



Program Description

# PATIENT CARE ACADEMY

Kalamazoo**VALLEY**<sup>™</sup>  
community college

### **M-TEC at The Groves Campus**

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## **PATIENT CARE ACADEMY PROGRAM OVERVIEW**

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 Associate, Ward Clerk, and Patient Transporter. The Academy is designed to prepare students for employment as advanced, cross-trained patient care professionals. Graduates of the Academy are prepared for employment in long-term care, rehabilitation, hospice, medical offices, and hospitals. This intensive training program requires a full-time commitment for 11 weeks; classes are held Monday through Thursday from 8 a.m. to 2:30 p.m. Clinical and laboratory hours may vary; therefore, evenings and weekends may be required.

Students gain a strong health care foundation with training in medical terminology, anatomy, workplace ethics, and communication, in addition to the specific nursing assistant and 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 ACADEMY

# 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 health care 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. 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 ACADEMY

# IS PATIENT CARE FOR YOU?

### 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.





## PATIENT CARE ACADEMY

# TRAINING TOPICS

### INTRODUCTION TO HEALTHCARE

The program begins with a health careers exploration. This includes an introduction to the different types of health care agencies, their purpose and organizational framework. It also includes a discussion of the students' role in the healthcare field. Students learn different approaches needed to assist patients, as well as the expectation of co-workers and selected healthcare facilities.

### MEDICAL TERMINOLOGY

Medical terminology is the foundation for any job in health care and for future advancement in a health career. Students learn basic word structure and its relation to each system of the body. This includes medical abbreviations.

### THE HUMAN BODY

This module addresses human anatomy, body systems, and disease processes. This includes the musculoskeletal system, endocrine system, integumentary system, reproductive and gastrointestinal system, cardiovascular, respiratory, neurological and genitourinary systems.

### CPR/AED

Students receive training and certification in CPR, AED, and First Aid through the American Red Cross.

### PAIN

This module defines acute and chronic pain, barriers to pain, as well as common myths related to pain. We address the student's role in pain recognition and the management of patient pain.

### LEGAL, ETHICS, AND SAFETY

Regulatory policies required of healthcare facilities, personal safety standards, and requirements to work in healthcare settings are discussed in this training module. Included are the principles and standards of professional boundaries, HIPPA, informed consent, living wills, abuse, and health care laws and liability.

### CULTURAL DIVERSITY AND AWARENESS

The Academy provides a framework for dealing with diverse clients and staff belief systems, cultural practices, respect, and sensitivity to cultural issues. Students learn how to become culturally competent individuals.



## COMMUNICATION SKILLS

Throughout the Academy we reinforce the importance of effective communication between and among healthcare workers and their clients, with a strong emphasis on customer service and client relations.

## PROFESSIONALISM AND EMPLOYABILITY

Workplace readiness and employability topics are addressed throughout the Academy, with specific training in resume development, effective job search techniques, interviewing skills, and professionalism in the workplace.

## CERTIFIED NURSE ASSISTANT

In this training module students are prepared with the standards of care required of a certified nurse assistant in the state of Michigan.

Students will be educated on the long-term care resident, resident rights, and effective communication techniques. Students will also learn how to properly care for residents with cognitive impairment, developmental disabilities, and depression, death, and the aging process.

## LONG-TERM CARE CLINICAL TRAINING

After extensive hands-on practice in a laboratory setting, the students gain real-world experience working under the direct supervision of the Academy instructor, a Registered Nurse (RN), completing skill related tasks in a clinical setting. Clinical tasks consist of taking vital signs, grooming, infection control procedures, feeding, bathing, and using medical equipment.

## PATIENT CARE ASSOCIATE

The Patient Care Associate module is designed to prepare students with the knowledge, technical skills, and work habits required for an entry-level patient care associate (PCA). PCAs work alongside doctors, nurses, and other health care professionals to provide direct patient care in various units of the hospital. Students will learn additional nursing assistant skills related to patient care in a hospital, such as understanding pre and post operative care, sterile techniques, patient admission, patient transfer, and patient discharge. Students learn how to care for a patient with an IV, as well as caring for someone with oxygen needs.

## ACUTE CARE CLINICAL TRAINING

Students are required to complete clinical training in an acute care setting as a part of the PCA training module. Students may assist patients with basic care needs while under the supervision of an appointed hospital unit preceptor.



## PATIENT CARE ACADEMY

# 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](http://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 [www.answers.com/topic/certified-nursing-assistant](http://www.answers.com/topic/certified-nursing-assistant).



## PATIENT CARE ACADEMY

# 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.





## PATIENT CARE ACADEMY

# 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](http://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.**