Lincoln Land Community College

Basic Nurse Assistant Program

Fall 2014

If you are interested in becoming a CNA, this information will be helpful.

The CNA program has very strict attendance policies. Please note:

ALL CLASS AND LAB TIME ARE REQUIRED BY THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH. In the event of illness or emergency the missed time must be made up, no exceptions. Attendance the first day of clinical is REQUIRED. Students with a verifiable and justifiable emergency may miss no more than 6 hours of clinical to successfully complete the course.

I. Requirements:

1. If you are a first-time LLCC student seeking admission to LLCC's CNA Program you must meet one of the following criteria prior to registering:

   A. ACT reading score of 22 or higher
   B. SAT verbal score of 480 or higher
   C. Have passed Reading 098
   D. LLCC Reading Assessment with a score of 60 or higher

   You may contact LLCC's Assessment and Testing office at 217-786-2211 or your local Education Service Area for further information about the Reading Assessment test.

2. Physical examination - **Mandatory**
   A. Required NO LATER THAN the end of the second week of class.
   B. A physical exam form for the CNA program is attached.
   C. Copy of recent physical will be accepted if physical was within a year of the last date of class and submitted on LLCC form.

3. Tuberculosis skin tests within 1 year of **end** date of class - **Mandatory**
   A. 2-step skin test, Quantiferon blood test or chest x-ray prior to going to the clinical experience [fifth week of class]
   B. If past positive skin test, a chest x-ray is required.
   C. May be obtained at local health department.

4. Uniform - required for clinical experience
   A. Clean mostly white or black leather or mesh tennis shoes
   B. Watch with second hand.
   C. Royal blue scrub top, pants, and gait belt – purchase at LLCC Education Service Area or LLCC bookstore.

5. Twenty-one ***performance skills*** have been identified through the federal legislation that gives guidance to the Illinois Nurse Aide Competency Evaluation. **Students MUST be able to perform all 21 of these performance skills in order to successfully complete the training program.**

6. Book requirement:
   A. Title: Mosby's Textbook for Nursing Assistants, 8th Edition by Sorrentino; and accompanying workbook.
   B. Available at LLCC bookstore or your local LLCC Education Service Area.

7. State competency written examination
   A. At monthly scheduled times after successful completion of classroom and clinical portion of class.
   B. $65 fee.
   C. **MUST** be taken in order to successfully complete the course and be placed on the Nurse Aide Registry.

8. A fingerprint criminal background check ($25-32.50) is required by law for all nurse aide students. Students will sign an Authorization and Disclosure form on the first day of class. Fingerprints must be completed within 10 business days from the first day of class. **NO EXCEPTIONS.** The $25-32.50 fee **must be paid** at the time of fingerprinting. Some convictions may prevent a student from completing the course, or from becoming certified after they complete the course.

NOTE: Students with disqualifying convictions on their background checks will not be allowed to participate in the clinical experience. Therefore, they will need to drop the course. However, if the student has a waiver for those disqualifying convictions, they may participate. Students that learn they need a waiver should apply (can take up to 12 weeks to get the waiver), then enroll after getting the waiver. Call the Illinois Department of Public Health at 217/785-5133 to inquire about a waiver. See attached list of disqualifying convictions. If you have any questions or require more information please call the CNA office at 217-786-2447 prior to registering for CNA classes.

II. Program Costs:

1. Tuition & Fees…….…….. $744.25

Other Expenses:

2. Textbook and accompanying workbook…….……Approximately 91.00
3. Competency exam after completion…….……....65.00
4. Watch/physical/TB skin tests……..student responsibility
5. Criminal background check fee……25-32.50
6. Royal blue scrub top and pants (must be purchased at LLCC bookstore)……...Approximately 23-27.00
7. 60 inch gait belt (must be purchased at LLCC bookstore)……...……Approximately 12.50

III. General Information

1. Course content: This course is 136 hours; 88 hours theory and 48 hours clinical. This course includes theory, lab and clinical experience. This course meets the requirements and is approved by the Illinois Department of Public Health.

2. Class Times: See below for appropriate times. **Hours of clinical may vary and may differ from class time.** In most cases students will be required to arrive an hour early or stay 30 minutes later than their normal scheduled time. Please check with the C.N.A. office at 217-786-2447 to identify schedule changes during clinicals.

4. Apparel: Students may wear street clothes to class. Uniform consisting of white shoes and royal blue scrub top and pants are required for clinical.

5. Certification: After successful completion of the classroom and clinical portion of the class, students must take and pass the state approved competency evaluation ($65) before they can be placed on the Health Care Worker Registry for employment. Those students will then receive certification, which allows them to work in nursing homes, hospitals and home-health care facilities anywhere in Illinois.

6. Financial Aid: May be available from one of the following:
   A. WIA —Contact the local LLCC Education Service Area for the nearest WIA office.
   B. Those who qualify may also request tuition deferment by talking with LLCC Registration Services at 1-800-727-4161, extension 6-2292 for further information.
   C. Scholarships contact:
      1. Foundation Office at 1-800-727-4161, ext. 6-2785
      2. Career Cruising – contact Career Development Services at 1-800-727-4161, ext 6-2344
      3. www.fastweb.com

7. Questions: For additional information regarding schedule, enrollment, or registration, please contact LLCC's Registration office at 217-786-2292 or the appropriate LLCC Education Service Area listed below. Availability of classes is subject to sufficient enrollment.

IV. Lincoln Land Community College Locations and Contact Information

Springfield Main Campus

5250 Shepherd Road, Springfield, IL 62794
Registration: 217/786-2292, CNA Office 217/786-2447
Toll Free: 1-800-727-4161

Beardstown

LLCC-Beardstown, 109 White Pine Lane, Beardstown, IL 62618
323-4103, toll-free 1-877-800-4406

Hillsboro

LLCC-Hillsboro, #1 Lincoln Land Drive, Litchfield, IL 62056
324-2090, toll-free 1-800-858-9193

Classes held at Hillsboro Area Hospital, 1200 E Tremont St, Hillsboro, IL 62049

Jacksonville

LLCC-Jacksonville, #32 N. Central Park Plaza, Jacksonville, IL 62650
217/243-6699, toll-free 1-888-494-1622

Litchfield

LLCC-Litchfield, #1 Lincoln Land Drive, Litchfield, IL 62056
324-2090, toll-free 1-800-858-9193

Taylorville

LLCC-Taylorville, 800 S. Spresser, Taylorville, IL 62568
287-7081, toll-free 1-800-572-5448

NOTE Re: Textbook/Workbook

Students wishing to pick up their textbooks for the CNA class may do so at the main campus bookstore in Springfield or LLCC Education Service Areas. Since you will be required to complete a large portion of the accompanying workbook, it is recommended that you obtain your books early and start on the workbook. **Instructors prefer students to have completed the first 7 chapters prior to the first class.** You may also work beyond chapter 7.

Following is the order in which the workbook assignments are usually collected and graded. Begin working on the workbook in this order:

1st set Chapters 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 13, 14 & 15

2nd set Chapters 16, 17, 18, 19, 27, 28 & 29

3rd set Chapters 20, 21, 22, 24, 25, 31, 34 & 38

4th set Chapters 23, 26, 35, 38, 46, 51 & 52

You are not required to complete the following chapters: 9, 10, 30, 32, 33, 36, 37, 39, 40, 41, 42, 43, 44, 45, 47, 49 & 50.

It is not necessary to do the **Optional Learning Exercises** or the **Independent Learning Activities.**

Facts About

WAIVER APPLICATION FOR HEALTH CARE OR ACCESS WORKER

Illinois Department of Public Health

Health Care Worker Registry, 525 W. Jefferson St. Fourth Floor, Springfield, IL 62761 Phone 217-785-5133

If an individual has certain criminal convictions the Health Care Worker Background Check Act, an Illinois state law, prevents many health care employers from hiring the individual as a direct care worker and in long-term care facilities from being hired as a worker who has or may have access to residents, their living quarters or their financial, medical or personal records. Some of the health care employers are: community living facilities; life care facilities; long-term care facilities; home health agencies; home health, home services, and home nursing agencies; hospice care programs; hospitals; assisted living and shared housing facilities; and other health care facilities listed in the Health Care Worker Background Check Act.

A waiver does not change your criminal record but it does allow an employer to hire you as a direct care worker or an access worker in long-term care.

Many considerations are taken into account when reviewing a waiver application.

- Except in the instance of scheduled payments of court-imposed fines or restitutions, you must have met all obligations to the court and the terms of your parole (i.e. fines must be paid and parole, probation or mandatory supervised release successfully completed).

- You must have satisfactorily completed a drug and/or alcohol recovery program if you were ordered to as part of the judgment.

- Your age at the time of the offense, your work history, your criminal history in Illinois and other states, the amount of time since your last conviction, the severity of your conviction, and the circumstance surrounding your conviction, as well as other evidence that you provide are all considered in determining whether a waiver is granted.

- You are less likely to have a waiver granted if you have several convictions in recent years or if your offenses were violent crimes. There are three categories of disqualifying offenses: Offenses that are always disqualifying except through the appeal process; offenses that may be considered for a rehabilitation waiver without a waiver application being submitted; and offenses that may be considered for a waiver by submitting a waiver application and additional required information.

- Please check our Web site at http://www.idph.state.il.us/nar for a full list of disqualifying offenses and a waiver application.

You may have been convicted and not sent to jail. An individual may be fined, given probation or conditional discharge and it still be considered a conviction. If you are unsure whether an arrest or charge became a conviction, contact the circuit clerk of the county in which you were arrested.

If granted a waiver it is in effect until you are convicted of another disqualifying offense, which causes the waiver to be automatically revoked. **Health care employers must check the Health Care Worker Registry** (http://www.idph.state.il.us/nar) **to see if you have met the requirements to be a certified nurse assistant and to determine if you have disqualifying offenses or a waiver. No other source of information (i.e. a waiver letter, certificate of achievement, etc.) may be accepted.**

If you have pending convictions or are about to have a conviction expunged or sealed, please wait until these processes are completed before applying for a waiver.

This is not meant to discourage you. There is a need for responsible, hardworking, and caring certified nurse assistants. However, if you have been convicted of a crime that disqualifies you from working for certain health care employers, you may want to seek a waiver before investing your time and money in training.

Crimes that **disqualify** (that means that you cannot work in a direct care position, like a CNA, with these convictions) you from working as a nurse's aide (**these include both felonies and misdemeanors):**

- ✓ Battery, domestic battery, aggravated domestic battery, aggravated battery with a machine gun, et al.
- ✓ Assault
- ✓ Forgery
- ✓ Theft
- ✓ Retail theft
- ✓ Robbery, armed robbery, aggravated robbery
- ✓ Burglary, residential burglary
- ✓ Armed violence
- ✓ Criminal trespass to a residence
- ✓ Financial exploitation of an elderly or disabled person
- ✓ Murder, homicide, manslaughter
- ✓ Kidnapping, child abduction
- ✓ Unlawful restraint, forcible detention
- ✓ Indecent solicitation of a child, sexual exploitation of a child
- ✓ Tampering with food, drugs, or cosmetics
- ✓ Aggravated stalking
- ✓ Home invasion
- ✓ Sexual assault, sexual abuse
- ✓ Endangering the life or health of a child
- ✓ Abuse or gross neglect of a long-term care facility resident
- ✓ Criminal neglect of an elderly person
- ✓ Ritual mutilation, ritualized abuse of a child
- ✓ Vehicular hijacking, aggravated vehicular hijacking
- ✓ Arson, aggravated arson, or residential arson
- ✓ Unlawful use of a weapon
- ✓ Manufacture and delivery of controlled substances (drugs) or cannabis (marijuana)
- ✓ Possession with intent to deliver (either drugs or marijuana)
- ✓ Receiving stolen credit cards or debit cards
- ✓ Receiving a credit or debit card with intent to use, sell, or transfer
- ✓ Selling or buying a credit card
- ✓ Using a credit or debit card with the intent to defraud
- ✓ Altering an electronic transmission with the intent to defraud
- ✓ Practicing nursing without a license

Please note: You may have been convicted and not sent to jail. Often people are fined or given probation, but these are still convictions. If you are unsure whether an arrest ended up to be a conviction, contact the County in which you were arrested and speak to the people at the Circuit Clerk or State's Attorney's office, or your attorney.

Some convictions that are **not** disqualifying (In other words, you can work if these are your only convictions):

- Prostitution
- Possession of cannabis or a controlled substance
- DUI
- Deceptive practices (writing "bad" checks on your own account)
- Trespass to property

Lincoln Land Community College

Nursing Assistant Physical Examination

Name:_____
Last, First, Middle, & Maiden

Address: _____
Street, City, & Zip

Past History: _____

General Condition: _____

_____

Age _____ Weight _____ Height _____ Pulse _____ Resp. _____

Blood Pressure _____ Head and Neck _____ Eyes _____ Mouth _____ Chest/Lungs _____

Heart/Cardiovascular _____ Abdomen_____ Genitourinary_____ Skin _____ Bones & Joints _____

Glandular _____ Neuromuscular _____ Mental Alertness _____

According to the Illinois Department of Public Health regulations, each student shall have a record of tuberculin skin test (Mantoux 2-step) and, if positive, a chest x-ray before going to the clinical area.

**T.B. Skin Tests _____ _____ _____
Date 1st Placed Date Read Results
_____ _____ _____
Date 2nd Placed Date Read Results
(MUST be placed 7-21 days after 1st test and read 48-72 hrs. after given)

OR Chest X-Ray
Date Given _____
Results _____
[must attach copy of results]

Comments: _____

Program not recommended for those pregnant students who are considered at high risk by their OB/Gyn.

I certify the above-named person to be free from communicable, contagious and/or infectious disease and also to be physically and mentally able to perform the physical activities required of a nursing assistant, and to have no restrictions on lifting a minimum of **50#** unassisted.

_____ _____
Physician Signature Date Printed name of Physician

_____
Location, address, and phone of verifying physician (Hospital or clinic name, address, city, zip & phone)

Student Certification:

_____ _____ _____
Student Name (printed) Student Signature Date

This form must be returned to the instructor by the end of the second week of class.