



# **CERTIFIED NURSING ASSISTANT**

## **School of Nursing and Allied Health**



# **INFORMATION PACKAGE**

## **Summer 2012**

Dear Nurse Aide Applicant,

Thank you for your interest in the Nurse Aide Program. Caring for others is a wonderful opportunity. Knowing that you have made a difference in someone's life is a very rewarding and satisfying experience. The field of nursing is a very challenging one. Entering this field at the nurse aide level will enable you to explore the realities of nursing and help you to decide if this is the career choice for you.

This packet provides you with information about the class, how to register, tuition, national exam, and related costs.

### **What this class provides you**

In this class you will gain the knowledge and skills to be able to care for those whose lives depend on others in order to meet their daily needs. There are many opportunities for certified nurse aides today. The areas of employment include long-term care facilities, hospitals, and home health agencies. Success in this class will provide you with both the knowledge and practical skills required to be successful on the national exam as well as provide you with the skills to become a good employee in a long-term care facility, hospital, or home-health agency.

The course runs for eight (8) weeks. On the attached pages, you will find each scheduled session and I hope one will meet your needs. Please choose the one schedule that you prefer and register for that section listed. Remember that the first day of class will be scheduled at the Downtown Campus (DTC) and you will find the room in which to attend class at our website: [www.reynolds.edu](http://www.reynolds.edu) under the Schedule of Classes. Mark your calendar for the first day of class as you will not want to miss it.

*Anyone not present for the first two (2) sessions of class must drop and take the class at a later date.*

### **Tuition and Registration**

The tuition cost for this course is **\$645.50**. The dates for registration are in this packet. The sections fill quickly. **I strongly encourage each of you to register as soon as you can.**

### **Textbook**

Please purchase the Textbook and Workbook from the Downtown Campus Bookstore and begin reading the first four chapters (pages 3 through 76) for your first class and complete the workbook activities associated with those chapters.

**Text:** Carter, Pamela. Lippincott's Essentials for Nursing Assistants, 2<sup>nd</sup> Edition.  
ISBN #978-1-60547-002-3 (\$55.95 new)

**Workbook:** Carter, Pamela. Workbook to accompany Lippincott's Essentials for Nursing Assistants. Lippincott Williams & Wilkins, 2010. ISBN #978-1-6054-7003-0 (\$30.00 new).

## Homework on Blackboard

Once you are registered for NUR 27, the student is required **before** their first day of class to log into the blackboard system and follow the instructions given to be prepared for their first day of class. The student will need to have access to a computer and printer in order to complete these assignments. The downtown campus has a center for students in room 462 to use a computer and print the materials for a nominal fee.

Direction to access blackboard are as follows:

- Log into My JSRCC as follows: <https://jsr.my.vccs.edu/>
- To access blackboard, users must select the link to look up Username, Empl ID, and set their password the first time they access their accounts. Follow the instructions with each screen until you see the MY TOOLS screen.
- Open the Blackboard system and follow the instructions given under announcements for the nurse aide class. This is lengthy and will take the student some time to complete.

## Criminal Background Check

The clinical site may obtain a criminal background check. The clinical site will not accept any other background check other than the one they perform. A misdemeanor or felony conviction may result in a student being unable to attend clinical and require the student to drop the class.

## Dress Code and Uniforms

There is a dress code required for clinical rotations. You will need to provide your own white uniform, shoes and a watch with a second hand. **Do not** purchase any of these items until you receive the needed information on the first day of class to do so. You may **not** wear artificial nails, nail tips, or acrylic nails during your clinical rotation. Tattoos should be covered when possible. Jewelry will be limited to ONLY a wedding band set, a watch that shows seconds and minutes, and no more than two pairs of small stud earrings. Loop earrings and necklaces are prohibited. Pierced jewelry may be worn on the ears only. All other visible body piercings must be removed when in the clinical setting.

## Required Health Information

**You must have a current (within one (1) year) TB test report. Proof of this test will be asked of you on the first day of class.** The health department in the county/city where you live, a walk in clinic, or your physician can perform the test for you.

## Estimated Cost:

Tuition .....	<b><u>\$645.50</u></b>
Criminal Background Check .....	\$15.00 and up
Textbook/Workbook .....	\$85.90
TB test (varies) .....	\$25.00 and up
Uniform (varies) .....	\$30.00 and up
Shoes (varies) .....	\$30.00 and up
Watch (varies) .....	\$10.00 and up
Certification exam .....	\$94.00 due in the sixth week of class

## How to Register

If you have never taken a course at J. Sargeant Reynolds Community College before, you need to do the following:

1. Complete the on-line application to the college at [http://www.reynolds.edu/jsr\\_ar/forms/11-0000.pdf](http://www.reynolds.edu/jsr_ar/forms/11-0000.pdf)
2. **“Early Bird” registration begins**, April 9, 2012 through April 22, 2012 by either phone or on the web. Deadline for Early Bird Tuition Payment is 3:00 PM on Friday, April 27, 2012 if paying in person, or by midnight if paying by Reynolds online or Reynet.
3. **Onsite registration begins**, April 23, 2012 to May 18, 2012; and late registration begins May 21, 2012 to May 24, 2012. Come early on these days and bring your money. The college requires students to pay their tuition and fees **IN FULL** by 3:00 PM on Friday of the week you register. **No partial payments are accepted.**
  - a. **By phone:** Reynet: 371-3308
  - b. **On the Web:** Go to [www.reynolds.edu](http://www.reynolds.edu). Go to Reynolds online and put in your Empl ID number and your password which is your birthday. For instance, if January 6, 1978 is your birthday, then enter as 010678.

### **NUR 27 Fall Sessions:**

01-DT 5-digit#: .....27967

02-DT 5-digit#: .....27968

### **All Schedules are subject to change without notice.**

All classes will be held at the downtown campus of J. Sargeant Reynolds Community College, 700 E. Jackson Street (at 7<sup>th</sup> & Jackson Street). If you have any questions about any of these classes, please call 804-523-5476 and someone in the School of Nursing and Allied Health office will assist you.

### **Alternative List for Registration**

NUR 27 is a high demand course. If you are unable to register for NUR 27 because the classes are already filled, please call 804-523-5476 and ask to have your name placed on an “alternative list.” You will need to provide your name, ID number, and telephone number in the event that a seat becomes available on the first day of class. Should a seat become available on the first day of class, you will be notified by phone that there is a seat available. You must speak with the instructor in order to fill that vacant student seat. You will need to attend the next class, register, and **pay for the class within 24 hours.**

Should you not be available by telephone on the first day of class, the next person on the alternative list will be notified. The alternative list is not transferrable to another section NUR 27 or semester. The alternative list does not register you for class. **You are responsible for registration and payment within 24 hours.**

## **SUMMARY of what you need to do**

1. If new to JSR, complete online application
2. If not new to JSR go ahead and register – remember classes fill early
3. Pay tuition (if you do not pay, you will be dropped from the class)
4. Once registered, purchase textbook and workbook
5. Read the first four chapters (pages 3 through 76) and complete applicable workbook activities
6. Complete all assignments on Blackboard
7. Review your calendar and mark class and clinical time as well as study time
8. Obtain your TB test to bring to the first day of class
9. Review technical standards for Nurse Aide students on following page

## **Technical Standards for Nurse Aide Students**

Students entering the nurse aide program must possess the physical ability to:

- (1) Aid in the lifting and moving of patients/residents
- (2) Hear audible alarms and sounds
- (3) Auscultate certain physical parameters – such as blood pressure, heart and lung sounds
- (4) Interact effectively with patients/residents, families and health care team members

The nurse aide student should be able to have:

- Sufficient eyesight to observe patients/residents, read records, manipulate equipment, and visually monitor patients/residents in dim light
- Sufficient hearing to communicate with patients/residents and members of health care delivery team, monitor patients/residents using electronic equipment, and hear necessary sounds during operation of equipment
- Satisfactory speaking, reading and writing skills to effectively communicate in English in a timely manner
- Sufficient gross and fine motor coordination to manipulate equipment, lift, stoop or bend in the delivery of safe nursing care
- Satisfactory physical strength and endurance to be on feet for extended periods and to move immobile patients/residents
- Satisfactory intellectual and emotional functional to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks

**REGARDLESS OF WHAT IS TYPED ON YOUR REGISTRATION PRINTOUT**  
**GO BY THE FIRST DAY OF CLASS AS LISTED BELOW**

Summer 2012  
 NUR 27-01

**See Below Schedule for dates and times of classes:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<u>May 21</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>May 22</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>May 23</u>  <u>Skill Lab</u> 4:30 PM – 8:30 PM	<u>May 24</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>May 25</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>May 26</u>
<u>May 28</u>  <b>Memorial Day</b> College Closed	<u>May 29</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>May 30</u>  <u>Skill Lab</u> 4:30 PM – 8:30 PM	<u>May 31</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 1</u>	<u>June 2</u>
<u>June 4</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 5</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 6</u>  <u>Skill Lab</u> 4:30 PM – 8:30 PM	<u>June 7</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 8</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 9</u>
<u>June 11</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 12</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 13</u>  <u>Skill Lab</u> 4:30 PM – 8:30 PM	<u>June 14</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 15</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 16</u>
<u>June 18</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 19</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 20</u>  <u>Skill Lab</u> 4:30 PM – 8:30 PM	<u>June 21</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 22</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 23</u>
<u>June 25</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 26</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 27</u>  <u>Skill Lab</u> 4:30 PM – 8:30 PM	<u>June 28</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>June 29</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>June 30</u>
<u>July 2</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>July 3</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>July 4</u>  <b>Independence Day</b> College Closed	<u>July 5</u>  <u>CLASS</u> 11:00 AM – 2:00 PM	<u>July 6</u>  <u>Clinical</u> 6:45 AM – 3:30 PM	<u>July 7</u>
<u>July 9</u>	<u>July 10</u>  <u>Make-up Clinical</u> 6:45 AM – 12:00 N	<u>July 11</u>  <u>Repeat Mock Skill Lab</u> 4:30 PM – 8:30 PM	<u>July 12</u>  <u>FINAL EXAM</u> 11:00 AM	<u>July 13</u>	<u>July 14</u>

**All Schedules are subject to change without notice.**

**REGARDLESS OF WHAT IS TYPED ON YOUR REGISTRATION PRINTOUT  
GO BY THE FIRST DAY OF CLASS AS LISTED BELOW**

**Summer 2012  
NUR 27-02**

**See Below Schedule for dates and times of classes:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<u>May 21</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>May 22</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>May 23</u>	<u>May 24</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>May 25</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>May 26</u>	<u>May 27</u>
<u>May 28</u> <b>Memorial Day</b> College Closed	<u>May 29</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>May 30</u>	<u>May 31</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>June 1</u>	<u>June 2</u>	<u>June 3</u>
<u>June 4</u> <b>CLASS</b> 11:00 AM – 2:00 PM <b>Skill Lab</b> 5:30 PM – 9:30 PM	<u>June 5</u> <b>Clinical</b> 5:00 PM – 10:00 PM	<u>June 6</u>	<u>June 7</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>June 8</u> <b>Clinical</b> 5:00 PM – 10:00 PM	<u>June 9</u> <b>Clinical</b> 6:45 AM – 3:30 PM	<u>June 10</u> <b>Clinical</b> 6:45 AM – 3:30 PM
<u>June 11</u> <b>CLASS</b> 11:00 AM – 2:00 PM <b>Skill Lab</b> 5:30 PM – 9:30 PM	<u>June 12</u> <b>Clinical</b> 6:45 AM – 3:30 PM	<u>June 13</u>	<u>June 14</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>June 15</u>	<u>June 16</u>	<u>June 17</u>
<u>June 18</u> <b>CLASS</b> 11:00 AM – 2:00 PM <b>Skill Lab</b> 5:30 PM – 9:30 PM	<u>June 19</u> <b>Clinical</b> 5:00 PM – 10:00 PM	<u>June 20</u>	<u>June 21</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>June 22</u>	<u>June 23</u>	<u>June 24</u> <b>Clinical</b> 6:45 AM – 3:30 PM
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<u>July 2</u> <b>CLASS</b> 11:00 AM – 2:00 PM <b>Skill Lab</b> 5:30 PM – 9:30 PM	<u>July 3</u>	<u>July 4</u> <b>Independence Day</b> College Closed	<u>July 5</u> <b>CLASS</b> 11:00 AM – 2:00 PM	<u>July 6</u> <b>Clinical</b> 5:00 PM – 10:00 PM	<u>July 7</u> <b>Clinical</b> 6:45 AM – 3:30 PM	<u>July 8</u> <b>Make-up Clinical</b> 6:45 AM – 3:30 PM
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