



Health Careers Exploration Course Contract

Course Description

This course equips students with the skills needed for basic patient care under a licensed nurse's supervision. Successful completion qualifies students for the state certification exam to become a Certified Nursing Assistant (CNA). Employment opportunities include hospitals, home care, and long-term care facilities.

Textbook and Prerequisites

- **Textbook:** Nurse Assistant Hartman's – Nursing Assistant Care – The Basics, 6th Edition
- **Prerequisites:**
 1. (Optional) Current BLS CPR card or taken concurrently with the CNA class.

Class Expectations

- Cameras must be on at all times during class unless it's in-person.
- Virtual classes require a tablet or computer.

Attendance Requirements

- **ONE** unexcused absence may lead to dismissal.
- Notify your instructor via text 30 to 60 minutes before class if you're running late.
- Three instances of tardiness for classes or clinicals could result in dismissal from the program.

Communication Guidelines

- **Primary Email Contacts:**
 - Sabrina@walknfaith.org
 - cynthia@walknfaith.org (For general questions)
 - Instructors will provide their email address during orientation
 - ***Use email for all communication.***
 - ***Students are required to check and read email communications and respond to instructors in a timely manner.***
- Any lapse of communication or late assignments because the student did not read emails will not be excused
- **For Emergencies & Regular Enquiries:**
 - Call: 314-260-9097, then press 5.

Referrals

- Contact Number: 314-260-9097

Behavioral Expectations

- Professionalism and respect are expected in class and clinical settings.
- Profanity is prohibited.

Please note: Disrespect will not be tolerated. Any form of disrespect toward the facility, clinical staff, or class instructors will result in immediate dismissal from the program.

Classroom and Clinical Presentation Standards

- **Classroom Dress Code:**
 - **Tops:** Collared shirts, blouses, or sweaters. Avoid t-shirts, tank tops, or anything with potentially offensive logos or slogans.
 - **Bottoms:** Dress pants, khakis, or skirts/dresses of appropriate length (typically at or just above the knee). Jeans may be acceptable if they are in good condition (no rips, tears, or excessive fading) and are of a darker wash.
 - **Shoes:** Closed-toe shoes such as loafers, dress shoes, flats, or boots. Sneakers may be acceptable if they are clean and more on the dressy side.
 - **Accessories:** Allowable jewelry shall consist of one ring per hand, two sets of post earrings in the earlobes only.
 - **Hair:** Natural nails shall not extend more than one-half inch past the end of the finger.

- **Clinical Dress Code**

- Clinical attire includes a school-issued scrub top, black scrub pants, and white closed-toed shoes.
- Navy scrub tops and bottoms are mandatory for clinicals; A scrub jacket is **REQUIRED**.
- **Navy scrub jacket is required for the Veteran's Home.**
- No other jackets or sweaters are allowed.
- Violations of the dress code result in a warning; a second violation will result in being asked to leave and being counted as absent for the day.

- **Personal Grooming Standards**

- **Nails:** Natural nails should not extend more than one-half inch beyond the fingertip. **Artificial nails are prohibited.**
- **Hair:** Hair exceeding shoulder length should be tied back. Only natural hair colors are allowed, excluding unnatural colors such as yellow, blue, green, etc.
- **Tattoos:** Tattoos must be covered.
- **Hygiene:** A professional level of personal hygiene is expected at all times.

Assignment Requirements

- Assignments and tests must be submitted on time.

Course Outline

Course content includes the following topics and relevant skills:

- Roles and Responsibilities of the Nursing Assistant
- Communication and Documentation
- Safety, Standard Precautions, and Infection Control
- Admission, Transfer and Discharge
- Body System review, common disease and malformations
- Vital signs

Activities of Daily Living:

- a. Normal Elimination Assistance
- b. Oral and Denture Care
- c. Hair/ Nail Care
- d. Skin Care
- e. Bathing Assistance
- f. Personal Care Assistance
- g. Shaving Assistance

- h. Dressing and Undressing Assistance
- i. Anti-Emboloc stockings
- j. Bed making
- k. Nutritional / Fluid balance Assistance
- l. Special diet Assistance
- m. Mobility and ambulation Assistance

Requirements for Nursing Assistant Class

1. According to the curriculum guidelines set by the Missouri Department of Health and Senior Services, a student taking the nursing assistant course must have the following:
 - a. Minimum of (3) comprehensive exams with a minimum score of 80%. This is required before you are able to take the comprehensive board-approved exam.
 - b. Successful "Pass" on all skills that have a checklist for evaluation.
 - c. Have **a minimum of 75 hours of classroom instruction and a minimum of 100 hours of clinical time** before taking the final skills test and the board-approved exam.

2. Lunch During Clinicals: Students are required to bring their own lunches to clinical sessions. Leaving the clinical facility before the scheduled end time is not permitted.

3. Attendance in Skills Lab and Clinicals: Absences from skills labs and clinical sessions are strictly prohibited. Any missed sessions may result in dismissal from the program. In the event of an absence, make-up sessions may be arranged at the discretion of the instructor. It is the student's responsibility to inform the skills or clinical instructor in advance of any anticipated absences.

4. Final Exam Protocol: The final examination will be proctored (monitored) and scheduled for a specific date. Students wishing to retake the exam must arrange this with the Examiner. During the exam, the only permitted materials are a blank sheet of paper and a number 2 pencil. The use of books, internet resources, notes, or any other materials is strictly forbidden.

5. Impact of Missing Work: Failure to complete assignments or skill components can negatively affect a student's grade and may compromise their ability to meet the certification requirements.

6. Paid Fees: before WNF pays for testing students must:

- Enroll in one of our other monthly classes substance use education, parenting classes, or life skills classes
- Agree to complete a survey and complete a video/ written testimonial after course completion.

Probationary Period

- Each student entering the WNF Certified Nursing Assistant (CNA) program is subject to a probationary period lasting between 48 to 72 hours from the start of the program. During this period, the program's instructors will evaluate the student's fit in terms of academic and clinical performance, conduct, and alignment with program expectations.
- Should a student not meet the necessary standards during this probationary period, the program reserves the right to terminate the student's participation. Decisions made by the program administrators regarding dismissal are final.

Program Costs:

1. All Tuition Costs will be waived.
2. An application fee of \$75 is charged to process applications
2. Two sets of scrubs are recommended.
3. Navy Blue scrubs are the required uniform. Students must wear scrubs for clinicals and tennis shoes.
4. Watch with a secondhand
5. Stethoscope (any color) Cost approximately \$10.00-\$40.00
6. Gait belt Cost approx \$10.00
7. Current "Health Care Provider" CPR card. *Optional
8. White or black leather shoes (closed heel and toe). Athletic shoes are acceptable if clean and 90% white in color).
9. Family Care Safety Registry \$14.50 (no charge).
10. State certification \$20 (no charge)
11. Nurse Assistant Hartman's –Nursing Assistant Care –The Basics 6th edition-\$34.20 Amazon

Dress Code

Students are responsible for wearing the required attire for each clinical day. Professional dress and attire are expected of students. Top and Bottom Scrubs should be clean and neat (appropriate under garments not visible). No acrylic nails. Any of the infractions will be a ground for immediate dismissal. No Show No Call is grounds for automatic dismissal.

Certification of Completion:

The school will issue a certificate of completion to each student who successfully completes the nursing assistant course.

In order to be certified as a NA, students must:

- Complete an approved CNA training program (this course).
- Pass a skills exam, given by an instructor other than that student's classroom instructor.
Pass a written exam, given by an instructor other than that student's classroom instructor.

Both portions of the exam (skill and written) may be taken up to three times. Remediation is available. After the third unsuccessful attempt, the student will have to repeat the CNA component on their own. Retakes must be scheduled with the examiner. The cost will be the student's responsibility.

The following is the course grading scale:

A 90 – 100

B 80 – 89

Fail-Below 80

STUDENT COMMITMENT**

This course clinical schedule is set up to include only the minimum number of hours required, therefore absences are not permitted. In case of emergency, contact the instructor prior to the scheduled shift that you will miss. Make-up hours may not be possible and will depend on instructor availability and program budget. Only (verifiable) family emergencies and illness are considered valid reasons to miss skills classes or clinicals. Lack of Instructor notification for absence at clinical or skills may constitute reason for failure and dismissal from the program.

Please sign below to indicate that we have read the syllabus and welcome letter and understand the requirements for the Nursing Assistant Class.

Student Name (Printed)

Administrator (Printed)

Student Signature

Administrator Signature

Date: ____/____/____

Date: ____/____/____