



RASMUSSEN
COLLEGE

Nursing Assistant Training Handbook

Romeoville/Joliet Campus

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The Nursing Assistant Training Handbook

The purpose of the Nursing Assisting Handbook is as follows:

1. Provide important training information.
2. Inform learners of policies and procedures applicable to the Nursing Assistant Training.

Each learner is responsible for knowing, understanding, and adhering to the policies and information contained in this handbook.

Nursing Assistant Training

Training Description

This training is designed to prepare individuals to work safely and efficiently as nursing assistants in nursing homes and certified boarding care homes in Illinois. The training will focus on the basic nursing assistant knowledge and skills needed to care for individuals with dignity and respect.

Training Competencies

1. Perform duties in accordance with the legal roles and responsibilities of a nursing assistant.
2. Demonstrate practices that comply with patient rights and ensures patient dignity.
3. Demonstrate professionally accepted methods of communicating, verbal and written, to the healthcare team, patients, and families.
4. Apply practices that comply with the standards of infection control.
5. Perform patient care which integrates a basic understanding of diseases, including Alzheimer's disease and related disorders.
6. Demonstrate basic nursing assistant skills required to provide safe and efficient patient care.

Training Book Requirement

Sorrentino, S. A., & Remmert, L. N. (2017). Mosby's textbook for nursing assistants. (9th ed.). St. Louis, MO: Elsevier

American Heart Association Basic Life Support

Students must successfully pass the American Heart Association Basic Life Support certification component of the course in order to pass theory/lab portion of this class.

Certification

The Nursing Assistant course has been approved as a Basic Nurse Assistant Training Program (BNATP) by the Illinois Department of Public Health, Training and Technical Section. Completion of a BNATP and achievement of a passing score on the written competency test within 12 months is one way to become a Certified Nursing Assistant (CNA) in Illinois. Additional certification eligibility requirements may apply. Rasmussen College does not administer the written competency test.

Nursing Assistant Training Reimbursement

Nursing Assistant Certification (NAC) Reimbursement is a federal requirement for all nursing facilities with a Medicaid/Medicare contract to reimburse nursing assistants for the cost of their training program and certification testing. Please review the Illinois Department of Healthcare and Family Services website for details and requirements of this reimbursement process:

<https://www.illinois.gov/hfs/MedicalProviders/notices/Pages/prn051209b.aspx>

Nursing Assistant Training Registration Requirements

Please refer to Nursing Assistant Training Registration Agreement

Nursing Assistant Training Policies

Nursing Assistant Training Grading Scale and Criteria

The Nursing Assistant Training has the following grading scale:

LETTER GRADE	PERCENTAGE RANGE
A	100 - 93%
A-	92% - 93%
B+	89% - 87%
B	86% - 83%
B-	82% - 80%
C+	79% – 77%
C	76% - 73%
F	73% and Below

Instruction will be in the form of lecture, discussion, classroom activities, group work, demonstrations and learner return-demonstrations of nursing assistant skills, supervised and independent laboratory practice, and clinical experiences. A variety of audio-visual aids will also be used. Learners will be assessed on mastery of the lecture and laboratory content through various assessments including but not limited to examinations and physical demonstration of skills.

Learners will receive an overall training grade based on the letter grade scale outlined above. Grades will be calculated on the following basis and learners must pass both the Theory/Lab Portion and the Clinical Experience Portion to successfully complete the training:

1. Theory/Lab Portion – 50% of the training grade

- The Theory/Lab Portion is graded on the letter grade scale outlined above.
- The Lab Section of the Theory/Lab Portion is graded on a pass/fail system.
- Lab skills will be evaluated on a weekly basis. If a learner fails any lab skill (after **2** allowable attempts), then the learner will have failed the lab section resulting in the recording of an “F” letter grade for the Theory/Lab Portion. Receiving an “F” letter grade for the Theory/Lab Portion will result in an overall training grade of “F.”
- Students must successfully pass the American Heart Association Basic Life Support certification component of the course in order to pass theory/lab portion of this class.

2. Clinical Experience Portion – 50% of the training grade

- The Clinical Experience Portion is graded on a pass/fail system.
- Clinical skills are evaluated on a daily basis and include clinical documentation.
- If a learner receives a “C” letter grade or higher in the Theory/Lab Portion, but fails the Clinical Experience Portion, then the learner will receive an overall training grade of “F.”

- If the learner receives an “F” letter grade in the Theory/Lab Portion, but passes the Clinical Experience Portion, then the learner will receive an overall training grade of “F.”
- If the learner receives a “C” letter grade or higher in the Theory/Lab Portion and passes the Clinical Experience Portion, then the learner will receive an overall training letter grade equal to the letter grade earned for the Theory/Lab Portion.

Dress Code and Professional Appearance Policy

Learners must always present to class and externship with a professional appearance. This includes:

- Clean and wrinkle free scrubs, specific color: OLIVE
- Closed toe white shoes with white socks
- Long hair pulled back and away from face
- Hair must be worn in a professional manner (to include color)
- All tattoos covered and facial piercings must be covered or removed
- Makeup worn conservatively
- Acrylic/gel nails are not allowed
- Proper personal hygiene maintained
- Cellular phones should be put away during class, laboratory, and clinical periods

If a learner attends a class or clinical site and is in violation of any of the conduct, dress and appearance, or behavior standards listed above, the learner will be at risk for dismissal from the classroom or clinical site. Instructors reserve all rights to dismiss learners from class and/or clinical sites and not to return to class/clinical site until the learner is able to present themselves in a proper, professional manner that follows the stated dress code and professional appearance policies.

Conduct/Termination Policy

Nursing Assisting learners are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all-encompassing policy regarding learner conduct. Rasmussen College reserves the right to terminate any learners whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct by the learner that:

1. Is detrimental within the classroom environment.
2. Interferes with the well-being of the fellow learners and/or faculty and staff members.
3. Causes damage to the appearance or structure of the facility and/or its equipment.
4. Is in violation of the Academic Integrity Policy or other College policies.
5. Is otherwise detrimental to the learner’s own training progress or ultimate success in the field for which they are being trained.

Attendance Policy

Nursing Assistant Training learners are expected to be on time and in attendance for all scheduled class sessions and clinical experiences. Faculty members are required to keep accurate attendance records. Attendance will be taken every theory, lab, clinical and make-up session. Personal appointments (examples may include: doctor, child’s doctor, etc.) should be scheduled so that they do not conflict with scheduled class sessions and clinical rotations.

1. If a learner has missed more than 5 hours of theory/lab or 5 hours of clinical, then the College may record the grade of F (0) for the training. A learner may not miss any mandatory curriculum content.
2. If a learner is unable to attend a class session, then the learner must notify the instructor prior to the scheduled class session. If this notification is not made in time, then the learner may lose the opportunity to make up the missed work or tests.
3. If a learner is unable to attend a clinical experience, then the learner must notify **both** the clinical site and contact the instructor at least one hour before the beginning of the clinical experience. For the protection of patients, learners are expected to consider the health of others regarding attending clinical/lab experiences when ill.
4. Make-up time granted will be on an individual basis. Learners must work with the instructor for scheduling of make-up time for any missed theory, lab or clinical time. Mandatory content must be made-up prior to attending a clinical experience.
5. Rasmussen College reserves the right to request that a learner leave the classroom or clinical site if it is felt that the condition of the learner can endanger the health or welfare of the learner, patients, and/or others in the environment. Any clinical experience hours missed as a result will count toward the total hours absent.
6. Rasmussen College reserves the right to request a medical release from a health care provider in any situation in which there is a possible threat to the health or welfare of others.
7. If a learner has a death in the immediate family, then instructors will work with the learner on an individual basis to establish bereavement time.

Other Applicable Policies

While the Nursing Assistant Training learner is not classified as a traditional student, the Rasmussen College Course Catalog contains institutional policies that apply to the learner, including the Academic Integrity Policy, Academic Appeals and Grievance Policy, Accommodations Policy, Anti-Hazing Policy, Drug-Free School and Workplace Policy, Family Educational Rights and Privacy Act Policy, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Library and Learning Resources Policy, Non-Discrimination Policy, Title IX and Policy Against Sexual Misconduct, and Weapons Policy. The College Catalog is available at <http://www.rasmussen.edu/degrees/course-catalog>.

Nursing Assistant Training Laboratory and Clinical Site Policies and Information

Learner Health and Safety

Health Insurance and Liability

Rasmussen College does not provide health insurance for learners. Learners are encouraged to acquire and maintain health insurance while in the training. In addition, the learner must understand that he or she is responsible for any costs incurred if he or she is injured at the clinical site. Rasmussen College does not require learners to have a current health insurance policy, but your placement at a clinical site may require you to be covered by a current health insurance policy.

All accidents or injuries must be reported to the learner's instructor **immediately**. The instructor will initiate an incident report and follow the protocol outline in the *Rasmussen College Safety and Health Manual*.

Laboratory Safety

Safe laboratory practices as taught by your instructor, mandated by OSHA (Occupation Health and Safety Administration) and established in the *Rasmussen College Safety and Health Manual* will be required of the learner at all times. Unsafe practices will not be tolerated and may warrant dismissal from class and/or termination from the training. Safety protocol and procedures while in the clinical laboratory must also be followed at all times.

The training faculty members are trained in appropriate safety procedures relevant to educational activities and instruct learners in those procedures as well. Rasmussen College follows OSHA standards to reduce the risk of contracting a bloodborne disease as established in the *Rasmussen College Safety and Health Manual*.

Instructional practice controls listed below will be enforced within all laboratory classroom settings:

1. Learners are present in the lab only when they are properly supervised by a Nursing Assistant Training instructor.
2. No food or drink is present in labs.
3. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is also prohibited in the lab.
4. Appropriate PPE (Personal Protective Equipment) must be used to minimize exposure to blood and other potentially infectious materials. PPE equipment includes, but is not limited to, the following:
 - a. Gloves
 - b. Barrier garments such as disposable lab jackets
 - c. Masks
 - d. Eye protection
 - e. Mouthpieces
 - f. Resuscitation bags
 - g. Pocket masks
5. Treat all human blood and body fluids as if known to be infectious for Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).

To ensure cleanliness of the lab and to reduce possible exposure to bloodborne pathogens or infectious materials, learners are expected ensure that all equipment and working surfaces of the lab must be cleaned and disinfected at the end of each class session.

Clinical Experience

Placement

The Nursing Assistant Training Coordinator will obtain clinical sites for the learners. All learner activities associated with the clinical experience will be educational in nature. The learner shall not be substituted for hired staff personnel within the clinical institution in the capacity of a nursing assistant.

The Nursing Assistant Training clinical experience is an ***unpaid clinical***. Under no circumstances shall the learner receive any financial reimbursement from the clinical site for learner work conducted within the

clinical hours. If it is found that a learner is reimbursed, the learner will fail the clinical experience portion of the training, resulting in an overall training grade of “F.”

Learners are responsible for providing their own transportation to and from the clinical facilities. It is pertinent that the learner knows that he or she **may need to travel out of the immediate area to complete clinical activities and the cost of any such travel is the responsibility of the learner.** Transportation and housing costs during the clinical will be the responsibility of the learner.

Learners will not have complete control over which site he or she is assigned to complete the clinical. Once placed at a site, the learner must complete all required hours within their assigned site(s).

All hours must be completed only at the assigned clinical site(s). Learners will not receive any credit for clinical hours completed outside of the Rasmussen College-assigned clinical location.

If the learner is assigned to a site that has multiple locations to rotate through, this is acceptable and learners will receive credit for hours completed in this fashion as long as it is with the facility that the learner was assigned to.

Learners are not allowed to complete clinical hours within a clinical department they may already be employed with. They may complete their clinical within the same organization if the organization has availability and is in agreement. The clinical coordinator will align the clinical experience for the learner within that organization if that is an option.

Starting the Clinical

If a learner is required to attend an orientation at the clinical site, these orientation hours cannot be applied to and count toward the required clinical hours of the training. It is recommended to learn the following information prior to starting the clinical experience:

1. Gain insight of the department’s organization, major functions, and work duties.
2. Verify the first day of clinical.
3. Set learner’s schedule.
4. Review the expectations of the learner from the clinical site. Including but not limited to:
 - a. Dress
 - b. Behavior
 - c. Technical performance
5. Review the learner’s needs or interests for the clinical experience.

Clinical Timesheets

Hours completed are documented by the learner completing a timesheet that is signed off by the clinical faculty instructor and clinical supervisor. Learners are expected to fill in the Daily Timesheet and be able to provide the proper documentation of hours completed. The appropriate process for filling out Daily Timesheet is as follows:

1. Learners will record daily hours appropriately on the Nursing Assistant Training Clinical Timesheet document.
2. Hours must be tracked accurately through each day and the week

- a. If hours are forged, then the learner will immediately be terminated from the Nursing Assistant Training, will receive an overall training grade of “F.” Forging of hours will not be tolerated.
 - b. Do not include lunch breaks or any other breaks toward your clinical hours.
3. At the end of the clinical experience, once all hours are documented and accurately added up, the clinical mentor or manager must sign the bottom of the Nursing Assistant Training Clinical Timesheet document where indicated. If hours worked are not verified and signed by the clinical mentor/supervisor/manager, the hours will not be counted towards the required completion of hours. All hours must be verified and signed off by the appropriate clinical staff.
4. Learners will submit the Nursing Assistant Training Clinical Timesheet document to the clinical instructor with the appropriate signatures at the end of the clinical experience with the appropriate information completed as required.

All hours of the clinical must be successfully completed by the learner in order to be eligible to pass the clinical experience portion of the training. **Learners who do not complete all required clinical hours during the training in which the clinical experience is scheduled will fail the clinical experience portion of the training, resulting in an overall training grade of “F.”**

Responsibilities of Learner

1. Treat the clinical experience as a job.
2. Dress in accordance with the Nursing Assistant Training scrubs or in accordance with the facility’s dress code.
3. Maintain professional behavior during the clinical experience.
 - a. It is important to remember that one’s behavior reflects not only on oneself, but also on Rasmussen College, the profession, and the clinical facility.
4. Work with the coordinator to understand and know about the assigned clinical site. Some helpful information to know is as follows:
 - a. Address
 - b. Directions to the facility
 - c. Telephone number
 - d. History of the facility
 - e. Who the Clinical Supervisor is
 - f. Services provided at the facility
 - g. What type of patients the facility serves
5. Be very familiar with protection of patient information, the importance of confidentiality, the HIPAA law as well as regulations governing implementation of HIPAA.
 - a. NO PATIENT OR MEDICAL INFORMATION may be disclosed beyond medical necessity and as is necessary for treatment of patient in the medical facility.
 - b. If a learner is found to violate confidentiality or HIPAA, he or she will be dismissed from the clinical site and will fail the clinical experience portion of the training, resulting in an overall training grade of “F.”
 - c. Confidentiality and HIPAA violations will not be tolerated.
6. Conducting or participating in any illegal actions or activity within the clinical site will result in automatic termination from the training.
7. Do not work **over** 40 hours per week at the clinical site unless it is deemed necessary within the department you are scheduled in.
8. All activities and assignments given by the clinical supervisor must be completed.

9. Understand that if dropped from a clinical site ***for any reason*** (being fired by the site, the site calls and requests that “they rather the learner not return,” or any behavioral problems) the following will happen:
 - a. The learner will be dropped from the site.
 - b. The learner will receive an “F” for the training.
 - c. The learner will lose **all** attempted hours.
10. If a learner is dropped for any reason, all hours that have been completed must be accurately documented within the Nursing Assistant Training Clinical Timesheet and learner’s academic file.
11. If a learner refuses a clinical site that was assigned to them, then the learner will fail the clinical experience portion of the training, resulting in an overall training grade of “F.”

Appendix A: Rasmussen College Nursing Assistant Training HIPAA and Confidentiality Clinical Sign-off

****THIS FORM WILL BE COMPLETED AND SIGNED THE FIRST DAY OF CLASS**



I, _____, am
committed to protecting the confidentiality and security of patient information. During the course of my training, I understand there may be information shared to enhance the learning environment. I will take all measures to maintain the confidentiality of classmates, patients, and the medical facilities that may be discussed.

Learner Signature

Date

Appendix B: Rasmussen College Nursing Assistant Training Social Networking and Social Media Policy Sign-off Clinical Experience

****THIS FORM WILL BE COMPLETED AND SIGNED THE FIRST DAY OF CLASS**



As social media and networking technology continues to evolve and gain popularity, so does the need to implement policies applicable to HIPAA, Workplace/Nursing Assistant Training Relations, Clinical facilities and professionalism. This policy recognizes the fact that regardless of the original intent, words and images posted or distributed publicly have an impact on the reputation of Rasmussen College, its learners, community partners and clinical sites. Therefore, it is the policy of Rasmussen College to prohibit any and all participants in the Nursing Assistant Training from posting detailed medical information, images, negative comments regarding clinical site or partner, and anything that could be considered a threat or harassing statement on any social networking site or message board.

Disclosure of personal health information and images via these sites, even if using your personal accounts/pages, can and will be treated as a HIPAA violation. Other statements not containing personal health information, but of a negative nature directed at Nursing Assistant Training personnel, clinical sites and partners will not be tolerated and are subject to the conditions listed in the paragraph below. This policy is the result of learners posting subjective negative comments and opinions regarding Affiliated Clinical sites, Laboratory Directors, Clinical Instructors and employees, and/or Rasmussen College faculty and staff.

Your clinical experience is an extension of Rasmussen College's relationship with area healthcare facilities, and your chance to gain valuable in-field experience. As such, it is expected and required that you treat these clinical sites as your workplace. Therefore, negative and/or subjective comments or postings via social media are grounds for dismissal from Nursing Assistant Training and Rasmussen College.

I, the undersigned, agree that I have read the policy and I understand the consequences and/or repercussions associated with violating this policy.

Learner Signature

Date

Coordinator Signature

Date

Nursing Assistant Training Clinical Timesheet

Learner's Name: _____

Section/Location: _____

Date	Check-In	Break Starts	Break Ends	Check-Out	Total Hours	Supervisor Signature

Total Clinical Hours: _____

Clinical Supervisor Signature: _____

Clinical Instructor Signature: _____

Learner Signature: _____

Brief summary of actions performed:

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CLINICAL EVALUATION**Nursing Assistant Training**

Semester/Section: _____

Learner's Name: _____

CLINICAL EVALUATION GRADE

Pass: _____ Initials/Date: _____

Fail: _____ Initials/Date: _____

Clinical Evaluation Key:

S (Satisfactory) = Competent, no cueing needed, performed to skill to standard, ALL **bolded** skills, except those marked (may be lab only), must be marked "S" by end of clinical

NW (Needs Work) = One or two incidents of cueing needed, performed at near standard level with difficulty, instructor must comment

U (Unsatisfactory) = Cueing needed throughout skill, skill not provided or performed at below standard level, instructor must comment

N/A (Not Applicable) = did not have the opportunity to perform this skill during clinical

Directions:

Place checkmark, date and initial in the appropriate column to indicate learner's level of performance. ALL items marked with N/W or U must have corresponding instructor comments. A narrative of learner's performance must be provided to learner on Day Three of clinical and on the Last Day of clinical.

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OBJECTIVE	S	NW	U	N/A	COMMENTS
A. Demonstrate basic nursing assistant skills required to provide safe and efficient patient care. B. Apply practices that comply with the standards of infection control.					
1. Performs hand hygiene at all appropriate times.					
2. Maintains infection control practices.					
3. Applies and removes personal protective equipment (may be lab only).					
4. Identifies patient prior to providing care.					
5. Applies patient safety devices appropriately.					
6. Make an occupied bed (may be lab only).					
7. Performs range-of-motion exercises.					
8. Positions a person in the lateral position.					

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OBJECTIVE	S	NW	U	N/A	COMMENTS
9. Applies a transfer belt.					
10. Positions a person in a chair.					
11. Assists a person to ambulate using a transfer belt (may be lab only).					
12. Transfers a person to a wheelchair using a transfer belt.					
13. Transfers using a mechanical lift (may be lab only).					
14. Provides oral hygiene.					
15. Cares for dentures.					
16. Gives a partial bed bath.					
17. Assists a person to shower and /or take a tub bath.					
18. Performs female and male perineal care.					
19. Shaves a male patient.					
20. Provides nail care.					

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OBJECTIVE	S	NW	U	N/A	COMMENTS
21. Dresses/undresses a patient.					
22. Serves meal trays.					
23. Feeds patients.					
24. Measures intake and output (may be lab only).					
25. Changes incontinent garments.					
26. Provides care for a urinary catheter i.e. cleans the catheter, empties the collection bag					
27. Takes an oral temperature (may be lab only).					
28. Takes a radial pulse (may be lab only).					
29. Measures respirations (may be lab only).					
30. Measures blood pressure (may be lab only).					
31. Measures height (may be lab only).					

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OBJECTIVE	S	NW	U	N/A	COMMENTS
32. Measures weight (may be lab only).					
33. Applies elastic stockings.					
Additional Skills Performed: 34. AHA BLS Adult CPR and AED 35. AHA BLS Adult Choking 36. AHA BLS Infant CPR and AED 36. AHA BLS Infant Choking					

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OBJECTIVE	S	NW	U	N/A	COMMENTS
C. Perform duties in accordance with the legal roles and responsibilities of a nursing assistant.					
1. Is punctual to clinical sessions and when returning from breaks/lunch.					
2. Maintains good personal hygiene.					
3. Reports to clinical site in proper attire, including appropriate accessories.					
4. Establishes a professional relationship with residents.					
5. Performs duties in an ethical and legal manner.					
6. Practices respectfully under the direction of the nurse as appropriate.					
7. Questions unclear instructions and asks for clarifications as needed.					
8. Assists others as needed.					
9. Follows the policies of Rasmussen College and facility.					

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OBJECTIVE	S	NW	U	N/A	COMMENTS
10. Provides care in a safe, respectful and organized manner.					
13. Understands and follows the resident's nursing care plan.					
D. Demonstrate professionally accepted methods of communicating, verbal and written, to the healthcare team, patients, and families.					
1. Speaks in a professional manner at all times.					
2. Reports to the nurse as appropriate.					
3. Records care provided as appropriate.					
4. Demonstrates good listening skills when communicating with residents and others.					
5. Is prompt, thorough and accurate in all communications with others.					
6. Uses language easily understood by residents, families, and visitors.					

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OBJECTIVE	S	NW	U	N/A	COMMENTS
7. Uses approved communication techniques.					
8. Demonstrates awareness of barriers to effective communication (changing the subject, giving opinions, talking a lot, pat answers, etc.)					
E. Perform patient care which integrates a basic understanding of diseases, including Alzheimer's disease and related disorders.					
1. Provides care to patients with a variety of diagnoses.					
2. Modifies care appropriately according to needs of the patient with consideration for each diagnosis.					
3. Demonstrates awareness of signs and symptoms to observe for related to common diseases/disorders.					
4. Participates in the care of residents with Alzheimer's disease or related dementias.					
5. Uses validation measures and activities for the confused residents.					
6. Protects the confused resident from accidents and injuries.					
F. Demonstrate practices that comply with patient rights and ensures patient dignity.					

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OBJECTIVE	S	NW	U	N/A	COMMENTS
1. Demonstrates respect for all persons.					
2. Protects confidentiality.					
3. Upholds all patient rights.					
4. Offers personal choice when appropriate.					
5. Demonstrates respect for personal property of others.					
6. Considers a person's culture and religion when providing care.					
7. Observes for signs and symptoms of elderly abuse.					

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Day Three Clinical Evaluation Pass _____ Fail _____

Objectives	Instructor Comments
<p>A. Demonstrate basic nursing assistant skills required to provide safe and efficient patient care.</p> <p>B. Apply practices that comply with the standards of infection control.</p>	
<p>C. Perform duties in accordance with the legal roles and responsibilities of a nursing assistant.</p>	
<p>D. Demonstrate professionally accepted methods of communicating, verbal and written, to the healthcare team, patients, and families.</p>	
<p>E. Perform patient care which integrates a basic understanding of diseases, including Alzheimer's disease and related disorders.</p>	
<p>F. Demonstrate practices that comply with patient rights and ensures patient dignity.</p>	

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Day Three Clinical Narrative Clinical Evaluation:

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

LEARNER'S SIGNATURE: _____

DATE: _____

Final Clinical Evaluation Pass _____ Fail _____

Objectives	Instructor Comments
<p>G. Demonstrate basic nursing assistant skills required to provide safe and efficient patient care.</p> <p>H. Apply practices that comply with the standards of infection control.</p>	
<p>I. Perform duties in accordance with the legal roles and responsibilities of a nursing assistant.</p>	
<p>J. Demonstrate professionally accepted methods of communicating, verbal and written, to the healthcare team, patients, and families.</p>	
<p>K. Perform patient care which integrates a basic understanding of diseases, including Alzheimer's disease and related disorders.</p>	
<p>L. Demonstrate practices that comply with patient rights and ensures patient dignity.</p>	

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Final Narrative Clinical Evaluation:

INSTRUCTOR'S SIGNATURE: _____

DATE: _____

LEARNER'S SIGNATURE: _____

DATE: _____

Appendix C: Rasmussen College Nursing Assistant Training Handbook Sign-off

****THIS FORM MUST BE COMPLETED PRIOR TO THE TRAINING FEE PAYMENT
DEADLINE**



I, _____, have received, read, and understand the Nursing Assistant Training Handbook FOR ILLINOIS. I understand that it is my responsibility to be familiar with the contents of the handbook and abide by its policies and procedures. I understand that my failure to read these policies and procedures does not excuse me from the applicability of the content.

Learner Signature

Date

Instructions:

- Print this form.
- After reading the handbook, sign the form.
- Submit the form to Rasmussen College via the online student account center.
- Email nursingassistant@rasmussen.edu if you have any questions.