

## Eligibility

- ❑ Candidates from in-district communities and out-of-district communities are eligible to apply for all of MCE's Programs.

## Application Process

- ❑ Contact the Community Education office to schedule an appointment for an interview and to complete the TABE (Test of Adult Basic Education) in Reading and Mathematics Computation. A 10th grade proficiency level is preferred.
- ❑ Applicants must complete a CORI and SORI check to be considered for admission into the program. These forms must be filled out in person and turned in with a valid photo ID to the MCE office.

## Acceptance Process

- ❑ Once the above steps have been completed and the background checks have been completed, you will be notified of the decision.
- ❑ Upon acceptance into the program, a signed enrollment agreement and a \$250 non-refundable deposit is required within 30 days to hold your space in the
- ❑ After acceptance into the program, medical records and immunizations are required by the Department of Public Health. Incoming students must submit: proof of immunization, recent physical, proof of a negative TB test.

## What Nursing Assistants Do

Nursing assistants, sometimes called nursing aides, help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. Orderlies transport patients and clean treatment areas.

## Duties

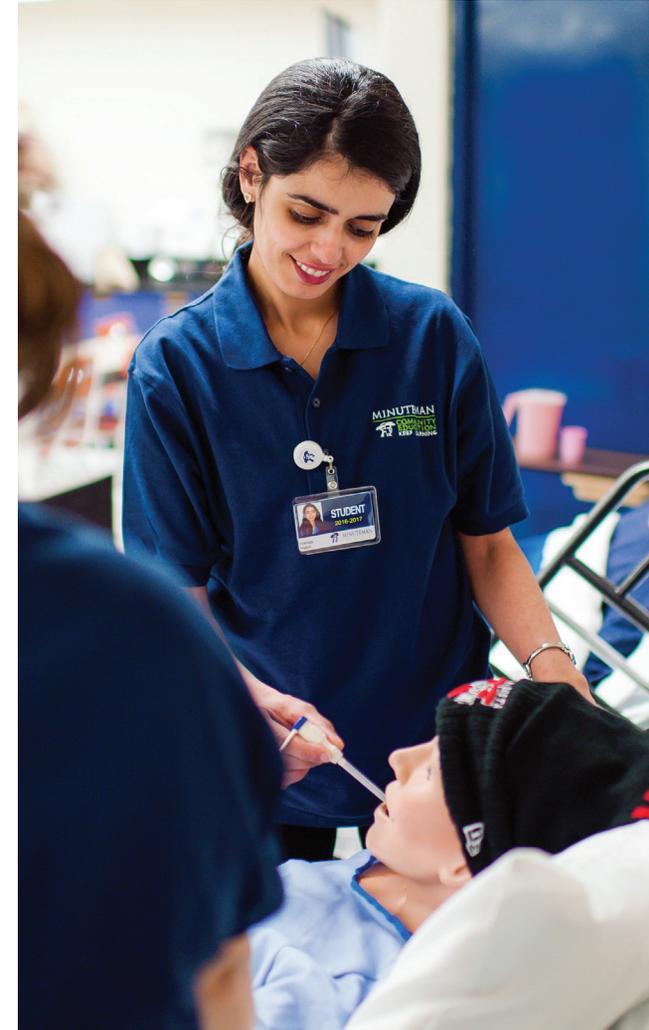
Nursing assistants provide basic care and help with activities of daily living. This typically includes:

- ✓ Clean and bathe patients or residents
- ✓ Help patients use the toilet and dress
- ✓ Turn, reposition, and transfer patients between beds and wheelchairs
- ✓ Listen to and record patients' health concerns and report that information to nurses
- ✓ Measure patients' vital signs, such as blood pressure and temperature
- ✓ Serve meals and help patients eat

In nursing homes and residential care facilities, assistants are often the principal caregivers. They have more contact with residents than other members of the staff. Because some residents stay in a nursing home for months or years, assistants may develop close relationships with their residents.

Nursing assistants work as part of a healthcare team under the supervision of licensed practical or licensed vocational nurses and registered nurses.

# Nursing Assistant Program



Minuteman Community Education  
758 Marrett Road | Lexington, MA 02421  
P: 781.861.7150 | F: 781.863.1747  
communityed@minuteman.org  
www.MinutemanCE.org



## Length of Program

- Fall & Winter: Approximately 2 months;
- Summer: Approximately 1 month

## Schedule

- Fall & Winter: Tuesdays & Thursdays, 4:00 - 8:30 pm for classroom meetings; Tuesdays & Thursdays, 4:00 - 9:00 pm and one Saturday, 8:00 am - 3:00 pm for clinical
- Summer: Tuesday, Wednesday, Thursday, 4:00 pm - 8:30 pm for classroom and clinical meetings. One Saturday 9:00 am - 3:00 pm clinical shift.

## Certifications Gained

Upon successful completion of this course, students are eligible to apply for the State Department of Public Health exam.

## Program Description

This program is state-certified and provides students with the skills needed to work in a variety of medical settings. Topics include physical and emotional care of patients, vital signs, communication skills, handling of stress, safety issues, and the aging process.

The course consists of classroom instruction, followed by practice in a nursing lab. In order to apply these skills in a clinical setting, approximately 24 hours will be spent in a nursing home under the supervision of the instructor.

**Minuteman's course also includes Basic Life Support (BLS) CPR/AED Certifications. The additional certification will make Minuteman's Nursing Assistant graduates ready for employment.**

The Textbook is *Hartman's Nursing Assistant Care: Long-Term Care and Home Care, Second Edition*, by Susan Alvare, Jetta Fuzy, RN, MS, and Suzanne Rymer, MSTE, RN, C, LSW, with the accompanying workbook.

**Tuition: \$950 + Materials: 75.00**



## Job Outlook

Employment of nursing assistants and orderlies is projected to grow 17 percent from 2014 to 2024, much faster than the average for all occupations. Because of the growing elderly population, many nursing assistants and orderlies will be needed to assist and care for these patients.

As the baby-boom population ages, many nursing assistants and orderlies will be needed to assist and care for elderly patients in long-term care facilities, such as nursing homes. Older people are more likely than younger people to experience dementia, as well as chronic diseases such as heart disease and diabetes. More nursing assistants will be needed to care for patients with these conditions.

## Salary Information

- According to the US Bureau of Labor Statistics, the median annual wage for nursing assistants was \$25,090 per year in 2014 or \$12.06 per hour.
- According to the Massachusetts Office of Labor and Workforce Development, the median annual wage in Massachusetts was \$29,170 in May 2014.

Visit [MinutemanCE.org](http://MinutemanCE.org) or call 781.861.7150 to learn more!