



GREAT BASIN COLLEGE

NURSING ASSISTANT PROGRAM

STUDENT HANDBOOK

2022-2023

Great Basin College's Nursing Assistant Training Program
is approved by the Nevada State Board of Nursing

TABLE OF CONTENTS

Purpose of Handbook Statement	2
NURS 130 - Nursing Assistant	
Course Description	2
Course Goals.....	2
Course Objectives	2
Expenses.....	4
Student Responsibilities	5
Grading	5
Course Withdrawal Information	6
Final Evaluation Criteria	
Manual Skills Demonstration Examination	6
Written Examination	6
Attendance and Absenteeism	6
Clinical Expectations	
Dress Code Policy / Appearance.....	7
Requirements for Participation in Clinical	8
Civility	9
Dismissal from Program	10
Performance Log.....	11
Insurance	12
Immunization Requirements.....	12
Cardiopulmonary Resuscitation Certification.....	12
Retention of Records.....	12
Blood-borne Pathogen Exposure and Prevention Policy.....	13
Accommodations for Students with Disabilities	13
English as a Second Language Accommodations	13
Resident's Bill of Rights.....	14
Employment	14
Process for Certification	15
State Certification Examination	16
CNA Renewal/Reinstatement Requirements	16
Nevada State Board of Nursing Address.....	17
Nursing Assistant Program Agreement	
Student Copy.....	18
Injury Report	19

Purpose of the Student Handbook

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Certified Nursing Assistant (CNA) Program of Great Basin College. This handbook serves as **the source** of information about the policies and procedures in the nursing program. You are required to sign an attestation statement indicating you understand and agree to abide by these policies and guidelines each year that you are in the nursing program. Because policies and procedures are continuously subject to change by external and internal sources, the CNA Program Coordinator reviews and modifies these policies and practices as necessary. Students will be notified in writing of any changes made during the tenure of their course.

This handbook is not all-inclusive, nor does it replace the Great Basin College General Catalog 2020-2021 or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6 which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC CNA Program.

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

ITEM	COST (6 credit)	PAYABLE TO/HOW:	PAYABLE WHEN
In-State Tuition -\$117.25 per credit Non-Resident - \$120.75 per credit plus additional fee if taking 7 or more credits (Plus \$80.00 lab fee*) (Approx. Cost based off Fall 2021)	\$ 783.00	Cash/Check/Money Order/Credit Card: Board of Regents	Before the start of the class
New Student Fee*	\$10.00		
Book (Approx. Cost)	\$71.50	Cash/Check/Credit Card: GBC Bookstore	Before the start of the class
CPR Certification	\$60.00- \$80.00	Cash/Check/Money Order/Credit Card: Board of Regents	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)	\$150.00	Student may purchase wherever they want.	Before the start of the class
Shoes (individual amount varies)	\$60.00		
Watch with a second hand (individual amount varies)	\$15-50.00		
Nevada Certification Exam	\$150.00	Check/Money Order: Credentia online at credentia.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 <i>*fees imposed by Board of Regents</i>	\$1565.		

STUDENT RESPONSIBILITIES

It is the responsibility of each student to:

1. Attend a health care provider basic life support class BLS 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 QuantiFERON, if positive then negative chest X-ray and clearance letter when appropriate.
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. Pass all skills on checklist before attending clinical.
8. Adhere to the required dress code/appearance policy in the clinical areas.
9. Know and follow the policies and procedures of the College and clinical facilities.
10. Monitor their progress.
11. 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 minimum grade of 80% 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

Upon completion of the program, a nursing assistant trainee must 1) Pass theory with an overall score of 76 percent. 2) Pass a final written test in theory with an overall score of 80 percent and 3) Pass a skills test on a pass or fail basis. The test of skills must be given by a registered nurse. If the nursing assistant trainee fails either of the tests, the nursing assistant trainee must repeat the training in the areas in which he or she was deficient before taking the certification examination.

A. MANUAL SKILLS DEMONSTRATION EXAMINATION

1. The student will achieve 100% in demonstrating the skills listed on the Performance Log and following the specified steps in the procedure before patient care at the clinical site.
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. There may be a total of 3 or 4 skills selected.

B. WRITTEN EXAMINATION

1. The student will achieve a minimum of 80% on the written final examination. **A score of 80% or higher is required in order to receive a certificate of completion for the course. Should the student not pass the final exam on the first attempt they must complete the remediation templates in order to be granted permission to take the retake final examination.**
 - a. **Students will not be issued a certificate of completion if they have an outstanding balance for the Nursing 130 course. Once the balance is paid and the student has successfully completed the course a certificate of completion will be issued.**
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. **Tardiness is defined as one minute or more past the designated start time. Arriving late for a clinical will result in student being sent home at the discretion of the instructor. Being sent home will result in a grade of zero (0) for that clinical assignment.**
3. 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.
4. The clinical instructor has the authority to send home a student who is ill or unprepared for the clinical rotation.
5. **Students must pass all skills before going to the first clinical rotation.**

CLINICAL EXPECTATIONS

A. DRESS CODE POLICY/APPEARANCE

1. 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.
2. Students **must** wear a scrub 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.
3. Students' undergarments are not allowed to be visible while in uniform. Take care to ensure that patterns of undergarments cannot be seen through scrubs.
4. 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.

5. 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.
6. 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.
7. 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).
8. Earrings - One small stud-like earring per ear may be worn. To ensure safety, no dangly or loop earrings may be worn.
9. No tongue, nose, eyebrow rings or other visible body piercings are allowed to be worn in any clinical setting or the Nursing Practice Lab.
10. Tattoos that may be deemed offensive or inappropriate must be covered with appropriate clothing.
11. 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.**
12. Perfumes and body fragrances are not permitted. Appropriate personal hygiene is required.
13. Gum chewing or tobacco chewing/dipping is prohibited.
14. 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

A 100% is required on all skills listed on the Performance Log before going to clinical site. 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.

Students must obtain a background check and drug screening through Complio within 2 weeks of starting the course. 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, as well as their immunization status, obtaining a physical, or any other requirements that the facility deems necessary.

Students must complete the immunization tracking package, background check, drug screening, and clinical rotation package. It is the student's responsibility to ensure that all Complio requirements are uploaded to support the documentation required by their clinical facility. Failure to be compliant in Complio will result in not being able to attend clinical. The student would have to withdraw from the course at this point for not meeting the clinical requirement.

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:

- a. Absenteeism and/or tardiness (no documented medical reason for absence).
- b. Drowsiness or sleepiness.
- c. The smell of alcohol on the breath/body.
- d. Increased inability to meet schedules and deadlines.
- e. Slurred/incoherent speech or speech pattern different from normal speech.
- f. Unusually aggressive behavior.
- g. Unexplained change in mood.
- h. Change in appearance.
- i. Lack of manual dexterity.
- j. Lack of or decreased coordination in body movement.
- k. Inappropriate responses to stimuli.
- l. Unexplained work-related accident or injury.
- m. 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:

- a. Have their work performance and behavior witnessed and documented.
- b. Be questioned in private with 2 faculty members as to the nature of their problem.
- c. Meet with the Coordinator of the CNA Program.

- d. Be referred to the appropriate GBC administrative staff member.
- e. Possibly be assigned a grade of F and/or be dismissed from the program.
- f. 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
7. Attending class or participating in clinical in an impaired condition or under the influence of alcohol or other drugs.
8. Does not meet clinical compliance through Complio to attend their clinical rotation.

Student Grievance Procedure

1. Any student who believes they have suffered a non-grade related injustice may implement the following grievance procedure:
 - Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution. A grievance must be filed in writing to the appropriate vice president within 30 calendar days of the alleged infraction.
 - Members of a grievance committee will be selected by the appropriate vice president. This committee will consist of the appropriate vice president,

2. Two faculty members, one student, and one representative from the GBC Student Government Association.
 - The student and involved parties will be given opportunity to present their case in a formal hearing to the selected grievance committee.
 - The committee will then recommend a course of action to the college president.
 - The student will receive written notification of the final decision from the college president

PERFORMANCE LOG

1. 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.
2. 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 dates/signature in the appropriate column.
3. 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.
4. The Performance Log must be signed and dated by a Registered Nurse CNA Instructor at the completion of the course.
5. 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.
3. Students must have health insurance to participate in clinical rotations.

IMMUNIZATION REQUIREMENTS

Students will be required to subscribe to a vendor called Complio by American DataBank. The subscription will assist students, GBC, and clinical sites to track, access, maintain and share their required records for clinical rotations throughout their academic program. Students will provide documentation regarding the completion of their immunizations, annual background check, annual drug screen, required training and related compliance records as requested by clinical facility. GBC Students are required to maintain compliance with current policy provided to you prior to the start of class.

CARDIOPULMONARY RESUSCITATION CERTIFICATION

It is the responsibility of the student to attend a health care provider basic life support certification class and be certified before being allowed into the clinical areas. Proof of current Professional CPR certification (BLS) 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 BLS 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 (Arysta Brick) 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 775.327.2336.

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. Be enabled to make personal choices to accommodate his or her needs.
3. Receive assistance in resolving grievances.
4. Have an environment that is maintained and have care provided to minimize the need for physical and chemical restraints.
5. To receive from his/her physician a complete and current description of his or her diagnosis, a plan of treatment, and prognosis in terms he/she will understand.
6. To receive from his/her physician the information necessary for him/her to give his/her informed consent for treatments and/or procedures.
7. To refuse treatment to the extent permitted by law and to be informed of the consequences of that refusal.
8. To retain his/her privacy and confidentiality concerning his/her program of medical care.
9. 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.
10. To receive information concerning any other health care or educational facility associated with the facility at which he/she is receiving care.
11. To receive the name of the person responsible for coordinating his/her care in the facility.
12. 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.
13. To receive continuous care from the facility.
14. To have any reasonable request for services reasonably satisfied by the facility,

within its ability to do so.

15. To know the facility's regulations concerning his/her conduct at the facility.
16. 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 NAT 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 successfully 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 NSBN CNA license online application, submit payment online and attach all required documents within the Nurse Portal.
- d) The test vendor for NSBN state exam is Credentia Nurse Aide Credentialing Services.
- e) When you begin the CNA class you will create a profile in CNA365 at credentia.com. When your course is complete your instructor will enter your graduated status into CNA365. You will then be able to register for your certification exam.
- f) The Nevada State Board of Nursing will send you notification that advises you of the requirements for certification.
- g) 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. Upon completion of the program, a nursing assistant trainee must pass a test in theory with an overall score of 80 percent and a test of skills on a pass or fail basis. The test of skills must be given by a registered nurse. If the nursing assistant trainee fails either of the tests, the nursing assistant trainee must repeat the training in the areas in which he or she was deficient before taking the certification examination. Student will receive a completion certificate from GBC after successful completion of the CAN class.
2. The candidate will have one year from the date of program completion to test.
3. An individual must apply for licensure through NSBN and be registered with CNA365 and have passed the course to be eligible to take the certification exam. You will need to submit the completion certificate with your application to the NSBN.
4. The certification examination consists of two parts:
 - a) You have 2 hours to take your written exam this is automatically scored at the end of exam.
 - i. Taken independently proctored by CNA365
 - ii. You will need to download 365 App
 - iii. Must have a phone
 - b) Manual skills exam at testing site includes 5 skills in 30 minutes.
 - i. Handwashing
 - ii. 3 ADL skills
 - iii. One Measurement skill

1. Weight, manual BP, Urine output, radial pulse, or Respirations
5. The examinations are scheduled within a few weeks of the end of the nursing assistant course. You will schedule through CNA365. If you need to cancel your testing appointment, please do so as soon as possible so the appointment can be rescheduled.
6. At the time of taking the examination, you must:
 - c) Bring current photo identification, such as Driver's License, state-issued photo ID card, etc.
 - d) 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.
 - e) The manual skills portion of the examination is done on an individual basis.
7. You are allowed three attempts to pass both portions of the exam. Once you pass a portion, you will not need to repeat the testing for that portion.
8. 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:
 - a. 24 hours of continuing training or in-service related to Nursing Assistant Skills.
 - b. 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)

4. 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.
5. Most employers provide monthly continuing education programs.
6. 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

Credentia Nurse Aide Credentialing Services

Website: www.credentia.com

**GREAT BASIN COLLEGE
CERTIFIED NURSING ASSISTANT COURSE**

**STUDENT AGREEMENT FOR THE 2022-2023 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 2022-2023 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 Signature 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

**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**