



# **Northeast Technology Center**

**Long Term Care Nursing Assistant Program**

**STUDENT HANDBOOK  
AND  
STUDY GUIDE**

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## **HOW TO TAKE NOTES IN CLASS**

The important study skill of note taking is the one that inexperienced “students” today know the least about. A good set of notes is the student’s basic academic weapon. Notes are his/her personal educational diaries. They bring back the important points of classroom contact and serve as the main guide for study and review.

The act of taking notes effectively helps a student learn more with less effort:

- As he/she tries to record what the instructor is saying, he naturally becomes more attentive. This improves concentration and brings him into the stream of thought that is going on.
- By seeing and writing about what he/she hears, the student involves more senses. By backing up the sense of hearing with sight and touch, he/she strengthens the impression and thus is more likely to retain the material.
- Notes help bring back many things discussed in class which might be lost if he/she relied on memory alone. Teachers often bring a new organization or interpretation to the subject matter to help students understand it better. Keeping such contributions in the form of notes avoids forfeiting them to a fallible memory.

### **THE ART OF LISTENING**

Most teachers present far more material in their lectures than a student can memorize. It is therefore both necessary and practical to know how to select the most significant facts and write them down. Listen for generalization. As you are given a group of statements, see if you can find a resemblance among them. This helps you condense what is being discussed to a relatively small number of ideas. These you record.

This summarization is not just a process of noting down some things and skipping over others. The generalization must really explain the material being condensed.

### **GETTING THE POINT**

Notes should reflect the main points of a lecture. If possible, the student should get a professor to evaluate his set of notes. Comparing notes with other students also may suggest obvious improvements in note-taking habits.

## **HOW MUCH TO WRITE?**

There is no one general answer to fit all situations, but here are a few pointers.

- Don't be a copyist racing to get every single word down on paper. Listen to what is being said. Judge its importance, and then Write.
- Include only enough detail to show the relationships between basic points. If elaboration is needed, add it later outside the classroom, where time is not a premium.
- If you include spontaneous class discussions in your notes, omit all but the topic and the conclusions as verified by the professor.
- Only a few items need to be copied verbatim – laws, theories, or quotations. This will be easy, since most professors slow down at such points in their lectures, or repeat such things at least twice.

## **SUGGESTED STUDY PATTERNS**

It is important not only to study, but also to know HOW to study in order to reach your goals. First of all, observe the rules of sensible living; a balanced diet, plenty of rest and relaxation. These patterns are suggested for your use, so that you will accomplish the maximum with a minimum of time.

1.     **NOTE TAKING**
  - a.     Devise a system of note taking
  - b.     Pay attention actively; concentrate
  - c.     Note ideas, not words
  
2.     **ASSIGNMENTS**
  - a.     Understand the assignment before leaving class
  - b.     Don't procrastinate on assignments; complete and review
  - c.     Try to see the course as a whole and relation of each assignment to the whole course
  
3.     **READING**
  - a.     Be sure to have proper lighting
  - b.     Learn to concentrate
  - c.     Increase your vocabulary
  - d.     Increase the number of words you see at a glance
  
4.     **LIBRARY**
  - a.     Build your library of books related to your profession
  - b.     Utilize the wealth of material in the public library
  - c.     Use suggested bibliography prepared by the Certification Committee of AAMA
  
5.     **VOCABULARY**
  - a.     Consult your dictionary for the meaning of new words
  - b.     Practice using new words
  
6.     **CONCENTRATION**
  - a.     Learn to disregard distractions
  - b.     Study frequently, for short periods of time
  - c.     Don't try to concentrate for too long; a half-hour to one hour is advisable. Forgetting is more rapid the first 24 hours.
  
7.     **MEMORIZING**
  - a.     Thoroughly understand the subject
  - b.     Make an association with the subject
  - c.     Practice it repeatedly

8. EXAMINATIONS

- a. Tests are a way of determining how much you have learned
- b. Keep up your studies; don't try to catch up
- c. Evaluate the test; do the easy questions first
- d. Observe scoring plan; recheck your answers
- e. Become more familiar with various types of examinations
  - 1. Objectives
  - 2. True or False
  - 3. Multiple Choice
  - 4. Classification Questions
  - 5. Matching Questions
  - 6. Rearrangement Questions

**I. Northeast Technology Center Certified Nurse Aid program purpose:**

- A. To provide the student with the necessary skills and knowledge to function in an entry-level position as a nursing assistant.
  - 1. To provide classroom and clinical training in basic skills.
  - 2. To provide basic nursing knowledge which will allow the student to practice safely and effectively.
  - 3. To provide guidance and counseling which meets the needs of the adult learner.
  - 4. To provide an environment in which the student can gain self-confidence.
  - 5. To provide the student, through example and structured learning, with the behavior pattern necessary to both obtain and keep employment.
  - 6. To give the student a sense of pride and professionalism which will be evident in appearance, attitude, and behavior.
  
- B. To provide nurse assistants who are technically competent.
  - 1. To provide nurse assistants who are technically competent.
    - a. Nurse assistants who can pass written, verbal, or performance tests used as criteria for employment.
    - b. Nurse assistants who can function effectively after the normal course of orientation on the job.
    - c. Nurse assistants who can readily accommodate themselves to the working environment.
  - 2. To provide nurse assistants who are trustworthy, dependable employees.
  - 3. To provide nurse assistants who are compassionate and caring.
  - 4. To provide nurse assistants who show an interest in learning and who will avail themselves of every opportunity to improve knowledge and skills.
  
- C. To have 100% job placement of students graduating from the program.
  - 1. To maintain current information on job availability.
  - 2. To introduce all prospective employers in the community to the course.
  - 3. To provide alternative sources of employment of students who do not desire full-time hospital, nursing home, or home health care employment.

## II. STUDENT PROGRAM GOALS

- A. A graduate of Northeast Technology Center Nurse Assistant courses should be able to:
1. Complete enrollment requirements.
  2. Apply ethical conduct to resident/client behavior.
  3. Apply procedures to protect and promote resident/client rights.
  4. Apply principles of safety to resident/client care.
  5. Apply infection control techniques.
  6. Apply principles of nutrition and hydration.
  7. Identify and respond to medical conditions.
  8. Provide for the psychosocial needs of resident/client.
  9. Provide a therapeutic environment for the resident/client with Alzheimer's' Disease or other dementias.
  10. Provide for the specialized physical and developmental needs of the geriatric resident/client.
  11. Observe, document, and report resident/client status.
  12. Apply communication skills to resident/client care.
  13. Promote and maintain optimal level of mobility.
  14. Assist with hygiene, personal care, and comfort.

## III. GENERAL COURSE DESCRIPTION

- A. Course Length

### Day

- a. Three weeks for a total of 75 hours
- b. Classes meet 8:00 AM to 4:30 PM Monday – Wednesday; last week include Thursday for Certification Testing
- c. Includes 24 hours of clinical instruction

- B. Major Areas of Study

1. Ethical Conduct
2. Protection and Promotion of Resident/Client Rights
3. Resident/Client Care and Safety
4. Infection Control Techniques
5. Nutrition and Hydration
6. Basic Medical Conditions
7. The Geriatric Resident/Client
8. Alzheimer's' Disease and Other Dementias
9. Psycho Social Needs
10. Observation, Reporting, and Documentation of Resident/Client Status

11. Communication Skills
12. Maintaining Mobility
13. Hygiene, Personal Care and Comfort

C. Fees

Tuition	\$150.00
Testing fees/insurance	75.00
Books	75.00* (subject to change)
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Total Cost	\$300.00

1. Tuition and fees due upon or before first class session
2. Books sold on the first day of class
3. Insurance and OSBI checks due prior to clinical rotation
4. State Combo CNA Certification fees \$30.00; due on the day of testing.

#### IV. STUDENT EVALUATION

Every student's records are treated with utmost care and confidentiality. At no time will details of your academic record be released without your expressed written permission.

A. Knowledge, performance, and work attitudes are the standards a prospective employer will use to assess your ability to perform your job with competence, and will be used as the basis for evaluation during your training. Attendance, assignments, tests, clinical rotation, attitude, appearance, preparedness, participation, punctuality, and the performance of skills will all be considered in determining the final grade. *However, in order to successfully complete the program, the student must show mastery in **both of these two areas**:*

1. Cognitive Realm – textbook knowledge, written/oral tests, critical thinking skills
2. Hands-on Clinical Skills - the student must demonstrate both safety and competence in the performance of these physical skills

B. Grading Scale

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 - 59%

C. Grade Categories

Written Assignment/Test Grade	50%
Clinical Grade	<u>50%</u>
	100%

- D. No Certificate of Completion will be awarded if an overall minimum score of 70% is not attained.
- E. No Certificate of Completion will be awarded if the student is absent.
- F. Failure to maintain a satisfactory grade average or attendance will result in the student being placed on probation.

V. **RULES AND RESPONSIBILITIES**

A. General Rules for All Northeast Technology Students

1. Parking is available for students. Be sure to park between the lines provided.
2. Smoking and tobacco use is not permitted in the building. Designated smoking section is at the back of Building B only.
3. To bring or use intoxicating beverages or drugs to school or hospital premises is prohibited and is grounds for immediate termination from the program.
4. You are expected to use appropriate language in the school and in the hospital. Profanity is not appropriate.
5. Concessions are available in the snack bar during breaks and lunch. Food and drinks are NOT to be brought into the classroom or lab rooms.
6. A pay telephone is located north of the auditorium for personal phone calls. Please limit your calls to three minutes. Do not use instructor or office phones.
7. You will be notified in advance if school is to be closed for a holiday and/or snow day.
8. If school is to be closed for inclement weather, it will be on the radio at 6:00 a.m. and 2:00 p.m. Students are not expected to report to the clinical area if school is to be closed.
9. **If a student is caught cheating, the instructor has the authority to fail the student from the assignment(s) and/or fail the student from the course. If this occurs, the Technology Center has the right to deny enrollment for that student into any future Nursing Assistant classes.**

B. Attendance

1. Daily attendance is mandatory.
2. A certificate will **not** be awarded if a student is absent. It is mandatory that each student comes to class everyday to accumulate the mandatory 75 hours that is required to set for the CNA certification testing.

C. Appearance

Prospective employers visit our school frequently and are very conscious of the appearance of students. Our purpose is to prepare for employment; therefore student attire should reflect the vocational training program in which the student is enrolled. In all instances attire for students must be reasonable, modest and in such a style as it will not cause distraction. Provisions of the dress code include:

1. Hemlines of skirts, culottes, skorts and split or divided skirts must be no higher than four inches above the knee.
2. Warm-up and sweat pants, leotards, muscle shirts, mesh shirts, midribs, halters, tank tops, low necklines, cutoffs, shorts, see-through garments, clothes with holes and other similar attire are inappropriate for school wear and will not be permitted.
3. Clothing displaying writing, pictures, or insignias which are suggestive (vulgar), symbolic of drugs, alcohol, tobacco products, sex, gangs, or gang colors, or anything illegal or immoral are inappropriate and will not be permitted. Clothing showing improper display of the American flag will not be permitted.
4. Hats and sunglasses are not to be worn inside the building.
5. Safety and sanitation dictate that students wear appropriate footwear. **Thongs and house shoes are prohibited.**
6. Presence or absence of other items of apparel that create a disturbance of the education process will not be permitted.
7. Students in some programs will be expected to wear protective clothing designated by the instructor. Protective clothing includes such items as coveralls, aprons, hard hats, health occupation uniforms, lab coats, welding gloves, and safety glasses as per Oklahoma State School Law (70-24-117).
8. Street clothing is acceptable for the first week of class according to the above guidelines.
9. A designated uniform will be worn by all Nurse Assistant students following the first week of class.
10. Cleanliness and good personal hygiene are important and your appearance and grooming will be graded daily.

11. Uniform appearance is expected to conform with rules of (Name of Tech Center) Technology Center and Health Care Facility.

D. Student Responsibilities in the Clinical Area

1. Supervised experience is planned to enable the student to receive experience in basic nursing care of the medical or surgical patient.
2. The instructor will make assignments for patient care.
3. Students are expected to abide by the personal policies of the institution when in the clinical area.
4. The primary responsibility of the student is to become a dependable nurse assistant and to give safe effective care. To do this, you should:
  - a. Carry out only those nursing duties that you have been trained to do.
  - b. Carry out only those duties that have been assigned by the instructor or nurse in charge.
  - c. Be alert at all times to the needs and safety of the patient.
  - d. Follow all directions and procedures exactly as instructed.
  - e. Ask for help when you feel you have insufficient information, knowledge, or skills.
  - f. Use initiative, taking every opportunity to learn.

## LONG TERM CARE

### **GENERAL REQUIREMENTS:**

- Complete a Nurse Assistant program approved by the Oklahoma State Department of Health
- See "Curriculum" below

### **CURRICULUM:**

(Taken from the Oklahoma State Department of Health guidelines *Chapter 677 Nurse Aide Training and Certification, Subchapter 11. Long Term Care Aides, 310:677-11-4, p. 16*)

- (a) The training program for long-term care aides shall include:
  - (1) At least seventy-five (75) hours of training or the equivalent
  - (2) At least sixteen (16) hours of training in the following areas prior to any direct contact with a resident:
    - (A). Communication and interpersonal skills
    - (B). Infection control
    - (C). Safety and emergency procedures, including the Heimlich maneuver
    - (D). Promoting a resident's independence
    - (E). Respecting a resident's rights
  - (3) At least sixteen (16) hours of supervised practical training
- (b) The long term care aide training program shall include, but is not limited to each of the following subject areas:
  - (1) Basic nursing skills
  - (2) Personal care skills
  - (3) Mental health and social service needs
  - (4) Care of cognitively impaired residents
  - (5) Basic restorative services
  - (6) Resident's rights which shall include:
    - (A) Providing privacy and maintenance of confidentiality
    - (B) Promoting the resident's right to make personal choices to accommodate individual needs
    - (C) Assisting in resolving grievances and disputes
    - (D) Maintaining care and security of the resident's personal possessions
    - (E) Promoting the resident's right to be free from abuse, neglect, mistreatment or misappropriation of property, and the need to report any instances to appropriate facility staff
    - (F) Avoiding the need for restraints in accordance with current professional standards

## **INSTRUCTOR QUALIFICATIONS:**

The training of long-term care assistants shall be done by, or under the general supervision of a registered nurse who has:

(2) Years nursing experience with at least (1) year in a long-term care facility

Completed a course in teaching adults or experience in teaching adults or supervising nurse assistants

The training may be supervised by the RN director of nurses, but he/she shall not actually perform the training

## **SKILLS EXAMINATION:**

Shall be evaluated by an RN with at least (1) year experience in providing care for the elderly or the chronically ill of any age

## **INITIAL STATE CERTIFICATION COMPETENCY EXAM:**

(Please note that the term “nurse aide” and “nurse assistant” are used interchangeably in the following sections)

Following successful completion of a state-approved nurse aide-training program, according to the Oklahoma State Department of Health guidelines *Chapter 677 Nurse Aide Training and Certification, Subchapter 3. Nurse Aide Training and Competency Examination Program, 310:677-3-11, p 9:*

- (a) An individual shall pass both the written or oral examination and the skills examination to complete the competency examination successfully
- (b) An individual shall score at least seventy (70) percent on the written or oral examination
- (c) An individual shall demonstrate at least eighty (80) percent accuracy of the skills exam
- (d) The Department shall include in the nurse aide registry a record of successful completion of the competency examination within thirty (30) days after the Department is informed that the individual passed the examination

**\*NURSE AIDE CERTIFICATION CARDS ARE ISSUED FOR A 2-YEAR PERIOD OF TIME**

**Unsuccessful Completion of the Competency Examination**

If an individual does not complete the competency examination successfully, the individual shall be notified by the testing entity of, at least, the following:

- (1) The areas which the individual did not pass
- (2) That the individual may retake the examination a total of three times without further training

**RENEWAL OF NURSE ASSISTANT CERTIFICATION:**

Oklahoma State Department of Health (OSDH) state certification cards are issued for a period of (2) years. The card may be renewed by following the instructions per the OSDH Nurse Aide Registry. The cardholder must work as a Nurse Assistant for at least one 8-hour shift per 24-month period to be eligible for renewal. The renewal fee is \$5.00 per certification.

**DEEMING:**

Department shall deem a long-term care assistant to meet the nurse assistant certification requirements for the following after completion of (16) hours of orientation specific to the employers population:

- Residential Care
- Adult Day Care
- Facilities for the Developmentally Disabled

A long term care assistant may be employed by a home care agency upon successful completion of a Department approved home care skills examination and (16) hours of orientation specific to home care.

**RECIPROCITY:**

As stated in the Oklahoma State Department of Health guidelines *Chapter 677 Nurse Aide Training and Certification, Subchapter 1. General Provisions, 310:677-1-2, p. 3, "Reciprocity'* means the process that allows a certified nurse aide from another state to be listed in the Department's nurse aide registry." Conversely, if an individual possesses a current Oklahoma state nurse aide certificate and moves out of state, then that individual may inquire about reciprocity with the nurse aide registry in that particular state.

## **AUTOMATIC REMOVAL FROM REGISTRY:**

(Taken from the Oklahoma State Department of Health guidelines *Chapter 677 Nurse Aide Training and Certification, Subchapter 5. Nurse Aide Registry, 310:677-5-4, p. 11*)

- (a) The Department shall automatically remove a long-term care aide or a home care aide from the nurse aide registry if there has been a continuous period of twenty-four (24) consecutive months during which the nurse aide has not provided nursing or health related services for compensation. The individual shall complete a new nurse aide training and competency examination to be reinstated in the registry.
- (b) The Department shall automatically remove a long-term care and home care aide from the nurse aide registry if there has been a continuous period of forty-eight (48) consecutive months in which the nurse aide has not applied for renewal of certification. The individual shall complete a new nurse aide training and competency examination to be reinstated in the registry.

**If you have additional questions, please contact the following:**

**Nurse Aide registry 1-800-695-2157.**

## UNIFORMS

You will need to purchase a uniform to wear in the clinical area. You will be expected to wear your uniform every day **beginning on the Wednesday of the first week of school (first clinical day)**. Uniforms must be neat, clean, and pressed. Appropriate undergarments must be worn with uniforms.

Females – Navy blue dress or pant suit (top and bottom), white socks, hose, or flesh colored hose are acceptable. White duty shoes or leather athletic tennis shoes or vinyl tennis shoes that look like leather are acceptable. Shoes must be clean and polished and preferably not worn as everyday shoes.

Males – Navy blue uniform shirt, navy trousers, white socks, and white duty shoes or white athletic shoes, black or navy belt is acceptable.

NOTE: Canvas tennis shoes or jogging suits are not acceptable.

CHECK THE PHONE BOOK FOR A LISTING OF UNIFORM SHOPS NEAR YOU.  
IF NECESSARY, ASK YOUR INSTRUCTOR OR HEALTH PROGRAMS  
COORDINATOR FOR ASSISTANCE.

## ID BADGE

Each student participating in a clinical rotation in a health care facility must be identified as a Northeast Technology student.

The ID badge for the Nurse Assistant students should be worn in front of the uniform each day student is in clinicals. It is the students' responsibility to keep up with the badge. One (1) badge will be given to each student only.

I have received and have read the following information  
and understand the content before me.

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Student's Signature

Date