



**American
Red Cross**
Central Maryland Chapter
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AMERICAN RED CROSS HEALTH & SAFETY SERVICES

Nurse Assistant Training

Community Catalog



WINTER 2006

Meets Federal and Maryland State Training Requirements
Certified Nurse Assistant (CNA) - Geriatric Nurse Assistant (GNA)

American Red Cross - Central Maryland Chapter
4800 Mount Hope Drive, Baltimore, Maryland 21215
410-624-2060



**American
Red Cross**

Nurse Assistant Training: Program Overview

This program, conducted under the auspices of the Central Maryland Chapter of the American Red Cross, meets Federal and State training requirements to become a certified nursing assistant and a geriatric nursing assistant in the State of Maryland. The Nurse Assistant Training course is 114 hours in length which includes 43 hours of lecture/theory, 29 hours of lab/practice, and 42 hours of clinical experience. Through lecture, videos, games, role-playing, and laboratory practice, the students learn skills such as bathing, dressing, positioning, and vital signs as well as learning to gather information needed to provide care for people within the health care system. All classes meet in our spacious classrooms equipped with comfortable desks, 4 hospital beds, a hooyer lift, scale, wheelchairs, mannequins and all necessary equipment to perform skills. The American Red Cross facility has ample free parking. Public transportation is conveniently located nearby. The American Red Cross observes New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas as legal holidays.

STATEMENT OF MISSION

The mission of the Nurse Assistant Training course is to provide the information and skills that will enable nurse assistants to provide quality care for residents in nursing homes, as well as supplemental information and skills that will enable them to provide quality health care for clients at home and patients in hospitals. Each component of this course is rooted in six principles of care: dignity, independence, communication, safety, and infection control.

NURSE ASSISTANT COURSE OUTLINE

Chapter 1	The Art of Caregiving Lecture- 30 Minutes	Chapter 11	Providing Care for the Person's Surroundings Lecture-1 Hour, Lab-3 Hours
Chapter 2	Working in Long Term Care Lecture-30 Minutes	Chapter 12	Assisting People With Personal Care Lecture-2.5 Hours, Lab-10 Hours
Chapter 3	Protecting People's Rights Lecture-1 Hour	Chapter 13	Admitting, Transferring and Discharging Lecture- .5 Hours
Chapter 4	Understanding People Lecture-2 Hours	Chapter 14	Healthful Eating Lecture-3.5 Hours, Lab- .5 Hours
Chapter 5	Communicating With People Lecture-3 Hours	Chapter 15	Elimination Lecture-4.5 Hours, Lab - .5 Hours
Chapter 6	The Language of Caregiving Lecture-1 Hour	Chapter 16	Providing Restorative Care Lecture-2.5 Hours, Lab-2 Hours
Chapter 7	Controlling the Spread of Germs Lecture-2 Hours, Lab-2 Hours	Chapter 17	Providing Care for People With Specific Illnesses Lecture-2 Hours
Chapter 8	Keeping People Safe Lecture-1.5 Hours, Lab- .5 Hours	Chapter 18	Providing Care For People With HIV/AIDS, Hepatitis, and Tuberculosis Lecture-2.5 Hours
Chapter 9	Measuring Life Signs Lecture-3 Hours, Lab-6 Hours		
Chapter 10	Positioning and Transferring People Lecture-1 Hour, Lab-4 Hours		

Nursing Assistant Course Outline *continued*

Chapter 19	Providing Care for People Who Have Alzheimer's Disease and Related Dementia Lecture-1.5 Hours	Appendix A	Medical Terminology Lecture- .5 Hours
Chapter 20	Providing End-of-Life Care Lecture-2 Hours	Appendix B	Body Basics Lecture-1.5 Hours
Chapter 21	Managing Your Time Lecture-1 Hour	Appendix C	Home Health Care Lecture 2 Hours, Lab- .5 Hours
		TOTAL LECTURE:	43 HOURS
		TOTAL LAB:	29 HOURS
		TOTAL CLINICAL:	42 HOURS
		TOTAL COURSE HOURS:	114

NURSING ASSISTANT CLINICAL ROTATION

Upon successful completion of the 72 hours of classroom instruction, students will attend 42 hours of clinical instruction given at a long term facility and under the supervision of an American Red Cross instructor. During the clinical rotation, students will be able to gain hands on practical experience working with patients in an actual nursing facility. In order to attend clinical, students will:

- Show results of a negative TB screen or chest x-ray performed within the last twelve months
- Wear white skirt/slacks, white pale top, white shoes with non-skid soles, and clogs with backstrap only
- Wear name tag (provided by instructor)
- Have a watch with a second hand
- Have a stethoscope and cuff (included in tuition and will be given out in class)
- Have a pen (black ink) and a pad of paper (pocket size)
- Not wear earrings that hang below the ear lobe)
- Report to the nursing home and be prepared to stay all day

NURSING ASSISTANT VOCATIONAL OBJECTIVES

Students must complete all scheduled clinical hours to be eligible for graduation. Upon completion of the Nurse Assistant Training course, students will be expected to successfully perform the following procedures:

- First Aid for Choking
- Handwashing
- Putting on and Taking Off Protective Clothing
- Handling a Plastic Trash Bag
- Using an Electrical Thermometer
- Counting and Recording a Person's Pulse
- Counting and Recording a Person's Respirations
- Taking and Recording a Person's Blood Pressure
- Moving a Person Around in Bed
- Positioning a Person in Supine, Fowler's, and Lateral Positions
- Transferring from Bed to Chair
- Repositioning a Person in a Chair
- Using a Mechanical Lift to Transfer a Person from Bed to Chair
- Brushing and Flossing Teeth
- Providing Denture Care
- Giving a Person a Complete Bed Bath and Shampoo
- Helping a Person with Showering and Shampooing
- Brushing and Combing a Person's Hair
- Helping a Man Shave with an Electric and Safety Razor
- Cleaning a Person's Fingernails and Toenails
- Helping a Person Dress/Undress
- Making an Occupied/Unoccupied Bed
- Helping a Person Eat
- Measuring a Person's Height and Weight
- Helping a Person Use the Bathroom/Commode/Bedpan/Urinal
- Providing Perineal Care for a Person with a Urinary Catheter

Nursing Assistant Vocational Objectives *continued*

- Emptying a Urinary Drainage Bag
- Applying an External Urinary Catheter to a Male
- Collecting Urine/Stool/Sputum Specimens
- Testing Urine for Sugar and Acetone
- Giving a Person a Tap Water Enema
- Diapering a Child
- Collecting a Urine Specimen from an Infant
- Helping a Person with Passive Range of Motion Exercises
- Helping a Person Walk
- Applying Elastic Stockings
- Sterilizing Glass Baby Bottles
- Bathing a newborn
- Providing Post Mortem Care
- Applying Compresses and Assisting with Soaks
- Changing an Ostomy Appliance

ADMISSION REQUIREMENTS

1. All applicants must be at least 18 years of age. Proof of age is required.
2. All applicants must take the SRA Reading Index and achieve a satisfactory score as described on page 4
3. All applicants must have negative PPD or Chest X-ray prior to registration.
4. Students are advised to keep all documents regarding enrollment and financial obligations.

CREDIT FOR PREVIOUS TRAINING

The American Red Cross does not offer credit for previous training.

ENTRANCE TEST

The SRA Reading Index, developed by National Computer Systems, Inc., is used to determine eligibility into the Nurse Assistant Training course. It is a standardized reading comprehension test that tests to an eighth grade level. The minimum cut-off score was predetermined by National Computer Systems as they developed the exam. The exam will be administered and scored by an instructor of the Nurse Assistant Training course on the day of the exam. Upon successful completion, the student will be eligible to register for the Nurse Assistant Training course. The exam is divided into five levels as follows:

Level 1: Picture -Word Association	7/9 correct answers required for proficiency
Level 2: Word Decoding	10/13 correct answers required for proficiency
Level 3: Phrase Comprehension	10/13 correct answers required for proficiency
Level 4: Sentence Comprehension	9/12 correct answers required for proficiency
Level 5: Paragraph Comprehension	10/13 correct answers required for proficiency

Proficiency is required on all five levels to successfully pass the exam. In the event a student does not pass the exam on the initial attempt, he is eligible for re-testing after a three month waiting period or after the successful completion of an English as a second language course.

GRADUATION REQUIREMENTS

In order to successfully complete the Nurse Assistant Training course, students must have an attendance rate of 85% of classroom session and 80% attendance rate in clinical. The missed clinical time would have to be made up within 4 weeks of class completion. Students must achieve 80% or above on all quizzes and the final written exam. They will be required to demonstrate 100% mastery of all skills in both the classroom and clinical settings.

INCLEMENT WEATHER POLICY

Call 410-624-2060 for information on class cancellations and delays whenever Baltimore City schools are closed, including late arrival or early dismissal.

ATTENDANCE POLICY

Students are expected to attend every clinical and classroom session on time. Students are required to maintain a 80% attendance rate during clinical, attending a minimum of 32 hours. One 8 hour session will be rescheduled. Lateness in clinical will be considered an absence. Students are required to maintain an 85% attendance rate during class/lab sessions. All time missed will have to be made up. No more than 10 hours will be rescheduled. Each student's cumulative attendance rate will be reviewed by the instructor on a daily basis. After missing one class, or after two incidences of lateness, students will be informed that they will be placed on probation. After two incidences of lateness of more than 15 minutes, the third occurrence will be considered an absence and the entire class will have to be made up. Students will have 3 weeks from the class completion date to make up any classtime and 2 weeks to make up any missed clinical. Evening classes will be made-up during the day class. Failure to make up missed work will result in dismissal from the course. Attendance will be taken daily at the beginning of class/clinical. As per State of Maryland Higher Education commission, all absences whether or not "excused", will be calculated in the student's attendance rate.

LEAVE OF ABSENCE

A leave of absence request may be submitted to the school director in writing and may not exceed 30 school days. The request must be for specific reasons and must be accepted by the school director. Only one request for leave may be granted per enrollment period. Attendance records will reflect the dates a leave is granted. If the student fails to return from the Leave of Absence when scheduled, they will be dropped from the program.

ACADEMIC POLICY

The Nurse Assistant Training course is graded on a Pass/Fail scale. Students must achieve 80% or above on all quizzes and the final exam as well as perform all skills as listed in the student skill workbook with 100% accuracy in order to complete the course successfully. Students will be given two opportunities on all quizzes, and the final exam in order to maintain an 80% grade point average. Student's progress will be tracked through the use of the written At Risk Memorandum which is given to each student for each skill or test that they do not perform up to standard. It will be at this point that the student will be given a second opportunity to bring their grade point average up to satisfactory level of 80%. Should a student be unsuccessful in maintaining an 80% grade point they will be terminated from the program and be unable to graduate. Should a student be dismissed for unsatisfactory progress they may re-enroll paying tuition in full and begin the course again from the start. The American Red Cross maintains all student grade records on file.

PROGRAM PERFORMANCE

All students daily attendance and record of academic achievement will be recorded on the individual student permanent record. All students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of the Nurse Assistant Training Program. This information regarding the program's enrollment, completion rate, and passage rate of graduates on the nursing assistant licensure examination. This information can be obtained by contacting the Maryland Higher Education Commission at 839 Bestgate Rd., Annapolis, Maryland 21401-3013 or by calling 410-260-4582. Students have the right to appeal any grievances to the Secretary of Higher Education at the Maryland Higher Education Commission.

STUDENT CONDUCT POLICY

Any student receiving an unsafe for patient care evaluation will be terminated and will not receive a certificate, or be eligible to re-enroll. Activities that will result in an unsafe rating and immediate dismissal include: stealing in the classroom or clinical; abusive language to an instructor, resident, classmate; inappropriate behavior with a resident; violent or aggressive behavior toward faculty, students, or residents; inaccurate or false reporting of care provided for or condition of a resident; and/or alcohol or drug use while attending class or clinical. All terminations will be reviewed by Martha Gross, RN, Supervisor, Nursing Programs.

STUDENT S RIGHTS AND RESPONSIBILITIES

Students have the right to review any and all documents in their school file. They have the right to discuss any concerns they have with a school official. Students are responsible for adhering to all school rules and regulations while in attendance and must meet all established guidelines in order to be eligible for graduation.

REFUND POLICY

Should the school close or discontinue the Nurse Assistant Training course, the American Red Cross will refund to each currently enrolled student all monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the course within 7 calendar days after signing the enrollment agreement. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the American Red Cross may retain the registration fee. Red Cross shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun a refund based on the total contract price for the program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are property of the student. The minimum refund that the American Red Cross shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<u>Proportion of total course taught by date of withdrawal</u>	<u>Tuition Refund:</u>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 50%	20% refund
More than 50%	No refund

Any refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the day of withdrawal or termination. The date of withdrawal or termination is the last date of attendance by the student.

STATE NURSE ASSISTANT CERTIFICATION AND REGISTRY

Please be advised that once participants have successfully completed the Nurse Assistant Training course they must then be CERTIFIED by the state. An additional \$20.00 fee must be paid to the Board of Nursing to become a certified nursing assistant, which is required by the State of Maryland. There is an additional fees of \$95.00 for testing to become a geriatric nursing assistant. This fee is paid by the participant after the course in order to become a geriatric nursing assistant. State testing must be completed within one year of course completion in order to become a geriatric nursing assistant (GNA). The American Red Cross is not responsible for placement following training. Students may find job postings on the classroom bulletin board.

NURSE ASSISTANT TRAINING INSTRUCTORS/AIDES

Robert Hoguet, Director, Health and Safety Services	American Red Cross/Nursing Office
Martha Gross, RN, Nursing Supervisor	4800 Mount Hope Drive
Patricia Hemler, RN	Baltimore MD 21215
Gail Esterson, RN	Information: (410) 624-2060
Joanne Klima, RN	Registration: (410) 624-2060
Victoria Malpass, RN	Fax: (410) 624-2061
Linda Moore, RN	
Catherine Musk, RN	

CLINICAL SITES

Milford Manor	Augsburg Lutheran Home & Village
4204 Old Milford Road	6811 Campfield Road
Baltimore, MD 21215	Baltimore, MD 21207

HOW DO I REGISTER?

Prerequisites to registration are:

1. All applicants must be at least 18 years old to enroll in the course.
2. All applicants must take the SRA Reading Index and achieve a satisfactory score.
3. All applicants must have a negative PPD test result or chest x-ray taken within the previous 12 months.

Upon successful completion of the SRA Index, applicants may register in person, or by mail.

Once you have registered:

- All books, blood pressure cuffs, stethoscopes and materials are provided.
- Participants should bring a pen or pencil and a notebook to class.
- Casual clothes are appropriate.
- Classes begin promptly at the stated time. Please arrive on time and stay the entire length of the class.
- The lab/clinical sessions require strenuous activity (lifting). If you have any conditions that could affect your ability to participate, including pregnancy, you must provide written permission from your physician before the class begins.