



# NURSE ASSISTANT ORIENTATION SESSION

FOR COURSE NA-101:  
CERTIFIED NURSE  
ASSISTANT TRAINING  
CAREBRIDGE ACADEMY  
PHILADELPHIA, PA

# CERTIFIED NURSING ASSISTANTS (CNA'S) ARE AN IMPORTANT PART OF ANY HEALTHCARE TEAM





CNA'S CAN WORK  
IN A VARIETY OF  
HEALTHCARE  
SETTINGS: HOSPITALS,  
LONG-TERM CARE,  
HOME HEALTH,  
ASSISTED LIVING,  
REHAB,HOSPICE,  
AND OTHERS



# TO BECOME A CNA, YOU FIRST NEED TO:

- ❑ ENROLL IN A PA DEPARTMENT OF EDUCATION NURSE ASSISTANT TRAINING PROGRAM. NA 101 IS AN NATCEP-APPROVED PROGRAM
- ❑ SUBMIT TO A CRIMINAL BACKGROUND CHECK. STUDENTS MUST NOT HAVE ANY DISQUALIFYING CONVICTIONS UNLESS A WAIVER HAS BEEN GRANTED BY THE STATE
- ❑ Submit a Physical and Appropriate Tuberculosis Test.

# YOU WILL ALSO NEED TO:

- SUCCESSFULLY COMPLETE THE NA TRAINING COURSE, WHICH INCLUDES 21 MANDATED PERFORMANCE SKILLS
- TAKE AND PASS THE PA NURSE ASSISTANT COMPETENCY EVALUATION EXAMS
- \*\*ONCE YOU PASS THE EXAM, YOU BECOME CERTIFIED



# TO MAINTAIN YOUR CERTIFICATION, YOU MUST:

- WORK A MINIMUM OF 8 HOURS IN A 24-MONTH PERIOD
- REMAIN ON THE HEALTHCARE WORKER REGISTRY WITH NO DISQUALIFYING CONVICTIONS



# IN NA 101, YOU WILL LEARN ABOUT:

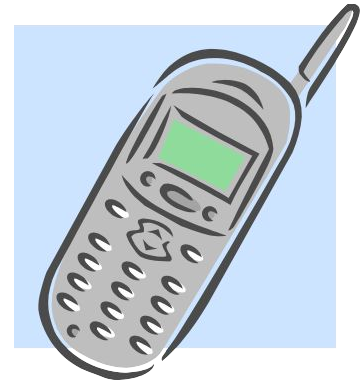
- THE ROLE AND RESPONSIBILITIES OF A CNA
- HIPAA
- PREVENTING INFECTION
- PROMOTING SAFETY
- SAFELY MOVING/TRANSFERRING A PERSON
- ASSISTING WITH  
HYGIENE/GROOMING/BATHING/  
EATING
- PROPER ORAL CARE (INCLUDING DENTURES)
- ASSISTING WITH TOILETING AND DRESSING  
(INCLUDES CHANGING ADULT BRIEFS)



- ▣ ASSISTING WITH NUTRITION AND FLUIDS
- ▣ ASSISTING WITH EXERCISE & ACTIVITY
- ▣ ADMISSIONS/DISCHARGES/TRANSFERS
- ▣ ASSISTING WITH ELIMINATION/SPECIMENS
- ▣ CARING FOR THE DYING PERSON
- ▣ CARING FOR THE PERSON WITH  
ALZHEIMER'S AND RELATED DEMENTIAS
- ▣ AND MUCH, MUCH MORE



# REGISTRATION INFORMATION



# IN ORDER TO REGISTER FOR NA 101, STUDENTS MUST:

- ❑ BE AT LEAST 16 YEARS OF AGE
- ❑ SPEAK AND UNDERSTAND THE ENGLISH LANGUAGE
- ❑ PROVIDE TWO FORMS OF ID
- ❑ COMPLETE/SUBMIT ALL REQUIRED ADMISSIONS PAPERWORK, INCLUDING PHYSICAL EXAM, TB TEST, & BACKGROUND CHECK
- ❑ ATTEND AN ORIENTATION SESSION, EITHER ONLINE (THIS MODULE) OR IN PERSON.
- ❑ COMPLETE ENTRANCE EXAM
- ❑ COMPLETE AND SIGN AN ENROLLMENT AGREEMENT
- ❑ PAY YOUR ENROLLMENT FEE

# EXPENSE LIST

- THE EXPENSE LIST FOR NA 101 IS INCLUDED IN THE SCHOOL CATALOG

\*\*PLEASE NOTE THAT NA 101 IS NOT COVERED BY FINANCIAL AID\*\*

- ALL REQUIRED TRAINING MATERIALS ARE INCLUDED IN THE COST OF THE PROGRAM
- ADDITIONAL EXPENSES THAT ARE NOT INCLUDED ARE: ALL PRE-ADMISSIONS REQUIREMENTS, & THE NA COMPETENCY State EXAM.

# OTHER RECOMMENDED ITEMS

- ALTHOUGH NOT REQUIRED, WE STRONGLY RECOMMEND THAT STUDENTS HAVE/PURCHASE THE FOLLOWING TWO ITEMS
- A WATCH WITH THE SECONDS HAND



# OTHER RECOMMENDED ITEMS

- A MANUAL BLOOD PRESSURE CUFF, ALSO CALLED A SPYGHMOMANOMETER
- HERE IS [A LOW COST EXAMPLE ON AMAZON](#)



# OTHER RECOMMENDED ITEMS

- The Blood Pressure Cuff is IMPORTANT DUE TO THE ABILITY TO EFFECTIVELY PRACTICE SKILLS
- THE NUMBER ONE FAILED SKILL ON THE STATE EXAM IS CHECKING BLOOD PRESSURE, SO PRACTICE IS KEY!



# Program Cost/ PA Careerlink

- COURSE FEE IS \$1745 IN TOTAL. THIS IS BROKEN DOWN IN A \$150 ENROLLMENT FEE AND THEN A \$1595 TUITION.
- THERE IS A \$200 DISCOUNT WHEN PREPAYING THE COURSE IN FULL, OR \$1545 TOTAL
- THERE IS A PAYMENT PLAN AVAILABLE SPREAD OUT OVER 5 WEEKS (\$319/ WEEKLY)

# PA Careerlink- Call 215 557-2592

Create your career pathway today through employment and training programs offered by the Department of Human Services (DHS)

□ CAREBRIDGE IS ALSO APPROVED BY THE PA CAREERLINK AS A SPONSORED TRAINING PROVIDER

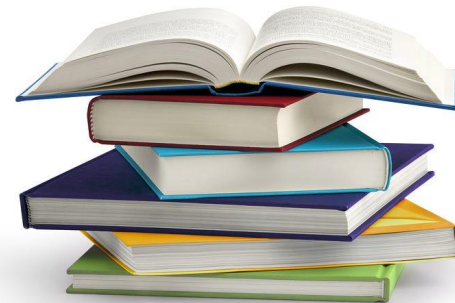
□ IF YOU ARE INTERESTED IN APPLYING FOR PA CAREERLINK, [PLEASE CLICK ON THIS LINK TO APPLY.](#)





# TEXT AND WORKBOOK

- ▣ TEXTBOOKS AND WORKBOOKS ARE INCLUDED IN THE COST OF THE PROGRAM (\$75 VALUE)
- ▣ TEXTBOOKS AND WORKBOOKS ARE FOR THE STUDENT TO KEEP AS THEY STUDY AND PREPARE FOR THEIR STATE EXAMS



# REFUND/DROP DATES

- ▣ BE SURE TO CHECK YOUR SCHEDULE AND ENROLLMENT AGREEMENT FOR THE REFUND AND DROP DATES
- ▣ THE REFUND SCHEDULE IS LISTED IN THE SCHOOL CATALOG AND THE ENROLLMENT AGREEMENT AND IS PRORATED BASED ON WHEN CANCELLATION IS REQUESTED
- ▣ THE ENROLLMENT FEE CAN BE RETURNED WITHIN 5 CALENDAR DAYS OF PAYMENT, OR BEFORE START OF CLASS IF PAID WITHIN 5 DAYS OF CLASS START

# SPECIAL ACCOMMODATIONS

- IF YOU HAVE A DOCUMENTED DISABILITY UNDER THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT, PLEASE CONTACT THE ADMISSIONS OFFICE WELL IN ADVANCE OF YOUR FIRST DAY OF CLASS
- ADMISSIONS OFFICE: 267-448-0803





# COURSE REQUIREMENTS: DUE BEFORE CLASSES START



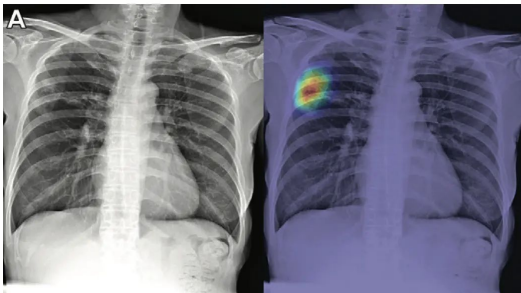
# PHYSICAL EXAM

- PHYSICAL EXAM FORM MUST BE COMPLETED AND SIGNED BY YOUR HEALTHCARE PROVIDER
- STUDENTS MUST BE ABLE TO PARTICIPATE IN ALL ASPECTS OF THE COURSE WITHOUT ANY RESTRICTIONS
- IF YOU ARE PREGNANT, YOUR OB WILL NEED TO SIGN-OFF ON THE PHYSICAL FORM AS WELL
- KEEP IN MIND THAT THERE IS LIFTING, TURNING, TRANSFERRING, AND OTHER PHYSICAL ACTIVITY REQUIRED IN THIS COURSE
- [YOU CAN FIND THE LINK TO OUR PHYSICAL EXAM FORM HERE](#)

# TUBERCULOSIS SCREENING

**TEST** A TUBERCULOSIS SCREENING TEST MUST BE SUPPLIED WITHIN THE PREVIOUS ONE YEAR. **THE QUANTIFERON GOLD BLOOD TEST IS HIGHLY RECOMMENDED.**

- IF NOT DOING THE QUANTIFERON GOLD TEST, STUDENTS CAN DO A 2-STEP TB TEST. THE STEPS AS FOLLOWS ARE:
  - STEP 1: TEST PLACED; READ WITHIN 48-72 HOURS
  - STEP 2: 2<sup>ND</sup> TEST PLACED **7-21 DAYS** AFTER THE 1<sup>ST</sup> TEST; READ WITHIN 48-72 HOURS
- TB TESTS CAN BE OBTAINED AT YOUR COUNTY HEALTH DEPARTMENT (OFTEN FREE OR REDUCED RATE), PERSONAL PHYSICIAN, HEALTH CLINIC, ETC



# CRIMINAL BACKGROUND CHECK



- A CRIMINAL BACKGROUND CHECK IS REQUIRED BY THE STATE. [SEE INSTRUCTIONS HERE.](#)
  - STUDENTS MUST BE HAVE SUCCESSFUL BACKGROUND CHECK BEFORE THE FIRST DAY OF CLASS.
  - IF YOU HAVE RESIDED IN PA FOR THE LAST TWO YEARS OR MORE, YOU SIMPLY NEED TO COMPLETE THE BACKGROUND CHECK [ONLINE](#)
  - THESE INDIVIDUALS WILL ALSO NEED TO FILL OUT THE "RESIDENCY VERIFICATION FORM"
  - STUDENTS ARE RESPONSIBLE FOR THE COST OF THE BACKGROUND CHECK (CURRENTLY \$22)
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# FBI BACKGROUND CHECK



- ▣ STUDENTS THAT HAVE NOT LIVED IN PA FOR AT LEAST THE LAST TWO YEARS CONTINUOUSLY WILL ALSO NEED AN FBI BACKGROUND CHECK COMPLETED
  - ▣ THE ADMISSIONS OFFICE HAS A STEP BY STEP GUIDE FOR BOTH THE FBI BACKGROUND CHECK AS WELL AS THE STATE OF PA
  - ▣ THESE INDIVIDUALS WILL ALSO NEED TO FILL OUT THE "RESIDENCY VERIFICATION FORM"
  - ▣ FOR A LIST OF PROHIBITED OFFENSES, PLEASE FIND THE [ATTESTATION OF COMPLIANCE WITH PA ACT 14 HERE](#)
  - . ▣ THIS FORM MUST ALSO BE COMPLETED FOR THE ADMISSIONS OFFICE
-



# REMEMBER:

**Requirements are due 5 Days before Class Start Date.**

- ALL REQUIREMENTS ARE DUE BEFORE STUDENTS CAN COMMENCE CLASSWORK. YOU WILL NOT BE ABLE TO START THE COURSE IF YOU FAIL TO TURN-IN DOCUMENTS BY THE DUE DATE.

**DO NOT WAIT UNTIL THE LAST MINUTE!!**



# NA 101 COURSE INFORMATION

□ THE FIRST 9 DAYS  
OF THE COURSE IS  
**THEORY**  
(CLASSROOM)  
AND LAB



□ THE NEXT 7 DAYS OF  
THE COURSE ARE  
**CLINICAL** (NURSING  
HOME) WITH  
INSTRUCTOR



# THEORY



- Maintain an 75% or higher on each of the tests and quizzes assigned.
- A test or quiz grade of less than 75% will have one opportunity to re-test. No resource material will be permitted during each theory test. If a student is absent on the day of a test, they will be required to take the test on the day they return to class.
- There are a total of 5 quizzes and tests over the duration of the course

# SKILLS LAB



- ▣ STUDENTS WILL ATTEND CLINICALS AT THE ASSIGNED SITE WITH AN INSTRUCTOR
- ▣ ALL PROCEDURES MUST BE PERFORMED AT A SATISFACTORY LEVEL
- ▣ IF ALL SKILLS ARE COMPLETED AT A SATISFACTORY LEVEL, THE STUDENTS WILL ATTAIN A 100% TOTAL SCORE

# FINAL GRADES



## ▣ GRADING IS BASED ON THE FOLLOWING

- SKILLS LAB 35%
- QUIZZES 40%
- FINAL EXAM 25%

## ▣ TO PASS THE CLASS, YOU MUST HAVE A “C” OR BETTER

- 91 TO 100% = A
- 81 TO 90% = B
- 75 TO 80% = C
- 74 OR BELOW = F

# ATTENDANCE

- ▣ ATTENDANCE IS REQUIRED FOR ALL SCHEDULED CLASSES, INCLUDING THE FIRST DAY.
- ▣ IN THE EVENT OF A DOCUMENTED EMERGENCY, STUDENTS ARE ALLOWED ONE ABSENCE MAKE UP DAY. THE INSTRUCTOR MUST BE NOTIFIED, ANY ADDITIONAL MISSED TIME MUST BE MADE-UP AND **THIS IS AT THE STUDENT'S EXPENSE**
- ▣ MAKE-UP TIME MUST BE COMPLETED FOR ALL ABSENCES OR TARDIES (EXCUSED OR NOT). STUDENTS ARE RESPONSIBLE FOR MAKE-UP COSTS

# TARDIES

- STUDENTS ARE EXPECTED TO ARRIVE AT THE SCHEDULED START TIME FOR EACH CLASS, AND RETURN ON TIME AFTER BREAKS
- FREQUENT TARDY WILL AFFECT THE FINAL GRADE AND CAN LEAD TO DISMISSAL FROM THE COURSE



# TO AVOID PROBLEMS WITH ATTENDANCE, BE SURE TO:

- ARRANGE FOR BACK-UP CHILDCARE
- SCHEDULE WORK AND OTHER COMMITMENTS AROUND CLASS TIME
- HAVE RELIABLE TRANSPORTATION
- TAKE CARE OF YOURSELF!





# FIRST DAY OF CLASS



- BOOKS WILL BE DISTRIBUTED ON DAY ONE
- THE INSTRUCTOR WILL REVIEW HEALTH REQUIREMENTS AND COURSE SYLLABUS
- UNIFORM IS NOT REQUIRED UNTIL CLINICALS BEGIN, ALTHOUGH DURING THEORY YOU SHOULD BE WEARING APPROPRIATE CLOTHING AND CLOSED TOE/HEEL SHOES.

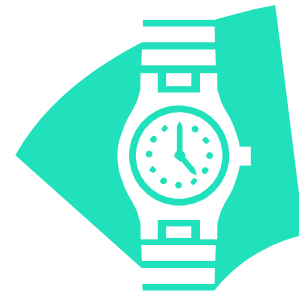
# DRESS CODE/UNIFORM POLICY

- INFORMATION REGARDING THE DRESS CODE WILL BE DISCUSSED IN CLASS
- STUDENTS SHOULD COME TO CLASS DRESSED COMFORTABLY AND APPROPRIATELY FOR SKILL PRACTICE
- FOR CLINICALS, STUDENTS MUST WEAR APPROPRIATE AND CLEAN SCRUBS.
- SHOES (NURSING, NON-SKID(SNEAKER), OR LEATHER TENNIS SHOES). NO CROCS OR SHOES WITHOUT A CLOSED HEEL

# SUPPLIES



- WATCH WITH A SECOND HAND IS ENCOURAGED FOR STUDENTS
- STUDENTS MAY ALSO BE INTERESTED IN HAVING THEIR OWN STETHOSCOPE AND MANUAL BLOOD PRESSURE CUFF



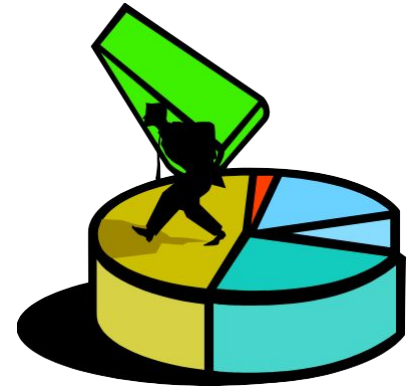
# TIME COMMITMENT

- HOW WILL YOU FIT TIME IN FOR CLASS AND STUDYING?



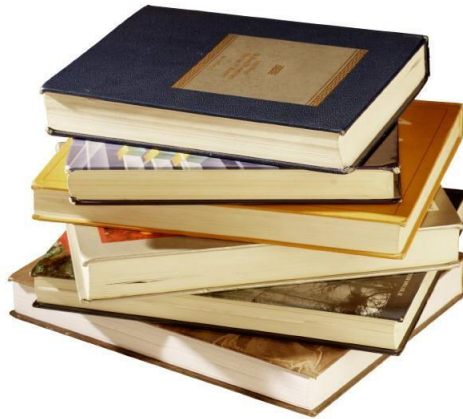
# HOW MANY HOURS EACH DAY ARE YOU SPENDING ON:

- EATING?
- SLEEPING?
- WORKING?
- CARING FOR FAMILY?
- HOBBIES/LEISURE?
- TRAVELING TO/FROM PLACES?
- COOKING/CLEANING?



# HOW MANY HOURS ARE LEFT FOR SCHOOL/STUDYING?

- YOU MAY NEED TO CUT BACK IN OTHER AREAS TO ALLOW ENOUGH TIME FOR STUDYING. PLAN AHEAD!



# OTHER REQUIREMENTS:

- POSITIVE ATTITUDE
- PROFESSIONAL BEHAVIOR
- RESPECT FOR INSTRUCTORS, CLASSMATES,  
AND EQUIPMENT
- RESPECT AND COMPASSION TOWARDS  
ALL STAFF AND RESIDENTS AT CLINICAL SITE



# CERTIFICATES AVAILABLE

- ▣ STUDENTS WHO SUCCESSFULLY COMPLETE NA 101 ARE ELIGIBLE TO RECEIVE THE NURSE ASSISTANT CERTIFICATE OF COMPLETION FROM CAREBRIDGE ACADEMY





# SCHOOL LOCATION

- ▣ THE SCHOOL IS LOCATED AT 448 N. 10TH ST., SUITE 400, PHILADELPHIA, PA 19123
- ▣ IT IS JUST SOUTH OF 10TH AND SPRING GARDEN, IN BETWEEN SPRING GARDEN AND CALLOWHILL
- ▣ LOST? NEARBY LANDMARKS INCLUDE THE FOLLOWING:
  - ❖ LOVE CITY BREWING
  - ❖ EL RINCON MEXICAN RESTAURANT
  - ❖ YOGA STUDIO (YOU'LL SEE SIGNS THAT SAY "YOGA")

# SCHOOL SETTING

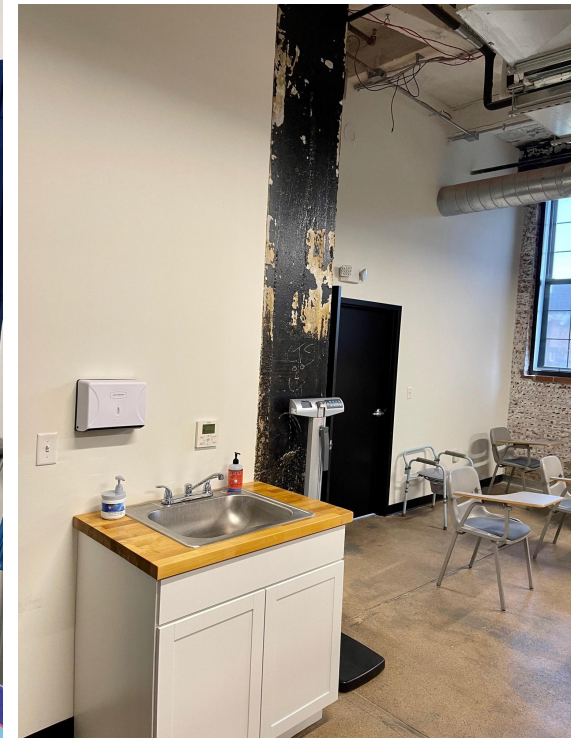
- THE SCHOOL IS A UNIQUE SPACE, A CONVERTED LOFT BUILDING WHICH WAS FORMERLY A BICYCLE FACTORY IN THE 1880S





# SCHOOL SETTING

- GET CLASSROOM INSTRUCTION & PRACTICE YOUR LAB SKILLS BEFORE HANDS-ON CLINICALS IN A CONDUCIVE ENVIRONMENT







# SCHOOL PARKING

- ▢ STREET PARKING (FREE) IS AVAILABLE AROUND THE SCHOOL LOCATION AND WITHOUT PERMIT
- ▢ HOWEVER, KEEP IN MIND THAT STREET PARKING MAY BE LIMITED. THIS IS PARTICULARLY TRUE FOR THE DAY PROGRAM ON WEEKDAYS
- ▢ METERED PARKING IS AVAILABLE ON SPRING GARDEN AS WELL AS JUST OFF SPRING GARDEN ON 10TH STREET
- ▢ THERE IS ALSO PARKING LOCATED JUST OFF OF CALLOWHILL FOR \$7 PER DAY PLUS AT THE TRAFFIC SCHOOL OFF OF 8TH STREET

# PUBLIC TRANSPORTATION

- ▢ SEVERAL BUS LINES RUN ALONG OR NEAR THE SCHOOL, INCLUDING ON 10TH STREET AND ON SPRING GARDEN
- ▢ THE SCHOOL IS ALSO ACCESSED BY THE SPRING GARDEN BROAD STREET LINE STOP (8 MINUTES WALKING)
- ▢ THE MARKET FRANKFORD LINE AS WELL AS JEFFERSON STATION (SEPTA) STOPS ALSO AREN'T TOO FAR. ABOUT 15 MINUTES WALKING. YOU CAN ALSO TRANSFER TO A BUS FROM THERE



# BUILDING ACCESS

- THE BUILDING IS CONTROLLED BY LOCKED ACCESS
- TO ENTER, PLEASE TOUCH THE KEYPAD ON THE DOOR



# BUILDING ACCESS

- ❑ Click on contacts
- ❑ Scroll down to suite 400 and press the call button. If no one answers from **suite 400**, you can use **suite 302** as a backup.
- ❑ Someone will buzz you in to enter





# CLINICAL SITE PARTNER

- CAREBRIDGE ACADEMY PARTNERS WITH SEVERAL NURSING FACILITIES AROUND PHILADELPHIA
- THE ORGANIZATION'S MAIN SITE PARTNER FOR CLINICALS IS TUCKER HOUSE (1001 WALLACE STREET)



# CLINICAL SITE PARTNER

- Tucker House Rehabilitation Center

- ❖ 1001 wallace street.
- ❖ Philadelphia, PA 19123

- Our clinical site is 5 minute walk from the school.

- KEEP IN MIND THAT CLINICAL SITE PARTNERS ARE SUBJECT TO CHANGE. PLEASE INQUIRE WITH ADMISSIONS OFFICE TO CONFIRM YOUR CLASS CLINICAL PARTNER

# CLINICAL SITE PARTNER



- MOST SCHOOL-BASED DAYS ARE LOCATED IN THE BEGINNING HALF OF THE PROGRAM, AND MOST CLINICAL DAYS ARE LOCATED IN THE SECOND HALF OF THE PROGRAM.
- SPECIFIC CLINICAL DAYS AND SCHOOL DAYS CAN BE FOUND AND INDICATED IN THE SYLLABUS AND THE PROGRAM CALENDAR. PLEASE REFER TO THESE MATERIALS OR CONTACT THE ADMISSIONS OFFICE FOR ANY QUESTIONS

# COVID VACCINATION REQUIREMENT

- ▣ DUE TO OUR CLINICAL PARTNER REQUIREMENTS, ALL STUDENTS ARE PREFERRED TO HAVE AT LEAST ONE VACCINE BEFORE CLINICALS COMMENCE
- ▣ SOME CLINICAL SITE PARTNERS MAY REQUIRE STUDENTS TO BE FULLY VACCINATED (2 WEEKS AFTER THE FIRST SHOT {JOHNSON & JOHNSON} OR AFTER TWO DOSES OF PFIZER OR MODERNA).
- ▣ MASKS ARE GENERALLY REQUIRED AT ALL CLINICAL SITE PARTNERS, INCLUDING FOR STUDENTS FULLY VACCINATED. THIS GUIDANCE IS SUBJECT TO CHANGE
- ▣ EXEMPTION FORMS ARE AVAILABLE FOR STUDENTS WHO ARE NOT VACCINATED. PLEASE INQUIRE WITH THE SCHOOL IF YOU ARE NOT VACCINATED.

# State Competency Exam

- Students who successfully complete the course are eligible to take the state competency exam.
- [Credentia 365](#) has designated testing dates each month.
- Due to the time needed by the state to process the test applications, students typically need to wait 4-6 weeks to take the exam. The exam needs to be taken at one of the PA testing sites (CBA is not a testing site).
- More information will be provided in your class.

# IMPORTANT WEBSITES:

□ NURSE AIDE REGISTRY & Testing

<https://credentia.com/test-takers/pa>



FOR MORE INFORMATION,  
PLEASE REVIEW OUR  
FREQUENTLY ASKED QUESTIONS  
OR CONTACT:

☐ 267-448-0803

☐ [info@carebridgeacademy.com](mailto:info@carebridgeacademy.com)



Please click on the link below  
to take the  
acknowledgement:



[https://docs.google.com/forms/d/e/1FAIpQLSe2AzcXHy54dfW8uhJQ7nuMzWdK0fGEdlCopzq\\_nSBIN57q4w/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe2AzcXHy54dfW8uhJQ7nuMzWdK0fGEdlCopzq_nSBIN57q4w/viewform?usp=sf_link)

- Thank you, and do not hesitate to contact us with any further questions