

**WILCO AREA CAREER CENTER**  
**500 Wilco Blvd., Romeoville, IL 60446**  
**815-838-6941**

**Course Title:** NA 101 – Certified Nurse Assistant Training

**Instructors:** Karen Aldworth RN, Julian Avila RN, Laurie Bartels RN, Debra Bunker RN, Patricia Crofoot RN, Nancy Evans RN, Melanie Phillips RN, Catherine Strle RN

**Length of Course:** One Year

**Articulation / Relationship:**

Students that complete all Illinois Department of Public Health (IDPH) requirements and receive a final score of 80% or above may be eligible to receive 6.0 credit hours from Joliet Junior College for NA 101.

**Description / Content:**

Designed to prepare qualified nurse assistants to administer care as a member of a nursing team in hospitals and long-term care facilities. Course content includes principles of patient care and laboratory / clinical experience. Program is certified by the Illinois Department of Public Health.

**Instructional Philosophy:**

The Basic Nurse Assistant Training Program is structured to prepare the student for employment as a Certified Nursing Assistant (CNA). The curriculum includes all standards and procedures contained in the IDPH Certified Nurse Aide Instruction Manual. The State Nurse Assisting Competency Examination can be taken with the successful completion of the theory portion of this class at least 40+ hours of on-site clinical experience at a local nursing facility, which is included in the course structure. Upon passage of the state certification exam, the student will be eligible to gain employment as a CNA in various health care facilities such as hospitals, nursing homes, assisted living facilities and home health agencies. Students may also choose to continue their education in preparation for any number of careers in the health care field.

**Credit & Contact Hours:**

Students will receive 3 high school credits for successful completion of this school year long course.

Joliet Junior College offers 6 credit hours for the successful completion of this course with a final grade of 80% or better. Students are expected to pass the Illinois State Certification Exam on the first (1<sup>st</sup>) attempt.

**Others:**

Students must be at least 16 years of age and must have completed at least 8 years of grade school or provide proof of equivalent knowledge. Students must be able to speak and understand the English language and be in good physical, mental and emotional health. American Heart Association (AHA) Basic Life Support (BLS) CPR certification must be completed prior the clinical experience.

**Books, Supplies & Supplemental Materials:****Required:**

1. Sorrentino/ Remmert (2014) Mosby's Essentials for Nursing Assistants; 5<sup>th</sup> edition text book.
2. Study guides and homework as assigned by instructors.

**Student Learning:**

1. Discuss the role of the nurse assistant in various healthcare settings.
2. Name the body systems and describe their functions.
3. Perform all 21 state required performance skills satisfactorily (competently).
4. Demonstrate effective ways to care for residents with Alzheimer's Disease and related dementias.
5. Identify and demonstrate the correct procedure when performing CPR.
6. Demonstrate respect for the resident as a physical, social, psychological and spiritual being.
7. Practice safe and complete personal care to all assigned residents.

**Supplemental Material:**

1. Students will need to purchase a white Wilco scrub top along with navy blue scrub pants. These scrub items will be purchased by the student through Wilco's uniform supplier. White socks & white leather shoes are required for the clinical experience and will be purchased by the student.
2. Students will need a watch with a second hand.
3. Students will need a completed physical exam that includes a 2 step TB skin test (or equivalent chest x-ray or blood test) prior to the start of the clinical experience.
4. American Heart Association BLS – CPR certification will be available through Wilco Area Career Center prior to the start of clinical experience.
5. Optional: Gait Belt

**Method of Instruction:**

1. Lecture (classroom theory presentation)
2. Skills laboratory
3. Clinical on-site rotation

## **Beneficial Skill / Knowledge**

The ability to perform basic math functions such as addition, subtraction and fractions is required. Knowledge of biology and anatomy is beneficial.

## **General Education Student learning outcomes:**

Students will demonstrate an ability to think critically and analytically.

## **Grades Assignments and Policies:**

1. Chapter quizzes (representing each chapter in the text book) will be given.
2. Four (4) Module exams (each covering multiple chapters) will be given during this course. There will be two (2) module exams given during each semester.
3. One (1) comprehensive exam will be given at the end of the 2<sup>nd</sup> semester.
4. Clinical performance evaluation (based on clinical evaluation tool).
5. Chapter assignments / vocabulary related to each chapter's content.
6. Active participation in skills laboratory and at the clinical site.
7. Three (3) special projects during the year:
  - A. Skill poster presentation / pamphlet during Module 2
  - B. Fluid (liquid dietary) Tray during Module 3
  - C. Alzheimer's Disease Research paper during Module 4

## **Grading Policy:**

1. An average of at least 80% is required in each of the following areas: chapter quizzes, four (4) module exams and one (1) comprehensive final exam and in clinical performance.
2. Overall average of at least 80% is required and will be evaluated at the end of semester one (1) and prior to registration for state certification exam.

\*\*\* Not meeting one of more of these areas indicates that the student is not performing within the course requirements.

### **Wilco ACC grading scale**

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

### **JJC Dual Credit grading scale**

94 – 100 = A

88 – 93 = B

80 – 87 = C

79 or below will result in student becoming ineligible for JJC dual credit and state certification exam.

## Major Tests & Quizzes

1. Chapter quizzes account for 40% of the student's overall grade.
2. Module exams (4) account for 10% of the student's overall grade.
3. Chapter assignments accounts for 20% of the student's overall grade.
4. Active participation in skills lab / clinical site performance account for 20% of the student's overall grade.
5. End of the year comprehensive final exam accounts for 10% of the student's overall grade.

*Averages will be evaluated at the end of the 1<sup>st</sup> semester and prior to registration for the state certification exam. Not meeting one or more of these areas indicates that the student is not performing within the course requirements. Any students evaluated as not meeting the course requirements may result in the student being ineligible for the state certification exam for certified nursing assistants. Module exams or comprehensive final exam retakes will be considered under special circumstances (i.e. hospitalization) by instructor in consultation with Wilco's principal to determine a student's eligibility for a retake.*

## Classroom Policies, Procedures: General Information

The Basic Nurse Assistant Training Program at Wilco Area Career Center consists of 40+ hours of theory, skills laboratory and clinical content. This program meets the requirements and guidelines set by the Illinois Department of Public Health. Methods of instruction include lecture, discussion, videos, role playing, special projects, interactive computer applications and laboratory practice sessions along with supervised clinical experience in a local nursing home. Homework assignments will be determined by each individual instructor. Homework assignments are due on the date established by each instructor. Late work will incur a 50% reduction in points available for that assignment.

Electronic devices are to be silenced and put away. This includes cell phones, texting devices, iPod, iPad and other items that the instructor finds inappropriate to the learning environment. These electronic devices may be used during break times; at the discretion of each individual instructor. Failure to comply with this classroom policy will result in disciplinary action as deemed appropriate by the instructor. This may include removal of the item from the student as per Wilco handbook. Multiple violations may result in a parent pickup of the device from the Wilco office.

## Instructional Integrity:

Any student that is found to have cheated on daily classwork, quizzes, exams or comprehensive final exam will receive zero percent (0%) for the assignment, quiz or final exam.

## Pre-Clinical level:

Students must submit a completed physical exam stating that he/she is in good health and able to perform the duties of a certified nursing assistant without restrictions. Students are required to have a 2-step TB skin test completed. This may be obtained from your physician, clinic or respective county health department. Chest x-rays and/or Quantiferon blood test are also acceptable. The 2 step consists of 2 TB skin tests done a minimum of 7 and a maximum of 21 days apart. Both tests must be completed prior to the start of clinical.

**NO TB SKIN TESTS – NO CLINICAL EXPERIENCE – NO EXCEPTIONS!**

Students must have completed a CPR - BLS certification course through the American Heart Association prior to the start of clinical.

**PLEASE NOTE:** some clinical sites may have additional requirements (flu shot, urine drug screen etc). These will be discussed in class with the instructor.

Students must meet the following criteria to participate in the clinical experience:

1. Fingerprint criminal background check completed. Results must be available prior to the start of clinical.
2. Physical exam completed successfully. Students must be able to participate in the clinical experience without restrictions.
3. 2 step TB skin tests within one (1) year with negative results or appropriate chest x-ray / blood tests within one (1) year.
4. Successful CPR – BLS certification through the American Heart Association.
5. ***FAILURE TO MEET THE ABOVE CRITERIA #1, #2, #3, #4 WILL RESULT IN THE STUDENT NOT BEING ELIGIBLE TO START THE CLINICAL EXPERIENCE.***
6. Maintain overall average at 80% or better.
7. Successfully perform skills tested in the classroom lab / clinical setting. Three (3) attempts are allowed for each of the 21 required skills. If failure in one (1) skill occurs, continuing the class will be permitted for high school credits; the student will not be eligible for the clinical experience. Inability to complete the clinical portion of the class will result in the student not being eligible to take the CNA certification exam.
8. Regular attendance (that meets attendance guidelines), professional attitude and class participation are required.
9. Failure to meet the above criteria #5, #6, #7 may result in the student not continuing with the clinical experience.

State regulations permit the maximum number of 8 students per one (1) clinical instructor in the clinical area. Therefore, it may be necessary to attend clinical with another instructor at 1 or 2 pre-designated clinical sites.

### **Incomplete Grades:**

An incomplete grade is generally not an option for this course. Only on rare occasions (i.e. serious illness with a doctor's verification or other extreme emergencies) will the instructor in consultation with Wilco Area Career Center's principal take an incomplete into consideration.

### **Expectations of Professional Conduct:**

Students are expected to interact with classmates, instructors, residents and facility staff in a polite and respectful manner. Uncooperative, disrespectful, argumentative, rude or other disruptive behavior will result in disciplinary action which may include removal from the clinical experience. The goal is to create a positive learning environment to teamwork among students & instructors and meet the needs of the residents,

Any student who is under the influence of alcohol / illegal drugs / controlled substances will be immediately removed from the clinical rotation. Students must exhibit emotional maturity and stability in both the classroom and clinical settings to participate safely and competently.

## **Classroom / Lab:**

Students are expected to arrive on time (including return from break time) and be prepared to participate. Dress is casual but must be suitable for the classroom and laboratory experience; no low-cut tops, low rise pants or short shorts. All equipment and supplies are the property of Wilco ACC and should be handled with care and remain in the classroom. It is the responsibility of the student to effectively utilize all delegated class time for reading, studying, group projects, skill practice and other assignments. Sleeping or behavior which distracts others and interferes with the learning process will be addressed by the instructor.

## **Lab Practice:**

Lab practice is a necessary component that helps prepare the students for their clinical experience. Skills will be learned and practiced in a simulated environment with demonstrations and guided practice. Students will also be required to show mastery of multiple skills during the school year. \*\* The student must be able to competently perform each skill during the entire school year and at the request of the theory / clinical instructor at any time. Skill testing will be performed both at Wilco ACC and in the clinical setting to ensure skill mastery. Students must participate in all lab practices and show proficiency when tested to comply with IDPH and Wilco ACC requirements. Any student unwilling to participate in the classroom skill and / or testing may be prevented from attending the clinical experience. If a student does not pass all required skills, they will not be eligible for the State Competency Exam per IDPH regulations.

## **Clinical:**

It is important to remember that students are representing Wilco Area Career Center and are guests in the clinical facilities. If at any time a student has a concern related to a fellow student, resident, facility staff member or facility policy / procedure, he/she should report immediately to the clinical instructor. Resident confidentiality and resident rights must be maintained always. Resident safety is the priority in the clinical setting. Any incident or behavior which could endanger the physical, emotional or psychological well-being of a resident, family member, employee of the facility, instructor or fellow student will be addressed immediately by the clinical instructor. The incident will be reviewed by the theory / clinical instructor in consultation with Wilco Area Career Center's administration. Depending on the severity of the safety issue, disciplinary action may result in a warning or immediate removal from the clinical experience.

Student uniforms consist of a white Wilco scrub top, navy blue uniform pants (elastic waist, not a draw string) or skirt, white socks, white supportive / protective leather non-skid shoes (no clogs), watch with second hand, small spiral notebook with black pen. Uniforms should be clean and wrinkle free; pants should be hemmed and not touching the floor. Appropriate undergarments should be worn but not visible (no low-rise pants). Hair must be neat, clean and arranged off the collar. Make up should be minimal; no strongly scented perfume or deodorant. Facial hair on male students must be clipped, short and well groomed. Gum chewing is not allowed. Items NOT allowed; sweat pants, stretch pants, colored socks, hats, excessive jewelry (wedding bands only). No facial or body piercing allowed. Clear nail polish is permitted with short, filed nails; no sculptured or artificial nails. Body tattoos must be covered while in the clinical setting. These are examples but may not be inclusive of facility guidelines.

**General Attendance:**

To maximize the student's learning experience, attendance is required. Students MUST be present on the first day of school. Students missing more than 12 school days for the entire year, will be removed from the clinical portion of the class and will not be eligible for the state certification exam. They will be eligible for the high school credit portion only of this class; if class is successfully completed.

Students who are absent on days when chapter quizzes, module exams or comprehensive final exam are given will be allowed to make up the quiz or exam ONLY if the absence is EXCUSED by the student's home school. An UNEXCUSED absence given by the home school will result in a zero (0%) for any quiz or exam given on the day of that absence.:

**Clinical Attendance:**

Any clinical absence MUST be made up by the student by the end of the semester the clinical day was missed. After two (2) clinical absences, the student will be subject to clinical withdrawal.

Clinical make up days are subject to instructor availability. The cost of making up clinical time will be at \$20 per hour. Make up days will be at a cost of \$40 for a 2 hour make up clinical session. It is the student's responsibility to follow up with the clinical instructor regarding any missed clinical day. Failure to make up a missed clinical day during the semester the day was missed, could potentially result in the student not having completed the required clinical hours to be eligible for the state certification exam. Special consideration will be given for unusual circumstances (i.e. hospitalization). Please note that make up time does not "erase" the absence; it will still be considered an absence.

**Saturday Clinical Attendance:**

Each student will be required to complete one (1) four (4) hour Saturday clinical rotation for this course. The instructor will assign the Saturday clinical session to each student as the schedule allows.

**Extra Credit Policy:**

Extra credit is at the discretion of the classroom instructor.

**Retake Policy:**

Under special circumstances (i.e. hospitalizations), the instructor in consultation with Wilco Area Career Center's principal may determine that a student will be eligible for a retake.

**Comprehensive Final Examination Information:**

A comprehensive final examination will be given at the end of the 2<sup>nd</sup> semester of this course.

**Academic Honor Code:**

The objective of the academic honor code is to sustain a learning centered environment in which all students are expected to demonstrate integrity, honor and responsibility, and recognize the importance of being accountable for one's academic behavior.

**Intellectual Property:**

Students own and hold the copyright to the original work they produce in this class. It is widely accepted practice to use student work as part of Wilco Area Career Center's internal self-evaluation, assessment procedures or other efforts to improve teaching and learning and promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the classroom instructor.

**Student Handbook:**

Wilco Area Career Center's student handbook is available online. Each student and parent is responsible for understanding and adhering to the information found in the handbook. If a student or parent has any questions, please see the classroom instructor.

**Sexual Harassment:**

Wilco Area Career Center seeks to foster a community environment in which all members respect and trust each other. In a community in which persons' respect and trust each other, there is no place for sexual harassment. Wilco Area Career Center has a strong policy prohibiting the sexual harassment of any member of the Wilco ACC community by another. \*\*See student handbook.

**Safety:**

Students with an impaired ability to concentrate may jeopardize safety in this classroom for themselves, their classmates and their instructor. If your ability to concentrate is impaired, you should discuss this matter with your instructor prior to operating equipment or performing laboratory procedures. Students / family are responsible for reporting to their instructor any condition that would impair the ability to concentrate.



## HOSA – “Future Health Professionals”

HOSA’s goal is to encourage all future healthcare professional students to join and be actively involved in HOSA.

HOSA is a powerful instructional tool that works best when it is integrated into a Health Science Education curriculum and classroom. Health Science instructors are committed to the development of the total person. Those who join HOSA have instructors who recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the healthcare field. The rapidly changing healthcare system needs dedicated workers who, in addition to their technical skills are people oriented and capable of playing a leadership or followership role as a member of a healthcare team.

\*\* Joining HOSA is optional but highly encouraged. The HOSA Illinois & National membership fee is \$30 for the year.

### WILCO INSTRUCTIONAL AGENDA

MODULE	CHAPTERS	TOPICS
<b>Module 1</b> 1 <sup>st</sup> nine weeks	<b>Chapter 1</b> – Introduction to Healthcare system	(1) Functions of Healthcare facilities (1) Home Health Agencies
	<b>Chapter 2</b> – Person’s Rights	(1) Philosophy of patient care
	<b>Chapter 3</b> – The Nursing Assistant	(1) Role of multi-disciplinary team (1) Psychological needs of patient / family
	<b>Chapter 4</b> – Work Ethics	(2) Resident rights
	<b>Chapter 5</b> – Communicating with the Health Team	(3) Personal qualities of nurse assistant (3) Duties of nurse assistant
	<b>Chapter 6</b> – Understanding the Person	(3) Standards for what a nurse assistant can and cannot do
	<b>Chapter 9</b> – Assisting with Safety	(4) Ethical behavior in the work place
	<b>Chapter 10</b> – Assisting with Fall Prevention	(5) Communication – verbal / non-verbal (5) Recording / Reporting / Medical Record
	<b>Chapter 12</b> – Preventing Infection	(5) Conflict (5) Admission, Discharge & Transfer
	<b>CPR / Emergency Procedures</b>	(6) Communication Barriers (6) Basic Needs (9 & 10) Falls / Safety (9) Fire Safety (9) Disasters (9 & 10) Body Mechanics (12) Cleanliness

- (12) Principles of hand washing
- (12) Principles of disinfection
- (12) Principles of sterilization
- (12) Techniques of disinfection
- (12) Maintaining equipment & supplies
- (12) Isolation Techniques
- (12) Physiological aspects
- (12) Psychological aspects
- (12) Isolation in the home

**Medical terminology (all chapters)**

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**Module 2**

**2<sup>nd</sup> nine  
weeks**

- Chapter 11** – Safe Restraints (11) Restraints & Alternatives
- Chapter 13** – Body Mechanics (13) Body Mechanics
- Chapter 14** – Assisting with Moving and Transfers (14) Bed Transfer  
(14) Ambulatory with gait belt
- Chapter 15** – Assisting with Comfort (14) Transfer to wheelchair
- Chapter 16** – Assisting with Hygiene (14) Transfer to stretcher
- Chapter 17** – Assisting with Grooming (15) Bed positions
- Chapter 20** – Assisting with Nutrition and Fluids (15) Bed making – open, closed, occupied & surgical
- Chapter 29** – Caring for Persons with Mental Health Disorders (15) Furniture & equipment in room  
(15) Need for clean environment / comfortable environment
- Chapter 30** – Caring for Persons with Confusion & Dementia (15) Back massage  
(16) Oral hygiene  
(16) Bathing – complete & partial bed bath; shower, tub  
(16) Perineal care  
(16) Care of back, feet & skin  
(16) Observing & reporting  
(17) Hair care  
(17) Shaving  
(17) Nail care  
(17) Dressing & undressing  
(20) Nutrition & Dietary  
(20) Diet / therapeutic diets  
(20) Feeding techniques  
(20) Nourishments  
(20) Measuring Intake & Output

- (20) Forcing / restricting fluids
- (29) Mood / behavioral disturbances
- (29) Supportive techniques
- (30) Definitions
- (30) Signs & symptoms
- (30) Implications

**Medical terminology for all chapters**

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**Module 3**  
**3<sup>rd</sup> nine**  
**weeks**

- Chapter 7 – Body Structure & Function**
  - (7 & 8) Skeletal system
  - (7 & 8) Circulatory system
- Chapter 8 – Care of the Older Person**
  - (7 & 8) Digestive system
- Chapter 18 – Assist with Urinary Elimination**
  - (7 & 8) Respiratory system
  - (7 & 8) Urinary System
- Chapter 19 – Assist with Bowel Elimination**
  - (7 & 8) Muscular system
  - (18) Bedpans & urinals
- Chapter 21 – Assisting with Assessment**
  - (18) Urinary incontinence
- Chapter 22 – Assist with Specimens**
  - (18) Catheter & drainage tubing
- Chapter 28 – Caring for Persons with common health problems**
  - (18) Catheter care
  - (19) Constipation & fecal impaction
  - (19) Enemas
  - (21) Temperature, pulse, respirations & blood pressure
  - (21) Height / weight
  - (21) Pain
  - (21) Recording / documentation of assessments
  - (22) Specimens
  - (28) Cancer
  - (28) Arthritis / Osteoporosis / Fractures
  - (28) CVA with aphasia / TIA
  - (28) Parkinson's Disease
  - (28) MS
  - (28) TBI
  - (28) Hearing & vision loss
  - (28) MI / Angina
  - (28) CHF
  - (28) COPD
  - (28) Diverticular disease
  - (28) Hepatitis
  - (28) Urinary disorders

(28) Reproductive disorders

(28) Diabetes

(28) Autoimmune disorders

(28) HIV / AIDS

(28) Shingles

(28) Hot / cold applications

**Medical Terminology (all chapters)**

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**Module 4**  
**4<sup>th</sup> nine**  
**weeks**

**Chapter 23** – Assisting with Exercise  
and activity

(23) ROM exercises

(23) Crutches, cane & walkers

**Chapter 24**—Wound Care

(24) Circulatory ulcers

**Chapter 25** – Pressure Ulcers

(24) TED anti-embolic stockings

**Chapter 26** – Oxygen needs

(24) Apply dressings/taping/Montgomery straps

**Chapter 27** – Rehabilitation

(24) Hot & cold applications

**Chapter 31** – Emergency Care

(25) Pressure ulcer risks

**Chapter 32** – End of Life Care

(25) Pressure ulcer complications

(26) Oxygen / devices / flow rates

(26) Pulse oximetry

(26) Oxygen safety

(27) Philosophy

(27) Principles

(27) ADLs

(31) Emergency care

(31) Cardiac & respiratory arrest

(31) Defibrillation / AED use

(31) Hemorrhage

(31) Choking

(31) Seizures

(32) Care of the terminally ill resident/patient

(32) Psychological needs of the resident/patient

(32) Psychological needs of the family

(32) Care of body (post mortem care)

**Medical Terminology (all chapters)**