NURSE AIDE TRAINING PROGRAM
2017

INFORMATION AND APPLICATION PACKET

Giving more, getting more
SIMPLIFIED CHECKLIST FOR NURSE AIDE PROGRAM ENTRY

Everything on this checklist is explained within this Informational packet and must be completed and turned in to the Nursing Department. Once everything is in your file, we will assign you to a class. You need to plan ahead in gathering the necessary documents and information.

Call the Nursing Department at 970-874-6519 if you have any questions regarding the requirements below. Required documents can be faxed to the Nursing Department at 970-874-6593.

1. Application: Pg 4
   - Adult or On-line classes require: Application for Admission (see attached)
   - High School CNA class requires: Concurrent Enrollment and Application for Admission
   - Refresher CNA classes: Apply through the CNA Coordinator, Deanna McCoy 970-874-6569
     For additional information regarding submitting an application, please contact Pam Gilder 970-874-6540, or email admissions@dmtc.edu.

2. Background Check: Pg 5  Allow at least 2 weeks for processing
   - This is done on-line at http://cccs.castlebranch.com

3. 2 Step TB tests: Pg 6  Allow 2 weeks for completion
   - This is a 4 step process of 2 skin tests and 2 readings

4. Hepatitis B injection: Pg 6 One shot in the series of 3. Documentation if you already had this series
   - A minimum of the initial vaccination of the three step series is required prior to admission

5. TABE Test:  Pg 7
   - By appointment only. Tuesday & Thursday only. Please call to schedule an appointment for testing, and for access to practice material. 970-874-6565.

6. Transcripts: Official copy sent directly to DMTC
   - High School Transcript
   - Or GED Certificate
   - Or College transcript (we may possibly waive the TABES with enough credits or a degree)

7. Copy of your Driver’s License

8. Essential Functions: Pg 13
   - If you have an IEP or a learning disability, please note this on the Essential Functions Questionnaire
   - If you are pregnant, please inquire regarding enrollment limitations. If approved, you must provide a note of Physician’s clearance.

9. Flu Vaccine: Pg 7 “Influenza Season” is November 1 through March 31 of the following year.
COURSE DESCRIPTION:

This course prepares the student to perform the fundamental skills of the nurse aide as defined in the Colorado Nurse Aide Practice Act. It includes:

- **NUA 101 Nurse Aide Health Care Skills (4 credits)**
  - Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPPA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient and residence rights.

- **NUA 170 Nurse Aide Clinical Experience (1 credit)**
  - Applies knowledge and skill gained in NUA 101 to patient care

- **NUA 105 Home Health Aide Theory (2 credits)**
  - Introduces the student to the expanding field of Home Health Nursing. The student will discover the uniqueness of Home Health Care and the vital role that the nursing assistant plays as part of the home care team. The student will learn how to assist home care patients with activities of daily living and maintain a safe, clean and comfortable environment. The student will also learn the differences and challenges of caring for patient in their natural home environment versus institutional settings.

- **HPR 102 CPR for Professionals (0.5 credits)**
  - Meets requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

(Please note, if you currently hold a valid American Red Cross Professional CPR card, you are still required to attend the CPR instruction, but may defer testing. A copy of your current card must be provided).

VOCATIONAL CREDITS: 7.5 credits

INTENDED AUDIENCES:
- Anyone seeking to become a Certified Nurse Aide or Home Health Aide.
The following will provide additional information regarding each requirement. This information is also available on Delta-Montrose Technical College website at http://www.dmtc.edu/academics/nursing-aide-program.php.

- You will not be enrolled in the Nurse Aide Program until all of the required items are completed and submitted. A simplified checklist is provided on Pg. 2.
- Required documents can be faxed to the Nursing Department at 970-874-6593.

1. **ADMISSION/ APPLICATION POLICY:**

   - Complete an application, and agree to adhere to program policies.
   - Payment must be received in full one business day prior to the first day of class.
     - We do not accept installment payments.
     - If being sponsored, written authorization from the sponsoring facility must be submitted to reserve a position. Authorizations may be faxed to 970-874-6593.
   - All students must be 16 by the time they take their state examination. Please note many facilities will NOT hire before the age of 18.
   - All students must be able to speak, read, write and comprehend English.
   - Students **must** be physically able to perform required activities in the care of the client and patient. Medical releases may be necessary for student in some circumstances.
   - Students must sign and date the Essential Functions Questionnaire (p. 13) which will be kept in their file. If a student is unable to maintain essential functions, it will be grounds for dismissal.
     - If you have an IEP or a learning disability, please note this on the Essential Functions Questionnaire.
   - We must be informed in advance of any special learning accommodations that are needed or required.
     - These accommodations will be presented in the classroom setting only. Only under special circumstances will accommodations be presented in Lab or Clinical setting.
     - Students who require special learning accommodations must document these circumstances with a statement from an M.D. or Psychiatrist.
   - Pregnant students and students being treated for and/or evidencing medical or mental health problems please refer to Health and Health Services Policy. Request a copy if needed.
   - Legal citizen or documentation of being lawfully present in the U.S. – see DORA’s **Affidavit of Eligibility** form available at www.pearsonvue.com, or follow this link goo.gl/RLsn34 and refer to page 8.
2. **CRIMINAL BACKGROUND CHECK PROCEDURE MUST BE COMPLETED PRIOR TO ENROLLMENT IN THE CLASS**

A student must have a background check completed by **Certified Background** prior to enrollment. Background check information will be accepted in **only one of the following three manners**:  

- **Adults**: Complete criminal background check through: **Certified Background at http://cccs.castlebranch.com**.  
- You select our school, Delta Montrose Technical College  
Select CNA from the drop down menu.  
Applicants 18 years or older, cost is $34.50.  
Applicants under 18 years of age, cost is $24.90.  

- If a long-term care facility is sponsoring a student and they have an acceptable criminal background check for the student on file, completed in the past year, this will be accepted.  

- **Certified Background** will send the report electronically to the Nursing Program Coordinator at the Delta-Montrose Technical College and a copy will be provided to the nurse aide clinical training facility. Students may obtain a copy from DMTC upon request or have a copy directly emailed to them upon request.  

- If a disqualifying offense is on the report, the student will be notified that he/she will not be accepted into the program and will be encouraged to contact their legal counsel to assist them in clearing their record. Until the student’s record is clear of disqualifying offenses, the student will not be admitted into the nursing aide training program. Please see the guidelines below.

**NURSING BACKGROUND CHECK CRITERIA**

The Colorado Community College System (“CCCS”) and the State Board for Community Colleges and Occupational Education authorize the nursing programs to conduct a background investigation of all student applicants. The clinical sites used in the nursing programs require background checks of all potential interns. The purpose is to maintain a safe and productive educational and clinical environment. New students who refuse to comply with the background investigation will not be allowed to enter a CCCS Nursing Program.

An **Applicant will be disqualified from a CCCS nursing program based on the following guidelines**:  

- Any violent felony convictions of homicide. (No time limit)  
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.  
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.  
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.  
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
• Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
• Any felony theft crimes in the 7 years immediately preceding the submittal of application.
• Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
• Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
• Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
• Registered Sex Offenders. (No time limit)
• Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
• More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis.

➢ Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified. If any applicant feels the criminal background check is inaccurate, the applicant may appeal the decision and request a review with the College. It is the applicant’s burden to produce substantial evidence that proves the crimes charged are incorrect.

3. **TUBERCULIN SKIN TEST**

How is two-step tuberculin skin testing done?
The two-step tuberculin skin test (TST) is used to detect individuals with past tuberculosis (TB) infection, who now have diminished skin test reactivity. This procedure will reduce the likelihood that a boosted reaction is later interpreted as a new infection.

Four visits, oh my!

➢ **Visit 1:** Place the 1st TST
➢ **Visit 2:** Return in 48-72 hours for the test to be read.
➢ **Visit 3:** Place a 2nd TST. ( 1 week after the first visit )
➢ **Visit 4:** Return in 48-72 hours for the test to be read.

FYI: We will accept 2 TB tests within the past year prior to class

4. **HEPATITIS B IMMUNIZATION** Series or signed an Exemption. You may contact your health care provider or employer, if applicable, for these records.
5. **TABE TEST**

- You must take and pass the **TABE** (Test of Adult Basic Education) with a **6.0 or greater**. These tests take approximately 3-4 hours and cost $40.00 (refer to the DMTC Catalog for further explanation on retaking the TABES). Retake fee is $10.00 per section.

- In all programs except Practical Nursing, the TABE requirement **may be waived** for students who meet any of the following requirements:
  - An Associate’s degree or higher (Official Transcript is required)
  - Completion of two semesters (30 semester credits) at a nationally accredited institution of higher education with a 3.0 GPA or higher.
  - ACT or SAT test scores **within the last two years** that meet or exceed the follow:
    - English: ACT 18 or SAT 440 / or new SAT 25
    - Reading: ACT 17 or SAT 430 / or new SAT 24
    - Math: ACT 19 or SAT 460 / or new SAT 25
  - If a High School Junior * and taking the Concurrent High School CNA course, we will accept the Accuplacer Test as below:
    - English: Accuplacer 95
    - Reading: Accuplacer 80
    - Math: Accuplacer 85

* This Accuplacer policy applies only to a high school student who is doing concurrent enrollment and who is just entering their junior year and has not yet taken the ACT or SAT test. If they have taken the Accuplacer test and have the above scores we will waive the related section(s) of the TABE test.

6. **FLU VACCINE:** “Influenza Season” means November 1 through March 31 of the following year. The County Health Department, doctor’s offices, some grocery stores or independent pharmacies provide this. Request a verification copy and submit this to the nursing department.

**2017 FALL NURSE AIDE TRAINING CLASSES DATES/TIMES:**

<table>
<thead>
<tr>
<th>IN SEAT</th>
<th>CPR</th>
<th>CLASS HOURS</th>
<th>CLINICAL SITE TBD</th>
<th>FRIDAY OCT 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER 11 – OCTOBER 6</td>
<td>FRIDAY</td>
<td>10am–4:30pm</td>
<td>OCTOBER 2, 3, 4, 5</td>
<td>NOTE: THIS IS A 4 WK CLASS 6.5 HOUR DAYS</td>
</tr>
<tr>
<td>NOTE: THIS IS A 4 WK</td>
<td>SEP 15 FRIDAY</td>
<td>Monday -</td>
<td>MON 10/2-ORIENT 7:55AM TO 12 NOON*</td>
<td>NO CLASS ON SEPT 19 DUE TO STAFF TRAINING</td>
</tr>
<tr>
<td>CLASS 6.5 HOUR DAYS</td>
<td>8:30am-2:30</td>
<td>Friday</td>
<td>TUES,WED,THURS 10/3, 4, 5 - PRACTICAL</td>
<td></td>
</tr>
<tr>
<td>NO CLASS ON SEPT 19 FOR STAFF TRAINING</td>
<td></td>
<td></td>
<td>5:55AM TO 2:30PM</td>
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</tbody>
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CLINICAL SITES WILL BE DETERMINED BASED ON ENROLLMENT. Clinical dates are scheduled within the three week course. Clinical sites to be determined. If a second clinical rotation is required due to class size, alternate dates may be scheduled.
ONLINE/HYBRID NURSE AIDE CLASS
Access to a computer will be needed for this class. These dates are subject to change. Please contact the nursing department for verification of dates at 970-874-6519.

<table>
<thead>
<tr>
<th>DATE</th>
<th>CPR</th>
<th>CLASS/LAB</th>
<th>CLINICAL</th>
<th>FINAL</th>
<th>SPECIAL CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER 27 – DECEMBER 15, 2017</td>
<td>CPR FRIDAY NOV 3 8:30am-4:30pm*</td>
<td>FRIDAYS 8am-4:30pm</td>
<td>CLINICAL SITE TBD DECEMBER 12, 13, 14</td>
<td>FRIDAY DEC 15</td>
<td>*The CPR class usually runs 8:30-2:30, and the remainder of the class time for Exam I, Photo badge and paperwork NOTE: NO CLASS THE WEEK OF NOV 20-24</td>
</tr>
</tbody>
</table>

CLINICAL SITES WILL BE DETERMINED BASED ON ENROLLMENT.
POSSIBLE CLINICAL SITES ARE: COLOROW, HORIZONS, WILLOW TREE
FIRST DAY OF CLINICAL ROTATION, PLEASE REPORT TO SITE AT 7:55AM, BRING YOUR LUNCH, DAY ENDS AT 4:30PM
SECOND AND THIRD DAY OF ROTATION, PLEASE REPORT TO SITE AT 5:55AM, BRING YOUR LUNCH. DAY ENDS AT 4:30PM

NURSE AIDE REFRESHER COURSE AVAILABLE
Call the Nursing Department at 970-874-6519 for more information.

LOCATION:
All class and online/hybrid lab sessions are on the DMTC campus in the nursing department.
CPR is in the EMS classroom on campus.

TUITION: The costs below are accurate through June 30, 2018. Please note all costs are subject to change. The cost for State Certification (current cost $123.00) is now included in course cost. This is a voucher that will be provided upon successful completion of the course.

TOTAL Tuition & Fees: $1455.26 (Cost based on in-state tuition.) $2409.26 (Out-of-state tuition)
This does not include the cost of textbooks or uniform.

TEXTBOOKS:

The Workbook is optional, but is a valuable study tool with an excellent review section.

American Heart Association (2010) BLS for Healthcare Providers can be borrowed for the CPR class.

Please refer to www.dmtc.edu, nursing program for current text and uniform costs.
UNIFORM REQUIREMENT:

1. Dark grey uniform
   - Unisex uniform sets are to be purchased through the bookstore. These are Dark Grey in color, representing school colors. Order on the first day of class. **Nonrefundable**, so make sure they fit.
   - Uniform must properly cover body. (i.e. no showing of cleavage or bare buttocks)
   - You may wear a black long or short sleeved shirt underneath the uniform.

2. Clean athletic or walking shoes, neutral color. No clogs, crocs, open toe or heel allowed.

3. Watch with second hand.

Textbooks and uniforms can be purchased at the DMTC bookstore. Bookstore phone number: **970-874-6565**

SCHOLARSHIPS:

FULL SCHOLARSHIPS ARE AVAILABLE FOR QUALIFIED STUDENTS WILLING TO WORK AT THE FOLLOWING SPONSORING NURSING HOMES:

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paonia Care Center</td>
<td>Paonia</td>
<td>527-4837</td>
</tr>
<tr>
<td>San Juan Living Center</td>
<td>Montrose</td>
<td>249-9683</td>
</tr>
<tr>
<td>Homestead at Montrose</td>
<td>Montrose</td>
<td>252-9359</td>
</tr>
<tr>
<td>Horizons Health Care</td>
<td>Eckert</td>
<td>835-3113</td>
</tr>
<tr>
<td>Valley Manor Care Center</td>
<td>Montrose</td>
<td>249-9634</td>
</tr>
</tbody>
</table>

- You must contact the individual facility for scholarships
- Qualifying student may also contact the Colorado Work Force Center for assistance.
- Care Centers will only sponsor you if you are planning on working for them.

REIMBURSEMENT:

“Pursuant to section 483.152© of the Federal Rules and Regulations related to Nurse Aide Training and Competency Evaluation Programs (NATCEP), a long-term care facility (“facility”) that receives Medicare or Medicaid funds must reimburse a nurse aide who pays for a NATCEP and becomes employed by the facility within 12 months of date of certification, prorated for the portion of the 12-month period that the individual was employed by the facility.”

Equal Opportunity / Affirmative Action

We are an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, religion, sex, age, or disability. In our activities, programs, or employment practices as required by Title VI, Title IX and Section 504. For further information regarding civil rights or grievance procedures, contact Michael Klouser, DMTC Director, 1765 Hwy 50, Delta, Colorado 81416, (970) 874-7671, or the Office for Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Boulevard, Suite 310, Denver, Co 80204-3582, phone (303) 844-5695; FAX (303) 844-4303; TDD (303) 844-3417; or E-mail OCR_Denver@ed.gov.
**TUITION POLICY:**

- After dropping the CNA Program twice, you must wait 3 months prior to re-admission. You will be charged all the applicable tuition and fees per Drop/Withdrawal Policy in the DMTC catalog.
- No refund will be given once 15 percent or more of the scheduled time for the class has elapsed. Please see the DMTC drop, withdrawal, and refund policy for further information.
  - 15% of Online class: 6 days or more (class total is 6 weeks or 42 days)
  - 15% of Adult class: 2 days or more (class total is 3 weeks or 21 days)
  - 15% of Adult class: 3 days or more (class total is 4 weeks or 28 days)
  - 15% High School class: 10 days or more (class total is 135 hours)

Exceptions: There may be exceptions to policy due to extenuating circumstances at the discretion of the Program Coordinator and the School Administration.

**COMPLETION POLICY:**

Students will graduate, be awarded a certificate of completion, and will be allowed to test for certification when ALL of the following have been completed

- Pass NUR 101, NUA 105, NUA 170, and HPR 102 with a 75% cumulative or greater for each section, students CANNOT MISS MORE THAN 8 HOURS OF CLASS.
- Pass all multichapter exams with a 75% cumulative or greater.
- Successfully completed a minimum of 24 hours of clinical with a positive evaluation.
- Successfully complete a minimum of 18 hours of laboratory practice. Online/hybrid Nurse Aide class laboratory requirement is a minimum of 24 hours. Students must make arrangements with instructor for missed lab time.
- Successfully complete the program skills checklist defined by the Colorado Board of Nursing.
- Satisfactorily attained the terminal competencies standards as defined by the Colorado Board of Nursing.
- Full payment of all monetary obligations.

**CERTIFICATION:**

- Each student must demonstrate satisfactory theory and clinical practice to be eligible for certification.
- Graduation from the program does not guarantee licensure by the State Board of Nursing. Upon completion of the Nurse Aide course students are eligible to sit for the state certification exam.
- In order to become certified as a nurse aide you must pass a written examination and a practical skills exam in the lab as per Colorado State Board of Nursing (Nurse Aide Practice Act). The written and skills exams MUST be passed with a maximum allowed is 3 attempts, or the Nurse Aide class must be repeated.
- Pearson Vue is responsible for administering the state CNA exam. For more information you may contact them at 1-888-274-5050. A list of locations for the test is available on their website [http://www.asisvcs.com/indhome.asp?CPCat=0706NURSE](http://www.asisvcs.com/indhome.asp?CPCat=0706NURSE).
• Students MUST complete a criminal background check. Please contact Pearson Vue for further information regarding criminal background check at 888-274-5050.
• ADA accommodations are available if you notify Pearson Vue prior to testing. (Please refer to Pearson Vue http://www.asisvcs.com/indhome.asp?CPCat=0706NURSE for further information regarding ADA accommodations.)

DISMISSAL POLICY:

STUDENTS WILL BE DISMISSED FOR THE FOLLOWING REASONS:
• Missing more than one class day or combined total of 8 hours.
• Failure to maintain a 75% or greater in the program.
• Failure to pass exams with a 75% or greater. (cumulative)
• Failure to complete 24 hours of Clinical + 4 hours Facility Orientation.
• Failure to follow Students the Substance Abuse Policy will result in immediate termination.
  ➢ Drug Screens may be performed at any time with or without cause. The school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.
  ➢ Testing positive for marijuana with or without a prescription is not acceptable. Although possession and use of marijuana for certain medical conditions consistent with the requirement of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus.
• Violation of patient rights or any abusive behavior as deemed by the clinical instructor or facility staff.
• Failure to use proper Nurse Aide Procedure in clinical or lab (per instructor’s discretion).
• Failure to follow Behavioral Standards Policy and Academic Dishonesty Policy – including, but not limited to cheating, stealing, abuse of a classmate, client or instructor.
• Performing a skill or task for which the student has not been trained and found proficient by instructor.
• Inability to maintain Essential Functions.
• Failure to demonstrate the Lab Skills Critical Criteria will not be allowed to participate in Clinical.

Students may be dismissed without refund after first warning.
Please review the following Questionnaire to determine if you are suited for Nurse Aide work. You will also be asked to sign this form the first day of class.

### Questionnaire of Student Essential Functions

1. I am able to concentrate and focus on one thing for 20 minutes or more? **YES / NO**
2. I am able to do basic math? (Add, Subtract, Multiply, and Divide) **YES / NO**
3. I am able to speak, write and read English? **YES / NO**
4. I am emotionally and mentally stable and able to work in highly stressful situations? **YES / NO**
5. I am able to walk the equivalent of 5 miles per day? **YES / NO**
6. I am able to reach above shoulder level? **YES / NO**
7. I am able to stand for long periods? **YES / NO**
8. I am able to lift 50 pounds? **YES / NO**
9. I am able to assist patients in ambulation? **YES / NO**
10. I am able to grip small objects? **YES / NO**
11. I am able to hear (with correction) well enough to respond appropriately to monitor alarms, emergency signals, and cries for help? **YES / NO**
12. I am able to hear well enough and have the ability to observe and assess client responses? **YES/NO**
13. I am able to observe and read equipment – analog watch, BP equipment, scale? **YES / NO**
14. I have adequate tactile ability to accurately take a pulse and perform tasks that would require my accurate manipulation of small objects? **YES / NO**

**I am requesting the following exceptions and/or accommodations and will discuss the following with the program director:**

**If you have an IEP or a learning disability, please note this on the Essential Functions Questionnaire**

**To the best of my knowledge I have answered the above questions truthfully and accurately.** I understand that if I start a health career program and do not demonstrate the ability to achieve the Essential Functions that I will not be able to complete that program. I understand that money will be refunded according to the Refund policy found in the DMTC catalog, (no refund will be given once 15% or more of the scheduled time for the class has elapsed).

Signature _____________________________ Date ___________________________