



Office of Instruction
 MASTER SYLLABUS

Instructor:

Date Revised: Fall 2017

Contact Information: NA instructor will provide TP# during the first day's class _____.

COURSE SYLLABUS
 including
Student Information and Handbook

Catalog Data:

Course Prefix	Course Number	Course Title	Semester Hours Credit	Contact Hours Per Week	
				Lecture	Lab
NA	110	Nursing Assistant (Basic Nursing Assistant Training Program)	7	6	3

Catalog Course Description: This course is the Nursing Assistant program in itself and is designed to prepare those seeking employment as assistants to nurses in hospitals, nursing homes, and home health settings. It includes both classroom instruction as well as a great deal of clinical experience. Students successfully completing the program will have met state requirements for working in long-term, extended care, or home health aide care nursing facilities. It is a unique opportunity for those wanting an entry-level position in the health care field.

Prerequisites: SDRT testing of minimum 8th grade reading level.

Illinois Department of Public Health requirements to be a Certified Nursing Assistant: **(October 2011 Taken directly from: <http://www.idph.state.il.us/nar/cnafacts.htm>).**

To work for a health care employer that is governed by the Health Care Worker Background Check Act, other than a licensed or certified long-term care facility, the CNA must meet the following requirements:

1. Have a criminal history records check as prescribed by the Health Care Worker Background Check Act with no disqualifying convictions.
2. If an individual has disqualifying convictions, he or she may not work as a CNA (or in any other position giving direct care) unless the CNA has requested and received a waiver of those disqualifying convictions.

To work as an Illinois CNA in a licensed long-term care facility, an individual must meet the following requirements:

1. Have a criminal history records check as prescribed by the Health Care Worker Background Check Act with no disqualifying convictions.
2. If an individual has disqualifying convictions, he or she may not work as a CNA (or in any other position that has access to the residents, the residents' living quarters, or the residents' financial, medical or personal records) unless the individual has requested and received a waiver of those disqualifying convictions.

3. Have no administrative finding of abuse, neglect or misappropriated property in Illinois or any other state.
4. Must be at least 16 years of age, of temperate habits and good moral character, honest, reliable and trustworthy.
5. Must be able to speak and understand English or a language understood by a substantial percentage of a facility's residents.
6. Must provide evidence of prior employment or occupation, if any, and residence for two years prior to present employment as a nursing assistant.
7. Must have completed at least eight years of grade school or provide proof of equivalent knowledge.
8. Must not work as an Illinois CNA until the registry shows that the individual has met the training requirements.
9. Must work as a nurse aide in training and be in an approved CNA program within 45 days of being hired, if not a CNA when hired.
10. Must be on the registry as a CNA within 120 days of being hired. If an individual is attending an approved CNA program offered by a college, a vocational technical school or high school, he or she must be within 120 days of completing the program and competency test. Written proof of attendance is required.

Co requisites: None

Designed For: Auxiliary workers who can be employed as assistants to nurses in hospitals, nursing homes, and other types of health care agencies.

This course is designed to prepare individuals for entry-level positions in the healthcare field. The focus of this course is on the learning of basic principles and procedures required to become a Nursing Assistant. Nursing Assistants function under the direction of a Licensed Practical Nurse or Registered Nurse. Instruction includes both theory and clinical components. This course meets the Illinois Department of Public Health guidelines (IDPH) for Basic Nursing Assistant Training Program curriculum (BNATP).

The Spoon River College (SRC) Nursing Assistant (NA) Program is a prerequisite course and one of IDPH's requirements towards becoming a Certified Nurse's Assistant (CNA). In completing the IDPH regulated NA course at SRC, a graduate would also be able to meet one of the IDPH prerequisite requirements to be a Home Health Care Aide.

The program is approximately seven weeks in length. Classes are held provided there is an availability of Illinois state approved instructors. Clinical practicum is held at various long-term care facilities. Students who successfully complete the program are eligible to take the written competency examination by IDPH. A person must be certified within 120 days of starting in a healthcare facility.

Related careers: Home health aide, homemaker, unit clerk, ward clerk, unit assistant, unit secretary, medical office assistant, and medical assistant.

Required Text:

Mosby's Essentials for Nursing Assistants 9th Ed., Sorrentino, St. Louis: Mosby.
ISBN: 978-0-323-31974-4

Mosby's Workbook Essentials for Nursing Assistants 9th Ed., Sorrentino, St. Louis:
Mosby. ISBN: 978-0-323-31976-8

NA Skills Packet of supplies purchased through SRC Bookstore

Supplementary Texts and Related Materials:

Internet sites, AV's, and LRC research items as assigned

Fees:

Tuition: \$1260.00 (In District), \$2401.00 (Out of District)

Healthcare Worker Fingerprint Background Check: Approximately \$40.00

NA Training Competency evaluation exam: \$65.00

Note: Registration process is now an online process. You MUST have an online form of payment (i.e. debit card, credit card, gift card with at least \$65 on it) at the time of test registration.

Required Supplies:

NA Clinical items: (approx. \$75.00 total for uniform and all white shoes, watch with second hand, black pen, and pocket notebook)

SRC Bookstore items: (approx. \$200.00 total for textbook, workbook, NA skills packet)

I. Master Course Objectives:

Upon completion of this course, the student will be able to:

1. Define and demonstrate the fundamentals of nursing assistants in health care.
2. Demonstrate safe work habits.
3. Demonstrate duties and responsibilities of nursing assistants.
4. Successfully complete state certification requirements.

II. Program Outcomes:

1. Comprehend, apply and evaluate clinical information relevant to his/her role as a Nursing Assistant (evaluated by comprehensive course exam and state exam).
2. Demonstrate technical proficiency in all skills necessary to fulfill the role of Nursing Assistant (evaluated by the final practical exam and clinical evaluation).
3. Demonstrates personal behaviors consistent with professional and employer expectations for the Nursing Assistant (evaluated by graduate and employer surveys).

III. Methods of Instruction/Course Format/Delivery:

- a. Theory Sessions
- b. PowerPoint
- c. Assigned Readings/Study Guides
- d. Active Student Participation
- e. Small and Large Group Discussion
- f. Role Playing
- g. Assigned Audiovisuals (DVDs, CD ROMs, Internet assignments)
- h. Skills Lab Practice
- i. Demonstration and Return Demonstration of Skills
- j. Clinical Practice
- k. Observation
- l. Pre and Post Clinical Conferences
- m. Critical Thinking Case Study Assignments
- n. Independent Study
- o. SRC Online, Computer and Internet Assignments
- p. Other non-scheduled assignments, based on requirements and/or assessment of learning/evaluation of students (i.e., requirements by clinical sites, attendance at conferences/workshops, papers, projects, presentations), may be assigned at the discretion of the nursing assistant educators, throughout the course.
- q. Self-review of previous course information
- r. Study Guide Questions

IV. **Methods of Assessment:**

The instructors will use the following methods of assessment:

- a. tests
- b. quizzes – scheduled and unscheduled
- c. lab skill returns
- d. proficiencies
- e. clinical evaluation
- f. assignments

V. **Grade Distribution:**

- a. Grading will be based on the successful completion of all of the above course requirements, including the following percentages:

Evaluation Phase #1 Theory	50%
Evaluation Phase #2 Clinical	30%
Evaluation Phase #3 Final Exam	20%

- b. A = 100 – 93; B = 92 – 85; C = 84 – 77; FAIL F = Below 77.
- c. To successfully complete the course, the student must achieve at least a minimal passing grade of a 'C' (77%) in each separate evaluative phase. Each sequenced evaluative phase is required to be successfully passed before continuing to the next evaluative phase. At any point that the completion of an evaluative phase is below the minimal passing grade of a 'C', the student will not be able to progress to the next evaluative phase and an automatic course grade of an 'F' will be recorded, regardless of the previously evaluative phase percent.
- d. In order to be placed on the Illinois Department of Public Health Healthcare Worker Registry, the nursing assistant student is required to:
 1. have successfully completed an Illinois approved BNATP (NA) training program,
 2. pass the manual skills portion of the exam
 3. pass the written competency exam, and
 4. have a cleared or waived Healthcare Worker Fingerprint Background check.

VI. **Policies:**

The current SRC Academic Catalog can be found at

<http://www.src.edu/services/Pages/catalog.aspx> and the current Student Handbook can be found at <http://www.src.edu/services/Pages/handbook.aspx>.

1. **Attendance Policy:**

- a. Regular attendance is very important in order to comply with Illinois state mandatory requirements of hours for certification as a nursing assistant.

b. If it is necessary for absences/tardiness, the instructor must be notified at least 2 hours prior to class time. The following guidelines will determine if tardiness constitutes any classroom/clinical absence:

1. Arriving late three times within the course equals one absence; and
2. Any absence (i.e., pre-conference, post-conference) equivalent to the minimum of one hour equals one absence.
3. Excessive absence will result in a grade of "F".

c. If there is a sequence of absences, **notification must be given each day** as specified. If absences exceed the required clock hours in the program, the NA student must present written documentation to the instructor for consideration of continuance in the program. Acceptable reasons for absence from the class, which

will require opportunities to make-up required time, will be limited to only a few instances such as **serious illness or hospitalization of the student.**

2. Disability Statement:

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services Office at 649-6273 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

3. Code of Conduct:

Spoon River College has established a student code of conduct. Generally, College disciplinary action shall be taken for conduct that adversely affects the college community's pursuit of its educational objectives. Academic Misconduct generally refers to behavior also known as academic fraud in which an individual cheats, plagiarizes, or otherwise falsely represents someone else's work as his or her own. Forms of Academic misconduct include, but are by no means limited to:

- Cheating
- Plagiarism
- Falsification and Fabrication
- Abuse of Academic Materials
- Complicity in Academic Dishonesty
- Falsification of Records and Official Documents
- Personal Misrepresentation and Proxy
- Bribes, Favors, Threats

4. Course Requirements:

a. IDPH requires the following in order to apply to a NA program:

1. *Be at least 16 years of age, of temperate habits and good moral character, honest, reliable, and trustworthy.*
2. *Be able to speak and understand the English language or a language understood by a substantial percentage of the facility's residents.*
3. *Must provide evidence of prior employment or occupation, if any, and residence for two years prior to present employment as a nursing assistant.*
4. *Have completed at least eight years of grade school or provide proof of equivalent knowledge.*

b. **Application Process (prior to the first course day):**

The prospective student must meet the IDPH state requirements as listed above and the following:

1. Complete Spoon River College application form.
2. Take SDRT examination through the Student Services Office (8th grade reading level is required prior to course registration). There is not a charge for this test. To schedule an appointment call Student Services: Canton 309-649-7020, Macomb 309-833-6019, Havana 309-543-4413, Rushville 217-322-6060.
3. Then meet with a general advisor to register for the NA course.

c. **First Course Day Processing Requirements:**

a. Healthcare Worker Fingerprint Background Check requirement

b. IDPH Approved Vendor Names

- | <u>Vendor Name</u> | <u>Phone Number</u> |
|--|---------------------|
| • Accurate Biometrics Inc.
www.accuratebiometrics.com | 1-866-361-9944 |
| • FIRM Systems
www.firmsystems.net | 1-866-721-1203 |

- L-1 Enrollment Services 1-800-377-2080
www.l1enrollment.com
- Metropolitan Chicago Healthcare Council
www.mchc.com 1-877-746-0643

1. The Healthcare Worker Fingerprint Background Check form must be completed on the first day of the NA course. This background check is required by Illinois law.
 2. The Healthcare Worker Fingerprint Background Check **must be completed and the receipt turned into the instructor within 10 days of beginning of course**, or student will be suspended and dropped from the course.
 3. A student may not have any direct patient contact without a cleared or waived Healthcare Worker Fingerprint Background Check.
 4. Students with a record who have not obtained a waiver will not be allowed in the clinical area, which will result in an "F" for the clinical component and subsequently an "F" for the course.
 5. The result of the fingerprint background check must result in "no hit" or "automatic waiver". If a hit results and is a disqualifying conviction the student will receive a letter from IDPH stating they have a disqualifying conviction and will also receive a waiver application with directions. Obtaining a waiver can be a lengthy process, up to approximately six months. The student will not be allowed in the clinical area without the waiver which will result in an "F" for the clinical component and subsequently an "F" for the course.
 6. If a student has been convicted of a crime that disqualifies one from working for certain health care employers, the student should seek a waiver before investing time and money in the NA education. Within this document, refer to **"FACTS ABOUT WAIVER APPLICATION FOR HEALTH CARE OR ACCESS WORKERS"** and **"Disqualifying Convictions"**.
- c. Physical and Immunization requirements (due 3 weeks from course start)
1. Obtain a current physical, including past and current immunizations documentation, from a licensed medical doctor within the past 90 days attesting to the applicant's physical abilities to perform NA duties. **An SRC-NA form is required for this physical.**
 2. The physical and immunizations includes a 2-step Mantoux test (TB test). (Proof of a 2-step Mantoux test within the past six months is required before an NA student may participate in this course. These are available from local public health departments. Please call your local public health department for an appointment. You need to allow at least 3 weeks for the 2-step TB test to be completed. This includes 2 injections and 2 readings of the results with documentation. If the NA student has had a previous TB test, proof can be submitted and then a one-step test is allowed. Students with a history of current or positive TB test requires a current chest x-ray from the student's physician to determine an inactive TB status prior to the start of clinical. (Some of the major signs of active TB are cough, bloody sputum, fever, and night sweats. Signs and symptoms of active TB will require immediate treatment from the physician. Students with active TB will not be allowed on the clinical site).
 3. Complete a Hepatitis B vaccination series or sign a waiver (use SRC Hepatitis B form).

Last Week Course Processing Requirements:

- a. Completion of course evaluation (instructor will provide form)
- b. Completion of instructor evaluation (on Canvas – online course)

- c. The Competency Exam fee, \$65.00, reserves a seat for you to sit for the Illinois state exam, after successfully completing the NA course. SIU-C will inform you in writing of the testing date, time and place you are scheduled to sit for the exam. Upon successful completion of the competency exam you will be placed on the Healthcare Worker Registry as a qualified Nurse Assistant/Aide.

5. General Information:

- a. SRC reserves the right to change any provision or requirement of this syllabus, including fees, at any time with or without notice.
- b. NA courses will be held contingent upon the availability of state approved instructors.
- c. SRC will not refund course tuition or fees beyond the add/drop date.
- d. The Department of Nursing and Allied Health will require original documents. If necessary for future use, **please make personal copies of all items that you submit to the Department of Nursing and Allied Health.** No copies will be made, mailed or faxed (for example physicals, TB test, student records, background checks, etc).
- e. It is the student's responsibility to inform the Department of Nursing and Allied Health Business Office in Canton and the SRC Student Services Office of any changes in name, address, or telephone numbers. (If one does not have a telephone, it is important to provide a telephone number where one can be contacted.) This provides communication of schedule changes and other pertinent information.
- f. If a student is having difficulty in the classroom/clinical area, one is encouraged to make an appointment with the NA instructor to discuss this situation. Possible free tutoring may be provided if requested.
- g. SRC does not provide and is not responsible for payment of any health services required by a student. Students are responsible for all costs incurred as a result of an accident, injury, or illness. In case of an emergency, students may consult with medical doctors for treatment at the clinics or hospitals located nearest their center of attendance. Annual health insurance may be obtained by individuals wishing to do so. Refer to the SRC Catalog.
- h. During inspection of a healthcare facility, IDPH may require NAs to demonstrate competency in the principles, techniques, and procedures covered by the basic nursing assistant training program curriculum.
- i. Technological compensation can be made for some handicaps in certain areas, but an applicant should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that an applicant's judgment must be mediated by someone else's power of observation and selection.
- j. The NA student will have to meet the 'Essential Functions of the Position of a Nursing Assistant' (table follows)

Essential Function	Student Performance Requirements
Ability to Use Senses	a. Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in clients, read fine print writing on client information sheets, monitors, equipment calibrations, measuring intake and output, etc. b. Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure with a stethoscope; to understand a normal speaking voice without viewing the speaker's face. c. Tactile ability to feel differences in skin temperature.
Motor Ability	a. Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer clients, equipment of 50 lbs or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of hands to perform technical skills.
Ability to Communicate	a. Ability to communicate effectively in verbal and written form through interaction with clients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on client's flow sheet/record for legal documentation.
Ability to Problem-Solve	a. Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, and prioritizing data.
Ability to Maintain Emotional Stability	a. Possess the emotional health required for full utilization of his or her intellectual abilities, the exercising of good judgment, the prompt completion of all responsibilities, attendant to the care of clients, and the development of mature, sensitive, and effective relationships with clients. b. Ability to tolerate physically taxing workloads and to function effectively under stress. c. Ability to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many clients.
Ability to Maintain Social Stability	a. Ability to function compassionately with integrity and concern for others. b. Ability to use therapeutic interpersonal skills. c. Demonstrate interest and motivation.

- k. NA students are required to follow the **'Professional Healthcare Student Dress Code and Etiquette Policy'**
- a. NA students are expected to represent the college with a professional appearance and manner in the NA education settings. Students directed to leave, because of failure to follow the Professional Healthcare Student Dress Code and Etiquette Policy, will be given an unexcused absence that cannot be made up. This behavior may jeopardize the NA student's ability to pass the course.

REQUIREMENTS	Classroom and NSL	Clinical
Professional conservative street clothing may be worn.	X	
Clothing and uniforms should be neat, clean and pressed. Yellowing, graying, and/or stained clothing is unacceptable.	X	X
Skirts should not be shorter than the top of the knees.	X	X
No tight, body figure revealing clothing will be allowed. Underwear must not be visible (including lines through the clothing).	X	X
No chest, chest hair, torso or back shall be visible (including times of bending or stretching). Shirt opening cannot be below the axillary line.	X	X

Any type of body or clothing odor must be prevented. Body and clothing odor can be prevented by daily baths, deodorant, clean hair, good oral hygiene, laundering of clothing for one time use only (i.e., cigarette odor). Mints may be used to freshen breath (gum is not permissible).	X	X
No ripped/torn clothing allowed.	X	X
No hats/caps.		X
No sunglasses.	X	X
No foul or disrespectful language.	X	X
Uniform and SRC ID badge should not be worn in public places outside of clinical areas (i.e. bars).	X	X
The SRC identification badge must be worn and visible, on left chest area.		X
Hair must be clean, neat, pulled back in control and off the face and shoulders with simple, unobtrusive hair colored materials.		X
Students are to wear a simple, unadorned white uniform shirt and indigo or navy blue uniform pants. Females may wear a white uniform dress/skirt.		X
If worn, students can wear a simple, unadorned white lab coat.		X
The length and fit of the uniform must allow for easy reaching and bending movements necessary for nursing skills performance.		X
If worn, a lab coat should be $\frac{3}{4}$ or full length to come to the bottom of hips and/or cover the hem of a 2-piece uniform top.		X
Pant hems must be straight legged and reach the top of the shoe front (no elastic or cuffed bottoms).		X
Polished and clean all white shoes (no canvas) are to be worn. No open toed or shoes with openings where substances can seep in (i.e., Croc style shoes).		X
Hosiery and socks must be white and without runs. Hosiery worn so no bare skin is visible.		X
Jeans, shorts, outer clothing T-shirts, and scrub style clothing may not be worn.		X
Jewelry is limited to one ring without a stone and one pair of small stud earrings (one per ear). No further visible piercing jewelry items are allowed.		X
No perfumes, colognes, or aftershave scented items are to be used.		X
Makeup should be kept to a minimum and in subdued colors.		X
Fingernails must be clean, trimmed, filed short (when looking at one's palm, nails should not be seen). Artificial nails are not permissible. Nail polish is not permissible.		X
Males need to be clean-shaven, or have a beard and/or mustache that are clean and neatly trimmed short. Nose and ear hair neatly trimmed. Must be able to be fitted for HEPA-filter mask.		X
Visible tattoos are not permissible.		X
Visible hickeys are not permissible.	X	X
The following equipment will be necessary for client care: <ul style="list-style-type: none"> • Watch with seconds capability • Black ink pen • Pocket notepad • Stethoscope containing a bell and a diaphragm (will receive in NSL packet) 		X
Only necessary items for client care should be in one's pocket (i.e., no cell phone , cigarettes, alcohol, drug paraphernalia.)		X

IDPH web: IDPH Waiver Information:

Facts About

The WAIVER APPLICATION FOR HEALTH CARE WORKERS

**Illinois Department of Public Health (10/2011 – came directly from
http://www.idph.state.il.us/nar/WAIVER_APPLICATION_Facts.pdf)**

Health Care Worker Registry, 525 W. Jefferson St., Fourth Floor, Springfield, IL 62761
Phone 217-785-5133 Fax 217-524-0137 E-mail DPH.HCWR@Illinois.gov

You must complete a waiver application and have a fingerprint criminal history records check requested by the Department through a contracted livescan vendor. No other background check will be accepted. Please check our Web site at <http://www.idph.state.il.us/nar> for a full list of disqualifying offenses and a waiver application. After the Department receives your waiver application, you will be sent instructions for having your fingerprints collected.

The Health Care Worker Background Check Act, an Illinois state law, prevents many health care employers from hiring an individual who has certain criminal convictions as a direct care worker and, in long-term care facilities, from being hired as a worker who has or may have access to residents, their living quarters or their financial, medical or personal records (access worker).

A waiver does not change your criminal record but it does allow an employer to hire you as a direct care worker or an access worker in long-term care.

Many considerations are taken into account when reviewing a waiver application.

- Except in the instance of scheduled payments of court-imposed fines or restitutions, you must have met all obligations to the court and the terms of your parole (i.e. fines must be paid and parole, probation or mandatory supervised release successfully completed).
- You must have satisfactorily completed a drug and/or alcohol recovery program if you were ordered to as part of the judgment.
- Your age at the time of the offense, your work history, your criminal history in Illinois and other states, the amount of time since your last conviction, the severity of your conviction, and the circumstance surrounding your conviction, as well as other evidence that you provide are all considered in determining whether a waiver is granted.
- You are less likely to have a waiver granted if you have several convictions in recent years or if your offenses were violent crimes. There are three categories of disqualifying offenses: Offenses that are always disqualifying except through the appeal process; offenses that may be considered for a rehabilitation waiver without a waiver application being submitted; and offenses that may be considered for a waiver by submitting a waiver application and additional required information.

4. You may have been convicted and not sent to jail. An individual may be fined, given probation or conditional discharge and it still be considered a conviction. If you are unsure whether an arrest or charge became a conviction, contact the circuit clerk of the county in which you were arrested.

5. If granted a waiver it is in effect until you are convicted of another disqualifying offense, which causes the waiver to be automatically revoked. Health care employers must check the Health Care Worker Registry (<http://www.idph.state.il.us/nar>) to see if you have met any training requirements, have any administrative findings and to determine if you have disqualifying offenses or a waiver. No other source of information (i.e. a waiver letter, certificate of achievement, etc.) may be accepted. The information on the registry is the only means a health care employer may use to verify that the worker is eligible for employment.

**Health Care Worker Background Check Act [[225 ILCS 46](#)]
And 77 Ill Adm. Code 955 Section [955.160](#)**

- [Disqualifying Offenses that May Be Considered for a Waiver by the Submission of a Waiver Application](#)
- [Disqualifying Offenses that May Be Considered for a Rehabilitation Waiver](#)
- [Offenses that Are Always Disqualifying Except Through the Appeal Process](#)

Disqualifying Offenses that May Be Considered for a Waiver by the Submission of a Waiver Application		
Illinois Compiled Statutes Citation	Offense	Additional Offense Added To Act Effective
[720 ILCS 5/10-3]	Unlawful Restraint	
[720 ILCS 5/10-3.1]	Aggravated Unlawful Restraint	
[720 ILCS 5/10-4]	Forcible Detention	
[720 ILCS 5/10-5]	Child Abduction	
[720 ILCS 5/10-7]	Aiding and Abetting Child Abduction	
[720 ILCS 5/12-1]	Assault	
[720 ILCS 5/12-2]	Aggravated Assault	
[720 ILCS 5/12-3]	Battery	
[720 ILCS 5/12-3.1]	Battery of an Unborn Child	
[720 ILCS 5/12-3.2]	Domestic Battery	
[720 ILCS 5/12-4.5]	Tampering with Food, Drugs or Cosmetics	1/1/1998
[720 ILCS 5/12-7.4]	Aggravated Stalking	1/1/1998
[720 ILCS 5/12-11]	Home Invasion	1/1/1998
[720 ILCS 5/12-21.6]	Endangering the Life or Health of a Child	1/1/1998

[720 ILCS 5/12-32]	Ritual Mutilation	1/1/1998
[720 ILCS 5/12-33]	Ritual Abuse of a Child	1/1/1998
[720 ILCS 5/16-1]	Theft	
[720 ILCS 5/16-2]	Theft of Lost or Mislaid Property	1/1/2004
[720 ILCS 5/16A-3]	Retail Theft	
[720 ILCS 5/16G-15]	Identity Theft	1/1/2004
[720 ILCS 5/16G-20]	Aggravated Identity Theft	1/1/2004
[720 ILCS 5/17-3]	Forgery	1/1/1998
[720 ILCS 5/18-1]	Robbery	
[720 ILCS 5/18-3]	Vehicular Hijacking	1/1/1998
[720 ILCS 5/19-1]	Burglary	1/1/1998
[720 ILCS 5/19-3]	Residential Burglary	
[720 ILCS 5/19-4]	Criminal Trespass to Residence	
[720 ILCS 5/20-1]	Arson	
[720 ILCS 5/20-1.1]	Aggravated Arson	
[720 ILCS 5/20-1.2]	Residential Arson	1/1/2004
[720 ILCS 5/24-1]	Unlawful Use of a Weapon	
[720 ILCS 5/24-1.1]	Unlawful Use or Possession of Weapons by Felons or Persons in the Custody of the Department of Corrections Facilities	1/1/2004
[720 ILCS 5/24-1.2]	Aggravated Discharge of a Firearm	
[720 ILCS 5/24-1.2-5]	Aggravated Discharge of a Machine Gun or a Firearm Equipped with a Device Designed or Used for Silencing the Report of a Firearm	
[720 ILCS 5/24-1.5]	Reckless Discharge of a Firearm	1/1/1998
[720 ILCS 5/24-1.6]	Aggravated Unlawful Use of a Weapon	1/1/2004
[720 ILCS 5/24-3.2]	Unlawful Discharge of Firearm Projectiles	1/1/2004
[720 ILCS 5/24-3.3]	Unlawful Sale or Delivery of Firearms on the Premises of Any School	1/1/2004
[720 ILCS 5/33A-2]	Armed Violence	1/1/1998
[225 ILCS 65/10-5]	Practice of Nursing without a License	1/1/2004
[720 ILCS 150/4]	Endangering Life or Health of a Child	1/1/1998
[720 ILCS 150/5.1]	Permitting Sexual Abuse of a Child	1/1/2004
[720 ILCS 115/53]	Cruelty to Children	1/1/1998

[720 ILCS 250/4]	Receiving Stolen Credit Card or Debit Card	1/1/2004
[720 ILCS 250/5]	Receiving a Credit or Debit Card with Intent to Use, Sell, or Transfer	1/1/2004
[720 ILCS 250/6]	Selling a Credit Card or Debit Card, without the Consent of the Issuer	1/1/2004
[720 ILCS 250/8]	Using a Credit or Debit Card with the Intent to Defraud	1/1/2004
[720 ILCS 250/17.02]	Fraudulent Use of Electronic Transmission	1/1/2004
[720 ILCS 550/5]	Manufacture, Delivery, or Possession with Intent to Deliver, or Manufacture, Cannabis	
[720 ILCS 550/5.1]	Cannabis Trafficking	
[720 ILCS 550/5.2]	Delivery of Cannabis on School Grounds	1/1/1998
[720 ILCS 550/7]	Delivering Cannabis to a Person under 18	1/1/1998
[720 ILCS 550/9]	Calculated Criminal Cannabis Conspiracy	
[720 ILCS 570/401]	Manufacture or Delivery, or Possession with Intent to Manufacture or Deliver, a Controlled Substance Other than Methamphetamine, a Counterfeit Substance, or a Controlled Substance Analog	
[720 ILCS 570/401.1]	Controlled Substance Trafficking	
[720 ILCS 570/404]	Distribution, Advertisement, or Possession with Intent to Manufacture or Distribute a Look-alike Substance	
[720 ILCS 570/405]	Calculated Criminal Drug Conspiracy	
[720 ILCS 570/405.1]	Criminal Drug Conspiracy	
[720 ILCS 570/407]	Delivering a Controlled, Counterfeit or Look-alike Substance to a Person under 18	
[720 ILCS 570/407.1]	Engaging or Employing Person under 18 to Deliver a Controlled, Counterfeit or Look-alike Substance	
[720 ILCS 646]	Violations under the Methamphetamine Control and Community Protection Act	9/11/2005

Disqualifying Offenses that May Be Considered for a Rehabilitation Waiver

Illinois Compiled Statutes Citation	Offense	Additional Offense Added Effective
[720 ILCS 5/16-1]	Theft (as a misdemeanor)	
[720 ILCS 5/16-2]	Theft of Lost or Mislaid Property	1/1/2004
[720 ILCS 5/16A-3]	Retail Theft (as a misdemeanor)	
[720 ILCS 5/19-4]	Criminal Trespass to Residence	
[720 ILCS 5/24-1.5]	Reckless Discharge of a Firearm	1/1/1998
[225 ILCS 65/10-5]	Practice of Nursing without a License	1/1/2004
[720 ILCS 115/53]	Cruelty to Children	1/1/1998
[720 ILCS 250/4]	Receiving Stolen Credit Card or Debit Card	1/1/2004
[720 ILCS 250/5]	Receiving a Credit or Debit Card with Intent to Use, Sell, or Transfer	1/1/2004
[720 ILCS 250/6]	Selling a Credit Card or Debit Card, without the Consent of the Issuer	1/1/2004
[720 ILCS 250/8]	Using a Credit or Debit Card with the Intent to Defraud	1/1/2004
[720 ILCS 250/17.02]	Fraudulent Use of Electronic Transmission	1/1/2004

Offenses that Are Always Disqualifying Except Through the Appeal Process		
Illinois Compiled Statutes Citation	Offense	Additional Offense Added Effective
[720 ILCS 5/8-1.1]	Solicitation of Murder	1/1/1998
[720 ILCS 5/8-1.2]	Solicitation of Murder for Hire	1/1/1998
[720 ILCS 5/9-1]	First Degree Murder	
[720 ILCS 5/9-1.2]	Intentional Homicide of an Unborn Child	
[720 ILCS 5/9-2]	Second Degree Murder	
[720 ILCS 5/9-2.1]	Voluntary Manslaughter of an Unborn Child	
[720 ILCS 5/9-3]	Involuntary Manslaughter and Reckless Homicide	
[720 ILCS 5/9-3.1]	Concealment of Homicidal Death	

[720 ILCS 5/9-3.2]	Involuntary Manslaughter and Reckless Homicide of an Unborn Child	
[720 ILCS 5/9-3.3]	Drug Induced Homicide	
[720 ILCS 5/10-1]	Kidnapping	
[720 ILCS 5/10-2]	Aggravated Kidnapping	
[720 ILCS 5/11-6]	Indecent Solicitation of a Child	1/1/1998
[720 ILCS 5/11-9.1]	Sexual Exploitation of a Child	1/1/1998
[720 ILCS 5/11-9.5]	Sexual Misconduct with a Person with a Disability	7/24/2006
[720 ILCS 5/11-19.2]	Exploitation of a Child	1/1/1998
[720 ILCS 5/11-20.1]	Child Pornography	1/1/1998
[720 ILCS 5/12-3.3]	Aggravated Domestic Battery	1/1/2004
[720 ILCS 5/12-4]	Aggravated Battery	1/1/1998
[720 ILCS 5/12-4.1]	Heinous Battery	
[720 ILCS 5/12-4.2]	Aggravated Battery with a Firearm	
[720 ILCS 5/12-4.2-5]	Aggravated Battery with a Machine Gun or a Firearm Equipped with Any Device or Attachment Designed or Used for Silencing the Report of a Firearm	1/1/2004
[720 ILCS 5/12-4.3]	Aggravated Battery of a Child	
[720 ILCS 5/12-4.4]	Aggravated Battery of an Unborn Child	
[720 ILCS 5/12-4.6]	Aggravated Battery of a Senior Citizen	
[720 ILCS 5/12-4.7]	Drug Induced Infliction of Great Bodily Harm	
[720 ILCS 5/12-13]	Criminal Sexual Assault	
[720 ILCS 5/12-14]	Aggravated Criminal Sexual Assault	
[720 ILCS 5/12-14.1]	Predatory Criminal Sexual Assault of a Child	
[720 ILCS 5/12-15]	Criminal Sexual Abuse	
[720 ILCS 5/12-16]	Aggravated Criminal Sexual Abuse	
[720 ILCS 5/12-19]	Abuse and Criminal Neglect of a LTC Facility Resident	
[720 ILCS 5/12-21]	Criminal Abuse or Neglect of an Elderly Person or Person with a Disability	
[720 ILCS 5/16-1.3]	Financial Exploitation of an Elderly Person or a Person with a Disability	
[720 ILCS 5/18-2]	Armed Robbery	

[720 ILCS 5/18-4]	Aggravated Vehicular Hijacking	1/1/1998
[720 ILCS 5/18-5]	Aggravated Robbery	1/1/1998

VII: Course Units:

Module	Title	Estimated Time/Hours
I : Chapters 1,3,4,5,6,7,8,53,56	Introduction to Health Care	4
II : Chapters 2,5,9	Rights and Responsibilities	5
III : Chapter 16	Infection Control in the Health Care Setting	2
IV : Chapters 54	Emergency Procedures	2
V : Chapters 13,14,15,17,18,19	Injury Prevention in the Healthcare Environment	3
VI : Chapters 10,11,12,20,21,22,23, 24,25,26,27,28,29,31,32,33,34, 36,37,38,39,40,43,44,45,46,47 51,52	Care of the Resident	48
VII : Chapters 7,30,41,42	Fundamentals of Rehabilitation/Restorative Nursing	3
VIII : Chapter 55	End of Life Care	4
IX : Chapter 48,49,50	Alzheimer's Disease and Related Dementia	13
Total Hours		87

Spoon River College
Admission Criteria, Application Procedure and Course Requirements
Checklist for Nursing Assistant Students

Send all required documents directly to: Spoon River College, Department of Nursing and Allied Health, 23235 N. County 22, Canton, IL 61520, **or**, Course Instructor (1st class day)

Checklist of requirements:

- Illinois Department of Public Health requirements to be a Certified Nursing Assistant:
- Must be in an approved NA program within 45 days of hire.
- Must be on the Nurse Aide Registry within 120 days of hire or within 120 days of completing a state approved NA program and testing.
- Must have no documented findings of abuse, neglect, or misappropriation of property listed on the registry.
- Be at least 16 years of age, of temperate habits and good moral character, honest, reliable, and trustworthy.
- Be able to speak and understand the English language or a language understood by a substantial percentage of the facility's residents.
- Must provide evidence of prior employment or occupation, if any, and residence for two years prior to present employment as a nursing assistant.
- Have completed at least eight years of grade school or provide proof of equivalent knowledge.
- Complete SRC application form.
- Must meet the essential functions of the position of a nursing assistant.
- Receive a satisfactory SDRT examination result of a minimal 8th grade reading level.
- Meet with general advisor to register for the NA course.
- Purchase required text and NA Skills packet (both sold at SRC bookstore).
- Attend the course orientation by the instructor on the first class day in order to receive all documents to complete for IDPH and SRC requirements.
- Complete the Nursing Assistant Acknowledgement Statements signature page including Health Information, Fingerprint Background Check, Attendance, Confidentiality, and NA Course statements.
- Complete the IDPH Health Care Worker Fingerprint Background Authorization form from the instructor.
- Have processed by an IDPH approved vendor a Health Care Worker Fingerprint background check (**fee paid to vendor**). Information of process will occur on the first day orientation.
- Return Health Care Worker Fingerprinting receipt to instructor by 10th day of course or be dropped from the course.
- The fingerprint background check must result in 'no hit' or 'automatic waiver'.
- Physician completed SRC Nursing Assistant Program physical exam form, including immunization documentation (no greater than 90 days prior or 3 weeks after the course start).
- Documentation of a current 2 step TB test or chest x-ray resulting in negative active tuberculosis (no greater than 6 months prior or 3 weeks after the course start).
- Documentation of Hepatitis B vaccination series, titer **or** completion of SRC Nursing Assistant Program Hepatitis B waiver form (due 3 weeks after the course start).
- Comply with Professional Healthcare Student Dress Code and Etiquette Policy and SRC's Code of Conduct.
- Meet Nursing Assistance course required hours (ADULT: 88 theory/48 clinical, HIGH SCHOOL: 128 theory/64 clinical).
- Must meet mandatory attendance of IDPH required hours in the CPR education days. Must become certified in Professional Rescuer for Healthcare Providers CPR.
- Must meet mandatory attendance of IDPH required hours in the Alzheimer's education days.
- Receive at least a minimal 'C' grade in each separate evaluative phase for theory, clinical, and final exam.
- Complete SIU-C Competency Exam application with required certified check or money order made payable to SIU-C (will receive informational letter from SIU-C/IDPH about test date and time).
- Complete student/instructor evaluation.

**SPOON RIVER COLLEGE
DEPARTMENT OF NURSING AND ALLIED HEALTH
NURSING ASSISTANT ACKNOWLEDGEMENT STATEMENTS**

After reading the statements below, please sign and date each and return this section to your NA 110 course instructor.

A. Health information

- ❖ I understand that I must provide the Department of Nursing and Allied Health Business Office or my instructor with a copy of a current history/physical, copy of Hepatitis B series or waived form, and a copy of a current 2-step TB test with statement that I am free of tuberculosis in the active stages **BEFORE** I may begin the first clinical day. If I do not provide this information, I know that this will cause me to be absent from clinical and therefore possibly failing the course if time requirements are not met.

Signature _____ Date _____

B. Fingerprint Background Check

- ❖ I understand that I cannot have any direct patient contact without a cleared or waived Healthcare Worker Fingerprint Background Check and that I will not be allowed in the clinical area, which will result in an "F" for the clinical component and subsequently an "F" for the course.
- ❖ I also understand that SRC will not refund course tuition or fees beyond the drop/add date.

Signature _____ Date _____

C. Attendance

- ❖ I understand that regular, prompt attendance is important and that I **must** attend a minimum of Adult 80 / High School 128 classroom hours of theory and a minimum of Adult 40 / High School 64 hours of clinical in order to earn a possible passing grade for this course.
- ❖ I understand that my attendance in this NA course is crucial. I also understand it is mandatory according to Illinois law that I must receive CPR training and Alzheimer training during this course and cannot miss those scheduled days.
- ❖ I understand that if absent, I am responsible for learning the materials and skills presented during this time **and** that my absence will not exceed the Illinois state required hours.

Signature _____ Date _____

D. Confidentiality

- ❖ I understand that during my participation in the Nursing Assistant course, I will have access to client information that is absolutely confidential in nature and therefore is required by law, through the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rules to remain confidential at all times.
- ❖ I understand that while classroom and clinical discussion may include confidential information, it is not to be discussed outside of the SRC academic setting and if this occurs it is grounds for immediate course failure.

Signature _____ Date _____

E. NA Course

I have received, had time to have all of my questions answered by the NA instructor and, understand the Course Syllabus including Student Information and Handbook, and Skill's Check List.

Signature _____ Date _____