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## NORTHWEST TENNESSEE WORKFORCE BOARD

### 2016 Labor Education Alignment Program (LEAP 2.0)

#### CNA Program

Northwest Tennessee Workforce Board

#### IN PARTNERSHIP WITH

1. Dyersburg State Community College
2. Tipton County Schools  
Trenton Special School District  
Union City Schools
3. Covington Care Nursing and Rehabilitation Center  
Union City Nursing and Rehabilitation Center  
Dyer Nursing Home

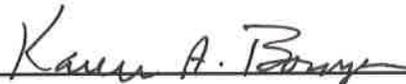
Ms. Amy Johnson, 1510 Lake Rd., Dyersburg, TN 38024

731-286-3398

[ajohnson@dsc.edu](mailto:ajohnson@dsc.edu)

Funding requested:

\$616,410

  
\_\_\_\_\_

President of Higher Education  
Institution

  
\_\_\_\_\_

Project Director

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### **Abstract/Project Summary**

This LEAP 2.0 project seeks \$581,860 to create Certified Nurse Assistant (CNA) programs in five high schools and one community college in west Tennessee. Currently, northwest Tennessee is experiencing an extreme shortage of nurses at all levels. The proposed program will help by providing an extra 120 CNAs per year for the local employment market to help fill the more than 200 currently available positions in rural west Tennessee. Additionally, students who become certified through this program will have a head start on further nursing credentials through CNA to LPN and LPN to RN bridge programs.

High school students can complete one semester of coursework and a one-semester work-based learning component, a clinical internship, and will be eligible to take the CNA certification exam. Dyersburg State Community College will offer a similar program at night for adults that will include two months of coursework and a two month work-based learning component. Upon certification, these students will be eligible to fill the many open positions for CNAs in our community.

Funds provided by this grant will be used to purchase equipment for the six training sites, to hire qualified faculty members to teach the courses at some of the sites, and to provide required training to all of the instructors for the program. Additionally, funds will purchase required books and supplies for each location and its students.

The proposed program will help Tennessee reach its Drive to 55 goals. Currently, the service area for this program has an average postsecondary attainment rate just over 22 percent—a long way from the goal of 55 percent postsecondary attainment by 2025. However, this program will provide an additional 120 postsecondary credentials per year—240 credentials during the timeframe of the grant award alone—for the citizens of rural west Tennessee, and we are confident that the program will be sustained long beyond the timeframe of the grant program providing credentials for west Tennesseans for years to come.

## **I. Demonstrated Need**

### **Overview of the Collaborative Area's Workforce Needs**

In West Tennessee there is a critical shortage of nurses. When combining nurse openings across large and small medical facilities in West Tennessee, there are more than 1,000 positions currently available. Demand for new nurses continues to grow nationwide as life expectancies increase. Nurses are even more critical in rural West Tennessee where we see larger percentages of citizens with chronic diseases such as diabetes, heart disease, and high blood pressure (Tennessee Department of Health Chronic Disease and Health Profile for Northwest Tennessee). Additionally, a quality healthcare system is mandatory for Economic and Community Development to be able to continue to grow our economy in manufacturing, retail, and other sectors. We must begin training nurses more quickly to accommodate the current needs and expected growth for this field.

We are proposing a Certified Nurse Assistant (CNA) program in five high schools in West Tennessee and at Dyersburg State Community College. This program will help students learn skills and earn a credential that will provide employment opportunities within our communities immediately upon graduation. CNA is considered a "bright outlook" program nationwide and for the state of Tennessee according to the Department of Labor with 1,717 job openings advertised in the state in May, 2016, according to the Tennessee Department of Labor and Workforce Development's jobs4tn.gov website. We anticipate that students completing the CNA credential proposed here will work in Lake, Obion, Dyer, Gibson, Crockett, Lauderdale, and Tipton Counties in West Tennessee. In these counties, there are currently 233 openings for CNAs, and the demand is anticipated to increase by seven percent within the next ten years according to EMSI data. Our proposed program is projected to train an additional 120 CNAs per year to help fill open positions throughout the region.

Completing this credential while in high school will give interested students a jump start on completing the requirements for a Licensed Practical Nurse (LPN) program, a Registered Nurse (RN)

program, and a Bachelor of Science in Nursing (BSN) program, as each credential may be embedded in the subsequent program to reduce time to completion. The three workforce boards in West Tennessee are working with local hospitals to apply for the America's Promise Grant to expand the capacity of local Tennessee Colleges of Applied Technology (TCATs), community colleges, and universities to produce LPNs, RNs, and BSNs needed for higher skill nursing positions. This project will serve as a feeder program to grow the pipeline for nurses at all levels. Coordination with the TN Pathways initiative will help ensure alignment between secondary and post-secondary nursing programs in the region, and including the program at Dyersburg State Community College will allow adults the opportunity to return to school to earn this marketable credential. The program will help Tennessee achieve its Drive to 55 goals by increasing the number of Tennesseans with a postsecondary credential.

#### **New Academic Program and Proposed Work-Based Learning Program**

The new academic program is a CNA program offered in four counties in West Tennessee: Gibson, Tipton, Obion, and Dyer. CNA programs will be housed in Peabody High School (Trenton, TN), Munford High School, Brighton High School, Covington High School, and Union City High School, and also at Dyersburg State Community College. The CNA certification requires a distinct skillset, which students will gain through the curriculum and work-based learning experience provided in the proposed program.

For high school students, the program will begin in the spring semester of the students' junior year and will conclude at the end of the fall semester of the students' senior year. The classes will encompass 120 hours of coursework and work-based learning spread over the two semesters and will be taught at each high school by credentialed registered nurses and who will work under the supervision of the nursing faculty and the Dean of Nursing at Dyersburg State Community College. At Dyersburg State Community College, CNA classes will be offered for adults through the Division of Continuing Education. The classes will also encompass 120 hours of coursework and work-based learning, but will be offered in the evenings two nights per week over a span of four months.

The curriculum for the CNA program includes training in the following areas prior to any direct contact with patients: communication and interpersonal skills, infection control, safety and emergency procedures including the Heimlich maneuver, promoting residents' rights and independence, respecting residents' rights, and abuse and the abuse registry. The CNA program also includes training in the following areas: basic nursing skills, personal care skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights. Upon completion of the classroom component of the CNA program, students will be eligible to begin the work-based learning component, a clinical internship. The clinical internship includes work experience in a partnering organization that is supervised by program faculty. Students are awarded credit toward the requirements of the CNA certification for completion of the clinical internship portion of the program.

#### **Requested Equipment**

A list of requested equipment is provided in Appendix A.

#### **How the Proposal Addresses Workforce Needs**

This proposal addresses workforce needs in a number of ways. It provides trained CNAs to fill the shortage of employees for these positions in West Tennessee. It also provides high school students with a marketable postsecondary credential and immediate employment opportunities upon graduating high school and a pathway for adults to quickly earn a credential that is in high demand in our area. Students who participate in the program can find employment as a CNA and work in that field while returning to school to enroll in CNA to LPN program, if they choose. Then they may work as an LPN while attending an LPN to RN program. Each of these credentials is in great demand in West Tennessee.

## **II. Program Plan**

### **Detailed Project Timeline and Overview**

Implementation will begin in September 2016 with a preliminary meeting with each participating entity to inform them of funding and to review plans with them. We will hire instructors

for the programs at Dyersburg State Community College, Peabody High School, and Union City High School and meet with the qualified HOSA instructors at Munford, Brighton, and Covington high schools who have agreed to serve as CNA instructors for the program. In October 2016, we will send the CNA instructor from each high school and Dyersburg State Community College to the two-day CNA Train the Trainer workshop in Nashville. We will also purchase the necessary equipment for each location. Beginning in October 2016, we will work with the high schools to advertise the program to their students for the spring semester and will hold information sessions for students at each school to answer their questions. In November, we will publicize this offering for adult students through the Division of Continuing Education at Dyersburg State Community College and will offer online registration for adult students interested in participating in the program.

In January 2017, CNA classes will begin. All coursework for the CNA program will be completed during the spring semester of the students' junior year for high school students. In August 2017, students will briefly review the materials they learned during the spring semester and will begin clinical internships in partner organizations, which will continue throughout the semester. Students will complete clinical checkoffs with their instructors during the fall semester. At the end of the fall semester, students will have completed all of the requirements to take the CNA certification exam. They will be eligible to sit for the CNA exam when they are 18 years old. A second cohort of juniors will begin the CNA program in January 2018 and will follow the same schedule as the previous cohort.

Also in January 2017, CNA classes will begin for adults at Dyersburg State Community College. All coursework for the CNA program will be completed during the first two months of the program, and students will begin clinical internships in partner organizations during the second two months of the program. After meeting the 120 hour classroom and clinical requirement, students will be eligible to sit for the CNA exam. Dyersburg State plans to offer the CNA program three times per year beginning in January, May, and September of each year.

### **Alignment of Workforce Data and Drive to 55 Goals**

Tennessee's Drive to 55 initiative has set the goal that 55 percent of the state's adult population will have a postsecondary credential by the year 2025. Currently, the postsecondary attainment rates in the West Tennessee counties served by this proposal average 22.2 percent indicating that West Tennessee has a long way to go. The proposed CNA program will help. This short-term certificate program will provide completers with a credential in a high-demand field in our region. Students can obtain work as CNAs directly upon graduating from high school, and adults will be able to work as CNAs after completing the program Dyersburg State. Those who choose to further their education may enter CNA to LPN programs, followed by LPN to RN and RN to BSN programs. Because there is a high demand in our area for each of these credentials, employment in these fields are virtually guaranteed for every qualified applicant. Having the CNA credential allows students who choose to further their education the opportunity to work as a CNA while enrolled in these other programs to help finance their educational pursuits. It also provides a postsecondary credential and opportunities for continued employment in the high-demand CNA profession to those not interested in further educational pursuits.

### **Measurable Objectives for Each Phase of the Project**

Objective 1: Enrollment – Because the purpose of this project is to generate new credentialed CNAs for the West Tennessee labor market, our first objective is to ensure that students enroll in our CNA programs. We have set a target enrollment of 15 students per location per program cycle. We intend to reach this goal by marketing the program within the participating high schools, holding information sessions for prospective students, and publicizing the adult program via print advertisements, emails, and local workforce partners.

Objective 2: Content Knowledge – In order for the students to obtain certification in the program, they must become competent in the content of the CNA curriculum. Instructors will administer quizzes throughout the first half of the program as formative assessment to inform

instructors regarding content that should be revisited. Summative assessments, including a mid-term and final exams, will be administered to all students during the first half of the program to ensure that the students have received the requisite content knowledge to move to the clinical internship portion of the program. In the event that a student does not pass the mid-term or final exam, the instructor will provide remediation services to that student to ensure that the requisite content knowledge is gained.

**Objective 3: Clinical Competence** – Students will demonstrate clinical competence through completion of the following skills in clinical check-offs with a program faculty member: taking and recording vital signs; measuring and recording height and weight; caring for patients' environment; recognizing and reporting abnormal changes in body functioning; bathing, grooming, dressing, toileting, transferring, positioning, and turning patients; assisting patients with eating and hydration; proper feeding techniques; skin care; responding to patients' behavior; communicating with cognitively-impaired patients; using assistive devices; and care and use of prosthetic devices. If a student does not demonstrate competence in any clinical check-off, a faculty member will review the skill with the student, allow the student to practice the skill, and reassess the student the following week.

**Objective 4: Certification** – In order to impact the Drive to 55 initiative and provide the workers needed this field for our region, the students enrolled in the program must become certified. Students will be eligible to take the certification exam upon completion of the program and turning 18 years old. We are targeting a first-time pass rate of 80 percent for students taking the certification exam. In the event that a student does not pass the certification exam on the first attempt, review materials will be provided for that student and he or she will be permitted to retest according to state standards.

#### **Project Governance and Accountability Plan**

The lead agency for this grant is the Northwest Tennessee Workforce Board. As the director of that agency, Margaret Prater will have authority over this grant program. The project director for this program will be Amy Johnson, Dean of Nursing at Dyersburg State Community College. Ms. Johnson will

oversee the instructors at each location and will provide assistance as needed and will oversee agreements with employers for the clinical internship work-based learning component of the program. A steering committee has been identified for the proposal which includes the following individuals: Margaret Prater, Dr. Karen Bowyer (President of Dyersburg State Community College), Dr. Kimberly Martin (DSCC Vice President for Institutional Advancement and Continuing Education), Amy Johnson (, Van Wylie (DSCC Coordinator of Continuing Education), Sandra Harper (Director of Schools, Trenton Special School District), Gary Houston (Director of Schools, Union City Schools), Harvey Witherington (Director of Career and Technical Education, Tipton County Schools), Debra Johnson (Covington Care Nursing and Rehabilitation Center), and Katie Stover (Union City Nursing and Rehabilitation Center). The project steering committee will meet quarterly and will maintain oversight of the project, reviewing progress toward meeting the objectives previously outlined and providing advice to the program director, instructors, and partnership agencies regarding areas for improvement.

#### **Role of Proposed Equipment Request**

Several pieces of equipment are required for a CNA program, and we propose buying the required equipment for each of the five high schools included in the grant proposal, as well as for Dyersburg State Community College. The required equipment and supply list is included in Appendix A of this proposal. All equipment will be used to simulate real experiences that CNAs may face in the workplace to allow students to practice with relevant equipment prior to using it with patients.

Proposed equipment includes a hospital bed and bedside table, which will be used to simulate typical patient care scenarios, including helping patients into and out of the bed. A wheelchair, standard walker, rolling walker, single cane, quad cane, transfer board, and gait belts are included to help students learn how to use this equipment so that they can assist patients in using it correctly and safely. A simulation mannequin, blood pressure simulator, and oxygen simulator are included to help students practice skills in simulated patient scenarios prior to working with real patients. Blood pressure cuffs,

stethoscopes, thermometers, and scales are included so that students have the opportunity to practice taking accurate patient assessments using these tools while being monitored by their instructors. CNAs often help patients with hygiene tasks, so standard equipment for a CNA program includes a bedside commode, bedpans, towels, wash cloths, bath basins, razors, hairbrushes, nail clippers and files, toothbrushes, and other basic hygiene items. Additionally, CNA students will learn to use foley catheters, colostomy and urostomy equipment, tracheostomy equipment, restraints, and assistive devices, so these items are included in the equipment for the program, as well. The total cost of the equipment for the program will be just under \$8,200 per location for a total of \$49,200 for the six locations included in the proposal. The equipment purchased will be housed in each program location.

### **Structure of Work-Based Learning Program**

The work-based learning portion of this proposal is a clinical internship, which is designed to allow students to build upon the classroom-based instruction of the first semester of the program to develop skills that will help them be successful employees. Upon completing the coursework for the program, each student will be placed in a clinical internship within West Tennessee with a partnering agency. The clinical internship will include 60 hours of training in a long term care facility or other medical facility similar to the environments in which the students will be eligible to work upon completion of the certification. The clinical internship provides students with the opportunity to practice the intellectual, technical, and social skills they will need to be successful in the CNA profession. Students will work with real patients in the real work environment while under the supervision of faculty members, as well as staff members in the facilities, to help guide their activities.

Employers will be asked to rate students participating in the work-based learning program on their skill levels, noting any skill deficits, halfway through this portion of the program. Instructors will meet with employers to review their evaluations of the CNA students and will schedule review sessions with students to discuss the evaluations and practice skills as needed. These reviews will help ensure

that students have received the training that employers need and will be valuable additions to the workplace at the end of the program. Students will receive credit toward the certification requirements for completing the required 60-hour clinical internship experience.

### **III. Strength of Partnership**

#### **Description of Mandatory Partners' Roles in Implementation of the Program**

The Northwest Tennessee Workforce Board, under the direction of Margaret Prater, will oversee the entire proposed program and will be responsible for scheduling meetings with the steering committee and record keeping. Dyersburg State Community College, under the direction of President Karen Bowyer, will provide subject matter expertise through its nursing faculty members and dean, Amy Johnson, and will hold classes for adult students through its Division of Continuing Education under the supervision of Dr. Kimberly Martin and Van Wylie. Under the supervision of the director of each school system, each partner high school will employ an instructor to teach CNA classes, will schedule CNA classes using the calendar proposed in this document, and will offer CNA classes to students. Instructors will attend train the trainer workshops in the fall 2016 semester. The high schools and Dyersburg State will be responsible for reporting the assessment data described in this proposal to the Workforce Board.

Employer partners will provide locations for students enrolled in the program to complete the work-based learning (clinical internship) component of the program while under the supervision of program instructors. Employer partners include: Covington Care Nursing and Rehabilitation, Union City Nursing and Rehabilitation, and Dyer Nursing Home. Each of these facilities will provide feedback to instructors regarding areas of improvement for students involved in clinical internships at their facilities.

#### **Capabilities of Each Mandatory Partner in Ensuring Success**

Each mandatory partner described in this grant application will help ensure the success of the program. The Northwest Tennessee Workforce Board has administered numerous grants and has as its mission helping to provide for the workforce needs of the counties it serves. The American Job Center

will provide job search assistance by providing workshops on resume writing and interview skills and training in the use of jobs4tn.gov following the clinical component of the program. Dyersburg State Community College has offered a nursing program for 36 years and employs 12 highly-skilled, credentialed nursing faculty members. The Division of Continuing Education has recently successfully administered a Certified Clinical Medical Assistant (CCMA) program through the RxTN grant, which will be administered similarly to the CNA program described here. Each of the high school partners in this grant proposal is strongly committed to providing its students with coursework and credentials to help them be successful upon graduation, and all were excited about the prospect of offering CNA classes to students through this program. The employer partners are in desperate need of trained CNAs to fill current openings. They work with CNAs each day and are willing to assist in providing training for new CNAs through the work-based learning (clinical internship) component to ensure that students are exposed to practical on-the-job experience as a part of their training.

#### **Letters of Support/Commitment from Area Employers and Higher Education Institution**

Letters of support are attached in Appendix B.

#### **IV. Budget Plan**

##### **Explanation of Alignment between Funding Request and Grant Activities**

We are requesting a total of \$616,410 for this project (see Appendix D). This request will fund full-time instructors to teach the CNA courses at two of the six locations where the program will be offered (Peabody and Union City High Schools) at \$45,000 per year plus benefits (\$3,750 per month salary plus \$1,667 per month in benefits for 30 months for a total of \$325,000 – line item 1 and 2) and a part-time instructor to teach in the continuing education program at Dyersburg State at \$9,000 per year (\$22,500 for the 30 month grant period – line item 4). No benefits are included for this part-time position. Existing HOSA instructors will teach the CNA courses at Covington, Munford, and Brighton High Schools (line items 1 and 2 under grantee participation). The budget also includes textbooks and

workbooks for students (\$26,400 for 240 students – line item 10) and miscellaneous office supplies (\$500 per location, six locations, for a total of \$3000 – line item 5). We have budgeted \$15,000 to cover travel expenses to send each instructor to the two-day CNA train-the-trainer workshop in Nashville (\$1,000 for the workshop registration, \$170 for mileage, \$120 for meals, and \$200 for hotel for each instructor for a total of \$8,940 for the six instructors) and to cover travel to clinical internship sites to oversee the work-based learning experience (approximately \$1,000 each, or \$6,000 for all six instructors) (line items 11 and 12). Other non-personnel expenses (line item 18) include \$1,000 for advertising the program; \$22,320 for testing expenses; \$30,400 for scrubs, clinical shoes, and wristwatches for students; \$50,640 for vaccines required for students to ensure safety in the clinical setting; and \$26,400 for background checks with drug screenings, which will be required by employers before students may enter the clinical internship portion of the program (see Appendix C). We have budgeted \$49,200 for the equipment required in the program (line item 20), as described previously (see Appendix A), and \$44,550 for indirect costs related to data gathering, reporting, and administration of the program (line item 22). Over the 30 month timeframe of the grant, this equates to \$1,485 per month to cover the salary for Margaret Prater or her designee from the Workforce Board to coordinate with the program director on implementation and oversight of the program and three fiscal staff that will be required to process all financial transactions and verify detailed reports on a monthly basis.

#### **Funding Structures for Student Payment, Record Keeping, and Reimbursement Policies**

Because the work-based learning experience included in this program is a clinical internship, students will receive academic credit for its completion rather than monetary compensation. There will be no student payment in this program.

#### **V. Sustainability**

##### **Plan for Sustaining the Program, Work-Based Learning, and Equipment**

This program will be maintained after the end of grant funding. Each of the school systems will take over the cost of the CNA instructor(s) employed by their schools through their regular budgeting process. Dyersburg State will begin charging tuition for its CNA program to cover the cost of its instructor when grand funding ends. The equipment for the program will be purchased through grant funds and will continue to be housed at each of the program locations after the grant funding ends, but each school system and Dyersburg State will become responsible for maintaining the equipment at its location the end of the grant funding. Dyersburg State will assist the school systems in locating grant resources for maintenance of equipment and replacement of equipment as needed. Each employer will continue to host the work-based learning (clinical internship) component of the program after the end of the grant funding. Students will be responsible for the cost of the certification exam, vaccines, the required clothing for the work-based learning clinical internship experience, and other consumables; however, we will seek funding from the Workforce Board and contributions from donors to provide scholarship for students interested in enrolling in the program who have significant financial need that keeps them from being able to afford to purchase these items.

#### **Plan for Maintaining Communication and Sharing Resources among Partners**

Communication and sharing of resources among partners will continue after the grant ends. The steering committee will continue to meet semi-annually after the end of the grant funding. At these meetings, partners will discuss issues, problems, and successes related to the operation of the CNA program and will collaborate to ensure that each program remains successful into the future.

## Appendix A: Requested Equipment

The following equipment is required for CNA programs and will be purchased for each location included in this grant proposal.

- Hospital bed (2) - \$2999 each
- Bedside table (2) - \$73.50 each
- Manikin (Geri-elderly) - \$1620 each
- Wheelchair - \$310
- Standard walker - \$28.95
- Rolling walker - \$32.00
- Single cane - \$8.95
- Quad cane - \$20.50
- Transfer board - \$133.50
- Bedside commode - \$61.00
- Gait Belts - \$8.65
- Blood pressure Simulator - \$965 each
- Manual BP cuffs - \$25.89
- Stethoscopes - \$112.95 teaching stethoscope
- Thermometers – Oral, Rectal, Tympanic - \$400 set
- Scales with Height measurement - \$233
- Fitted sheets - \$11.00 each
- Flat sheets - \$12.34 each
- Draw sheets - \$6.89 each
- Blankets - \$10.50 each
- Pillows - \$8.99 each
- Pillow cases - \$3.09 each
- Towels - \$9.09
- Wash cloths- \$0.99 cents each
- Bath Basins- \$1.15 each
- Warming blankets -\$ 25.00
- Hospital gowns - \$12.95 each
- Dentures - \$36.50 each
- Denture cups - \$0.35 cents each
- Razors - \$0.35 cents each
- Hairbrushes - \$1.30 each
- Nail clippers - \$1.28 each
- Nail files - \$0.70 cents each
- Toothbrushes - \$0.15 cents each
- Small basins for brushing teeth - \$0.99 cents each
- Graduated containers for measuring intake and output (Small and Large) - \$0.90 cents each
- Foley catheter with bedside bag - \$10.95 each
- Bedpans – regular and fracture - \$1.79 each
- Urine and stool specimen containers - \$2.25 each
- Colostomy and urostomy equipment - \$40.00

- Simulated Oxygen set up – BNC, Face mask, Non-rebreather, Venturi, Trach collar, bag-valve mask
- Tracheostomy - \$45.99, Kit- \$2.95 each
- PPE – gowns - \$41.50 case, gloves- \$10.75 box, mask- \$6.87 and goggles - \$3.10
- Restraints – soft hand mittens \$22.75, wrist- \$5.31, waist - \$10.50
- Restorative Care items: prosthetic/orthotic devices, assistive devices for transferring, eating, and dressing. - \$40.00
- Shirt, pants, socks, underclothes, and shoes for dressing a patient. - \$60.00

# Union City Nursing and Rehabilitation Center

UNION CITY, TENNESSEE 38281

1630 E. REELFOOT AVE.  
P.O. BOX 509

PHONE (731) 885-8095  
FAX (731) 885-5042

July 11, 2016

To whom it may concern:

I am writing this letter in regards to Dyersburg State Community College's initiative to offer a Certified Nurse Assistant Program to high school students in the local counties. I am the Director of Nursing at Union City Nursing and Rehabilitation Center in Union City, Tennessee that is owned by Tennessee Health Management. I not only encourage this, but have also agreed to partner with DSCC to provide a clinical training facility for these students.

Our facility offers long term care as well as short term rehabilitation following a hospitalization. Good CNA's are a necessity for both areas of care that we provide. CNA's provide the majority of a resident's direct patient care. They have to be hard-working and dedicated individuals who put the needs of their residents first. We currently staff approximately 20 CNA's per a 24 hour period with them divided as needed between the three 8 hour shifts we offer. We hire both experienced and new CNA's. One thing that is commonly associated with new CNA's is turnover due to little knowledge of the job role and responsibilities before taking the course. Providing this program in our high schools would allow students to learn about the nursing profession as well as make better decisions in deciding if the medical field is right for them. It would allow them the ability to work as a CNA, but also help them in choosing if they want to continue their education as an LPN or RN.

In closing, I can verify that the need for quality CNA's is a constant issue in not only my facility, but also in our 28 sister facilities across the state. This program would help to decrease that need greatly in facilities across the surrounding counties as well as provide careers for new graduates. Thank you for your time and consideration.

Sincerely,



Katie Stover, RN

Director of Nursing

**Dyer Nursing and Rehabilitation Center  
1124 North Main, P. O. Box 160  
Dyer, Tennessee 38330**

Telephone: 731-692-4545

Fax: 731-692-4447

July 20, 2016

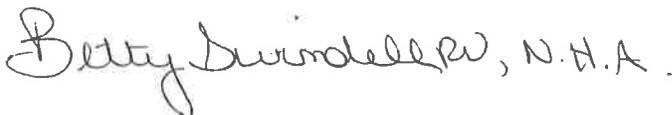
To: Whom It May Concern

Re: Students from Dyer County School System

Dyer Nursing and Rehabilitation Center is willing to partner with local high school programs that offer Certified Nursing Assistant training. We have been approached by Dyersburg State representative, Amy Johnson, regarding allowing high school students in the Dyer County School system to come to our facility to perform assigned tasks under the supervision of their instructor and our facility staff.

In our partnership, we allow students to participate in nursing assistant training to meet the clinical requirement to take the Certified Nursing Assistant state test.

Sincerely,



Betty Swindell, R.N., N.H.A.

Assistant Administrator

Dyer Nursing and Rehabilitation Center

## *Covington Care Nursing & Rehabilitation Center*

---

*Debra Johnson, Administrator  
765 Bert Johnston Ave.  
Covington, TN 38019*

*(901) 475-0027 \*Fax (901) 475-0081  
Email: admccc@thmgt.com*

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July 11, 2016

Amy Johnson  
Dean of Nursing  
1510 Lake Road  
Dyersburg, TN 38024

Dear Ms. Johnson,

I am writing to inform you that Covington Care Nursing and Rehabilitation Center is willing to partner with Dyersburg State Community College concerning the CNA training site. We currently need 3 CNAs at this time. We will be willing to hire some of the students that will be going through your program. There is two nursing homes in our county, and 2 in the neighboring county, and one on the other neighboring side. This training would be a great asset to our community. CNAs are hard to find and there is a great shortage in our area. We have 2 hospitals within 20 miles of our facility and multiple home health agencies that are in need of CNAs.

We currently have RN students, and LPN students, plus all 3 High Schools doing clinical here. We love having students, and we have a wide variety of conditions for the students to learn and train on.

Thank you for offering this opportunity to us and our community. I am confident that there will be plenty of jobs for your students after they get certified. We are looking forward to partnering with you. If you have any questions, please feel free to call me at 901-475-0027.

Sincerely,



Debra Johnson, BSN, Administrator



**Sandra W. Harper**  
Director of Schools

## *Trenton Special School District*

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201 West Tenth Street  
Trenton, Tennessee 38382

Phone (731) 855-1191  
Fax (731) 855-1414

[www.trentonssd.org](http://www.trentonssd.org)

July 22, 2016

Margaret Prater  
Northwest Tennessee Workforce Board  
313 West Cedar St.  
Dyersburg, TN 38024

Dear Ms. Prater,

Peabody High School would like to partner with the Northwest Tennessee Workforce Board and Dyersburg State Community College for a LEAP 2.0 grant program that will allow us to offer Certified Nurse Assistant (CNA) courses to our high school students. This program will allow our students to graduate from high school with a CNA credential and to obtain immediate employment in the healthcare field. It will also have a positive impact on our region, and on the governor's Drive to 55 goals.

Sincerely,

Sandra Harper  
Director of Schools

**TIPTON COUNTY BOARD OF EDUCATION**

Dr. William E. Bibb, Director of Schools  
P.O. Box 486  
1580 Highway 51 South  
Covington, Tennessee 38019  
901-476-7148  
Fax: 901-476-4870

Dyersburg State Community College  
1510 Lake Road  
Dyersburg, Tennessee 38024

Ms. Johnson,

Tipton County Schools agrees to partner with Dyersburg State Community College in the Certified Nursing Assistant Program for 2016-2017 school year.

If I can be of further assistance please feel free to contact me.

Sincerely,



Harvey Witherington  
CTE Director  
Tipton County Schools

7-11-16

**Union City High School**  
and  
**College Preparatory Magnet School**

**Wesley Kennedy**  
Principal

**Jacob Cross**  
Vice-Principal



1305 High School Drive  
Union City, Tennessee 38261  
Phone (731) 885-2373  
Fax (731) 885-5011

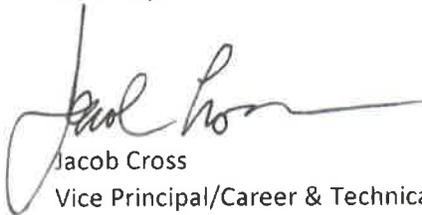
July 22, 2016

Margaret Prater  
Northwest Tennessee Workforce Board  
313 West Cedar St.  
Dyersburg, TN 38024

Dear Ms. Prater,

Union City High School would like to partner with the Northwest Tennessee Workforce Board and Dyersburg State Community College for a LEAP 2.0 grant program that will allow us to offer Certified Nurse Assistant (CNA) courses to our high school students. As a result of enrollment in this program, students will become eligible to take the CNA exam, and upon passing the exam will be eligible for employment in the high-demand CNA field, and it can lead to further credentials in the nursing field including the Licensed Practical Nurse (LPN) and Registered Nurse (RN) certifications. We believe this program will be beneficial to our students who are interested in healthcare careers, and to our region, which is in need of qualified and competent employees in this field.

Sincerely,



Jacob Cross  
Vice Principal/Career & Technical Education Director



*"Excellence....our heritage, our commitment"*



**Dyersburg State  
Community College**

[www.dsc.edu](http://www.dsc.edu)

*Office of the President*

1510 Lake Road • Dyersburg, TN 38024

Telephone (731) 286-3300

Fax (731) 286-3269

July 15, 2016

To Whom It May Concern:

Dyersburg State Community College intends to partner with the Northwest Tennessee Workforce Board on a LEAP 2.0 grant proposal to offer CNA classes in area high schools and through Dyersburg State's own Division of Continuing Education. As a part of this partnership, Dyersburg State will provide the expertise of its Dean of Nursing and its nursing faculty members to advise CNA instructors who are teaching in the program. Dyersburg State's Dean of Nursing will also help coordinate sites for the clinical internship portion of the program.

Dyersburg State's Division of Continuing Education will offer CNA classes for adult students at night to help these students earn the high-demand CNA credential. We will also provide points in the admissions process for our RN program to prospective students who are CNAs.

We look forward to working with the Northwest Tennessee Workforce Board, the local high schools, and area employers on this project, which will greatly benefit the workforce needs in our region and will have a positive impact on the Drive to 55 initiative in our state.

Sincerely,

Dr. Karen A. Bowyer  
President

## Appendix C – Student Supplies Expenses

- Liability Insurance - \$13.75
- Textbooks and workbooks - \$110
- Scrubs - \$37
- Clinic shoes - \$65
- Watch - \$25
- Hepatitis B injections - \$200
- TB skin test - \$11
- Background check with drug screen - \$110
- State board examination - \$93

Appendix D: Grant Budget

<b>GRANT BUDGET</b>					
<b>LEAP Program Competitive Grant</b>					
<b>The grant budget line-item amounts below shall be applicable only to expenses incurred during the following</b>					
<b>Applicable Period:</b>		<b>BEGIN: September 14, 2016</b>	<b>END: March 13, 2019</b>		
<b>POLICY 03 Object Line- item Reference</b>	<b>EXPENSE OBJECT LINE- ITEM CATEGORY</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATIO N</b>	<b>TOTAL PROJECT</b>	
1, 2	Salaries, Benefits & Taxes	325,000	195,000	520,000	
4, 15	Professional Fee, Grant & Award	22,500	0.00	22,500	
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	29,400	0.00	29,400	
11, 12	Travel, Conferences & Meetings	15,000	0.00	15,000	
18	Other Non-Personnel	130,760	0.00	130,760	
20	Capital Purchase	49,200	0.00	49,200	
22	Indirect Cost	44,550	0.00	44,550	
24	In-Kind Expense	0.00	0.00	0.00	
25	<b>GRAND TOTAL</b>	<b>616,410</b>	<b>0.00</b>	<b>811,410</b>	