar Ave
Chula Vista CA 91910
(619) 941-3577 x 201

Glendale
1501 S. Brand Blvd.
Glendale CA 91204
(818) 243-3121 x 105

Palmdale
2715 E Ave
Palmdale CA 93550
(818) 593-3500

Santa Monica
1450 11th St
Santa Monica CA 90401
(818) 243-3121 x 105

Torrance
1995 West 190th St
Torrance CA 90504
(562) 426-8176
Medical Education Nurse Assistant Catalog

The American Red Cross Nurse Assistant Training Program

The American Red Cross is the premier provider of Nurse Assistant Training (NAT) and has prepared individuals for work in the nursing field for over 100 years. The program is designed with input from educators, caregivers, and long-term industry representatives from across the United States. The Medical Education is part of the American Red Cross and is approved to operate by the Bureau for Private Postsecondary Education. The American Red Cross does not have a pending petition in bankruptcy nor is operating as a debtor.

Classes are available in which students learn in a hands-on environment under the eyes of caring and professional nurses, bolstered by a nationally developed Red Cross Curriculum that meets or exceeds state standards. The program places a high emphasis on learning excellent communications skills and the Art of Caregiving to provide compassionate care for people in the health care system. Through lecture, DVDs, role-playing, and laboratory practice, students learn procedural skills such as vital signs, bathing, dressing and positioning. The classroom is equipped with hospital beds and medical equipment to practice skills prior to the clinical rotation.

An emphasis on academics and hands-on skills training, graduates of the NAT program are well prepared for the requirements to pass the state test as well as to be successfully employed in hospitals, long-term care facilities and home healthcare settings.

Course Benefits
+ Small Class Sizes
+ Accessible Locations
+ Classes in almost 100+ cities across the country
+ Exceeds the state minimum requirements
+ Hands-On Experience
+ Licensed and Approved Instructors with Professional Experience
+ Course Length 6-8 Weeks
+ Strives for the highest level of professionalism

What are the duties of a Nurse Assistant?
+ Observing patients
+ Feed patients
+ Personal care (such as toileting, hair care and mouth care)
+ Activities of daily living (such as bathing, dressing and grooming)
+ Transferring in and out of wheelchairs and changing positions in bed
+ Monitoring patient’s vital signs
+ Develop relationships with patients to provide companionship and emotional support
+ Working in a hospital or nursing home environment

Welcome! The American Red Cross is committed to graduating knowledgeable and skillful Certified Nurse Assistants to sit for the State Exam. Our program is modeled after a workplace situation. Students enrolled in the program are expected to adhere to guidelines and standards that will contribute to success in the workplace setting. Students are expected to demonstrate characteristics such as PUNCTUALITY, DEPENDABILITY and ACCURACY. Individuals who complete the program will be well prepared to enter into the next phase of their career.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
Faculty:
All our Instructors have at least one year of Long Term Care experience and have a DSD certification or equivalence. They are qualified to teach the Nurse Assistant Training program and are approved by the Department of Public Health.

Northern California faculty:
L. Lopez RN R. Nieto RN K. Hinkle RN N. Busby LVN B. Gilbert LVN
D. Ferguson RN J. Ice RN S. Hawkins RN C. Carver LVN H. Kaur LVN
J. Jenkins RN R. Moon RN C. Loveland RN M. Stone LVN K. Haugen LVN
N. Gullickson RN S. Sinegal RN L. Nguyen RN J. Rada LVN P. Webb LVN
S. Van Straalen RN L. Kirsch RN K. O’Mara RN M. Hajisharifi LVN

Southern California faculty:
A. Washington RN, L. Alonso- P. Johnson LVN C. Peterson LVN M. Ahumada LVN
C. Dorris RN, Gonzalez LVN A. Johnson LVN K. Salas LVN D. Andrews LVN
M. Seaton RN A. Azizi LVN K. Jones LVN L. Smythe LVN W. Andrews LVN
M. Johnson RN A. Charles LVN M. Charis LVN A. Tam LVN T. Mathis LVN
C. Abella LVN N. Etim LVN I. Keyes LVN T. Wallace LVN
J. Abunas LVN A. Filius LVN M. Lomiteng LVN J. Webb LVN

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund to relieve mitigates economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law, or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for violation of the Act.
PROGRAM FEES:
Assessment Test: No Charge
Background check/life scan finger printing: included in tuition
Registration Fee: $250.00 Non-refundable
Student Recovery Fee: $0.50 Non-refundable
Textbook included in tuition
State Test included in tuition
Tuition: $1249.50
TOTAL: $1500.00

STUDENTS ARE RESPONSIBLE FOR THESE ADDITIONAL FEES:
Physical Exam: $25.00-$75.00
PPD Test: $5.00-$50.00
Uniform: $40.00-$80.00
White tennis shoes: $20.00-$50.00
Watch with a second hand $20.00-$30.00

If a loan was received to pay tuition, the student is responsible to pay loan back and all fees associated with it to the lender. If the student received federal student financial aid funds, the student is entitled to a refund of monies not paid for by the financial aid program funds. This program is not accredited; it is not eligible for any federal financial aid. The American Red Cross does not provide any housing services.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at American Red Cross is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn for Nurse Assistant Training is also at the complete discretion of the institution to which you may transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the American Red Cross to determine if your diploma will transfer. The American Red Cross has not entered into an articulation or transfer agreement with any other school, college or university.

The training and recruitment for the Nurse Assistant Training is done in English; students are required to read and write English at a minimum of 8th grade. All training information is presented prior to enrollment in the class. The information given may be shared with parties to gain understanding. The student must possess a valid Social Security Card to enroll in the program. The school does not provide visa services to students from other countries. The following information may answer some of the questions you have about the Nurse Assistant Training (NAT) Program.

Requirements for Enrollment:
- Must be at least 16 years old
- Must possess a valid Social Security Card
- Must provide a copy of a valid State ID or Passport
- Must provide a copy of high school diploma or GED. Must pass TABE test (not cost to student) if you can’t provide high school diploma or GED
- Must pass a Background Check (no cost to student)

Registration
- Enrollment Agreement and $250 non-refundable deposit (if submitting a money order or cashier’s check, please make payable to American Red Cross)
- Physical exam done within one year of start of the class.
- TB test done within six months of start of the class or 1 year for X-rays
- Livescan fingerprinting (no cost to student)
During Flu season (November 1 – March 31) you must provide proof of flu shoot, or wear a face mask at all times during clinical days.

**Order of Requirements:**
- High School Diploma, GED or TABE test
- Valid State ID or Passport
- Must pass a Background Check
- Submit $250 non-refundable deposit (if submitting a money order or cashier’s check, please make payable to American Red Cross)
- Enrollment Agreement.
- Physical exam (within 1 year of class start date)
- TB Test within 6 months of class start date or 1 year for X-rays
- Letter of Reference (anyone except a family member)
- Acquire uniform to be worn at training
- Seven days prior to the start day of class, rest of tuition (Credit/Debit Card, Money Order or Cashier’s Check only payable to the American Red Cross (No Cash or Personal Checks accepted))
- Fingerprint done by LiveScan (no cost to student).
- Half-way through the class: Register for the State test
- Pass the course and attend Job Fair and Graduation ceremony
- CEP Test - you should reserve entire day for testing
- Present proper documents to take test:
  - Original Social Security Card
  - Acceptable photo ID
  - NAMES MUST APPEAR THE SAME ON BOTH DOCUMENTS
  - DHS form 283B with instructor’s signature

**Prior Convictions:**
If you have been convicted by any court of a crime other than a minor traffic violation, you must submit your fingerprints (via Live Scan) and an application to the Department of Public Health for Certified Nurse Assistant, prior to enrollment in this course. Once you have obtained a criminal background clearance from the Department of Public Health, you may enroll in the course. The state may require the following information, which must be sent to the Department of Public Health, Licensing and Certification Program AID and Technician Certification Section, P.O. Box 997416 Sacramento CA 95899-7416 (916) 327-2445 to obtain clearance:
- Statement of facts, i.e., date(s) and nature of incident(s)
- Disposition of the case (provide court papers)
- Current status
- Letters from your probation officer (if applicable), letters of recommendation (if applicable)

The American Red Cross has the right to deny a student enrollment based on the prior conviction penal section from the Department of Health Services, which constitutes automatic Denial/Revocation of certification. A list of the conviction of penal code section which constitutes automatic denial/revocation can be requested. If you have been cleared by the Department of Public Health for any conviction, bring your stamped clearance to the Red Cross. Please contact the Nursing Training Programs Coordinator regarding your questions and concerns about prior convictions.

**Class Time:** Classes consist of 80 hours of classroom/lab time.

**Clinical Time:** 100 hours of clinical time in a long term care facility is provided.

Complete attendance is required every day of the course. You are expected to be on time every day. If you arrive late, you will be counseled and given a “student at risk” form. If you are late after being warned, it is grounds for dismissal. Students are required to call if they will be absent or late for class or clinical. A phone number will be provided at the start of class and before clinical to report an absence or tardiness for class.
If you will be absent or tardy during clinical days, you need to call your Nurse Assistant Training office and leave a message for your Program Manager. When leaving a message please include the following:

- Student Name
- Date and time of call
- Phone number you can be contacted at
- Reason for absence or tardiness
- Time you will arrive at class/clinical, if returning
- Instructor name and location/city of class or clinical site

Instructors will provide a supervised make-up time for excused absences on the scheduled make-up day. Students requesting transfers after class has started must have a valid reason for not being able to finish the current class, such as a family emergency, health issues, death in family, etc. Documentation verifying the emergency within 2 weeks must be provided. The student will have up to two years from the start day of the class to finish the program. Students requesting transfers up to 5 business days prior to class starting can transfer to the next scheduled class that has room for that student. Students will be allowed one free transfer prior to class start; additional transfer requests prior to class starting will require payment of a $250 processing fee. For students who withdraw after the start of the program or are terminated by the school refunds are computed as follows based on the last day of attendance and refunded at a pro rata rate based on the hours of attendance in the class. The termination date to determine the refund is the last date of actual attendance by the student. No refund will be given to those students completing more than 60% of the training.

The student has the right to cancel and obtains a full refund of charges paid, minus the $250.00 nonrefundable registration fee through attendance at the first class session, or the seventh day after enrollment, whichever is later. All students must sign in each day. Students should place personal items and electronic devices in their assigned storage area prior to the class start time.

Name tags must be worn and visible at all times when in the building, at clinical, and at all Red Cross events, including graduation and job fairs.

Reasons for IMMEDIATE DISMISSAL

- Any physical, verbal threats or attacks on another student, American Red Cross staff, clinical staff or resident.
- Argumentative or disruptive behavior with any staff member.
- Use of profanity or inappropriate language in classroom, clinical site, parking lot or other areas associated with the training site.
- Illegal drug use or alcohol use prior to or during class or clinical.
- Cheating, lying or falsifying information
- Theft
- Insubordination – Failure to follow directive given by an instructor or other authorized personnel, including refusal to sign an At Risk form memo.
- Causing disturbance (example: causing problems in lunchroom, parking lot, nursing home, etc.)
- No show/no call to class.
- Being tardy or leaving early.
- Usage of a cellular phone or other technology device including but not limited to cameras, iPods, iPads, laptops, etc.

Quizzes, Homework & Final Exam Information:

- 80% or higher to pass, 35 multiple choice questions on each quiz.
- Instructor will review the failed quiz and answer any questions the student has and provide the student time to review the material covered on the quiz.
- If a student fails, they must take a make-up test the next day ONLY; will be schedule before or after class.
- A third quiz attempt will be given following the second attempt.
- If the student fails their three quiz attempts, they will be dropped from the class.
- The final exam is 75 multiple choice questions and is comprehensive. Students must score 80% or higher to pass.
If the student fails the first attempt of the final exam there will be one makeup final exam immediately following review of quiz material by the instructor. If the student fails the second attempt of the final exam, the course must be repeated.

The students receive at registration all the materials necessary to study for the training; the students are not required to do any projects or research requiring them to go beyond the materials provided during the class. The School does not provide a library or any other learning resources.

Graduation Day:
All classes will have a graduation ceremony. This will be a time for students’ families, chapter staff, media, communications and donor representatives to congratulate the NAT graduates. Prior to the graduation ceremony, students will complete a course evaluation. Students have the opportunity to earn the following:
- Graduation Certificate of Completion and Red Cross Nurse Assistant Pin
- Merit awards (average of 89-94% on all quizzes- 1st test attempts only)
- Honor awards (average of 95-100% on all quizzes- 1st test attempts only)
- Perfect attendance awards (NO time missed –not tardy and did not leave early.)

Job Fair:
Everyone is required to attend a job fair on graduation day or when scheduled. The Nurse Aide Training Program does not guarantee employment upon graduation nor does the Program offer job placement services beyond life skills training and attendance at a job fair.

Physical Restrictions:
If you have a condition for example; pregnancy, arthritis, back problems, etc. you MUST provide written documentation from your physician that states you are still able to perform physical activities requiring ability to push/pull objects more than 50 pounds and to transfer objects of more than 100 pounds (with assistance) without any restrictions. Students who are not able to provide this documentation will NOT be permitted to attend class.

Non-Discrimination Guidelines:
The American Red Cross fosters equal employment opportunity for all applicants, volunteers and employees, without regard to race, color, sex, religion, national origin, age, handicap or veteran status, except when, with reasonable accommodations, age or handicap substantially limits ability to meet or perform legitimate service standards or poses a safety hazard.

Non-Discriminatory Practices:
In the performance of its diverse humanitarian services and practice of the American Red Cross has been and continues to be based on fundamental concepts that:
- No person shall be deprived of American Red Cross services because of his/her color, sex, race, religious beliefs, national origin or physical or mental handicap as described in the Rehabilitation Act of 1973, except where any individual’s safety will, in the opinion of the American Red Cross, be adversely affected by the participation of a disabled individual in an American Red Cross course.
- There shall be no segregation on the basis of such criteria in the facilities owned, leased or controlled by the American Red Cross.
- The American Red Cross will not knowingly sponsor or conduct services or program activities intended for general public in facilities controlled by others unless such services of program activities are conducted in a manner consistent with these principles.
- The American Red Cross in recognition of its responsibility to its volunteers, staff and the community it serves, reaffirms to assure fair and equal treatment in all its training practices.

Skills Proficiency Requirements
The student must prove proficiency on all skills.
In the lab:
- Skill demonstrated by the instructor
- Student provided with time to practice the skill and ask questions
- 80% of the steps of the skill must be completed without verbal cueing

At the clinical site:
- Instructor must supervise the student the first time a skill is performed in the clinical area
- Student must be able to safely perform skills to provide care to their assigned resident
- The student will provide at minimum the following, each clinical day
  1. 2 transfer skills
  2. 2 hygiene skills
  3. 2 grooming skills
  4. 1 measuring skill
  5. Feeding
- Students must perform and pass all skills in the clinical area to fulfill the requirements of the program
- All students must adhere to the Principles of Care at all times
- If skill(s) not performed at acceptable level, an At-Risk form will be given and student will be tutored.
- If student is unable to perform skills at a safe and acceptable level they will not complete the program
- Students’ space and classrooms must be left neat and clean. Supplies should be put away in the proper places, beds made, tables cleared, clean linen stored in cabinets at the end of each day. Cleaning products are available for tables and equipment as needed.

Complaints and Concerns:
The American Red Cross has a responsibility to take all practical measures to ensure courses and the issuance of certificates meet all requirements contained in the program materials.
- The American Red Cross Nursing Assistant Training Program is committed to providing a work and study environment that is safe, fair and free from discrimination for all members of the community.
- An essential part of developing that environment is ensuring that students are encouraged to come forward with their grievances in the knowledge that the responsible staff will take prompt and effective action to address complaints of discrimination and harassment. Grievances that are not addressed have the potential to grow into major problems that can cause tension, low morale and reduced learning and academic achievement.
- The rules apply to all enrolled students and cover all student grievances of unlawful discrimination or harassment. Unlawful harassment is unwelcome and offensive and intimidating behavior, comments or images based on any of these grounds.
- The grievance may be against another student/s or staff member/s.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site www.bppe.ca.gov.

Principles:
- Grievances should be treated seriously and sensitively, having due regard to procedural fairness, confidentiality and privacy. Requirements relating to confidentiality and privacy extend to the use and storage of any information and records related to a grievance.
- A grievance should be handled quickly and as close to the event as possible. This may be modified by the nature of the grievance and the students’ wishes. Students should raise concerns as early as possible after the incident/s occurred.
- Wherever possible, grievances should be resolved by a process of discussion, cooperation and conciliation. The aim is to reach an acceptable outcome that minimizes any potential detriment to ongoing relationships.
- Both the person raising the grievance (the complainant) and the person against whom the grievance is made (the respondent) will receive appropriate information, support and assistance in resolving the grievance.
- No person should be victimized because they raise a complaint or are associated with a grievance.
- Students should not investigate grievances that are frivolous or malicious. All students are expected to participate in the grievance resolution process in good faith.
If a participant has concerns regarding the nurse assistant training program, the following steps may be taken:

1. Discuss concern with instructor in the classroom first.
2. Complete the Nurse Assistant Training Program Complaint/Grievance Form and forward it to the Program Manager.
3. The Program Manager will discuss with the student within two (2) business days.
4. If at this point the complaint has still not been resolved, a written complaint may be filed with the Senior Program Manager.
5. The Senior Program Manager will discuss with student within two (2) business days.

PROCEDURE DETAILS FOR COMPLAINTS AND CONCERNS:

Talk to the Primary Instructor and/or Program Manager: the student should not take matters into their own hands. They are encouraged to take matters up with the American Red Cross Primary Instructor. When the grievance involves the instructor, the student should refer the matter to the Program Manager.

Complete the Nurse Assistant Training Program Complaint/Grievance Form stating the details and present it to the Primary Instructor or, depending on the circumstances, to the Program Manager. The American Red Cross Instructor should address the grievance with a view to resolving it expeditiously, normally within two (2) business days of receiving the complaint. This would involve meeting with the Program Manager:

- Carefully listening to the student’s concerns and their desired outcomes;
- Providing the student with a copy of this document, explaining the grievance procedures and the range of options open to them;
- Keeping all of those involved about the progress of the matter; and
- Monitoring the situation during and after the resolution process.

At the end of their direct involvement with the matter, the Instructor will make appropriate file notes on the grievance resolution process and outcomes, which should be stored in a separate grievance file.

Referral to the Senior Program Manager: if the complainant believes the grievance has not been resolved to their satisfaction during Step 1, the matter should be referred to the Senior Program Manager. The Senior Program Manager would then try to resolve the matter within two (2) business days of receiving the grievance, following the process similar to that outlined in Step 1.

All records will be maintained at the class location. All records will be maintained in a safe and secure location. Only the Manager and his/her designee shall have access to the records, which are retained for a period of five years. Records will be available to the students by appointment during normal business hours as posted. Please retain copies of your TB and physical. ARC will charge $8 for any requested copies.

Records will be also available to all duly authorized individuals, i.e., any person authorized by the Bureau for Private Postsecondary Education Reform Act of 1989.

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916)263-1897.

NURSE ASSISTANT TRAINING AND BEYOND

Upon the completion of the Nurse Assistant certification you will be able to be employed in a meaningful line of work that helps others. However what if you wish to advance your career? Many nursing assistants use this as a stepping stone for more challenging responsibilities such as a registered nurse (RN) or licensed practical nurse (LPN) in the future. Before you attend school you need to decide which programs work best based on your career goals, time frame and current lifestyle. Making a sound decision on your education will help set your nursing career up for success. Every state has different requirements for interested nurse assistants looking to advance their education and careers to the next stage.
Definition of Nursing Roles:

- Registered nurse (RN): An individual, who has graduated from a state-approved school of nursing, passed the NCLEX-RN Examination and is licensed by a state board of nursing to provide patient care.
- Licensed practical/vocational nurse (LPN/VN): An individual who has completed a state-approved practical or vocational nursing program, passed the NCLEX-PN Examination, and is licensed by a state board of nursing to provide patient care. Normally works under the supervision of a registered nurse, advanced practice registered nurse or physician.
- Advanced practice registered nurse (APRN): An RN who has a graduate degree and advanced knowledge. There are four categories of APRNs: certified nurse-midwife (CNM), clinical nurse specialist (CNS), certified nurse practitioner (CNP) or certified registered nurse anesthetist (CRNA). These nurses can diagnose illnesses, and prescribe treatments and medications.
- Certified medication aide/assistant (MA-C): A person who is certified to administer medication under the supervision of a nurse.
- Certified nursing aides/assistant (CNA): A person who is certified to assist with the delivery of direct nursing care to patients. Works under the supervision of a nurse.
- Unlicensed assistive personnel (UAP): Any unlicensed person, regardless of title, who performs tasks delegated by a nurse. This includes certified nursing aides/assistants (CNAs), patient care assistants (PCAs), patient care technicians (PCTs), state tested nursing assistants (STNA), nursing assistants-registered (NA/Rs) or certified medication aides/assistants (MA-Cs). Certification of UAPs varies between jurisdictions.

Grants vs. Loans

For those interested in college nursing courses, grants and loans could be an option. Grants are money you don’t have to repay and are usually based on your financial need while loans are money you borrow that you must pay back, usually with interest costs. There are low-interest federal student loans as well as federal parent loans to help pay for their child’s education. Federal Student Aid (FAFSA) is responsible for managing the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965. These programs provide grants, loans, and work-study funds to students attending college or career school. For more information on FAFSA please visit: https://fafsa.ed.gov/.

Revised once a year or as needed
(Rev. August 2014)
### School Performance Fact Sheet
#### 2012 & 2013 Calendar Years
##### Nurse Assistant Training Program

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>Graduates</th>
<th>Completion Rate</th>
</tr>
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<tbody>
<tr>
<td>2012</td>
<td>324</td>
<td>324</td>
<td>274</td>
<td>84%</td>
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<td>2013</td>
<td>309</td>
<td>309</td>
<td>260</td>
<td>84%</td>
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<table>
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<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Students Available for Graduation</th>
<th>150% Graduates</th>
<th>150% Completion Rate</th>
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<td>2012</td>
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<td>61%</td>
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<td>309</td>
<td>309</td>
<td>7</td>
<td>44%</td>
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<th>Calendar Year</th>
<th>Number of Students Who Began Program</th>
<th>Number of Graduates</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in the Field</th>
<th>Placement Rate Employed in the Field</th>
<th>Graduates Employed in the Field an average of less than 32 hours per week</th>
<th>Graduates Employed in the Field at least 32 hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>324</td>
<td>274</td>
<td>Not Available</td>
<td>Not Available</td>
<td>Not Available</td>
<td>Not Available</td>
<td>Not Available</td>
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<tr>
<td>2013</td>
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<tr>
<th>Calendar Year</th>
<th>Graduates Available for Employment</th>
<th>Graduates Employed in Field</th>
<th>Annual Salary and Wages Reported Graduates Employed in the Field</th>
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<td>$15,000 to $20,000</td>
<td>$20,001 to $25,000</td>
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*Number based on the students that responded to survey.
Certified Nursing Assistant

Job Description:
Certified nursing assistants (CNA) were previously referred to as nursing aides (females) or orderlies (males). CNAs provide basic patient care under the direct supervision of the nurses responsible for providing direct patient care. CNAs may spend more time with patients than anyone else on the health care team. For this reason, they can easily form lasting connections with patients, especially when they work in extended-care facilities where the same patients are cared for each day.

CNA training is intended for those who seek entry-level employment in the health care field. A CNA program may also be a prerequisite for students who need direct patient care experience as an admission requirement for a higher level health care program or for those who wish to test their interest in health care as a career. Individuals might also consider CNA training if they are interested in working in health care to support their education.

CNAs are employed by extended-care facilities, hospitals, home health, and by individuals who want extra help when they are in the health care facility or in their own home. When working in a private home there are often additional duties, such as cooking, shopping, or light cleaning.

Duties and Responsibilities:
- Take vital signs (temperature, blood pressure, pulse, and respiratory rate).
- Provide direct patient care such as assisting with bathing, eating, dressing, and walking patients.
- Turn and reposition bedridden patients to prevent breakdown of their skin.
- Change bed linens.
- Record amount of oral intake and measure urinary output.
- Collect specimens for test.
- Supply and empty bed pans.
- Interact with patients and family.
- Transport patients and equipment as needed.
- Keep a record of care given. “If you don’t document it, it didn’t happen.”
- Monitor patients and report any variances to the nurse for further assessment.
- Follow infectious disease precautions to prevent the spread of organisms.
- Respect the person’s rights, provide privacy, and maintain patient confidentiality.
- Respond properly to emergencies and know all facility safety procedures.

Personal Qualities:
CNAs spend much of their time with patients who are ill or injured, sometimes doing unpleasant work such as changing bedpans. They must be compassionate and truly interested in helping others. Other important qualities are patience, honesty, good health, and the willingness and ability to follow directions.

Physical Requirements:
CNAs spend a lot of time walking and moving about. They must have sufficient strength to turn, lift, and assist patients with movement.

Educational Requirements:
A precertification program consists of at least sixty (60) classroom hours of training on basic nursing skills, patient safety rights, the social and psychological problems of patients, resident abuse prevention, recognition and proper reporting procedures. In addition to the sixty (60) classroom hours of training required, the precertification training program shall consist of at least one-hundred (100) hours of supervised and on-the-job training clinical practice. The one-hundred (100) hours may consist of normal employment as a nurse assistant under the
supervision of either the director of nurse training or a licensed nurse qualified to provide nurse assistant training who had no other assigned duties while providing the training. At least two (2) hours of the sixty (60) hours of classroom training and at least four (4) hours of the one-hundred (100) hours of supervised clinical training shall address the special needs of persons with developmental and mental disorders, including mental retardation, Alzheimer's disease, cerebral palsy, epilepsy, dementia, Parkinson's disease and mental illness.

**Certification Requirements:**
An applicant for certification as a Certified Nurse Assistant (CNA) shall comply with each of the following:
Be at least 16 years of age.
Have successfully completed a training program approved by the department, which includes an examination to test the applicant’s knowledge and skills related to basic patient care services.
Obtain a criminal record clearance (Live scan/Fingerprint images)

**Re-Certification Requirements:**
A certificate holder shall renew their certificate every two (2) years. A certificate holder must submit documentation of completion of forty-eight (48) hours of Continuing Education Units (CEU’s) through an approved training program. At least twelve (12) of the forty-eight (48) hours of CEU’s shall be completed in each of the two (2) years. And twenty-four (24) of the forty-eight (48) hours of CEU’s may be obtained through approved online computer training program.

**Career Ladders:**
CNA is a prerequisite for many RN or LVN programs. Because of the increasing importance of the CNA to the health care team, some employers are offering opportunities for CNAs to learn new skills and move up to positions with more responsibility. CNA is a currently prerequisite for many RVN and LVN programs.

**A CNA MAY NOT PERFORM ANY NURSING FUNCTIONS THAT MUST BE PERFORMED BY A LICENSED HEALTH CARE PROFESSIONAL SUCH AS:**
- Perform invasive procedures
- Pass/administer medications or give injections (This includes the administration of any medication associated with treatment of eyes, ears, nose, mouth or genitourinary tract.)
- Perform ostomy care or apply wafer to skin.
- Insert, irrigate, or replace catheters.
- Suctioning
- Perform sterile procedures (dressing change, debridement, tracheostomy care)
- Administer gastrostomy or nasogastric feedings.
- Administer oxygen