INDIAN RIVER STATE COLLEGE
Nursing Assistant

Application Booklet

For more information

IRSC Information Call Center
I-866-792-4772

www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide an unparalleled educational environments.

/RSC serves approximately 30,000 students annually and offers more than I 00 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion & transfer, labor market outcomes, learning, equity and more. IRSC is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, *Dean* of *Northwest Center,*
Title IX Coordinator
IRSC Massey Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981
772-462-7156

NURSING ASSISTANT

This course teaches skills for certification and employment as nursing assistants in long-term care facilities. Students learn to identify and meet basic patient care needs for safety comfort and activities of daily living.

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NURSING ASSISTANT

A nursing assistant works under the supervision of nursing or medical staff to provide basic care in hospitals, nursing homes, physicians' offices, clinics and in-home care. Most nursing assistants help with activities that patients cannot do for themselves such as bathing and feeding. Nursing assistants also collect information about the patients for the nursing staff. The Nursing Assistant course usually takes about seven weeks to complete. Students attend class approximately 20 hours per week.

Note:
Students interested in the Nursing Assistant course must have proof that they are 18 years old by the first day of class.

Nursing Assistant:
IRSC offers several different degrees and certificates leading to professional licensure in the State of Florida. Some professions require both a degree and the successful completion of additional criteria, such as licensure exams or certification, you should know that requirements vary by state.

After completion of the Nursing Assistant program, you are eligible to apply for the didactic exams through Prometric and the Florida State Board of Nursing to become a Certified Nursing Assistant (CNA) in the State of Florida. Indian River State College cannot confirm that completion of this program meets the requirement for certification in any other state. If you wish to become a CNA in another state, please contact the board of nursing in the state to determine whether this certificate program will meet their requirements.

Necessary Forms of Identification:
Student placement **in** health care facilities along with requirements necessary for licensure/certification will require all students/applicants to have a valid government identification card and a valid social security number. Students who are interested **in** applying to the Nursing Assistant Program at Indian River State College will be expected to have a valid form of government identification along with a valid social security card during enrollment and after graduation for certification.

Health/Background and Drug Screen:
Student's background, drug screen, and health information is requested to be shared with clinical facilities prior to approval for clinical rotations. Students who have a convicted offense may be subject to approval by the clinical facility and are not guaranteed clinical placement and/or completion of required course work for program completion and state certification/licensure. The clinical facility does hold the right to request additional information regarding the clinical offense and may decline the student admission.

Students are required to complete a physical and document immunization history. Students who are not able to successfully complete the health requirements may not be placed in clinical and may not be eligible to successfully complete the course.

APPLICATION CHECKLIST

Necessary forms can be found in the back of this booklet.

    I.   Complete *the Indian River State College Application* for *Admission* on line at www.irsc.edu.

___   2.   Applicant must be 18 years old or older.

    3.   Meet with an academic advisor.

___   4.   Request high school, former school and/or college(s) to forward transcripts(s) to Admissions Office at IRSC (preferred but not required).

___   5.   Attend Nursing Information Session.

___   6.   Submit Nursing Assistant Application online (see process for applying online for the Nursing Assistant course page 3) and pay $30 fee.

    7.   Complete an American Heart Association CPR course. Certification must be current for the term you are registered for.
http://tcpublicsafetytraining.gosignmeup.com/Public/Course/Browse

    8.   Register for class (enrollment limit of 12 per class), and pay for class one week prior to the start of class.

    9.   Set up account with vendor for Background Check and Drug Screen. Information will be provided at the time of registration.

___   I 0. Complete and submit the IRSC Physical Examination Form with completed immunizations to irscbebhealthforms@irsc.edu prior to the first day of class.

___   11. Students are expected to have access to a computer with a camera, microphone and WIFI.

APPLICATION PROCESS

Complete the IRSC Nursing Application.
https://irsc.edu/admissions/apply.html

Create Application Account:

1. Click "Sign in" in the top-right corner.
2. Click "Create Account".
3. Enter a valid email address and create a password. *
4. Click "Create Account". A verification email will be sent to the email address you provided.
5. From the verification email, click the link to verify your account and sign in. This link is only active for 24 hours. After 24 hours, click "Forgot Password" to regenerate the verification email.

Once you are signed in, click the appropriate admissions application to begin a new application or to complete one previously started.

To Access an Application in Progress:

1. If you did not complete or submit your application yet, click "Sign In" in the top-right corner.
2. Enter the email address and password used to start your application.
3. Once you're signed in, select the appropriate application link in the Admissions section on the right. You'll see your in-progress application under Your Applications with a status of Not Submitted.
4. Click on the blue application link to complete and submit it.

To Check the Status of a Submitted Application:

1. Click "Sign In" in the top-right corner.
2. Enter the email address and password used to start your application.
3. Once you're signed in, select the appropriate application link in the Admissions section on the right. You'll see your application under Your Applications with a status of Submitted.
4. Check on the blue application link to view any remaining action items that need to be completed.

*If you do not have a valid email address, create one for free at Google, Outlook or Yahoo.

All Nursing Assistant applications will be reviewed upon receipt. Students will be notified of their provisional acceptance into the program via RiverMail. At that point, students will receive instructions on final acceptance and when to complete a drug/background screening/physical exam. Do not proceed with drug/background screening or physical until notified by Blackburn Office Staff or Administrative personnel.

INTRODUCTION

Applicants should carefully review the application procedures outlined in this booklet. Admission to the Nursing Assistant course is on a selective admission basis. It is the applicant's responsibility to ensure that the application process is complete.

APPLICATION PROCESS

Candidates who wish to be considered for a Nursing Assistant program at Indian River State College must complete the procedures outlined on the checklist on page 1. **It is the student's responsibility to see that admission requirements are met. No notices will be sent.**

DUAL ENROLLMENT

Dual Enrollment students under the age of 18 must register for **HCP 0122 which does not include the clinical component.**

Note:
Students should report any change of address in your MyPrioneerPortal. Address records must be kept up to date.

INFORMATION SESSIONS

Students interested in applying to the Nursing Assistant Program should attend the appropriate, regularly scheduled, program information session prior to the application deadline date for direction and assistance with the application process. The information session addresses any questions or concerns prospective applicants may have. The session also assists students in understanding how to achieve a **"qualified"** applicant status.

No reservations or fees are required to attend.

Virtual Monthly Information Sessions

Register here:
https://connect.irsc.edu/event/irsc.events.811148

APPLICATION DEADLINE DATE

One week prior to class start date or until class is full.

ACCEPTANCE INTO COURSE

Final acceptance into the course is contingent upon satisfactory results from the physical examination, with immunizations, drug screen and Federal Bureau of Investigation National Background Checks (FBI/NBC), and documentation of American Heart Association Healthcare Provider CPR.

DRUG SCREENING & CRIMINAL BACKGROUND CHECK

Refer to the IRSC website at **www.irsc.edu.** Click **Programs** select **Nursing Assistant,** click **Background Check and Drug Screening Requirements.**

Additional criminal background checks may be required by health care agencies.

> **The Florida Board of Nursing requires additional criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest record to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses. As part of the Licensure application process, graduates will be required to submit a signed statement verifying compliance with the Agency for Health Care Administration Florida Board of Nursing Rule 64 B 9-3.002 which states:**
>
> ► **Prior to application for examination, convicted felons must obtain a restoration of their civil rights as they are ineligible to sit for the examination.**
>
> ► **If an applicant has been convicted of any offense other than minor traffic violations, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made by the Board whether the offense relates to the practice of nursing or the ability to practice nursing. Any convicted felons must submit proof of restoration of civil rights or they are ineligible for licensure.**

HEALTH/MEDICAL RECORDS

A completed medical health form must also be submitted and approved. This health record will contain results from a physical examination and laboratory tests including immunization records.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to the Nursing Assistant program after resolution of the health problem. An updated health record, verified by a licensed physician, physician's assistant or an APRN must be submitted.

Certified Cardiopulmonary Resuscitation (CPR)

A copy of current American Heart Association Healthcare Provider CPR must be submitted to the Blackburn Educational Building Office Staff prior to the start of class.

Student Drug Screen, Background Check, and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records. Any changes to these records must be reported immediately to the Program Director.

EXPENSES

Refer to the !RSC website at **www.irsc.edu.** Click **Programs** then select **Nursing Assistant** then select **Nursing Assistant Program Expenses.**

REIMBURSEMENT/FINANCIAL AID/SCHOLARSHIP

Reimbursement: If you become employed by a nursing home within 12 months of completing certification, under federal law and Florida facility handbook guidelines, the facility is required to reimburse nursing assistants' fees for training and testing. Contact the District Medicaid Office in your area if you have any questions regarding reimbursement.

Financial Aid (loans, work-study) is **not** available for students who are taking the Nursing Assistant course. Contact the Financial Aid Office at 772-462-7450 or toll-free at 866-900-3243 for further information.

Scholarships designated for students in the Health Science programs may be available. Apply online at **www.irscfoundation.org.** See website for application periods and deadlines.

CURRICULUM

This course teaches skills for certification and employment as nursing assistants in long-term care facilities. Students learn to identify and meet basic patient care needs for safety, comfort and activities of daily living.

HCP 041 .... 165 hours

FREQUENTY ASKED QUESTIONS

When do classes begin?
Classes begin throughout the year at dates. A minimum number of students is required for any class to be offered. Special registrations are available throughout the year.

Where are classes held? Classes are held at our branch campuses: Blackburn Education Building in Fort Pierce; Mueller Campus in Vero Beach; Chastain Campus in Stuart; and the Dixon Hendry Campus in Okeechobee. Clinical hours are in area nursing homes and hospitals.

Who can apply for Nursing Assistant?
Anyone who is 18 years of age prior to course completion.

Do I need a high school diploma? A high school diploma or GED' is <u>not</u> required; however, some <u>employers</u> require a high school diploma or GED".

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What about jobs after completion?

The career outlook for Nursing Assistant course completers is excellent. IRSC posts jobs in Career & Transition Services. When you complete the program, you apply for employment on your own. <u>NOTE:</u> Each Certified Nursing Assistant can expect to have an additional screening through the FBI/NBC and the Abuse Registry prior to employment and must meet the minimum standards for good moral character or must obtain an exemption in order to work in a nursing facility. Employers will also perform a drug screen. Some employers require a high school diploma. These screenings are requirements of the employer and are in addition to those completed for IRSC.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION
IRSC NURSING ASSISTANT

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patient rooms, work spaces and treatment areas; administer cardio-pulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient to monitor and assess health needs	Hear monitor alarm, emergency signals, cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for basic physical assessment	Sense temperature changes; assess peripheral pulses
Strength/Stamina	Sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hours)	Adapt to shift work; lift without restrictions from standing position

**LATEX ADVISORY - Latex based products are used in all health care facilities.
Adapted from the Board of Directors of the Southern Council on Collegiate
Education for Nursing (SCCEN) guidelines for Nursing Education programs.**

Indian River State College
Student Advisement Form
NURSING ASSISTANT

Student must see an advisor before starting the checklist to review program requirements. Acceptance is based on completion of this checklist, prior to the start of class.

Name of Student ---Student ID# _____ Date:_____

APPLICATION REQUIREMENTS	YES/DATE COMPLETED	NO	Is answer being **NO,** indicate what intervention/resources were shared with student to assist them in completing requirement.
I. IRSC Nursing Assistant Application for Admission submitted online at www.irsc.edu			
2. Applicant must be 18 yrs. or older prior to course completion.			
3. Meet with an academic advisor.			
4. Request high school, former school and/or college(s) to forward transcript(s) to the Admissions Office at IRSC by the application deadline (preferred but not required).			
5. Attend Nursing Information Session.			
6. Complete an American Heart Association Healthcare Provider CPR (cardiopulmonary resuscitation) course prior to the start of class.			
7. Complete Background Check and Drug Screen with the provided vendor prior to the start of class.			
8. Complete and submit the IRSC Physical Examination Form with completed immunizations prior to the first day of class.			

STUDENT SIGNATURE._____ EDUCATIONAL SERVICES STAFF SIGNATURE._____

PRINT STUDENT NAME._____DATE._____

Nursing Assistant Physical Examination and Immunization Form

This form can be found on the web. To access the Physical Examination and Immunization Form, click on **Programs** and then **Health Science Meta Major.** Select Nursing Assistant. Scroll to the bottom of the page and click on School of Nursing Physical Exam and Immunization Form.