2014-2015
Nursing Assistant Career Studies Certificate
ENROLLMENT REQUIREMENTS AND COURSE INFORMATION
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PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Kluge Moses Building.

**Nondiscrimination Statement**

PVCC does not discriminate on the basis of race, color, religion, national origin, political affiliation, disability, veteran status, sex, age or sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.

**Introduction**

The PVCC Nursing Assistant Career Studies Certificate prepares successful completers to successfully function in the role of an entry-level nurse aide under the supervision of a licensed practical nurse, registered nurse or physician in structured settings, providing direct care to clients with common health problems that have predictable outcomes.

The purpose of the Nursing Assistant Career Studies Certificate is to educate individuals who are concerned with basic therapeutic, rehabilitative and preventative care for people of all ages and diverse cultures in various stages of dependency.
Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the nursing student must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions of a practical nurse. Students who are unable to meet these standards are not eligible for admission to the program.

1. **Speech**: Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds.

2. **Hearing and Comprehension**: Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand and respond appropriately to verbal directions and hear faint body sounds.

3. **Vision**: Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data and provide for the safety of clients’ condition by clearly viewing monitors and other equipment in order to correctly interpret data.

4. **Mobility**: Stand and/or walk eight hours daily in the clinical setting. Bend, squat or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead. Lift 50 pounds independently and 125 pounds with assistance.

5. **Manual Dexterity**: Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems).

6. **Fine Motor Ability**: Ability to use hands for grasping, pushing, pulling and fine manipulation. Have tactile ability sufficient for physical assessment and manipulation of equipment.

7. **Mentation**: Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings.

8. **Smell**: Olfactory ability sufficient to monitor and assess health needs.

9. **Writing**: Ability to organize thoughts and present them clearly and logically in writing.

10. **Reading**: Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.
Program Behavior Expectations

The PVCC reserves the right to refuse enrollment to students if such refusal is considered to be in the best interest of the Nursing Assistant program. Any student who has been dismissed from another college or program due to misconduct or threatening behavior, or who has been determined to be a potential threat will not be permitted to participate in the course. Students may be denied admission to the course if there is sufficient reason to believe that they present a danger to themselves, other members of the college community or clients in the clinical setting.

Learning Outcomes: Nursing Assistant Career Studies Certificate

In addition to preparing graduates to take the nurse aide certification exam, the Nursing Assistant Career Studies Certificate provides additional instruction to prepare the graduate to function under the supervision of a licensed practical nurse, registered nurse or physician as an entry-level nurse aide in a variety of inpatient and outpatient care settings such as long term care facilities, physician offices, clinics and home settings.

Upon successful completion of the Nursing Assistant CSC the graduate will be able to:

1. Demonstrate knowledge and skills to become a certified nurse aide.
2. Demonstrate understanding of commonly used medical terminology.
3. Demonstrate ability to communicate using a variety of computer skills.
4. Demonstrate knowledge and skills to become certified by the American Heart Association to perform first aid and CPR.
5. Describe how nutrition and diet therapy play a role in an individual’s overall health.
6. Describe the use of basic health care ethical principles in a variety of situations.
# Curriculum for Nursing Assistant Career Studies Certificate

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td>HCT 101</td>
<td>Health Care Technician I(^1)</td>
<td>3</td>
<td>HS diploma or GED OR placement into ENF 2; Toefl IBt for non-native English speakers</td>
</tr>
<tr>
<td>HCT 102</td>
<td>Health Care Technician II(^1)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SDV 101/100/108</td>
<td>Student Orientation</td>
<td>1</td>
<td>none</td>
</tr>
<tr>
<td>HLT 141</td>
<td>Medical Terminology</td>
<td>2</td>
<td>none</td>
</tr>
<tr>
<td>ITE 119 or ITE 100</td>
<td>Information Literacy</td>
<td>3</td>
<td>none</td>
</tr>
<tr>
<td>HLT 100</td>
<td>First Aid and CPR(^2)</td>
<td>2</td>
<td>none</td>
</tr>
<tr>
<td>HLT 145</td>
<td>Ethics for Health Care Personnel</td>
<td>2</td>
<td>none</td>
</tr>
<tr>
<td>PNE 116/HLT 130</td>
<td>Normal Nutrition(^3)</td>
<td>1</td>
<td>none</td>
</tr>
<tr>
<td>____ ____</td>
<td>Elective(^4)</td>
<td>3</td>
<td>Varies. See course catalog.</td>
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</table>

\(^1\) Meets current BON nurse aid content requirements. Successful completion leads to eligibility to take the certification exam. See additional course enrollment requirements below.

\(^2\) CPR usually required upon employment as nurse aide.

\(^3\) Currently required as part of Practical Nursing program curriculum.

\(^4\) Students may choose from any of the following courses: AST, ASL, BIO 145, CHD, ENG, HLT, ITE, MKT 100, PSY, SOC, SPA 163, SPA 164.
Special requirements for enrollment in HCT 101/102

1. Health Status

All individuals enrolled in HCT 101/102 will be required to submit documentation of a negative tuberculin test (PPD). This documentation must be submitted to the Health and Life Sciences Division office prior to start of the clinical portion of the program.

2. Criminal Background Check and Drug Screening

All PVCC Nurse Aide (HCT 101/102) students must complete the Authorization Form for Background Check and Drug Screening. No other processes may be substituted for this requirement. Forms and information must be picked up in the Health and Life Sciences Division office immediately after enrollment in HCT 101 and HCT 102.

This testing is completed through an outside vendor and all fees will be paid directly to this vendor. The testing will compare findings against the following criteria:

- Adult or child sexual offenses
- Adult, child or elder abuse or neglect
- Assault or battery
- Fraud
- Narcotics or other drugs, including prescription drugs
- Felonies of any type

The vendor will report only whether a student clears or does not clear the criteria listed above. All reports will be returned to the Dean of Health and Life Sciences. In the event that a student is not cleared, the student must make any clarifications directly with the vendor. The student may elect to involve the Dean in any clarification procedures. If no suitable arrangement can be made, the student shall be administratively withdrawn from the Nursing Assistant Career Studies Certificate program.

3. Test of English as a Foreign Language (TOEFL)

Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required for ALL nonnative English speakers.

TOEFL scores are valid for up to two years.
Frequently Asked Questions

1. HOW LONG WILL IT TAKE TO COMPLETE THE NURSING ASSISTANT PROGRAM?

The program is designed to be completed in two semester of full-time study. Part time study is available. The length of time to complete the program with part time study will depend on the number of courses the student is able to complete each semester.

2. AM I A CNA WHEN I COMPLETE THE PROGRAM?

NO. Once you have completed the HCT 101 and HCT 102 courses, you are eligible to take the National Nurse Aide Assessment Program (NNAAP) Certification Exam. Upon passing this examination, you are eligible to apply to the Virginia Board of Nursing for State of Virginia Certification.

2. ARE THERE ANY COSTS INVOLVED IN THE NURSING ASSISTANT PROGRAM?

Yes. In addition to tuition and the cost of transportation to clinical sites and parking, students are responsible for the following items (estimated):

- TB test (PPD) *
  *Consult your physician for cost and insurance company for coverage. Without insurance, cost can range from $20-$50.
- Criminal Background Search/Drug Screen $112
- Uniforms/Supplies $40 estimated
- Books $100 estimated
- NNAAP (after graduation) $94

5. WHERE ARE THE CLINICAL ASSIGNMENTS IN THE PROGRAM?

Students will attend clinicals at a long-term care facility in the Charlottesville area. ALL STUDENTS ARE EXPECTED TO PROVIDE THEIR OWN TRANSPORTATION TO CLASS AND THE CLINICAL SITE.

6. IS THERE FINANCIAL AID AVAILABLE FOR NURSING ASSISTANT STUDENTS?

Yes, financial aid is available. For further information, please contact the Financial Aid Office (434.961.6545) at your earliest convenience. It is best to complete your financial aid application by March 31 for the following fall semester.
HCT 101/102 Enrollment Checklist

Use this as a tool to assure completion all requirements required to begin the Nursing Assistant program.

<table>
<thead>
<tr>
<th>Application Requirement</th>
<th>How Met?</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete PVCC Application</td>
<td>Online Application (<em>Be sure to select “Certified Nursing Assistant” as your program of study.</em>)</td>
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<tr>
<td><a href="http://www.pvcc.edu">www.pvcc.edu</a></td>
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<tr>
<td>Submit high school transcript or GED to the Office of Admissions and Advising OR</td>
<td>Have high school send official transcript to the Office of Admissions and Advising</td>
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<tr>
<td>Complete reading prerequisite requirement</td>
<td>Placement test through the PVCC Testing Center</td>
<td></td>
</tr>
<tr>
<td>Complete TOEFL iBT if non-native English speaker</td>
<td>TOEFL iBT scheduled through the PVCC Testing Center</td>
<td></td>
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</tbody>
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