

PATIENT CARE ACADEMY

PROGRAM INFORMATION



KALAMAZOO VALLEY COMMUNITY COLLEGE

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ABOUT THE PROGRAM

The Patient Care Academy is a fast-track career training program that provides education and job skills to prepare you to become a Certified Nurse Assistant, Patient Care Assistant, Ward Clerk, and Patient Transporter. Graduates of the Academy are prepared for employment in a number of jobs in long-term care, rehabilitation, hospice, medical offices, and hospitals. This intensive training program requires a full-time commitment for 10 weeks. Clinical and laboratory hours may vary; therefore, evenings and weekends may be required.

The Patient Care Academy is designed to prepare students for employment as advanced, cross-trained patient care professionals. In this program, students gain a strong health care foundation with training in medical terminology, anatomy, workplace ethics, and communication, in addition to the specific patient care job skills. Students who successfully complete this program are eligible to take the *State of Michigan examination to become a Certified Nurse Assistant (CNA)*. Training includes classroom instruction, hands-on practice in a lab, and clinical experience in both a long-term care facility and a hospital setting. Students will be required to meet health and background standards of the clinical facilities to complete the program.

PATIENT CARE JOB RESPONSIBILITIES

As America's aging population grows, so does the need for qualified and caring staff. Patient care jobs offer not only competitive wages, but also the opportunity to make a real difference in people's lives. Patient care specialists are important members of the healthcare team who provide vital information on patient conditions to the medical staff. They also provide the most basic level of patient care - from those who need only minimal assistance to those who are totally dependent. Patient care specialists provide the support needed for daily living; this includes duties such as feeding, dressing, grooming, moving, and changing linens. He or she also serves meals ensuring nutritional requirements are met, dress, bathe, and assist with other personal care tasks. Patient care specialists take temperatures, pulse, respiration, and blood pressure; perform glucometer tests; and help patients get in and out of bed or walk. They may also assist with elimination, help patients exercise or assist in physical therapy, collect patient blood, urine and tissue samples, sterilize equipment, and provide assistance in medical procedures or post mortem care. Patient care professionals are often called to do tasks that are physically and emotionally demanding. Patient care is a job that requires heart-felt compassion and a desire to make people comfortable and happy.

IS PATIENT CARE FOR YOU?

Health care workers should be tactful, patient, understanding, healthy, emotionally stable, dependable, and have a desire to help people. They should also be able to work as part of a team, have good communication skills, and be willing to perform repetitive, routine tasks. Health care workers must be in good health.

Patient Care is for you if you:

- Like people and communicate well with others.
- Have a calm, reassuring manner.
- Have the ability to maintain composure in stressful situations.
- Want to provide personal service to those incapable of caring for themselves.
- Desire to assist individuals to regain and maintain lost functions to ensure quality living.
- Have good judgment and common sense.
- Have stamina, good physical condition, good health, and personal hygiene.
- Are energetic, spontaneous, and have a good sense of humor.
- Are in good health and meet the immunization standards of health care facilities.
- Have not been convicted of a crime.

REQUIREMENTS FOR ADMISSION AND EMPLOYMENT

KVCC has structured the application process to verify the skills for success in the Academy and to assure graduates have the characteristics, background, and capabilities employers require for employment. Students must perform clinical training/field work in order to successfully complete the Patient Care Academy program; therefore, each student must comply with the State of Michigan mandates for clinical training and employment in the health care industry. To be considered for admission to the Patient Care Academy you must have each of the following:

- High School Diploma or G.E.D.
- A valid driver's license or state ID.
- A commitment to safe work habits.
- The ability to move and manipulate up to 50 pounds.
- The ability to read, write, interpret, and instructions found in patient charts.
- Must be self-motivated, energetic, and possess a positive attitude.
- No felonies in the past 15 years and no misdemeanors in the past 10 years (see below).
- Medical examination – TB test, physical, and drug screen.
- Immunization Record and required immunization updates to meet State of Michigan standards for health care training and employment, including the Hepatitis B vaccine.

The Patient Care Academy is designed to prepare students for a specific occupation. Unlike more generalized educational programs, this training opportunity is not likely to benefit students who do not intend to pursue employment as a patient care professional. This training is also effective for health care students intending to continue education in another health care field, such as Nursing.

A completed application does not guarantee admission into the Patient Care Academy. There are several steps to the application process. KVCC will notify candidates by mail should their application be denied for any reason. Applications will be reviewed to determine whether the candidate meets the minimum criteria for consideration.

DEPOSIT AND PAYMENT

Once an applicant is accepted into the program, they will be asked to provide a \$250 deposit to reserve their seat in the class. **Full payment is due one week before the start of class.** Students receiving financial assistance through a 3rd party agency will not be considered registered until *written confirmation* has been received from the 3rd party agency.

The total cost of Patient Care Academy is **\$1,995.00**.

PLEASE STOP TO READ THIS IMPORTANT NOTICE

- A. Nursing home clinical placement and employment:** The State of Michigan recently passed legislation (Public Act 303) prohibiting the clinical placement or employment of individuals who fall within the following categories: Convicted of a felony or an attempt or conspiracy to commit a felony within the 15 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract or misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult as that term is defined in Section 145m of the Michigan penal code, 1931 PA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a misdemeanor described in this subdivision, within the 10 years immediately preceding the date of application for employment or clinical privileges or the date of the execution of the independent contract. There is also a statement regarding a procedure to perform criminal background checks on all of these individuals. Part of this procedure relates to individuals who have not resided in the State of Michigan for three years or more immediately preceding an offer of employment. **Persons in this category are required to have both a name check and a national criminal history fingerprint check by the Federal Bureau of Investigation.**
- B. What does this mean for the Patient Care Academy Student?** All local nursing homes are asking KVCC to comply with this legislation by performing background checks on all students prior to clinical placement. Nursing homes, Long Term Care, Homes for the Aged, and Adult Foster Care will not permit any individual to provide resident care in their facility who has not cleared the criminal background check requirements. Furthermore, not clearing the criminal background check could prevent you from completing the program and may also prevent future employment as a health care professional.
- C. Physical well being:** Before final acceptance into the Patient Care Academy, students are required to complete a physical form and immunization record. The form provides a list of physical demands and immunization requirements that are common to this profession. The form also asks the student to determine if they are able to perform all of these physical demands. If they have any difficulty in any way performing any or all of these demands, they are required to submit additional documentation from their physician detailing specifically what their special needs are and what accommodation are needed. Please be aware that the type of special need they have, may or may not affect their ability to complete the Academy and become employed within the health care community as a Nursing Assistant or Patient Care professional.
- D. Latex allergies or sensitivities:** If there is a confirmed or suspected latex allergy/sensitivity, please be advised that necessary precautions must be taken for protection. A heightened awareness of what items contains latex and measures to avoid exposure are a must. Depending on the severity of the condition, it may not be possible for the clinical facility to make accommodations, which could result in an inability to complete the Program or to seek employment in the health care community. Of course, this would be an extreme case of latex allergy and reaction.

STATE OF MICHIGAN C.N.A. INFORMATION

The cost of the Certified Nursing Assistant examination is \$176.50.

In the state of Michigan, a student having successfully completed the required hours for Nursing Assistant training is eligible to complete the Michigan Certification Exam for CNA. In order to work in a long-term care facility you must have a CNA certification.

- Students will need to apply to take the State of Michigan Certification Exam for Nursing Assistants by completing a State of Michigan Competency Evaluation Registration Form and submitting it with a copy of their certificate of completion.
- If a student is eligible to test, they will receive an Authorization to Test. The Department of Community Health, Bureau of Health Professions has been designated to oversee, review, and approve all certified nursing assistant programs in the state. The state has chosen a private company, Prometric, to create and administer the nurse aide certification exams. This company is also responsible for managing the Michigan Nurse Aide Registry, the database which lists all the certified nursing assistants in Michigan.
- A student who wants to become a CNA must challenge and pass the CNA certification exam. The written and skills exams are administered on the same day and both parts need to be successfully passed in order to be certified and listed on the Nurse Aide Registry. The written test questions use a multiple-choice format and all questions in English. During the second part of a CNA examination, the nurse aide student must show competency in performing hands-on skills. Students are usually allocated 25 to 30 minutes to complete all required skills of the hands-on portion of the CNA examination.
- Upon successful completion of both tests, an applicant is issued a certificate that allows them to work as a CNA for two years. At the end of each two year cycle, a renewal notice is sent to the individual. If the renewal form is not returned or is incomplete, the certificate expires and the individual cannot work as a nurse aide in a long term care facility.

To verify whether an individual is a certified nurse aide in Michigan, contact the Michigan Nurse Aide Registry at 1.800.748.0252 or via the web at www.prometric.com/NurseAide/MI.htm. For questions about testing and scheduling of tests, contact Prometric or the Michigan Nurse Aide Customer Line at 1.800.752.4724.

Michigan has implemented legislation which requires licensed long-term care facilities to reimburse CNA employees for the costs associated with training. An individual who has paid for nursing assistant training classes and becomes employed by a nursing home within a year of obtaining certification is eligible for financial reimbursement. Obtaining state certification as a CNA is the main requirement for securing a nurse aide job at a nursing home, hospital, rehabilitation center, or skilled nursing facility.

PROGRAM DESCRIPTIONS

HEALTH CARE CORE

The Health Care Core (HCC) module begins with a health careers exploration. Included are licensure/certification requirements, scope of work, and the impact of healthcare workers. Also included is information about advancing in a health care career. This includes types of health care facilities and systems, accountability and responsibility, standards of dress, workplace behavior, and approaches needed to assist clients, expectations of team members, healthcare facility policies, and selected medical and departmental abbreviations. In this module we will reinforce the importance of effective communication between and among healthcare workers and their clients, focusing on customer service.

The HCC provides a framework for dealing with diverse clients and staff belief systems, cultural practices, respect, and sensitivity to cultural and gender issues. Included is the impact disease has on individuals, the emotional, spiritual, and social needs of clients, the care needed by different age groups, the process of death and dying, and human relations. Students learn about human anatomy, body mechanics, and disease processes, patient monitoring, vital signs, and pharmacology fundamentals.

Medical terminology is the foundation for any job in health care and for future advancement in a health career. Students learn basic word structure, prefixes and suffixes, and case reports. Regulatory policies required of healthcare facilities and personal safety standards and requirements to work in healthcare settings will also be addressed. Included are the principles and standards of infection control, precautions, facility safety, and procedures to respond to emergencies, which include CPR/AED. Legal issues, such areas as health care laws, client rights and responsibilities, confidentiality, liability, documentation, and regulation are explored.

NURSING ASSISTANT

In this training module students are prepared with the standards of care required of a CNA, specifically addressing the role of the nurse assistant, health and safety in the workplace, health of residents, basic nursing, specialized care concepts, understanding the aging, and effective communications. CNA's work closely with residents and patients in nursing homes, emergency rooms, home health, behavioral health, physical therapy, doctor's offices, and assisted living facilities.

Nurse assistants work under the direct supervision of a Registered Nurse (RN). Daily tasks consist of taking vital signs, grooming, documenting, infection control procedures, proper hand-washing, helping the nurse with procedures, feeding, bathing, using medical equipment, and nursing procedures as directed by the RN staff. The CNA offers emotional support for the patients/residents and provides the nurse with important information on a daily basis. This module also integrates the medical terminology and functions of the body covered in the health care core, which includes musculoskeletal system, endocrine system, and integumentary, gastrointestinal, cardiovascular, respiratory, neurological and genitourinary systems.

PATIENT CARE TECHNICIAN

The Patient Care Technician (PCT) module is designed to prepare students with the knowledge, technical skills, and work habits required for an entry-level position as a PCT in a hospital setting. PCTs work alongside doctors, nurses, and other health care professionals to provide direct patient care in a variety of healthcare environments. The PCT plays a vital role in healthcare delivery, often having more patient contact than any other team member. He or she may assist patients with eating, getting out of bed, bathing, and hygiene. Students will learn about hospital supplies and equipment relating to pre-operative and post-operative care, vital signs, CPR and First Aid, and medical examinations. Students gain an understanding of basic laboratory procedures, wound care, specimen collection, and dementia care. This module also integrates the medical terminology covered in the health care core.

FREQUENTLY ASKED QUESTIONS

Orientation is held on the first day of class. For your convenience, frequently asked questions are listed below:

What is the cost of the program?

The cost of the Academy is \$1,995. This includes all books, uniforms, and other training materials required to complete the program.

Is financial assistance available for this class?

There are options students may find helpful:

- **Michigan Works!:** Contact the local Michigan Works office or online at www.michiganworks.org to learn more about the *No Worker Left Behind* assistance for training Michigan's workforce.
- **Kalamazoo Promise:** This is only available to recent graduates who qualify for Kalamazoo Promise funds.

What do I need to bring to class on the first day?

Pen, pencil, notebook, and highlighter.

What should I wear to class?

Comfortable street clothes.

What should I wear to clinic?

Uniform/scrubs, which are provided by M-TEC.

Students should have white shoes and a watch with second display or second hand.

NOTE: Students **must** have a physical exam and **all** required medical documentation **prior to the start of the Academy**. A standard physical form will be provided upon acceptance into the program. Under **no** circumstances will a student be allowed into clinics without a physical or with incomplete medical documentation. **No exceptions will be made.**

Will I receive a C.N.A. certification when I finish the academy?

Upon successfully completing lecture, lab, and clinics for the CNA portion of the program, students will be given a document stating they have passed a state approved CNA class. The student and instructor will complete the necessary paperwork for them to take the State CNA exam.

The fee for the State CNA exam is \$176.50.

What is the time frame for taking the state exam?

If unemployed, graduates have 12 months from the completion of the class. If employed as a Nursing Assistant during the 12 months following training, graduates have 4 months to be state tested and become certified.

If moving or planning to move, will the training transfer to another state?

Every state handles transfers differently.

For more information, log on to <http://www.answers.com/topic/certified-nursing-assistant>.