Mrs. Sandra Bowling, Program Coordinator  708/456-0300 x33767  Bldg. H - 200
sandraborling@triton.edu  **Email is the BEST way to reach Mrs. Bowling**

Cathy Stenberg, Program Assistant
708/456-0300 x3554  Bldg. G - 218  catherinestenberg@triton.edu

PROGRAM PRE-REQUISITES
- Ability to speak, read, write and understand the English language as determined by designated staff.
- Valid U. S. Social Security Number.
  An ITIN number is a tax processing number issued by the IRS usually beginning with the number 9 and with 7 or 8 as the fourth digit; this number is not allowed per the Illinois Department of Public Health (IDPH).
- Take the College Placement Test (Reading, Writing, & Math). A score of “70” is required on the Reading portion.

COURSE INFORMATION
The Basic Nursing Assistant Program consists of two (2) separate courses:

NAS 100: Basic Nurse Assistant = 6 credit hours
NAS 101: Care of Patients with Alzheimer’s Disease = 1 credit hour

CLASS DATES:  You will receive a Class Calendar on your first day of Class.
Follow your Class Calendar closely!!!

NAS 100  August 30, 2016 – November 22, 2016
   Tuesdays, Wednesdays & Thursdays  2:30 P.M. – 4:15 P.M.
   Saturday (September 3rd on campus)  8:00 A.M. – 4:00 P.M.
   Saturday (September 10th on campus)  8:00 A.M. – 4:00 P.M.
   Saturday (September 17th on campus)  8:00 A.M. – 4:00 P.M.
   Saturday (September 24th 1st clinical) 8:00 A.M. – 12:10 P.M.
   Saturdays – remaining clinicals  7:00 A.M. – 3:00 P.M.

   Tuesdays, Wednesdays, Thursdays  2:30 P.M. – 4:15 P.M.
   Saturday (Dec 3rd, Dec 10th )  9:00 A.M. – 1:40 P.M.

CLINICAL AGENCIES
Area nursing homes and hospitals will be used for Clinical. Sites to be determined.
TRITON COLLEGE PLACEMENT TESTING CENTER
LOCATED IN THE A BUILDING ROOM A-126
(708) 456-0300, Ext. 3252

Monday - Thursday  8:00 am - 8:00 pm
Friday            8:00 am - 4:00 pm
Saturday         9:00 am - 2:00 pm

You do not need to make an appointment to take the Placement Test. **You do need to be there prior to the starting time.**

Testing Services will begin at 8:30 am on Monday-Friday and 9:30 am on Saturdays. Please arrive at least 2 hours prior to closing to allow enough time to complete the assessment.

**PLEASE CONTACT THE PLACEMENT TESTING CENTER FOR FALL HOURS.**

Verification of Placement Test Scores is required **prior** to the first day of class.

**HOSPITALIZATION INSURANCE**

Our clinical sites require students to have hospitalization insurance.

For those students that do not have hospitalization insurance, you may purchase a short term medical insurance policy through any of the following three (3) companies:

- County Care
- First Agency, Inc.
- Health Insurance Marketplace

Contact information for each detailed in Medical Records Form packet.

Signing up for the $5,000.00 deductible will be at a lower rate.

Students who do carry their own insurance will need to provide proof of such to the College Nurse **by September 22, 2016.**
PHYSICAL EXAMINATION
A physical examination is required before the first clinical day. Students will not be allowed to attend their clinical experience until all items on the physical examination Checklist form are complete. Any days missed for this reason are counted as absences.

Once the Checklist form is complete, submit it to the Triton College Health Services Office in the College Center (B 112).

PHYSICALS MUST BE COMPLETED BY SEPTEMBER 22, 2016.

Downloading Medical Record Forms
(approximately 13 sheets)

1. Type the following URL into any search engine: http://www.triton.edu/health-services/

2. Forms can be found on the Top Left Side of the Health Services Webpage.

3. Click onto either the underlined:
   Health Career Requirement Forms or C.N.A. Requirement Forms

*PLEASE NOTE: YOUR MEDICAL RECORD FORMS MUST NOT BE STARTED UNTIL OKAYED BY YOUR COORDINATOR, BECAUSE THEY ARE TIME SENSITIVE*

Thank you,
Jackie Marx M.S.N., R.N.
Triton College Health Services
2000 5th Avenue
River Grove, IL 60171
708-456-0300 Ext. 3359

Triton College - Health Services
Location: Student Center (B -112)
Phone No: (708) 456-0300 x 3359
Hours: Monday, Tuesday, Thursday & Friday from 8:00 a.m. to 4:00 p.m.
       Wednesday from 8:00 a.m. to 6:00 p.m.
PROGRAM RELATED EXPENSES

Textbook: Mosby’s: Textbook for Nursing Assistants, 8th edition, approx. $143.00
Available at the Triton College Bookstore.

UNIFORM for both males and females. Your uniform cannot have any lettering or
coloring on it. Top is to be solid white, bottoms are to be maroon. You only need one
(1) uniform. You are only wearing your uniform to the clinical setting which is one day
per week. It must be kept clean and neat at all times.

A uniform top & bottom along with our Triton Patch, may be purchased at the Triton
College Bookstore for approximately $35.00.
Uniforms are also available at: JC Penney’s, Wal-Mart, K-Mart, and Work-N-Gear (9th &
North Ave/Melrose Park).

PLEASE WEAR APPROPRIATE UNDERGARMENTS WITH YOUR UNIFORM!
ANY STUDENTS WEARING THONGS, OR UNDERGARMENTS WITH BRIGHT COLORS OR
DESIGNS ON THEM WILL BE SENT HOME.

DUTY SHOES are to be solid white (canvas, sandals, crocs and clogs are not an
acceptable form of footwear). You will want a comfortable walking shoe.

A WATCH WITH A SECOND HAND: To allow you to count pulses and respirations.

NAME TAG: Once clinical starts, you are required to have your name tag on your
uniform. Your name tag is to be ordered in the Triton College Bookstore for
approximately $9.00.

NAILS ARE TO BE KEPT SHORT !! ARTIFICIAL NAILS OF ANY KIND ARE NOT
ALLOWED IN THE CLINICAL SETTING. STUDENTS WILL BE SENT HOME
FOR HAVING ANYTHING ARTIFICIAL ON THEIR NAILS.

TATTOOS are to be covered. PIERCINGS are to be removed or covered with a Band Aid
OR YOU WILL BE SENT HOME.

The Health Care Worker Background Check Act has been amended to require fingerprint
background checks on ALL students. This process will reduce the need for students to
be fingerprinted multiple times throughout their Health Career.
CLASSROOM BEHAVIOR: Cell phones must be turned OFF; both audible and vibrating. Failure to comply will lead to the student being removed for the remainder of the class time. This could lead to an absence from class. Families and significant others need to have a copy of your calendar and your room location. In emergencies they may call our Triton Police Department @ (708) 456-0300 X 3206.

ABSENCES: In accordance with Triton College and the State of Illinois, absences beyond the maximum will lead to a termination from the course. Allowable absences are as follows: 2 classes, example: 1 lecture / 1 lab or 2 lectures

ALL STUDENTS ARE REQUIRED TO MAKE UP ABSENCES.

THERE ARE NO ALLOWABLE ABSENCES IN THE CLINICAL SETTING.
The State of Illinois requires ALL students have 40 hours of clinical time. When breaks are excluded, the program has exactly 40 hours of clinical time. If you should miss a clinical day and you are passing with an 80% or better, you will be expected to make up the clinical absence when space is available. Clinical begins at 7:00 a.m. Those who arrive late WILL be sent home.

GRADING SYSTEM:
Written examinations: 4 modules exams will be given during the NAS 100 course. All exams are announced (refer to your calendar received on the first day of class). All exams are multiple choice type questions.

METHOD OF GRADING: NAS 100
4 Exams = 40% of your final course grade
Final Exam = 60% of your final course grade

This is how your final course grade is calculated. Lab and clinical is PASS or FAIL.

Your average after EXAM #2 MUST be an 80% or better to continue in the program.

METHOD OF GRADING: NAS 101
The State of Illinois requires ALL students complete 12 hours of Alzheimer’s.
When breaks are excluded from the NAS 101 course, there is exactly 12 hours of class. Therefore, there are NO ALLOWABLE ABSENCES FOR THIS COURSE.

There is only one exam for the NAS 101 course and that grade is your course grade. All students must have an 80% or better to pass this course.
CERTIFICATE:
Triton College will give Certificates of completion. ONLY ONE CERTIFICATE WILL BE ISSUED. TRITON COLLEGE WILL NOT REPLACE LOST OR STOLEN CERTIFICATES. STUDENTS ARE RESPONSIBLE FOR PICKING UP THEIR CERTIFICATE FROM B 216 approximately 12 weeks after class has ended. The contact person is Veronica Howard @ 708 456 0300 x 3444, B216E.

NURSING ASSISTANT CERTIFICATION: Having completed NAS 100 & NAS 101 with an 80% or better, only means you have completed an approved program by the State of Illinois. The only way that you become Certified by the State is to take the Illinois Nurse Aide Competency Exam. The exam is currently $65.00 and is due on the first day of the Alzheimer’s course NAS 101, November 29, 2016. (please refer to your Class calendar). On-line registration procedures with a major Credit Card will be discussed at that time.
The following form is to be completed by both you and your parent(s) and/or legal guardian(s) and returned to Mrs. Bowling no later than (September 3, 2016).

I have read all Information contained in the Basic Nurse Assistant Information packet and agree to abide by all of the rules and regulations of the Triton Basic Nurse Assistant Program.

PRINT Student Name  ______________________________
Student Signature  ______________________________
Date  ______________________________

Parent/Guardian Signature  ______________________________
Date  ______________________________

Parent/Guardian Signature  ______________________________
Date  ______________________________