NA 101 Orientation

To register for the NA 101 course, you must:

- Be at least 16 years of age.

- Speak and understand the English language.

- Have a **valid Social Security number and provide a photocopy of the card.**

- **Strongly recommended to have a COVID vaccination card with a booster shot**.

- Be a registered JJC student.

- Complete the NA 101 orientation. Once completed, you will be granted faculty consent within 1-2 business days.

- Register online through eResources, by phone (815-280-2497) or in-person (Registration, A-Building 1st floor Main Campus).

Before you can register for NA 101:

- 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 "Get Started" at the top of the page, and read more under the "Admissions" tab.

- **Complete an Orientation (online or in-person) session**.

After Orientation Completion:

- Faculty consent will be granted (done by department staff online) within 1-2 business days. Then you will be able to register.

- 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; once you are able to register, you have been granted faculty consent.

- https://jjc.edu/choose-your-path/health-public-safety-human-services/certified-nurse-assistantconsent

Job Opportunities:

- Hospitals
- Long-term Care Centers
- Home Health
- Assisted Living Centers
- Rehab Centers
- Hospice and others

To become a CNA, you first need to:

- Enroll in an Illinois Department of Public Health (IDPH) approved Basic Nurse Assistant Training (BNAT) program or also known as Certified Nurse Assistant (CNA) Training.

- Our BNAT is an IDPH approved program under the course name NA 101.

- Submit a fingerprint Health Care Worker Background check **before** the first day of class.

- Students must NOT have any disqualifying convictions unless a waiver has been granted by the State.

Additionally, you will need to:

- Successfully **complete** BNATP, which includes 21 mandated performance skills.

- Pass the Illinois Nurse Aide Competency Exam (INACE).

- Once you pass the INACE, you become a CNA.

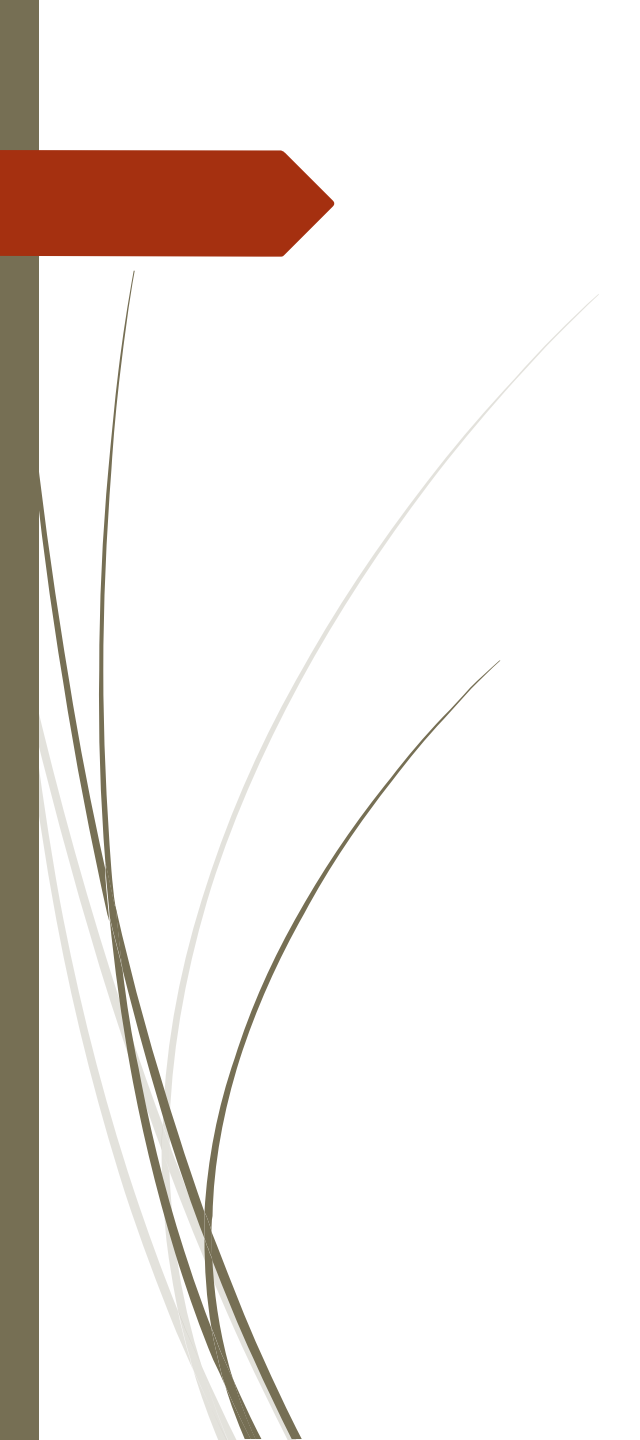# Illinois Nurse Aide Competency Exam (INACE):

➤ Effective July 1, 2022, there will no longer be an option to register for a paper-based state certification exam. It will only be offered in cases of legal accommodations in accordance with the Americans with Disabilities Act.

➤ Computer-based exam is offered at many different testing sites.

➤ JJC Romeoville Campus is a testing site.

INACE:

- The state exam consists of 85 multiple-choice questions.
- You have 12 months from the program completion date in order to pass the INACE.
- If you fail the exam three times, you must RETAKE the training again.

To maintain your CNA Certification, you must:

- Work a minimum of 8 hours in a 24-month period.
- Remain on the Healthcare Worker (HCW) registry with no disqualifying convictions.

In NA 101, you will learn about:

- The role and responsibilities of a CNA.
- Health Insurance Portability and Accountability Act (HIPAA).
- Preventing infection.
- Promoting safety.
- Safely moving/transferring a person.
- Assisting with hygiene/grooming/bathing/feeding.
- Proper oral care (including dentures).
- Assisting with toileting and dressing.

You will also learn about:

- 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.

Course Selection (Not for JTHS):

- You can view the available course schedule by visiting:

- https://jjc.edu/choose-your-path/health-public-safety-human-services/certified-nurse-assistant

- 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.

NA Expense List:

- On the CNA webpage, click on the "Expense List" for current tuition, fees, and other expenses for the course.

- The NU 400 Program (spring and fall semesters) is now eligible for IL MAP Grant funding. Please visit the Financial Aid Department for more detailed information.

Financial Assistance Options:

- Workforce Development of Will County: 815-727-4444
- Will County Center for Community Concerns: 815-722-0722
- Grundy Co Workforce: 815-942-0566
- Center for Academic Success in Healthcare (CASH): 815-2795, Main Campus, U2012

Refund and 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.
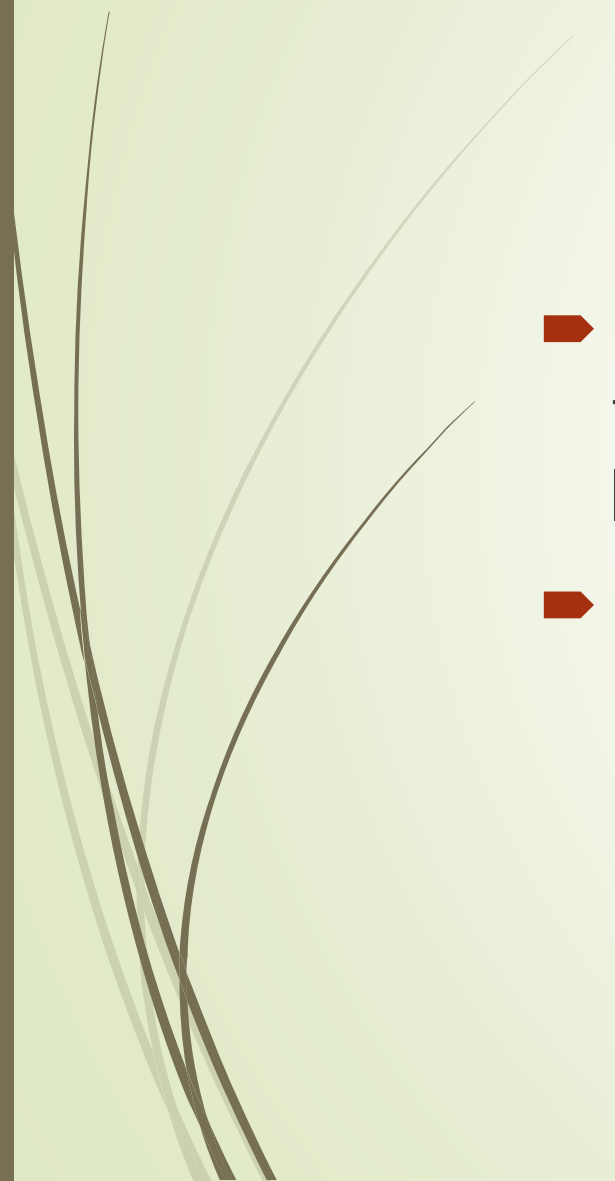
Special Accommodations:

- If you have a documented disability under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, please contact the Disability Services Office at JJC <u>well in advance of your first day of class.</u>

- Share your accommodation letter with your instructor to receive your accommodations in the course.

- Disability Services Office: 815-280-2613

NA 101 Course Information:

- First part of the course is theory in addition to labs.

- First day attendance is mandatory.

- Second part of the course is required clinical rotation at a nursing home, hospital or both with an instructor.

Theory Component:

- Successfully complete all theory component of the course in order to advance to clinicals.

- Maintain an 80% average on the ten quizzes in order to take the preclinical exam, otherwise the student must withdraw.

- Acquire an 80% on the pre-clinical exam to advance to clinical, otherwise the student must withdraw.

- Submit all healthcare requirements in order to take the pre-clinical exam.

- Pass the clinical rotation and acquire an 80% on the post-clinical exam to complete the course.

Lab Component:

- Students must attend all required lab days for skills performance, practice and testing in full uniform.

- Lab days are scheduled at either the Main Campus or Romeoville Campus .

Clinical Component:

- 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 check 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.

- The first day of class is mandatory.

- In the event of an emergency, students are allowed one absence, and they are to contact the Office of Student Rights and Responsibilities (OSRR) for documentation.

- The instructor must be notified and missed time must be made up in another class within a week of the original absence. Make-up time does not erase the absence.

To avoid problems with attendance:

- Arrange for back-up childcare.

- Schedule work and other commitments around class time.

- Have reliable transportation.

- Take care of yourself!

To avoid problems with participation:

- **Check your JJC email several times per day**.

- Read all Canvas Announcements posted.

- Communicate with your instructor frequently via email, text, or phone.

- Read the instructions carefully on the Orientation Module.

- Start compiling your health requirements early.

Tardies:

- Students are expected to arrive at the scheduled start time for each class session (lab and clinical) 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 our JJC bookstore).
- The instructor will review health requirements and the course syllabus.
- Uniform is not required on the first day of class.

Dress Code/Uniform Policy:

- Students should come to class dressed comfortably and appropriately.

- Students will wear their uniform during lab days.

- Ciel Blue scrub top, black uniform pants, white shoes and white socks. No clogs. No Crocs. No shoes with open toes and open heel.

Supplies:

- JJC student ID.

- Gait belt can be purchased at our bookstore.

- Blood pressure cuff/stethoscope kit can be purchased at our bookstore.

- Watch with a second hand. No smart watches are allowed.

Health Requirements:

➥ Nursing assistant students need to use the **NA 101 Student packet forms** to upload all health requirements in ViewPoint.

➥ ViewPoint is a required screening service for nursing assistant students. The student needs to purchase ViewPoint to set up the account. And the cost is $60.

➥ Students must be able to participate in all aspects of the course without any restrictions.

➥ 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.

- Students need to complete the HeartCode BLS first, https://www.elearning.heart.org/courses/25 before registering and attending any CPR skills only course. JJC offers CPR 125 (CPR Skills Only course), check JJC's class schedules.

2-Step Tuberculin (TB) Skin Testing:

- All students must provide documentation of a 2-step TB test, which checks for exposure to TB:

  - Step 1: test placed (**1st** office visit).

  - Test 1 read within <u>48-72</u> hours (**2nd** office visit).

  - Step 2: 2nd test placed <u>7-21</u> days after the 1st test (**3rd** office visit).

  - Test 2 read within <u>48-72</u> hours (**4th** office visit).

- 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. Check with your healthcare provider.

COVID-19 Vaccination:

- All nursing programs (CNA, RN, LPN, LPN Transition)**strongly recommend** that all students be fully vaccinated and boosted for COVID-19 before entrance into the program to complete the clinical requirements of the program

- If any of our students are not COVID-19 vaccinated and the student's section is assigned to a site requiring vaccination, then every effort will be made to assign this student to another site that does not require the vaccination.

- If there is not an available clinical spot for this unvaccinated student, then this unvaccinated student will need to wait to complete the program when a spot becomes available.

- The CDC has determined also that there is no interference with the COVID-19 vaccines and any tuberculin test.

Additional Health Requirements:

- Physical Examination
- 10-Panel Urine Drug Screen
- Proof of Immunity – MMRV
- Hep-B
- Tdap
- Flu Vaccination
- Personal Health Insurance
- Completion of Hospital Orientation Packets (for sections going to the hospital)

Health Care Worker Background Check:

- A fingerprint LiveScan background check is required by the State.

- Students must be fingerprinted **before the first day** of class. Please visit the Certified Nurse Assistant (CNA) web page, https://jjc.edu/choose-your-path/health-publicsafety-human-services/certified-nurse-assistant 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, www.idph.state.ll.us/nar/disconvictions.html
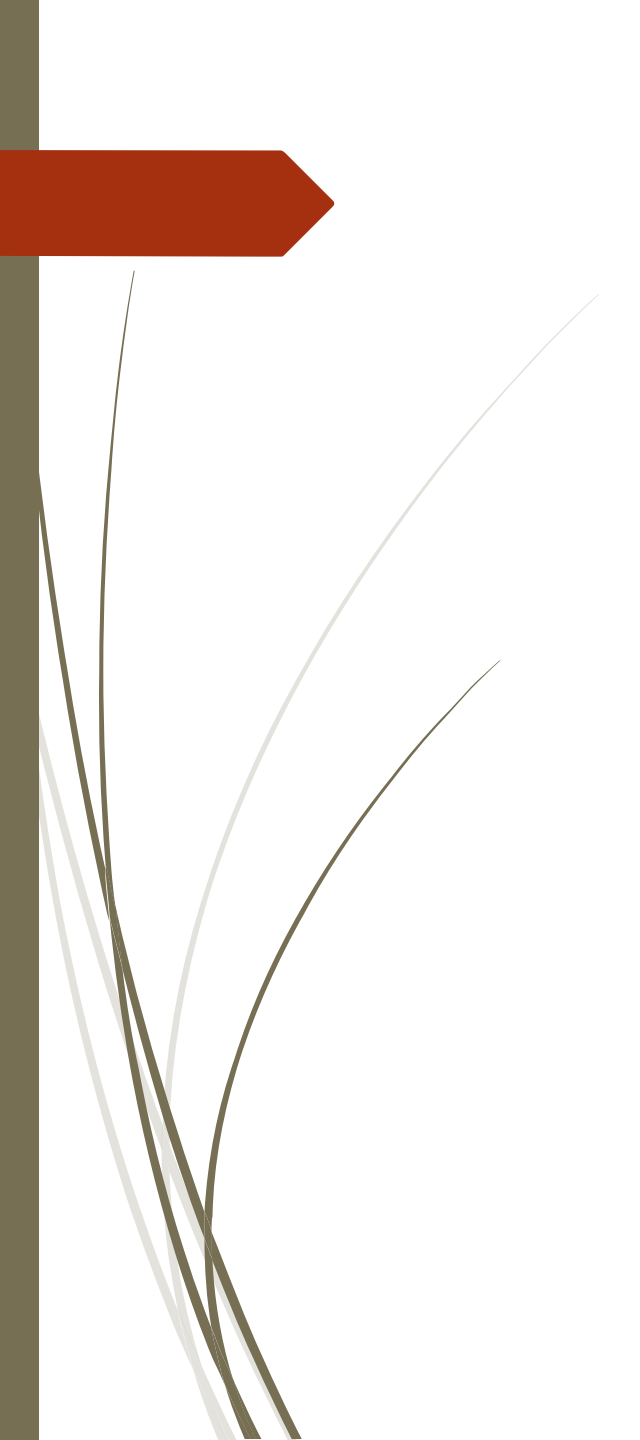
Remember:

- **All requirements are due <u>before students can take the pre-clinical exam</u> and proceed to clinicals.**

- You will **NOT** be able to complete the course if you fail to turn-in documents by the scheduled due date. Do not wait until the last minute.

Important Websites:

- HEALTHCARE WORKER REGISTRY:

www.idph.state.ll.us/nar/home.htm
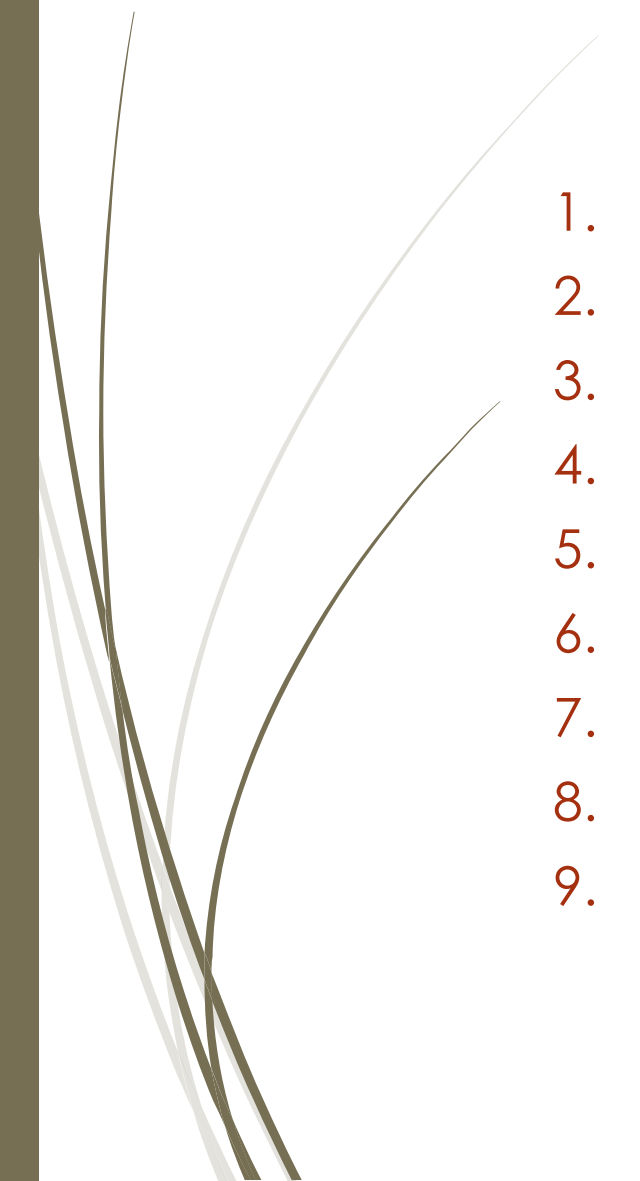
- NURSE AIDE TESTING:

www.nurseaidetesting.com

For any issues and concerns, contact your **instructor first** then follow the Chain of Command:

- Chris Chierigatti, Department Secretary. 815-280-2336, cchierig@jjc.edu

- Linda Saveas, RN, Program Coordinator & Associate Professor. 815-280-2796, fsaveas@jjc.edu

- Dr. Gina Hulbert, RN, Department Chair & Professor. 815-280-6722, ghulbert@jjc.edu

- Dr. Jorie Kulczak, RN, Dean of Nursing & Health & Public Services. 815-280-2847, jgenardo@jjc.edu

NA Certificate of Completion (NU 400):

1. Go to www.jjc.edu
2. Click on: MyJJC
3. Log in
4. Go to the Search Box (right upper corner) type: Graduation
5. Click on: Apply for Graduation
6. Click on: Online Application for Graduation
7. Click on: New Application, Enter SSN and Birthdate
8. Click on: Continue box
9. You are applying for "Certificate of Completion". Program code: NU400. Answer all required questions. Submit report.

Click on the **link** below after completing the orientation:

- We will receive notification that you have completed the orientation. Faculty consent to register is issued within 48 hrs.

- You will **NOT** receive any type of notification; just go ahead and register.

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

- https://www.jjc.edu/nursing-101-orientation