



WEST LOS ANGELES COLLEGE
DIVISION OF ALLIED HEALTH
Nursing Assistant /Home Health Aide & Acute Care Programs
9000 OVERLAND AVE., CULVER CITY, CA 90230-3519
(310) 287-7226 Fax (310) 287-4352

Summer 2017

Dear Applicant,

Thank you for your interest in the Certified Nurse Assistant, Home Health Aide and Acute Care Programs. **Orientations will be held on the following dates: April 13, 2017; May 4, 2017; June 8, 2017; July 13, 2017; August 10, 2017 in SC Building, Room 106 at 6:30p.** Attached you will find all of the information you will need in order to become eligible for the various programs.

You will find:

- A student check list
- Course descriptions and upcoming course schedule
- Certified Nurse Assistant and Geriatric Care Program application
- Frequently Asked Questions
- Los Angeles Community College District Health Record
- Student Resource Information
- Summer 2017 CNA-HHA detailed course schedule

Please review the information in this packet. If you have any questions, please contact me at (310) 287-7226 or email me at CastilJC@wlaac.edu

Please be advised that enrollment will be held on a first come, first served basis. Be sure to submit your health and academic requirements as soon as possible.

Juan Carlos Castillo, CNA Program Coordinator
SC Bldg., Room 104
T: 310-287-7226
Fax: 310-287-4352

Sincerely,

Juan Carlos Castillo
CNA Program Coordinator
West Los Angeles College
9000 Overland Avenue
Culver City, CA 90230
T: 310-287-7226
F: 310-287-4352

**Certified Nursing Assistant- Home Health Aide Program
Student Application Check list**

Student Name: _____ Term: _____

Students must have all of the following items present in their student file to be eligible to participate in the program.

- West Los Angeles College Student Application
- Nursing Assistant Program Application Complete
- Passed College level course work in Math 105 and English 21 or ESL 8 with a grade of "C" or better **OR** completion of the college assessment examination with higher level
- Cardiopulmonary Resuscitation (CPR) – Basic Life Support for Health Care Providers Card valid through the duration of the program (will be offered at WLAC).
- Physical Examination. Health Record signed by a Physician, Nurse Practitioner or Physician Assistant (completed within the 2 months prior to the start of the program) that specifies that you can participate in the classroom and clinical internship portions of the program without any limitations.
- Urine Negative Drug Test (8 panels, within 2 months of start of Program)

Immunization proof or titer results confirming:

- Tetanus (within past 10 years)
- Hepatitis B immunization record or Titer result
- MMR (Measles, Mumps, Rubella) immunization record or Titer result
- Proof of Absence of Tuberculosis (negative skin test or negative chest x-ray within two months of start of program)
- Varicella (Chicken pox) (titer or proof of vaccination)
- Malpractice Insurance Application (District require \$ 1000,000 single occurrence & \$ 3000,000 Aggregate)
- Flu Shot /Proof of Immunization

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Student file reviewed by: _____ Date: _____

If complete, provide:

- Live Scan / Criminal Background Clearance (will be done in class)
- Evidence of Understanding from Student Hand Book
- DHS 283 B form will be done on Class

Student approved for entrance into program by: _____ Date: _____

COURSE DESCRIPTIONS

The Need for Allied Health Professionals

The National Center for Workforce Analysis reports that more than 50% of states reported shortages of allied health personnel and California ranks 48th among states in per capital health services employment. This will get worse as the total population of California grows 39% through 2020 and the over 65 population grows 58%. The Nurse Assistant and Geriatric Care Technician Programs are designed to fill the employment gap of caregivers working with the elderly. It consists of two courses (Nurse Assistant and Geriatric Care Technician) and leads to a certificate in Geriatric Care.

Certified Nurse Assistant (Nursing 399A - 5 units)

This course prepares the student to be a beginning health care worker in the long term care facility, acute care setting, and the home care setting. Emphasis is given to safety principles, infection control, methods for providing physical care, and emotional and social support. The course consists of lecture and clinical experiences. Upon successful completion of the course, the student is eligible to sit for the State of California certification Examination. The application for certification requires fingerprinting and a background check. Applicants who have been convicted of a criminal offense may not be eligible for certification. Please contact our office at (310) 287-7226 or visit the certification requirements online at <http://www.dhs.ca.gov/lnc/cert/Training.htm>.

The next course will be offered in the Summer 2017 on:

Monday, Tuesday, Thursday, and Friday (Theory) 8:00am-4:00pm June 13, 2017 – June 20, 2017,
Thursday 8:00am-1:00pm June 22, 2017
Friday 8:00am-1:00pm June 23, 2017
Monday (Final Exam) 8:00am-4:00pm June 26, 2017

AND

Tuesday, Thursday, Saturday and Sunday (Clinical) 7:00am to 4:00pm, July 01, 2017 – July 24, 2017
Students must attend all sessions to be eligible for program completion and State certification.

Home Health Aide (Nursing 399B- 2 units)

This course focuses on understanding the regulatory guidelines pertaining to Home Health Aide scope of practice; the basic knowledge of the disease and to recognize signs and symptoms of the disease; the concepts of provision of care in a home setting and to provide a sound knowledge base from which the Home Health Aide can be an important partner of other healthcare providers, for the patient to achieve the highest level of physical function and go back to prior level of care.

This course will be offered Summer 2017 semester following the Nurse Assistant classes on:

Thursday and Saturday (Theory) 8:00am to 4:30pm, July 26, 2017- July 29, 2017
AND Sunday, 8:00am-12:00pm, July 30, 2017,
Saturday (Clinical) 8:00am-12:00pm August 5, 2017
AND Sunday and Tuesday, 8:00am-4:30pm August 6, 2017 and August 8, 2017
Complete 20 hours of lecture and 20 hours of clinical = (Total: 40 hours)

Continuing Education Program - 48 units: Acute Care Program

Information will be announced.



WEST LOS ANGELES COLLEGE
DIVISION OF ALLIED HEALTH
 9000 OVERLAND AVE., CULVER CITY, CA 90230-3519
 (310) 287-7226 Fax (310) 287-4352

Nursing Assistant /Home Health Aide/Acute Care Programs Summer 2017

Nursing Assistant, Home Health Aide and Acute Care Programs Admissions Application

Give careful consideration to each question on this form. This form must be completed in its entirety for consideration by the committee.

STUDENT ID# _____ **SOCIAL SECURITY NUMBER:** _____

1. NAME _____
LAST FIRST MIDDLE MAIDEN OR FORMER

2. PERMANENT ADDRESS _____
NUMBER & STREET CITY STATE ZIP

3. EVENING PHONE _____ DAYTIME PHONE _____

4. E-MAIL ADDRESS _____

5. BIRTHDATE _____ AGE _____ SEX _____

6. DO YOU NEED TO ACCESS THE COLLEGE'S STUDENT RESOURCES?

PLEASE CHECK ALL THAT APPLY:

- A. BASIC SKILLS
- B. COUNSELING
- C. FINANCIAL AID
- D. CHILD CARE
- E. Extended Opportunity Program & Services
- F. Disabled Student Program & Services

7. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? **Y** _____ **N** _____ **WHAT YEAR?** _____

8. HAVE YOU TAKEN THE WEST LOS ANGELES COLLEGE MATH AND ENGLISH ASSESSMENT TEST?
YES _____ **NO** _____ **WHAT YEAR?** _____

9. DO YOU HAVE A BASIC LIFE SUPPORT CPR CARD? Expiration date _____

10. **EXAMINATIONS/VACCINATIONS:** *Required before the start of the program. Immunization paperwork will be provided before the start of the program*

1. COMPLETE PHYSICAL EXAMINATION
2. TETANUS
3. HEP B (Proof of Vaccination or titer result)
4. MMR (titer or proof of vaccination)
5. TB SCREENING
6. Varicella (chicken pox) titer or proof of vaccination.

11. **REQUIRED ITEMS:**

- ✓ Watch with second hand
- ✓ Uniform- scrubs (Please ask for Iguana Med Order Form) see attached form.
- ✓ Textbook: Nurse Assistant Training by American Red Cross, ISBN-13: 978-1584805687
- ✓ Labe Fee
- ✓ Malpractice Insurance (forms available in SC 104)
- ✓ Student Tuition

14. **ETHNIC BACKGROUND:**

Check One:

- | | |
|--|---|
| 1. <input type="checkbox"/> Decline to State | 2. <input type="checkbox"/> Chicano/Hispanic-Mexican/American |
| 3. <input type="checkbox"/> White/Caucasian | 4. <input type="checkbox"/> Asian/Pacific Islander |
| 5. <input type="checkbox"/> American Indian/Alaskan Native | 6. <input type="checkbox"/> Filipino |
| 7. <input type="checkbox"/> Other _____ | 8. <input type="checkbox"/> Black/African-American |

Students successfully completing the Nursing Assistant course will be eligible for certification through the State of California. To participate in the clinical portion of the program the applicant will need to be fingerprinted and have a criminal background check completed. This is also required for certification. Applicants who have been convicted of a criminal offense may not be eligible for certification. Please contact our office at (310) 287-7226 or visit the certification requirements online at <http://www.dhs.ca.gov/lnc/cert/Training.htm>

By signing this form you are verifying that you understand the prerequisites and the licensing requirements for the Nursing Assistant program. I understand that falsification or intent to withhold information under penalty of perjury shall constitute grounds for dismissal.

SIGNATURE

DATE

FREQUENTLY ASKED QUESTIONS

When will it start?

- 1) The next CNA class will begin Summer Semester: June 12, 2017 – July 24, 2017
- 2) The Next Home Health Aide class will follow the CNA class: July 26, 2017 – August 8, 2017
- 3) The Acute Care Program will be offered TBA

How do I apply?

- 1) Applications are available in MSB Building #101 – Allied Health Office and SC Building room 104.
- 2) Drop off your application in the SC Building #104.

How are the candidates selected?

- 1) On a first-come, first-serve basis.
- 2) Subject to completion of all eligibility requirements listed in the brochure.

What are the steps that I need to take for the application process and prepare for enrollment in the program?

- 1) Obtain application to the program
- 2) Submit application paperwork to CNA Office, SC Building# 104
- 3) Enroll at West Los Angeles College
- 4) Show proof of entry college level Math and English courses that have been taken with a passing grade (“C” or better), or take the Mathematics and English Assessment at West LA College, with placement into English 21 or ESL 7 and Math 112 minimum.

What about the physical examination, drug screen and immunizations?

- 1) Prior to acceptance into the program, entering students must provide proof of a physical exam, negative drug screen, and necessary immunizations including a TB test within the last 2 months. Students may get these services from their private physician or go to clinics listed on the student resource list in this packet.
- 2) Students are required to have this by a combination of the Department of Health Services and our clinical affiliates. This protects you from patients that may have a communicable disease and vice versa.

What about fingerprinting and background check?

- 1) Will be provided with the necessary forms and performed in class at no cost to the student.

What about the CPR card?

- 1) Students will be provided the opportunity enroll in AH 21to obtain a Basic Life Support CPR for the Healthcare provider completion card once they are accepted into the CNA program.

What is the total cost of the program? (Estimate)

- 1) WLAC fees at \$46 per unit (Nurse Assistant 6.5 units \$299 and Home Health Aide is 2 units \$92)
- 2) HHA at \$46 per unit (2 units \$92)
- 3) Course Textbooks, approx. \$108
- 4) Malpractice Insurance, approx. \$23
- 5) CPR course \$45 - \$65
- 6) Closed toe shoes (tennis shoes, clogs, no heels) white.
- 7) State examination administered by the American Red Cross is \$105

How is the class scheduled?

- 1) The NA class is formatted as follows:
 - a. 59 hours of lecture on Mon., Tues., Thurs., & Fri. from 8:00a to 4:00p, June 12, 2017 – June 20, 2017, Thursday from 8:00a-1:00p, June 22, 2017
Thursday from 8:00a-1:00p: June 22, 2017 AND Tuesday 8:00a-4:00p June 26, 2017
 - b. 126 hours of clinical hours on Saturdays & Thursdays, from 7:00am-4:00pm: July 1, 2017-July 22, 2017
 - c. Sundays & Tuesdays, 7:00am to 4:00pm, July 2, 2017 –July 24, 2017
 - d. 40 hours of HHA from July 26, 2017-August 8, 2017

The Home Health Aide course will follow the Nurse Assistant course in the last four weeks of the Summer Semester. A prerequisite for this course requires either a CNA certificate or completion of the NA course at West LA College.

The Acute Care Program will have a similar schedule and be offered in a future semester. As a prerequisite, this course requires either a CNA certificate or completion of the NA course at West LA College.

How do I become certified as a Nurse Assistant?

Upon meeting the hour and academic requirements for the NA program, students are eligible to sit for the State of California Certifying Examination. Students must have a valid photo identification (i.e. driver’s license, state ID card or passport AND an original social security card to sit for the examination.

How do I become certified as an Acute Care Technician?

Currently there is not a State Certification for this course. Students meeting the academic requirements for this program will be issued a completion certificate in Acute Geriatric Care from West Los Angeles College.

How do I become certified as a Home Health Aide?

Upon meeting the hours and academic requirements for CNA and Home Health Aid and pass the California State Exam. You will receive both certificates. Students meeting the academic requirements for this program will be issued a completion certificate in Home Health Aide from West Los Angeles College.

LAST NAME	FIRST NAME:	INITIAL:	MARITAL SATUS SINGLE DIVORCED MARRIED NO CHILDREN	HEALTH RECORD
ADDRESS: (STREET, CITY, ZIP)				
TELEPHONE:	WHAT ARE YOU STUDYING TO BE?			

NAME AND ADDRESS OF FAMILY DOCTOR/CLINIC:	STUDENT ID NUMBER:
---	--------------------

DATE OF BIRTH:	LAST HIGH SCHOOL ATTENDED (NAME, CITY, STATE):
----------------	--

UNDERLINE DISEASE YOU HAVE HAD:

ANEMIA	NERVOUS BREAKDOWN
ASTHMA	PLEURISY
APPENDICITIS	PNEUMONIA
BLACKOUTS	POLIO
BRONCHITIS	RHEUMATIC
CHICKEN POX	RHEUMATIC FEVER
DIABETES	SCARLET FEVER
DIPHTHERIA	SMALL POX
EPILEPSY	SICKLE CELL
HAY FEVER	SINUSITIS
EAR PROBLEM	TONSILITIS
HEART TROUBLE	TYPHOID FEVER
JAUNDICE	THYROID DISORDER
KIDNEY PROBLEM	TUBERCULOSIS
LARYNGITIS	ULCER
MUMPS	VARICOSE VEINS
MEASLES	WHOOPING COUGH

FAMILY HISTORY: UNDERLINE AND NOTE

RELATIVE
TUBERCULOSIS
NERVOUS BREAKDOWN
DIABETES
CANCER

WHAT VACCINATIONS OR TESTS HAVE YOU HAD? WHAT YEARS? <input type="checkbox"/> SMALL POX _____ <input type="checkbox"/> TETANUS _____ <input type="checkbox"/> CHEST X-RAY _____ <input type="checkbox"/> POLIO _____
--

SERIOUS ILLNESSES:
OPERATIONS:
LIST YOUR MAJOR INJURIES:
ALLERGIES:

A complete physical examination including labs is required every two (2) years unless otherwise Specified by affiliating hospital contracts.

PHYSICAL EXAM:	DATE:	ADDITIONAL DATA – SUMMARY - RECOMMENDATIONS
GENERAL APPEARANCE:	HEIGHT WEIGHT	
POSTURE		
SKIN:	BACK:	
EYES: PERLA:	RETINA:	
EARS: R L	HEARING:	
NOSE AND THROAT:		
TEETH: GUMS: DENTAL HYGIENE		<input type="checkbox"/> FREE OF COMMUNICABLE DISEASES – DOES NOT CREATE HAZARD TO SELF OR OTHERS
GLANDS: THYROID		<input type="checkbox"/> APPROVED AND RECOMMENDED FOR NURSING PROGRAM
LUNGS:		<input type="checkbox"/> NO APPROVED – SEE ABOVE
HEART:		<input type="checkbox"/> APPROVED PENDING AS ABOVE
PULSE:		EXAMINED BY: _____,MD
ABDOMEN:		NURSE PRACTITIONER
ENDOCRINE SYSTEM:		LICENSE NO:
NERVOUS SYSTEM:		ADDRESS & PHONE NO.
BLOOD PRESSURE:		

STUDENT'S NAME (Print) _____ Student ID #: _____

	Date	Results	Dr. Signature/Address/Phone Number
(*Required for NA Program)			
*Tuberculin Skin Test	_____	_____	_____
OR			_____
Chest X-ray			_____
Rubella (Measles)	_____	_____	_____
(Titer/Vaccine)			_____

Varicella (Chicken Pox)	_____	_____	_____
(Titer/Vaccine)			_____

*Rubella	_____	_____	_____
(Titer/Vaccine)			_____

*Hepatitis B	_____	_____	_____
	_____	_____	_____

*Mumps	_____	_____	_____
(Titer/Vaccine)			_____

*Polio (All students enrolled in health related courses are encouraged to ascertain that they are immune to poliomyelitis.)			
	_____	_____	_____
	_____	_____	_____

*Diphtheria/Tetanus (Series of two, one month apart. Boosters in one year, then repeat in ten years. If you had series as a child, All you need is the booster).			
	_____	_____	_____

*Drug Screen (with Lab results)	_____	_____	_____

IF THE TITER IS NEGATIVE, A VACCINE WILL BE REQUIRED. THEN A REPEAT TITER AS DESIGNATED PER MEDICAL PROTOCOL.

COPIES OF ALL LABORATORY REPORTS ARE REQUIRED.

STUDENT RESOURCE INFORMATION

Fingerprinting/Background Check

Live Scan Fingerprinting will be done **in class**. You will be required to bring a valid form of identification (ie. driver license, ID card, or passport). This will be provided at no cost to the student.

Malpractice Insurance

You can obtain malpractice insurance from Nurses Service Organization at https://www.nso.com/quick_quote2/. (800) 247-1500. Choose "California" as state of residence and select student to apply. The total annual premium is \$23.00. Please provide them with **our fax number** (310) 287-4352 so proof of your insurance can be sent to our office.

Uniforms and Supplies

The required uniform is white scrubs. No designs or other colors permitted. You can obtain the uniforms from any location you find suitable.

Immunizations, Physical Examinations and Drug Screens

If you have an immunization card, this will have many of the required vaccinations listed. The physical examination, drug screen and remaining immunizations or titers can be obtained from your personal physician or by contacting the resources below:

CURTIS TUCKER HEALTH CENTER, 123 W. MANCHESTER BLVD. INGLEWOOD, CA 90301
310-419-5325

WLAC STUDENT HEALTH CENTER, 310-287-4478, Fax 310-287-4459

DRUG TEST, WEST LOS ANGELES, 1200 WILSHIRE BLVD. LOS ANGELES, CA 90025
310-820-2150, wla@wellnessmart.com

FOR THE FIRST DAY OF CLASS YOU MUST HAVE THE BOOK:

- ✓ Watch with second hand
- ✓ Uniform- White scrubs White shoes
- ✓ Textbook: Nurse Assistant Training by American Red Cross, ISBN-13: 978-1584805687
- ✓ Labe Fee \$65.00 includes your Stethoscope and Sphygmomanometer
- ✓ Malpractice Insurance, go to: NSO. Com
- ✓ Student Tuition \$ 392.00

Date	Day	Time	Theory / Clinical	Faculty (location)
NATP (30students max 399A)				
6/12	Monday	08am- 4pm (7.5hrs) (0.5 hr lunch)	Theory Orientation	
6/13	Tuesday	08am- 4pm (7.5hrs) (0.5 hr lunch)	theory	
6/15	Thursday	08am- 4pm (7.5hrs) (0.5 hr lunch)	theory	
6/16	Friday	08am- 4pm (7.5hrs) (0.5 hr lunch)	theory	
6/19	Monday	08am- 4pm (7.5hrs) (0.5 hr lunch)	theory	
6/20	Tuesday	08am- 4pm (7.5hrs) (0.5 hr lunch)	theory	
6/22	Thursday	8am- 1pm (5hrs)	Theory	
6/23	Friday	8am- 1pm (5hrs)	theory	
6/26	Monday	08am- 4pm	Make up/ FINAL	
6/27	Tuesday	8am- 4pm	Skills Lab	
6/29	Thursday	8am- 4PM	Skills Lab	
7/1	Saturday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#1	
7/2	Sunday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#2	
7/6	Thursday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#3	
7/8	Saturday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#4	
7/9	Sunday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#5	
7/11	Tuesday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#6	
7/13	Thursday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#7	
7/14	Saturday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#8	
7/17	Sunday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#9	
7/18	Tuesday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#10	
7/20	Thursday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#11	
7/21	Saturday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#12	
7/22	Sunday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#13	
7/24	Tuesday	7am- 4pm (8hrs) (1 hr lunch)	Clinical#14	
HHA (30 students max 399B)				

7/26	Thursday	08am- 4.30 pm (8hrs) (0.5 hr lunch)	Theory HHA	
7/29	Saturday	08am- 4.30pm (8hrs) (0.5 hr lunch)	Theory HHA	
7/30	Sunday	8am- 12pm (4hrs)	Theory HHA	
8/5	Saturday	08am- 12pm (4hrs) or 1pm- 6pm	Clinical HHA	
8/6	Sunday	8am- 4.30pm (8hrs) (0.5 hr lunch)	Clinical/ HHA	
8/8	Tuesday	8am- 4.30pm (8hrs) (0.5 hr lunch)	Clinical/ HHA	
	TOTAL:	Theory: 20 hrs; Clinical: 20		
Allied Health 21 (1 sections – if needed)				
6/17/17	Saturday	08.30am- 1230pm	BLS	
	TOTAL			