



# NURSE ASSISTANT ORIENTATION SESSION

**FOR COURSE NA-101:  
CERTIFIED NURSE ASSISTANT  
TRAINING  
JOLIET JUNIOR COLLEGE  
JOLIET, ILLINOIS**

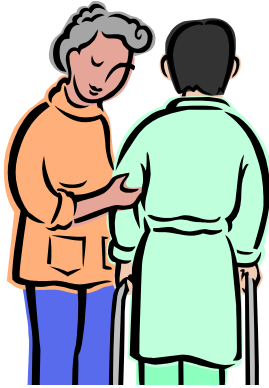
---



- BEFORE YOU CAN REGISTER FOR THE NA 101 CLASS, YOU NEED TO:
- 1. APPLY TO JJC (IF NOT ALREADY DONE); VISIT [www.jjc.edu](http://www.jjc.edu); UNDER "ADMISSIONS", CLICK "APPLY NOW"; COMPLETE AND SUBMIT
- 2. COMPLETE AN ORIENTATION SESSION (EITHER ONLINE OR IN PERSON), INCLUDING QUIZ
- ONCE INSTRUCTOR CONSENT IS GIVEN (DONE BY DEPARTMENT STAFF ONLINE) YOU WILL BE ABLE TO REGISTER. THIS MAY TAKE 1-2 BUSINESS DAYS. YOU WILL NOT BE ABLE TO REGISTER UNLESS YOU HAVE APPLIED TO THE COLLEGE AND RECEIVED INSTRUCTOR CONSENT. YOU WILL NOT RECEIVE ANY TYPE OF NOTIFICATION THAT YOU ARE NOW ABLE TO REGISTER; JUST GO AHEAD AND REGISTER AFTER WAITING 1-2 BUSINESS DAYS.

CERTIFIED NURSING ASSISTANTS (CNA'S)  
ARE AN IMPORTANT PART OF  
ANY HEALTHCARE TEAM





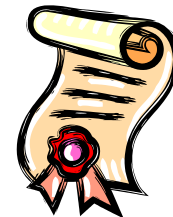
CNA'S CAN WORK  
IN A VARIETY OF  
HEALTHCARE  
SETTINGS: HOSPITALS,  
LONG-TERM CARE,  
HOME HEALTH,  
ASSISTED LIVING,  
REHAB, HOSPICE,  
AND OTHERS

# TO BECOME A CNA, YOU FIRST NEED TO:

- ENROLL IN AN ILLINOIS DEPARTMENT OF PUBLIC HEALTH (IDPH) APPROVED BNATP, OR BASIC NURSE ASSISTANT TRAINING PROGRAM. NA 101 IS AN IDPH-APPROVED PROGRAM
- SUBMIT TO A FINGERPRINT CRIMINAL BACKGROUND CHECK. STUDENTS MUST NOT HAVE ANY DISQUALIFYING CONVICTIONS UNLESS A WAIVER HAS BEEN GRANTED BY THE STATE

# YOU WILL ALSO NEED TO:

- SUCCESSFULLY COMPLETE THE BNATP, WHICH INCLUDES 21 MANDATED PERFORMANCE SKILLS
- TAKE AND PASS THE ILLINOIS NURSE ASSISTANT COMPETENCY EVALUATION WRITTEN EXAM
- \*\*ONCE YOU PASS THE EXAM, YOU BECOME CERTIFIED



# TO MAINTAIN YOUR CERTIFICATION, YOU MUST:

- WORK A MINIMUM OF 8 HOURS IN A 24-MONTH PERIOD
- REMAIN ON THE HEALTHCARE WORKER REGISTRY WITH NO DISQUALIFYING CONVICTIONS

# IN NA 101, YOU WILL LEARN ABOUT:

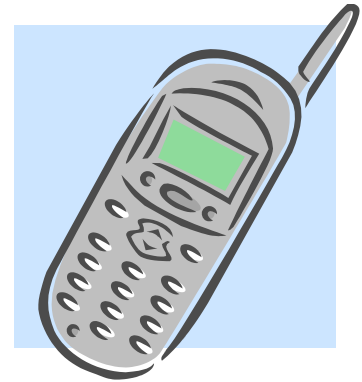
- THE ROLE AND RESPONSIBILITIES OF A CNA
- HIPAA
- PREVENTING INFECTION
- PROMOTING SAFETY
- SAFELY MOVING/TRANSFERRING A PERSON
- ASSISTING WITH HYGIENE/GROOMING/BATHING/EATING
- PROPER ORAL CARE (INCLUDING DENTURES)
- ASSISTING WITH TOILETING AND DRESSING (INCLUDES CHANGING ADULT BRIEFS)





- 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
- AND MUCH, MUCH MORE

# REGISTRATION INFORMATION



# IN ORDER TO REGISTER FOR NA 101, STUDENTS MUST:

- BE AT LEAST 16 YEARS OF AGE
- SPEAK AND UNDERSTAND THE ENGLISH LANGUAGE
- HAVE A VALID SOCIAL SECURITY NUMBER
- COMPLETE/SUBMIT AN APPLICATION TO JJC; GO TO [www.jjc.edu](http://www.jjc.edu); UNDER “ADMISSIONS” CLICK “APPLY NOW”
- ATTEND AN ORIENTATION SESSION, EITHER ONLINE OR IN PERSON. ONCE COMPLETED, YOU WILL BE ISSUED INSTRUCTOR CONSENT (WITHIN 1-2 BUSINESS DAYS)
- REGISTER ONLINE, BY PHONE (815-744-2200), OR IN PERSON (REGISTRATION, 1<sup>ST</sup> FL CAMPUS CENTER)

# COURSE SELECTION

- YOU CAN VIEW THE AVAILABLE COURSE SECTIONS BY VISITING: [www.jjc.edu/allied-health](http://www.jjc.edu/allied-health)
- UNDER “CERTIFIED NURSING ASSISTANT TRAINING”, 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

# EXPENSE LIST

- THE EXPENSE LIST FOR NA 101 IS INCLUDED IN THE SERIES OF ATTACHMENTS POSTED ON THE JJC ALLIED HEALTH WEBSITE
- \*\*PLEASE NOTE THAT NA 101 IS NOT COVERED BY FINANCIAL AID

# FINANCIAL ASSISTANCE OPTIONS:

- WORKFORCE DEVELOPMENT OF WILL CO:  
815-727-4444
- WILL CO CENTER FOR COMMUNITY  
CONCERNS: 815-722-0722
- GRUNDY CO WORKFORCE: 815-942-0566
- SILVER CROSS HOSPITAL HEALTHCARE  
SCHOLARSHIP (for students who live within 60432,  
60433, 60436 and 60441 zip codes): visit:  
<http://www.silvercross.org/images/stories/pics/about-us/2017-2018-w-panel--Scholarship-Application.pdf>

# REFUND/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 AND SECTION 504 OF THE REHABILITATION ACT, PLEASE CONTACT THE **StAR** (STUDENT ACCOMMODATIONS AND RESOURCES) OFFICE AT JJC WELL IN ADVANCE OF YOUR FIRST DAY OF CLASS
- **StAR OFFICE: 815-280-2230**







# COURSE REQUIREMENTS: DUE BEFORE CLINICALS



# PHYSICAL EXAM

- JJC PHYSICAL EXAM FORM MUST BE COMPLETED AND SIGNED BY YOUR HEALTHCARE PROVIDER
- STUDENTS MUST BE ABLE TO PARTICIPATE IN ALL ASPECTS OF THE COURSE WITHOUT ANY RESTRICTIONS
- IF YOU ARE PREGNANT, YOUR OB WILL NEED TO SIGN-OFF ON THE PHYSICAL FORM AS WELL
- 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. JJC OFFERS CPR 120 (face-to-face course) and CPR 125 (skills-only course) WHICH MEET THIS REQUIREMENT.



# 2-STEP TB TEST

- ALL STUDENTS MUST PROVIDE DOCUMENTATION OF A 2-STEP TB TEST:
- STEP 1: TEST PLACED; READ WITHIN 48-72 HOURS
- STEP 2: 2<sup>ND</sup> TEST PLACED **7-21 DAYS** AFTER THE 1<sup>ST</sup> TEST; READ WITHIN 48-72 HOURS
- TB TESTS CAN BE OBTAINED AT YOUR COUNTY HEALTH DEPARTMENT (OFTEN FREE OR REDUCED RATE), PERSONAL PHYSICIAN, HEALTH CLINIC, ETC

# CRIMINAL BACKGROUND CHECK



- A FINGERPRINT CRIMINAL BACKGROUND CHECK IS REQUIRED BY THE STATE
- **STUDENTS MUST BE FINGERPRINTED BEFORE THE FIRST DAY OF CLASS. PLEASE VISIT THE ALLIED HEALTH DEPARTMENT PAGE FOR MORE INFORMATION REGARDING FINGERPRINTING:**
- [www.jjc.edu/allied-health](http://www.jjc.edu/allied-health)
- IF YOU HAVE A PRIOR CONVICTION, YOU MAY BE ELIGIBLE FOR A WAIVER FORM. FOR MORE INFORMATION, AND A LIST OF DISQUALIFYING CONVICTIONS, VISIT:  
[www.idph.state.il.us/nar/disconvictions.htm](http://www.idph.state.il.us/nar/disconvictions.htm)

# REMEMBER:

- ALL REQUIREMENTS ARE DUE BEFORE STUDENTS CAN TAKE THE FINAL EXAM AND PROCEED TO CLINICALS. YOU WILL NOT BE ABLE TO COMPLETE THE COURSE IF YOU FAIL TO TURN-IN DOCUMENTS BY THE DUE DATE. DO NOT WAIT UNTIL THE LAST MINUTE!!



# NA 101 COURSE INFORMATION

- FIRST PART OF COURSE IS **THEORY** (CLASSROOM) AND LAB



- SECOND PART OF COURSE IS **CLINICAL** (NURSING HOME) WITH INSTRUCTOR



# THEORY



- STUDENTS MUST SUCCESSFULLY COMPLETE THE THEORY PORTION OF THE COURSE IN ORDER TO ADVANCE TO CLINICALS
- STUDENTS MUST MAINTAIN AN 80% AVERAGE ON ALL QUIZZES IN ORDER TO TAKE THE PRE-CLINICAL EXAM; AN 80% IS REQUIRED ON THE PRE-CLINICAL AND POST-CLINICAL EXAMS



# CLINICALS



- 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 WITH YOUR INSTRUCTOR

# 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
- IN THE EVENT OF AN EMERGENCY, STUDENTS ARE ALLOWED ONE ABSENCE. THE INSTRUCTOR MUST BE NOTIFIED, AND MISSED TIME MUST BE MADE-UP IN ANOTHER CLASS. MAKE-UP TIME DOES NOT ERASE THE ABSENCE

# TARDIES

- STUDENTS ARE EXPECTED TO ARRIVE AT THE SCHEDULED START TIME FOR EACH CLASS, AND RETURN ON TIME AFTER BREAKS
- FREQUENT TARDIES WILL AFFECT THE FINAL GRADE AND MAY LEAD TO DISMISSAL FROM THE COURSE



# TO AVOID PROBLEMS WITH ATTENDANCE, BE SURE TO:

- ARRANGE FOR BACK-UP CHILDCARE
- SCHEDULE WORK AND OTHER COMMITMENTS AROUND CLASS TIME
- HAVE RELIABLE TRANSPORTATION
- TAKE CARE OF YOURSELF!



# FIRST DAY OF CLASS



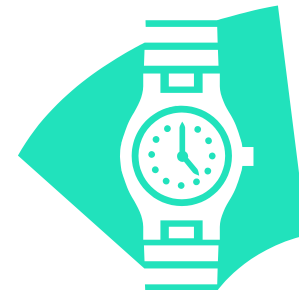
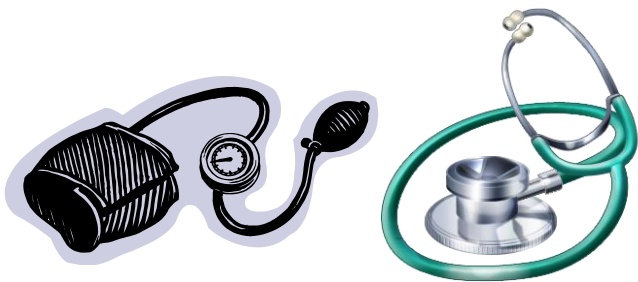
- BRING ALL REQUIRED BOOKS (AVAILABLE IN JJC BOOKSTORE)
- THE INSTRUCTOR WILL REVIEW HEALTH REQUIREMENTS AND COURSE SYLLABUS
- UNIFORM IS NOT REQUIRED ON THE FIRST DAY

# DRESS CODE/UNIFORM POLICY

- INFORMATION REGARDING THE DRESS CODE WILL BE DISCUSSED IN CLASS
- STUDENTS SHOULD COME TO CLASS DRESSED COMFORTABLY AND APPROPRIATELY FOR SKILL PRACTICE
- FOR CLINICALS, STUDENTS WILL WEAR A BLUE SCRUB TOP (AVAILABLE IN JJC BOOKSTORE), BLACK UNIFORM PANTS, WHITE SOCKS AND WHITE SHOES (NURSING OR LEATHER TENNIS SHOES). NO CLOGS OR SHOES WITHOUT A CLOSED HEEL

# SUPPLIES

- GAIT BELT: STUDENTS WILL RECEIVE IN CLASS
- BLOOD PRESSURE CUFF/STETHOSCOPE KIT: CAN BE PURCHASED AT THE JJC BOOKSTORE
- WATCH WITH A SECOND HAND



# TIME COMMITMENT

- HOW WILL YOU FIT TIME IN FOR CLASS AND STUDYING?





# HOW MANY HOURS EACH DAY ARE YOU SPENDING ON:

- EATING?
- SLEEPING?
- WORKING?
- CARING FOR FAMILY?
- HOBBIES/LEISURE?
- TRAVELING TO/FROM PLACES?
- COOKING/CLEANING?



# HOW MANY HOURS ARE LEFT FOR SCHOOL/STUDYING?

- YOU MAY NEED TO CUT BACK IN OTHER AREAS TO ALLOW ENOUGH TIME FOR STUDYING. PLAN AHEAD!



# OTHER REQUIREMENTS:

- POSITIVE ATTITUDE
- PROFESSIONAL BEHAVIOR
- RESPECT FOR INSTRUCTORS, CLASSMATES,  
AND EQUIPMENT
- RESPECT AND COMPASSION TOWARDS  
ALL STAFF AND RESIDENTS AT CLINICAL SITE



# State Competency Exam

- Students who successfully complete an Illinois BNATP are eligible to take the state competency exam. IDPH has designated testing dates each month. Due to the time needed by the state to process the test applications, students typically need to wait 4-6 weeks to take the exam. The exam needs to be taken at one of the Illinois testing sites (JJC is a testing site). The exam consists of 85 multiple-choice questions; it is a paper/pencil exam with a scantron answer sheet. Several testing sites are offering computerized testing.
- More information will be provided in your class.

# IMPORTANT WEBSITES:

- HEALTHCARE WORKER REGISTRY:  
[www.idph.state.il.us/nar/home.htm](http://www.idph.state.il.us/nar/home.htm)
- NURSE AIDE TESTING:  
[www.nurseaidetesting.com](http://www.nurseaidetesting.com)

# FOR MORE INFORMATION, PLEASE CONTACT:

- KATIE FAZIO 815-280-2463 OR
- CHRIS CHIERIGATTI 815-280-2336

# CERTIFICATES AVAILABLE

- EFFECTIVE FALL 2015, STUDENTS WHO SUCCESSFULLY COMPLETE NA 101 ARE ELIGIBLE TO RECEIVE THE NURSE ASSISTANT CERTIFICATE OF COMPLETION (NU 400) FROM JJC. STUDENTS MAY ALSO PURSUE ADDITIONAL ALLIED HEALTH CERTIFICATES, INCLUDING EKG AND PHLEBOTOMY. PLEASE CONSULT THE CURRENT ACADEMIC CATALOG (AVAILABLE ONLINE) FOR MORE INFORMATION

Please click on the link below to take the quiz:

- <http://www.jjc.edu/nursing/Pages/na101-orientation.aspx>
- If you do not get 100% correct on the quiz, you do not need to re-take it. Please review any missed questions to be sure you understand the information
- Once you receive faculty consent, it is good for one year