Dear Student:

Enclosed please find the following documents pertaining to students enrolled in NURS-100 (Nurse Assistant Training) fall semester 2018 (October 15-December 6):

1. **Mandatory CNA Student Orientation Meeting**
   The meeting will take place at Prairie State College on Wednesday, February 19, 2019, 11 a.m. – 12 p.m. or 6 – 7 p.m., room 4240. You must attend either session. Please email Rebecca Wolfe at rlwolfe@prairiestate.edu to RSVP. Please bring letter you received in the mail.

   **YOU MUST HAVE A PAYMENT PLAN IN PLACE BY THE DATE YOU REGISTER, OR YOU WILL BE DROPPED.**

   Background check fingerprinting will be Tuesday, February 26, in room 4217 from 1 – 2:30 p.m.

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**. All students enrolled in NURS 100 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 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**. First week of class 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 first 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 online within three to five business days. Please see the page marked “Certified Background” in this packet for instructions.
New Student Information Letter

The 10-panel drug screen must include the following:
- Amphetamines (1000 ng/mL Screen)
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites
- Marijuana Metabolites (50 ng/mL Screen)
- Methadone
- Methaqualone
- Opiates (2000 ng/mL Screen)
- Phencyclidine
- 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 oneacellular 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. Quantiferon Gold TB test**
Illinois Department of Public Health has determined that a Quantiferon Gold TB test is preferable in comparison to the two-step TB skin test. The Quantiferon Gold TB test is a blood test, which can be completed by your physician. Instead of four visits to complete a two-step TB skin test a Quantiferon Gold TB requires two visits, one for the blood draw and the second to obtain the results.

**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.

Sincerely,

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

Enclosures