

Student Handbook



Nurse Assistant-Certified
Online-Asynchronous

2023

“Thank you for choosing Desert Valley Nursing Institute as your academic institution. We look forward to assisting you with your educational goals and journey towards success.”

Philosophy

The acquisition of knowledge is a responsibility shared by students, instructors, the school, and the community as a combined unit.

Desert Valley Nursing Institute is committed to assisting students reach their full potential academically, professionally, and personally with the belief that all three components are intertwined and affect the development of the student as a whole being

Mission Statement

It is the mission of DVNI to prepare students to become competent, knowledgeable, and professional caregivers that meet the needs and expectations of the patients and community they serve.

Program Description:

This program prepares students to take the CA state competency exam for Certified Nurse Assistant and for employability in a variety of healthcare settings. At the time of Certification, students must be at least 16 years of age, complete a CDPH approved Nurse Assistant Training Program (NATP), and obtain criminal record clearance pursuant to HSC 1338.5 through Department of Justice.

The CNA program is comprised of 2 components: 64 hours of theory, and 100 hours of supervised clinical training. This is a full-time program and students should expect to spend approximately 15 hours per week on module lectures plus additional outside reading and study time. A variety of learning materials will be used for viewing, such as reading material, recorded lectures, and videos related to skills practice. The instructor will verify student understanding through end of lesson practice tests and module final quizzes. Students will learn patient care skills, observation, and communication techniques with an emphasis on caring for the geriatric resident in a long-term care facility. This online NATP follows standards for asynchronous instruction. Asynchronous instruction is more independent and follows 17 self-guided modules. This type of instruction demands student discipline and commitment, as students will be expected to complete assignments at their own schedule as long as they meet weekly expected course deadlines. Students will receive a calendar with specific module due dates, which will be due on a weekly basis. The modules in this program follow an orderly pattern for optimum learning. The student must complete each scheduled module and pass the corresponding quiz to demonstrate mastery of the lesson, prior to moving on to the next scheduled module.

Each component of the Nurse Assistant-Certified Program is important to student success. It is important to ensure understanding of each lesson with an opportunity to discuss material and ask questions. Therefore, students will be required to have daily interaction with the instructor via email or phone to discuss progress and answer questions. ***Failure to meet assignment deadlines or interact with the instructor daily may result in termination from the program.*** For the purposes of this program, daily interaction is referred to a minimum of 3 times per week.

Instructor Availability

The student and instructor will be required to have daily interaction for the purpose of assessing student understanding of the material. This will be done through email or phone. The instructor will be available during regular office hours via phone and email and will also have some availability after regular office hours to accommodate student needs. If inquiries are received after regular office hours, the instructor will make reasonable attempts to respond to student inquiries right away, or within one business day at the

latest.

Instructor office hours: Mon-Thurs 10am-2pm

Class Schedule: (2 1/2 months)

Theory-Online Instruction (Asynchronous)

The online theory component shall be completed prior to the beginning of clinical training (approximately 4 1/2 weeks). Completion deadlines shall be strictly adhered to. The clinical training will immediately follow.

Clinical Hours: (3days/week for 6 weeks) Tues, Wed, Thurs 7am-2 pm with a 1 hour lunchbreak

Technology Requirements

The student must have high speed internet connection and a valid email address. Laptop or computer must have a webcam, audio, and video capability with Windows 7 or higher. Google Chrome is the recommended browser. Pop-up windows must be enabled in your settings. (Disable pop-up blockers as many items may occur as a pop-up window). Students will be expected to check their email daily.

Enrollment Requirements

Required Documents Submitted to CDPH and for State Competency Testing

Upon enrollment and prior to direct contact with patients in a clinical setting, students must submit a Nurse Assistant Application and proof of fingerprints for criminal screening to CDPH. DVNI will submit these documents on behalf of the student to CDPH.

Upon completion of the program, the student will be eligible to take the state competency exam. Students will submit their application for testing on their own behalf upon completion of the program. DVNI will provide the student with information on the application process and assist filling out, prior to program completion as needed.

Student Admission Requirements to the NATP

- Be at least 16 years of age
- Have a valid Social Security Card or TIN
- Proof of legal photo identification
- Livescan Fingerprints criminal screening through Department of Justice
- Covid Vaccination with booster (State Mandate for healthcare workers)

Student Enrollment Procedure

Contact the school for online registration instructions, or enroll directly via the website. A non-refundable fee of \$150 will be collected at the time of enrollment to process your registration and

reserve your place in the Program. Then you will need to submit the required enrollment documents listed below within three business days. Once your enrollment is complete, you receive access to a program information packet via the online LMS with explanations of further items you will need to complete and turn in prior to the first day of class (see below). Once enrolled you will also receive an email with instructions on how to purchase the e-textbook and uniforms.

Enrollment Documents

Enrollment Agreement
Copy of Social Security Card/TIN
Proof of Identification (legal ID)
\$150 Enrollment Fee

Prior to the first day of class

Scheduled tuition fees (see website for current payment plans)
Complete and submit Livescan Fingerprints criminal screening through Department of Justice
Submit additional required paperwork as listed below:

- NA Initial Application (cdph 283b form) completed
 - Acknowledgement of receipt of Student Handbook signed
 - Emergency Contact Form completed and signed
 - Student Conduct Form signed
 - Consent to Photograph signed
 - Proof of Covid vaccination and booster
 - Attendance policy signed
 - Parent consent form completed and signed (if student is under 18 years old)
- Prior to Clinical Experience
 - Health & Physical Form signed by practitioner, stating that the student has no health condition that may create a hazard to him/herself, staff, or patients. (must be current within 3 months of the clinical start date).
 - Proof of negative TB test or chest x-ray (must be current within 3 months of clinical start date)
 - Proof of influenza vaccine (flu shot) if the program session occurs during flu season
 - Proof of Covid vaccination plus booster
 - CPR Card (Basic Life Support-BLS through American Heart Association-AHA)
 - Covid testing may be required by clinical sites depending on current mandates (student responsibility)

Program Fees

Enrollment Fee:	\$150.00
Tuition Fee	<u>\$2100</u>
	\$2250

Covered Expenses

- Instruction and clinical training
- Blood pressure cuff, stethoscope
- Lab supplies for skills lab practice
- Gait belt

Non-Covered Expenses:

- E-Textbook (approx. \$63)
- Uniform (approx. (approx. \$30/set)
- Physical Exam, TB clearance, Flu Vaccine, Covid Vaccine, Covid testing
- CPR card (BLS with AED through American Heart Assoc)
- Livescan Fingerprints (approx. \$58)
- State Exam (approx. \$120)

Fee Schedule and Refund Policy

Online Program: DVNI offers a payment plan for this program. The student is required to make the first tuition payment prior to the start of the Program. Please see enrollment agreement or tuition schedule for specific due dates for each session.

The student will have up to the completion of the third day from the start of the program to withdraw from the program with a full refund of tuition minus the \$150 non-refundable enrollment fee and any equipment issued, or be charged for these items and have them subtracted from the refund total. If a student withdraws or is dropped from the program *after* the third day of class, tuition that was due up to that point will be non-refundable.

Excessively delinquent payment may result in withholding from attending class or receiving program final completion paperwork. Missed time that exceeds the attendance policy may result in program incompleteness and/or termination from the program without tuition reimbursement.

Attendance

Nurse Assistant Training Program (NATP) is regulated and approved by California Department Public Health (CDPH) and requires 100% attendance. This program meets state standards of a minimum 60 hours online theory instruction and 100 hours of hands-on clinical training

under the direct supervision of a licensed nurse. Regular attendance is a key factor in student success, and therefore will be tracked and monitored for compliance.

Participating in an asynchronous online program requires self-discipline and commitment to its schedule and deadlines. It is expected that students have made the necessary life adjustments (work, childcare, transportation) to commit to this program. Online attendance and participation will be tracked and monitored, along with module completion progress. Students will be required to adhere to completion deadlines as stated in the class schedule, and may not move forward to the next module, until the scheduled module is completed on time and passed.

As this is an asynchronous online program, the student will have some flexibility in completing the modules in the theory component. However, weekly deadlines for completion of each module will be set and must be strictly adhered to. Absences or delays in progress shall be limited for emergency use only, and must be approved.

Theory: A student may not miss more than 3 scheduled deadlines for Module completion. A deadline may be extended up to 2 days for *unexcused* absence with notification to the instructor, and approval. Missed deadlines that exceed 3 unexcused occurrences may result in termination from the program. *Unexcused* missed deadlines include circumstances such as *Job schedules, child care issues, trips, mild illnesses, etc.* *Excused* missed deadlines would include emergency circumstances that prevent the student from physically being able to complete online learning and may require proof of such circumstance. An *excused* missed deadline/absence will be reviewed and extended at the discretion of the RNP. A student who fails to complete all required theory course work prior to the clinical start date, will not be eligible to enter the clinical training portion and will be dropped from the program.

Clinical: Students will be expected to sign in and out for all clinical days attended. Failure to complete all scheduled hours and assignments may result in incompleteness of the program. Students may not miss more than 7 clinical hours, regardless of the reason, which must be made up as indicated in the schedule. There will be one scheduled make up day for Clinical at the end of the program. All make up hours will occur outside of normal program scheduled hours. *Excused absence* for clinical training may be granted additional make up hours without termination under the following circumstances: A Doctor's note directing time off. Proof of need for Covid isolation or quarantine, hospitalization, death in family, severe illness. *Job schedules, child care issues, transportation issues are not considered excused occurrences.* The RNP will be notified right away by the instructor of excused circumstances and may grant extensions at discretion. **Students will be charged a fee of \$25/hour for any additional make up hours beyond what is stated in this policy, and this may delay program completion. Additional clinical make up hours will be allowed only in extreme cases and will be considered on an individual basis at the discretion of the RN Program Director.** If a student also misses the scheduled clinical make up day, they may be

terminated from the program. Any student may be dismissed for excessive tardiness, early departures, or failure to meet attendance requirements.

Student Withdrawal Policy

Students may withdraw from the Program prior to the end of the third day of the Program with a full refund of tuition, minus the registration fee. Books (unmarked), supplies, and uniforms dispensed must be returned to the institution prior to tuition reimbursement or will be charged for these items. Any items that are not returned to the institution will be deducted from the amount of tuition paid. It is requested that the student notify the instructor prior to withdrawal verbally or via email. If a student fails to show up to class for two consecutive days, with no notification to the instructor, they will be considered voluntarily withdrawn from the Program.

Student Drop Policy

Regular attendance, professional behavior, and good academic standing are vital to the success of the student and integrity of the program. Therefore, students may be dropped from the program after the third day of class without tuition reimbursement for poor attendance outside DVNI policy, unsatisfactory behavior, poor academic or clinical performance, or default on tuition payment. If the student is dropped from the program, he/she may reapply for admission and will be considered a new applicant. Previously completed hours and associated tuition fees paid are non-transferrable.

Program Re-Entry

Students that wish to re-enter the Nurse Assistant Training Program must be reviewed by the Program Director for approval to determine the nature of student prior incompleteness. This is to ensure appropriate steps are taken to ensure future successful completion and that the program and student are appropriately matched. Student re-entry will be limited to no more than two times.

Grading

A letter grade will be given based on the accumulation of all Module quizzes and a final exam. Each Module quiz must be passed with a minimum score of 70% to be able to move forward to the next Module. A final exam will be given at the end of the program to determine information retention. A minimum passing grade of the final exam is 70%. A program passing grade is 70% overall.

Clinical Performance: Clinical skills are tested as pass/fail. You must correctly demonstrate clinical skills through direct observation by your instructor in the clinical setting. You will

receive Satisfactory or Unsatisfactory status. Failure to satisfactorily complete a skill/skills may result in delay or incompleteness of the program.

Theory: Quizzes and final exam: You must obtain a minimum 70% on all Module quizzes and a cumulative grade of 70% to pass this course.

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

Quizzes: There will be a quiz at the end of each Module lesson. The student will be given 3 chances to pass the quiz with a minimum score of 70%. If the student does not pass the quiz after 3 attempts, the student will be contacted by the instructor for remediation and/or tutoring, and retake the quiz. The remediation assignment will be determined by the instructor and individualized to the student and area of weakness. Tutoring may be required, and may be virtual via zoom or on campus. If the student requires remediation/tutoring for more than 3 modules, they may be dropped from the program.

Criminal Background Screening

Students enrolling will be required to complete a criminal background screening via Livescan Fingerprinting upon enrollment in the Program. This is a requirement of California Department of Public Health and must be completed before the first day of class. DVNI will provide the necessary paperwork upon enrollment in the program.

NOTE: If a student has any prior conviction and wishes to request a clearance with the California Department of Public Health prior to enrollment, you are encouraged to contact the RN Program Director for instructions. It is reasonable that students do not invest time and money in a program when CDPH may not grant criminal clearance. It is recommended you request the clearance letter and receive preliminary clearance prior to enrollment. Any costs associated with pre-screening will be the sole responsibility of the prospective student.

Completion of the Nurse Assistant Training Program

Students will receive a *Certificate of Completion* upon successful completion of the Program. Successful completion is evidenced by completion of all required theory modules and clinical hours, satisfactory demonstration of clinical skills, and achieving a minimum academic grade of 70% on all Module quizzes and minimum overall grade of 70%. Successful completion makes the student eligible to take the CA state certification exam.

******COVID-19 Protocols******

DVNI has implemented recommended protocols in an effort to make every attempt to keep staff and students safe from exposure to Covid-19 during the Coronavirus Pandemic. However, there is no guarantee that exposure to Covid-19 will not occur, despite diligent efforts on the part of DVNI and clinical sites to provide the recommended safeguards. Clinical sites may require Covid testing prior to patient contact and periodically. Covid testing will be the responsibility of the individual student and results shall be shared with the school and clinical site.

Student Records

A student may request a copy of transcript, health forms, NATP application, and/or copy of Livescan fingerprint form upon written or email request. Student documents will be kept on file at DVNI for a period of four years as required by CDPH. DVNI may offer education verification of student name, date of completion, and certificate obtained without prior consent to hiring agencies upon their request.

Student Acknowledgement of Receipt of
Student Handbook-Nurse Assistant Training Program

I _____

Print Name

have been given a copy of the DVNI Student Handbook for Nurse Assistant –Certified Program. I understand I am responsible to read and follow the policies listed in the Student Handbook.

Signed,

(Student Signature)

Date _____