Nursing Assistant
Spring 2020
Orientation Session

Cynthia Anderson, BA, RN, RHIA, DSD
Nursing Assistant Program Director
Waitlist

- This Spring we had 83 applicants.
- If you choose to stay on the waitlist, all deadlines must be met.
- Anyone not meeting the deadlines will move to the bottom of the waitlist, and the other students will move up.
- Many students will drop or choose not to participate.
- I encourage you to continue move forward as if you are going to get into the program.
Missing Paperwork

- If you did not give me a copy of your legal ID or Social Security card
  - I need it ASAP!
  - No later than **January 15, 2020** when your medical packet is due
Registration

- Once you have been accepted and attended the mandatory orientation, your name will be coded so that you may register into theory and clinical.
- There are 2 sections for theory.
- There are 3 sections for clinical.
- You will be emailed, when we have finished coding, with directions about registration.
- NOTE: you do NOT need an add code.
- Once you receive the email telling you that it is time to register, please register right away. Often times students do not want to be in the course anymore and fail to notify us. This is one of the ways we are able to monitor.
Student ID

Mission College Student ID is **required** for everyone.

Student ID may be obtained, after you have registered for the course, at the Campus Center Information Desk

http://www.missioncollege.edu/student_services/student-government/student_ID.html

- Please wear your ID to class on the first day of Theory. You will need to have a hole punched horizontally. The instructors can do this for you.

- Sometimes students have holds on their accounts and they are unable to get an ID. Make sure you get your ID as soon as possible to insure you have no holds etc.

- It is the LAW that you wear your badge to clinical. You will be expected to be in full uniform with badge the first day of clinical. Anyone not in compliance will be turned away.
General costs

- Registration (regular course fees): see college catalog
- Physical exam/lab tests/and immunizations
- Skills kit ($64.00 - $113.00)
- Textbook ($66.25 / workbook ($20.25)
  - May buy used but not written in
- Uniform and shoes
- State exam ($100.00)
Books

► Jarosinski, Carrie L. *C.N.A. Nursing Assistant Certification; California Edition*. Cleveland, OH. August Learning Solutions, 2019.

► [http://shop.btpubservices.com/Title/9781941626030](http://shop.btpubservices.com/Title/9781941626030)


► [http://shop.btpubservices.com/Title/9781941626160](http://shop.btpubservices.com/Title/9781941626160)
Books

- May be purchased online or in Mission College bookstore.

- YOU MUST HAVE YOUR BOOK and WORKBOOK THE FIRST DAY OF CLASS!
The purchase of a skills kit is **REQUIRED** for your course. To have supplies available for the first lab, your order must be received no later than 4:00 pm eastern time on January 6, 2020. Any order received after 4:00 pm EST on 1/6/20 will require a $10 late fee.

**PURCHASE OPTIONS** (prices include shipping:)

1. C.N.A. kit only - $64.00
2. C.N.A. kit with stethoscope - $86.00
3. C.N.A. kit with blood pressure cuff - $91.00
4. C.N.A. kit with BP/stethoscope combo - $113.00

To ensure timely delivery, your kit will be sent to your instructor and dispensed after proof of purchase from G.T.S., Inc. **KITS WILL SHIP DIRECTLY TO THE SCHOOL.**

**USERNAME: MCCACNA  PASSWORD: 205209**
Everyone is required to wear a patch on their uniform.
The skills kit comes with one patch.
You may purchase additional patches separately for $8 per patch.
NA Patch

- One Mission College NURSE ASSISTANT patch is included with the cost of your kit. You can order additional patches for $8.00 each. Order online at: WWW.GRACETRAININGSUPPLY.COM using the following information:
  - USERNAME: MCCNAPAT    PASSWORD: 205209P

- You will have until March 1, 2020 to order patches.

- An auto reply will be sent to you when you place your order.

- $40.00 FEE IF YOUR CHARGE IS UNRECOGNIZED/DISPUTED.
Health Requirements

- Physical exam (within 3 months of start of program)
- Titer levels required (blood test). If not immune, you may need booster(s).
  - MMR titer (measles, mumps, rubella)
  - Varicella titer
  - Hepatitis B titer
- TDAP vaccine within last 10 years
- Current influenza vaccine
- Tuberculosis clearance:
  - 2 step PPD (tuberculin skin test) within 3 months of start of program OR
  - QuantiFERON (blood test) within one year of start of program.
  - If you have had a positive PPD or QuantiFERON test result, you will need a chest x-ray taken within the last 5 years.
  - Current TB surveillance form (provided in medical packet). Must be signed within 3 months of start of program.

DUE: Jan 15, 2020
Medical packet

MUST USE OUR FORMS


<table>
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<tr>
<th>1. Checklist</th>
<th>4. Physical Exam (3 pages)</th>
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<tr>
<td>2. Dear Doctor Letter</td>
<td>5. TB surveillance form</td>
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<tr>
<td>3. Performance Standards</td>
<td>6. Attach copies of lab results and immunization records</td>
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Due January 15, 2020
(WE UNDERSTAND THAT VACCINES MAY BE IN PROGRESS)
Medical packet due date

- The medical packet is due in the drop box (GC-235) by **January 15, 2020**. You **must** communicate with me well in advance if you run into any problems or delays.

- We realize that not all immunizations will be given at once, but they must be initiated.

- Place your packet in an envelope and label it with your name, Student ID number, and **Spring C.N.A. 2020**. You may drop it in the drop box in Nursing office GC-235.

- Do **NOT** staple or fold packets

- Appointments can be made at the school if you do not have health insurance.
  
  - Call (408-855-5140) or drop by Student Health Services; Student Engagement Center (SEC) 104 adjacent to the Welcome Center (Front Lobby)

  [http://www.missioncollege.edu/student_services/health-services/resources.html](http://www.missioncollege.edu/student_services/health-services/resources.html)

*It is highly recommended that you make your doctor appointment TODAY.* Doctors schedule physicals far in advance! If you have had your physical this year, then a doctor will likely just fill out the form for you and add the additional tests.
Dress Code Policy

The student must present a neat, well-groomed appearance at all times when representing Mission College. **Name tag must be worn at all times when at clinical site.**

STUDENTS WHO DO NOT COMPLY WITH THE DRESS CODE POLICY WILL NOT BE ALLOWED TO PARTICIPATE IN THEIR CLINICAL ASSIGNMENT UNTIL THE RECOMMENDED ADJUSTMENT IS MADE.

Students with excessive violations of the Dress Code Policy may be subject to dismissal from the program for failure to meet program objectives and professional standards.

**Uniform Regulations:**

- The student uniform must be worn in the hospital/clinical setting at all times.
- The uniform must be clean and neatly pressed at all times.
- The dress-style uniform for women must be at a “moderate” length.
- Any soft-soled, plain, white, shoe may be worn with the exception of clogs, sandals, and canvas shoes. Shoes and shoestrings must be kept clean and in good repair.
- Hosiery (“nylons”) must be worn with a dress uniform. Hosiery may be white or neutral and must be free of runs or tears. Support hose are recommended to prevent varicosities and “tired legs”. No opaque hosiery or tights are to be worn with the uniform.
- Underclothing is required with all style uniforms and cannot be visible through the uniform.
A sweater may be worn with the uniform as necessary. White, navy, black, or cranberry colors are acceptable. Sweaters may not be layered. No lab coats, jackets, or hooded sweaters/sweatshirts are permitted. Sweaters are discouraged due to infection control concerns.

The student name tag must be worn at all times in clinical.

Fingernails should be short and clean. No nail polish or artificial nails are allowed.

No rings other than wedding rings may be worn with the student uniform. Rings accumulate bacteria and may be injurious to the patient. Rings must be removed in specialty areas according to the hospital regulations. When going into regulated areas, it is recommended to leave rings home.

Only small post earrings are acceptable. All other noticeable piercing must be removed for safety and cleanliness reasons.

Chewing gum is not allowed in class, in conference rooms, or while giving patient care. No eating or drinking is allowed at the nurse’s stations. Students who wish to smoke are permitted to do so during break time and in designated areas only.
Dress Code Policy (Continued)

- Hair must be short, above collar level, or secured to keep it above collar level and prevent it from falling into the work area. It must be maintained in this style whenever the student is in uniform [college, hospital, or other clinical site]. No extreme hairstyles or unnatural colors are permitted. Clips, barrettes or anything used to contain hair should be small and plain in style.

- Conservative use of makeup, including mascara and eyeliner is acceptable. Extreme makeup including eyelashes, eye shadow, and extreme shades of lipstick and heavy makeup are prohibited. Clinical instructors, at their discretion may ask students to remove makeup.

- Heavy fragrances and body odors are offensive and harmful to patients; no perfumes, colognes, or after-shaves should be worn. A daily bath or shower and the use of deodorant are essential in a vocation where direct contact with other people is close and frequent.

- When possible, tattoos should be covered by clothing.

- Hijab or turban must be white and clean.

- No smart watch (Apple, Fitbit, etc) in clinical or theory.
Female NA Student Uniform

- White scrub top and white scrub pants. No tight-fitted pants and no elastic around the ankles.
- Clean white soft-soled shoes with closed toe and heel. No canvas shoes are allowed. No clogs.
- White or neutral tone, run-free hose. White socks are okay.
- Mission Patch is sewn 1.5 inches above the left hem of the sleeve
- Wristwatch with a second hand.
- White, navy, black, or cranberry colored sweater (if needed).
- Ballpoint pen; must be black ink only. Small notebook that can fit in pocket.
- Mission College picture ID
Male NA Student Uniform

1. White scrub top and white scrub pants. No tight-fitted pants and no elastic around the ankles.
2. Plain white leather shoes of any brand. No canvas shoes.
3. White socks.
4. Mission Patch is sewn 1.5 inches above the left hem of the sleeve.
5. Wristwatch with second hand.
6. White, navy, black, or cranberry color sweater (if needed)
7. Ballpoint pen; must be black ink only. Small notebook that can fit in pocket.
8. Mission College picture ID
Patch Placement:
1.5 inches above hem of sleeve
State Requirements

- You must complete **60 hours** of theory (hour per hour)
- You must complete **100 hours** of clinical (hour per hour)
- Fingerprinting (see next slide)
FINGERPRINTING

- It’s the law
- Once you have been accepted into the program you will be fingerprinted on the second day of class (there is no cost to you)
- You must state on the form whether you have been convicted of any other crime than a minor traffic violation
## SPING 2020 Theory

Theory 3:00 pm -- 7:20 pm / Lab 7:50 pm -- 9:30 pm
Ms. Lania/Ms. Tess

(CRN: 30969 & 30964)

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# SPRING 2020 CLINICAL

Clinical 6:30 am - 2:45 pm (30 min lunch)

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**SPRING BREAK MARCH 29 – APRIL 5**

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| May 22 Finals | | | | | |

Ms. Tess = Wednesday /Saturday (OLOF)

Ms. Carrie = Friday/Saturday (Lincoln Glen) & Monday/Tuesday (Amberwood)
ATTENDANCE

- You may not be tardy or miss any theory days as there are no make-ups available.

- One missed theory day means we will have to drop you from the program.

- You may not be tardy or miss more than one clinical day.

- If your teacher must miss a clinical day, and we are not able to get a substitute, that would be your one allowed missed clinical day.

- It is highly recommended that you plan your schedule accordingly. There are no exceptions!
Absences

- **Mission College Policy:** Students are expected to attend all class sessions and participate in class activities and the requirements for the course. Instructors may drop students from class if they fail to attend the first class meeting or when the instructor determines that the student is no longer reasonably participating in the activities and requirements of the course. Definition of non-participation shall include but not be limited to excessive absences defined by the college when accumulated hours of absences exceed ten percent of the total number of hours the class meets during the semester or when the student has exceeded the state approved training schedule’s built in make-up time.

- The training schedule must be followed hour per hour and any theory that has been missed must be made up by the student prior to clinical; therefore it may not be possible to continue on to clinical based on time missed in theory. The training schedule does have minimal built in make-up time but any hours beyond this will result in the student being dropped from the program or, under specific circumstances, receiving an incomplete in the course until all hours and can be made up. Make-up time is made up hour for hour, and must be overseen by the instructor.
Successful Completion

- For successful completion of the program, a minimum grade of a 75% in theory is mandatory. Failure in the clinical portion of the Nursing Assistant program constitutes an F in the theory course.

- Both clinical and theory must be passed to be eligible for the state exam.

- You must register for the state exam at least 10 business days before the date of the exam.

  - http://www.missioncollege.edu/depts/health-workforce/regional_testing.html
A mission college certificate of completion is issued for Completing:

- H0C 019A = Theory
- HOC 019B = Clinical

This also qualifies you to Participate in the graduation ceremony!
Check website for updates

- [http://nursing.missioncollege.edu](http://nursing.missioncollege.edu)
- Click the Nursing Assistant (+), then look under Nursing Assistant Spring 2020 for all forms, power points, and packets.
- I will notify you when there are any changes or updates.
Nursing Counselor

Monica Nolasco
monica.nolasco@wvm.edu
(408) 855-5521

To schedule an appointment:
https://esars.wvm.edu/eSARS/MC-Counseling/eSARS.asp?WCI=Init&WCE=Settings
For answers to any of your questions

Ms Cynthia Anderson, NA Director & Part-Time Faculty:
- (408) 855-5303
- cynthia.anderson@missioncollege.edu

Ms Carol Ann Friedman, Dean
- carol.friedman@missioncollege.edu

Ms Marsha Oliver, Department Chair
- marsha.oliver@missioncollege.edu

Mr. Mark Zamzow, Admin. / Program Specialist
- mark.zamzow@missioncollege.edu