



**RIVERLAND**  
Community College

# Nursing Assistant Student Handbook

Updated 08/05/2024

**Contents**

FORWARD ..... 3

ACCREDITATION AND APPROVAL ..... 3

    Riverland Community College..... 3

    Riverland Nursing Assistant Program..... 4

INTRODUCTION ..... 4

    Minnesota State Colleges and Universities Mission ..... 4

    Minnesota State Colleges and Universities Vision..... 5

    Riverland Community College Vision, Mission and Heart..... 5

NURSE ASSISTANT COURSE DESCRIPTION ..... 5

PROGRAM COMMUNICATION ..... 6

COURSE EXPECTATIONS ..... 6

EXAM POLICY..... 7

LAB EXPECTATIONS ..... 7

CERTIFICATION TESTING ..... 8

## FORWARD

This handbook has been prepared for use by the students enrolled in the Certified Nursing Assistant Program at Riverland Community College. It addresses the general information, policies, and standards necessary to maintain an efficient NA program.

The Riverland Community College Student Handbook addresses the policies for all students at the college, including NA students. NA students must refer to the Riverland Community College Student Handbook for all information that is not specific to the NA program.

The policies within this handbook are in effect for all students enrolled in the NA program. Students are held responsible for being informed on all policies established in this handbook, the college catalog, and the college student handbook.

## ACCREDITATION AND APPROVAL

### Riverland Community College

Riverland Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

#### **HIGHER LEARNING COMMISSION**

The Higher Learning Commission of the North Central Association of Colleges and Schools accredits Riverland Community College.



Higher  
Learning  
Commission

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Phone: 800.621.7440 / 312.263.0456  
[www.hlcommission.org](http://www.hlcommission.org)

## Riverland Nursing Assistant Program

The Riverland Community College Nursing Assistant and Home Health Aide Program is approved by the Minnesota State Board of Nursing and the Minnesota Department of Health. The Minnesota Department of Health conducts an onsite program evaluation every two years.



Phone: 651-201-5000 Phone/888-345-0823 Toll-free

[www.health.state.mn.us/](http://www.health.state.mn.us/)



Minnesota Board of Nursing  
2829 University Ave SE Suite 200  
Minneapolis, MN 55414  
Phone: 612-317-3000  
Fax: 612-617-2190

[www.mn.gov/boards/nursing/](http://www.mn.gov/boards/nursing/)

## NURSE ASSISTANT COURSE DESCRIPTION

Riverland Community College is an approved Nursing Assistant training program through the Minnesota Department of Health. This course provides students with the theory and laboratory experience to meet state and federal criteria for employment as a nursing assistant in various healthcare settings. This course introduces concepts of basic human needs, acquaints students with the philosophy of home health and teaches basic nursing skills that will be demonstrated and practiced in the laboratory setting. This course focuses on personal care, nutrition/feeding, elimination, clean and safe environment, communication, vital signs, body mechanics, death and dying, and principles related to various healthcare settings including acute care, long term care or home health care. This course emphasizes the role of the nursing assistant and home health aide as a valuable member of any health care team.

Completion of this course enables the student to take the Nurse Aide Competency Evaluation. After successfully completing the competency evaluation, the student will be placed on the Minnesota Nursing Assistant Registry. This course meets application requirements for the Riverland Community College nursing program.

## PROGRAM COMMUNICATION

Students must establish and maintain a Riverland Community College email account. This account is free of charge and is active as long as a student remains enrolled at Riverland Community College. The college assigned student email account is the official means of communication with all students enrolled in the NA program at Riverland Community College. This policy is enforced to protect faculty, staff, and student privacy. Students are expected to read their emails daily to ensure they are aware of the information. Not checking email is not a permissible excuse for noncompliance with information shared and requested. This is the official methodology of communication, and any changes in the class schedule will be transmitted via this route.

Instructors can also be reached via their office phones. Faculty will make every reasonable effort to respond to student messages via email or phone in a timely manner- within 24 hours during the workweek and within 72 hours if the message is sent over the weekend or holiday. Please be patient and permit adequate time for your instructor to respond.

Please be aware that all communication will be monitored for appropriate professional communication standards. Lack of appropriate etiquette towards others (faculty or fellow students) will not be tolerated. Demonstration of inappropriate communication could result in dismissal from the program.

## COURSE EXPECTATIONS

The Nursing Assistant program is a state-approved curriculum for individuals training to work as a Nursing Assistant in Minnesota. Riverland Community College has received program approval by the Minnesota Board of Nursing and the Minnesota Department of Health to conduct this program. The Minnesota Department of Health conducts an onsite program evaluation every two years.

- The Minnesota Department of Health mandates attendance for all classes and lab.
- The student's cumulative grade must be 78% in order to pass the course.
- Competency of skills, attendance, and professional performance is pass/fail.
- The Riverland Community College student Code of Conduct is adhered to with an academic or non-academic misconduct/behavioral complaint being followed.
- Please be respectful with cell phone use.
- No late work is accepted.
- Students must bring their Social Security Number to class day one.
- Books and supplies are included in tuition and will be distributed on the first day of class.

## EXAM POLICY

- Students must achieve at least 78% on each quiz.
- Students will have one opportunity to retest on each unit exam they are not successful. The format and content may vary from the original exam. The first attempt score is entered into the grade book.
- If the second attempt is not successful in meeting the benchmark, the student will be unable to proceed in the course. (Contact Registrar's office to withdraw)
- If you need special accommodations, please contact the Accessibility Resources Department at Riverland <https://riverland.edu/student-services/accessibility-services/>.
- You will be required to take the exam on the same day and time as the rest of the class.
- **Albert Lea**: 507-379-3341    **Austin**: 507-433-0646    **Owatonna**: 507-431-2206

## LAB EXPECTATIONS

- Good hygiene is mandatory. (Clean shoes and socks)
- No smoking in scrubs. If you smell like smoke, you could be dismissed from the program.
- Not remaining actively engaged in the lab at all times could result in dismissal from the program.
- Certification testing will not be allowed until course requirements have been successfully completed.
- Fingernails must be short.
- Scrubs are required. A dress/skirt at least knee-length but not touching the floor is permitted.
- If a head covering is required for religious purposes, they must be short.

**In extreme situations with adverse weather, mandatory makeup dates will be assigned. Please be prepared to make the necessary accommodations to attend to ensure you meet all the required aspects of the course. (These days might vary from the original class dates/times.**

## REIMBURSEMENT FOR NURSING ASSISTANT TRAINING

- Both federal and state law requires Medicare-certified and Medicaid-certified health care facilities to reimburse nursing assistants for the cost of their training and testing within the following guidelines:
  1. The nursing assistant has received a job offer from the eligible facility within twelve (12) months of completing the nursing assistant training and testing.
  2. The facility is not obligated to reimburse the nursing assistant if more than twelve (12) months have passed since completion of training and testing.
  3. The nursing assistant has not already been reimbursed by another facility.
  4. Reimbursement must be made by the first facility where the nursing assistant is employed 90 days from the date of the job offer.
  5. The nursing assistant has not quit or been terminated within 90 days of the job offer.
  6. The nursing assistant has actually paid for the cost of training and testing him/herself.
  7. It is important to keep all receipts, as the facility is not required to reimburse the nursing assistant without proof that he or she paid for the training and materials.
  8. If you received state or federal gifted funds or grants (not loans) to pay for your nursing assistant education, you are not eligible for facility reimbursement.
- See the website <https://www.revisor.mn.gov/statutes/cite/144A.611> for more information.

## CERTIFICATION TESTING

- The fee associated with the CNA certification exam is \$260 total for the skills and knowledge exam. Please note, Financial Aid does not cover testing fees. Students are responsible for all testing fees.
- Students must achieve 74% (at least 52 out of 70 multiple choice questions) on the knowledge portion of the exam to pass.
- Details of passing skills exam are discussed in the candidate handbook.
- Link to Minnesota Nursing Assistant Candidate Handbook:  
<https://hdmaster.com/testing/cnatesting/Minnesota/forms/MN%20Candidate%20Handbook%205.22.22%20VER%204%20MDH.pdf>
- Link to Headmaster Website:  
[https://hdmaster.com/testing/cnatesting/Minnesota/MN\\_CNA\\_Home.htm](https://hdmaster.com/testing/cnatesting/Minnesota/MN_CNA_Home.htm)
- For certification testing questions contact:
  1. Shelly Mehus  
Email: [shelly.mehus@riverland.edu](mailto:shelly.mehus@riverland.edu) Phone: 507-433-0573
  2. Allyson Klankowski, Nursing Assistant Program Director

Email: [allyson.klankowsk@riverland.edu](mailto:allyson.klankowsk@riverland.edu) Phone: 507-433-0675