



Nursing Assistant Course

Information Guidelines

2011-2012

**2501 S. Division
Blytheville, AR 72315
870-780-1228**

Arkansas Northeastern College
Nursing Assistant Course
Information Guidelines
2011 – 2012

The Arkansas Northeastern College (ANC) Nursing Assistant (NA) Course is an eight week Certificate of Proficiency course that provides the required 90 hours of training by the Arkansas Department of Health, Office of Long Term Care for students to qualify to test and become a Certified Nursing Assistant (CNA). The Nursing Assistant Course provides instruction on the fundamentals of nursing by means of lectures, discussions, and videos in the classroom along with skill demonstration and validation in the clinical laboratory. The course also provides training in Cardio-pulmonary Resuscitation, First Aid and completes with a supervised clinical experience in a long term care facility. Medical Terminology is also a required course in completing the Certificate of Proficiency in Nursing Assistant.

Nursing Assistant Courses are offered twice each Fall and Spring semester at both the ANC Burdette and Paragould Campuses. Summer classes at the ANC Burdette Campus are offered on as needed bases.

Admission Criteria

Admission to the Arkansas Northeastern College NA Course is based on students meeting the following enrollment requirements:

- 1). Complete ANC Application for Admission.
- 2). Have current TB skin Test or chest x-ray results submitted to NA Office or Instructor.
- 4). Complete the ANC Nursing Assistant Application for Admission and submit to the Burdette or Paragould Campus as indicated on the application form.
- 5). Completion of COMPASS with a minimum required score of 60 in Reading.
- 6). Attend the Nursing Assistant Orientation session as scheduled.

It is the student's responsibility to complete the requirements for admission and to submit the required information to the registrar's office. All applicants who have completed the general ANC application, the NA course application, submits current TB skin test or chest x-ray results, and completes the COMPASS with a minimum required score of 60 in Reading will be notified regarding a mandatory orientation session. This session is scheduled to assist students by providing course information and answering any questions regarding the Nursing Assistant Course. Applicants meeting admission criteria will be invited to register for the NA course based on seat availability. Selection will be based on ranking the COMPASS Reading score.

**Nursing Assistant Course
Admission Requirements Checklist**

Please use this checklist to ensure that you have completed the requirements to be considered for the Nursing Assistant Course. It is the applicant's responsibility to make sure that ANC receives all necessary applications, test results, and required documentation is submitted as noted.

1. Complete admission requirements for enrollment into Arkansas Northeastern College.
_____ Complete ANC Application and submit with the NA application to the ANC Burdette or Paragould Campus.

ANC-Burdette Center

Attn: Nursing Assistant Department
P.O. Box 36
Interstate 55 & Hwy 148
Burdette, AR 72321

ANC-Paragould Center

Attn: Nursing Assistant Department
P.O. Box 458
1032 West Kingshighway
Paragould, AR 72451

- _____ Complete COMPASS placement testing.
_____ Submit proof of Immunization (TB skin test or chest x-ray).

2. Complete admission requirements for enrollment into the Nursing Assistant Course.
_____ Complete Application for Admission to the NA Course and submit to the Burdette or Paragould Campus as noted above:
_____ Attend mandatory orientation session as scheduled by invitation. Applicants will be called or mailed letter of invitation with dates and place. Orientation session will include the following agenda:
_____ Review of Nursing Assistant Course requirements and admission criteria.
_____ Review requirements of the Office of Long Term Care.
_____ Submit proof of immunizations.
_____ Complete and submit the "Health Data and Medical History Form".
_____ Review instructions for registering for NA Course.
_____ Receive Textbook list for NA course.
_____ Review the Office of Long Term Care
_____ Questions and Answers.

Advisement and Placement

COMPASS testing for those interested in Nursing Assistant will be offered at the following locations: Students may call and schedule Placement Testing as follows:

ANC Main Campus - 870-762-3108

ANC Burdette Campus- 870-763-1486

ANC Paragould Campus- 870-239-3200

This evaluation, advisement and placement service is free to the student.

Developmental Education Courses

Students who do not meet the minimum reading requirement on the COMPASS test may take developmental education courses to increase their skill level. The developmental courses have pre-established exit levels which are equivalent to the minimum COMPASS score required for admission into the NA Course.

Nursing Assisting Course Objectives:

The objective of the Nursing Assistant Training Program is the provision of quality of services to patients by Nursing Assistants who are able to:

Perform uncomplicated nursing procedures, and assist licensed practical nurses or registered nurses in direct resident care.

Form a relationship, communicate, and interact competently on a one to one basis with the residents, as part of a team, implementing resident care objectives.

Demonstrate sensitivity to residents' emotional, social, and mental health needs through skillful, directed actions.

Assist residents in attaining and maintaining functional independence.

Exhibit behavior in support and promotion of resident's rights.

Demonstrate observational and documented skills needed in support of the assessment of residents.

Course and Clinical Attendance:

Enrolled students are expected to attend all classes, be on time, and remain in each class for the scheduled class time. Strict attendance records are maintained and students must attend the scheduled clinical site rotations in its entirety to satisfactorily complete the course.

Other Admission Considerations and Guidelines

Personal Health Data and Medical History

Students are required to complete the Personal Health Data and Medical History Form and submit by the first day of class. The information contained on the form is confidential and will be used only as an aid in providing necessary health care to you while a student if an emergency were to arise. Students who are pregnant or who have an altered health status must have written approval from their physician to continue in the clinical rotation. Students must meet all stated clinical outcomes and objectives along with meeting all attendance requirements.

Health Insurance

Arkansas Northeastern College does not provide medical related services, nor does the College assume responsibility for injuries incurred by students during any College activity. Medical services may be obtained from local doctors, clinics, and hospitals at the student's expense. All students are encouraged to carry their own health and accident insurance throughout the program.

Immunizations:

A current TB Skin test is required performed which indicates freedom from active tuberculosis. A chest x-ray is required for any student who has tested positive to a previous TB skin test.

Conviction of a Crime

Persons convicted of a crime may not be eligible to take the Certified Nursing Assistant (CNA) Exam. Many of the long term facilities require a criminal background check prior to students attending their clinical rotation.

Disqualifying Criminal Offences List

Effective October 1, 1997, long term care facilities shall not knowingly employ or hire a person who has been found guilty or has pled guilty or nolo contendere to any of the offenses listed below by any court in the State of Arkansas or any similar offense by a court in another state or of any similar offense by a federal court.

1. Capital murder, § 5-10-101;
2. Murder in the first and second degree, §§ 5-10-102 and 5-10-103;
3. Manslaughter, § 5-10-104;
4. Negligent homicide, § 5-10-105;
5. Kidnapping, § 5-11-102;
6. False imprisonment in the first degree, § 5-11-103;
7. Permanent detention or restraint, § 5-11-106;
8. Robbery, § 5-12-102;
9. Aggravated robbery, § 5-12-103;
10. Battery in the first, second and third degree, §§ 5-13-201, 5-13-202, and 5-13-203;
11. Aggravated assault, §5-13-204, and assault in first and second degree, §§ 5-13-205 and 5-13-206;
12. Introduction of controlled substance into body of another person, § 5-13-210;
13. Terroristic threatening in the first and second degree, § 5-13-301;
14. Rape, § 5-14-103;
15. Sexual assault in the first, second, third and fourth degree, §§ 5-14-124 – 5-14-127;
16. Sexual indecency with a child, § 5-14-110;
17. Violation of a minor in the first and second degree, §§ 5-14-120 and 5-14-121;
18. Incest, § 5-26-202;
19. Domestic Battery (all degrees), §§ 5-26-303 - 5-26-306;
20. Endangering the welfare of incompetent person in the first and second degree, §§ 5-27-201 and 5-27-202;
21. Endangering the welfare of a minor in the first and second degree, § 5-27-205 and 5-27-206;
22. Permitting abuse of a minor, § 5-27-221;
23. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or employing or consenting to the use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, §§ 5-27-303, 5-27-304, 5-27-305, 5-27-402, and 5-27-403;
24. Felony abuse of an endangered or impaired person, § 5-28-103;
25. Theft of property, § 5-36-103;
26. Theft by receiving, § 5-36-106;
27. Arson, § 5-38-301;
28. Burglary, § 5-39-201; Rules and Regulations for Conducting Criminal Record Checks Page 5 October 1, 1997 (Revised September 1, 2009)

29. Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 – 5-64-501 et seq;
30. Prostitution, §5-70-102, Patronizing a prostitute, §5-70-103, or Promotion of prostitution (all degrees), §§ 5-70-104 – 5-70-106;
31. Stalking, § 5-71-229;
32. Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, § 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this section.
33. Forgery, § 5-37-201;
34. Breaking or entering, § 5-39-202;
35. Obtaining a controlled substance by fraud, § 5-64-403;
36. Computer child pornography, § 5-27-603;
37. Computer exploitation of a child in the first and second degree, § 5-27-605.
38. Coercion, §5-13-208;
39. Terroristic act, §5-13-310;
40. Voyeurism, §5-16-102;
41. Communicating death threat concerning a school employee or student, §5-17-101;
42. Interference with visitation or interference with court-ordered custody, §§5-26-501 and 5-26-502;
43. Contributing to the delinquency of a minor or juvenile, §§5-27-209 and 5-27-220;
44. Soliciting money or property from incompetents, §5-27-229;
45. Theft of services, §5-36-104;
46. Criminal impersonation, §5-37-208;
47. Financial identity fraud, §5-37-227;
48. Resisting arrest, §5-54-103;
49. Felony interference with a law enforcement officer, §5-54-104;
50. Cruelty to animals, §5-62-101;
51. Public display of obscenity, §5-68-205;
52. Promoting obscene materials, §5-68-303 or Promoting obscene performance, §5-68-304;
53. Obscene performance at a live public show, §5-68-305;
54. Public sexual indecency, §5-14-111;
55. Indecent exposure, §5-14-112;
56. Bestiality, §5-14-122;
57. Exposing another person to human immunodeficiency virus (HIV), §5-14-123;
58. Registered sex offenders, §§5-14-128 – 5-14-132;
59. Criminal use of a prohibited weapon, §5-73-104;
60. Simultaneous possession of drugs and firearms, §5-74-106; and
61. Unlawful discharge of a firearm from a vehicle, §5-74-107.

Functional Ability

Nursing Assisting is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The knowledge, skills and abilities to safely and effectively practice Nursing Assisting is important. To ensure that your decision to become a Nursing Assistant is the correct the NA faculty asks that you understand the physical, emotional, and professional demands of being a Nursing Assistant. Take into consideration whether you can perform the following functions, with or without accommodations. If you determine that you are unable to do any of the skills listed and you have a documented disability, you will then need to determine if a reasonable accommodation can be provided. Throughout the NA course and upon entering the healthcare workforce, you will find yourself in a variety of learning experiences. You will need to take into consideration the specifics of each body position and the percentage of time the skill requires in order to determine if reasonable accommodations can be provided.

To request an accommodation, you will need to contact Arkansas Northeastern College's Student Services office and present documentation of your disability.

Functional Ability Categories, Descriptions and Representative Activities and Attributes

Gross Motor Skills:

Students must be able to:

- move in confined spaces
- maintain balance
- turn and twist body from side to side
- reach above and below the waist and above the head and in front of the body
- push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another

Fine Motor Skills:

Students must be able to:

- Demonstrate hand and finger coordination that allows student to grasp, twist, pinch and squeeze (e.g. Handling a medical record, opening packages of disposable supplies, opening jars and bottles)
- strength to work with objects weighing 5lbs for at least 5 seconds

Senses: Smell, Hearing and Vision:

Students must be able to:

- detect differences in body and environmental odors
- hear and understand voices spoken at a normal speaking volume within a distance of 10 feet
- hear faint noises such as whispers and client's breathing patterns within a range of 3 feet
- see objects clearly within a minimum of 20 feet
- have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room
- read and interpret written data held at normal reading distance
- hear moderate sounds such as IV pump alarms, patient nurse-call systems, intercoms, telephones

Emotional Stability:

Students must be able to:

- interact and support clients during times of stress and emotional upset
- adapt to changing situations and emergency conditions while maintain emotional control
- cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm
- focus attention on client needs despite interruptions and multiple demands
- focus attention on tasks through to completion

Interpersonal Skills:

Students must be able to:

- apply knowledge gained in classroom to establish appropriate relationships with clients, families and co-workers
- interact as a member of the health care team
- respect, accept and accommodate to the extent possible diversity in culture, religion, sexual orientation, marital status, socio-economic status, and abilities and disabilities
- successfully manage interpersonal conflict

Reading:

Students must be able to:

- read and understand information at the level of the minimum passing score on the entrance assessments
- understand and document using charts, graphs and worksheets
- read and understand digital and computer displays

Math:

Students must be able to:

- perform basic math including add, subtract, multiply, and divide
- count and understand the meaning of numbers
- measure length by reading a tape measure or ruler
- tell time on a clock

Tactile Ability:

Students must be able to:

- distinguish subtle vibrations through the skin (pulse)
- move quickly in case of emergency situations
- identify the subtle difference in surface characteristics (feel a raised rash, swelling)
- detect temperature (e.g. Skin, liquids, environment, equipment)

Mobility:

Students must be able to:

- squat or modified squat (one knee on floor) for at least 1 minute
- climb and descend a flight of stairs in succession
- walk independently without the assistance of a cane, walker, crutches, wheel chair or the assistance of another person
- move quickly (e.g. responding to emergencies)
- walk (e.g. walk with client)

Environmental & Physical Endurance:

Students must be able to:

- demonstrate stamina sufficient to maintain continuous physical activity for a period of time from 5-8 hours
- tolerate exposure to common allergens such as :pets (e.g. service or therapy animals), body lotions and soaps (e.g. patient hygiene products), cleaning products (e.g. antiseptics, disinfectants)
- tolerate working in confined areas with temperatures as high as 90 degrees (e.g. assisting with showers and baths)

Speech and Communication:

Students must be able to:

- interact with others to report observations and advocate for the needs of clients
- speak, write and understand English at a level to effectively communicate with clients as well as report and document client information
- understand flow charts, graphs to interpret data and enter data

Students understand that the state of Arkansas offers the state certification exam in English

**Arkansas Northeastern College
Nursing Assistant Course
Program Cost 2011-2012**

Tuition	Per Credit Hour	
Mississippi County Residents	\$ 55.00	
Out of County Residents	\$ 65.00	
Bootheel & Tennessee Border	\$ 65.00	
Out of State Residents	\$115.00	
International Students	\$115.00	
 Estimated Tuition, In-County Fees		Totals
Nursing Assistant Course, In County (6 credit hours)		\$330.00
Medical Terminology Course (1 credit hour)		\$ 55.00
Registration fee (\$25.00/semester x 1)		\$ 25.00
Technology fee (\$6.00 per credit hour x 7)		<u>\$ 42.00</u>
In-County Total		\$452.00
Out-of County		\$522.00
 Other CNA Course Costs		
Required Textbooks		\$100.00
Hepatitis B Immunizations (may sign waiver)		\$150.00
TB Skin Test (required)		<u>\$ 15.00</u>
		\$265.00
 Course Completion Fees		
Certification Exam Fee (required)		\$ 89.00
(May be waived if a graduate gains employment as a nursing assistant)		
 Estimated Total Program Cost (In County)		 \$876.00

* Expenses are estimated and in effect at the time of this document but are subject to change. Revised 6/11

Students may contact a Career Pathway Counselor at either the ANC Burdette (870-763-1486) and/or the Paragould Campus (870-239-3200) regarding eligibility requirements for possible financial assistance.

Students may also contact Financial Aid at the ANC Main Campus regarding scholarships and grant applications.

**Arkansas Northeastern College
Statement of Understanding of Functional Categories
Nursing Assistant Course**

Nursing Assistant Course

The Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, the faculty and staff of Arkansas Northeastern College make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities of a student in the above named program. In addition, information was given to the student on reasonable accommodations to meet the *Functional Abilities* at this time.

Please sign upon initial program interest and at time of admission to the NA Course.

_____ I have read and I understand the Functional Ability Categories specific to a
(initials) student in this program.

_____ I am able to meet the *Functional Abilities* as presented, and have been provided
(initials) with information concerning accommodations or special services if needed at
this time.

Name of Student **(Please Print)**

Signature **(legible please)**

**Arkansas Northeastern College
Nursing Assistant Course
Application for Admission**

Please complete and return this application to the Center in which you are applying:

**Arkansas Northeastern College
Burdette Center
Attention: NA Department
P.O. Box 36 Hwy 148 and I 55
Burdette, AR 72321**

**Arkansas Northeastern College
Paragould Center
Attention: NA Department
P.O. Box 458 1032 West Kingshighway
Paragould, AR 72450**

Date of Application: _____

Name: _____
(Last) (First) (Middle) (Maiden)

Mailing Address: _____
(City) (State) (Zip)

Physical Address: _____
(Street Number) (City) (State) (Zip)

Contact Phone Numbers: Home _____ Work _____ Cell _____

Date of Birth: _____ Social Security #: _____ - _____ - _____

Completion of this information is optional for statistical purposes only and does not affect admission status.	
Age: _____	Marital Status: Single _____ Married _____
Sex: Male _____ Female _____	
Race: Black _____ White _____ Spanish American _____ Asian _____ Other _____	

Semester applying for : Fall _____ Spring _____ 1st Course _____ 2nd Course _____ Year _____

Choice of Campus: Burdette _____ Paragould _____

Did you graduate High School or obtain a GED _____ Yes _____ No

If you did not complete High School, what was your highest grade completed. _____

Ever held a license in any healthcare profession? Yes _____ (Type _____) No _____

Have you ever been convicted of a Crime? _____

I acknowledge that all information provided is true and that misrepresenting the truth can lead to dismissal from the ANC Nursing Assistant Course. I understand that persons convicted of certain crimes may not be eligible to attend clinical or take the CNA Certification Exam at the completion of the Nursing Assistant Course. I understand that if I have questions or concerns related to this issue I should contact the NA Instructor or the Allied Health Program Director at (870) 780-1200 or the Arkansas Department of Health and Human Services Office of Long Term Care in Little Rock, AR at (501) 682-8430.

Print Name

Student Signature (legible please)

Date

**Arkansas Northeastern College
Nursing Assistant Course
Personal Health Data and Medical History**

The information provided on this form is confidential and will be used only as an aid in providing necessary health care if an emergency were to arise while a student in the NA Course.

Name _____ Social Security # _____
 Last First Middle

Address _____ Phone # _____
 Street City State Zip

Date of Birth _____ Age _____ Gender _____ Height _____ Weight _____

Physician _____ Known Allergies _____
 Name Address Phone #

Person to Notify in Case of Emergency	Phone#	Relationship
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Attach proof of current **Tuberculosis skin test** or chest x-ray, as appropriate.

Students are responsible for their own Health and Accident Insurance.

ANC does not provide medical related services, nor does the College assume responsibility for injuries incurred during any College related activity.

Please respond to the following health related questions by indicating “yes” or “no”:

Condition	Have you ever had:		Do you presently have:	
Orthopedic (Bone) Problems	Yes	No	Yes	No
Chemical Dependency (Alcohol/Drugs)	Yes	No	Yes	No
Chronic Communicable Disease	Yes	No	Yes	No
Psychiatric (Mental) Problems	Yes	No	Yes	No
Dental Problems	Yes	No	Yes	No
Neurological (Nerve) Problems	Yes	No	Yes	No
Cardiovascular (Heart) Problems	Yes	No	Yes	No
Respiratory (Lung) Problems	Yes	No	Yes	No
Other Significant Health Problems	Yes	No	Yes	No

Please describe any health problems below. Include duration, treatments, and resolution of the health problems.

Medical clearance is required on any health problem that could interfere with the ability of the student to meet the performance criteria for the program, endanger the safety of a patient and/or jeopardize the health of the student if he/she attempts to meet the performance criteria.

I understand that being a student in the Nursing Assistant course and to practice as a NA will require me to have certain functional abilities as documented in the Nursing Assistant Information guidelines.

Student Printed Name

Student Signature

Date

Documentation for Medical Clearance

This form is not complete without attachments, as appropriate and the signature of both the student and physician if medical clearance is needed.

I have examined _____ and give him/her medical clearance to enroll in the Nursing Assistant course at Arkansas Northeastern College. To the best of my knowledge and abilities, as determine by physical assessment, he/she can perform duties as required of a Nursing Assistant.

Physician notes if indicated:

Physician's Printed Name

Physician's Signature

Date

Student's Printed Name

Student's Signature

Date