

Program Information Report

Health Sciences

Nursing Assistant Skills Training (CCNAST)
Certificate of Completion

Program Effective Term: Fall 2024

This state certified four-five week program prepares students to work as a nursing assistant in a variety of health care settings such as nursing homes, hospitals and home care. Training takes place in the classroom, lab and clinical settings within the community. Upon completion of the program, students are eligible to apply for and take the Michigan Certified Nurse Aid (CNA) exam.

Program Admission Requirements:

Program admission requires a minimum age of 16 and Academic Reading and Writing Level 3. Students need to bring a paper photocopy of their driver's license or Michigan State ID to the mandatory orientation for the criminal background clearance check.

Major/Area Requirements (4 credits)

Table with 2 columns: Course Name (HSC 100 Basic Nursing Assistant Skills) and Credits (4)

Minimum Credits Required for the Program: 4

**Program Information Report**

**Nursing Assistant Skills Training (CCNASt)  
Certificate of Completion**

**Program Effective Term: Fall 2017**

This state certified four-five week program prepares students to work as a nursing assistant in a variety of health care settings such as nursing homes, hospitals and home care. Training takes place in the classroom, lab and clinical settings within the community. Upon completion of the program, students are eligible to apply for and take the Michigan Certified Nurse Aid (CNA) exam.

**Program Admission Requirements:**

Program admission requires a minimum age of 17 and Academic Reading and Writing Level 3. Students need to bring a paper photocopy of their driver's license or Michigan State ID to the mandatory orientation for the criminal background clearance check.

Major/Area Requirements		(4 credits)
HSC 100	Basic Nursing Assistant Skills	4

**Minimum Credits Required for the Program: 4**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: <sup>CCNA</sup>HSC100 Program Name: <sup>Basic</sup>Nursing Assistant Skills <sup>Training</sup> Effective Term: <sup>ASAP</sup>Fall 2017

Division Code: Health Department: Health Science  
Science

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- |  |   |
|--|---|
| <input type="checkbox"/> Review                          | <input checked="" type="checkbox"/> Program admission requirements  |
| <input type="checkbox"/> Remove course(s): _____         | <input type="checkbox"/> Continuing eligibility requirements  |
| <input type="checkbox"/> Add course(s): _____            | <input type="checkbox"/> Program outcomes   |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information  |
| <input checked="" type="checkbox"/> Description          | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award                   | <input type="checkbox"/> Other _____  |
| <input checked="" type="checkbox"/> Advisors             |   |
| <input type="checkbox"/> Articulation information        |   |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Current information on the web is inaccurate

Financial/staffing/equipment/space implications:

none

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	RENE STARK	<i>R. Stark</i>	2/10/17
Department Chair	Mary Burns Cord	<i>Mary Burns Cord</i>	2/14/17
Division Dean/Administrator	Valerie Greaves	<i>Valerie Greaves</i>	2/14/17
Vice President for Instruction	Wm Abernethy	<i>Wm Abernethy</i>	2/20/17
President			

Do not write in shaded area. Entered in: Banner <sup>2/21/17</sup>MO C&A Database <sup>2/21/17</sup>MO Log File <sup>2/21/17</sup>MO Board Approval <sup>NA</sup>

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

Done 2/22/17 MO

## **Currently reads**

### *Description*

This state certified three-week program prepares students for employment in a variety of health care settings from nursing homes to hospitals where they will work as a Certified Nurse Aide (CNA). CNA evaluation is mandated for employment in long-term care facilities. Upon completion of the program, individuals will be qualified for multiple job opportunities with good starting salaries. Positions frequently offer flexibility and variety, as well as a sense of self-satisfaction for "making a difference" in a person's health.

Rene Stark is the advisor for the main campus program. Brenda Washington is the advisor for the extension centers.

### *Admissions Requirements*

Training takes place in the classroom, lab, and clinical settings within the community. One-hundred percent (100%) attendance is mandatory. There are no make-up days. Students are expected to have their textbook on the first day of class. Program admission requires a minimum age of 17 and documentation of a negative TB status. A criminal background clearance check is required which will be done in the agency/clinical. Entry assessment testing is required.

## **Should Read:**

### *Description*

This state certified four-five week program prepares students to work as a nursing assistant in a variety of health care settings such as nursing homes, hospitals and homecare. Training takes place in the classroom, lab, and clinical settings within the community. Upon completion of the program, students are eligible to apply for and take the Michigan Certified Nurse Aid (CNA) exam.

Rene Stark is the advisor for this program.

### *Admissions Requirements*

Program admission requires a minimum age of 17 and Academic Reading and Writing Level 3. Student need to bring a paper photo copy of their Driver's license or MI State ID to the mandatory orientation for the criminal background clearance check.

**PROGRAM CHANGE FORM**

**Program Code:**

**Program Name:**

**Effective Term:**

CCNASt

Nursing Assistant Skills Training

Winter 2004

**Directions:**

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Course Syllabus Form, but should be submitted at the same time as the program change form.

**Requested Changes:**

- |   |  |
|---|--|
| <input type="checkbox"/> Remove _____ course(s)                                   | <input type="checkbox"/> Advisors                                  |
| <input type="checkbox"/> Add _____ course(s)                                      | <input type="checkbox"/> Articulation information                  |
| <input type="checkbox"/> Total credits: Current credits _____ After changes _____ | <input checked="" type="checkbox"/> Program admission requirements |
| <input type="checkbox"/> Title (title was _____)                                  | <input type="checkbox"/> Continuing eligibility requirements       |
| <input checked="" type="checkbox"/> Description (See below)                       | <input type="checkbox"/> Program outcomes                          |
|   | Other _____  |

This state certified, three week, program prepares you for employment in a variety of health care settings from nursing homes to hospitals where you will work as a certified nurse aide (C.N.A.). C.N.A. evaluation is mandated for employment in long-term care facilities. Upon completion of the program you will be qualified for multiple job opportunities with good starting salaries. Positions frequently offer flexibility and variety, as well as a sense of self-satisfaction for "making a difference" in a person's health.

Training takes place in the classroom, lab and clinical settings within the community. One-hundred percent (100%) attendance is mandatory. There are no make-up days. Students are expected to have their Textbook on the first class. Program admission requires minimum age of 17, documentation of negative TB status. A criminal background clearance check is required which will be done in the agency/clinical. ~~COMPASS testing is recommended. International students may be required to complete the TOEFL testing.~~

*Entry assessment ~~COMPASS~~ testing is required.*

**Rationale for proposed changes:**

Reflect current policy and procedures.

**Financial/staffing/equipment/space implications:**

None

**List departments that have been consulted regarding the use of this program.**

Admissions  
International Student Advising/Education

**Signatures:**

Reviewer	Print Name	Signature	Date
Program Change Initiator	Linda Lukiewski	<i>Linda Lukiewski</i>	2/11/04
Department Chair	Theresa Nestorak	<i>Theresa Nestorak</i>	2/11/04
Division Dean/Administrator	Granville Lee	<i>Granville Lee</i>	2/11/04
Vice President for Instruction	Roger Palay	<i>Roger M. Palay</i>	2/18/04

Please submit completed form to the Office of Curriculum and Articulation Services.

3/31

3/31 *LR*

APR 7 2004

# Health

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## **Nursing Assistant Skills Training (CCNAST) Certificate of Completion**

**'UNDER CONSTRUCTION'**

**Program Effective Term: Fall 2004**

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This state certified three-week program prepares you for employment in a variety of health care settings from nursing homes to hospitals where you will work as a certified nurse aide (CNA). CNA evaluation is mandated for employment in long-term care facilities. Upon completion of the program, individuals will be qualified for multiple job opportunities with good starting salaries. Positions frequently offer flexibility and variety, as well as a sense of self-satisfaction for "making a difference" in a person's health.

### **Program Admission Requirements:**

Training takes place in the classroom, lab, and clinical settings within the community. One-hundred percent (100%) attendance is mandatory. There are no make-up days. Students are expected to have their textbook on the first day of class. Program admission requires a minimum age of 17 and documentation of a negative TB status. A criminal background clearance check is required which will be done in the agency/clinical. Entry assessment testing is required.

### **Major/Area Requirements**

**(4 credits)**

HSC 100	Basic Nursing Assistant Skills	4
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**Minimum Credits Required for the Program: 4**

**Washtenaw Community College  
Program Change Request Form**

Program Code: NAST Program Title: Nursing Assistant Skills Training

Effective Year: 2000

1. Course Related Program Changes:					
Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
<u>HSC 200</u>					Remove <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)
					Remove <input type="checkbox"/> Add <input type="checkbox"/> Change Title <input type="checkbox"/> <input type="checkbox"/> Change Credit (was: _____) <input type="checkbox"/> Shift in Sequence (was: _____)

2. Total Credit Hours for Program: Before Proposed Changes: 9 After Proposed Changes: 4 and 5

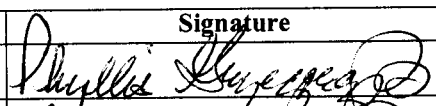

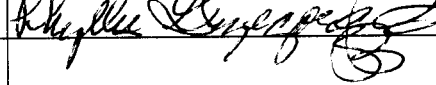
Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.) Change to <sup>A</sup> ~~two separate~~ competency certificates: Basic Nursing Assistant Skills (HSC 100 - 4 credits) and ~~Advanced Nursing Assistant Skills (HSC 200 or 200A - 5 credits)~~

4. Rationale for Proposed Changes: Each course is independently a career entry training program. HSC 100 is the State-approved nurse aide course. HSC 200/200A is community developed patient care technician training. Students are not receiving recognition that they are completing the training.

5. Financial/Staffing/Equipment/Space Implications: No new requirements.

6. Has the department consulted with all departments that may be impacted? Yes  No  NA

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:			<u>4-26-00</u>
Department Chair:	<u>GLORIA VELARDE</u>		<u>4/26/00</u>
Division Dean:			<u>4-26-00</u>
VP, Instruction/Student Services:			

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it. If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.



## Nursing Assistant Skills Training (CCNAST) Certificate of Completion

This program prepares you for employment in a variety of health care settings from nursing homes to hospitals where you will work as a competency-evaluated nurse aide (C.E.N.A.). C.E.N.A evaluation is mandated for employment in long-term care facilities. Training takes place in the classroom, lab, and clinical settings within the community. Upon completing the program you will be rewarded with multiple job opportunities with good starting salaries. Positions frequently offer flexibility and variety, as well as a sense of self-satisfaction for "making a difference" in a person's health. This four-credit course is a State-approved Nurse Aide Training program that contains the core curriculum essential for State certification and was approved through site visits.

### Nursing and Health Science Department

Advisor: Linda Lukiewski

### Program Admission Requirements:

- Minimum age of 17 years
- Consent is required for enrollment in order to provide the student with the policy on mandatory attendance and other information.

Course Number	Course Title	Credit Hours
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### Major/Area Requirements

HSC 100	Basic Nursing Assistant Skills .....	4
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**Credits Required for the Program:.....4**

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, height, weight, marital status, or veteran status in provision of its educational programs and services or in employment opportunities and benefits. WCC is committed to compliance in all of its activities and services with the requirements of Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990.

Inquiries concerning programs and services under Title IX and Section 504, and the Americans with Disabilities Act should be directed to the Office of the Dean of Student Services; Room 225A, Student Center Building, 734- 973-3536. Inquiries regarding compliance in employment should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, Room 120, Business Education Building, 934- 973-3497. Inquiries concerning access to facilities should be directed to the Director of Plant Operations, Plant Operations Building, 734- 677-5300.



Program Approval Document

**Certificate ~~Of Completion~~  
In**

**NURSING ASSISTANT SKILLS  
TRAINING PROGRAM (N.A.S.T.)**

*Prepared by*

Gloria Velarde, Department Chair for Nursing & Health Sciences

Washtenaw Community College

November 1999

**WASHTENAW COMMUNITY COLLEGE  
PROGRAM AUTHORIZATION FORM**

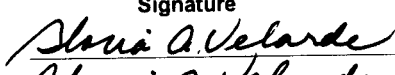
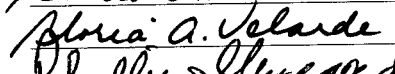


1. Program Title: Nursing Assistant Skills Training Program Program Code: NAST  
 2. Division: HPS 3. Department: NHSD CIP Code: 51-1614  
 4. Type of Program:  A.A.  A.S.  A.A.S.  A.T.S.  
 Advanced Certificate  Mastery Certificate  Achievement Certificate  Certificate of Completion  
 5. Will this program be Perkins funded?  yes  no 6. Effective Year: Fall 1999

**7. Program Description (for Catalog, brochures, etc.):**  
 The Nursing Assistant Skills Training program provides students with the training needed to gain competency in nursing skills performed by various unlicensed assistive personnel or caregivers. At the end of two short-term training courses, the individual will be employable in a variety of health care settings from nursing homes to hospitals. The program offers students the option to exit after completion of the first course to become and work as a competency-evaluated nurse aide (C.E.N.A.), which is mandated for employment in long-term care facilities. Training takes place in the classroom, lab, and clinical settings within the community. Individuals completing the program are rewarded with multiple job opportunities with good starting salaries. Positions frequently offer flexibility and variety, as well as a sense of self-satisfaction for 'making a difference' in a person's health.

8. Advisors: Peggy Eckhauser, Gloria Velarde, Full-time Health Science Instructor

<b>9. Admissions Criteria:</b>	<b>10. Criteria for Continuing Program Eligibility:</b>
Minimum age - 17 years old Consent is required for enrollment in order to provide the student with information on mandatory attendance, etc.	Students must successfully complete HSC 100, including all tests and skills, in order to progress into the advanced course (i.e. HSC 200). If a student wishes to enter at the level of the second course (i.e. HSC 200) and receive the Certificate of Completion, he/she must present proof that a State-approved Nurse Aide Training course/program was successfully completed before entry.

11. Attach a Program Approval Document [PAD], which includes the following:
- A. Program Description
  - B. Program Goals
  - C. Needs Assessment
  - D. Enrollment Projections
  - E. Program Cost Analysis
  - F. Course Descriptions
  - G. Analysis of Affected Instructional Units
  - H. Articulations
  - I. Licensure/Accreditation

Approval Recommended:	Print Name	Signature	Date
Program Initiator:	<u>Gloria Velarde</u>		<u>11/5/99</u>
Department Chair/Director:	<u>Gloria Velarde</u>		<u>11/5/99</u>
Dean:	<u>Phyllis Grzegorzcyk</u>		<u>4-19-2000</u>
VP, Instruction/Student Services:			<u>4/20/2000</u>
President:			
Date of Board Approval:	<u>Nov. 23, 1999</u>		

Available on disk Vice President's Office - ISS

APR 19 2000

**Received**

## COURSE REQUIREMENTS FOR PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
<b>Semester 1:</b>	<b>HSC 100 Basic Nursing Assistant Skills (3-week course / 90 hours)</b>	4	Consent with receipt of information packet; must be 17 years of age
<b>Semester 2:</b>	<b>HSC 200 Advanced Nursing Assistant Skills (3-week course / 105 hours)</b>	5	HSC 100 or equivalent as determined by department.
<b>Semester 3:</b>			
<b>Semester 4:</b>			
<b>Total Credits:</b>		<b>9</b>	

## **A. PROGRAM DESCRIPTION –**

The N.A.S.T. program will consist of two short-term training courses: HSC 100 - Basic Nursing Assistant Skills, and HSC 200 - Advanced Nursing Assistant Skills. HSC 200 will be a new course developed specifically for this program. When taken in succession, training covers approximately a six-week period. Students have the option to stop after the first course, which is a state-approved Nurse Aide Training program that prepares the individual for Competency-Evaluated Nurse Aide (C.E.N.A.) certification. This certification is mandated for employment in long-term care facilities. The newly developed HSC 200 will enhance the unlicensed caregiver's competency in additional technical skills, allowing the individual to function in a variety of multi-skilled roles in acute care settings. Successful lab check-outs will be a key component in evaluating skill competency and readiness for continued unit-based orientation.

## **B. PROGRAM GOALS**

The intent of the Nursing Assistant Skills Training (N.A.S.T.) Program is to prepare individuals to meet the current workforce needs in health care. Specifically, the program is designed to provide the student with an opportunity to gain competency in nursing skills performed by unlicensed assistive personnel in a variety of health care settings.

## **C. NEEDS ASSESSMENT**

The impetus of this program came from requests made by area health care facilities to have WCC provide training for new employees. Previously, a significant shortage of nurse aides in long-term care facilities led to the development of HSC 100. Most recently, the NHSD Department was contacted by St. Joseph Mercy Health System to explore the feasibility of providing Patient Care Technician (PCT) training for upgrading their current Patient Care Assistant II personnel. The initial meeting between WCC Nursing Faculty and SJMH Operations Support and Practice Development staff took place on June 21 to discuss the current method and content of training PCT's. WCC submitted a course proposal for this training on August 19 and received SJMHS acceptance on September 15. Once the N.A.S.T. Program is approved, it will be available to all area hospitals to meet their training needs.

## **D. ENROLLMENT PROJECTIONS**

It is anticipated that each course (i.e. HSC 100 and 200) will be offered approximately twice each semester. With a maximum capacity of 24 students for each session, the projected enrollment could be as high as 96 per semester.

## **E. PROGRAM COST ANALYSIS**

Space: It is expected that the majority of the training will take place in the Nursing lab areas (i.e. OE 129 and 131).  
Resources: 1) equipment – minimal equipment will be needed for HSC 100 and 200 as the same lab equipment is used in current Nursing, Respiratory Therapy, and non-credit health program courses.  
2) supplies – lab supplies will be needed for instructor demonstrations. Students will be responsible for purchasing their own 'nurse pack' with necessary lab supplies.  
3) textbooks – WCC will cover the costs of 30 required textbooks (total of 4) for a one-time purchase to be reissued and reused for each section.  
4) Faculty – currently, we have part-time instructors teaching HSC 100 and HSC 200, with the exception of our full-time respiratory therapy instructor doing the R.T. skills section. We will be closely monitoring the demand for these courses and the need for requesting an additional full-time health science instructor to teach and coordinate these courses.

**F. COURSE DESCRIPTIONS – See attached copies of CSAF for HSC 100 and HSC 200**

**G. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS**

The N.A.S.T. Program incorporates one existing (i.e. HSC 100) and one new health science course (i.e. HSC 200). Course development of HSC 200 drew from the content of several existing courses in Nursing, Respiratory Therapy, and non-credit health program departments. Additionally, existing faculty from these areas have agreed to cooperate in team-teaching this course.

**H. ARTICULATIONS**

The program allows for short-term job training and upward mobility at the end of each course for unlicensed care providers.

Further, it is envisioned that components of this program can be articulated into other associate degree health programs at WCC in the future. Specifically, the Nursing Department plans to examine the articulation potential of the N.A.S.T. Program into the traditional Associate degree R.N. program. Curricular work will be planned to modularize the current NUR 103 Fundamental of Nursing – Clinical Practice and NUR 124 Acute Care Nursing I – clinical courses in an effort to give some credit for the attainment of specific nursing skills from the HSC 100 and 200 courses.

**I. LICENSURE/ACCREDITATION (IF APPLICABLE) – N/A**