



**RIVERLAND**  
Community College

Nursing Assistant/Home Health Aide Program

**Student Handbook**

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## FORWARD

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

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

The policies within this handbook are in effect for all students enrolled in the NA/HHA 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  
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/Home Health Aide 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/)

## INTRODUCTION

### Minnesota State Colleges and Universities Mission

The Minnesota State Colleges and Universities system of distinct and collaborative institutions offers higher education that meets the personal and career goals of a wide range of individual learners, enhances the quality of life for all Minnesotans and sustains vibrant economics throughout the state.

Minnesota State Colleges and Universities provide high-quality programs comprising:

- Technical education programs delivered principally by technical colleges, which prepare students for skilled occupations that, do not require a baccalaureate degree.
- Pre-baccalaureate programs, delivered principally by community colleges, which offer lower-division instruction in academic programs, occupational programs in which all credits earned will be accepted for transfer to a baccalaureate degree in the same field of study, and remedial studies.
- Baccalaureate programs delivered by state universities, which offer undergraduate instruction and degrees; and
- Graduate programs, delivered by state universities, including instruction through the master's degree, specialist certificates and degrees, and applied doctoral degrees.

## Minnesota State Colleges and Universities Vision

The Minnesota State Colleges and Universities will enable the people of Minnesota to succeed by providing the most accessible, highest value education in the nation.

## Riverland Community College Vision, Mission and Heart

**Vision:** Achieve: “Best in Class” status in programs through excellence in teaching, scholarship and service.

**Mission:** Riverland Community College inspires personal success through education.

**The Heart of Riverland:** Riverland Community College is dedicated to our students, our mission and our communities.

## NURSE ASSISTANT/HOME HEALTH AIDE COURSE DESCRIPTION

This course emphasizes the role of the nursing assistant and home health aide as a valuable member of any health care team. 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 will focus on personal care, nutrition/feeding, elimination, clean and safe environment, communication, vital signs, body mechanics, and principles related to long term and home health care.

Upon successful completion of classroom/lab studies, the student will participate in a clinical experience caring for the elderly client. Background study checks will be conducted. Successful students will be eligible to take the Nurse Aide/Home Health Aide competency examination for certification and placement on the Minnesota Nursing Assistant Registry. This course meets application requirements for the Riverland Community College nursing program. (4 Cr - 2 lect, 2 lab)

## APPLICATION REQUIREMENTS

### Enrollment is limited. Students must first follow the requirements for general admission to Riverland Community College, which includes:

- Apply, and become accepted to Riverland Community College unless already a Riverland student
- Take the Accuplacer exam
  - Applicants must have the following accuplacer competency:
    - Reading/English: cut score of 63 or completion (with a grade of C or better) of ENGL0950, 0960, or 1101
- Required Immunizations (listed below)
- Must be able to pass a Criminal Background Check (more information listed below)

## IMMUNIZATION POLICY

- The following immunizations are required to participate in the clinical portion of this course. **If not received by your last class day prior to clinical you cannot continue in the program.** Your health care provider must sign all immunizations, or they will not be accepted.
- **Influenza Vaccination.**
  - Students enrolled in clinical between October 1 and April 30<sup>th</sup> are required to provide evidence of the vaccination.
- **Measles, Mumps, and Rubella**
  - Immunity by positive antibody titers or 2 doses of MMR
- **Baseline TB Screening**
  - This MUST be completed within 90 days of clinical start date – it cannot be more than 90 days or you will need to have the TST done again.
  - If you have a positive TST reading, a chest X-ray is required to rule out infectious TB disease. The chest X-ray should be done after the date of the positive TST; however, a chest X-ray done within the three months prior to the TST is acceptable, provided that the HCW has not been exposed to infectious TB disease since the chest X-ray was done, and a medical evaluation to rule out a diagnosis of infectious TB disease.

## STATE OF MINNESOTA BACKGROUND STUDY

Minnesota Law requires any person who provides a service that involves direct contact with patients and residents in health care facilities licensed by the Minnesota Department of Health to have a background study conducted by the state. An individual who is disqualified from

having direct patient contact as a result of a background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota-licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a certificate or degree in the program. Students may review the following link which outlines the types of disqualifying crimes and/or contact the program director. [www.revisor.mn.gov/statutes/?id=245C.15](http://www.revisor.mn.gov/statutes/?id=245C.15)

## 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/HHA 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. Personal cell phone numbers may be shared with students at the discretion of the instructor. 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 of 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.

## COURSE EXPECTATIONS

The Nursing Assistant/Home Health Aide program is a state-approved curriculum for individuals training to work as a Nursing Assistant and Home Health Aide 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, labs and clinical. (**Missed attendance will result in dismissal from the program**).
- The student's cumulative grade must be 78% in order to pass the course.
- Clinical is pass/fail on the competency of skills, attendance, and professional performance.

- Before clinical, the students must complete a satisfactory demonstration of all skills in the lab.
- The Riverland Community College student Code of Conduct is adhered to with an academic or non-academic misconduct/behavioral complaint being followed.
- Students must demonstrate evidence of good physical and emotional health throughout the program. If a student's limitation prohibits them from meeting the minimum requirements of the State of Minnesota, the director will determine if the student can continue with the program.
- Cell phones must be turned off during class/lab and handed into the instructor before class begins.
- No late work is accepted.
- Cell phones prohibited in the clinical setting. (HIPPA).
- Students must bring their Social Security Number and their Driver's License (not expired) to class day one.
- Books and supplies from the Riverland Bookstore are **required** by day one.

## EXAM POLICY

- Students must achieve twenty points out of twenty-five on every quiz.
- Students will have one opportunity to retest on each unit exam they are not successful. The format and content will 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 present to class late you will forfeit points for that day's exam(s).**
- If you need special accommodations, please contact the Student Success Center. 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 AND CLINICAL EXPECTATIONS

- 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.
- Good hygiene is mandatory. (Clean shoes and socks)
- You are **required** to have a watch with a second hand.
- Gait belt and name tags are part of your attire.
- Not remaining actively engaged in the lab at all times will result in dismissal.
- No acrylic nails or nail polish. Nails must be short.



- No smoking in scrubs. If smoke is detected on your scrubs you will be dismissed immediately.
- A HIPPA breach of confidentiality results in termination and failing the program.
- You are not permitted to utilize mechanical lifts of any type.
- You are not permitted to leave the clinical setting during your breaks.
- **If you present late to clinical you will be automatically dismissed.**
- Certification testing will not be allowed until clinical and course requirements have been successfully completed.
- Facial piercings, tattoos, and unnatural hair coloring are permitted at the discretion of the instructor/clinical facility.

**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 and might be weekend dates, too).**

## CERTIFICATION TESTING FEES

For certification test outs at the end of the program, students must submit fees in order to qualify for testing.

### HCNA 1100 3 credit course (High School Students Only)

1. **\$50 payable to Riverland Community College**
2. **\$64 payable to Pearson VUE**
  - Pearson VUE is the state certification testing supply company.

These fees must be paid by one of the following forms:

- **money order**
- **cashier's check, or**

### HCNA 1200 4 credit course

1. **\$64 payable to Pearson VUE**
  - Pearson VUE is the state certification testing supply company.

This fee must be paid by one of the following forms:

- **money order**
- **cashier's check, or**

This payment is due on the certification test date; further details will be presented by your instructor.

Financial Aid does not cover the \$64 Pearson VUE certification testing fee.

## CERTIFICATION TESTING FORMS OF IDENTIFICATION

Two forms of current not expired official signature bearing identification. One form must be photo bearing. Photocopies are not accepted.

Examples include:

- Driver's license
- Passport

- State Issued Identification Card
- Alien Registration Card
- Signed Social Security Card
- Signed Credit Card

## FREE CERTIFICATION EXAMINATION STUDY GUIDE

Please visit [www.pearsonvue.com](http://www.pearsonvue.com) for a FREE certification examination study guide.

- Under "Quick Links" - select your category: Search Nurse Aide Registry
- Select your program: Minnesota Nurse Aides & Home Health Aides
  - Candidate Handbook - this includes the skill study guide
  - Nurse Aide (NNAAP®) Practice Exam – this is a practice test with answer key
- For questions pertaining to the Minnesota Department of Health Nursing Assistant Registry, call (800) 397-6124 in Minnesota or (651) 215-8705.
- For certification testing questions contact Kara De La Fosse, MSN, RN, PHN, BSN, BS. Ed, Austin West Campus Email- [kara.delafosse@riverland.edu](mailto:kara.delafosse@riverland.edu)

**If you present late for testing or come unprepared (not proper identification/payment), you will not receive a refund for your testing fees.**