MJ NURSING ASSISTANT TRAINING INSTITUE MERCED

Synchronous

eLearning Edition

Administrative Policies and Student Handbook

**APPENDIX – STUDENT PACKET**

**TOPIC PAGE**

Nurse Assistant Training Program……………………………………………………………………………. 3

Certified Nursing Assistants……………………………………………………………………………………… 3

Certified Nursing Assistant Modules…………………………………………………………………………. 4-6

1. Modules 1 – 7 (page 4)
2. Modules 8 – 11 (page 5)
3. Modules 11*ctd* – 17 (page 6)

Required Materials for the Nursing Assistant Training Program………………………………… 7

Entrance Requirements……………………………………………………………………………………………. 8

Method of Instruction………………………………………………………………………………………………. 8

Method of Evaluation……………………………………………………………………………………………….. 8

Certificate of Successful Completion…………………………………………………………………………. 8

Written Examination………………………………………………………………………………………………… 9

Clinical/Laboratory Performance……………………………………………………………………………… 9

Skills Testing……………………………………………………………………………………………………………. 9

Grade Scale………………………………………………………………………………………………………………. 9

Attendance………………………………………………………………………………………………………………. 10

Dress Code……………………………………………………………………………………………………………….. 10

Classroom & Clinical Management……………..…………………………………………………..………….. 10

Disciplinary Action Policy………………………………………………………………………………………….. 11

Grievance Policy……………………………………………………………………………………………………….. 11

Student Release of Information Policy and Record Keeping……………………………………….... 12

Mission Statement……………………………………………………………………………………………………… 13

Tuition, Refund, & Withdrawal Policy………………………………………………………………………… 14

How to Navigate Canvas…………………………………………………………….……………………………… 15

Student Consent Form……………………………………………………………………………………………….. 16

**INTRODUCTION**

**Nurse Assistant Training Program**

This 170+ hour course will train the student(s) to provide quality nursing care to residents in Long-Term Care facilities. The program consists of 17 modules focused on all aspects of resident care including, but not limited to the following: resident’s rights, body mechanics, taking vital signs, and rehabilitative nursing.

The purpose of these policies is to provide specific policies governing the operation of the MJ Nursing Assistant and Home Health Aid Training Institute, and to identify student responsibilities for their participation.

The Nursing Assistant Training Program is designed to prepare the nursing assistant to care for the elderly and the chronically ill in a long-term skilled nursing facility. Upon successful completion of all the required mandated theory and clinical training, the student will be awarded a certificate. This certificate will enable students to take the competency examination – a process which will lead to an occupation as a Certified Nursing Assistant (CNA).

A Certified Nursing Assistant may be defined as an individual trained to give personal care and assistance, determined by the facilities’ policies, under the supervision of a Licensed Vocational Nurse (LVN), or a Registered Nurse (RN).

**Certified Nursing Assistants**

Certified Nursing Assistants perform routine duties in the general care of residents under the close supervision of nursing and medical staff.

Certified Nurse Assistant duties and/or responsibilities include the following:

* Measure food and liquid intake and output
* Assisting with the serving and feeding of residents who require help
* Take and record temperature, pulse, respiration, and blood pressure
* Apply dressings and compresses
* Assist residents with personal hygiene, bathing, and grooming
* Assist residents in walking to treatment units, recreational therapy, and other prescribed activities within the clinics, public health agencies, and acute care hospitals
* Observe resident conditions and report any changes to the professional staff
* Prepare for and assist professional staff with examinations, treatments, and/or surgeries for outpatients (which include sterilizing and assembling the treatment trays, supplies, and instruments)

The Certified Nursing Assistant’s role in performing service that require less skill and training frees the medically trained staff for highly skilled, specialized duties.

**CERTIFIED NURSING ASSISTANT MODULES**

**Module 1: Introduction to Healthcare**

This module provides an overview of Title 22, Division 5, and the California Code of Regulations.

To obtain the Certified Nursing Assistant certification, the students will learn the roles and responsibilities of the Certified Nursing Assistant, professionalism, ethics, and confidentiality.

**Modules 2 and 3: Interpersonal Skills & Patient’s Rights**

In modules 2 and 3 the students learn about communication, defense mechanisms, social and cultural factors, family interaction, and attitudes towards illness and healthcare. Students are instructed on how to properly observe patients, the responsibility of reporting, patient care plans, patient care documentation, and the legal issues of charting. They are also instructed in the patients’ rights as specified in the following:

* Title 22
* Title 42
* California Code of Regulations section 72527
* Health and Safety Codes: Sections 1599.1, 1599.2, and 1599.3
* Code of Federal Regulations Part 483: Sections 483.10, 483.12, 483.13, and 483.15

**Module 4: Prevention/Management of Catastrophic and Unusual Occurrence**

Module 4 educates the students on the policies and procedures of a Certified Nursing Assistant in the event of a disaster. Students will be taught general safety rules as well as patient safety. Fire drills and disaster plans are also reviewed during this module.

**Module 5: Body Mechanics**

The basic rules and proper use of body mechanics and positioning techniques are discussed in Module 5, as well as the proper transfer and positioning techniques.

**Module 6: Medical & Surgical Asepsis**

Module 6 teaches the students about micro-organisms. They will learn the universal precautions used for infection control which include methods to handle patients as well as all materials that are soiled with the blood and/or body fluids from patients. The methods prescribed are designed to reduce the risk of transmitting potentially infectious etiologic agents from patient to patient as well as patient to healthcare workers.

**Module 7: Weights and Measures**

Students will learn to understand the Metric System by weight, length, and volume as well as military time, i.e., a twenty-four (24) hour clock, in Module 7. Measuring a resident’s height and weight on the bed or an upright scale will be taught along with how to accurately measure fluid intake, fluid output, intake, and output fluid balance, and forcing and restricting fluids.

**Module 8: Patient Care Skills**

The following items will be covered in Module 8:

* The proper procedure for bathing residents (including medicinal baths)
* Oral hygiene for conscious and/or unconscious residents with their own teeth or dentures
* Shaving
* Hair (including shampooing and combing), skin (including back rubs), and nail care
* Dressing and undressing residents
* Supervising and assisting with total care to dependent residents

**Module 9: Patient Care Procedures**

Procedures for patient care covered in this module include:

* Collecting sputum, urine, and stool specimens
* Caring for patients with oxygen, intravenous, urinary, and gastric tubing (not to include inserting, suctioning, or changing the tubes)
* Cleansing enemas and laxative suppositories
* Resident admission, transfer, and discharge
* Bandages and non-sterile dry dressings (including the application of non-legend topical ointments to intact skin surfaces)
* The meaning of intake and output
* Bed making

**Module 10: Vital Signs**

The different parameters of vital signs and nursing care management are taught in Module 10. These parameters include reporting and proper documentation of a resident’s temperature, pulse, respiration, and blood pressure.

**Module 11: Nutrition**

There are two (2) aspects taught in Module 11 that relate to nutrition:

1. The Certified Nursing Assistants’ Responsibility relating to the resident’s diet.
2. Planning a menu and compiling a shopping list
3. Purchasing food wisely
4. Storing food properly
5. Food preparation
6. Feeding the resident
7. The Principles of Basic Nutrition.
8. The basic four (4) food groups
9. Religious dietary restrictions
10. The four (4) major types of nutrients
11. The importance of water
12. Nutrient and caloric needs
13. Assessing nutrition (good vs. poor)
14. Regular and special diets which include Therapeutic diets that eliminate, restrict, or change the proportion of foods or nutrients; and therapeutic diets that are served in four (4) particular forms.
15. Supplemental food and fluids
16. Principles of fluid balance

**Module 12: Emergency Procedures**

Module 12 includes the roles and procedures for Certified Nursing Assistants’ and residents’ safety. This module also provides an overview for CPR and First Aid for choking residents. During the module students will learn general safety rules, fire and disaster plans, emergency procedures, and medical emergency signs and symptoms.

**Module 13: Long Term Care (LTC)**

During this module students learn about circulatory, pulmonary, dermatological, neurological, urological, cardiac, muscular, and skeletal changes in regard to the normal aging process of residents and Long-Term Care.

**Module 14: Rehabilitation**

Preventing serious complications and the successful rehabilitation of residents with limited mobility and/or compromised residents is extremely important. Module 14 teaches students about assistive devices that help the residents with their activities and daily living, as well as range of motion exercises that help the residents regain their strength and mobility.

**Module 15: Observation and Charting**

Medical Terminology is introduced in Module 15. The students also learn proper observation of residents and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting.

**Module 16: Death and Dying**

The students will learn the different stages of grief in Module 16 which include: monitoring of the resident, signs the resident is approaching death, rights of the dying resident, the emotional and spiritual needs of the resident and family, and postmortem care.

**Module 17: Abuse (as per HSC 1337.1 and 1337.3)**

During this module the student will learn and discuss patient abuse prevention, recognition and reporting instances of resident abuse.

**Required Materials for the Nursing Assistant Training Program**

1. **Textbook:** Mosby’s Textbook for Nursing Assistants

**Authors:** Sheila A. Sorrentino; Leighann Remmert

**ISBN:** 978 – 0 – 323 – 08067 – 5

1a) **Mosby’s Nursing Assistant Video Skills – Student Version DVD 3.0, 3e**

1. **Scrubs:** Solid Ceil Blue color
2. **Supplies:** Computer, black pen, pencils, notebooks, watch with a second hand, non-skid shoes, gait belt.

**Entrance Requirements**

1. Applicants ***must*** be at least 16 years of age in the state of California to be certified and must apply before the first day of class.
2. Diploma or GED preferred, but not required.
3. Applicants ***must*** present a California ID and social security card upon submitting application.
4. Live Scan ***must*** be submitted upon enrollment (applicants must not have a criminal background).
5. Applicant ***must*** have a TB skin test prior to patient contact (if positive, a skin test and chest x-ray must be taken).
6. Applicant ***must*** be free of communicable disease and infection.
7. Applicant ***must*** have a physical examination within 90 days prior to patient contact.
8. Applicant ***must*** be able to read and write English.
9. Applicant ***must*** sign Student Agreement enrollment form.
10. Applicant ***must*** have Malpractice Insurance.
11. Applicant ***must*** be cleared to participate in the program.

**Method of Instruction**

* Clinical
* Classroom - (Zoom/Canvas/Google Classroom for online classes)
* Skills Lab

**Method of Evaluation**

* Student evaluations will consist of a written examination which include quizzes and skills testing
* Clinical performance

**Certificate of Successful Completion**

To receive a certificate of successful completion a student must:

* Complete the required more than 60 hours of theory and more than 100 hours of clinical instruction
* Pass all quizzes and written examinations with a minimum score of 70% or higher
* Demonstrate 100% proficiency in all required skill sets
* Pass with a status of “Satisfactory” in clinical rotation
* Have all financial obligations met prior to class starting

**Written Examination**

Written examinations shall be administered through-out the course. The exams consist of multiple-choice, fill in the blank, and true or false questions all pertaining to the information covered in class.

Students must score at least 70% or higher on the exams. If a student scores less than 70% then he/she must score an overall average of 70% to receive the certificate of completion.

If a student does not score at least 70% as an overall average, he/she must repeat the course and pass the exams to obtain a certificate of completion (this is at the discretion of the Program Director and the Primary Instructor).

**Clinical/Laboratory Performance**

Unless otherwise denoted in the course overview, clinical/laboratory performance will be assigned a **Satisfactory** or **Unsatisfactory** status.

Performance must be **satisfactory** to receive a passing grade in the program. A student who fails to satisfactorily meet the criteria for the clinical/lab component of the course will receive an “F” for the course, regardless of the grade in the theory component.

**Skills Testing**

Students will be informed of the skills they will be expected to perform with sufficient time for them to practice said skills and receive help from their instructors, if necessary.

During the skills test, the instructors will observe students performing various required skills that would be expected of a Certified Nursing Assistant in a long-term care facility.

The instructors will determine if students have successfully performed each skill once the observation is complete.

If a student is having difficulty with the skills portion of the course, the instructor will continue to work with him/her to promote a thorough understanding of skills for the safety and welfare of the residents. If the instructor determines that a student needs to repeat any portion of the classroom time, the student may be restricted from attending clinical until he/she has made up the required portion of the classroom time. If an instructor determines that a student does not perform a skill in a safe, time or professional manner, the instructor may require the student to repeat the clinical experience in part or in full.

The student must attend all class and clinical days during the course.

**Grade Scale**

A = 90% - 100% (Excellent)

B = 80% - 89% (Good)

C = 70% - 79% (Average)

D = 60% - 69% (Poor/Failing)

F = 59% and below (Failed)

**Attendance**

**All theory meetings will be held over zoom**

State regulations say NO missed class time is permitted; however, if a student needs to make up any of the classroom or clinical sessions a maximum of 8 hours can be made up.

\*Students will be dismissed from the program without a refund for missing more than 1 day\*

Students must ***not*** miss the first two (2) days of theory. These initial two days cannot be made up. Students will be dismissed if ***any*** of the first two days are missed.

Students must make arrangements to make up the required hours to be recommended for certification. For clinical time, the make up will be done at the convenience of the instructor and will be subject to the availability of the clinical affiliate. This may require attendance during the next available section of the course. In such cases, a grade of incomplete will be given to the student, and the instructor may require additional assignments to ensure the required content and competence is obtained.

**Tardiness**

Three (3) tardies are equal to one absence (8 hours). More than three tardies will result in the student being **terminated from the program**.

**Dress Code**

1. Students will appear in uniform with name badges.
2. Footwear should be comfortable, closed-toed shoes.
3. Students may not wear any facial jewelry (i.e., nose rings, eyebrow piercings, or tongue studs).
4. Students may wear studs in their ears; no dangling or hoop earrings are permitted.
5. Students may not wear bracelets or any rings other than a wedding ring.
6. Hair must be pulled back, so as not to interfere with line of sight.
7. Students must keep fingernails short and clean; only clear or light polish is permitted.
8. Male students must be clean-shaven or keep beards/moustaches neatly trimmed.

**Classroom & Clinical Management**

Cooperation with administration, instructors, and other students is mandatory. Disruptive and inappropriate behavior will not be tolerated. Examples of such behavior include but are not limited to the following:

1. Eating in the classroom.
2. Smoking in the classroom or facility.
3. Loud, inappropriate, or excessive talking between students while class is in session.
4. Talking while instructors are teaching.
5. Using profane language.
6. Threatening any student, instructor, or administrative staff before, during, or after class (this is cause for immediate dismissal).
7. Chewing gum, popping, and/or blowing bubbles.
8. Sleeping during class.
9. Receiving cell phone calls or audible pages during class.
10. Neglecting, abusing, or mistreating residents during the clinical experience.
11. Breaching confidentiality of residents during the clinical experience.
12. Insubordination to instructors (this is cause for immediate dismissal).

**Disciplinary Action Policy**

The school’s disciplinary action policy is as follows:

1. First offense – counseling and verbal warning.
2. Second offense – counseling and written warning.
3. Third offense – elimination from the program with **NO REFUND**.

All warnings shall be documented and placed in the student’s permanent file. If the student’s employer paid for the course, the employer shall be notified. The program director will be notified and reserves the right to skip or repeat steps, or not to use the Disciplinary Action Policy at all.

There may be occasions when termination of a student from the program will be immediate with **NO REFUNDS**. Such a decision will be at the discretion of the instructor and/or the program director. Examples of behavior justifying immediate dismissal include, but are not limited to:

1. Any criminal act.
2. Students suspected of being under the influence of drugs of or alcohol.
3. Neglect, mistreatment, or abuse of residents during the clinical experience.
4. Cheating.
5. Disruptive behaviors in classroom and during clinical.
6. Insubordination.
7. Threatening behaviors.

**Grievance Policy**

All student grievances, or issues, and differences of opinion are to be resolved directly with the instructor. Should a student feel the need to discuss a grievance with the Registered Nurse (RN) Program Director, the student must make an appointment. The appointment will be a joint meeting with the student, the instructor, and the Program Director.

**Student Release of Information Policy and Record Keeping**

The MJ Nursing Assistant Training Institute Merced shall maintain all records relating to each student, trainee, or participant for a minimum of four (4) years. These records shall be kept in an area that is readily accessible and locked in a fireproof cabinet.

The Program Director and teaching staff will, however, have access to this information as it would be utilized for the student’s interests and in performance of their duties. Records will include, but will not be limited to the following information:

* Enrollment Application
* TB Skin test and Chest X-ray results
* Physical
* Attendance
* Skills Checklist
* Test and Quiz Scores
* Disciplinary Actions
* Certificate

Student records shall be kept confidential and shall not be released without approval by the individual to whom they apply.

All students, trainees, and participants shall have the right to review and/or obtain copies of their records. Copies will not be released until a **STUDENT RECORDS RELEASE FORM** has been completed and signed. The Program Director or Instructor is authorized to perform this function.

Our Mission:

To train and provide a high-quality academic program, which encourages maximum involvement of the student.

Our Goals:

* The student will successfully complete the program
* The student will complete the state competency exam and pass
* The student will secure employment as a CNA/HHA
* The student will uphold the ethics of MJ NATI
* The student will pursue lifelong professional growth
* The student will assume leadership roles in our community, and health care practices to meet the changing demands of our community.

**TUITION, REFUND, & WITHDRAWAL POLICY**

**Cost:** The total program cost of Tuition and Registration is **$950**.

**Tuition: $900**

**Registration Fee: $50 (NON-REFUNDABLE)**

**Fees can be paid using cash, check, or credit card. (A 5% fee will be assessed for CC transactions)**

**A minimum of half of the tuition ($500) is due by orientation.**

**Note: Nursing Assistant Training Institute does not receive any funds from FAFSA.**

PAYMENT MUST BE MADE BEFORE CLASS STARTS. Once the registration fee is received, all students will receive a packet with a list of skills, abbreviations, and other medical information to familiarize themselves with prior to class.

**CANCELLATION REFUND POLICY**

**Rejection:** An applicant rejected by the school due to not passing the background check (live scan)

will **NOT** be refunded.

**Tuition Refund:**

1. If student cancels after signing this contract and before attending the first day of class, student will **NOT** receive a refund. Student will be transferred to subsequent class time on a space available need. Students can only transfer one time to subsequent class. If student does not attend subsequent class, student will **NOT** be refunded any money previously deposited.
2. There will be no refund before and after attending the first day of instruction.
3. There will be no refunds if student was terminated from the program due to not passing the course.
4. There will be no refunds if student was dismissed for disruptive behavior in the program.
5. Students who wish to withdraw from the program should do so in writing.

**Withdrawal Procedure:**

1. A student choosing to withdraw from the school is to fill out a withdrawal form issued by the school.

A student will be determined to be withdrawn from the program if the student misses two (2) days of instruction without written notice prior to the missed days

**How to Submit Homework Assignments (Study Guides) Through Canvas**

1. Navigate to the canvas log in page at https://canvas.instructure.com/
2. Enter your username and password and click/tap log in.
3. Click on the current course on your dashboard (you should only have one course)
4. Click on the Assignments tab
5. Under the Study Guides section select the study guide you would like to work on
6. Click the link to the document to view or download.
7. You can either complete the study guide on your computer using Word or Google Docs and submit either a PDF or .doc
8. You may also complete the study guide on a separate sheet of paper and submit pictures to canvas.

**How to Submit Quizzes Through Canvas**

1. Navigate to the canvas log in page at https://canvas.instructure.com/
2. Enter your username and password and click/tap log in.
3. Click on the current course on your dashboard (you should only have one course)
4. Click on the Assignments tab
5. Under the Quiz section choose the quiz you are going to take for that day.
6. **The quiz will only be available for 1 hour. You must take it at the assigned time.** **Once the timer runs out your answers will automatically be submitted.**
7. All quizzes will be multiple choice

Student Consent, release, and practices.

I, the undersigned, certify that I have read and understand the MJNATI/eLearning student handbook. I agree that I will adhere to the outlined policies and procedures and am willing to accept the consequences of violating these policies and procedures.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_/\_\_\_/\_\_\_\_\_\_

Patient Practices

I understand that if any serious infraction of policy and procedure at the clinical site, that endangers the health of a patient/resident, students, or facility staff, will result in the loss of clinical privileges, and may lead to dismissal from the program.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Medical Release

I give permission to MJ Nursing ATI to provide my health information to the clinical facility as necessary.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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