



INDIAN RIVER STATE COLLEGE

Nursing Assistant

Admission Booklet

Application Deadline:

One week prior to class start date or until class is full.

For more information
IRSC Information Call Center
1-866-792-4772

www.irsc.edu

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE is a public, comprehensive college serving Florida's Research Coast with campuses in Fort Pierce, Okeechobee, Port St. Lucie, Stuart and Vero Beach. IRSC has earned a statewide and national reputation for quality, innovation and responsiveness to community needs, inspiring over 30,000 people to enroll in courses each year. Every aspect of IRSC is focused on enhancing student success with small classes, one-stop student services, convenient campuses and online courses, resulting in the College's ranking as the 12th top public regional college in the South by *U.S. News & World Report*. Tuition is affordable, and IRSC students benefit from many opportunities for scholarships and financial aid. IRSC was designated as the "4th Most Affordable College" in the country by the U.S. Department of Education and has been selected as an *Achieving the Dream*[™] college based on the College's strong commitment to student success.

IRSC offers Bachelor's degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees, Associate in Applied Science degrees and short-term certificate programs to prepare students for careers in science, technology, health care, business, industry, education, public safety and other fields. Many students also take advantage of the College's growing Virtual Campus with online degrees, courses and student services.

EE/EO

Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Aдриene B. Jefferson

Dean of Minority Affairs/Equity Officer/Title IX Coordinator

IRSC Main Campus – 3209 Virginia Ave. – Fort Pierce, FL 34981

(772) 462-7606

Nursing Assistant

This course teaches skills for certification and employment as nursing assistants in long-term care facilities. Students learn to identify and meet basic patient care needs for safety comfort and activities of daily living.

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NURSING ASSISTANT

A Nursing Assistant works under the supervision of nursing or medical staff to provide basic care in hospitals, nursing homes, physicians' offices, clinics and in-home care. Most nursing assistants help with activities that patients cannot do for themselves such as bathing and feeding. Nursing assistants also collect information about the patients for the nursing staff. The Nursing Assistant course usually takes about seven weeks to complete. Students attend class approximately 20 hours per week.

Note:

Students interested in the Nursing Assistant course must have proof that they are 18 years old by the first day of class

APPLICATION CHECKLIST

Necessary forms can be found in the back of this booklet.

- ___ 1. Complete *the Indian River State College Application for Admission* online at www.irsc.edu.
- ___ 2. Applicant must be 18 years old.
- ___ 3. Meet with an academic advisor.
- ___ 4. Request high school, former school and/or college(s) to forward transcripts(s) to Admissions Office at IRSC by the application deadline (preferred but not required).
- ___ 5. Attend Nursing Information Session (verified through Health Science Division by attendance cards).
- ___ 6. Submit Health Science Program Application to cashier at any IRSC campus and pay \$30 fee by application deadline date
- ___ 7. Register for class (enrollment limit of 12 per class), and pay for class one week prior to the start of class.
- ___ 8. Submit Fingerprint Information Sheet and Drug Screen Form with \$100 to Nursing Office H-234 at the Main Campus in Fort Pierce prior to the first day of class. (Make check payable to IRSC or pay cash.)
- ___ 9. Complete and submit the IRSC Physical Examination Form with completed immunizations to the Nursing Department H-234 at the Main Campus in Fort Pierce prior to the first day of class.

INTRODUCTION

The Nursing Assistant program is offered through the IRSC Health Science Division. Applicants should carefully review the application procedures outlined in this booklet. Admission to the Nursing Assistant program is on a selective admission basis. It is the applicant's responsibility to ensure that the application process is complete.

APPLICATION PROCESS

Candidates who wish to be considered for a Health Science program at Indian River State College must complete the procedures outlined on the checklist on page 1. **It is the student's responsibility to see that admission requirements are met. No notices will be sent.**

DUAL ENROLLMENT

Dual Enrollment students under the age of 18 must register for HCP V122 which does not include the clinical component.

Note:

Students should report any change of address in person or by telephone to the Educational Services Division and the Health Science Office at (772) 462-7550, any IRSC Campus, Adult/Continuing Education Division or the website within 24 hours. Address records must be kept up to date.

INFORMATION SESSIONS

Students interested in applying to a health science program should attend the appropriate, regularly scheduled, program information session prior to the application deadline date for direction and assistance with the application process. The information session addresses any questions or concerns prospective applicants may have. The session also assists students in understanding how to achieve a **"qualified"** applicant status. No reservations or fees are required to attend.

**Nursing Information Sessions are held in the
Mary L. Fields Health Science Building
3rd Thursday of each month
Main Campus in Fort Pierce
H - 106
4:00 p.m.**

APPLICATION DEADLINE DATE

One week prior to class start date or until class is full.

ACCEPTANCE INTO COURSE

Final acceptance into the course is contingent upon satisfactory results from the TABE test, a physical examination, with immunizations, drug screen and Federal Bureau of Investigation National Background Checks (FBI/NBC).

Drug Screen

Refer to the IRSC website www.irsc.edu. Click **Program & Careers** and then **Health Science Programs**. In the Resources Box, Select **Drug/Background Checks**.

Criminal Background Checks

Refer to the IRSC website at www.irsc.edu. Click **Programs and Careers** and then **Health Science Programs**. In the Resources box, select **Drug/Background Checks**.

Health/Medical Record

A completed medical health form must also be submitted and approved by the Department Chair. This health record will contain results from a physical examination and laboratory tests including immunization records.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician, physician's assistant or an ARNP must be submitted.

Student Drug Screen, Background Check, and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records. Any changes to these records must be reported immediately to the Program Director.

NON-ACCEPTANCE INTO COURSE

Applicants who do not meet minimum requirements for the Nursing Assistant course (TABE's low, Drug Screen/Physical Exam/background check result not turned in by 1st class) will be permitted to request their application be moved to the immediate next semester without additional application fees incurred. If requirements are not met in time to enroll in the next available course, the individual must reapply and pay the necessary application fee for the program.

EXPENSES

Visit the IRSC website www.irsc.edu. Click **Program & Careers** and then **Health Science Programs**. Select **Nursing Assistant**. In the Application box, Select **Program Expenses**.

REIMBURSEMENT/FINANCIAL AID/SCHOLARSHIP

Reimbursement: If you become employed by a nursing home within 12 months of completing certification, under federal law and Florida facility handbook guidelines, the facility is required to reimburse nursing assistants' fees for training and testing. Contact the District Medicaid Office in your area if you have any questions regarding reimbursement.

Financial Aid (grants, loans, work-study) is **not** available for students who are taking the Nursing Assistant course as a stand-alone course. Note that Financial Aid **is** available for students enrolled in the Practical Nursing certificate program. (The Nursing Assistant course is part of the Practical Nursing certificate program.) Contact the Financial Aid Office at (772) 462-7450 or toll-free at (866) 900-3243 for further information.

Scholarships designated for students in the Health Science programs may be available. Complete the new *IRSC "STARS" ONLINE Scholarship Application*, available at <https://www.irscfoundation.org> The application deadline for all IRSC Health Science scholarships is in **May**.

CURRICULUM

This course teaches skills for certification and employment as nursing assistants in long-term care facilities. Students learn to identify and meet basic patient care needs for safety, comfort and activities of daily living.

HCPV410C..... 165 hours

FREQUENTY ASKED QUESTIONS

When do classes begin?

Classes begin throughout the year at dates determined by the Nursing Department. A minimum number of students is required for any class to be offered. Special registrations are available throughout the year.

Where are classes held? Classes are held at the IRSC Main Campus; the Blackburn Education Building in Fort Pierce; Mueller Campus in Vero Beach; Chastain Campus in Stuart; and the Dixon Hendry Campus in Okeechobee. Clinical hours are in area nursing homes and hospitals.

Who can apply for Nursing Assistant?

Anyone who is 18 years of age may apply.

Do I need a high school diploma? A high school diploma or GED® is not required; however some employers require a high school diploma or GED®.

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

What about jobs after completion?

The career outlook for the Nursing Assistant course completers is excellent. IRSC posts jobs in Career & Transition Services. When you complete the program, you apply for employment on your own. NOTE: Each Certified Nursing Assistant can expect to have an additional screening through the FBI/NBC and the Abuse Registry prior to employment and must meet the minimum standards for good moral character or must obtain an exemption in order to work in a nursing facility. Employers will also perform a drug screen. Some employers require a high school diploma. These screenings are requirements of the employer and are in addition to those completed for IRSC.

**CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION
IRSC NURSING ASSISTANT**

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patient rooms, work spaces and treatment areas; administer cardio-pulmonary procedures
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient to monitor and assess health needs	Hear monitor alarm, emergency signals, cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for basic physical assessment	Sense temperature changes; assess peripheral pulses
Strength/Stamina	Sufficient stamina to provide patient care and related responsibilities for extended periods of time (8-12 hours)	Adapt to shift work; lift without restrictions from standing position

**LATEX ADVISORY – Latex based products are used in all health care facilities.
Adapted from the Board of Directors of the Southern Council on Collegiate Education
for Nursing (SCCEN) guidelines for Nursing Education programs.**

Indian River State College
Student Advisement Form
NURSING ASSISTANT

Student must see an advisor before starting the checklist to review program requirements.

Name of Student _____ Student ID # _____ Date: _____

APPLICATION REQUIREMENTS	YES/DATE COMPLETED	NO	Is answer is NO , indicate what intervention/resources were shared with student to assist them in completing requirement.
1. IRSC Application for Admission submitted online at www.irsc.edu			
2. Applicant must be 18 yrs. or older.			
3. Meet with an academic advisor.			
4. Request high school, former school and/or college(s) to forward transcript(s) to Admissions Office at IRSC by the application deadline (preferred but not required).			
5. Attend Nursing Information Session (verified through Health Science Division by attendance cards).			
6. Submit Health Science Application with fee.			
7. Register for class (enrollment limit of 12 per class), and pay for class one week prior to the start of class.			
8. Submit Fingerprint Information Sheet and Drug Screen Form with \$100 to Nursing Office H-234 at the Main Campus in Fort Pierce prior to the first day of class. (Make check payable to IRSC or pay cash.)			
9. Complete and submit the IRSC Physical Examination Form with completed immunizations to the Nursing Department H-234 at the Main Campus in Fort Pierce prior to the first day of class.			

STUDENT SIGNATURE _____ EDUCATIONAL SERVICES STAFF SIGNATURE _____

PRINT STUDENT NAME _____ DATE _____

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INDIAN RIVER STATE COLLEGE

Fingerprint Information Sheet and Drug Screen

Student ID# _____ Date _____

_____ I AM confirming my intention to take the Nursing Assistant course and have enclosed a non-refundable check of \$100.00, payable to Indian River State College, for my fingerprinting FBI/NBC (background check) and drug screen.

I authorize the Health Science Division to request a Fingerprinting FBI/NBC Inquiry and the results sent to Indian River State College Health Science Division.

Carefully read the directions and fill in the responses as indicated below.

1. Name: _____

Last
First
Middle
2. Date of Birth Example 1965/08/25: _____

Year/Month/Day
3. Place of Birth:
 If born in United States, indicate state _____
 If born in Canada, indicate province _____
 If born outside of the United States, indicate country _____
4. Gender – select one:
 Male
 Female
5. Race – select one:
 Black
 American Indian/Alaskan Native
 Unknown
 White/Hispanic
6. Height: _____ ft. _____ in.
7. Weight: _____ lbs.
8. Color of Eyes _____
9. Color of Hair _____

Complete the entire form and submit with your check for \$100.00 made payable to IRSC to:

Nursing Department H-234
Indian River State College
3209 Virginia Avenue • Fort Pierce, FL 34981-5599

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Receipt Date _____

Health Science Program Application

Selective Admissions - Entrance Exam Required

NURSING ASSISTANT COURSE

INSTRUCTIONS - NO APPLICATION WILL BE PROCESSED UNLESS THE FOLLOWING ARE COMPLETED:

All documents required by the Health Science Department must be submitted by appropriate deadline dates to the Admissions Office in order to be given consideration for selective admission into a Health Science program.

1. Complete an Indian River State College Application for Admission online at www.irsc.edu.
2. Complete this Health Science Program Application (**print clearly in ink or type**), and return it with a non-refundable/non-transferable application fee. Submit to the Business Office at the Main Campus (W-Building) or any IRSC campus.

Student ID# _____ Date of Birth _____

Name _____
 Last (print) First M.I. and/or Maiden Name

IRSC Email address _____

List any other names under which record of your education, tests or work experience may be recorded:

Name _____
 Last (print) First M.I.

Mailing Address _____
 Number and Street City State Zip

Home Phone () _____ Cell/Other Phone () _____

Ethnic Origin: (Required by U.S. Department of Health, Education and Welfare)

1. White 3. Asian or Pacific Islander 5. Hispanic
 2. American Indian or Alaskan Native 4. Black, non-Hispanic

DISCLAIMER: I have reviewed the course requirements outlined in the Health Science Program Admission Booklet and understand that this does not guarantee admission into a program. I certify that the above information is correct, and I understand that falsification of information could lead to my dismissal if accepted into the program.

STUDENT SIGNATURE

DATE

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LABORATORY TESTS AND IMMUNIZATIONS

Student Name: _____ Program: _____

PLEASE INITIAL EACH SECTION AND SIGN BOTTOM OF PAGE

To be completed by Health Care Practitioner

I.

Tuberculin Skin Test	Date Read:	Results:
OR		
Chest X-Ray	Date:	Results:

II.

If born after 1/1/57, must have proof of two (2) MMR vaccines after age one (1).

MMR Vaccine	Date:	Date:
OR		
Rubella Titer	Date:	Results:
Rubeola Titer	Date:	Results:
Mumps Titer	Date:	Results:

III.

Tetanus/Diphtheria/Pertussis	Date:	
OR	Tetanus Titer	Date: Results:
	Diphtheria Titer	Date: Results:
	Pertussis Titer	Date: Results:

IV.

Hepatitis B Vaccination	Date:	Date:	Date:
and test for Surface Antibody (1-2 months after Dose #3) Date:			
OR	Hepatitis B Titer	Date:	Results:
OR			
Sign declination if all three (3) immunizations are not complete.			
I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.			
Signature (if declining) _____			

V.

Varicella Status	History of Varicella (Chickenpox)		
	Date:		
OR			
Varicella Titer	Date:	Results:	
OR			
Varicella Vaccine	Date:	Results:	

VI.

I certify that the above tests and/or vaccinations were performed in this office or laboratory, or documentation was provided to me by the patient.

(If the above tests and/or vaccinations were *not* performed in this office, documentation of agency performing the tests and/or immunizations is provided).

Licensed Health Care Practitioner Signature: _____ License #: _____

Print Name: _____ Date: _____



**Nursing Department
Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981-5596**