Certified Nursing Assistant (CNA)

ONLINE ADVISING SESSION

Goals for This Advising Session

- Making an informed decision about enrolling in the Certified Nursing Assistant Training Program

- How to complete all required documents for registration in the NURSA-1105 course

- How to fulfill all pre-enrollment requirements

- Register <u>PRIOR</u> to the close date for the program
  - Please note that registration for this program is first-come; first-serve so please complete all steps as soon as possible in order to secure your seat.

What is a CNA?

- Assist nurses to provide care to patients; are the eyes and ears for the patient's health!

- Routine Tasks
  - Assist with meals, bathing, elimination needs, mobility, transport
- Collects data from patient
  - Vital signs
  - Skin condition
  - Any visible and non-visible changes

Who Does a CNA Care For and Where?

- Elderly residents of residential care facilities

- Individuals recovering from an accident, injuries, or surgeries in a hospital setting

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- Healthcare setting (hospital, nursing and residential care facilities)

- Home healthcare

How Can I Become a CNA?

- Valid US Social Security Number

- Registration Requirements: (**Please reference C.N.A. Registration Packet**)
  - Take the ACCUPLACER Reading Placement Test (or meet the specified criteria)
  - Health Requirements, Edward Corporate Health Chart Review, Drug Test, and Medical Document Manager
  - Once cleared, register for NURSA 1105 and make payment

- Attend CNA Student Orientation

- Clear record on Criminal Background check

- Successfully Complete the *Approved* CNA (NURSA 1105) Course

- Pass the state-written Competency Exam (***Nurse Aide Competency Exam***)

After this, your name is placed on the Health Care Worker Registry as a CNA!

Before You Begin Registering:

- Navigate to the CNA Homepage:
  - https://cod.edu/academics/programs/cna/

- Refer to these important documents:
  - CNA Registration Checklist in the CNA Registration Packet
    - Take the ACCUPLACER Reading Placement Test (or meet the specified criteria)
    - Health Requirements, Edward Corporate Health Chart Review, Drug Test, and Medical Document Manager
    - Once cleared, register for NURSA 1105 and submit payment

Our CNA Program :

- This program is Illinois Department of Public Health approved!
- Classroom/Lab location – COD Westmont Center
- Clinical sites mainly within district, near these locations:
  - Hinsdale
  - Lombard
  - Naperville
  - Westmont
  - Wheaton
  - Winfield

Essentials Needed for Course

- Current College of DuPage student (To become a COD student, visit admissions.cod.edu)
- Reading Placement Test (or meets specific criteria)
- Health Requirements
- Edward Corporate Health Chart Review
- Drug Test – **must** be completed within 3 months of program start
- Medical Document Manager through Castle Branch
- Health Insurance
- A completed *Health Care Worker Criminal Background Check* form (Found on CastleBranch)
- Registration & Payment
- After Registration, a Clear Background Check is required

Health Requirements & Edward Corporate Health Chart Review

- We recommend using a physician covered under your health insurance plan, as this will be the most affordable option.
- Step 1: Contact your physician to set an appointment for a **physical exam** and **vaccination evaluation**. (Please reference the C.N.A Registration Packet and Health Requirement Packet for details.
- Step 2: After you visit your physician and have all your vaccination and titer records, please schedule an in-person Chart Review with Edward Corporate Health (ECH).
  - Please reference C.N.A Registration Packet for required ECH locations.
- Step 3: Leave ECH with a completed Chart Review.

Drug Test & Medical Document Manager

- Both the Drug Test & Medical Document Manager MUST be ordered through CastleBranch.com (Please refer to the C.N.A. Registration Packet for additional details)
  - Please note the Drug Test must be completed within 3 months of program start
- Registration – once the Drug Test & Medical Document Manager are completed, you will be granted permission to register via e-mail.
  - **Please note that registration is first-come; first-serve.**

College of DuPage Essential Functions Health Career Programs

- Motor/Sensory Capability
  - Move from room to room and maneuver in small spaces
  - Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
  - Lift and carry up to 50 lbs., exert up to 100 lbs. force (push/pull)
  - Use hands repetitively; use manual dexterity; sufficient fine motor function
  - Must be able to walk and stand for extended periods of time
  - Perform CPR
  - Travel to and from academic and clinical sites
  - Coordinate verbal and manual instruction
  - Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals
  - Discern soft sounds, such as those associated with taking a blood pressure
  - Visual acuity to acquire information from documents such as charts
  - Comfortable working in close physical proximity to patient

College of DuPage Essential Functions
Health Career Programs

- Communication/Problem Solving Ability
  - Communication effectively in English with patients, families, and other health care providers, both verbally and in writing
  - Effectively adapt communication for intended audience
  - Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual background
  - Assume the role of a health care team member
  - Function effectively under supervision
  - Sufficient command of the English language in order to read and retrieve information from lectures, textbooks, as well as understanding medical terminology
  - Skills include computer literacy
  - Function effectively under stress
  - Respond appropriately to emergencies
  - Adhere to infection control procedures
  - Demonstrate problem-solving skills in patient care (measure, calculate, reason, prioritize, and synthesize data)
  - Use sound judgement and safety precautions
  - Address problems or questions to the appropriate persons at the appropriate time
  - Organize and prioritize job tasks
- Behavioral Skills and Professionalism
  - Follow policies and procedures required by academic and clinical settings
  - Adheres to COD Academic Honesty Policy (per College Catalog)
  - Adheres to COD Code of Conduct (per College Catalog)
  - Abides by the guidelines set forth in the Health Insurance Portability and Accountability Act (HIPAA, the National Privacy Act)

Once you receive permission to register, please follow the below steps in order to enroll in a NURSA-1105 class:

1. Go to inside.cod.edu
2. Go to "myAccess for Students" on the left-hand side
3. Choose "Registration" and "Search for Classes"
4. Fill in minimum of <u>3</u> fields:
    1. Term (ie. Summer 2023)
    2. Subject (Nursing Assistant)
    3. Course # (1105)
5. Choose "Submit" at the bottom of the form

You MUST attend ALL days that the class meets and complete the mandatory CNA Student Orientation.

All Credit class sections are available approximately one month prior to registration.
(**Click here** for the registration calendar)

The fields below, marked with an asterisk, are those that may be used towards the three necessary search criteria.

Term * [Summer 2023 v]   -- OR -- Starting/After Date * [   ]   -- AND -- Ending By Date * [   ]

☐ **Check this box and select your subject(s) below to receive a list of Course #'s/titles offered.** (optional)
(if unchecked, all sections that meet your criteria will be displayed.)

☐ **Check this box and select your subject(s) below to be sent to another page to limit the selection by specific types, such as Honors, Hybrid, Learning Community and Online.**
(Do not select both this checkbox and from the Course Types/Course Sessions drop-down list.)

☐ **Search for Open Sections Only** (optional)

Subject *	Course # *	Section *	Course Types / Course Sessions *
Nursing Assistant v	1105		v
v			v

Course Format: Face to Face

- Weekly Learning Modules
  - Complete via Blackboard
- Two face-to-face meeting each week
  - Lab with class
- One 8-hr clinical session per week for 6 weeks
  - On-site work experience

Fingerprint Background Check and Uniform Fitting

- Occurs at the College of DuPage-Westmont Center <u>after</u> you are cleared to register and one week before the class begins.

- All information accurate on your *Health Care Worker Background Check* form must be accurate and completed before registering.

- Uniforms will be purchased at the fitting

- Payment must be made on-site using; (credit card, debit card, or cashier's check) cash and personal checks are not accepted

Program Costs and Supplies

- Please reference the CNA Program Costs website for details.

*For Program Participation, You **MUST**:*

- Attend all class sessions, including the mandatory orientation

- An average of 78% must be earned in 3 grading areas

- All IDPH required skills must be competently performed

- Any change in your health requires a doctor's note to continue

  - If this limits your ability to meet the Essential Functions, you will need to disclose this and withdraw from the class

In Summary

1. Complete ALL pre-registration steps per the CNA Registration packet and Health Requirement packet

2. Register for the course (NURSA-1105)

3. Monitor your COD email (@dupage.edu)

4. Follow instructions for CNA Student Orientation and Accurate Biometrics Background Check

5. Complete required CNA Student Orientation session

6. Graduate from the program

7. Pass the Illinois State Competency Exam

Deadlines: SUMMER 2023

- Priority Registration opens: 3/22/23 (refer to your myAccess account to confirm date in which you are eligible to register)

- All student Registration opens: 3/30/23

- Summer start course:
  - **Registration DEADLINE**: 5/18/23 at close of business day <u>or</u> until seats are filled

Contact for Additional Help

Need Help Planning?

- Lynn Weyrich weyrichl@cod.edu
- Tara Hawkins hawkinst551@cod.edu

- Academic Advising
  - Ask for Healthcare Advisor

- Health Requirement questions
  - nursinghealth@cod.edu

Additional Resources

- Health Care Worker Registry
  - Home Page
    - Verification and alternate ways to become a CNA in IL under this page
  - Disqualifying Convictions