NURSE ASSISTANT ORIENTATION SESSION

FOR COURSE NA-101: CERTIFIED NURSE ASSISTANT TRAINING
JOLIET JUNIOR COLLEGE
JOLIET, ILLINOIS
BEFORE YOU CAN REGISTER FOR THE NA 101 CLASS, YOU NEED TO:

1. APPLY TO JJC (IF NOT ALREADY DONE); VISIT www.jjc.edu; AT THE BOTTOM OF THE PAGE, CLICK “APPLY NOW”; COMPLETE AND SUBMIT. IF YOU ARE NEW TO JJC, YOU CAN ALSO SELECT “GETTING STARTED” AT THE TOP OF THE PAGE, AND READ MORE UNDER THE “ADMISSIONS” TAB

2. COMPLETE AN ORIENTATION SESSION (EITHER ONLINE OR IN PERSON)

3. ONCE YOU COMPLETE THE ORIENTATION, FACULTY CONSENT WILL BE GIVEN (DONE BY DEPARTMENT STAFF ONLINE). YOU WILL THEN BE ABLE TO REGISTER. THIS MAY TAKE 1-2 BUSINESS DAYS. YOU WILL NOT BE ABLE TO REGISTER UNLESS YOU HAVE APPLIED TO THE COLLEGE AND RECEIVED FACULTY CONSENT. YOU WILL NOT RECEIVE ANY TYPE OF NOTIFICATION THAT YOU ARE NOW ABLE TO REGISTER; JUST GO AHEAD AND REGISTER.
CERTIFIED NURSING ASSISTANTS (CNA’S) ARE AN IMPORTANT PART OF ANY HEALTHCARE TEAM
CNA’s can work in a variety of healthcare settings: hospitals, long-term care, home health, assisted living, rehab, hospice, and others.
TO BECOME A CNA, YOU FIRST NEED TO:

- Enroll in an Illinois Department of Public Health (IDPH) approved BNA101, or Basic Nurse Assistant Training Program. NA 101 is an IDPH-approved program.
- Submit to a fingerprint criminal background check. Students must not have any disqualifying convictions unless a waiver has been granted by the state.
YOU WILL ALSO NEED TO:

- SUCCESSFULLY COMPLETE THE BNATP, WHICH INCLUDES 21 MANDATED PERFORMANCE SKILLS
- TAKE AND PASS THE ILLINOIS NURSE ASSISTANT COMPETENCY EVALUATION WRITTEN EXAM
- **ONCE YOU PASS THE EXAM, YOU BECOME CERTIFIED**
STATE COMPETENCY EXAM

- Students who successfully complete an Illinois BNATP are eligible to take the state competency written exam. Students can choose between a traditional paper/pencil written test or a computer-based test. There are designated testing dates/times each month.
- The exam is offered at many different testing sites (JJC is a testing site). The exam consists of 85 multiple-choice questions.
- More information will be provided in your class.
TO MAINTAIN YOUR CERTIFICATION, YOU MUST:

- WORK A MINIMUM OF 8 HOURS IN A 24-MONTH PERIOD
- REMAIN ON THE HEALTHCARE WORKER REGISTRY WITH NO DISQUALIFYING CONVICTIONS
IN NA 101, YOU WILL LEARN ABOUT:

- The role and responsibilities of a CNA
- HIPAA
- Preventing infection
- Promoting safety
- Safely moving/transferring a person
- Assisting with hygiene/grooming/bathing/eating
- Proper oral care (including dentures)
- Assisting with toileting and dressing (includes changing adult briefs)
ASSISTING WITH NUTRITION AND FLUIDS
ASSISTING WITH EXERCISE & ACTIVITY
ADMISSIONS/DISCHARGES/TRANSFERS
ASSISTING WITH ELIMINATION/SPECIMENS
CARING FOR THE DYING PERSON
CARING FOR THE PERSON WITH ALZHEIMER’S AND RELATED DEMENTIAS
AND MUCH, MUCH MORE
REGISTRATION INFORMATION
IN ORDER TO REGISTER FOR NA 101, STUDENTS MUST:

- BE AT LEAST 16 YEARS OF AGE
- SPEAK AND UNDERSTAND THE ENGLISH LANGUAGE
- HAVE A VALID SOCIAL SECURITY NUMBER
- BE A REGISTERED JJC STUDENT
- COMPLETE THE NA 101 ORIENTATION SESSION. ONCE COMPLETED, YOU WILL BE ISSUED FACULTY CONSENT (WITHIN 1-2 BUSINESS DAYS)
- REGISTER ONLINE THROUGH E-RESOURCES, BY PHONE (815-744-2200), OR IN PERSON (REGISTRATION, 1ST FL CAMPUS CENTER)
COURSE SELECTION


- UNDER “CERTIFIED NURSE ASSISTANT”, CLICK ON THE SEMESTER OF INTEREST. YOU WILL FIND A SERIES OF ATTACHMENTS, INCLUDING THE SEMESTER SCHEDULE. NOTE THE DATES FOR EACH SECTION, WHICH SEPARATE THEORY AND CLINICAL TIME
EXPENSE LIST

- THE EXPENSE LIST FOR NA 101 IS INCLUDED IN THE SERIES OF ATTACHMENTS POSTED ON THE CERTIFIED NURSE ASSISTANT PAGE FOR EACH SEMESTER

- **PLEASE NOTE THAT NA 101 IS NOT COVERED BY FINANCIAL AID**
FINANCIAL ASSISTANCE OPTIONS:

- WORKFORCE DEVELOPMENT OF WILL CO: 815-727-4444
- WILL CO CENTER FOR COMMUNITY CONCERNS: 815-722-0722
- GRUNDY CO WORKFORCE: 815-942-0566
REFUND/DROP DATES

- Be sure to check your schedule for the refund and drop dates.
- **The refund date for NA 101 is the day before class starts. No refunds or partial refunds of course fees or tuition will be issued after the refund date.**
SPECIAL ACCOMMODATIONS

- IF YOU HAVE A DOCUMENTED DISABILITY UNDER THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT, PLEASE CONTACT THE DISABILITY SERVICES OFFICE AT JJC WELL IN ADVANCE OF YOUR FIRST DAY OF CLASS

- DISABILITY SERVICES OFFICE: 815-280-2230
NA 101 COURSE INFORMATION

- **FIRST PART OF COURSE** is **THEORY (CLASSROOM) AND LAB**
- **SECOND PART OF COURSE** is **CLINICAL (NURSING HOME) WITH INSTRUCTOR**
THEORY

- Students must successfully complete the theory portion of the course in order to advance to clinicals.
- Students must maintain an 80% average on all quizzes in order to take the pre-clinical exam; an 80% is required on the pre-clinical and post-clinical exams.
CLINICALS

- Students will attend clinicals at the assigned site with an instructor.
- Clinicals are usually on the same days/times as theory, with a few exceptions. Be sure to check the schedule, or with your instructor.
- Students must satisfactorily pass clinicals in order to pass the course.
ATTENDANCE

- ATTENDANCE IS REQUIRED FOR ALL SCHEDULED CLASSES, INCLUDING THE FIRST DAY. STUDENTS WHO ARE ABSENT THE FIRST DAY OF CLASS WILL NEED TO DROP THE COURSE WITHOUT A REFUND.

- IN THE EVENT OF AN EMERGENCY, STUDENTS ARE ALLOWED ONE ABSENCE. THE INSTRUCTOR MUST BE NOTIFIED, AND MISSED TIME MUST BE MADE-UP IN ANOTHER CLASS. MAKE-UP TIME DOES NOT ERASE THE ABSENCE.
TO AVOID PROBLEMS WITH ATTENDANCE, BE SURE TO:

- ARRANGE FOR BACK-UP CHILDCARE
- SCHEDULE WORK AND OTHER COMMITMENTS AROUND CLASS TIME
- HAVE RELIABLE TRANSPORTATION
- TAKE CARE OF YOURSELF!
TARDIES

- Students are expected to arrive at the scheduled start time for each class, and return on time after breaks.
- Frequent tardies will affect the final grade and may lead to dismissal from the course.
FIRST DAY OF CLASS

- Bring all required books (available in JJC Bookstore)
- The instructor will review health requirements and course syllabus
- Uniform is not required on the first day
DRESS CODE/UNIFORM POLICY

- INFORMATION REGARDING THE DRESS CODE WILL BE DISCUSSED IN CLASS
- STUDENTS SHOULD COME TO CLASS DRESSED COMFORTABLY AND APPROPRIATELY FOR SKILL PRACTICE
- FOR CLINICALS, STUDENTS WILL WEAR A BLUE SCRUB TOP (AVAILABLE IN JJC BOOKSTORE), BLACK UNIFORM PANTS, WHITE SOCKS AND WHITE SHOES (NURSING OR LEATHER TENNIS SHOES). NO CLOGS OR SHOES WITHOUT A CLOSED HEEL
SUPPLIES

- GAIT BELT: STUDENTS WILL RECEIVE IN CLASS
- BLOOD PRESSURE CUFF/STETHOSCOPE KIT: CAN BE PURCHASED AT THE JJC BOOKSTORE
- WATCH WITH A SECOND HAND
COURSE HEALTH REQUIREMENTS: DUE BEFORE CLINICALS
PHYSICAL EXAM

- JJC PHYSICAL EXAM FORM MUST BE COMPLETED AND SIGNED BY YOUR HEALTHCARE PROVIDER
- STUDENTS MUST BE ABLE TO PARTICIPATE IN ALL ASPECTS OF THE COURSE WITHOUT ANY RESTRICTIONS
- IF YOU ARE PREGNANT, YOUR OB WILL NEED TO SIGN-OFF ON THE PHYSICAL FORM AS WELL
- KEEP IN MIND THAT THERE IS LIFTING, TURNING, TRANSFERRING, AND OTHER PHYSICAL ACTIVITY REQUIRED IN THIS COURSE
CPR CERTIFICATION

- ALL STUDENTS MUST HAVE A CURRENT AMERICAN HEART ASSOCIATION (AHA) BLS PROVIDER CERTIFICATION CARD. JJC OFFERS CPR 120 (face-to-face course) WHICH MEETS THIS REQUIREMENT.
ALL STUDENTS MUST PROVIDE DOCUMENTATION OF A 2-STEP TB TEST, WHICH CHECKS FOR EXPOSURE TO TB:

**STEP 1:** TEST PLACED; READ WITHIN 48-72 HOURS

**STEP 2:** 2\textsuperscript{ND} TEST PLACED 7-21 DAYS AFTER THE 1\textsuperscript{ST} TEST; READ WITHIN 48-72 HOURS

TB TESTS CAN BE OBTAINED AT YOUR COUNTY HEALTH DEPARTMENT (OFTEN FREE OR REDUCED RATE), PERSONAL PHYSICIAN, HEALTH CLINIC, ETC

INSTEAD OF THE 2-STEP, STUDENTS CAN OBTAIN A Quantiferon-TB Gold Blood Test, which detects the presence of tuberculosis. Check with your healthcare provider.
CRIMINAL BACKGROUND CHECK

- A FINGERPRINT CRIMINAL BACKGROUND CHECK IS REQUIRED BY THE STATE

- STUDENTS MUST BE FINGERPRINTED BEFORE THE FIRST DAY OF CLASS. PLEASE VISIT THE CERTIFIED NURSE ASSISTANT WEB PAGE FOR MORE INFORMATION REGARDING FINGERPRINTING

- IF YOU HAVE A PRIOR CONVICTION, YOU MAY BE ELIGIBLE FOR A WAIVER FORM. FOR MORE INFORMATION, AND A LIST OF DISQUALIFYING CONVICTIONS, VISIT: www.idph.state.il.us/nar/disconvictions.htm
REMEMBER:

- ALL REQUIREMENTS ARE DUE BEFORE STUDENTS CAN TAKE THE FINAL EXAM AND PROCEED TO CLINICALS. YOU WILL NOT BE ABLE TO COMPLETE THE COURSE IF YOU FAIL TO TURN-IN DOCUMENTS BY THE DUE DATE. DO NOT WAIT UNTIL THE LAST MINUTE!!
TIME COMMITMENT

- HOW WILL YOU FIT TIME IN FOR CLASS AND STUDYING?
HOW MANY HOURS EACH DAY ARE YOU SPENDING ON:

- EATING?
- SLEEPING?
- WORKING?
- CARING FOR FAMILY?
- HOBBIES/LEISURE?
- TRAVELING TO/FROM PLACES?
- COOKING/CLEANING?
HOW MANY HOURS ARE LEFT FOR SCHOOL/STUDYING?

- YOU MAY NEED TO CUT BACK IN OTHER AREAS TO ALLOW ENOUGH TIME FOR STUDYING. PLAN AHEAD!
OTHER REQUIREMENTS:

- POSITIVE ATTITUDE
- PROFESSIONAL BEHAVIOR
- RESPECT FOR INSTRUCTORS, CLASSMATES, AND EQUIPMENT
- RESPECT AND COMPASSION TOWARDS ALL STAFF AND RESIDENTS AT CLINICAL SITE
IMPORTANT WEBSITES:

- HEALTHCARE WORKER REGISTRY: www.idph.state.il.us/nar/home.htm
- NURSE AIDE TESTING: www.nurseaidetesting.com
FOR MORE INFORMATION, PLEASE CONTACT:

- KATIE FAZIO 815-280-2463 OR
- CHRIS CHIERIGATTI 815-280-2336
STUDENTS WHO SUCCESSFULLY COMPLETE NA 101 ARE ELIGIBLE TO RECEIVE THE NURSE ASSISTANT CERTIFICATE OF COMPLETION (NU 400) FROM JJC. STUDENTS MAY ALSO PURSUE ADDITIONAL ALLIED HEALTH CERTIFICATES, INCLUDING EKG AND PHLEBOTOMY. PLEASE CONSULT THE CURRENT ACADEMIC CATALOG (AVAILABLE ONLINE) FOR MORE INFORMATION
Please click on the link below to complete the orientation:

- [https://www.jjc.edu/nursing-101-orientation](https://www.jjc.edu/nursing-101-orientation)

- We will receive notification that you have completed the orientation. We can then issue faculty consent to register. You will NOT receive any type of notification; just go ahead and register.

- Once you receive faculty consent, it is valid for one year.