



Evergreen Nursing Assistant Program Syllabus

Name of Class:	Nursing Assistant Program		
Instructor Name:	Cindy Lewis	Office Phone:	920-237-2134
Second Instructor Name:	X	Cell Phone:	414-531-0863
Email:	clewis@evergreen@evergreenoshkosh.com		
Office Hours:	By appointment; Monday-Friday 8:30-5pm		
Class Number:	0011		
Day(s) of Week:	Varies-see calendar/schedule. Typically, Tuesdays and clinical days.	Class Time:	Varies-see schedule
Start/End Dates:	1/7/2025-3/11/2025		
Location:	Evergreen Retirement Community		
Textbook:	(NOT REQUIRED for class) Students can “check-out” hard copies with instructor.		
Supplies Needed:	Computer/internet. Washbasin, kidney basin, disposable gown, nail file, orange stick and toothbrush all supplies will be distributed on first skills day.		

Influenza Vaccine Guidelines

All students are required to be vaccinated during Influenza season (October 31st-March 31st) annually or submit a religious/medical exemption. Exemptions must be approved by Erin Sanders Vice president of Human resources prior to CNA orientation. Students are expected to be vaccinated PRIOR to orientation.

Technical Skills/Equipment Needed

Students need a working computer at home with WIFI. If unable Evergreen will provide a useable computer or laptop during business hours Monday-Friday for the student to use.

Communication Policy

My preferred method of communication is email. I respond to email messages within 24 hours on Monday through Friday and periodically on weekends. In emergencies, please call/text on my cell-phone.

Content Outline/Content Outline with Schedule –

Dates:	Topics:	Work Due/Learning Activities	Approximate time:
1/7/2025 Tuesday 2:30pm	Introduction/ Orientation EHLB	Please bring your introduction assignment. Will be emailed. Each student will receive a key code for Ready CNA during class. STUDENTS REQUIRED TO BE VACCINATED BY ORIENTATION.	2.5 hours
1/28/2025 Tuesday 2-7pm	Lab skills Day 1 EHLB	Wear NA uniform	5hrs
2/4/2025 Tuesday 2-7pm	Lab skills Day 2 EHLB	Wear NA uniform	5hrs

2/18/2025 Tuesday 2-7pm	Lab Skills Day 3 EHLB	Wear NA Uniform ALL SECTIONS TO BE COMPLETED BEFORE ATTENDING LAB 3	5hrs
2/25/2025 Tuesday 2-6pm	Lab skills Day 4 EHLB	Wear NA uniform	4hrs
3/4/2025 Tuesday 2-7pm	Lab skill day 5 EHLB	Wear NA uniform	5hrs
3/7/2025 Friday 1-9:30pm	Clinical 1 Evergreen CVN	Wear NA uniform	8hrs
3/9/2025 Sunday 7-3:30pm	Clinical 2 Evergreen CVN	Wear NA uniform	8hrs
3/11/2025 Tuesday 2-6:30pm	Mock skills day/ Graduation EHLB	Wear NA uniform	4-4.5hrs

ONLINE LEARNING DEADLINES

1/7/2025- 1/17/2025	Section 1 & 2	Section 1: Orientation Section 2: Lily	11 hours
1/18/25- 1/28/25	Section 3, 4 and 5	Section 3: Frank Section 4: Helen Section 5: Martha	14 hours
1/29/25- 2/12/25	Sections 6, 7, 8	Section 6: Timothy Section 7: Stuart Section 8: Michelle	11 hours
2/13/25- 2/17/25	Section 9 and 10	Section 9: Beth Section 10: Preparing for your test: Must score 80 or better on final. If score is below 80 CNA student will need to schedule 1:1 with instructor prior to taking test again.	3 hours

- 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.

Withdrawal:

- [Course Withdrawal](#) - If you choose to withdraw from the course, please contact your instructor.

At the conclusion of the Nursing Assistant Program, graduates receive certificates of completion. Graduates are qualified to work as nursing assistants upon successful completion of the Wisconsin Nurse Aide competency exam conducted by HEADMASTER.

Amendment to Syllabus

The instructor will announce any changes to the information in the syllabus affecting the course, or course content. Changes to the course policies may occur due to extenuating circumstances. Hours may change due to student or instructor availability. Students will be notified immediately when these changes are made.