

July, 2018

Dear Student:

Enclosed please find the following documents pertaining to students enrolled in NURS-100 (Nurse Assistant Training) fall semester 2018 (August 20-October 10):

1. **Mandatory CNA Student Orientation Meeting**

**The meeting will take place at Prairie State College on Wednesday, July 18, 2018, 11 a.m. – 12 p.m. or 6 – 7 p.m., room 4195. You must attend either session. Please email Rebecca Wolfe at [rlwolfe@prairiestate.edu](mailto:rlwolfe@prairiestate.edu) to RSVP.**

**YOU MUST HAVE A PAYMENT PLAN IN PLACE BY JULY 17 OR YOU WILL BE DROPPED FOR NON-PAYMENT.**

2. **Health Care Worker Background Check**

Enclosed is the Health Care Worker Background Check form. All students enrolled in the program must submit this form on the day of orientation.

You are required to have a livescan vendor fingerprint/photograph taken and a criminal background check performed prior to the first day of class. Failure to comply will cause you to be dismissed from the program. Please note that unless you specifically are told otherwise, you must be fingerprinted. For your convenience fingerprinting will be done at Prairie State College.

If for some reason you are unable to attend the mandatory orientation, you must email the CNA Program Coordinator at [rlwolfe@prairiestate.edu](mailto:rlwolfe@prairiestate.edu) so that you can get your fingerprinting and/or background check done prior to the first day of class according to IDPH rules and regulations.

3. **Basic Nursing Assistant Program Physical Examination Form and Drug Screening**

All certified nursing assistant students are required to meet the health requirements listed **below prior to their clinical experiences**. Students will be in lab preparing for clinicals the first two weeks of class; clinicals begin the third week of class, so please start early to complete these health requirements. Students who do not meet these health requirements will be not permitted to begin their clinical experiences.

a. **Physical Exam**

This must be completed by a physician, nurse practitioner, or health care provider. A Basic Nursing Assistant Program Physical Exam Form is included in this packet, and must include immunization dates and/or lab results. This form is also available from your instructor and on the PSC Nursing homepage on PSC's website. Drug screens are to be completed by the first day of class. Physical and immunizations must be completed by the second week of class.

b. **10-Panel Drug Screen**

CNA students are required to have their drug screen completed by Quest Lab. You must first create an account with Certified Background to download an order form and pay the \$34 fee with a credit card. After you create your account and pay the fee, within 24 hours you will receive an email with a PDF attachment and bar code. Print the attachment with the bar code and take it to Quest Lab for testing; there are five locations in the area. Your instructors will be able to access the results on line within three to five business days. Please see the page marked "Certified Background" in this packet for instructions.

The 10-panel drug screen must include the following:

- |   |                               |
|---|-------------------------------|
| - Amphetamines (1000 ng/mL Screen)        | - Methadone                   |
| - Barbiturates                            | - Methaqualone                |
| - Benzodiazepines                         | - Opiates (2000 ng/mL Screen) |
| - Cocaine Metabolites                     | - Phencyclidine               |
| - Marijuana Metabolites (50 ng/mL Screen) | - Propoxyphene                |

**c. Hepatitis B vaccine (recommended but not required)**

If you have had all three vaccines and do not remember the dates, your healthcare provider can order an antibody test for Hepatitis. Please provide a copy of the test results or proof of immunization, if you have had immunization in the past.

**d. Tetanus-diphtheria (Td) within the last 10 years**

Please provide proof of receiving at least one acellular pertussis (Tdap) vaccine since 2006.

**e. Annual influenza vaccine**

This is required for all students enrolled in a CNA class during the fall semester (first and second eight-week classes), or spring semester (first eight-week classes only).

**f. 2-Step TB Skin Test (two tests are required)**

This test usually takes two weeks to complete. A QuantiFeron TB-Gold blood test is acceptable. If needed, a free chest x-ray or TB skin tests may be obtained at Sunny Hill TB Clinic, 503 Ellis Ave., Joliet, IL. You may contact them at (815) 740-4420 for more information. Please allow 8-10 days to receive your test results for the 2-step TB skin test.

**4. Resources for Physical Exams and TB testing**

The enclosed resource sheet lists several sites that offer reduced cost or free (TB testing site only) services. Be aware that most sites require an appointment. You are not required to use any of these resources; you may choose to have your exam, immunizations and test completed by your personal physician or other healthcare provider, if desired.

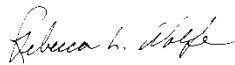
**5. Certified Nursing Assistant Course Requirements**

This form outlines NURS-100 course requirements: uniform and textbook information, attendance policy, etc. Note: Uniforms will only need to be worn during off-campus clinicals.

6. If you are a new student at Prairie State College, bring your Registration and Billing statement to Police and Campus Safety (PCS) to obtain a student I.D. and parking permit. PCS is located adjacent to the Barnes & Noble Bookstore on the first floor.

If you have any questions regarding the enclosed documents or if you will miss the mandatory orientation, please contact me by email at [rlwolfe@prairiestate.edu](mailto:rlwolfe@prairiestate.edu).

Sincerely,



Rebecca L. Wolfe, RN, FNP, APN  
CNA Program Coordinator

Enclosures