

**GREAT BASIN COLLEGE**

**NURSING ASSISTANT PROGRAM**

**STUDENT HANDBOOK**

**2019-2020**

Great Basin College’s Nursing Assistant Training Program

is approved by the Nevada State Board of Nursing

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**GREAT BASIN COLLEGE MISSION AND PHILOSOPHY STATEMENT**

The mission of Great Basin College (GBC) is to provide superior, student-centered, post-secondary education in central and northeastern Nevada. GBC provides five types of educational opportunities: university transfer courses, occupational and technical studies, developmental courses, community education and selected baccalaureate programs, along with student support services and special business-educational partnerships.

The specific programs GBC provides in each of these areas respond to the needs of the locale and to the belief that education is the chief means of developing human potential. GBC believes that the opportunity to learn must be accessible to everyone and that an educated, responsible citizenry best serves our community as a whole. GBC strives to help students develop critical thinking, problem-solving, communication, analytical, and self-directed learning skills which apply to all aspects of their lives. GBC is committed to providing educational opportunities and access, using the newest distance technologies whenever feasible.

Each of the educational opportunities GBC provides is equally important to the community. GBC’s university transfer courses provide an alternative channel from high school to a baccalaureate degree. For these people, GBC provides a broad range of courses to fulfill the requirements of the first two years of a baccalaureate degree. In addition and continuing in the tradition of serving the citizens and the communities at large, GBC offers selected baccalaureate degree programs including the Registered Nurse to Bachelor of Science in Nursing degree that meet special needs and that enrich the higher education offerings in northeastern Nevada. GBC’s courses are designed to articulate with the degree programs at other colleges and universities and to stimulate critical, independent, and creative thinking.

GBC’s occupational and technical studies are developed to meet the demands of the local economy. GBC’s programs lead to immediate and meaningful employment for students. For the employer, GBC provides short- and long-range training programs that create a productive workforce that knows how to learn and to work in harmony with others.

GBC collaborates with local and state-wide businesses and industries to create or modify existing technical programs to bolster the state’s economic climate. GBC continuously assesses these activities to adapt to the rapidly changing needs of employers and to assist in the recruitment and economic development efforts of the state.

Through lectures, forums, concerts, plays, exhibits, operas, and special programs, GBC’s community education programs establish education as a lifelong learning process and provide the focus for the community’s cultural, intellectual, and recreational enrichment.

Through individualized attention and special programs, GBC provides remedial and developmental education for a host of people who, because of life’s circumstances, have not followed the traditional path of education and who need another entry. GBC provides a comprehensive range of pre-college level programs for students with limited English proficiency, and for returning adults, enabling them to expand their higher education opportunities

Equally important to GBC’s mission are the student support services we provide. To help GBC students become more aware of their potential, GBC provides counseling, academic advisement, placement testing, career planning, job placement, and financial assistance.

GBC is committed to its diverse and changing community by providing an open academic environment where students of all ages and backgrounds can discover their potential and achieve their life goals.

**NURS 130 - NURSING ASSISTANT**

**COURSE DESCRIPTION**

The CNA Course is an introductory health care provider course that provides classroom, practical (laboratory), and clinical experience to develop the basic competencies required for certification as a nursing assistant. Students are provided with knowledge and skills that are prerequisites for job entry and comply with the Nevada Nurse Practice Act. Upon successful completion of the course, students are eligible to apply for the Nevada certification exam that is required for employment as a nursing assistant.

**COURSE GOALS**

Nursing assistant education is designed to prepare individuals with skills necessary for safe and competent practice and the preparation necessary for certification as specified by the Nevada Nurse Practice Act and required for employment as a nursing assistant.

**COURSE OBJECTIVES**

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

1. Define the role of a nursing assistant.
2. Describe the responsibilities of a nursing assistant.
3. Perform specified skills required to function as a member of the health care team as a nursing assistant.
4. Demonstrate safe, competent care within the practice guidelines of a nursing assistant.
5. Provide care in accordance with the rights of every patient.

**CNA COST BREAKDOWN**

**June 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **COST** **(6 credit)** | **PAYABLE TO/HOW:** | **PAYABLE****WHEN** |
| Tuition - $108.25 per credit(Plus $80.00 lab fee\*) | $ 730.00 | Cash/Check/Money Order/Credit Card: Board of Regents | Before the start of the class |
| New Student Fee\* | $10.00 |  |  |
| Book (Approx. Cost) | $45.00-$65.00 | Cash/Check/Credit Card:GBC Bookstore | Before the start of the class |
| CPR Certification  | $50.00- $80.00 | Cash or Check | Before the start of the class |
| Application Fee to Nevada State Board of Nursing (NSBN) | $50.00 | Check/Money Order:Nevada State Board of Nursing | Anytime during the class |
| FBI Fingerprints | $40.00 | Money Order: Nevada State Board of Nursing |
| Fingerprinting Charge | $8-30.00 | Cash |
| Uniform (individual amount varies) | $15-30.00 | Student may purchase wherever they want. | Before the start of the class |
| Shoes (individual amount varies) | $15-50.00 |
| Watch with a second hand (individual amount varies) | $15-50.00 |
| Nevada Certification Exam  | $150.00 | Check/Money Order: HeadMaster or online at hdmaster.com | Payable when scheduling for your certification exam. |
| Background Check and Drug Screening (depending on area) | $125.00-$175.00 | Credit Card:gbc.complio.com/ | Before the start of class. |
| **Total Estimated Cost***\*fees imposed by Board of Regents* | **$1250.00 - $1450.00** |  |  |

**STUDENT RESPONSIBILITIES**

It is the responsibility of each student to:

1. Attend a health care provider basic life support class and show proof of current certification From American Heart Association before being allowed in the clinical areas.
2. Show proof of negative two-step TB test or negative chest X-ray
3. Attend classes and clinical as scheduled. **There are no excused absences.**
4. Arrive for class and clinical on time.
5. Prepare for class by having assignments and reading completed.
6. Keep your Performance Log up to date each class, lab and clinical.
7. Adhere to the required dress code/appearance policy in the clinical areas.
8. Know and follow the policies and procedures of the College and clinical facilities.
9. Monitor their progress.
10. Provide safe nursing assistant care, demonstrating respect for human dignity, privacy, and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of the health problems.

**GRADING**

The following grading scale is used on all graded work or assignments:

 100 - 94% = A **76% = C**

 93 - 90 % = A- 75 - 70 % = C-

 89 - 87 % = B+ 69 - 67 % = D+

 86 - 84 % = B 66 - 64 % = D

 83 -80 % = B- 63 - 60 % = D-

 79 - 77 % = C+ Below 59 = F

A 100% is required on all skills listed on the Performance Log. Students are permitted to practice skills on the Performance Log until 100% accuracy is achieved. A Registered Nurse CNA Instructor must give skills tests on the Performance Log.

A minimum grade of 85% is required on all written and oral quizzes and tests. Retakes are permitted, up to two (2) times, on all written and oral quizzes and tests. The nursing assistant curriculum is a competency-based curriculum which allows for variation in completion time because of the differences in individual learners. However, all requirements must be completed by the end of the scheduled date of the course.

**COURSE WITHDRAWAL INFORMATION**

If you do not complete the course and do not formally withdraw by the drop deadline, your instructor will automatically assign you a grade of “F.” The drop deadline for each course is before 60% of the course has elapsed. Specific dates for each course are listed on your syllabus.

**FINAL EVALUATION CRITERIA**

**A. MANUAL SKILLS DEMONSTRATION EXAMINATION**

1. The student will achieve 90% in demonstrating the skills listed on the Performance Log and following the specified steps in the procedure.
2. The student will demonstrate skills in a professional manner, using appropriate communication and respect for patient's rights.
3. A manual skills exam will be given. Basic skills must be demonstrated. The student will not be told which skills he/she will perform before the time of the exam.

**B. WRITTEN EXAMINATION**

1. The student will achieve a minimum of 80% on the written final examination.
2. If the student has demonstrated great difficulty with written examinations, arrangements can be made to take the exam orally. It is the student's responsibility to request the oral rather written exam before the time of testing.
3. Ninety (90) minutes is allowed for the final examination. The exam is composed of multiple-choice questions.

**ATTENDANCE AND ABSENTEEISM**

1. Because of the critical relationship between time and learning, the faculty believes students must make full use of clinical and classroom experience. **Students are expected to attend all class and clinical days**. Assignments not completed will be reflected in grades. Student progress is monitored throughout the program. **Time cannot be made up; therefore, missing classes and clinical days will result in being dropped from the class or a grade equal to or less than an F.**
2. Students are expected to report **on time** for scheduled clinical experiences and be willing and capable of participating in assignments. Tardiness and reporting to clinical in an ill state are not acceptable. Students are expected to be dressed and ready to receive report at the start time of clinical. In case of absence, the instructor should be notified BEFORE report time at the start of the clinical experience. Please telephone the instructor at least one hour before your clinical begins. Do not telephone instructors after 9:00 p.m. It is the student's responsibility to notify the instructor.
3. The clinical instructor has the authority to send home a student who is ill or unprepared for the clinical rotation.

**CLINICAL EXPECTATIONS**

1. **DRESS CODE POLICY/APPEARANCE**
2. Students are expected to maintain a professional appearance in the representation of the Great Basin College Certified Nursing Assistant Program. Students shall dress in a manner that will not jeopardize the safety of the patient or their professional relationship with the patient.
3. Students **must** wear a uniform in the clinical areas. No cartoon prints are allowed. Dress uniforms must be mid-knee or longer. White or flesh colored nylons or socks are worn with dress or pant uniforms. Pant cuffs must not touch the floor and waistband must cover the waist. Shoes must be clean, soft sole, anti-slip with heel and toes covered.
4. Students’ undergarments are not allowed to be visible while in uniform. Take care to ensure that patterns of undergarments cannot be seen through scrubs.
5. The name tag is a required part of the uniform. It is to be worn on the right side of the uniform. GBC provides a name tag and the cost is included in the course lab fee.
6. Uniforms are to be worn each day to the clinical area unless otherwise specified by the faculty. Uniforms may be required for the classroom or lab.
7. Equipment for clinical includes a wristwatch with a second hand. Nothing is to dangle off of the watch. No sharp or abrasive surfaces on the watch.
8. Hair should be clean and secured so that it does not fall in the student’s face; if hair is longer than shoulder length, it should be contained by a ponytail, braid, or clip. Only conventional hairstyles are permitted. Facial hair must be neatly trimmed and kept short (3/4 inch long or less).
9. Earrings - One small stud-like earring per ear may be worn. To ensure safety, no dangly or loop earrings may be worn.
10. No tongue, nose, eyebrow rings or other visible body piercings are allowed to be worn in any clinical setting or the Nursing Practice Lab.
11. Tattoos that may be deemed offensive or inappropriate must be covered with appropriate clothing.
12. Nails should be short and free of any polish. Due to the risk of harboring pathogens, **artificial nails cannot be worn in the clinical areas or during final skills/state skills testing.**
13. Perfumes and body fragrances are not permitted. Appropriate personal hygiene is required.
14. Gum chewing or tobacco chewing/dipping is prohibited.
15. The judgment of appropriateness of the above is at the discretion of the nursing faculty and/or the CNA Program Coordinator. Students whose appearance does not meet the above parameters will be excluded from participation in clinical rotation and will receive an F for that clinical day.

**REQUIREMENTS FOR PARTICIPATION IN CLINICAL**

Students must obtain a background check and drug screening through Complio before the start of clinical. The clinical facility will make the decision to allow a student to participate in clinical based on information obtained from the background check and drug screening.

It is expected that students will come to class, practice lab, clinical assignment and/or testing sessions in a condition fit for the competent and safe performance of their duties and that such a fit condition will be maintained throughout scheduled time.

**Students will not be allowed to participate in a clinical shift if they have worked a graveyard shift the evening before.**

Nursing faculty is held legally and professionally accountable for taking prompt, appropriate, and decisive action if a student is unable to perform the essential functional abilities required for satisfactory completion of all aspects of the nursing program.

Examples of physical, cognitive, and behavioral problems and incompetency’s which may be questioned include, but are not limited, to:

* 1. Absenteeism and/or tardiness (no documented medical reason for absence).
	2. Drowsiness or sleepiness.
	3. The smell of alcohol on the breath/body.
	4. Increased inability to meet schedules and deadlines.
	5. Slurred/incoherent speech or speech pattern different from normal speech.
	6. Unusually aggressive behavior.
	7. Unexplained change in mood.
	8. Change in appearance.
	9. Lack of manual dexterity.
	10. Lack of or decreased coordination in body movement.
	11. Inappropriate responses to stimuli.
	12. Unexplained work-related accident or injury.
	13. Inattentiveness to work.

Students who arrive to class, practice lab, clinical assignment and/or testing sessions who are considered by their instructor to be unable to safely or effectively carry out required program-related activities can expect to:

1. Have their work performance and behavior witnessed and documented.
2. Be questioned in private with 2 faculty members as to the nature of their problem.
3. Meet with the Coordinator of the CNA Program.
4. Be referred to the appropriate GBC administrative staff member.
5. Possibly be assigned a grade of F and/or be dismissed from the program.
6. Possibly be ineligible for readmission.

**PROCEDURE**

If a student’s observed behavior or performance raises any questions on the part of nursing faculty about the student’s physical, emotional, cognitive, and/or emotional status and/or fitness to perform safely and/or appropriately, the faculty and the Certified Nursing Assistant Program Coordinator will meet immediately with the student and document their observations and conversation.

If the student is deemed unfit for duty, the student’s emergency contact will be notified. The student’s emergency contact is responsible for taking the student home.

**CIVILITY**

Successful learning experiences require mutual respect. Instructors should not be subject to behavior that is rude, disruptive, intimidating, or demeaning while in the classroom, clinical, or any location on the GBC campus. The instructor has primary responsibility for and control over classroom/clinical behavior and maintenance of academic integrity.

Student behaviors that demonstrate civility include:

1. Arriving for class/clinical early and/or on time
2. Treating everyone in class or clinical with courtesy and respect
3. Refraining from packing up belongings before class/clinical ends
4. Turning off all electric devices that could disrupt the class or clinical area
5. Being quiet and giving full, respectful attention while the instructor or another student is speaking
6. When speaking, using courteous, respectful language and keeping comments and questions relevant to the topic.
7. Follow any additional classroom rules established by individual faculty.
8. **No cell phones or texting allowed during class or clinical time.**

Sleeping in class/clinical, reading in class/clinical, or doing other work in class/clinical will not be tolerated. Students are expected to be open to constructive criticism. They are also expected to be aware of their surroundings in public and to not speak negatively about any patient, clinical or classroom experience, or instructor.

|  |
| --- |
| **ANY STUDENT ENGAGING IN INAPPROPRIATE BEHAVIOR ON THE GBC CAMPUS WILL BE REMOVED FROM THE CLASSROOM. COUNSELING MAY OCCUR WITH THE FACULTY AND OTHER DEPARTMENT OR GBC PERSONNEL. REFER TO STUDENT CONDUCT POLICIES IN GBC GENERAL CATALOG** |

**DISMISSAL FROM THE PROGRAM**

Collusion (intentionally aiding or attempting to aid another student in the act of incivility) will be grounds for disciplinary action and/or dismissal from the course.

|  |
| --- |
| **ARGUMENTATIVE, UNRULY, OR THREATENING BEHAVIOR WILL NOT BE TOLERATED IN THE CLASSROOM/CLINIC/ CAMPUS. ANY STUDENT ENGAGING IN SUCH BEHAVIOR WILL BE REMOVED FROM THE CLASSROOM, REFERRED TO THE VICE PRESIDENT FOR STUDENT SERVICES FOR DISCIPLINARY ACTION, AND MAY BE DISMISSED FROM THE NURSING ASSISTANT PROGRAM.** |

A student can also be dismissed from the program for the following reasons:

1. If he/she is not able to meet the grading requirements.
2. Has missed required skills and practice in the classroom or clinical areas due to tardiness or absence.
3. Dishonesty, cheating, or plagiarism or other disciplinary action as outlined in the Great Basin College’s Student Conduct Policy.
4. Inappropriate verbal, nonverbal and/or written comments directed at fellow students or faculty.
5. Perform acts beyond the nursing assistant scope of practice.
6. Anyone of the following abuses to a patient:

a. Physical abuse

b. Verbal abuse

c. Neglect

d. Misappropriation of the patient's property

e. Breach of confidentiality

1. Attending class, or participating in clinical in an impaired condition or under the influence of alcohol or other drugs.

**PERFORMANCE LOG**

1. Students are responsible for keeping an up-to-date Performance Log. At the end of each class and/or clinical session the student is advised to record the date/dates in the appropriate column.
2. The Performance Log is considered a part of the student’s permanent record and is retained with other permanent records of the student at GBC. Keep the Performance Log clean and neat.
3. The Performance Log must be signed and dated by a Registered Nurse CNA Instructor at the completion of the course.
4. Students must not have any physical limitations that will preclude them from completing the procedures in the Performance Log.

**INSURANCE**

1. GBC nursing assistant students are covered by the Nevada System of Higher Education liability insurance.
2. Students are not covered by the SIIS (Workman’s Compensation) in any of the clinical facilities.

**IMMUNIZATION REQUIREMENTS**

Documentation of a negative 2-step tuberculosis skin test or negative chest x-ray is required.

**CARDIOPULMONARY RESUSCITATION CERTIFICATION**

It is the responsibility of the student to attend a health care provider certification class and be certified before being allowed in the clinical areas. Proof of current Professional CPR certification is needed for the class. American Heart Association is the only certification accepted. No student will be allowed in the clinical area without current Professional CPR certification.

**RETENTION OF RECORDS**

Student records are retained in the nursing department for a period of four years. At the end of four years, the files are destroyed.

**BLOOD-BORNE PATHOGEN EXPOSURE AND PREVENTION POLICY**

Students and faculty must use standard Precautions in all clinical facilities and the Practice Lab at all times. Current CDC *Recommendations for Application of Standard Precautions for the Care of All Patients in All Healthcare Setting* is available at: <http://www.cdc.gov/hicpac/2007IP/2007ip_table4.html>

The nursing program has developed a Blood-borne Pathogen Exposure and Prevention Policy to comply with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to blood-borne pathogens and guidance should such exposure occur. (See Instructor for policy and form)

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Director of Services for Students with Disabilities (Julie G. Byrnes) will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

**ENGLISH AS A SECOND LANGUAGE ACCOMMODATION**

When completing the required testing for licensure, the Nevada Nursing Assistant Competency Exam is administered in English only. To keep in line with this, all exams administered during the completion of this course will be administered in English only. Translators are not permitted, and translation dictionaries may not be used during an exam. ELS candidates may be eligible to take exams orally; this decision will be made at the discretion of the instructor and/or program coordinator.

**RESIDENT’S BILL OF RIGHTS**

Resident’s rights specify how residents must be treated while living in a facility. They provide an ethical code of conduct for healthcare workers. Facilities’ give residents a list of these rights and review each right with them. Be familiar with these legal rights. Resident’s rights are detailed, and they include the following:

1. To receive considerate and respectful care.
2. To receive from his/her physician a complete and current description of his/her diagnosis, a plan of treatment, and prognosis in terms he/she will understand.
3. To receive from his/her physician the information necessary for him/her to give his/her informed consent for treatments and/or procedures.
4. To refuse treatment to the extent permitted by law and to be informed of the consequences of that refusal.
5. To retain his/her privacy concerning his/her program of medical care.
6. To be provided the services necessary to be treated properly or the transfer to another facility which can provide the care necessary and explanation of reasons for the transfer and alternatives available.
7. To receive information concerning any other health care or educational facility associated with the facility at which he/she is receiving care.
8. To receive the name of the person responsible for coordinating his/her care in the facility.
9. To be advised if this facility proposes performing experiments which affect his/her care or treatment. The patient may refuse to participate in such research projects or experiments.
10. To receive continuous care from the facility.
11. To have any reasonable request for services reasonably satisfied by the facility, within its ability to do so.
12. To know the facility's regulations concerning his/her conduct at the facility.
13. To examine the bill for his/her care and receive an explanation of the bill regardless of his/her responsibility for payment of the said bill.

**EMPLOYMENT**

1. Nevada Nurse Practice Act states a student in a nursing assistant training program must complete the first 16 hours of the course before he/she is eligible to work as a nursing assistant trainee in a care facility.
2. Students are not allowed to leave a clinical experience early to go to work.
3. Students who are employed by any of the local health facilities while attending school must be aware of the changing student/employee roles. You must be careful not to exceed the responsibilities of the position of an employee.
4. If you are employed as a nursing assistant trainee, the employer will be kept informed of the skills you can perform. You cannot legally perform any skill in the care facility that you have not completed in the classroom and lab.

**PROCESS FOR CERTIFICATION**

1. Nursing assistants cannot work in Nevada unless they are "certified." The abbreviation CNA stands for Certified Nursing Assistant.

2. Nursing assistant courses are offered through partnerships between community colleges and/or hospitals and nursing homes.

3. The Nevada State Board of Nursing "certifies" students who: (1) complete the course and (2) complete the certification examination.

4. The process to become "certified" requires you to do the following:

a) Apply to the Nevada State Board of Nursing by completing the required application online. To access the online application, the applicant must create an account in the Nevada State Board of Nursing Nurse Portal. Answer each question carefully and accurately. Missing information or incomplete answers may result in a delay of eligibility to take the certification examination. ALWAYS USE THE SAME NAME ON THE APPLICATION AND IN CORRESPONDENCE WITH THE BOARD OF NURSING.

b) Fingerprinting is a state requirement. Forms may be taken to the Police Department or Sheriff’s Office. A fee may or may not be required. Complete the fingerprinting process early to avoid a delay in the certification process.

c) Upon completion of online application, submit payment online and attach all required documents within the online Nurse Portal.

d) When you have completed the course, your instructor will enter your pass/fail results with HeadMaster. If you have passed the course, you will then be able to register for your certification exam.

e) The Nevada State Board of Nursing will send you notification that advises you of the requirements for certification. You must telephone or email HeadMaster to schedule your exam.

f) Students are advised to keep all original receipts for costs incurred for their nursing assistant education and certification.

**STATE CERTIFICATION EXAMINATION**

This test is in addition to the final examination given in the NURS 130 - Nursing Assistant course.

1. An individual must be registered with HeadMaster and have passed the course to be eligible to take the certification exam.
2. The certification examination consists of two parts:
	1. You have 90 minutes to take your written exam.
	2. Manual skills exam takes approximately 35 minutes.
3. The examinations are scheduled within a few weeks of the end of the nursing assistant course. After you have received notification to test from Head Master, call HeadMaster at 1-800-393-8664 or go to hdmaster.com to schedule your test. You will be required to pay the $150.00 fee at the time of testing. If you need to cancel your testing appointment, please do so as soon as possible so the appointment can be rescheduled.
4. At the time of taking the examination, you must:
	1. Bring current photo identification, such as Driver's License, state-issued photo ID card, etc.
	2. Wear a nursing assistant uniform appropriate to the manual skills portion of the examination. You will not be allowed to test if you are wearing street clothes or have artificial nails on.
	3. The manual skills portion of the examination is done on an individual basis.
5. The Nevada State Board of Nursing will provide the written exam and skills exam results. You are allowed three attempts to pass both portions of the exam.
6. Nevada law states that a nursing assistant trainee may work four months following the date of hire. After that period, the individual must be a certified nursing assistant to continue working. There are no exceptions to this law, so if you begin employment as a student, you must be certain you can finish the course, take the certification examination, wait for the results, and receive notification by mail from the Nevada State Board of Nursing - all within those four months.

**CNA RENEWAL/REINSTATEMENT**

1. Certification as a nursing assistant must be renewed every two years by the Nevada State Board of Nursing. Renewal dates are individualized to each person's birthday every other year. The renewal date will be shown on the certificate received from the Nevada State Board of Nursing.
2. A completed renewal application MUST be received by the Nevada State Board of Nursing office two weeks before your BIRTHDAY. If not, your certification in the State of Nevada will automatically and immediately be forfeited, and you may not work until you have a current Nevada Certificate. **We encourage you to start this process early!** (Quote from the CNA Renewal Application.)
3. To renew certification, you must have proof of:
4. 24 hours of continuing training or in-service related to Nursing Assistant Skills.
5. 40 hours of employment as a CNA **under the direction of a licensed nurse (LPN or RN)**.

 (Both a & b must be within the past 24 months)

1. Documentation of the in-service classes or courses completed must be sent with the renewal application. The applicant may be audited for employment or education hours.
2. Most employers provide monthly continuing education programs.
3. The renewal fee is $50.00.

**NEVADA STATE BOARD OF NURSING ADDRESS**

It is important that you notify the Nevada State Board of Nursing of any change in your mailing address.

**Nevada State Board of Nursing**

4220 S. Maryland Parkway, #300

Las Vegas NV 89119

**Telephone:** (702) 486-5800 or 1-888-590-6726

 **Fax:** (702) 486-5803

 **Email:** nursingboard@nsbn.state.nv.us

 **HeadMaster LLP**

P.O. Box 6609

 Helena MT. 59604-6609

 **Telephone:** 800-393-8664

 **Fax:** 406-442-3357

 **Website:** www.hdmaster.com

**GREAT BASIN COLLEGE**

**CERTIFIED NURSING ASSISTANT COURSE**

**STUDENT AGREEMENT FOR THE 2019-2020 ACADEMIC YEAR**

**(Original will be kept for student records, a copy will be given back to student)**

\_\_\_\_\_ I have read, understand and agree to abide by the policies and guidelines stated

*(initial)* in the Great Basin College Nursing Assistant Program 2019-2020 Student Handbook.

Print Name

Address

Phone

 Home/Cell Work

This agreement was signed and returned to the Great Basin College Nursing Assistant instructor for your file.

Students Signatue Date

My emergency contact person (s) are as follows: I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Nursing Assistant Program Coordinator determines that I am not able to continue being present in the classroom, practice lab or clinical setting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Phone # Relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Phone # Relationship



Promissory Note

Date: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Total Amount:

Installment Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Installment Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Installment Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Installment Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to pay Great Basin College according to the payment installments outlined above for the cost of my classes, specifically in relation to my CNA (NURS 130) class until the total amount is paid in full.

Initial each statement.

\_\_\_\_\_\_\_I understand that if I should pass my exam, I will receive my certificate of completion only when my account is paid in full. Completion certificates will be held, and I will not be able to test until my account is paid in full.

\_\_\_\_\_\_\_I understand that I may be charged a monthly $25.00 late fee should I not pay on time.

\_\_\_\_\_\_\_I understand that I may be sent to collections at the end of the installment period if I have not paid my balance in full and could incur additional fees.

\_\_\_\_\_\_\_I understand that I may be charged a $25.00 returned item fee if a payment I make is returned by my bank for any reason.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GBC Controller’s Office Signature Date

*Please include a copy of your account statement/payment breakdown from the day this agreement was signed. (Can be obtained from Controller’s Office).*

**GREAT BASIN COLLEGE**

**CERTIFIED NURSING ASSISTANT PROGRAM**

**INJURY REPORT**

**Name of Person(s) Injured: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person Completing this Form (if different from above): \_\_\_\_\_\_\_\_\_\_**

**Date of Incident/Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exact location of the Incident/Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of the injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Were there witnesses to this accident? If yes, list below:**

**Describe the circumstances in which the incident/accident occurred:**

**Describe follow-up care:**

**Was person injured referred for follow-up care? If yes, which facility?**

**Any further comments:**

**Signature of Injured/Person Completing Form Date**

**Signature of Dean Date**