



Certified Nursing Assistant

School District of DeSoto County
Division of Career and Adult Education
Family Service Center
310 West Whidden Street
Arcadia, Florida 34266



ARTICULATED NURSING ASSISTANT

STUDENT HANDBOOK

SCHOOL DISTRICT OF DESOTO COUNTY
DIVISION OF CAREER AND ADULT EDUCATION
ARCADIA, FLORIDA

2023 - 2024

THE SCHOOL DISTRICT OF DESOTO COUNTY

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Division of Career and Adult Education

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Table of Contents

District Vision Statement	1
District Mission Statement	1
District Goal	2
General Purposes	3
Philosophy.....	3
Goal.....	3
Objectives/Outcomes	4
Student Code of Ethics Statement.....	5
General Orientation.....	6
Health Occupations Program	7
Student Conduct	7
Meals	7
Liability Insurance.....	7
Hospital and Medical Insurance	7
Immunizations	7
Cell Phones.....	7
Dress Code	7
Exams and Grades	8
Basic Health Care Worker.....	8
Nurse Aide and Orderly	8
Grading Scale	8
Academic Misconduct and Dishonesty	9
Class Expectations.....	9
Basic Healthcare Worker Attendance	9
Nurse Aide Orderly Attendance	9
Theory and Lecture	10
Removal from the Program	10
Graduation Requirements.....	10
Drug and Alcohol Testing	10
Licensing	10
License Renewal.....	10
Criminal and Disciplinary History	11
Commitment to My Co-Workers	12
Resume for Health Occupations	13
Nursing Assistant Clinical Evaluation	14
Health Occupations Program SKILLS LIST	15
Equal Educational Opportunities Assurances	16
Florida Board of Nursing Frequently Asked Questions	17
Health Occupations Program Student Agreement	22



Vision:

The DeSoto Way: Building minds leveraging all available resources to ensure every graduate is ready for college, career, and life.

Mission:

The School District of DeSoto County will partner with parents and the community to:

- **D**eliver a safe and secure learning environment.
- **O**ptimize communication to strengthen inclusivity.
- **G**uarantee students have equitable access to rigorous engaging instruction.
- **S**hape minds to build a strong social-emotional foundation for responsible citizenship.

This is the DeSoto Way.
Go DOGS!



GOALS

1. To create a challenging, supportive educational environment that results in higher levels of achievement for all students which includes: reading with comprehension, writing clearly, computing accurately, thinking, reasoning, and using information to solve problems.
2. To provide leadership to agencies serving youth, ensuring family support and academic success.
3. To help all employees become educational leaders who provide responsible and innovative leadership to achieve effective instruction for students.
4. To hold everyone in the school district accountable for contributing to the educational bottom line: student achievement.
5. To create an organizational culture that considers employees to be its most valuable resource, and invests in their professional growth and development.
6. To create within the total community a sense of ownership of the schools and a belief that a quality public school system is an investment in the continued growth and prosperity of DeSoto County.

NURSING ASSISTANT PROGRAM

SCHOOL DISTRICT OF DESOTO COUNTY DIVISION OF CAREER AND ADULT EDUCATION

GENERAL PURPOSE

The purpose of the Nursing Assistant program is to prepare students to be competently trained nursing assistants. This will include educating them in the current practices for health care givers and providing them with clinical experiences in a supervised environment. This training is intended to prepare them for meaningful employment in the 21st Century.

PHILOSOPHY

The philosophy of the Nursing Assistant program is based on the belief that nursing is centered on the enrichment of human welfare and nothing should impede or hinder the availability of nursing care in the community.

GOAL

As a graduate of the Nursing Assistant program, the graduate students will possess the skills to practice nursing in a safe manner, function successfully as a beginning practitioner of nursing and pass the state licensing examination.

The School District of DeSoto County does not discriminate on the basis of race, color, religion, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

School District of DeSoto County
Human Resources Department
530 LaSolona Avenue
Arcadia, FL 34266
863/494-4222, ext. 1101

OBJECTIVES / OUTCOMES

Completers of this program of study will have met the following objectives:

- demonstrate application of basic math and science skills
- use verbal and written communication
- demonstrate legal and ethical responsibilities
- provide emergency care
- describe the anatomy and physiology of the human body
- perform physical comfort and safety functions
- provide personal patient care
- apply principles of nutrition
- provide care for geriatric patients
- apply the principles of infection control
- provide biological, psychological and social support
- perform organizational skills, following the patient plan of care
- assist with restorative (rehabilitative) activities
- demonstrate employability skills
- demonstrate knowledge of blood borne diseases including AIDS

DIVISION OF CAREER AND ADULT EDUCATION

NURSING ASSISTANT

STUDENT CODE OF ETHICS STATEMENT

As allied health professionals, nursing assistants must individually and collectively strive to maintain the highest ethical standards and shall:

- Practice medically acceptable methods of treatment and not extend beyond their competence.
- Continually strive to increase and improve their knowledge and skills.
- Be responsible for the competent performance of their duties and shall expose incompetence, illegal or unethical conduct.
- Hold in strict confidence all privileged information of the patient.
- Accept no gratuities.
- Comply with state and federal laws governing the practice of nursing assistant tasks.

Treat all patients with respect and dignity.

NURSING ASSISTANT GENERAL ORIENTATION

RESPONSIBILITIES

Student handbook
Attendance
Sign in
Call in
Paper & pen – expect to take notes
Notebook for handouts
Read assignments prior to lecture – expect small work groups (discussion, etc.)
Immunizations
Insurance
Workbook – what you put into this is what you’ll get out of it! It is part of your grade.

BUILDING

Layout
Daily care of (trash, general clean up)
Smoking – None on school grounds.
Computer lab & medical lab
Library
Family Service Center
Phone use

PROFESSIONALISM

Dress code	Student Agreement
Confidentiality	Attitude / Respect
Chain of command	

LEGAL BACKGROUND

464.204 Denial, suspension, or revocation of certification; disciplinary actions.—

- (1) The following acts constitute grounds for which the board may impose disciplinary sanctions as specified in subsection (2):
 - (a) Obtaining or attempting to obtain certification or an exemption, or possessing or attempting to possess certification or a letter of exemption, by bribery, misrepresentation, deceit, or through an error of the board.
 - (b) Intentionally violating any provision of this chapter, chapter 456, or the rules adopted by the board.
- (2) When the board finds any person guilty of any of the grounds set forth in subsection (1), it may enter an order imposing one or more of the following penalties:
 - (a) Denial, suspension, or revocation of certification.
 - (b) Imposition of an administrative fine not to exceed \$150 for each count or separate offense.
 - (c) Imposition of probation or restriction of certification, including conditions such as corrective actions as retraining or compliance with an approved treatment program for impaired practitioners.
- (3) The board may, upon the request of a certificate holder, exempt the certificate holder from disqualification of employment in accordance with chapter 435 and issue a letter of exemption. The board must notify an applicant seeking an exemption from disqualification from certification or employment of its decision to approve or deny the request within 30 days after the date the board receives all required documentation.

If you have been convicted of any of the above, or have any *questions*, contact Florida Board of Nursing @ 850-488-0595 and ask for a written exemption.

HEALTH OCCUPATIONS PROGRAM NURSING ASSISTANT

STUDENT CONDUCT

All adult students are expected and required to conduct themselves in a manner reflecting good citizenship and courtesy, both on and off campus. Actions that reflect discredit on adult education, affecting the standing of this department in the community it serves will not be condoned.

Examples of unacceptable conduct include: Involvement with police concerning drugs or moral turpitude, felonious conduct and violation of School Board Policy regarding conduct. If any police record is involved, there may be a problem with the taking of State Board exams upon graduation. For a detailed description of Student Discipline, you can locate the DeSoto County Code of Student Conduct on the District website at: <http://www.desotoschools.com/>.

Dress will be appropriate to the academic environment at all times. Uniforms will be required for classroom and clinical. All students must maintain normal standards of cleanliness and neatness. Students may not be barefoot and may not be dressed in bizarre clothing. No shorts or halter-tops will be allowed.

Meals:

Eating while in clinical areas is to be confined to the cafeteria. A student may bring his/her lunch, but it must be eaten only at mealtime or break time in the appropriate area. Eating in the patient hospital room is not permitted. **Eating is not permitted on the second floor of FSC at any time.**

Hospital and Medical Insurance:

Students are responsible for medical / health insurance to cover any injury sustained while in the classroom or in the clinical setting and must provide proof of such insurance.

Liability Insurance:

Liability insurance fees are paid by students who are accepted in the CNA program. This insurance is required to release the School District of DeSoto County from any liability resulting from the actions of students while in the program.

Immunizations:

All students must have proof of up to date immunizations including, the series of Hepatitis B shots, the Chicken Pox vaccine, and the seasonal flu shot. Proof of a P.P.D. within the last year must be verified. COVID-19 vaccines and facemasks may be required.

Cell Phones:

Cell phones must be turned off during classroom hours and are prohibited during clinical hours.

DRESS CODE

Dress code will be strictly enforced. Required uniform is scrubs. Scrubs must provide adequate coverage and fit well but not too snug or tight. Uniform attire **must** be worn for the duration of the program; you will not be allowed to participate with inappropriate dress. Please note that uniforms must be clean and wrinkle free.

Shoes must be clean and in good condition, non-skid and water resistant and closed toes. Shoes must be solid black, white or gray in color. No backless or backstrap clogs will be permitted. Socks must be worn. Stockings/hose should not have runs.

Name tag (worn on left side).

Hair must be clean, groomed, worn above the shoulders and off the face and with conservative haircut. Ponytails or hair that swings down over the shoulder is NOT allowed. Hair is not to be dyed an un-natural color. Fake eyelashes are not permitted. Male students must be clean shaven; if a beard or mustache is worn it must be short and well well-groomed. A determination of any infraction will be left to the discretion of the instructor of the program, administrator and facility.

Fingernails: Must not extend beyond the fingertips and must be clean, only clear nail polish. Acrylic nails are not allowed in the clinical setting.

Body must be clean and odor free. Deodorant should be used as necessary. Cosmetics should be used in moderation (no heavy eye make-up) and no perfumes should be worn. Remember a patient in the hospital may be very sensitive to unusual odors. This also includes odor from smoking. Please carry breath mints at all times. Body art will be left to the discretion of the clinical site.

Jewelry must be limited to wedding bands, non-dangling earrings (one set only), and a watch with a second hand. No visible piercing will be allowed; i.e., eyebrows, nose, tongue, lip, etc. No visible necklaces, bracelets or anklets. Any type of smart watch will not be allowed.

Tattoos must be **covered at all times** when representing the School District of DeSoto County.

All students are expected to look employable while learning their skills and to be well groomed while on duty in the various hospitals or nursing home.

EXAMS & GRADES

During your training in this program, you will be graded on the following items, which will be averaged at the end of the program for a final grade:

BASIC HEALTH CARE WORKER

Quizzes / Tests	80%
Workbook/Misc.	10%
Resume/Abbreviations	10%

The student must maintain a 80% average to stay in this program and graduate. If you are having difficulty with your exams, please schedule a conference with instructor to determine the necessary steps to attain success. Apple watches are not allowed to be worn during examinations.

You are expected to complete your reading assignments, workbooks, journals, skills lab, and attendance. If you are going to be absent from class or clinical, you must notify the instructor at least one hour prior to the start of the scheduled time. It is mandatory to make-up CLINICALS, THEORY & SKILLS LAB!!!

Family Service Center	993-1333
Kay Edelman, BSN, RN	863-444-1799

Being a nursing assistant is a very important position in health care. You will be trained to assist LPN's and RN's in providing safe and competent care to patients, residents, and clients. Our goal is to accomplish the work set before us so that you may become the BEST nursing assistants.

NURSE AIDE & ORDERLY

Tests / Workbook / Resume	75%
Clinicals	20%
Abbreviations	5%

GRADING SCALE

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

ACADEMIC MISCONDUCT & DISHONESTY

Academic misconduct of any form will not be tolerated. Cheating will result in receiving a “0” for the assignment/test and could result in receiving a failing grade for the course.

CLASS & CLINICAL EXPECTATIONS

This is an accelerated course and perfect attendance is expected. Please be **on time** to every class.

Evening Class: Monday, Tuesday and Thursday - 4:00 pm – 9:30 pm

Clinicals could be held Monday, Tuesday, Wednesday and Thursday between the hours of 7:00 am – 11:00 pm

TARDINESS

Tardies shall be governed by the following rules:

1. One (1) tardy – conference with instructor.
2. Being tardy on two (2) occasions constitutes one (1) absence.

BASIC HEALTHCARE WORKER ATTENDANCE

Health care workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at FSC believe that it is essential within the certified nursing assistant curriculum to teach employability skills as an integral part of the educational program, and to practice these skills throughout the program. The patient’s welfare is dependent on the worker being in the right place at the right time. Additionally, regular attendance is necessary for the student to take full advantage of the available educational opportunities.

Non-emergency medical and dental appointments must be scheduled before or after school hours. Students exceeding one (1) day of absence during the theory portion of the class will be terminated for unsatisfactory attendance. The student may submit a written request and make an appointment with the program administrator(s) for appeal.

It is the student’s responsibility to ask for any assignments, notes, etc. that are covered in the classroom during their absence. Make up work will be done on student’s own time. The instructor **must be notified** of any absence or tardy at least one hour prior to the scheduled class/clinical time. If no prior notification is given, the student will be automatically withdrawn from the program.

Skills practice time missed, must be made up before / after class on the next scheduled class date. This missed practice time should be made up with another student. For absences on the day of a class, call the instructor or the Family Service Center at 993-1333 at least one hour prior to start of scheduled class time.

NURSE AIDE ORDERLY ATTENDANCE

Perfect attendance is required during clinical. If it becomes necessary to make-up a clinical absence due to extenuating circumstances, this will be determined by the instructor and/or administrative staff on an individual basis. If additional time is required for clinical make-up, the student will be required to complete the clinical hours and pay the instructors hourly rate, if available.

Skills practice time missed, must be made up before / after class on the next scheduled class date. This missed practice time should be made up with another student. For absences on the day of a class, call the instructor or the Family Service Center at 993-1333 at least one hour prior to start of scheduled clinical time.

Should you be absent during a scheduled clinical day, call the instructor at least one hour prior to the scheduled clinical time. Report to the assigned clinical area fifteen (15) minutes before scheduled clinical time. If late to clinical training, report directly to the instructor upon arrival at the clinical site.

A tardy is defined as any time missed from class or clinical during required time of attendance, such as arriving late or leaving early. The clock in the classroom or in the clinical area will measure the official time.

The instructor **must be notified** of any absence or tardy at least one hour prior to the scheduled class/clinical time. If no prior notification is given, the student will be automatically withdrawn from the program. **No student is to leave the clinical setting for any reason without the instructor’s permission.**

THEORY & LECTURE

Make prior arrangements with the instructor for absences involving extenuating circumstances. Excused absences will be granted for extenuated circumstances only. Any lecture material missed must be made up. Ask for any assignments covered in the classroom during absence. Additional assignments may be required, at the discretion of the instructor. All make-up work will be due no later than one (1) week after absence. Make up work will be done on own time.

There are three certified classes during the Nursing Assistant program. If missed, these classes will have to be made up **outside** this program and on the students' personal time.

Adult CPR - Basic First Aid - HIV and Domestic Violence

THESE CLASSES WILL BE TAUGHT ONLY ONCE!

Make sure you sign in for class each day or you will be counted absent.

REMOVAL FROM THE PROGRAM

Any student will be dismissed from the program if he / she disregards the instructions of the nursing instructor and / or clinical staff and jeopardizes the health and well-being of a patient.

All students enrolled in the DeSoto County school system are subject to the School District of DeSoto County's Code of Student Conduct. All students are subject to expulsion for violations described in the Student Code of Conduct, which can be found at <http://www.desotoschools.com/>, and are subject to the superintendent's recommendation and action of the school board.

GRADUATION REQUIREMENTS

In order to receive certification for the Nursing Assistant program, a passing grade must be achieved in both the Basic Health Care Worker and the Nurse Aide and Orderly courses. Prior to graduation from the Nursing Assistant program a post-test will be given to all student applicants and a passing score must be earned in order to be considered a successful completer of the program. All tests must be proctored and taken at the Family Service Center.

DRUG AND ALCOHOL TESTING

Post-Secondary students, who participate in work experience activities outside the school perimeter in which activities are core components of the curriculum, will be required to follow the same procedures for alcohol and drug testing as the employees they work among. The final decision to alcohol and/or drug test a student will be determined by the instructor or school administrator for the career tech program, or the clinical site administrator. Refusing to take the drug screen, a positive result, altering the screening, or inconclusive test results will disqualify any candidate from the program thus resulting in possible termination of the program.

LICENSING

Testing for the Florida State Exam will follow graduation from the program. Fingerprinting will be completed prior to testing and it will be the student's responsibility to complete this process. Each student will be responsible for attendance to the test, **there will be no refunds. Late admission will not be allowed.** You will be expected to play the part of the client for other candidates who are testing that day. Bring a bag lunch. The test is closed book test.

LICENSE RENEWAL

In order to renew the CNA license at the end of the two year renewal cycle, CNA's are required to perform nursing related services for monetary compensation within the last twenty-four consecutive months in order to remain on the registry. Each certificate will have an expiration date. A total of 12 in-service hours are required each calendar year. All in-service records must be retained for a period of four years and submit records to the board if required for auditing. You are required to notify the Florida Department of Health of any address changes in writing and within 60 days.

CRIMINAL and DISCIPLINARY HISTORY

Individuals who are considering entering the nursing profession as a Certified Nursing Assistant (CNA) and who may have a criminal history often ask about potential barriers to licensure following successful completion of an approved training program. While it would be nice to know this prior to making a decision to enter the program, obtaining that information is not possible under current Florida law.

The Board of Nursing makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the board staff and possibly referred to the Board of Nursing for action.

Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Board of Nursing for review.

Evidence of rehabilitation is important to the board members when making licensure decisions.

The board may issue a certification under conditions such as probation, supervision, or additional education, or the board may deny your application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and to sign a contract with the Intervention Project for Nurses (800-840-2720).

Each training program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours in order to obtain a nursing degree; thus, such a student may not be eligible for certification in Florida.

The certification application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the training program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a certificate. All of the above factors should be taken into consideration prior to making a decision about a nursing career.

For more information, obtain the Florida Nurse Practice Act and Rules of the Board of Nursing, along with an information packet, via web site at <http://www.doh.state.fl.us/mqa> or by contacting the Call Center at 850-488-0595.

COMMITMENT TO MY CO-WORKERS

As your co-worker with a shared goal of providing excellent care to patients, I commit to the following:

- I will accept responsibility for establishing and maintaining healthy interpersonal relationships with you and every member of this staff. I will talk to you promptly if I am having a problem with you. The only time I will discuss it with another person is when I need advice or help in deciding how to communicate to you appropriately.
- I will establish and maintain a relationship of functional trust with you and every member of this staff. My relationships with each of you will be equally respectful, regardless of job titles or levels of educational preparation.
- I will not engage in the “3 B’s” (bickering, back-biting, belly-aching) and will ask you not to do so as well.
- I will not complain about another team member and ask you not to as well. If I hear you doing so, I will ask you to talk to that person.
- I will accept you as you are today, forgiving past problems and ask you to do the same with me.
- I will be committed to finding solutions to problems, rather than complaining about them or blaming someone for them, and ask you to do the same.
- I will affirm your contribution to quality patient care.
- I will remember that neither of us are perfect and those human errors are opportunities, not for shame or guilt, but for forgiveness and growth.

RESUME FOR HEALTH OCCUPATIONS

HEADING (name, title, address, phone number)

OBJECTIVE

Describe what you hope to gain from obtaining employment.
Make it brief and to the point.

EDUCATION

Start with the most current school/course you have attended/taken. High school is *not* necessary to list if you are over 35 years of age. Also state what you obtained – a degree, certificate, how many semester hours, etc.

EMPLOYMENT

Again, start with the most recent or present employer. Give accurate dates, addresses. Give a *brief* description of your job. Also brag a little on any major accomplishments (head of a productive committee, etc.) Only list employment for the last five years or so unless you've only been with one employer – then list more.

REFERENCES AVAILABLE UPON REQUEST

The key is to keep it simple, yet full of valuable information. Keep it on one page if possible (references separate).

DIVISION OF CAREER AND ADULT EDUCATION NURSING ASSISTANT CLINICAL EVALUATION

STUDENT NAME _____ DATE _____

SCORE SYSTEM: 1-ACCEPTABLE 2-NEEDS IMPROVEMENT

PROFESSIONAL APPEARANCE

STUDENT INSTRUCTOR COMMENTS

1. Meets all standards as specified in handout.

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PROFESSIONAL CONDUCT

- 1. Punctual. Notifies prior to absenteeism.
- 2. Keeps patient information confidential.
- 3. Courteous, cooperative. Displays maturity in thoughts and action.
- 4. Shows concern & respect for patient and family.
- 5. Communicates with appropriate person with respect to authority. Reports prior to leaving.
- 6. Assists others (team player).
- 7. Accepts constructive criticism for growth.

ORGANIZATION

- 1. Starts care on time. Uses time wisely.
- 2. Sets priorities according to patient needs.
- 3. Completes care within reasonable time.

APPLICATION OF NURSING PRINCIPLES

- 1. Safely performs basic skills. Uses proper body mechanics.
- 2. Observes principles of infection control.
- 3. Reports appropriate observations.

STUDENT _____

INSTRUCTOR _____

HEALTH OCCUPATIONS PROGRAM
NURSING ASSISTANT

SKILLS LIST from the Nursing Assistant Candidate Handbook:

1. Hand washing: _____
2. Take and record pulse and respirations: _____
3. Clean dentures: _____
4. Transfer patient to wheelchair: _____
5. Hair and nail care: _____
6. Range of motion: Upper extremities: _____
7. Range of motion: Lower Extremities: _____
8. Change an Occupied Bed: _____
9. Measuring Height and Weight: _____
10. Change position of patient: _____
11. Assists client with the use of bedpan: _____
12. Assist patient with dressing: _____
13. Provides perineal care - female: _____
14. Takes and records blood pressure: _____
15. Assist patient with brushing of teeth: _____
16. Measuring and recording content of urinary drainage bag: _____
17. Assisting in partial bed bath: _____
18. Assist in feeding patient: _____
19. Provides catheter care: _____
20. Ambulate the resident using a gait belt: _____
21. Provide foot care: _____

EQUAL EDUCATIONAL OPPORTUNITIES ASSURANCES

SCHOOL BOARD POLICY EPS CODES: AA & JFCL

NON-DISCRIMINATORY MINORITY LANGUAGE EQUITY

"National origin minority or limited English proficient students shall not be subjected to any disciplinary action because of their use of a language other than English." [FAC 6A-6.0908(3)]. If you feel you have been unfairly discriminated against and disciplined because of your use of a language other than English in the DeSoto County Public Schools, please notify the school principal and/or Dr. Gina Stafford, Director of Student Services at (863) 993-1333.

VOCATIONAL EDUCATION EQUITY

SCHOOL BOARD POLICY EPS CODE: AA

All vocational courses are open to all students without regard to race, color, national origin, sex or disability. If you feel you have been discriminated against in any one of these areas, please notify your principal and / or Dr. Gina Stafford, Director of Student Services at (863) 993-1333.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

SCHOOL BOARD POLICY EPS CODE: AC

Unlawful Discrimination Prohibited. The DeSoto County School Board subscribes to and will comply with the Florida Educational Equity Act. The school board will ensure implementation of this Act in the following areas: treatment of students, health services, interscholastic, club and intramural athletics, student financial assistance, student employment, educational and work environment, and personnel.

No person shall, on the basis of race, color, religion, sex, national origin, disability, age or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity except as provided by law.

General Authority 230.22 FS., 228.2001 FS, DOE Rules 6A-19.01, 6A-19.10.

Visitors Must Present a Valid ID before Entering the Building.

Dr. Amy Bennett, Associate Director of Student Services
310 W. Whidden Street
Arcadia, FL 34266
(863) 993-1333

Contact Director of Human Resources for a copy of the Customer Complaint Procedures (EPS Code: AA-R).

Florida Board of Nursing

Frequently Asked Questions and on Background Screening of CNA's

Do I need to keep the registry updated on any personal information? Yes, you are required to notify the registry in writing of any changes in your name or address. Official notifications and renewal forms are sent to your address of record.

How do I get in touch with the Florida Nursing Assistant Registry? You can reach the registry at (850) 245-4125 or you may write to the Department of Health, Florida Nursing Assistant Registry at 4052 Bald Cypress Way, Bin #C13, Tallahassee, Florida 32399-3263.

How do I obtain a duplicate or replacement of my certificate? You may visit www.flhealthsource.gov to request a duplicate for \$25. You should receive a new license in two (2) or three (3) weeks.

How do I change my name? You may submit a request including your full name as it appears on your application or license, profession, applicant ID or alpha numeric license number, your new name, your date of birth, the last four digits of your social security number and your signature. Attach supporting documents, which must be one of the following:

- A copy of a state issued marriage license that includes the original signature and seal from the clerk of the court
- A divorce decree restoring your maiden name
- A court order showing the name change (adoption, legal name change, federal identity change)

Any one of these will be accepted unless the Department has a question about the authenticity of the document. If you wish to receive a new license that reflects the name change, you must request a duplicate license.

Mail your \$25.00 payment and request to:

*Division of Medical Quality Assurance
P.O. Box 6320
Tallahassee, FL 32314-6320*

If you need to change your name, and you prefer to renew online, please submit your name change request by mail and allow 5-7 business days processing time before you renew online.

Are there instances where I may begin my employment as a nursing assistant prior to obtaining certification? Yes, there are three (3) exceptions which allow you to work for a maximum of four (4) months (120 days) while awaiting receipt of your Florida certification: (1) applicants enrolled in or have completed a state approved program, or (2) applicants who have been verified as being actively certified in another state, or (3) applicants who have preliminarily passed the state exam but have not yet received the certificate. (See 400.211, F.S.) All of these are at the determination of the employer.

Can a Certified Medical Assistant (CMA) work in a Certified Nursing Assistant (CNA) capacity without a CNA certificate? No, the CMA must have a Florida CNA certificate in order to work as a CNA in Florida.

What can I do if I do not get a renewal form? Renewal forms are no longer sent to licensees. CNA renewal postcards are sent out about 120 days before the expiration date. Licensees may renew online or print off their renewal form from our online site at: www.FLHealthSource.gov. If you recently moved and left a forward address with the US Postal Service within the last 6 months, you will need to change your address online at www.flhealthsource.gov or submit the address change on the renewal form with the correct fees in order to renew your certificate or receive any notifications.

What happens if I do not renew by CNA certificate by the expiration date? If you do not renew your certificate by midnight of the expiration date, your certificate becomes delinquent and you cannot work as a CNA until the certificate is renewed. In order to renew your license after the expiration date, you will need to meet the work and in-service training requirements, pay the original renewal fee and pay a delinquency fee. If the certificate is not renewed by expiration date, two years later, your certificate will become null and void and you will have to take the CNA examination again to be certified in Florida.

How will the registry know if my certificate has lapsed? The expiration date of CNA certificates now shows on the Department of Health Internet Licensure Look up screens at: <http://ww2.doh.state.fl.us/cnanet/cnalist.aspx>

Are my expenses associated with obtaining my certification reimbursable? If you complete a state approved training program and meet specified requirements, you might be eligible to receive reimbursement for some of your expenses. You should ask your employer (nursing homes are the only employers which do reimburse) or the district Medicaid office in your area for details.

What exams are required to become a certified nursing assistant in the state of Florida? You must pass both the written and the performance exam offered by the testing vendor, Prometric, to be certified as a nursing assistant in the state of Florida. The only exception to this is for approved reciprocity candidates.

How long are my exam scores valid? Examination results are valid for two years. So, if you pass one part of the exam, you must pass the second part within two years or you will have to repeat both parts of the exam to be certified.

Is there a time limit to take the part of exam, which I failed? Yes, you must pass both parts of the examination within two years to be certified in Florida.

What if I fail part of the exam three times? You must complete a Board approved CNA training program and retake both parts of the exam.

If I completed the first half of my Nurse Aide Test in another state, can I come to Florida and complete the second half? No, the exams are not the same from state to state.

Does Florida require out-of-state certified nursing assistants applying for reciprocity to complete any exams? Florida does not require the testing for those candidates who have been verified as being actively certified and in good standing in another state. Otherwise, you will be required to take the written and performance exams in order to be placed on Florida's Registry.

If I become certified in the middle of the year, how many in-service training hours am I required to complete by my expiration date? The CNA is required to have 1.0 hours of in-service per each calendar month or a total of 12 hours for a full calendar year. Therefore, if certified in June 2013, the CNA would be required to have 6 hours by December 31, 2013.

Is it my responsibility or is it my employer's to supply my in-services? It is the CNA's responsibility to keep documentation of all in-services received. If the employer does not provide the in-service it is the CNA's responsibility to obtain the in-services.

What are the mandatory in-service hours for CNA? Every 2 years, in-service hours shall include: Bloodborne Pathogens, Infection Control; Domestic Violence; Documentation & Legal Aspects for CNAs; Resident Rights; Communication with impaired clients; CPR skills; and Medical Error Prevention/Safety. A CNA's agency or facility may require their employees to complete specific in-service hours as part of their employment.

Is background screening a requirement for certification as a certified nursing assistant? Yes, background screening is required by Florida law for this certificate/license. All offenses are reviewed.

How will the candidate know if he is not clear to be certified? If the result of his background report shows arrests and offenses, or incomplete dispositions, they will receive a notice from the Board office requesting additional information. Depending on the types and seriousness of the offenses, the applicant's file may go before the Board of Nursing for further review. If the Board denies the applicant's file, the applicant will receive an official Intent to Deny Order and will have right of appeal.

If I go through the Nurse Aide Training and there's something in my background, will I still be allowed to work the four (4) month grace period? That determination is made by the employer.

Can I still sit for the exam even though there's something in my background? Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be cleared in the Board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

What is a Level 2 background screening? A Level 2 background screening is a state and national background check conducted pursuant to Chapter 435, F.S. for employment.

When is a background check required for the CNA applicant? All new CNA applications to the testing company (Prometric) and by reciprocity will be required to have a background screen prior to certification.

How will the candidate know about the fee and background requirement? The testing company includes a notice of the fees in the application bulletin for the CNA applicants by Examination. Information regarding the background requirements and screening are also reflected in the application for CNAs by reciprocity.

If the candidate repeatedly fails the exam, how long is the FDLE report good? Background reports are valid for 6 months.

How will the candidate know if his background check is clear? Applicants for certification by examination will not be made eligible to test until the file is considered complete and clearable. Applicants for certification by reciprocity will be licensed once the file is considered complete and clearable.

When the background report is clear, meaning no criminal history, how long will it take to obtain the FDLE background report, screen it, and issue the license? For the applicant by examination – If the application is properly completed, the request to the FDLE agency has no errors, and the background result is clear, the applicant will be granted eligibility to test and the license will be issued in approximately 14 days after passing the exam.

For the applicant by reciprocity – If the application is properly completed, the request to the FDLE agency has no errors, and the background result is clear, the license will be issued upon determination.

If the Board denies the candidate a license, will he receive any refund of testing and background fees? No, there are no refunds if the Board does not approve the candidate. This is the same as in any other health care practitioner application or testing process.

Can I be disqualified or ineligible to work as a certified nursing assistant? Yes. To be eligible for employment in long-term care as a certified nursing assistant, you must hold current certification and have no disqualifying offenses as outlined in Chapter 435 and Section 408.809, Florida Statutes. Licensees with a disqualifying offense may apply for an exemption (employment waiver) in order to work in certain facilities.

Can only felonies disqualify me from employment? No, both felonies and misdemeanors may be disqualifying. The disqualifying offenses are outlined in Chapter 435 and Section 408.809, Florida Statutes.

What do I do if I am told I am disqualified from employment due to a problem with my background screening? If you hold a CNA certificate, you may request an exemption review through the Registry. If it is determined the disqualifying offenses do not make you ineligible for employment, you will be granted an exemption, thereby, allowing you to return to work.

What is the employer or training program role to the potential CNA exam candidate? Their role is to inform and educate the candidate of the requirement and the process for background screening prior to the certification.

Is a background check required when entering a CNA training program/school? The training program/school may have its own background requirement, but the Department of Health does not have a requirement for a background check prior applying for certification.

If a background check is completed at time of entry to a training program, must it be completed again at time of application for CNA exam? Yes, a new background check is required on all new applications for the CNA exam.

If an employment background check is completed and the candidate then applies to take the CNA exam, can the employment background check be submitted to the testing company to meet the background requirement? No, a new background check is required at time of new application for the CNA exam.

What is the difference between a background check used for employment screening and a background screening used for licensing/certification purposes? For licensure or certification by the Board of Nursing, all criminal offenses are screened and reviewed prior to licensure or certification. For employment background screening, the employer uses a specified list of disqualifying offenses pursuant to Chapter 435 and Section 408.809, Florida Statute. If the employee has one of these specified offenses, he cannot be employed until he receives an exemption.

Am I required to have a background check? Applicants for initial licensure are required to submit fingerprints via Livescan for a Level II background screening. Applicants who are fingerprinted after January 1, 2013 will have their prints retained by the Florida Department of Law Enforcement.

How do I change my CNA application route? Applicants wishing to change their CNA application route must submit a written request with an original signature (MUST be mailed- will not accept fax, phone call or email) to our office:

4052 Bald Cypress Way Bin C 13
Tallahassee, FL 32329

These requests can no longer go through Prometric. They must request the change with the board office.

DIVISION OF CAREER AND ADULT EDUCATION
HEALTH OCCUPATIONS PROGRAM

STUDENT AGREEMENT

The School District of DeSoto County's Health Occupations Program has established the following terms and conditions for participation in the Health Occupations Programs. Each individual must agree to these terms and sign this agreement (located in the back of your book) to be accepted into the program.

1. I understand that I must attend class as scheduled and if I am absent I am to notify my instructor. I also understand that I cannot miss more than the equivalent of one day of class instruction.
2. I understand I must maintain a 80% average to remain in the program.
3. I understand that my instructor is the authority person to whom I report for class and that arguing or refusing to follow instructions may result in dismissal from the program.
4. All classes will begin at the time indicated on the schedule. There will be a 30 minute meal break for all clinical sessions. NO student is to leave "campus" during a break. There will be no smoking in the classroom or on school grounds. Smoking is not allowed in the hospitals except in designated areas outside the hospital grounds. (If you smoke, please use a breath mint after smoking).
5. Students exceeding one (1) day of absence during the theory portion of the class will be terminated for unsatisfactory attendance. Being tardy on two (2) occasions constitutes one (1) absence.
6. Perfect attendance is mandatory during clinical. Tardiness to clinical will not be accepted. If I am not at the assigned area at the assigned time I will not be allowed to participate in the activities. No one is to leave the clinical setting for any reason without the instructors' permission and notifying the charge nurse of the nursing unit.
7. I understand that prior to beginning clinical, it is mandatory to provide written proof of current tuberculin test (within one year) and immunizations against communicable disease, that I must show proof I have begun the series of three Hepatitis B vaccinations and that I must show proof of medical and hospitalization insurance.
8. I understand that I must attend all clinical days and abide by the facilities rules for the employees while in the clinical setting.
9. I understand and agree to abide by all clinical site alcohol / drug testing agreements.

HEALTH OCCUPATIONS PROGRAM

STUDENT AGREEMENT

1. I have read the rules and terms for participation in the Health Occupations Program. I fully understand and agree to abide by the Health Occupations Agreement.
2. I have received a copy of the Student Handbook, Division of Career and Adult Education, and will abide by the rules.
3. I give my permission during my educational training in the Health Occupations Program to use any photograph or video taken of me for graduation announcement, marketing and recruitment purposes.
4. I will abide by the Health Occupations Program clinical dress code, and understand if I do not, it will affect my grade.
5. I understand the importance of practicing ethical behavior in the Health Occupations Program. I also understand if I breach confidentiality regarding a patient/resident/client while in the program it will be grounds for dismissal.
6. I understand that between the first through the third day of the Nursing Assistant program will be considered the drop/add period. During this three-day time frame, if I am unable to complete the program I can request a refund for a pro-rated amount beginning from the first day of class to the end of the drop/add period. On the fourth day, all monies paid for this class will be nonrefundable.