

Evergreen Nursing Assistant Program Schedule

Dates:	Topics:	Approximate time:
Tuesday, June 11 th , 2024 2-4:30pm	Introduction/ Orientation Elmer Harvey Learning Lab	2.5 hours
Tuesday 6/11/2024- 7/15/2024	Section 1-10 at home, online.	40 hours
Tuesday, July 16th, 2024 2-8pm	Lab skills Day 1 Elmer Harvey Learning Lab	6hr
Tuesday, July 23rd, 2024 2-8pm	Lab Skills Day 2 Elmer Harvey Learning Lab	6hr
Tuesday, July 30th, 2024 2-8pm	Lab skills Day 3 Elmer Harvey Learning Lab	6hr
Tuesday, August 6th, 2024 2-8pm	Lab skill day 4 Elmer Harvey Learning Lab	6hr
Friday, August 9th 2024 8-4:30pm	Clinical 1 Evergreen Creekview North	8hr
Monday, August 12th, 2024 7-3:30pm	Clinical 2 Evergreen Creekview North	8hr
Tuesday, August 13th 2024 2-6pm.	Mock skills day/ Graduation Elmer Harvey Learning Lab	4hr.

- CLINICALS at Creekview North (Evergreen Retirement Community, 1130 N. Westfield St., Oshkosh, WI 54902) 16 hours.
- Skills Labs in Elmer Harvey Learning Center (Evergreen Retirement Community, 1130 N. Westfield St., Oshkosh, WI 54902) approximately 19 hours (more time scheduled for practice).

Attendance Policy

1. Regular attendance is mandatory at all lab, clinicals and scheduled mock skill days in order to achieve the objectives of the program. Students who are absent from any assigned lab or clinical days will be automatically withdrawn.
2. If you are not present when attendance is taken for class, it will be counted as an absence. **Attendance can be taken at any time.**

3. Attendance is mandatory for all lab and clinical sessions. Extenuating circumstances may interfere with attendance. In these circumstances students need to contact their instructor, regarding their absence from lab or clinical immediately. Alternate arrangements for students to complete missed hours will be attempted, however, this is not guaranteed. If alternative arrangements are not available, the student's participation in the course will end.
4. Absence from **clinical** or lab must be **reported to the instructor at least one hour** before clinical begins.
5. You will not be excused or leave early from lab, or clinical assignments for functions, employment, or for any other reason. Schedule medical, dental, and other appointments at times other than scheduled class hours.
6. Attendance strongly correlates to successful completion in the Nursing Assistant program.
7. It is expected that you remain in lab or clinical setting once class has begun. It is extremely distracting for the instructor as well as for other students when there is activity during presentations. Scheduled breaks allow you to get up and move around if necessary.