SANTA ROSA JUNIOR COLLEGE

NURSE ASSISTANT PROGRAM

NRA 150

ORIENTATION PACKET

REVISED 5/2020

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NRA 150A PROGRAM REQUIREMENTS

This packet of forms and information is essential for you to obtain all the needed requirements for our program. (See Bullets Below)

At your orientation meeting you will be given an overview of the program, review the class calendar, and explanation of all the requirements.

Please submit your paperwork to the Health Science office, Room 4062, in the Race Building <u>after making copies for yourself</u>. *PLEASE NOTE: For Covid-19 campus closure, please scan/email all paperwork to Program Director. Keep hard copies to turn in when campus is open.

If you are on the waiting list, the admissions office will automatically put you on the roster by priority of the date you registered whenever a student drops.

****It is strongly recommended those on the wait list attend the first day of class as those who fail to show up will have to be dropped****

Please attend the orientation meeting and the first day of class to see if you make it into the class.

- <u>Screening Checklist</u>   Use this to keep track of all your paperwork. Notice the starred items and the need to start with PPD #1 ASAP
- <u>General Immunization Information Sheet</u>
  Gives you more information and approximate costs.
- <u>2 Step PPD FAQ</u>
- <u>CNA Orientation Cost Sheet</u>
  These costs are approximate. Please see a financial Counselor if necessary.
  The SRJC Hope Center is also able to provide some financial assistance.
- <u>Book List for NRA 150A</u>
- <u>CNA Attire & Supplies</u>
- <u>CPR Resource List</u>
  CPR Certification must be for the <u>Health Care Provider</u> and approved by the American Heart Association (AHA).
- <u>CNA Student Phone Directory</u>
- <u>Request for Live Scan Service</u>
  You will need this information to get your Live Scan fingerprinting done.

CNA SCREENING CHECKLIST

__KEEP COPIES OF EVERYTHING YOU TURN IN__

Item	Due Date:	Turned In:
*PPD #1 (TB Test) To be done BEFORE class starts, to be read in 48-72 hours. If positive for TB get chest x-ray clearance form from Student Health Services. ***PPD** #2 (TB Test) To be done BEFORE class starts, one week after #1. Read in 48-72 hours. **CPR** "**Health Care Provider**"; must include Adult, Child, Infant, Choking Maneuvers and AED (Automatic External Defibrillator). **Must be approved** by the **American Heart Association** (recertify every two years). **Live Scan Verification** application. Fill out using information given and bring with you for Live Scan appointment. **Photo I.D.** fee receipt (bring to class). Purchase at Bailey Hall Accounting Dept. We suggest purchasing two. **Flu Shot** (FALL Semester ONLY), **must** get by 2 weeks prior to clinical. **Physical Evaluation** (See Health Evaluation Form info on page 11)		

*PPD's can be obtained at Student Health Services. For Covid-19 campus closure Summer '20, please contact Student Health Services (707) 527-4445.

IMMUNIZATION INFORMATION SHEET

Name of Injection:	How Many Injections	Time between Injections	Approximate Charges
PPD Test (Tuberculosis/skin test)	Two-Step intradermal skin test OR Negative Chest X-Ray OR Quantiferon Gold (blood test)	1 week	**Free @ Student Health Services** Schedule #1 **Read one week later.** #2 placed on that day. Read 2-3 days later. No placements on Thursdays ever!!
Influenza Vaccine	One injection	**Once each year Generally given Sept-Dec.**	**$10- 20** **May vary**

"2 STEP PPD" FAQ

WHAT IS A PPD?

It is a TB test. You get a small amount of solution injected with a tiny needle just under the skin of the inside of your forearm. It needs to be read in 48-72 hours, then the process is repeated 1 week later in a 2-step PPD. If the area is red or raised ("indurated") it may be considered a positive PPD. This does not usually mean you have TB, but you may have been exposed. The other possibility is a false positive reading.

WHAT DOES IT MEAN TO HAVE A 2-STEP PPD?

This means you have a PPD as described above, then the day it is read you make an appointment to come back in 1 week for another (2nd) PPD, which also needs to be read in 48-72 hours after the 2nd one is placed. Again no exceptions on the time line.

MY DOCTOR SAID I ONLY NEED ONE!

The college and the hospitals require a 2-step PPD as described above.

WHERE CAN I GET THE 2-STEP PPD's DONE?

Free at Student Health Services, located on the 1st floor of the Race Building, but you need to make appointments, you can't just drop in. You can also have this done at your doctor's office.

<u>NRA 150 NURSING ASSISTANT PROGRAM STUDENT COSTS</u>

THESE ARE **APPROXIMATE** PRICES AND ARE ESTIMATES FOR YOU TO USE

In addition to tuition fees, the student must purchase:

- Skills lab supplies fee (as indicated on pg. 9) $60.00
- 2 Photo ID's purchased at Bailey Hall Business Office $8.00
- Text Books $100.00
- State Certification Exam (Pearson Vue company) $100.00
- Live Scan Fingerprinting (@ SRJC Campus Police 527-1000) $49.00

Additional costs will vary according to provider. Costs stated are approximate:

CPR for the Health Professional $60.00+

Physical Exams

@ Physician offices and Community Clinics   Cost varies

(Please visit the Student Health Services Center for more information on Community Clinics)

<u>@ SRJC Student Health Clinic</u>

2-Step PPD TB tests (3 appointments)   Free

Influenza (flu immunization) $15.00

<u>At Book Store:</u>

1-2 Uniforms (Burgundy Scrubs) $50.00

BOOKLIST FOR NRA 150A CNA

Author/Title/Cost (may vary)

CNA: Nursing Assistant Certification, California Edition
ISBN: 9781941626030
Author: Carrie L. Jarosinski
$66.25

Workbook to Accompany CNA: Nursing Assistant Certification, California Edition
ISBN: 9781941626160
Author: Lisa Rae Whitley
$22.50

(Reader) Model Curriculum NATAP State Curriculum 17 Modules, to be provided by Instructor on first day of class, also available online at:

https://ca-hwi.org/curriculum/access-curriculum/

All books must be purchased by the start of the first day of class.

PLEASE NOTE: FOR COVID-19 Campus closure, Summer 2020:

Please check with the bookstore for textbook availability & hours. Curbside pick-up can be arranged on the Santa Rosa Campus, or materials can be shipped.

Nursing Assistant Attire & Supplies

For Skills Lab & Clinical:

- Burgundy/Maroon/Plum colored scrubs (pants and short sleeve uniform top) (2 sets). May be purchased at SRJC Book store.

- White walking shoes – closed toe. All white sports shoes are allowed. No colored stripes, canvas, or netting material.

- White Socks

- White sweater or sweatshirt, if desired

No T-shirts, Jeans or Sweats. Tattoos must be covered per facility policy.
No visible piercings other than 1-2 in each ear.

Supplies:

- Notebook or binder with lined paper, 8 ½ x11

- 2 Ball point pens – black ink – fine point

- One small pocket notebook

- Wrist watch or pendent with second hand for taking vital signs

- 2 Photo ID name tags (paid for at Accounting Office, Bailey Hall and obtained in Health Science office on designated date with receipt.)

Skills Lab Supplies (available in Book Store): 1 box of exam gloves, 1 isolation gown and mask, manual blood pressure cuff, stethoscope, 1 box of alcohol wipes, gait (transfer) belt, and surgical cap.

CPR RESOURCE LIST

Health Care Provider CPR for Adult, Child, and Infant, with AED, is required for NRA 150 NA. **MUST BE AMERICAN HEART ASSOCIATION (AHA) APPROVED**. MUST SAY "BLS" ON CARD. You may obtain CPR certification from any of the other following sources:

Save-A-Life 707-568-0425. CPR & First Aid Training
Contact person: Leo Clamar, EMT instructor. savealifecpr@sbcglobal.net. $70.00.

**FOR COVID19, please note new instructions to obtain CPR certification:
Here are the steps to take the online portion of the BLS:

Go to the AHA website to purchase your online class: https://shopcpr.heart.org/heartcode-bls

1.   Follow the instructions to register on the website and pay the course fee of $28.50.

2.   Complete the course on your own time. You will need an internet connection and ability to print completion certificate.

3.   Print completion certificate and bring to your Hands-on Session.

4.   Contact Leo to set up your Hands-On Session and pay the hands-on fee of $40.

5.   Once Hands-on Session is done, we will issue you an eCard.

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Health Quest 766-9226 $55.00 without book/ $70.00 with book, call M-F 0900-1600 for details or go to www.phcd.org. (Petaluma Health Care District). They have classes the 2nd and 4th Thurs of the month from 1800-2130, and 3rd Sat. 0900-1200. Also 6 or more you qualify for private lesson at your school location. If you are a student you also get a $5.00 discount.

Kid's Sake 707-546-4656, $80.00, classes 2 times/month, 2999 Cleveland Ave. Santa Rosa, www.thehealthsourceatkidsake.com. There is a student discount as well.

Reach/Verihealth Training Institute in Petaluma. 1-866-890-8899. www.verihealth.com. Register online, approximately $70.00 plus the cost of a BLS manual as described on their web site.

Stephanie Mashek 707-887-2452 teaches CPR classes (mobile Unit) and may be able to fit you into a class she is teaching. $65 (includes book) email: mobilecpr@gmail.com

CNA STUDENT PHONE DIRECTORY

Campus Police	(707) 527-1000
Non-Emergency	(707) 522-2770
Lost and Found	(707) 527-4271
Health Science Office	(707) 527-4272
Fax	(707) 527-4426

Campus Resources

Student Health	(707) 527-4445
Hope Center	(707) 527-4809
ESL Tutorial Office	(707) 527-4382
Bookstore	(707) 527-4321
EOPS (Extended Opportunities)	(707) 527-4383
Financial Aid	(707) 527-4471
Admissions and Records	(707) 527-4685
Video Resource (HLRC)	(707) 527-4207
College Skills	(707) 527-4834
Academic Counseling	(707) 527-4451
Learning Skills	(707) 527-4278
Scholarships	(707) 527-4740

Faculty

Tiffany Lundqvist, Director tlundqvist@santarosa.edu	(707) 522-2874 Office (707) 849-7002 Cell
Cheri Labrador, Skills/Clinical Instructor clabrador@santarosa.edu	(707) 321-5990 Cell
Steve Lyman, Skills/Clinical Instructor slyman@santarosa.edu	(707) 484-2510 Cell
Ron Redmon, Skills/Clinical Instructor rredmon@santarosa.edu	(707) 529-2457 Cell
Lillian Rankins, Skills/Clinical Instructor lrankins@santarosa.edu	(704) 698-7280 Cell
Tamara Anderson, Skills/Clinical Instructor tanderson@santarosa.edu	(707) 623-3093 Cell

Clinical Sites

Healdsburg Senior Living Community	(707) 433-4877
Petaluma Post-Acute Care and Rehab	(707) 765-3030
Spring Lake Village	(707) 538-8400
Summerfield Healthcare Center	(707) 539-1515

Community Resources

Public Health	(707) 565-4820
Ombudsman	(707) 565-5900

SANTA ROSA JUNIOR COLLEGE HEALTH SCIENCE POLICIES & PROCEDURES

SRJC District Policy and Student Conduct (Board Policy Manual)
https://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open=&amp%25252525253Bid=policies

Student Conduct:
https://student-conduct.santarosa.edu/

Academic Integrity:
https://rightsresponsibilities.santarosa.edu/academic-integrity

WEB LINKS TO FORMS (PRINT OR READ)

SRJC Health Evaluation Form:

Web site: https://nursingassistant.santarosa.edu/ (link on Right hand side)

Be sure to bring this form with you to your physical exam; your doctor will sign it

REQUEST FOR LIVE SCAN SERVICE

http://ag.ca.gov/fingerprints/forms/BCIA_8016.pdf (see next page for example)

All students entering the CNA program are required to obtain a Live Scan (fingerprint) criminal background check. This must be completed by the deadline provided by the CNA program director. The results of the Live Scan are evaluated by the California Department of Public Health (CDPH). The CDPH office must approve and clear you for clinical prior to clinical placement. **It is the student's responsibility to contact CDPH to obtain clearance by calling the automated system at (916) 327-2445**. https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/CNA.aspx

If a student cannot be cleared for clinical due to inability to complete the background check or previous background issues, the student will not be able to participate in clinical, which is a program requirement. In the event that a student is found ineligible for clinical placement by the clinical facility after admission to the CNA program, they shall be subject to dismissal from the program, as they will be unable to complete the mandatory clinical course objectives.

EXAMPLE OF LIVE SCAN FORM: Copies will be provided during Orientation

SAMPLE FOR CERTIFICATION OF NURSE ASSISTANTS OR HOME HEALTH AIDES

REQUEST FOR LIVE SCAN SERVICE
Applicant Submission

ORI: *A1226*   Code assigned by DOJ   Type of Application: *Certification*

Job Title or Type of License, Certification, or Permit: *Certified Nurse Assistant (CNA) or Home Health Aide (HHA)*

Agency Address Set Contributing Agency:

California Department of Public Health (CDPH)
Agency authorized to receive criminal history information

MS 3301, P.O. Box 997416
Street or PO Box

Sacramento, CA   *95899-7416*
City, State   Zip Code

03314
Mail Code (five-digit code assigned by DOJ)

(leave blank)
Contact Name (Mandatory for all school submissions)

( ) *(leave blank)*
Contact Telephone No.

Name of Applicant: *Your full name*
(Please print)   Last   First   MI

AKA's: *Other names known as*
Last   First

CDL No.: *California Drivers License Number*

(Check one)

DOB: *Date of birth*   SEX: ☐ Male ☐ Female

Misc. No.: BIL - *Not applicable*
Agency Billing Number (if applicable)

HT: *Height*   WT: *Weight*

Misc. No.: *Your telephone number*

Eye color: *Color*   Hair color: *Color*

Home Address: (Applies only if Youth Org/HRA or Public Utility Submission)

POB: *Place of birth*

Your mailing address
Street or PO Box

Social Security Number: **Social Security Number (Required by CDPH)*

City, State and Zip Code

Your Number: **Social Security Number (Required by CDPH)*
OCA No. (Agency Identifying No.)

If resubmission, list Original ATI No. _____

Level of Service   ☒ DOJ   ☐ FBI

Employer: (Additional response for Department of Social Services, DMB/CHP licensing, and Department of Corporations submissions only)

(Leave blank)
Employer Name

Street No.   Street or PO Box

(Leave blank)
Mail Code (five digit code assigned by DOJ)

( )
Agency Telephone No. (Optional)

City State   Zip Code

Live Scan Transaction Completed By: _____
Name of Operator

Date _____

Transmitting Agency _____   ATI No. _____   Amount Collected/Billed _____

BCII 8016 (Rev 11/08) SAMPLE
ORIGINAL-Live Scan Operator; SECOND COPY-CDPH; THIRD COPY-Applicant

NOTE TO APPLICANT: *Please input your Social Security Number (SSN) where required. The submission of your SSN will allow results to be transmitted from DOJ to CDPH accurately and timely. Failure to submit your SSN could cause delay in your certification.

Livescan Information

The Livescan costs $49

Students can call SRJC Police at (707) 527-1000 and the dispatchers will arrange an appointment. Appointments are Monday-Friday 10AM-4PM.
NO CLASS TIME CAN BE MISSED FOR LIVESCAN APPOINTMENTS

See below for what is required for ID from the Department of Justice. There are no exceptions. **A social security number is required.**

There are two possible ways to establish Identity for LiveScan purposes:
* One Primary ID
* One Secondary ID and TWO Supplemental IDs (All Matching Exactly)
* THERE ARE NO EXCEPTIONS (Per Chief Brownlee)

Primary IDs Accepted:
* California Driver's License
* Department of Motor Vehicles Identification Card
* Out-of-State Driver's License

Secondary IDs accepted:
* State Government Issued Certificate of Birth
* U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
* U.S. Passport
* Federal Government Personal Identity Verification Card (PIV)
* Department of Defense Common Access Card
* U.S. Tribal or Bureau of Indian Affairs Identification Card
* Social Security Card
* Court Order for Name Change/Gender Change/Adoption/ Divorce
* Marriage Certificate (Government Certificate Issued)
* U.S. Government Issued Consular Report of Birth Abroad 3
* Foreign Passport with Appropriate Immigration Document(s)\
* Certificate of Citizenship (N560)
* Certificate of Naturalization (N550)
* INS I-551 Resident Alien Card Issued Since 1997
* INS 1-688 Temporary Resident Identification Card
* INS I-688B, I-766 Employment Authorization Card

A Secondary ID source requires TWO FORMS OF SUPPLEMENTAL ID:
* Utility Bill (Address)
* Jurisdictional Voter Registration Card
* Vehicle Registration Card/Title
* Paycheck Stub with Name/Address
* Jurisdictional Public Assistance Card
* Spouse/Parent Affidavit
* Cancelled Check or Bank Statement
* Mortgage Documents