



110 EVANS MILL DR., SUITE 704, DALLAS, GA 30157 • 770-573-2448 • FAX 770-627-4375 • [WWW.CPRWITHMICKEY.COM](http://WWW.CPRWITHMICKEY.COM)

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Thank you for considering CPR with Mickey for your medical training. CPR with Mickey was born 25 years ago out of Mickey Sturdivant's desire to provide convenient, high-quality medical training at reasonable prices. Our mission statement today still reflects that goal:

*CPR with Mickey provides convenient, high-quality, up-to-date medical training both to those just entering the medical field and those who've been in it for years. We invest in our students' success through continually improving the quality of our programs and teaching methods; offering more comprehensive information; and taking advantage of emerging technology that increases the convenience and quality of our classes. This makes CPR with Mickey a unique, valued training provider for Metro-Atlanta and beyond.*

Over the years, we have expanded the programs offered to reach these goals. CPR with Mickey currently offers the following courses:

- ◆ **Certified Nurse Aide (CNA)** is an entry level medical program. You learn how to provide safe hands-on care to patients in hospitals, nursing homes, assisted living, home care, and other environments. There are no prerequisites to take the course. We offer an accelerated 3-week class as well as 5-week evening and 7-week weekend classes.
- ◆ **Certified Phlebotomist (CPT)** is an advanced medical program that prepares you to draw blood, test urine samples, and measure blood sugar. Having a high school diploma and being a CNA are prerequisites to take this 5-week course.
- ◆ **Certified EKG/ECG Technician (CET)** is an advanced medical program that prepares you to accurately perform EKG/ECG tests and interpret the results. Having a high school diploma and being a CNA are prerequisites to take this 4-week course.
- ◆ **Certified Patient Care Technician (CPCT)** is an advanced medical program that is the next step beyond a CNA. It is comprised of phlebotomy, EKG, and advanced nursing skills. Upon successful completion of the CPT and CET programs, a 1-week advanced nursing skills class completes the PCT program.
- ◆ **American Heart Association First Aid & CPR** is a 5-hour class for lay rescuers. It teaches basic first aid skills and as well as how to perform CPR and use an AED. First Aid may be taken without CPR or vice versa.
- ◆ **American Heart Association BLS** is a 3-hour class that teaches CPR to healthcare providers.
- ◆ **American Heart Association Advanced Courses:** ACLS, PALS, PEARS, and AHA Course Instructor Certification

## TRAINING APPLICATION & REGISTRATION INSTRUCTIONS

Once you are ready to apply for one of CPR with Mickey's classes, please review the following information.

- Read the CPR with Mickey Catalog & Policy Manual for information, rules, and regulations. The manual is available on the website or at the training center.
- Refer to the CPR with Mickey Class Calendar for a schedule of classes. The calendar is available on the website or at the training center.
- To reserve a place in a CPR with Mickey class, submit the following:
  - Completed Training Application Form
  - \$100 Application Fee (nonrefundable)
  - All required documents for the program for which you are registering.  
NOTE: If all required documents are not received by CPR with Mickey within 10 business days from the date of application, the application may become inactive.
- Required Documentation for CNA Classes:
  - 1 color copy of your State-Issued Photo ID, such as a driver's license or passport
  - 1 color copy of your Social Security card.
  - If you bring your application in person, CPR with Mickey will make the copies for you.  
NOTE: The first and last names on your ID and SSC must be exactly the same for state testing purposes.
- Required Documentation for Phlebotomy, EKG, & PCT Classes:
  - 1 color copy of your State-Issued Photo ID (e.g., driver's license) or Passport
  - 1 color copy of your Social Security Card
  - 1 copy of your HS diploma or GED
  - 1 copy of your current CNA card
  - If you bring your application in person, CPR with Mickey will make the copies for you.

**NOTE:** *If you have a felony conviction within the last 10 years or a current felony charge, you are not eligible to enroll in the CNA training program. See the CPR with Mickey Catalog & Policy Manual for more information.*

# CPR WITH MICKEY, INC. -- TRAINING PROGRAM APPLICATION & CONTRACT

PLEASE PRINT LEGIBLY & IN INK.

Full Name as it Appears on State-Issued Photo ID: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Telephone #1: \_\_\_\_\_ Telephone #2: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Class:  CNA  Phlebotomy  EKG  PCT Start Date: \_\_\_\_\_  AM  PM  Fri/Sat

How did you hear about CPR with Mickey? \_\_\_\_\_

What made you decide to come to CPR with Mickey? \_\_\_\_\_

Do you have any physical limitations that would keep you from providing care to patients?  Yes  No

*\* Pregnant applicants must provide a note from their obstetrician releasing them to attend clinical sessions.*

*\* Applicants who've been diagnosed with or had surgery for back, shoulder, or knee issues must provide a doctor's release to attend clinical sessions.*

If yes, describe: \_\_\_\_\_

Do you require any special accommodations?  Yes  No

If yes, describe: \_\_\_\_\_

Is English your primary language?  Yes  No If no, what is your primary language? \_\_\_\_\_

Classes are required to be taught in English, but the textbook/workbook are available in Spanish.

Do you require Spanish materials and a Spanish Certification Exam?  Yes  No

Who should CPR with Mickey contact in case of emergency?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**Office Use Only:**

Documentation Received:  DL  SSC  BG  PPD/CXR  HSFA  BLS  Diploma  CNA

Amount Paid: \$\_\_\_\_\_  Cash  Credit  Check #\_\_\_\_\_

Books received?  Yes  No Scrubs received?  Yes  No

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

**CNA Training Only:** Estimated Unisex Scrub Size:  XX-Sm.  X-Sm.  Sm.  Med.  Lrg.  XL  2XL  3XL

White, non-porous shoes are required for clinical and are not included in class fees. You may provide your own leather, plastic, or pleather shoes – OR – Clogs may also be purchased from CPR with Mickey for \$20. All shoe sales are final.

Do you have PPD/TB skin test or chest x-ray dated less than 1 year from the class completion date?  Yes  No

- If yes, submit documentation with application to receive a credit for the PPD.
- You may not attend clinical until a copy of your PPD has been submitted and reviewed.

Have you ever had a positive PPD/TB skin test or received the BCG vaccine?  Yes  No

- If yes, speak with a CPR with Mickey staff member as soon as possible. A chest x-ray may be required.

Do you a criminal background report that is dated less than 60 days from prior to the start of class?  Yes  No

- If yes, submit documentation with application to receive a credit for the background check.
- If no, complete the Information On Demand authorization form and submit with application.

Are you First Aid or BLS certified through the American Heart Association?  Yes  No

- If your card(s) do not expire prior to the end of class, submit copies with your application to receive a credit.
- You may not attend clinical without American Heart Association First Aid certification.

**Phlebotomy – EKG – PCT Training Only:**

The phlebotomy, EKG, and PCT programs are academically challenging, college level, condensed classes. You must be prepared to complete the pre-study materials and to spend approximately 15 hours/week on home study to be successful in the program.

Initial here to indicate that you understand and are willing to accept the academic requirements for this program. \_\_\_\_\_

**Student Contract:**

I have read, understand, and agree to all policies included in the CPR with Mickey Catalog and Policy Manual, which is available online at [www.CPRwithMickey.com](http://www.CPRwithMickey.com) and at CPR with Mickey. I agree to abide by the CPR with Mickey Code of Conduct & Ethics Policy and understand that serious violations may result in expulsion from class without any right to a refund of monies paid. I agree to follow the directions of CPR with Mickey instructors regarding safety and policy issues.

I understand that I must complete all class/clinical sessions and maintain a minimum grade average to graduate from class, receive a course completion certificate, and be eligible to take the associated certification exam.

I understand that a \$100 registration fee is required to secure a place in a class and will come off the following class fees:

- CNA - \$995
- Phlebotomy - \$1495
- EKG - \$1195
- Advanced Nursing Skills (PCT) - \$505

I understand that tuition fees may be paid at registration, on the first day of class, or via the payment plan. I understand there is a one-time service charge of \$25 for the payment plan. I understand that if I am delinquent in the payment of any financial obligation, I may be withdrawn from class and not permitted to register for another class until the obligation is satisfied.

I understand that the Application fee is NON-REFUNDABLE unless requested within 3 business days of signing this agreement OR once class has begun, and that the Refund Policy for Tuition Fees is as follows:

- Refunds are based on proration of tuition and percentage of the program completed at withdrawal up until 50%.
- Withdrawal is determined by the date the student by the date written notice is received in the office. Withdrawal under extreme circumstances is decided on a case-by-case basis with documentation.
- Refunds are paid within 45 days of the date of withdrawal.
- See the CPR with Mickey Catalog & Policy Manual for full details.
- Students who are expelled due to violation of the Code of Conduct & Ethics Policy forfeit their right to a refund.

I understand that CPR with Mickey does NOT offer medical insurance for students at its training center or clinical sites. I understand that it is recommended that I be covered by a personal health and/or injury insurance policy. I understand that CPR with Mickey is not responsible for any and all costs associated with any injury or illness to its students.

By signing this agreement, I indicate that I wish to register for the class beginning on the date listed above.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CPR with Mickey Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Consent and Authorization Form  
 Post Office Box 757, Blairsville GA 30514  
 Tel: 706-781-3554 Fax: 706-781-3907  
 Email: [searches@informationondemand.net](mailto:searches@informationondemand.net)

**CPR with Mickey**

**Tel: 770-573-2448**

**STUDENT APPLICANT BACKGROUND CHECK AUTHORIZATION/ORDER FORM**

The undersigned (i) confirms that it has authorized the above named Client to obtain a background check for training purposes including, without limitation, a consumer report and criminal background check on the undersigned, and (ii) authorizes Information on Demand, Inc., or any of its agents, to provide, orally or in writing, the results of a background check, including a consumer report and criminal background check, to the above-named Client or its representatives. I further certify that I have been advised of my rights under the The Fair Credit Reporting Act (FCRA), 15 U.S.C. 1681-1681v, either verbally or by inclusion in my training application package. This authorization is a continuing authorization for the Client to obtain background checks on the undersigned during the term of the undersigned's relationship with Client.

THE UNDERSIGNED RELEASES INFORMATION ON DEMAND, INC. AND ITS AGENTS AND REPRESENTATIVES, AND ALL ENTITIES AND INDIVIDUALS INVOLVED IN REPORTING INFORMATION ABOUT THE UNDERSIGNED, FROM ANY AND ALL CLAIMS BY, OR LIABILITY TO, THE UNDERSIGNED THAT MAY RESULT FROM, ARISE OUT OF, OR IN CONNECTION WITH THE CHECK AND CONSENTS TO THE ABOVE NAMED EMPLOYER TO PERFORM PERIODIC BACKGROUND CHECKS FOR THE DURATION OF MY RELATIONSHIP WITH THIS COMPANY.

**STUDENT INFORMATION – COMPLETED BY STUDENT (\*\*Sex & Race for Identifier Purposes Only\*\*)**

PRINT HERE:

|            |             |                        |
|------------|-------------|------------------------|
| First Name | Middle Name | Last Name              |
| Sex        | Race        | Date of Birth          |
|            |             | Social Security Number |

Complete Street Address, City, State, and Zip Code

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Client certifies the following:

1. The Background Report is being ordered from IOD for use by Client training purposes.
2. Information from the Background Reports will not be used in violation of and Federal or state equal opportunity employment law or regulation.
3. Client has provided to the subject of the Background Report a clear and conspicuous written disclosure, in a document that consists solely of the disclosure, that a consumer report may be obtained on the subject for training purposes, and the subject has provided written authorization (which may be on the same document) of Client's procurement of the report.
4. Before taking adverse action against the subject of the Background Report, based in whole or in part on the Background Report, Client will provide that subject a copy of the report and a copy of the FTC's Summary of Consumer Rights.

**BACKGROUND CHECK REPORT ORDER – COMPLETED BY CLIENT**

Criminal Trace (Enter Each State in Parentheses Below) County Level Search: \_\_\_\_\_  
 (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Social Security Trace  M.V.R. State & No. \_\_\_\_\_

US National Search  FACIS. (choose I II III) Please provide professional License Number \_\_\_\_\_

Education /Employment Trace (Use Attached Sheet)  I9 Verification (Please attached I9 and copies of documents)

Signature of Client Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Work in Elder Care  Work in Child Care  Work with Mentally Disabled



# CNA Program Financial Policy

## Registration Fee:

- The \$100 registration fee and completed application are required to reserve your place in a CNA class.
- The registration fee is non-refundable.
- If you are unable to take the class you registered for, you may transfer the registration fee to another CNA class within 6 months. After 6 months, the registration fee is forfeited.

## Remaining Balance:

- The balance must be paid on or before the first day of class OR you must sign up for the payment plan.
- There is a one-time \$25 fee to sign up for the payment plan.
- Weekly payments are due on the first day of class each week.
- You may only attend weekly clinical sessions if your payments are up-to-date.
- Final exams may not be taken until all fees are paid in full.

| Day Class<br>Payment Schedule          |        | Evening Class<br>Payment Schedule      |        | Friday / Saturday Class<br>Payment Schedule |        |
|--|--------|--|--------|---|--------|
| Registration Fee                       | \$100  | Registration Fee                       | \$100  | Registration Fee                            | \$100  |
| Week #1<br>(Includes Payment Plan Fee) | \$320  | Week #1<br>(Includes Payment Plan Fee) | \$200  | Weekend #1<br>(Includes Payment Plan Fee)   | \$140  |
| Week #2                                | \$300  | Week #2                                | \$180  | Weekend #2                                  | \$140  |
| Week #3                                | \$300  | Week #3                                | \$180  | Weekend #3                                  | \$140  |
|  |        | Week #4                                | \$180  | Weekend #4                                  | \$140  |
|  |        | Week #5                                | \$180  | Weekend #5                                  | \$120  |
|  |        |  |        | Weekend #6                                  | \$120  |
|  |        |  |        | Weekend #7                                  | \$120  |
| Total Paid:                            | \$1020 | Total Paid:                            | \$1020 | Total Paid:                                 | \$1020 |

## Withdrawal from Class:

- To withdraw from class, you must notify CPR with Mickey's Office Manager by calling 770-573-2448 **AND** emailing her at [Amelia@CPRwithMickey.com](mailto:Amelia@CPRwithMickey.com) detailing the date of and reason for your withdrawal.
- If you permanently withdraw from class, your refunded fees will be prorated based on the number of hours attended and the date you notified CPR with Mickey of your intent to withdraw. See the CPR with Mickey Catalog & Policy Manual for details.
- Returning to complete the program is subject to available space. Inability attend the next class, whether due to your own schedule or lack of available space in the class, is not the fault of CPR with Mickey.
- Additional fees may be required to update requirements that expire prior class completion. These may include, but are not limited to, the background check and PPD.

Initial \_\_\_\_\_ Date \_\_\_\_\_

| <b>Course Fees</b>         | <b>Academic Standing</b> | <b>Next Scheduled Class (same as the one withdrawn from)</b>  | <b>Within 6 Months</b>   | <b>After 6 Months</b>   |
|----------------------------|--------------------------|---|--|---|
| <b>Paid in Full</b>        | Good                     | <ul style="list-style-type: none"> <li>▪ Only take unfinished portion.</li> <li>▪ No Additional Charge.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Must retake entire course.</li> <li>▪ Discounted Rate</li> </ul>  | Repay Full Fee  |
| <b>Paid in Full</b>        | Poor                     | <ul style="list-style-type: none"> <li>▪ Must retake entire course.</li> <li>▪ No Additional Charge.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Must retake entire course.</li> <li>▪ Discounted Rate</li> </ul>  | Repay Full Fee  |
| <b>Payments Up to Date</b> | Good                     | <ul style="list-style-type: none"> <li>▪ Only take the unfinished portion.</li> <li>▪ Must continue making weekly payments until paid in full. If payments have been continued, fees do not have to be paid in full before the new class's start date.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Must retake entire course.</li> <li>▪ Must pay original class fees in full to become eligible for discounted rate.</li> </ul>   | Repay Full Fee  |
| <b>Payments Up to Date</b> | Poor                     | <ul style="list-style-type: none"> <li>▪ Must retake entire class.</li> <li>▪ Must continue making weekly payments until paid in full. If payments have been continued, fees do not have to be paid in full before the new class's start date.</li> </ul>         | <ul style="list-style-type: none"> <li>▪ Must retake entire course.</li> <li>▪ Must pay original class fees in full to become eligible for discounted rate.</li> </ul>   | Repay Full Fee  |
| <b>Behind on Payments</b>  | Good                     | <ul style="list-style-type: none"> <li>▪ Only take unfinished portion.</li> <li>▪ Must continue making payments until paid in full before eligible to return to class.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Must retake entire course.</li> <li>▪ Discounted Rate</li> <li>▪ Must bring payments for original course up to date for the time at which withdrawal occurred before eligible for discounted rate.</li> </ul> | Repay full fee, plus bring payments for original course up to date for the time at which withdrawal occurred. |
| <b>Behind on Payments</b>  | Poor                     | <ul style="list-style-type: none"> <li>▪ Must retake entire class.</li> <li>▪ Must continue making weekly payments until paid in full before eligible to return to class.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Must retake entire course.</li> <li>▪ Discounted Rate</li> <li>▪ Must bring payments for original course up to date for the time at which withdrawal occurred before eligible for discounted rate.</li> </ul> | Repay full fee, plus bring payments for original course up to date for the time at which withdrawal occurred. |

I have read and acknowledge receipt of CPR with Mickey's financial policy for the CNA program.

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CNA Applicant

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Date

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CPR with Mickey Representative

**CPR with Mickey, Inc.**  
**CNA, Phlebotomy, EKG, & PCT Training Programs – Financial Aid Information**

**PELL GRANT & HOPE SCHOLARSHIP:**

Because CPR with Mickey is a private training center, classes are not eligible for HOPE or PELL funding.

**WIA & WIOA ELIGIBILITY REQUIREMENTS:**

The Workforce Innovation & Opportunity Act (WIOA) was passed to renew the Workforce Investment Act (WIA) through 2020. The purpose of WIA is to provide access to training and employment services for a range of workers, including low-income adults/youth and dislocated workers. To qualify for WIA/WIOA, you...

- Must have been laid off from employment or be scheduled for layoff
  - OR** be receiving food stamps
  - OR** be a displaced homemaker\*
  - OR** be formerly self-employed, now unemployed due to economic conditions or natural disaster
- Must be willing to cooperate with employment placement and tracking activities
- Must register with the Selective Service, if applicable.

\* A Displaced Homemaker is defined as an individual who has been providing unpaid services to family member(s) in the home and who has been dependent on the income of another family member but is no longer supported by that income AND is unemployed or underemployed and is having trouble obtaining or upgrading employment.

**APPLYING FOR WIA/WIOA:**

You must apply with a WIA/WIOA provider that serves the county in which you live OR the county where the workplace from which you were laid off is located. Different counties and providers may have different rules, policies, procedures, and funding availability.

Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Pickens, Paulding, Polk, Walker, and Whitfield Counties may apply with any of the following WIA/WIOA providers:

- Lori McAllister, Acworth, 770-975-4026
- Lucy Hale, Rome, 706-295-6840
- Lori Fields, Dallas, 770-443-3622
- Lavonya Johnson-Boone, Rome, 706-295-6336, ext. 7768
- Lynn Long, Jasper, 706-253-4617
- Dawne White, Waco, 706-824-5246

Woodstock / Canton Area: Apply with Joyce Marshal or Ellen Mayer, Canton, 678-454-1816

If you live in a county other than those listed above, visit [www.dol.state.ga.us](http://www.dol.state.ga.us) for information on locating a WIA program in your area. On the right side of the page at the bottom, under Find Us, select One Stop Centers. Select your county for the location of the WIA/WIOA provider in your county. You can use funding from any provider to attend CPR with Mickey.

The WIA/WIOA application process may include the collection and review of your eligibility documents, taking basic math and reading tests, taking an occupational interest and aptitude survey, and attending a program orientation. Some may have additional requirements.

Other funding programs may be available to you. Contact CPR with Mickey for further information at 770-573-2448. Funding from any financial aid organization does not guarantee acceptance into CPR with Mickey training programs., and additional requirements may apply for acceptance.



# CPR with Mickey, Inc. – 2018 CNA Class Schedule

*Revised 03/07/18*

| CLASS     | AM/PM     | START DATE   | END DATE     | REVIEW DATE    | TEST DATES             |
|-----------|-----------|--------------|--------------|----------------|------------------------|
| 8:30-4:00 | Days      | January 8    | January 26   | 2/9 @ 9-11 AM  | February 12            |
| 8:30-4:00 | Days      | February 5   | February 23  | 3/7 @ 9-11 AM  | March 8 & 9            |
| 8:30-4:00 | Fri./Sat. | February 9   | March 23     | 4/17 @ 6-8 PM  | April 19, 20, & 21     |
| 6-10 pm   | Eve./Sat. | February 26  | March 31     |                |                        |
| 8:30-4:00 | Days      | April 9      | April 27     | 5/11 @ 9-11 AM | May 14 & 15            |
| 8:30-4:00 | Fri./Sat. | April 13     | May 26       | TBA            | TBA                    |
| 6-10 pm   | Eve./Sat. | April 23     | May 24       | 6/8 @ 6-8 PM   | June 11 & 12           |
| 6-10 pm   | Eve./Sat. | May 29       | June 28      | 7/13 @ 6-8 PM  | July 16 & 17           |
| 8:30-4:00 | Fri./Sat. | June 1       | July 13      | 7/27 @ 6-8 PM  | July 30 & 31           |
| 6-10 pm   | Eve./Sat. | July 2       | August 2     | 8/17 @ 6-8 PM  | August 20 & 21         |
| 8:30-4:00 | Fri./Sat. | July 13      | August 24    | 9/12 @ 9-11 AM | September 13, 14, & 15 |
| 8:30-4:00 | Days      | August 6*    | August 24    |                |                        |
| 6-10 pm   | Eve./Sat. | August 20*   | September 22 | 10/9 @ 6-8 PM  | Oct. 11 & 12           |
| 8:30-4:00 | Days      | October 1*   | October 19   | 11/1 @ 9-11 AM | Nov. 5 & 6             |
| 6-10 pm   | Eve./Sat. | October 15*  | November 15  | 11/29 @ 6-8 PM | Dec. 3 & 4             |
| 8:30-4:00 | Days      | November 26* | December 14  | 1/2 @ 9-11 AM  | January 3 & 4          |

\* Tentative

*Class schedule is subject to change without notice.*

*Classes are limited for 14 students.*

*Day Classes are held M-Tu-W-Th with Clinical on Fridays for 3 weeks.*

*Evening Classes are held M-Tu-Th plus 1 full Saturday, followed by Clinical on Saturdays for 5 weeks.*

*Weekend Classes & Clinicals are held Fridays and Saturdays for 7 weeks.*

*Clinical Sessions are 7:15 AM – 3:30 PM.*

*CPR with Mickey schedules state exam testing to be held in your classroom using familiar equipment.*

*Pearson VUE or the Evaluator may cancel/change test dates through no fault of CPR with Mickey.*

*Registering for the Georgia Certification Exam is the student's responsibility.*

*CPR with Mickey will assist in every way possible.*

*Registration must be completed a **minimum** of 2 weeks prior to the test date.*

*Tests are limited to **10 students** per day and are on a first come, first served basis.*

*Failure to bring your original, unexpired Driver's License/State Issued ID (or Passport) **AND** Social Security Card to the State Exam will prevent you from testing, and the testing fee will be forfeited, per Pearson VUE's policy. See the NNAAP Georgia Nurse Aide Handbook for details.*

# What Does A CNA Do?

Certified Nursing Assistants (CNAs) work under the supervision of nurses to provide high-quality basic care to patients and assist them with daily activities that they have difficulty performing on their own. CNAs provide critical information to other members of the healthcare team, such as nurses and physical therapists.

## **GENERAL TOPICS COVERED:**

- The Art of Caring & Caregiving
- Protecting Patients' Rights
- Understanding & Communicating with People from Different Cultures, Languages, & Diseases
- Providing Compassionate End-of-Life Care
- Caring for Patients' Surroundings
- Working with Geriatric Clients in Long-Term-Care
- Nutrition & Healthful Eating
- Keeping Patients Safe
- Infection Control & Controlling the Spread of Germs
- Positioning, Ambulating, & Transferring Patients
- Assisting Patients with Personal Care & Elimination
- Caring for Patients with Specific Illnesses, such as HIV/AIDS, Hepatitis, Dementia/Alzheimer's, & COPD
- Admitting, Transferring, and Discharging Patients
- How Body Systems work & how Aging Affects them
- Effective Job Hunting & Time Management
- Providing Restorative Care to Help with Rehabilitation
- Workplace violence

## **SKILLS LEARNED INCLUDE:**

- Hand Washing
- Donning & Removing PPE, including Gloves, Masks, Goggles, Gowns, and Respirators
- Administering First Aid for Choking
- Controlling Bleeding
- Caring for Sudden Illness or Injury
- Using Restraints Safely & Appropriately
- Counting Pulse & Respirations
- Measuring Height, Weight, Urine Output, & Blood Pressure
- Taking Oral, Rectal, & Axillary Temperature with Glass & Electronic Thermometers
- Using Good Body Mechanics
- Ambulating with/without Gait Belt
- Transferring to Wheelchairs, Bedside Commodes, Chairs, etc.
- Assisting to Walk using Canes, Crutches, & Walkers
- Performing Passive Range of Motion
- Feeding Patients Who Cannot Feed Themselves
- Providing Mouth Care & Denture Care
- Assisting with using Toilets, Bedpans, Bedside Commodes, and Urinals
- Administering Enemas
- Assisting with Bed, Tub, and Shower Baths
- Assisting with Shaving & Shampooing
- Assisting with Brushing & Combing Hair
- Providing Foot Care & Fingernail Care
- Providing Perineal & Catheter Care
- Emptying Catheter Drainage Bags
- Dressing & Undressing
- Applying Knee-High Stockings (TED hose)
- Making Occupied & Unoccupied Beds
- Safely Moving & Positioning in Beds, Chairs, etc.
- Giving Post-Mortem Care

## **EMPLOYMENT OPPORTUNITIES:**

- Hospitals
- Long-Term Care Facilities (Nursing Homes)
- Rehabilitation Centers
- In-Patient Hospices
- Home Hospice Agencies
- Home Health Care Agencies
- Assisted Living Facilities
- Personal Care Homes
- Private Home Care
- Some Doctors' Offices