

NAC Bridge Training Program Checklist

All requirements **MUST** be complete/submitted prior to noon 1 week before the 1st day of class with exception of COVID test results which will be conducted at the start of clinical day.

Documentation Needed:

- Proof of Active Home Care Aide Certification/HCA-C (NAR or having passed Prometric testing does *not* count)
 - Picture ID
 - Active CPR Card
 - Negative TB requirements met from one option below. Must be less than 1 year old from class:
 - Option One: 2 negative TB skin test results (plan for 2.5-3.5 weeks of time to complete the 3-4 visits for this total)
 - Option Two: Negative TB bloodwork
 - Option Three: Chest x-ray results showing no active TB & cleared for NAC program
 - COVID Vaccination Record (must be considered fully vaccinated)
 - *Completed/passed background check results from DSHS background check unit.
 - Option One: Fill out Background Check Authorization in online form through DSHS by visiting: <https://fortress.wa.gov/dshs/bcs/> .Please note you must allow a *minimum* of 10 days before deadline to complete this form in order to receive results in time.
 - Option Two: Bring us completed background check results from DSHS that are less than 1 year old from class date.
- *RESULTS due by deadline, not the background check authorization form.

Signed forms to Turn In:

- Facility Oath of Confidentiality Form
- Facility Disclaimer Form
- Health Related Consent & Disclaimer form
- Student Prerequisites and Expectations
- Completed English Self-Assessment Test

Additional Requirements:

- Enroll in the Bridge Program by Paying for the Class– this is what holds your seat!
 - Class & Required Books* - \$475
 - Required materials fees (PPE provided in class + COVID testing) - \$40

*If not picking up books, add \$30 shipping. Supplies **MUST** be picked up in-person.

- Purchase Uniform & Required Supplies (Not Offered for Sale Through Sunrise)
You Need These For all 3 Days of Class:
 - Solid color scrub top & pants.
 - Ok to have different color top vs. pants
 - Not ok to have a pattern though
 - Closed-toe comfortable shoes.
 - Manual arm blood pressure cuff & stethoscope
 - Gait Belt
 - Wrist Watch with second hand is advised but not required.

Please note that artificial nails are not allowed & must be removed before class

- Read bridge book and NAC candidate handbook in entirety before class begins
- Complete your homework & self-grade it in entirety before class begins.
(Assignment numbers & keys in white additional content book produced by Sunrise)

Ways to Return Your Required Documents:

- 1) Drop off In-Person or Mail to: 7016 Evergreen Way, Everett, WA, 98203
- 2) Scan/Email to: enrollment@sunriseemail.com (preferred method)

NAC Bridge Program: Health Consent & Disclaimer

In order to attend this program, you are required to meet the TB testing requirements by the given deadline + complete COVID testing at the start of Day 3. In addition, we strongly recommend meeting the Hep B requirements, though these will be considered optional to attend this class. We also recommend getting your seasonal flu shot, though not required.

1. REQUIRED - TB Testing:

You must provide proof of one of the following options & circle which type below.

All results must be **less than 1 year old** from completion of your class dates to be accepted.

- TB blood work results (Quantiferon Gold test)
- 2 negative TB skin test results (usually done in 3-4 appointments over 2.5-3.5 weeks time)
- Chest X-ray results letter showing no active TB and cleared for NAC program

List Result date(s) here: _____

Signature & Date: _____

2. REQUIRED - COVID Testing:

Rapid result COVID testing will be required upon arrival to the clinical site prior to starting on the floor. Results will be available within about 15 minutes of the test. If you test positive for COVID, you will be immediately sent home & need to follow all recommended quarantine guidelines.

I understand that we are in the midst of a pandemic and COVID testing on day 3 of class is required of me to complete my program. There are no exceptions to this requirement. I agree to this testing and acknowledge I will follow all Sunrise & Clinical Site policies, and State-mandates surrounding COVID-19 procedures, and modifications made for the safety of all.

Signature & Date: _____

3. Required– COVID Vaccine:

- Have you received the COVID vaccine(s) AND are considered fully vaccinated, which is 2 weeks after your first dose of J&J and after the second dose of Pfizer or Moderna? Yes / No
- If Yes: List date(s) here: _____, _____
- Did you provide documentation of the vaccine(s) to the office? Yes / No
- If you answered “no” to question A, you will not be able to participate in the clinical day. Please contact Training Coordinator.
- If yes, please read the following statement and sign below.

I understand that we are in the midst of a pandemic and being fully vaccinated against COVID is required of me to complete my program. There are no exceptions to this requirement. I acknowledge I will follow all Sunrise & Clinical Site policies, and State-mandates surrounding COVID-19 procedures, and modifications made for the safety of all.

Signature & Date: _____

Q: I got the skin test/blood test/x-ray, but was told I will not receive the results in time for the deadline. Now what?

A: Contact our program to confirm the specific details of your case. 99% of the time, this will result in the student being dropped from the session though for lack of required documents met by the deadline.

Q: Where can I go to get this done?

A: Your normal doctor, a walk-in clinic, places like US Health Works, etc.

Q: How much does it cost?

A: The cost varies based on your Insurance, and what type of testing you are doing. Usually the skin tests are most cost-effective. Some clinics will charge you based on a sliding scale of income.

Q: I called the clinic and they said they don't do this testing without a reason. Now what?

A: Contact them again and let them know this is a requirement for the NAC class you are enrolled for. If you do not have it by the deadline, then you will not be able to attend your class.

TB Reference: <http://www.doh.wa.gov/Portals/1/Documents/Pubs/343-125-EmployeeTBScreeningFAQ.pdf>.

Nursing Assistant Alternative Bridge Training Program

Student Agreement of Confidentiality with Soundview Rehabilitation

By nature of clinical rotation at Soundview, as a student I will frequently be dealing with sensitive and private issues of residents and employees. Soundview has a policy of strict confidentiality and expects that all issues relating to residents, their family's and employees will be held in strict confidence.

I agree that it is my responsibility as a student of Sunrise Services, Inc. to ensure that confidential information is never made available inadvertently or informally to ANYONE other than my instructor or Soundview staff. Any and all formal releases of information are made in accordance with the policies and procedures that have been determined by Sunrise View.

Soundview residents and employees are entitled by law to confidentiality.

Any discussion of circumstances or issues about any resident or employee should not take place outside the facility, in public, or among my friends or family away from Soundview.

Discussion of confidential matters with Soundview staff should take place away from the activity area of the residents and visitors.

Use of personal cell phone prohibited except during an instructor-authorized break at a designated site location.

FAILURE TO COMPLY WITH THE ABOVE POLICY WILL RESULT IN THE IMMEDIATE TERMINATION OF MY CLINICAL ROTATION AND STUDENT ENROLLMENT PRIVILEGES OF SUNRISE SERVICES, INC.

IN ADDITION, AS PROFESSIONAL LICENSED BY THE WASHINGTON STATE DEPARTMENT OF HEALTH, I AM UNDER THE UNIFORM DISCIPLINARY ACT. VIOLATION OF A RESIDENT'S CONFIDENTIALITY WILL BE REPORTED TO THE DEPARTMENT OF HEALTH BY SUNRISE SERVICES, INC.

Print Name

Student Signature

Date



Bridge NAC Prerequisites, Student Expectations, & Policies

PREREQUISITES

All required documentation must be received by the **hard-deadline of noon one week prior to the first day of class**. It is the student's responsibility to ensure all submitted documents meet the program requirements and were received in time.

- This includes all forms from enrollment packet
 - Proof of active HCA-C credential
 - Picture ID Copy
 - Active CPR Card Copy
 - Cleared background check *results* from DSHS background unit*
 - Allow minimum of 12 days prior to deadline to complete online authorization if you need to have DSHS run your background check in order to get results in time.
 - COVID Vaccine Record* (must be fully vaccinated, which is at least 2 weeks since your first J&J dose and 2 weeks since your 2nd Pfizer or Moderna dose)
 - Cleared TB test results showing no active TB from one of following options:
 - 2-negative skin test results*
 - TB Bloodwork results*
 - Chest X-Ray results *
- * These items MUST be less than 1 year old from the date of class in order to count.
*THERE ARE NO EXCEPTIONS TO THIS RULE.**
- Seasonal Flu vaccination is recommended, though not required.
 - Hartman textbook, Sunrise Additional Content Book, and Pearson Vue Candidate Handbook & picked up and must be read in full prior to class.
 - All required homework assignments must be completed before class, & then self-graded with the keys found in the Additional Content Book. Assignments will be turned in to the Instructor Day 1 of class.
 - Each student must have all required supplies: a manual arm blood pressure cuff, stethoscope, and gait belt that will be needed in class. These may be purchased from Sunrise, or students may bring their own.
 - Required PPE must be purchased from Sunrise to be given on first day of class (\$10)
 - Required rapid result COVID testing must be completed the morning of the clinical upon check-in. This not optional, and is part of the requirements during the pandemic.

I understand that failure to comply with the above prerequisite requirements will result in disqualification of my selected session and I will be dropped from the class. I understand it is my responsibility to ensure the documentation submitted was received by the deadline.

Student Initials: _____ **Date:** _____

EXPECTATIONS

Students are expected to do the following:

- Turn in all required documents by the deadline without follow up from Sunrise. It will be the student's responsibility to verify any item not hand delivered to a Training Coordinator meets the program requirement and was received on time.
- To attend the session they enroll for and to be on time for that session. This is a small program with limited space and high demand. Waitlisted student numbers may easily be in the double digits. If you know you cannot make it to class, please inform the office so another student may have a chance to attend.
- To put in the work to prepare for class before attending. This is a fast-paced and advanced program. There are less days in class than a traditional NAC program, so students *must* put in the prep work ahead of time in order to be successful.
- To actively participate in class & conduct themselves in class/at clinical in a respectful & professional manner.
- To accurately perform the 22 required skills by the end of day 2 of class before entering the clinical day.
- To wear their solid colored scrubs, & closed-toed shoes to all three days of class. Those with long hair should have it pulled back, and NO artificial nails are allowed. Wearing a watch with a second hand is helpful, but not required.
- To arrive with all books and supplies needed.

POLICIES

- **Waitlists:** Sunrise will begin a waitlist for any bridge session which becomes full. Only students which are already enrolled in a later session will be eligible to be waitlisted. There is no additional cost to be on the waitlist. Waitlisted students are expected to be actively submitting their documentation requirements to begin reading the textbook right away. Those students which do not turn in requirement in timely fashion to waitlisted session deadline will be dropped from the list & notified. Students will be contacted in the numerical order they are on the list and given 24 hours to decide if they would like to switch to the earlier session still. Students switching sessions should ensure they are able to meet all documentation requirements prior to session deadline before accepting the spot.

If a spot becomes available without extended notice before a session starts, priority will be given to waitlisted students with all documentation already completed.

- **Failed exams in-class:** All students must pass a 100 question written exam with 80% or higher during Day 1 of class that is based on materials covered in the textbook. If a student fails their written exam, then the Instructor will determine if the student continues on or not with the rest of the session.
 - Scenario A: If the student fails with a score close to passing & there are no other instructor determined issues (such as preparedness, skills abilities, comprehension, etc.) then the student will continue on to finish the class.
 - After class, the student then must contact the Training Coordinator to schedule a retest. Retesting is offered at set times and must be completed within 30 days of class.
 - If a retest is not completed, or the retest is not passed, then the student would need to re-enroll in a new session at cost.
 - Scenario B: If the student fails with a much lower score and/or there are other Instructor determined issues (such as preparedness, skills abilities, comprehension, etc.), then the student will be dismissed from class and need to re-enroll in another session at-cost.
- **Participation or disruption:** If a student is not actively participating in class or is disrupting the class, then the Instructor will have authority to dismiss that student from class and they will need to re-enroll in a new session from Day 1 again at-cost.
- **Attire:** Students must follow the outlined dress code for all 3 days of class. Failure to do so will result in being dropped from class.
- **Skills:** If a student is unable to accurately perform all required skills by the end of Day 2 of class, they will be dismissed and will need to re-enroll in a new session at-cost.
- **Tardiness:** Students are expected to be on-time and doors are locked 15 minutes after class starts. Please note this class must be taken in sequential order, so if you arrive too late to be admitted to class on Day 2 for example, you cannot show up to Day 3 – the rest of that session must be re-enrolled for after paying any applicable fees.
- **Reschedules:** Students are expected to attend the session they register for. In the event that a session must be rescheduled for any reason, written notice with seven or more days prior to the first day of class is required in order to be eligible for a discounted re-enrollment rate of 50% current enrollment fees. This written notice may be in the form of an email to: enrollment@sunriseemail.com, hand delivered to one of the enrollment centers to a training staff member directly, or mailed. Rescheduled classes are not eligible for refunds. Reschedules that occur without the required notice will result in re-enrollment at full-cost. See, “re-enrollments,” policy for additional info.
- **Dropped Classes:** Sunrise will notify you if you have been dropped from class for any reason. Most common reasons would be that a student is not eligible for course due to background check results, or that all required documents were not received by the deadline. See, “re-enrollments,” policy for additional info.

- **Re-enrollments:** Dropped students, & rescheduled or incomplete courses will be allowed a 1-time discounted re-enrollment rate of 50% current enrollment fees to another open session within 90-days of the original class. If no sessions are open within this timeframe, the student may choose to remain on waitlists and chance an opening occurring, or re-enroll in a further out session at normal cost. New books will not be issued with re-enrollment and re-enrolled classes will not be eligible for a refund.
- **Refunds:** Refunds for cost of original class minus a \$100 admin fee will be issued if requested at minimum of 14 days before the first day of class is given in writing. This written notice may be in the form of an email to: enrollment@sunriseemail.com, hand delivered to one of the enrollment centers to a training staff member directly, or mailed. Rescheduled, incomplete, dropped, or re-enrolled classes are not eligible for a refund. The cost of books is non-refundable, but the cost of supplies if not picked up already may be refunded. Method of refund will vary based on the original payment method, but will either be put back onto the card paid with or issued as a check.
- **Cheating:** Sunrise has a zero tolerance cheating policy. Anyone caught cheating will be dismissed from class and may not enroll again in this program.
- **Electronic Devices:** All forms of electronic devices must be put away out of sight and silenced in-class. Students may access these on breaks/lunch only.
- **Background check:** All students must have a background check received prior to the paperwork deadline from the DSHS background check unit. The background results must not have any crime that is listed on the Secretaries List of Disqualifying Crimes in order to attend class. This list can be found in: WAC 388-113-0020 or by asking the office for a copy. Students may either choose to bring a completed copy to Sunrise if it is less than 1 year old from time of class, or may choose to have their background check run online on the DSHS site.
- **Applications related to NAC:** It is the student's responsibility to submit all necessary applications related to receiving their NAC credential. This includes:
 - The application to the Dept. of Health (DOH) to apply for the new credential as an NAC.
 - This application and current fees list/requirements can be found on the DOH website: www.DOH.WA.GOV, or by calling them at 360-236-4700
 - The online application for the State exam through Pearson Vue.
 - Upon successful completion of class, Sunrise will upload a list of students that passed with email addresses to Pearson Vue who will then email those students a link to apply for the State exam online.
 - If you did not receive this email from Pearson Vue & it has been more than 1 week after class, please contact them at 888-252-8712.
- **NAC in Other Languages:** Please note that the State exam for the NAC is only offered in English for skills testing. The written exam is offered in English only, or the student may opt to take an oral exam in English or Spanish in place of the written exam. It is important to note that all class materials & instructor lecture are offered in English only,

so students should feel comfortable with their comprehension level of this language prior to enrollment. Translators of any kind are not allowed. Longmans Dictionary is the only dictionary that is allowed, and students may choose to bring a copy of this with them to class if they so desire.

- **Open Skills Lab:** Sunrise offers open skills labs monthly which allow students a chance to utilize the skills lab again for independent study on any hands-on skills they wish to further practice before their state exam.
- **State Exam:** Sunrise is an in-facility test site for Pearson Vue. This means we have occasional State test dates scheduled which are only available to students of Sunrise to schedule for. Use the form outlining the steps to schedule your State exam at Sunrise which is given with your certificate.
- **Pandemic:** Upon arrival to class each morning, students will have temperature taken with a forehead thermometer, wash hands, and answer COVID screening questions. Any time the student leaves the building, they will be asked to wash hands upon returning immediately. In addition, all students and staff will wear face masks. Students & Instructor will also wear a face shield with their mask during clinical. If you have been exposed to a probable or confirmed COVID case recently or have any symptoms associated with COVID, then you must stay home from class and reschedule your course. Contact office staff to determine the next steps from there.

STUDENT ACKNOWLEDGEMENT

I have read and understand all policies, expectations, and prerequisites needed in order to attend the NAC Bridge program with Sunrise. I have been given an opportunity to ask questions. I understand that failure to comply with the above policies may result in my disqualification from this program. I have been provided with a copy of this form.

Name: _____ **Signature:** _____ **Date:** _____

Sunrise NAC Bridge Clinical Site Information:

Name: Soundview Rehab

Address: 1105 27th Street Anacortes, WA 98221.

Estimated Travel Time: 1 hour & 7 mins from the Everett Training Center

Allow extra time for heavy traffic, weather conditions, or construction. You must be on-time to complete the clinical day & will be sent home if you are late

Clinical Time:

Day session – 5:30am to 2pm

Evening session – 1:30pm to 10pm

COVID Testing:

The first half hour of the day is allotted for rapid result testing & 15 min wait for results.

NAC Bridge: Clinical Disclaimer

Student name: _____

I understand that as part of routine personal care I may be potentially exposed to blood or other potentially infectious materials. I agree to apply Standard Precautions during the delivery of personal care skills to all residents and at any time I feel uncomfortable not do so.

I understand that Isolation Precautions, also called Transmission-Based Precautions, may be needed if indicated on notices posted on the resident's door or wall. I will read the notices thoroughly before entering the room. I will contact my instructor or nurse on duty if I have any questions or do not understand risks to the resident or myself before entering the room. I agree to use Isolation Precautions if indicated.

I understand that my clinical experience may need to be cancelled and rescheduled due to issues beyond Sunrise Caregiver Training Program (SCTP) control such as clinical site implementation of infection control and isolation procedure or lack of access secondary to structural concerns.

During clinical assignments, I agree to abide by the standards set for the clinical facility's employees in matters relating to patient care, along with the clinical facility's practices and policies. I understand that the clinical facility has the right to require me to immediately leave its premises if the clinical facility reasonably believes I pose an immediate threat or danger.

I understand that I am subject to the policies and regulations of SCTP and that SCTP has the right to dismiss me from participation in clinical experiences if I fail to follow its policies and procedures.

I understand and agree that I am not employed by the clinical facility and therefore are not eligible for employee benefits including Workers' Compensation, life insurance, health insurance, or retirement benefits. I agree to be treated as trainee and have no expectation of receiving compensation or future employment from the clinical facility or SCTP.

Student Signature: _____

Date: _____



NAC Bridge Training Program:
English Self-Assessment Test

Student: _____ **Date:** _____

Instructions:

- All students are required to fill out this self-assessment exam as part of their prerequisites for the Bridge course.
- Students should not have any assistance from other people, the internet, or notes when doing this exam.
- Use this as a guide to help you determine the English comprehension level needed to be successful in this fast-paced program.
- If a student scores less than 15, they may have difficulty reading or comprehending the NACES certification written exam.
- In this case, we then advise them to consider taking the NAC State exam orally instead of written.

1. **A person who flies an airplane is a** _____.
 - a. Steward
 - b. Doctor
 - c. Director
 - d. Pilot
2. **A funeral is a sad** _____.
 - a. Leave
 - b. Forget
 - c. Civilization
 - d. Occasion
3. **To require something means to** _____ **it.**
 - a. Hear
 - b. Understand
 - c. Need
 - d. Forget
4. **You go to the hospital when you** _____.
 - a. Feel sleepy
 - b. Need friends
 - c. Need finances
 - d. Feel sick
5. **You use a pen to** _____.
 - a. Speak
 - b. Listen
 - c. Write
 - d. Play
6. **To enter a room means to** _____ **it.**
 - a. Come into
 - b. Leave
 - c. Exit
 - d. Clean

7. You _____ something to find its height.
- Lock
 - Measure
 - Force
 - Tape
8. An extended care facility receives _____ from the staff there.
- Magazines
 - Interruption
 - Sleep
 - Work
9. To water flowers too much means to _____ them.
- Steam
 - Drink
 - Touch
 - Soak
10. When someone speaks in a quiet voice it may be difficult to _____.
- Understand
 - Frighten
 - Estimate
 - Regulate
11. A motorcycle is a means of _____.
- Transportation
 - Prediction
 - Collision
 - Anger
12. Narcotic medication is used to _____ pain.
- Widen
 - Conjure
 - Increase
 - Relieve
13. Soup is served in a _____.
- Plate
 - Bowl
 - Fork
 - Wood stove
14. To accompany someone means to _____.
- Choose him
 - Speak to him
 - Disagree with him
 - Go with him

Reading Comprehension

Dogs come in many breeds. Many dogs live with humans in their homes. Some dogs are homeless and need to be adopted. Dogs communicate with their tails and other body movements and vocal sounds.

15. Dogs communicate with their _____.
- words
 - tails
 - water
 - bowls

16. Many dogs live with _____.

- a. Other dogs
- b. Humans
- c. Many cats
- d. Prisoners

17. Dogs need to be adopted because they are _____.

- a. Non-verbal
- b. Smelly
- c. Homeless
- d. Excited

Maria grew up on a farm. She loved the work on the farm. She knew when all of the crops had to be planted. She would like a job on a farm or in a flower garden.

18. Maria has had experience as a _____.

- a. Guide
- b. Farmer
- c. Driver
- d. Nurse

19. She would like to work in _____.

- a. An office
- b. A library
- c. A garden
- d. A hospital

20. As a child Maria lived _____.

- a. In the city
- b. In an apartment
- c. On a farm
- d. In a large house

Suggested Timeline of Completion for NAC Bridge

1 Month+ Before Class:

- Enroll for class by paying for it to hold you spot.
- Pick up books, supplies, & paperwork packet
- Turn in ID copy, CPR card, HCA-C copy, & anything else done
- Complete 1st TB skin test (placement appt + reading appt 48-72 hours later) *do not wait!*
- Read 70 pages of Hartman Textbook.

3 Weeks Before Class:

- Complete CPR class if needed (available with Sunrise)
- Read 70 pages of Hartman Textbook.
- Read, sign, and return all forms in paperwork packet.
- Go over packet again & see what you are missing still.
- Complete background check request online on DSHS website or gain copy from employer less than year old
- Confirm any childcare arrangements & time off from work is taken care of/approved.

2 Weeks Before Class:

- Return for 2nd TB skin (placement appt + reading appt 48-72 hours later) *Complete X-Ray now if results
- Read 70 pages of Hartman Textbook.
- Read HCA-C Additional Content Book (white printed book)
- Begin Workbook Homework (assigned in above book)
- Follow up on background check if not completed
- Ensure your file is 100% complete PRIOR to deadline

1 Week Before Class:

All Bridge File Documents Due by Noon

- Read NA Candidate Handbook (small pamphlet from Peason Vue)
- Complete any remaining homework.
- Finish reading Hartman Textbook (close to 70 pages)
- Ensure your file is 100% complete PRIOR to deadline
- Make sure you have all supplies & uniform for class

Week of Class:

- Ensure you have all components of uniform:
 1. solid color scrubs for all 3 days of class
 2. closed-toe shoes
 3. Watch with a second-hand if possible
 3. artificial nails off & hairtie to keep hair pulled back if applicable
- Remember to bring all completed homework, books, & supplies to class.
- Triple check class times, locations, etc.
- **Stay home if you have symptoms of COVID**
- Show up on time & ready to participate.