

Certified Nursing Assistant Program

Student Handbook



Revised 2026

Accessible Version: [CNA Handbook](#)

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Nursing Assistant Program Philosophy

The nursing assistant is an integral part of the health care team and assists in the delivery of care to patients in the hospital, long-term care, ambulatory care, and home care settings. The nursing assistant recognizes and respects the inherent worth of every individual including personal feelings, rights, beliefs, and values. The nursing assistant will function with integrity, pride, and responsibility. The nursing assistant provides care, support, and assistance to the patient and family, to aid the patient to return to an optimum level of health and maximum independence.

Purpose

The purpose of this course is to prepare qualified nursing assistants to function as members of the health care team. Upon completion of this course, the nursing assistant will be eligible to take the Nurse Aide Competency Evaluation. Successful completion of the competency examination assures certification by IDPH.

Program Outcomes

Program outcomes:

- Describe the health care team and the role of the nurse assistant.
- Identify the scope of practice for the nurse assistant, including ethical and legal responsibilities to the patient/resident.
- Provide quality and safe nurse assistant care in performance of procedure skills for the patient/resident.
- Apply knowledge and skills when caring for a patient/resident with acute, chronic, or terminal health care needs.
- Demonstrate assisting with rehabilitation and restorative nursing care to the adult and older adult.

Course Description

The Certified Nursing Assistant course of Elgin Community College is designed to prepare qualified nurse assistants who provide patient care as members of a health care team in hospitals, extended care facilities, community agencies, and home health care agencies.

The Certified Nursing Assistant course is a seven-credit hour course. It meets the requirements and guidelines set by the State of Illinois Department of Public Health for the Basic Nurse Aide Training Program. Successful completion of the Certified Nursing Assistant Training Program at Elgin Community College involves completing the mandatory hours of theory and clinical instruction as well as demonstrating manual skills competence. For certification, one must also pass the Illinois State Competency written examination.

Students are also eligible to attend ECC graduation and receive the Basic Vocational Specialist Certificate after successful completion of the course. This certificate does not, however, imply that one is a certified nurse assistant. It is a document, similar to a diploma, which states that one has successfully completed the nurse assistant program at Elgin Community College.

Class Policies

Class Experience

- Students are expected to complete the reading, writing, and audio-visual/computer assignments and the learning activities assigned before attending class sessions.
- Students are responsible for all content and information presented in all class modules and are expected to come to class sessions prepared to participate in the class discussion.
- Students are expected to complete the assigned reading and any assigned activity prior to coming to class.
- Students are required to participate in class discussions.
- Students are expected to participate in all classroom learning activities, regardless of whether they receive points for the activities or not.
- Students will utilize D2L daily to check announcements, check grades, access course materials, take quizzes and exams, and to submit assignments.
- As this is a health professions course, students may see videos that demonstrate how to provide personal hygiene to the entire human body, including private and sensitive areas of the body.

- Students must follow the rules of HIPAA, the Health Insurance Portability and Accountability Act of 1996, regarding any information that is shared with them for the purpose of learning.
- Students are expected to read their course syllabus. Any changes to the syllabus will be given to the students.

Students with any concerns regarding class or their grades must follow the chain of command. This means that they must schedule an appointment with their instructor to discuss their concerns.

- **Your instructor should always be your first point of contact!**
- **Students with any concerns must follow the Health Professions Standards by discussing their concerns privately with their instructor and not saying anything out loud in front of the entire class.**
- Students are expected to have the same professional behavior in class, as they would in a professional healthcare setting.
- Students are expected to follow the rules of HIPAA during private meetings and not to share their concerns with any other students. Failure to abide by this is a violation of The Code of Ethics for Healthcare Professionals.

Testing and Grading Policies

On completion of NUR 105, the student should be competent in each of the course outcomes as demonstrated by an overall score of 80% or higher.

75% of the final course grade will be based on assessment of students' learning through written test scores demonstrating mastery of course outcomes.

- Students must achieve a cumulative score of 80% or higher on test scores. If it becomes apparent that a student is unable to achieve the minimum 80%, the student will be advised accordingly.
- **Students that score lower than 80% on any exam will be required to meet with their instructor and a Student Advising Session Form will be completed.**
- **Students that have more than one exam score of less than 80% will be expected to meet with their instructor and the Program Director.**
- The instructor may advise a student to withdraw if minimum cumulative scores are not being met (when passing becomes impossible, to protect the student's grade point average).
- Withdrawals must occur according to the current college withdrawal policy.

- Appointments must be made during the instructor's office hours. Office hours are subject to change.
- Appointments will be 15 minutes in length.
- If a student is more than 5 minutes late, then they must reschedule their appointment.
- The purpose of the exam review is to ensure adequate safety and knowledge readiness for the clinical component of the course and to ensure the exam content is mastered for future unit exams, the cumulative final course exam, and the state licensure exam.

The requirements for achieving mastery in the course and remaining in the course will be determined by the instructor. Criteria for this will be given to students in the course syllabus.

- Students are expected to come to class prepared! Students should read the chapters and take notes on the chapters prior to coming to class.
- Students should review the course materials and announcements in D2L daily and before coming to class.
- **Students are expected to participate in all learning activities, regardless of the activities being graded or not.**
- These may include, but are not limited to, reading text and related written work, audiovisual or computer instructional materials, group discussion, case study analysis, and laboratory and clinical experiences.

To successfully pass the course and be eligible to sit for the Illinois State Competency Examination, students must have:

- **A minimum average of 80% on their cumulative exam scores**
- **A minimum of 80% on the final exam**
- **A minimum of 80% as their overall computed final course grade**
- **Passed the clinical portion of the class**

If students score below 80% on any of the categories listed above, this will result in not passing the Certified Nursing Assistant Training Program and they will not be eligible to sit for the Illinois State Competency Examination.

Grading Scale

- A: 92-100%
- B: 85-91%
- C: 80-84%
- D: 75-79%
- F: Below 75%

Spartan Success Early Alert System

The Health Professions Academic Advisor is available to all students to be successful in the CNA program. The Academic Advisor provides individual, supportive services in developing time management skills, note-taking, test-taking skills, and campus referrals, as well as coordinating personal, academic, financial, and career-related assistance.

- A Spartan Success Early Alert will be initiated for students who score below 80% on any unit exam.
- If a Spartan Success Early Alert referral is initiated by the instructor, the student is required to meet with the Health Professions Academic Advisor and complete recommendations, which may include scheduled appointments to improve student success.
- Students who receive a Spartan Success Early Alert are also strongly encouraged to meet with an ECC Success Coach.
- ICAPS students may also meet with their Student Support Specialist and are expected to attend their support class.

Clinical/Lab Competence

If a student scores below 80% on an exam, it does not necessarily prevent them from attending clinical. Students may still attend clinical, even if they score below 80% on an exam, provided they demonstrate adequate safety, knowledge of skills, and principles of infection control, prior to beginning patient care.

Skills Validation

CNA skills are taught in the classroom, and students are given the opportunity to practice these skills in the lab.

- All students are allowed three attempts to pass each required skills validation.
- For successful skills validation, students must be able to perform the return skills demonstration without being prompted by their instructor.
- It is critical for the students to read and memorize the steps needed to perform these skills. In addition, students must practice these skills outside of class, so that they are prepared for skills validation.
- All students are expected to be prepared to perform their skills on a skills validation day. If students do not volunteer for skills validation, then they may be randomly called by the instructor to perform their return skills demonstration.
- If a student fails the same skills validation three times, then they will fail the course.

- Students that do not pass on their first attempt must wait until all the other students complete their first attempt.
- If time permits during class, then students may be re-evaluated. While waiting for re-evaluation, students are expected to practice the skills that need to be reassessed.
- If there is not extra time during class, then students will need to schedule a time with the instructor for another validation attempt.
- The third and final validation attempt must be scheduled outside of regular class hours and will depend on the instructor's available office hours and the availability of the lab.
- There are specific skills that students must be validated in the lab, as well as the clinical setting. These skills will depend upon the instructor's discretion and our clinical partners' requirements.

Clinical Validation

There are some CNA skills that can only be completed in the clinical setting. It is up to the students to be proactive in finding patients, in their assigned patient load, to validate these skills with.

- Students unable to demonstrate readiness for the clinical experience may be withdrawn from CNA 105 before the beginning of the clinical experience, and/or at any time during the program.
- Students who are removed from clinical will fail the course and not pass the program.
- Upon completion of CNA 105, the student must be competent in each of the clinical objectives as demonstrated by achieving satisfactory ratings from the clinical evaluator/instructor on each of the required performance skills.

A failing grade will be assigned for the course if this requirement is not met.

PASS (P): A student will pass clinical if they meet or exceed the course objectives by demonstrating behaviors which include:

- providing safe patient/resident care
- follows principles of infection control
- completing all assignments within their scope of practice
- demonstrates knowledge of skills and performs skills safely
- communicating effectively with staff, students, patients, & clinical instructor
- utilizing clinical instructor supervision appropriately

FAIL (F): A student will fail clinical for any of the following reasons:

- demonstrates inconsistent, questionable performance

- cannot perform the skills independently without verbal prompting
- fails to progress to the level of clinical competence expected of all students in the provision of safe patient care
- is lacking in expected knowledge base and fails to recognize or correct deficiencies
- does not follow principles of infection control
- does not demonstrate adequate safety during patient care.

Attention: Students under 18 must inform the instructor and follow age restriction guidelines in using a mechanical lift.

Attendance Policy

Students are required to attend a minimum of 80 hours of class lectures and lab and a minimum of 40 clinical hours.

- The required hours of class, lab, and clinical do **NOT** include any breaks, meals, or orientation time.
- Student attendance is expected at all sessions.
- **Students are expected to attend the first day and the last day of the CNA 105 class.**
- Attendance on the day of the final exam is mandatory.
- **If ECC closes for any reason or if a class day or clinical day is cancelled for any reason, then students must attend the scheduled make up day! Failure to make this day up will result in failure of the course!**

Classroom and Lab

- Students must call or email the instructor prior to being absent or tardy to a class or on-campus lab session.
- Students are only allowed one (1) total absence from class/lab for the entire semester.
- **Any absence from class or lab must be made up!** Students must attend the make-up day that the instructor and Program Director schedule.
- A tardy consists of a student showing up more than 5 minutes late to class or lab.
- Two (2) tardies equal one class/lab absence.
- Students with more than one (1) absence and/or more than two (2) tardies will be removed from the program and will earn a failing grade in CNA 105.
- Specific student responsibilities will be addressed on the course syllabus.

Clinical

- There are NO absences allowed on clinical days. Students who are absent on a clinical day will be withdrawn from the program and issued a failing grade.

- NOTE: Being tardy by more than 5 minutes or leaving clinical early will be considered a clinical absence.
- If a student is tardy to clinical, leaves early, or calls in sick, the student will be required to make up an entire clinical day, if there is an available clinical spot in a different clinical group. Otherwise, the student will receive a failing grade in CNA 105.

Students are also required to attend a clinical orientation. This will be scheduled prior to the first day of students' clinical rotation.

Students cannot change clinical sites after the first day of class.

Incomplete Policy

Due to IDPH regulations, there is no incomplete grade available for this class.

Student Policies and Procedures

Note: Students are responsible for knowing these policies and procedures and those in the current college catalog and the Health Professions Policies and Procedures Manual. All changes in policies or procedures will be documented and communicated to students.

Professional Dishonesty Policy

Professional dishonesty (which includes unethical behavior) in the clinical setting is also a serious offense within the college community. Ethical behavior is a standard of Elgin Community College's Health Professions Division. Examples of dishonest/unethical clinical behaviors include but are not limited to:

- falsifying documentation
- lying about performance
- failure to self-limit when incompetent to perform a task
- failure to follow procedures according to policy (taking unsafe shortcuts)
- failure to report patient care mistakes to the clinical instructor
- covering up for the unsafe behavior of another student
- practice as a nursing assistant student when impaired from drugs or alcohol (Note: students suspected of being impaired from drugs or alcohol will be tested according to the institutional policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing.)
- any violations of the [Health Insurance Portability and Accountability Act](#) (HIPAA) Some violations of confidentiality specific to the **student role** include but are not limited to:

- collection of any written information (for personal/educational use) about a patient that identifies the patient by name
- the unauthorized taking of any client records (or copies) from the patient care unit
- discussion of clients or care issues outside of the clinical or educational setting and even in those settings, discussion for other than patient care or educational purposes
- any violations of the *Patient Care Partnership* (American Hospital Association, 2003).
- any violations of the [*Code of Ethics for Nurses*](#) (American Nurses Association, 2015).

Such violation(s) as indicated above may result in a delay in completing the CNA certificate requirements or in further disciplinary action against a student by Elgin Community College.

*Professional dishonesty will result in withdrawal from the program, and students will be issued a failing grade.

Probation

Nursing assisting is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical, lab, simulation, or classroom setting will be placed on probation. The student will remain on probation until the completion of the course.

Students who continue to violate program policies or professional standards in which they have previously been placed on probation will be subject to disciplinary action up to and including permanent dismissal from their health professions program.

Listed below are some, but not all, of the offending infractions.

- Fails to show up for clinical as scheduled.
- Fails to complete clinical requirements by the required deadline.
- Fails to contact instructor with regards to expected tardiness or absences.
- Arrives late to the classroom, lab, orientation, or clinical (more than once).
- Misses class once and then is late to class, lab, orientation, or clinical (just once).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills without proper supervision of clinical instructor or licensed staff.
- Violates professional or ethical behavior with regards to patient confidentiality in class or at clinical (HIPAA).

- Displays inconsistency with compliance with agency policies.
- Fails to report mistakes or fails to take accountability for one's actions.
- Displays inappropriate behavior or communication while on the agency units, during lab, or class.
- Displays insubordinate behavior to any instructor(s). (ex: disrespectful, confrontational, demanding, etc.)
- Other _____

Notice of Probation

Placeholder Page 1

Contract of Handheld Technology

Classroom/Lab

Smartphones/Watches, Handheld Computers/Tablets, or other Portable Electronic Devices –

To maintain a focused and respectful learning environment, the following cell phone and technology usage guidelines must be followed:

- **The use of cell phones during class is strictly prohibited.** All phones must be silenced prior to the start of class.
- **Mid-class breaks will be provided,** during which students may check messages or return calls, if necessary.
- **Non-class related activities are not permitted during class sessions.** These include internet browsing, online shopping, registering for classes, texting, or emailing.
- **Photography or video recording during class is strictly prohibited.**
- **Taking unauthorized photos or recordings may result in immediate disciplinary action, including automatic failure of the course.**

These expectations are in place to support academic integrity, protect privacy, and ensure a distraction-free environment for all students.

Clinical Setting

Smartphones, Tablets, Other Portable Electronic Devices – Students using these devices in clinical will always follow these guidelines:

- **The use of cell phones during clinical is not permitted while on the floor.**
- Personal electronic devices may only be used in the clinical setting for medical purposes or with the instructor's permission.
- The device will be in airplane mode at all times while being used in the clinical agency.
- The camera will not be accessed at any time while in the clinical agency or a client's home.
- No pictures or videos will be taken of any person, equipment, or location that is related to clinical, lab, or simulation without prior written consent of the supervisor of that location, the director of the program, and the faculty member.
- **Students are only allowed to use their cell phones while on break and off the clinical unit.**

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or any other time. This

includes proper management of confidential client information. All students are fully responsible for following all regulations of the [HIPAA guidelines](#).

If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted, students agree to refrain until clarification can be made. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs, and any other such device. Any communication about a clinical or client-related concept or event must be de-identified before transmission per HIPAA guidelines.

(Adapted from document used with permission by Lewis & Clark Community College 8-2011)

Such violation(s) of the above may result in a delay in completing degree requirements or in further disciplinary action by Elgin Community College.

Student Grievance Policy

A student wishing to file a grievance regarding program policies and procedures must follow the ECC Grievance Policy found in the college catalog. The grievance must be submitted in writing, dated, and signed no later than 30 days after the occurrence of the contested event.

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), they may be entitled to some accommodations, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements.

The laws in effect at the college level state that a person does not have to reveal a disability; but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.

Procedure for Requesting Accommodations:

1. Go to building F, room F120, and sign a release to have documentation sent to the college, bring in documentation, or [register online](#).

2. Attend an appointment that will be arranged for you with the ADA coordinator or designee.
3. If you have questions, call 847-214-7417 (TTY-847-214-7392) or e-mail Pietrina Probst at pprobst@elgin.edu.

ECC Student Email

All nursing students must activate their ECC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please have all emails from this address forwarded to your personal email accounts.

Clinical Policies

Nursing Assistant Program Dress Code

Wearing the Elgin Community College Nursing Assistant Program monogram on your uniform distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the client the quality of care you will provide.

Uniform regulations must be observed to protect the physical and psychological well-being and safety of the persons in your care, your co-workers, and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations, you will be sent home.

1. The school uniform is to be worn to all clinical and on-campus lab practice sessions and must be laundered after each use.
2. A short sleeve, navy blue scrub top, navy blue pants, and a uniform jacket may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and lab coat/uniform jacket. Since your sleeves could become soiled while in the clinical setting, you are only allowed to wear short sleeve plain white tops under your uniform.
3. A picture identification (ID) badge is part of the uniform and is to be worn with the uniform at all times. This officially identifies you as an ECC student and provides access to the clinical agency. You may obtain your ID card to wear for your badge at the ECC Student Life Office, B173. You are not to be in clinical agencies without your uniform and ECC ID badge worn in plain sight.

4. Shoes must be white, navy, or black, made of leather or plastic (without any openings), without any ornamentation/colors, and must be kept clean. Shoes must provide for the safety and comfort of the wearer with flat heels and have a back on the shoe.
5. Hair should be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Extreme hairstyles (mohawks, etc.) or unnatural hair colors (green, pink, orange, etc.) are prohibited. Make-up in all forms, including eye make-up, should be discreet and underplayed. Nails should be well manicured and are not to extend beyond the end of the fingertips.
6. **Nail polish is not allowed in the clinical setting. Artificial nails are forbidden in all clinical areas.**
7. Scented products, such as body lotions, perfume or after-shave products should not be used, as some patients cannot tolerate strong scents.
8. Male students may wear short, neatly trimmed beards and/or mustaches. Mustaches must not extend beyond the lip line.
9. Wearing jewelry in the clinical area is not recommended. Dangling earrings, large rings, or excessive jewelry that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and one pair of small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost and are reservoirs for pathogens. The student is responsible for any jewelry worn to the clinical area.
10. Students must wear an analog or digital watch with seconds indicated on the face of the watch. No smart watches are allowed in the clinical setting.
11. Piercing: only one pair of small stud earrings are allowed and may not include extreme earrings. Gauges must be plugged with a neutral tone. Facial piercings are not permitted (including tongue, eyebrow, lip, nose, etc.). The use of a "band-aid" will not be acceptable over body jewelry.
12. Nursing faculty has the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible for asking their instructors about whether or not they will need to cover the tattoo in their clinical facility.
13. No gum chewing is allowed while in the clinical area. Eating and drinking are allowed only in designated areas.
14. Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

Health & Other Requirements

- **The drug test, fingerprint background check, and all clinical requirements must be completed prior to the first day of class.**
- **Failure to complete these by the deadline will result in a student being withdrawn from the CNA program.**

- **All clinical requirements must be met and approved by the third-party vendor CastleBranch, prior to the deadline provided by the program director, or the student will be withdrawn from the class.**

You **must upload a copy** of your updated information to Castle Branch **before the date provided by the CNA Program Director**. Keep in mind that Castle Branch may take several days to review your documents. This is the link to a [Castle Branch tutorial](#).

Failure to complete all clinical/health requirements listed below by the deadline will result in the student not being allowed to participate in clinical/lab experiences. Also, *if these are not kept current, students will **not** be allowed in clinical/lab!* Missed class and/or clinical related to incomplete health requirements will result in course failure. Students who have not completed requirements prior to the drop date for the semester may be dropped from the program.

- **TB test** – completed in the last year:
 - 2-step TB skin test (NOTE: a 1-step TB will be rejected)
 - Quantiferon-Gold TB blood test
 - If your skin test or blood test is positive, you will need to provide evidence of a negative chest x-ray within the last six months.
 - The TB test should not be given within 4-6 weeks after receiving the MMR vaccine since it may suppress tuberculin reactivity.
- **CPR** – current certification in American Heart Association BLS for Healthcare Providers
- **Tdap (Tetanus, Diphtheria & Pertussis vaccine)** – 1 dose of Tdap within the last 10 years.
- **Hepatitis B** – All students should be immune to Hepatitis B. Evidence of immunity in HCP includes documentation of:
 - Written documentation of a complete Hepatitis B vaccine series. Two dose and three dose vaccines are accepted. **The vaccine series must be complete prior to clinical attendance.**
 - **OR**
 - Written documentation of immunity by hepatitis B surface antibody titer greater than or equal to 10 mIU/mL at least 1-2 months after the completion of the Hepatitis B Vaccination series.
 - **OR**
 - If you choose not to have the series of injections or a titer drawn, you must sign the declination section of ECC's personal medical history form.
- **Measles, Mumps, Rubella (MMR) - All students should be immune to measles, mumps, and rubella. Evidence of immunity in HCP includes:**

- Written documentation of vaccination with 2 doses of measles virus-containing vaccine (the first dose administered at age ≥ 12 months; the second dose no earlier than 28 days after the first dose)
 - OR
- Laboratory evidence of a positive MMR antibody titer (equivocal results are considered negative)
- Students receiving the MMR vaccine must obtain the second dose at least 28 days after the first dose.
- **Varicella - All students should be immune to varicella. Evidence of immunity in HCP includes documentation of:**
 - Written documentation of 2 doses of varicella vaccine given at least 28 days apart (no earlier than 12 months of age and the second dose no earlier than 28 days after the first dose);
 - OR
 - Laboratory evidence of a positive Varicella antibody titer (equivocal results are considered negative)
- **Health insurance** – This must have your name listed as covered under the insurance.
- **Flu Vaccine**– Yearly; Students must have their updated flu vaccine **before** the first day of their clinical rotation.
- **COVID-19 Vaccine:**
 - The COVID-19 vaccine is recommended but not required. Please note that these regulations could change at any time and refer to current/annual recommendations for age and underlying conditions. If a clinical site enacts a COVID-19 vaccination requirement while the student is enrolled, the student will be required to comply with all changes or risk being removed from the clinical experience.
 - If you have previously received a COVID 19 vaccine, please upload documentation of vaccination, including manufacturer and dates(s).
- **Personal Medical History Form** – Must be filled out in its entirety and signed and stamped by your provider.
- Certified Nursing Assistant Student Handbook Signature Forms (4 total forms) - Upload signed/initialed and dated copies of all required forms.
- Health Professions Policy and Procedures Student Manual Signature Form (1 total form)-Upload signed/initialed and dated copy of all required forms.

Transportation to Affiliating Agencies

Students must provide their own transportation to and from all clinical sites and arrive a minimum of 15 minutes early.

Snow Day Policy

Check elgin.edu for current information about school closings.

If ECC is closed for any reason, students will be required to attend a make-up day set by their instructor and the program director.

In addition, if a student misses a class/lab for any reason, then the student must also attend a make-up day set by their instructor and the program director.

If it is a clinical day, follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. *A clinical absence due to inclement weather or instructor illness will require a make-up clinical day as assigned by your instructor!*

Emergency Alert System

Students, faculty, and staff are automatically signed up for ECC's new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at emergency.elgin.edu. This way you can verify that the correct phone number(s) and email (s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

***** Note:** Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. *You will need to contact the Registration office to update your contact information.* ***

Certification Procedures

State Competency Exam

Upon successful completion of this course, the student will be eligible to take the Nurse Aide Training Competency Written Evaluation. There is a fee for this test and payment must be made to the ECC Student Accounts Office.

Students who qualify for written exam accommodations must contact the Program Director and The Office of Student Disabilities prior to the end of the course in order to begin the process for accommodations on the written Illinois Nurse Aide Competency Exam.

NOTE: There are no refunds for failure on the final exam or failure of the course.

There is an Online Application Form through Nurse Aide Testing. Students must complete the online form and pay the associated fee to Southern Illinois University–Carbondale. A roster verifying your successful completion of the course will be uploaded to the Illinois Nurse Aide Testing website.

State of Illinois Regulations

As of January 1, 1996, the Health Care Worker Background Check Act requires a criminal history background check for new nurse aides prior to employment. This Act was amended July 1996 to require nurse aide programs to initiate a fingerprint-based Illinois State Police Health Care Workers Background Check before an individual enters a nurse aide program. Health care facilities cannot knowingly hire individuals who have been convicted of committing or attempting to commit a crime included in a list of 51 offenses. Disqualifying convictions can be found on [Health Care Worker Registry](#) or contact staff at 217-785-5133. If there has been a conviction of one of these offenses, the applicant/employee must have a waiver from the Department of Public Health, and IDPH “may grant a waiver based on mitigating circumstances...”

Students must have a Social Security Number or an ITIN to be entered into the Health Care Worker Registry and to be registered to take the certification exam.

- A copy of the student social security card or ITIN card must be submitted to the Program Director before the first day of class.
- The first 5 numbers will be redacted. The copy of the SSN or ITIN will be kept on file in the IDPH BNA Site Visit Binder in the Health Professions Office until the student has completed the course and been registered for the certification exam or until the student drops the course or fails the course.
- Students without a social security card or ITIN card will not be eligible for this course. Successful completion of this course up to and including certification by the state does not guarantee employability.

Revisions in Certified Nursing Assistant Student Handbook

All CNA students are responsible for complying with the policies and procedures that are specified in the Certified Nursing Assistant Program Student Handbook. This includes all revisions made to the Certified Nursing Assistant Program Student Handbook. The most recent copy of the Certified Nursing Assistant Program Student Handbook will be available on the [Certified Nurse Assistant \(BNA\) Program | Elgin Community College \(ECC\)](#) at elgin.edu.

Appendix A: ECC Health Professions Division

Statement on Safety

Adopted/Revised February 26, 2014

Health Professions students are expected to practice safe techniques, remain drug and alcohol-free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

Appendix B: Clinical Agencies

NOTE: Miles = 1 way from ECC Main Campus

ASHP

Advocate Sherman Hospital

1425 N. Randall Road

Elgin, IL 60123

847-742-9800

(Miles = 5)

CHHN

Northwestern Medicine Huntley Hospital

10400 Haligus Rd.

Huntley, IL 60142

224-654-0000

(Miles = 14)

COAK

Hearthwood Senior Living

829 Carrilon Dr.

Bartlett, IL 60103

630-483-5590

(Miles = 7)

FRND

Friendship Village of Schaumburg

350 W. Schaumburg Rd.

Schaumburg, IL 60194

(Miles = 15)

GFLD

GreenFields of Geneva

0N801 Friendship Way

Geneva, Illinois 60134

(630) 232-9105

(Miles = 10)

HLOE

Highland Oaks
2750 W. Highland Ave
Elgin, IL 60124
(847) 741-4543
(Miles = 3.5)

MSHC

Michaelson Health Center
831 N Batavia Ave.
Batavia, IL 60510
(630) 879-4300
(Miles = 12)

The Pearl of Elgin
2355 Royal Blvd.
Elgin, IL 60123
(847) 888-9585

PSHP

Ascension Illinois St. Joseph Hospital
77 North Airlite Street
Elgin, IL 60123
847-695-3200
(Miles = 3)

Appendix C: Elgin Community College Health Professions Student Handbook Agreement – CNA Program

Appendix D: Statements and Releases

Confidentiality Statement

Photography Release

Appendix D: Statements and Releases

Permission to Survey Future Employer

Appendix E: ECC Health Professions Division Voluntary Assumption of Risk & Release of Liability