

Nursing Assistant Orientation Summer 2024

Cynthia Anderson, RN, RHIA
Director, Nursing Assistant Program
Associate Faculty

Attendance at Orientation

Please type your name (first and last) in the chat **once** to let us know you are here today.

Orientation Topics

- ▶ Program Structure & Schedule
- ▶ Registration
- ▶ Student ID card
- ▶ Books
- ▶ Skills kit
- ▶ Medical packet
- ▶ Dress code & uniform
- ▶ Costs
- ▶ State requirements: attendance & fingerprinting
- ▶ Successful completion
- ▶ Questions

- ▶ PowerPoint slides will be posted on our website

Waitlist

- ▶ 28 seats are available for the summer program. 157 applications were received from qualified students. Students were randomly selected.
- ▶ 32 students have already dropped out of the process. 97 remain on the waitlist.
- ▶ Throughout the coming weeks, more students will drop out or choose not to participate. If you are waitlisted, I encourage you to continue moving forward as if you are going to be accepted to the program.
- ▶ 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.

NA Program Structure

- ▶ HOC 19A & 19 AL Nursing Assistant Fundamentals (Theory & Lab)
 - ▶ Taught on campus in classroom and nursing skills lab
 - ▶ All students together in one class
 - ▶ 60 hours of Theory required by the State of California (CDPH)

- ▶ HOC 19B Nursing Assistant Clinical Experience (Clinical)
 - ▶ Taught in local Skilled Nursing Facilities (SNFs)
 - ▶ Two groups of 14 students
 - ▶ You enroll in one section
 - ▶ 100 hours of Clinical required by the State of California (CDPH)

Summer 2024 Schedule

Theory 8:00 am - 12:20 pm/Lab 12:50 pm - 2:30 pm

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

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1					June 14 First Day of class
2	June 17	June 18	June 19 Holiday No Class	June 20	June 21
3	June 24	June 25	June 26	June 27	June 28
4	July 1	July 2	July 3	July 4 Holiday No Class	July 5
5	July 8	July 9	July 10	July 11	July 12
6	July 15	July 16	July 17	July 18	July 19
7	July 22	July 23 Final exam	July 24	July 25	July 26

Class Registration

- You will be notified by email when it is time to register. This is a closed program. The computer will not allow you to register until the Health Occupations staff has programmed your student ID to allow it. Watch for an email in **late April** with registration instructions. Once you receive it, please register right away.
- You must register for HOC 19A, HOC 19AL, and HOC19B simultaneously because they are co-requisites. If you try to register for one and then the other, you will get an error message saying you have not met the pre-requisite.
- There are 2 sections for HOC 19B (Clinical). Each will be held at a different facility. You will select one section. Choice of section is first come, first served.
- There are 2 sections of HOC 19AL (Lab). It does not matter which one you select. They will be taught together.
- Once you have registered, activate your **WVM email** and order a **parking pass** if needed

Student ID Card

- ▶ Mission College Student ID card is **required** for everyone in the program. Cards are processed by the Office of Student Activities. You must register for your classes before you can get the card.
 - ▶ If you need an ID card, complete the online form and upload a photo ID. Here is the link for the form https://missioncollege.edu/student_services/student-government/student-id.html
 - ▶ You will then need to come to campus to pick up your card
 - ▶ If you prefer, you may stop by the Campus Center Information Desk
- ▶ Ask that they punch a horizontal hole so your card can be worn as a badge.
- ▶ Sometimes, students have holds on their accounts, and they are unable to get an ID until that is cleared. Please get your card early so you have time to address any problems.
- ▶ It is the **LAW** that you wear your badge to off-site Clinical. You will be expected to be in full uniform with badge starting on the first day of Clinical. Anyone not in compliance will be turned away.

Required Books

- ▶ Jarosinski, Carrie L. *C.N.A. Nursing Assistant Certification; California Edition*. Cleveland, OH. August Learning Solutions, 2020.
- ▶ [CNA: Nursing Assistant Certification, California Edition | August Learning Solutions](#)
- ▶ Whitley, Lisa Rae. *C.N.A. Nursing Assistant Certification; California Edition Workbook*. Cleveland, OH. August Learning Solutions, 2020.
- ▶ [CNA: Nursing Assistant Certification, California Edition Workbook | August Learning Solutions](#)

Required Books

- ▶ Books can be purchased or rented through the Mission College virtual bookstore.
- ▶ <https://bncvirtual.com/wvm>
- ▶ Be careful to purchase CALIFORNIA editions
- ▶ Textbook may be print or digital version. Used is ok. Rented is ok.
- ▶ Workbook must be paper and new. Do not get a digital workbook!
- ▶ **You must have your textbook and workbook for the first day of class.**

Health Requirements

- ▶ Physical exam within 3 months of the start of the program
- ▶ Titer levels required (blood tests). If not immune, you may need booster(s).
 - ▶ MMR (measles, mumps, rubella)
 - ▶ Varicella (chickenpox)
 - ▶ Hepatitis B surface antibody test
- ▶ TDAP (tetanus, diphtheria, pertussis) vaccine within the last 10 years
- ▶ COVID-19: full vaccination with booster.

Health Requirements (cont.)

Tuberculosis clearance:

- ▶ Option 1: QuantiFERON (blood test) no more than one year prior to start of program. **OR**
- ▶ Option 2: **Two**-step PPD (tuberculin skin test) done no more than 3 months prior to start of program. Two-step means two skin tests placed 1-3 weeks apart.

- ▶ If you have had a positive PPD or QuantiFERON test result, you will need a chest x-ray taken within the last 5 years showing no signs of active TB.

- ▶ Everyone must complete the TB surveillance form (provided in medical packet). **Must be signed by a healthcare provider** and done no more than 3 months prior to start of clinical.

PACKET DUE NO LATER THAN: May 16, 2024

Scheduling your appointment

Option 1: Most students make an appointment for a physical exam with their regular doctor/nurse practitioner.

It is highly recommended that you make your appointment ASAP. Doctors schedule physicals far in advance!

Option 2: Schedule an appointment with a clinic, such as CVS MinuteClinic or Doctors on Duty.

If you will have a problem with either option, please let me know immediately (no later than next week). I may be able to help you make arrangements with the Student Health Center at West Valley College, but I need to know soon!

Medical Packet Forms

Forms are available on our website. Please print them out, complete your sections (identification and medical history), and bring them with you to your appointment. **Mission College forms must be used.**

- ▶ **Checklist:** This list is to help you make sure your packet is complete before you turn it in. Please read it carefully.
- ▶ **Dear Doctor Letter:** This letter informs your doctor what we need. No need to return this form to me.
- ▶ **Performance standards:** This informs your doctor of the physical requirements you must meet. No need to return this form to me.
- ▶ **Physical Exam Form (3 pages):** You complete the first 2 sections before your appointment (name & address section and medical history section). Your doctor completes the remainder and signs & dates the form.
- ▶ **Tuberculosis Surveillance Form:** You answer the questions and sign as the patient. Your doctor reviews your answers, and completes, **signs & dates** the bottom portion.

Medical Packet Submission

- ▶ Email pdf attachments (scans) to me at Cynthia.Anderson@wvm.edu no later than **May 16**. Please send a single email that includes all of the following:
 - ▶ Physical exam form (3 pages)
 - ▶ Tuberculosis surveillance form
 - ▶ Immunization records, including Covid
 - ▶ Lab reports from blood tests (titers)
 - ▶ QuantiFeron lab result or two-step PPD
- ▶ Be sure all forms are complete and signed

Medical Packet (cont.)

- ▶ It is highly recommended that you submit your packet early so that you will have time to address any gaps or problems.
- ▶ Anyone not submitting a complete medical packet will not be allowed to participate in the program.
- ▶ If you need additional immunizations, we understand they will not be given all at once, but you must have had at least the first of any series.

PACKET DUE NO LATER THAN: May 16, 2024

COVID-19 Testing

- ▶ You must follow the Covid testing policy of the Skilled Nursing Facility where you are training.
- ▶ Testing is the responsibility of the student.

Nurse Assistant Uniform Example



Uniform Regulations

- ▶ White scrub top and white scrub pants or dress/skirt of moderate length. No tight-fitted pants and no elastic or bands at the ankles.
- ▶ Shoes: clean, white, soft-soled shoes, leather (or imitation leather) with closed toe and heel. No canvas shoes are allowed. No clogs.
- ▶ White socks or white/neutral tone, run-free hose.
- ▶ Mission College Nursing Assistant Student Patch is sewn 1.5 inches above the hem of the left sleeve.



Uniform Regulations (cont.)

- ▶ A white sweater may be worn with the uniform if needed. Sweaters may not be layered. No lab coats, jackets, or hooded sweaters/sweatshirts are permitted. Sweaters are discouraged due to infection control concerns.
- ▶ Underclothing is required with all uniforms and cannot be visible through the uniform.
- ▶ Wristwatch with a second hand (or digital).
- ▶ Ballpoint pen; must be black ink only. Small notebook that can fit in pocket.
- ▶ Mission College picture ID Name Badge

Dress Code Policy

- ▶ The student must always present a neat, well-groomed appearance when representing Mission College.
- ▶ Uniform must be freshly laundered and neatly pressed every day.
- ▶ The student uniform and name tag must be worn in the hospital/clinical setting at all times.
- ▶ 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. No **extreme** hairstyles or **unnatural colors** are permitted. Clips, barrettes, or anything used to contain hair should be small and plain in style.

Dress Code Policy (Cont.)

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

Dress Code Policy (cont.)

- ▶ No rings other than wedding rings may be worn with the student uniform. Rings accumulate bacteria and may be injurious to the patient.
- ▶ Only small post earrings are acceptable. All other **noticeable piercings** must be **removed** for safety and cleanliness reasons.
- ▶ Hijab or turban must be white and clean.
- ▶ No smart watch (Apple, Fitbit, etc.) in clinical or theory.

Dress Code Policy (cont.)

- ▶ 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.
- ▶ Students who do not comply with the dress code policy will not be allowed to participate in their clinical assignment until the recommended adjustments are 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.

Allheart Uniform Ordering

- ▶ You may purchase your uniform anywhere you would like as long as it meets the requirements.
- ▶ You are encouraged to consider ordering your uniform from Allheart. They have offered good pricing for our students. Uniforms are unisex (even though they are labeled as for women).
- ▶ Ordering 2 uniforms is recommended.
- ▶ Orders are shipped to your home.
- ▶ Login information on the next slide.

Allheart Uniform Ordering

- ▶ Enter URL <https://missioncollege.allheartgroups.com>
- ▶ Click “**Create Account**”
- ▶ Enter the information requested
- ▶ Secret question: can be anything, for example
Q: Name of school?
A: Mission College
- ▶ Hire date: select any date (it doesn't matter)
- ▶ Registration Passcode: **mission@allheart**
- ▶ Create your username and password (this is how you will log back in). Your information will be stored for future orders.
- ▶ Any questions or issues, contact Kaitlin Lewis
Email: Kaitlin.Lewis@allheart.com

NURSING SKILLS LAB KIT

The purchase of a skills kit is **required** for your course. Please go to gracetrainingsupply.com to order online. To have supplies available for the first lab, your order must be received no later than **1:00 pm Pacific Time on May 24, 2024**. Any order received after 1:00 pm on 5/24/24 will incur a \$20 late fee.

Everyone must purchase the kit, and everyone must have a stethoscope and **manual** blood pressure cuff. You may use your own stethoscope and manual blood pressure cuff or borrow one from a friend or family member. You may also add one or both to the purchase of your kit.

PURCHASE OPTIONS (prices include shipping):

- ▶ 1. CNA kit only - \$102
- ▶ 2. Add on stethoscope - \$26
- ▶ 3. Add on manual blood pressure cuff - \$36

To ensure timely delivery, **kits will ship directly to Mission College** and be passed out on the first day of class.

USERNAME: MCCACNA

PASSWORD: 246500

Uniform Sleeve Patch

- ▶ Every student is required to wear a patch on the left sleeve of their uniform.
- ▶ One Mission College Nurse Assistant uniform sleeve patch is included with the cost of your skills lab kit.
- ▶ You can order additional patches for \$9 each. Order online at: [gracetrainingsupply.com](https://www.gracetrainingsupply.com) or use the order form posted on the Mission College website.
- ▶ **USERNAME: MCCNAP**
PASSWORD: 2465002
- ▶ You will have until **July 1, 2024** to place a patch order.



Estimated costs (subject to change)

- ▶ College Fees
 - ▶ \$46/unit x 6.5 units = \$299
 - ▶ Mandatory fees: approximately \$20
- ▶ Physical exam/lab tests/and immunizations (cost depends on your insurance and what you need)
- ▶ Skills kit (\$102 - \$164)
- ▶ Textbook (\$66) / Workbook (\$22.50)
- ▶ Uniform and shoes (cost depends on your choice)
- ▶ State exam (\$120.00)

State Requirements

- Medical clearance
- You must complete **60 hours** of theory instruction (hour per hour)
- You must complete **100 hours** of clinical instruction (hour per hour)
- Fingerprinting and background check

Attendance - Theory & Clinical

- ▶ You may not be tardy or miss any Theory days as no guaranteed make-up days are available.
- ▶ One missed theory day means we will have to drop you from the program.
- ▶ You may not 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.
- ▶ Please plan your schedule accordingly. There are no guarantees that you can make up missed days.

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 state-approved training schedule must be followed hour by hour, and the student must make up any Theory that has been missed prior to attending 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 for Clinical, but any hours missed beyond this will result in the student being dropped from the program or, under special circumstances, receiving an incomplete in the course until all hours can be made up. Missed time is made up hour by hour and must be overseen by the instructor.

Fingerprinting (Live Scan)

- ▶ It's the law.
- ▶ Once you have been accepted into the program, you must make an appointment with Campus Police at West Valley College to be fingerprinted.
- ▶ There is no cost to you.
- ▶ Even if you have previously had Live Scan fingerprinting done, you must do it again for this program.

Fingerprinting (cont.)

Fingerprinting appointments will be available on **June 4 and 5** from **9:00 am to 4:45 pm**. You must have your fingerprints done on one of these two days. **NO EXCEPTIONS.** Fingerprinting is a State mandate. You may not remain in the program without fingerprinting.

- ▶ You will receive a call or email from Campus Police to schedule your appointment.
- ▶ WVC Campus Police: 408-741-2685 or livescan@wvm.edu

FINGERPRINTING (cont.)

- ▶ Before your appointment, you must print the the Live Scan Form (which is posted on the website) and fill in the Applicant Information section. **Bring the form with you to the appointment.** You will be given a copy of the completed form as your receipt.
- ▶ **You must bring with you to the appointment a valid form of identification.** The most common types of acceptable identification are:
 - ▶ California driver License
 - ▶ California state-issued Identification Card
 - ▶ US Passport
 - ▶ Permanent Resident Card
 - ▶ Military Identification
- ▶ On your state CNA application form, you must answer if you have been convicted of any crime other than a minor traffic violation.

Fingerprinting (cont.)

- ▶ **IMPORTANT:** Fingerprinting appointments are done at the **West Valley Campus** in Saratoga.
- ▶ Do NOT go to Mission College Campus.
- ▶ The Police Department is located across from the softball field.
- ▶ Go to this link for a map
- ▶ <https://www.westvalley.edu/documents/maps/pdf/wvc-campus-map.pdf>

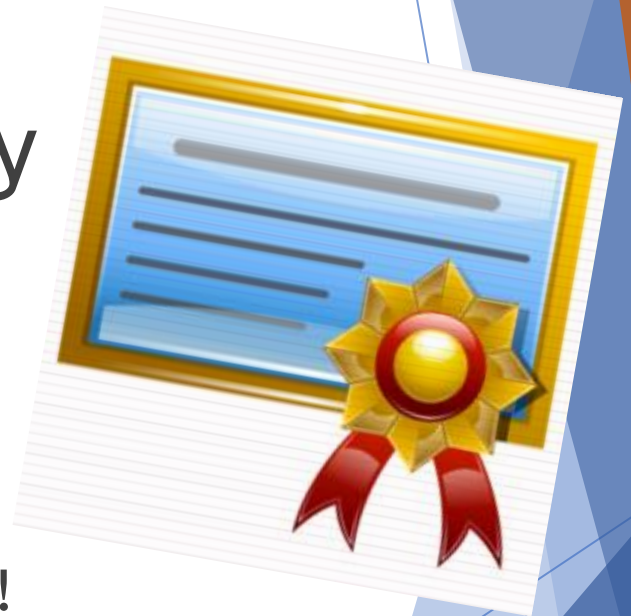
Successful Completion

- ▶ Students must achieve **both** a minimum grade of 75% in Theory and a passing grade in Lab and Clinical in order to successfully complete the program and be eligible to take the state exam.
- ▶ <https://credentia.com/test-takers/canorth>

A Mission College Certificate is given for successfully completing the program.

- HOC 019A & AL= Theory
- HOC 019B = Clinical

This also qualifies you to Participate in the Mission College graduation ceremony!



Everything is subject to change

- Schedules could change
- Facility could change
- SNFs could limit the number of students
- ???

Nursing Counselor

- ▶ Monica Nolasco

monica.nolasco@wvm.edu

(408) 855-5521

- ▶ To schedule an appointment (1 hour is recommended) go to this page:

- ▶ <https://missioncollege.edu/depts/counseling/academic-counseling.html>

Updates and forms

- ▶ Please check your email often. I will email you with any changes, updates and reminders.
- ▶ Forms, PowerPoints, and other important information can be found on our website.
 - ▶ <https://missioncollege.edu/depts/health-occupations-nursing/nursing-assistant.html>
 - ▶ click on **Information for Nursing Assistant Applicants - Summer 2024.**

Important dates*

Medical Packet Due:

May 16

Skills Kit Orders Due

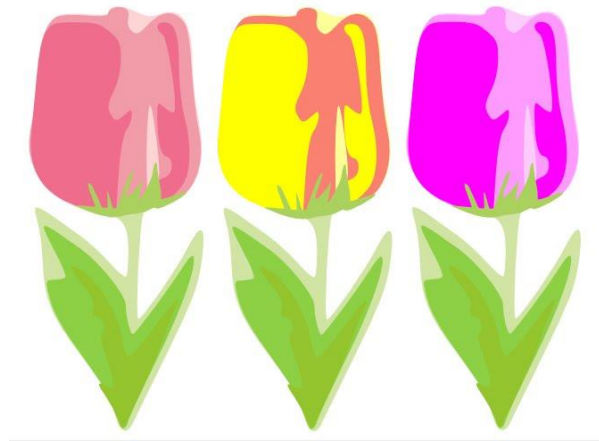
May 24 by 1:00 pm

LiveScan Fingerprinting

June 4 & 5

First Day of Class

June 14



*Dates may change. Website will be updated as needed.

Helpful Websites

- ▶ How to register for classes:
<https://missioncollege.edu/admissions/become-a-student/>
- ▶ Credentia (testing agency for state exam)
<https://credentia.com/test-takers/canorth>
- ▶ Mission College Health Occupations/Nursing Department
<https://missioncollege.edu/depts/health-occupations-nursing/>
- ▶ Mission College Nursing Assistant
<https://missioncollege.edu/depts/health-occupations-nursing/nursing-assistant.html>

For answers to your questions

Cynthia Anderson, Director
(408) 855-5303 (office)

▪ cynthia.anderson@wvm.edu

Roy Vasquez, Dean

▪ roy.vasquez@missioncollege.edu

Lania Williams, Department Chair

▪ Lania.williams@missioncollege.edu

Mark Zamzow, Program Support

▪ mark.zamzow@missioncollege.edu



Attendance at Orientation

If you have not already done so, please type your name (first and last) **once** in the chat to let us know you are here today.

Questions

