Nurse Aide Training Course
Spring – Fall - 2016 Student Packet

GLEN OAKS COMMUNITY COLLEGE
62249 SHIMMEL ROAD
CENTREVILLE MI  49032
PHONE: 269-467-9945
glenoaks.edu

NONDISCRIMINATION STATEMENT
It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Civil Rights Coordinator at 62249 Shimmel Rd., Centreville MI 49032 Phone: (269) 467-9945 or (888) 994-7818
Important Information Regarding Enrollment

Required Steps to register for and attend ALH 104:

1. Obtain Nurse Aide Packet and review it entirely for eligibility requirements. A copy is available at www.glenoaks.edu (Academics and Nurse Aide) or from the Allied Health Office.
2. New students and returning students, who have not taken a course in the last 3 years, will need to complete a Glen Oaks Admissions Application. You can do this online at www.glenoaks.edu.
3. New students and returning students, who have not taken a course in the last 3 years, will need to complete New Student Orientation. This can be done online at https://www.glenoaks.edu/futurestudents/admissions/pages/online-orientation.aspx or by attending an on campus orientation.
4. Complete the ICHAT Background Check. Instructions can be found in the Nurse Aide course packet.
5. Complete the Criminal Check Consent Form and attach a copy of your driver’s license/state photo ID. Form can be found in the Nurse Aide course packet.
6. Bring ICHAT report, completed Criminal Check Consent Form, and copy of your driver’s license/state photo ID to the Allied Health Department.
8. Register for the ALH 104 Nurse Aide course in Student Services.
9. Payment is due upon registration.
10. Complete a TB Skin Test. Check at IMED in Three Rivers or another walk in clinic (this takes at least 3 days to complete since the test has to be administered and then read after 48 hours).
11. Bring TB test results to the Allied Health Office no later than 1 week prior to the start of class.
12. Attend class and purchase necessary uniform, name badge, and other required items.

The Nurse Aide Course is designed to guide you in learning the skills required for certification as a nurse aide. The course will give you the skills needed to do your duties as a (NA) nurse aide and prepare you for the state certification exam. The lessons will help you better understand your residents, and in turn help you to understand your role in relation to these residents.

Spring 2016 - ALH 104, Sec. 1 (6/06/16 – 7/01/16)
1st three weeks: Monday 6/06/16 thru Thursday, 6/23/16, Monday and Tuesday 5:00 – 9:15PM and Wednesday and Thursday 3:30 – 9:15 @ Glen Oaks (F208)
4th week: Monday 6/27/16, 2:00-6:30PM, Tuesday thru Friday 6/28/16 – 7/01/16, 2:00 – 8:30PM @ Nursing Home

Spring 2016 - ALH 104, Sec. 2 (07/12/16 – 08/04/16)
1st three weeks: Tuesday 7/12/16 thru Thursday 7/28/16, 8:00AM to 4:30PM @ Glen Oaks (F208)
4th week: Tuesday 8/02/16 thru Thursday 8/04/16, 6:00AM to 4:30PM @ Nursing Home

Fall 2016 - ALH 104, Sec. 1 (8/31/16-9/23/16)
1st three weeks: Wednesday 08/31/16 thru Friday 9/16/16, 8:00AM – 4:30PM @ Glen Oaks (F208)
4th week: Wednesday 9/21/16 thru Friday 9/23/16, 6:00AM – 4:30PM @ Nursing Home

Fall 2016 - ALH 104, Sec. 2 (9/26/16-10/21/16)
1st three weeks: Monday 9/26/16 thru Friday 10/14/16, 4:00PM – 8:35PM @ Glen Oaks (F208)
4th week: Monday 10/17/16, 2:00 PM-6:30 PM, Tuesday 10/18/16 thru Friday 10/21/16, 2:00PM -8:30PM @Nursing Home

Fall 2016 - ALH 104, Sec. 3 (10/24/16-11/18/16)
1st three weeks: Monday 10/24/16 thru Friday 11/11/16, 8:00AM – 12:15PM @ Glen Oaks (F208)
4th week: Monday 11/14/16, 6:00 AM-10:30 AM, Tuesday 11/15/16 thru Friday 11/18/16, 6:00AM-12:30PM @Nursing Home
### Estimated Costs for ALH 104 – Nurse Aide (NA) Course - SPRING 2016

<table>
<thead>
<tr>
<th>Item costs</th>
<th>In district $103</th>
<th>Service Area $158</th>
<th>State of Michigan $166</th>
<th>Out of State $200</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition per contact hour</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition for ALH 104 per 6 contact hours</td>
<td>$618.00</td>
<td>$948.00</td>
<td>$996.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Fees (Special course fee, Student, General, includes liability ins., name tag)</td>
<td>250.00</td>
<td>250.00</td>
<td>250.00</td>
<td>250.00</td>
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<tr>
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**THIS COURSE MAY BE ELIGIBLE FOR FINANCIAL AIDE IF IT’S PART OF THE SPECIFIC CERTIFICATE OR DEGREE PROGRAMS, CHECK WITH FA STAFF.**

"Financial assistance may be available through Michigan WORKS! Southwest for students not qualifying for FAFSA. Please call [269.488.7617](tel:269.488.7617) for more information."

NA expenses-FEB 16
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NA expenses-FEB 16
CRIMINAL BACKGROUND CHECKS: IMPORTANT NOTICE!

STUDENTS WITH CRIMINAL CONVICTIONS SHOULD CONSIDER ANOTHER PROFESSION.

Criminal background checks are mandatory for all nursing, nurse aide and allied health students at the student’s own expense.

All information gained will be held in strictest confidence.

Students with felonies or certain misdemeanor convictions will NOT be admitted as outlined below.

Students entering a nursing, nurse aide or allied health program must give permission to do a criminal activity check to comply with Michigan Compiled Laws, Section 333.20173. No student will be admitted to the program if convicted of a felony, or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; or a misdemeanor conviction involving abuse, neglect, assault, battery, criminal sexual conduct, fraud, theft (or similar misdemeanor in state or federal law) against a vulnerable adult within 10 years of conviction.

Additionally, ANY criminal convictions may prevent admission to nursing/allied health or nurse aide program/course. Applicants should know that criminal activity of any sort may prevent:

1. clinical placements in the program (making success in the program impossible).
2. the ability to be licensed as a nurse or other healthcare worker.
3. employment in the field of nursing, nurse aide care or allied health professions. Employers do not have to hire anyone with a criminal background and some employers are refusing to hire those who have past criminal activity.

Criminal activity associated with substance abuse is particularly damaging to the candidacy of an applicant.

Currently the Michigan State Board of Nursing investigates candidates eligible to sit for nursing/allied health or nurse aide licensure for the following issues:

1. Felony conviction.
2. Misdemeanor conviction punishable by imprisonment for a maximum of 2 years.
3. Treatment for substance abuse in the past 2 years.
4. Malpractice settlements. Awards or judgments in the past 5 years.
5. Having federal or state health professional license or registration revoked, suspended, or otherwise disciplined; been denied a license; or currently with disciplinary action pending against the applicant.
6. Having been fired, censured, or requested to withdraw from a health care agency staff or have your staff privileges involuntarily modified.
7.Filed or written a licensing application in another US jurisdiction.
8. Filed a license application in Michigan.
9. Hold another license in another state.
A determination is made by the state at that point whether or not the candidate may be licensed. No one at GOCC can make the decision about eligibility for licensing. We can only confer a certificate or degree, not a state license to practice nursing or any other healthcare occupation. Questions or concerns about licensing should be directed to the MSBON at www.cis.state.mi.us/bhser or to the state agency regulating other healthcare occupations.

Due to recent enactment of a new Michigan law, many health care employers are routinely not hiring anyone with criminal backgrounds, regardless of licensure status. Also, all health care agencies routinely drug screen applicants for jobs and employees randomly to maintain patient safety and to curtail the employer’s liability.

ALH 104 Nurse Aide Name Badge

In order to go to clinical at the nursing home, you must obtain a name badge.

- Please make sure you have registered for the class before obtaining this badge
- You must go to Student Services with your schedule to have your picture taken
- You must wear your nurse aide green scrub top for your name badge picture
Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of patients/clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, “This legislation is to protect our state’s most vulnerable citizens”. Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173, students in nursing and allied health programs, must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation. The nursing and allied health department contracts with an outside agency to conduct these services.

Admission or readmission to any healthcare program will be denied for the following:
Any felony conviction or attempt/conspiracy to commit a felony within 15 years preceding the date of admission. OR any misdemeanor within 10 years prior to application that involved or is similar to the following:

1. Abuse, neglect, assault, battery
2. Criminal sexual conduct
3. Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
4. Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.
5. Any alcohol related misdemeanor.

Once admitted to a nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Nursing Program or Nurse Aide Course. It is the student’s responsibility to report changes in the status of his/her criminal background to the Director of Nursing.

Adopted 4/12/06, modified 2/25/10
INSTRUCTIONS ON HOW TO DO YOUR ICHAT BACKGROUND CHECK  
(sample page attached)

This is a requirement for participation in the nurse aide course and must be done before you start classes

This background check costs $10.00 and you will need a major credit card or a debit card with a credit card logo:

- Go to www.Michigan.gov on the internet
- Type ICHAT into the search box
- Click on Internet Criminal History Access Tool (ICHAT) home
- Click How to Use ICHAT tutorial and follow the instructions. When you get to “view your results”, please print a copy for your Glen Oaks file

IMPORTANT NOTICE: This is an initial background check in the State of Michigan that covers the past 3 years. It is for the purpose of your participation in the clinical portion of the nurse aide course. If you have not resided in Michigan for 3 years, you will need to do a totally different background check, so please get in touch with our office.

Glen Oaks Community College cannot guarantee that the State of Michigan will issue you a certification for nurse aide or that an employer will hire you, if you have felonies or misdemeanors on your record that fall under the category which exempts an individual from working in the health care field, even if they are several years in the past.

Full disclosure of any convictions is REQUIRED, and the Consent Form enclosed requires you to state your complete understanding of this issue. Please see the attached sheet titled “STUDENTS WITH CRIMINAL CONVICTIONS SHOULD CONSIDER ANOTHER PROFESSION”, and Glen Oaks policy #3.21E also attached.

You need to return the Criminal Record Check Consent Form and a copy of your completed ICHAT check to the Allied Health office to register for the class.

Apr-16
Procedure to search criminal history records, by name, without fingerprints:

The search by name is only for criminal convictions that may be on file. Most employment checks are by name only, unless fingerprints are required for licensing or by state law.

- Go to [www.michigan.gov/ichat](http://www.michigan.gov/ichat). You will be required to register with an e-mail address as well as your name and address. All fields marked with an asterisk (*) are mandatory. You will need to create your own password; the password must be between 6 and 12 characters long, contain both letters and numbers, and it is case sensitive.
- Once you have registered, click on "Search for Criminal History". You will be asked how many searches you wish to perform.
- You will then be prompted for credit card information. The cost is $10.00 for each search, payable with a Visa or MasterCard credit or debit card.
- Once your credit card transaction has been approved, you will be sent to the search information page. All fields marked with an asterisk (*) are mandatory; the search cannot run without name, race, date of birth, and gender. You are also allowed up to three variations on a name. Examples: Mary Jane Doe, Mary Jane Smith, Jane Doe, and Jane Smith can all be searched together.
- Once you click on the submit button, the search should be completed in less than a minute. You will still be on the search screen. Scroll down and you will be given the option of doing more searches or viewing the responses.
- When you view the response, click on the person's last name. You will either be told that the person has no record or you will be shown the person's conviction record.

Further questions:
Phone (517) 241-0606
FAX (517) 241-0866
E-Mail: msp-crd-ichathelp@michigan.gov
As a health careers student at Glen Oaks Community College, I understand that it is the policy of the Institution to secure criminal conviction history from the State of Michigan through the ICHAT Background screen. (Instructions are in the course packet). You must supply a copy of the results of the screen after you pay for it, to the Allied Health office. Note: A copy of your current driver’s license must be submitted with this form.

(Please print legibly)

NAME: ____________________________________________
Last                                                            First                               Middle

ADDRESS: ____________________________________________
Street                                                        City                   State          Zip

PREVIOUS ADDRESS: (if less than 3 years)

________________________________________________________________________
Street                                                        City                   State          Zip

Phone/Email: ____________________________________________

FORMER NAME/NAMES PREVIOUSLY USED: _____________________________

DRIVER’S LICENSE NUMBER: _________________________________________
State Issuing                                           Number

As a condition of initial or continued enrollment in Glen Oaks Community College’s Nurse Aide Course, I agree to report to Glen Oaks Community College immediately ANY CRIMINAL FELONY OR MISDEMEANOR CHARGES ON A PUBLIC RECORD. Also, being arrested for or convicted of any crime(s) included in Glen Oaks Nurse Aide Course Policies # 3.21C and 3.21E (distributed in the nurse aide packet) during the program will result in immediate dismissal from the program.

NOTE: (from Policy # 3.21E) Once admitted to the nursing program/nurse aide course, students subsequently convicted of crimes listed therein will be dismissed from Nurse Aide Course. It is the student’s responsibility to report changes in the status of his/her criminal background to the Director of Allied Health immediately, (no later than 3 days after the occurrence).

I HAVE READ AND UNDERSTOOD THE ABOVE STATED POLICIES AND WILL ABIDE BY THEM.

Applicant’s Signature ____________________________ Date ________________

NA-Consent-Apr-16