

PUTNAM
NORTHERN WESTCHESTER
BOCES
NURSE ASSISTING PROGRAM
HANDBOOK
2016-2017



PUTNAM NORTHERN WESTCHESTER BOCES
TECH SOUTH
HEALTH ACADEMY
NURSING ASSISTING

June 9th 2016

Dear Parent and Student,

Welcome to the Nursing Assisting program here at TECH SOUTH. Congratulations on a successful school year 2015-2016. We are looking forward to you coming to Nursing Assisting in the fall of 2016. Attached is the Nursing Assisting Handbook with a lot of information about the course, uniform, skills, and certification test at the end of the year. Please find 4 pages of physical forms that needs to be filled out by your pediatrician for the first day of school. Each student is required to have updated immunizations, fall influenza immunization and a PPD placement for screening TB. These requirements are standard in any health care facility. We will be starting our clinical rotations in early November. Our students wear a **navy** blue scrub top with white pants. You can find these items online, Walmart or at a uniform store. A complement workbook is required and will cost around 25 dollars which we will collect money for in the fall.

Please Note:

- 1) Students that **meet attendance and grade requirements** can take the New York State Prometric Nursing Home Nurse Aid Certification exam.
- 2) This certification exam costs **115 dollars**, which is **paid for by the students**.
- 3) If your student has an IEP there is an ADA Accommodations Packet that would need to be filled out by your homeschool to ensure required accommodations are in place.
- 4) If the student is eligible for free lunch please send documentation from your home school on the first day of school.
- 5) Please be aware that students need to have a social security card and a picture ID with a signature to be able to take the certification exam at the end of the year. This can be a Motor vehicle permit or license, or a valid passport.
- 6) Additional information will be available on our Schoolwires website, <http://pnwboces.schoolwires.net> Look under the instructors Collins/Farlow.

Have a great summer and see you in September.

Any questions please email us at vfarlow@pnwboces.org

Ms. Collins RN MSHed
Mrs. Farlow RN MSN
Mrs. Ordonez

**PUTNAM/NORTHERN WESTCHESTER BOCES
2016-2017 Campus School Calendar**

September 2016						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER
9/1 Superintendent's Conference Day
9/2 Schools Open
9/5 Labor Day
Total Days: 20 student
1 Supt. Conference Day

October 2016						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER
10/3-4 Rosh Hashanah
10/10 Columbus Day
10/12 Yom Kippur
Total Days: 17 student

November 2016						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER
11/8 Superintendent's Conference Day
11/11 Veteran's Day
11/23-25 Thanksgiving Recess
Total Days: 17 student
1 Supt. Conference Day

December 2016						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER
12/26-30 Holiday Recess
Total Days: 17 student

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY
1/2 Holiday Recess
1/16 Martin Luther King Day
Total Days: 20 student

February 2017						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEBRUARY
2/20 President's Day
Total Days: 19 student

March 2017						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH
Total Days: 23 student

April 2017						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL
4/10-14 Spring Recess
4/17 Superintendent's Conference Day
Total Days: 14 student
1 Supt. Conference Day

May 2017						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY
5/26-30 Memorial Day Recess
Total Days: 20 student

June 2017						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JUNE
6/23 Superintendent's Conference Day
Total Days: 16 student
1 Supt. Conference Day

NOTE:
Weather make-up days to be taken in the following order: 5/26, 5/30, & 4/10
Adopted 4/5/16

183 Student
+ 4 Superintendent's Conference Day
187
School Closed
No Students

SCHOOL PHILOSOPHY

BOCES HAS A MISSION STATEMENT AND THAT IS TO PROVIDE TRAINING AND EDUCATION leading TO SKILLED EMPLOYMENT AND /OR COLLEGE PLACEMENT THIS PHILOSOPHY IS A DYNAMIC SYSTEM OF BELIEFS AND CONCEPTS WHICH IS CONTINUALLY DEFINED AND RE DEFINED IN THE LIGHT OF SOCIAL, ECONOMICAL, AND TECHNOLOGICAL CHANGES IN OUR SOCIETY.

COURSE PHILOSOPHY

CERTIFIED NURSING ASSISTANTS ARE AN ESSENTIAL AND VITAL COMPONENTS IN OUR HEALTH CARE SYSTEM. THIS PROGRAM WILL PROMOTE THE QUALITIES, WHICH ARE SO DESIRABLE IN THE HEALTH CARE FIELD AND WHICH CAN BE TRANSFERRED FROM JOB TO JOB.

DEVELOPING AN INCREASED SENSITIVITY TO THE DIGNITY OF WORK WILL ENABLE THE STUDENT TO BECOME A PRODUCTIVE PART OF THE WORKFORCE. THE COURSE IS DESIGNED TO HELP STUDENTS ENHANCE THEIR LEADERSHIP, COMMUNICATION AND MANAGEMENT SKILLS.

Putnam Northern Westchester BOCES
Nursing Assisting
Course Outline

- 1) Introduction to hospitals and nursing centers
- 2) The role of the nursing assisting
- 3) Work Ethics
- 4) Communicating with the health team
- 5) Understand the person
- 6) Body Structure and function
- 7) Care of the older person
- 8) Promoting safety
- 9) Preventing falls
- 10) Restraints alternative and safe restraints use
- 11) Preventing infection
- 12) Body mechanics
- 13) Safely handling, moving, and transferring the person
- 14) Assisting with comfort

- 15) Assisting with hygiene
- 16) Assisting with grooming

- 17) Assisting with urinary elimination
- 18) Assisting with bowel elimination
- 19) Assisting with nutrition and fluids
- 20) Assisting with assessments
- 21) Assisting with specimens
- 22) Assisting with exercise and activity
- 23) Assisting with wound care
- 24) Assisting oxygen needs
- 25) Assisting with rehabilitation and restorative nursing care
- 26) Caring for persons with common health problems
- 27) Caring for persons with mental health problems
- 28) Caring for persons confusion and dementia
- 29) Assisting with emergency care
- 30) Caring for the dying person

Putnam Northern Westchester BOCES
Nursing Assisting
Course Objectives

These objectives identify minimal performance of graduates upon successful completion of the program:

1. Provide basic nursing assistant care to clients in all age group in the health/home care setting.
2. Perform comfort and personal care measures in the health/home care setting.
3. Provide basic emotional, physical, psychological, and spiritual support to clients in the health/home care settings.
4. Cooperate with the health care team members to coordinate delivery of nursing assistant care and seek guidance when necessary.
5. Exhibit professional conduct, appearance, and ethical behavior when providing nursing assistant care.
6. Demonstrate skills which provide for the restorative needs of clients.
7. Demonstrate effective written/oral communication in maintaining relationship with clients, families, and other health care members.

8. Maintain the rights of clients.

9. Perform nursing assistant care with regard to the principles of infection control.

10. Perform basic emergency procedure for all aged clients.
11. Demonstrate procedures in a safe therapeutic manner in the health/home care setting to meet federal/state mandates.
12. Conduct a self-inventory of personal strengths for the purpose of improving performance.
13. Identify the similarities/differences in the role of the nursing assistant in the health care setting and the role of the health nursing aide in the home care setting.
14. Complete the qualification required to be eligible for the Prometric Long term care nursing assisting certification exam

Putnam Northern Westchester BOCES
Nursing Assisting
Grading Policy

Knowledge	40%
Skill	15%
Attitude	15%
Science	10%
English	10%
Medical Terminology	10%

CLASSROOM RULES

- 1) YOU WILL ATTEND ALL CLASSES ON TIME AND BE PREPARED TO WORK WITH TEXTBOOK, NOTEBOOK, PEN AND PENCIL BROUGHT TO CLASS EACH DAY.
- 2) YOU WILL BE HELD ACCOUNTABLE FOR ALL YOUR ACTIONS
- 3) YOU WILL TREAT ALL INDIVIDUALS WITH RESPECT
- 4) YOU WILL USE ONLY APPROPRIATE LANGUAGE, GESTURES AND BEHAVIOR
- 5) YOU WILL LISTEN QUIETLY AND RESPECTFULLY WHEN SOMEONE ELSE IS SPEAKING
- 6) YOU WILL GIVE FELLOW STUDENTS TIME TO ANSWER AND WILL NOT CALL OUT ANSWERS
- 7) YOU WILL REMAIN IN CLASSROOM AT ALL TIMES EXCEPT WHEN GIVEN PERMISSION TO LEAVE
- 8) YOU WILL PARTICIPATE IN LAB CLEANUP AT THE END OF EACH LAB SESSION
- 9) ABSENCES REQUIRE A CALL TO 248-2442 ON THE MORNING YOU ARE ABSENT
- 10) BINDERS AND PORTFOLIOS ARE YOUR RESPONSIBILITY AND ARE TO BE KEPT CURRENT
- 11) YOU ARE RESPONSIBLE FOR MAKING-UP MISSED WORK. ALL MISSED WORK NEEDS TO BE MADE UP IN 1 WEEK OR A ZERO WILL BE RECORDED
- 12) NO CELLPHONE IN CLASSROOM
- 13) 3 LATES EQUAL 1 ABSENCE. EXCESSIVE LATES WILL REQUIRE COUNSELOR INTERVENTION AND A DISCIPLINE NOTE
- 14) ANYONE SLEEPING OR HEAD CONSISTENTLY ON THE DESK WILL RECEIVE A DISCIPLINE REFERRAL
- 15) A NOTEBOOK AND NOTE TAKING IS REQUIRED AND WILL BE CHECKED EACH WEEK AND GRADED.
- 16) CLASSROOM BREAKS WILL BE AT THE DISCRETION OF THE INSTRUCTOR EACH DAY
- 17) WORK IN THE COMPUTER LAB WILL ONLY PERTAIN TO THE LESSON FOR THE SESSION. THERE WILL BE NO INAPPROPRIATE WEBSURFING AT ANY TIME.

Collaborative Work Skills : First Quarter Skills Grade

Teacher Name: Ms. Farlow

Student Name: _____

CATEGORY	4	3	2	1
Attitude	Never is publicly critical of the project or the work of others. Always has a positive attitude about the	Rarely is publicly critical of the project or the work of others. Often has a positive attitude about the	Occasionally is publicly critical of the project or the work of other members of the group. Usually	Often is publicly critical of the project or the work of other members of the group. Often has a
Focus on the task	Consistently stays focused on the task and what needs to be done. Very self-directed.	Focuses on the task and what needs to be done most of the time. Other group members can count	Focuses on the task and what needs to be done some of the time. Other group members must	Rarely focuses on the task and what needs to be done. Lets others do the work.
Return Demonstration	Student always gives a return demonstration of skills learned. Student's workbook	Student most of the time gives a return demonstration of skills learned. Student's workbook	Student sometimes gives a return demonstration of skills learned. Student's workbook	Student never gives a return demonstration of skills learned. Student's workbook is rarely up to date
Quality of Work	Provides work of the highest quality.	Provides high quality work.	Provides work that occasionally needs to be checked/redone by other group members to ensure	Provides work that usually needs to be checked/redone by others to ensure quality.
Preparedness	Brings needed materials to class and is always ready to work.	Almost always brings needed materials to class and is ready to work.	Almost always brings needed materials but sometimes needs to settle down and get to work	Often forgets needed materials or is rarely ready to get to work.

2nd Quarter Skills Assessment

Teacher Name: Ms. Farlow

Student Name: _____

CATEGORY	4	3	2	1
Assist with Resident Feeding	Student is successful in feeding or assisting resident with breakfast	Student is sometimes successful in feeding or assisting resident with breakfast	Student is occasionally successful in feeding or assisting resident with breakfast	Student is rarely successful in feeding or assisting resident with breakfast. Continues to need help and reinforcement
Hand washing	Student is successful in handwashing before and after coming on the units and in between caring for residents	Student is sometimes successful in handwashing before and after coming on the units and in between caring for residents	Student is occasionally successful in in handwashing before and after coming on the units and in between caring for residents	Student is rarely successful in handwashing before and after coming on the units and in between caring for residents
Calculate I&O and percentage of food intake	Student can successfully calculate I&O and percentage of food intake for the resident	Student is sometimes successful in calculating I&O and percentage of food intake for the resident	Student is occasionally successful in calculating I&O and percentage of food intake for the resident	Student is rarely successful in calculating I&O and percentage of food intake for a resident. Continues to need reinforcement of skills
Make unoccupied bed	Student can successfully make an unoccupied bed at the clinical site	Student meets most of the criteria of making an unoccupied bed at the clinical site	Student meets some of the criteria of making an unoccupied bed at the clinical site.	Student continues to need assistance in the skill of making a bed at the clinical site
Works on skills in lab	Student consistently stays focused during skills demonstrated and practiced in the classroom lab	Student sometimes stays focused during skills demonstrated and practiced in the classroom lab	Student occasionally stays focused during skills demonstrated and practiced in the classroom lab	Student rarely stays focused during skills demonstrated and practiced in the classroom lab

Buy Panda Uniforms Two Pocket Womens Mock Wrap Scrub Top for \$11.95

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SCRUB TOPS SCRUB PANTS JACKETS LAB COATS PRINTS STUDENT PLUS SIZE MADE TO ORDER EMBROID

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Panda Uniforms Two Pocket Womens Mock W

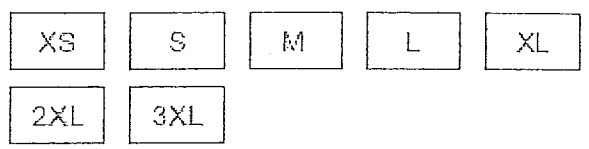
*Color
NAVY*



Select Color



Select Size



Qty 1 Price: \$11.95

ADD EMBROIDERY

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- International Shipping

Product Description

Panda Uniforms features this very feminine mock wrap scrub its crossover and on the sleeve edges. This women scrub is f sleeves are softly puffed for an added feminine touch. It's st area and back tie belt over its soft elastic. There are also tw handy tools and other personal items. It's available in XS to !

View Larger

★★★★★
[Add review](#)

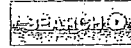
Video

PANDA UNIFORMS WOMEN TRUE FIT

SIZE	XS	S	M	L	XL	2XL
conversion	2-4	6-8	10-12	14-16	18-20	22-24
Bust	32-33	34-35	36-38	39-42	43-46	47-50
Waist	24-25	26-27	28-30	31-34	35-38	39-42
Hip	35-36	36-37	38-40	41-44	45-48	49-52



Enter keyword or Item #



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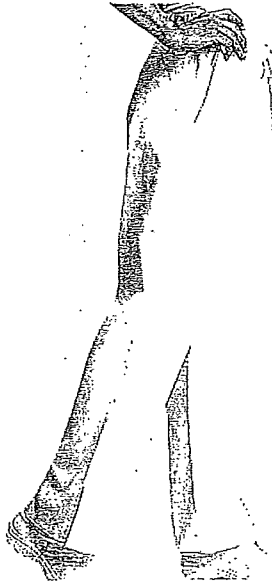
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Adar Women Two Pocket Petite Drawstring Scrub Pants

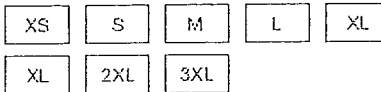
Style# AD-507P

-----Select Color-----



Select Size

SIZE CHART



Adar Medical Uniforms's Women's Product
65% Poly / 35% Cotton.

Low rise pants in petite

Drawstring closure

Comfort elastic back

Available only in white

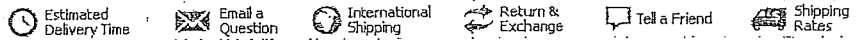
Qty 1 Price: \$9.95



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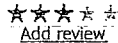
ShareThis



Product Description

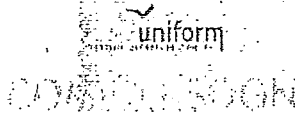
Pants with contemporary low-rise styling features a drawstring closure, comfort elastic back, side pockets and slits in legs that flare at the bottom.

[View Larger](#)



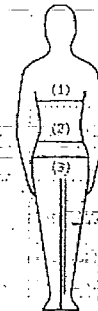
ADAR MEDICAL UNIFORMS WOMEN TRUE FIT

Video



SIZE	XS	S	M	L	XL	2XL	3XL	4XL	5XL
conversion	2-4	6-8	10-12	14-16	18-20	22-24	26-28	30-32	34-36
Bust	32-33	34-35	36-38	39-42	43-46	47-50	51-54	55-58	59-62
Waist	24-25	26-27	28-30	31-34	35-38	39-42	43-46	47-50	51-54
Hip	35-36	36-37	38-40	41-44	45-48	49-52	53-56	59-62	63-66

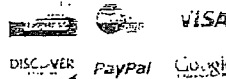
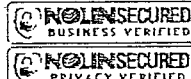
Inseam Regular approximately 30"
Inseam Petite approximately 27.5"
Inseam Tall approximately 32"



Recent Views Items

AD-507P
[Adar Women Two Pocket Petite Drawstring Scrub Pants](#)
\$9.95

PN-4003
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\$11.95



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White Petite Pull On Scrub Pant

★★★★★ (2 Customer Reviews) Write a review

Buy from Walmart

Shipping & Pickup

See estimated arrival date

Online


\$12.00

SEE SHIPPING TO HOME

In stores

Price may vary

In stock for:

• Store pickup - Free  What's This?

• Ship to home



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Check store availability for this product.

Item Description

Petite Pull On Scrub Pant in White

- Petite fit
- Wide leg styling
- Covered elasticized waist
- Two deep slash pockets
- Reinforced pockets and stress points for durability
- Soft finish opaque Twill fabrication

Specifications

Model No.:	992P
Shipping Weight (in pounds):	0.8
Product in Inches (L x W x H):	18.0 x 13.0 x 0.375
Assembled in Country of Origin:	Imported
Origin of Components:	Imported

Pricing Policy

About Our Prices

We strive to provide you with the lowest prices possible on Walmart.com as well as in our stores. However, sometimes a price online does not match the price in a store. Walmart.com's prices may be either higher or lower than local store prices. Prices may also vary between stores. Our local stores do not honor Walmart.com pricing or competitor advertisements from outside of a store's local trade territory.



PRE-ENTRANCE MEDICAL RECORD

Date: _____

Name of Applicant: _____
Last Name
First Name
Initial

Date of Birth: _____ Course _____
Month
Day
Year

THE MEDICAL EXAMINER IS REQUESTED TO MAKE A CAREFUL PHYSICAL EXAMINATION. OTHERWISE DEFECTS FOUND AFTER ADMISSION MAY LEAD TO THE REJECTION OF THE APPLICANT.

SPECIAL NOTE FOR PHYSICIAN		Office Use Only (Completed)
1.	Tuberculin skin test required annually for TB screening. All information must be completed and documented on the attached form.	
2.	Rubella (German Measles), Rubeola (Measles), Varicella (Chicken Pox) and Mumps blood titers must submit reference ranges on lab results slips to prove immunity. Titers must have been obtained within ten (10) years.	
3.	Hepatitis B blood titers must be submitted with reference range for proof of immunity or must have a signed Hepatitis B waiver declination.	
4.	Serology – RPR (titer results).	
5.	CBC and urinalysis must be completed annually.	
6.	Tetanus toxoid: students should be encouraged to receive booster if ten (10) year period is past.	

A. MEDICAL HISTORY OF APPLICANT – please check (√) off box where applicable.					
Self	Family		Self	Family	
		Hoarseness			Convulsions
		Cough			Heart Disease
		Shortness of Breath on Moderate Exertion			Diabetes
		Hepatitis: Type			Hay Fever
		Tuberculosis: Type			Asthma
		Epilepsy			Eczema
		Mental Disorder			Allergic to Food
		Emotional Instability			Allergic to Medications
		Headache			Allergic to Latex
		Rheumatic Fever			Allergic to Bee Sting
		Other:			



REQUIRED TUBERCULOSIS SURVEILLANCE (B SKIN TESTING – PPD)

Student Name: _____

Date: _____

SITE: R F A L F A 5TU

Manufacturer: _____

Lot #: _____ Exp. Date: _____

Administered by: _____

TO BE EVALUATED IN 48 TO 72 HOURS (2-3 DAYS)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

READING MUST BE IN MM _____ mm***

Reading may not be given as a range, or as "Positive" or "Negative."

Measure induration (bump), not erythema (redness).

Print Name: _____

Signature: _____

Date: _____



INFLUENZA VACCINE RECORD

Date: _____

Student Name: _____
(Last) (First) (Middle Initial)

Program: Full-Time Day Part-Time I Part-Time II

Date Vaccine Administered: _____

Lot Number: _____

Manufacturer: _____

Expiration Date: _____

To Be Completed by Physician

Physician's Name: _____
(Please Print)

Signature: _____ Date: _____

Acknowledgment

I acknowledge that I have received, read, understand and agree to the Introductory Nurse Assistant Packet which includes but is not limited to: goals, rewards, and consequences, and grading policies.

Signed

(student)

Signed

(parent/guardian)

Date