



## NURSING ASSISTANT – LIMITED TERM

Welcome to Gateway Technical College!

- **If you are taking a summer class, you will not be required to purchase and complete the Medical Document Manager as in-person clinical placement is not permitted. Depending upon recommendations from the Department of Health regarding in-person clinical placement for FALL classes, you may need to order and complete the Medical Document Manager ONLY package via CastleBranch. If you need to place the Medical Document Manager, follow the link – <http://gtc.castlebranch.com> – select your program, Nursing Assistant, and then select “I need to place my program-specific Medical Document Manager” to place your order. Once you submit your order, you will need to access your To-Do List which will inform you of needed health forms and allow you to download, print, and upload the necessary completed forms to your myCB account for review and acceptance. **Remember to check your email every 48 hours for important communications from CastleBranch. The Medical Document Manager needs to be complete to receive clearance to participate in clinicals:****
- Immunization Forms (We strongly encourage a series of 3 Hepatitis B OR 2 Hepislay vaccinations, as well as a Tetanus vaccination within the last 10 years. If you opt out of Hepatitis B and/or Tetanus, you must complete the Immunization Declination Waiver Form.)
- The TB test must be completed within 1 year of the start of the clinical experience. The form must include your name, date of test, results, and be signed and dated by a medical professional.
- Completed health forms **must be** submitted to your myCB account using the Medical Document Manager. Do not submit to Gateway Technical College.
- Any student who has a medical restriction (i.e. pregnancy, any physical restrictions, etc.) during the course or the clinical experience is required to submit a detailed statement from their physician to the Admissions Office **and** their instructor before entry to a clinical area.
- Flu vaccination is mandatory for clinicals scheduled between September 1 and April 30 of each year.
- The textbook title is available in Web Advisor in the course search. You must purchase and have your book on the first day of class. You may pick up your book at Follett Bookstore; used books may be available.
- The Nursing Assistant course consists of two parts. The first is the classroom portion of the course. The second is either a clinical, hands-on portion OR will be done via in-person lab checkoff for summer courses and possibly fall courses depending upon the Department of Health recommendations for in-person clinical placement.
- Students are responsible for transportation to and from both the classroom and clinical parts of Nursing Assistant, as well as to a state certification testing site.
- All Nursing Assistant students must wear solid navy blue uniform top and bottoms. Students are responsible to purchase these. Uniforms may be purchased at Follett Bookstores on Gateway campuses. White socks and white shoes are also required. These may be slip-on or tied, but no clogs, Crocs<sup>™</sup>, or sandals are acceptable.
- The professional dress code is strictly enforced beginning the first day of class. Long or artificial finger nails, nail polish, colognes, and heavy make-up are prohibited. Long hair must be tied back. Jewelry should be minimal. Piercings other than ears may not be visible.
- Students must also bring a watch with a second hand, notebook, a black pen, and any other supplies needed to be successful in the class.
- Attendance is critical. To pass, students are required to attend 75-hours. Any lost classroom/lab/clinical time for this 75-hour course, for any reason, will need to be made up per your instructor’s instructions. Please see your instructor for specific information on making up any missed time.
- Students must earn a 78.0% (2.0) for the classroom portion to proceed to the clinical experience. Those who pass both classroom and clinical are eligible to take the state certification exam.
- The Wisconsin Nursing Assistant Certification exam is completed at a D&SDT-Headmaster testing center. Visit [http://hdmaster.com/testing/cnatesting/wisconsin/WI\\_CNA\\_Home.htm](http://hdmaster.com/testing/cnatesting/wisconsin/WI_CNA_Home.htm) for a practice exam, examination and registry information, as well as to review the Candidate handbook. The handbook outlines the testing program, exam fees, how to schedule the exam, testing locations, scoring policies, what you can expect during exam day and other skills examination and registry information. You have one year from the end-date of your class to take the Certification exam.
- Rules regarding attendance, registry, and certification examinations are federal and Wisconsin regulations. To obtain more information, go to <https://www.dhs.wisconsin.gov/caregiver/nurse-aide/natd-registry.htm>. For more specific information, please click the link found under the COVID-19 and the Nurse Aide shortage.