OREGON COAST
COMMUNITY COLLEGE

Nurse Assistant Level 1 Program

Policy Manual

2019-2021

Table of Contents

1.   Program Objectives and Outcome Policy

PURPOSE:
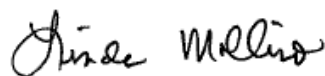To inform the Nursing Assistant students of the Terminal Objectives of the Nurse Assistant Level 1
Program

POLICY:

Description: Introduces foundational knowledge and skills necessary to deliver routine patient care to
residents of long-term care and other care facilities. Covers personal care nursing skills, restorative
services, mental health services, social needs and patient rights. Includes an introduction to anatomy
and physiology. This course meets the Oregon State Board of Nursing requirements for eligibility to
apply for Nursing Assistant Level 1 certification.

Upon completion of the Nurse Assistant Level 1 Program curriculum the student will have the resources
to meet the following objectives:
1. Utilize appropriate infection control measures while providing patient care, including hand
   hygiene, disposal of contaminated articles, and hazardous wastes.
2. Utilize proper body mechanics and safe transfers to prevent injury to self and client.
3. Implement basic principles of personal care, including bathing, hair care, dressing/undressing,
   oral care, shaving and nail care.
4. Utilize basic communication and interpersonal skills with patients as well as staff members,
   family members, and other health care team members.
5. Provide safe and effective patient care to include meeting basic needs, personal care, restorative
   services, mental health services, social needs and patient rights.
6. Distinguish between personal and professional values and legal/ethical responsibilities in
   practice.

Created: 01/03/2011
Updated 02/25/2019

Linda Mellino

_____
Director of CTE Programs: Health and Human Services

2.   Program Description and Pre-Requisite Policy

PURPOSE:
To provide the Nursing Assistant student with the requirements of the Nurse Assistant Level 1 Program
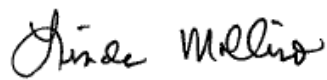
POLICY:
The Oregon Coast Community College Nurse Assistant Level 1 Program is a 174-hour course fulfilling the Oregon State Board of Nursing (OSBN) requirements for Nurse Assistant Level 1. The course has a minimum of 95 hours of on-line/classroom/skills laboratory instruction and a minimum of 75 hours of supervised clinical instruction. This course includes a three-hour mandatory orientation. The course combines on-line and/or classroom instruction, laboratory skill instruction, and supervised hands-on clinical experiences. The on-line portion of the instruction is through IPCeD/Aquire. The classroom and laboratory skills portion of the program occur at the Oregon Coast Community College Waldport Campus. The clinical experience portion of the program occurs at Avamere Newport Rehabilitation Services Center.

PROCEDURE:
A. The Nurse Assistant Level 1 course includes instruction in basic bedside nursing skills, basic restorative skills, mental health and social service needs personal care skills, and knowledge of client rights.
B. Students will be presented the information and skills necessary to care for clients in long-term care and patients in acute care facilities that are under direct care of a licensed nurse.
C. Prior to enrollment in the Nursing Assistant Level 1 the following are required of all applicants:

1. Students are required to take the Compass Reading Placement test at OCCC. The compass test will be waived with official transcripts of successful completion of college level courses.

2. Criminal History Background check must be completed prior to the first day of classes. Oregon Coast Community College uses American DataBase for criminal background checks.

    a. Students must pass a criminal background check in order to be eligible for admission to the Nursing Assistant Program.
    b. If the student has been convicted of a criminal offense, it is required that the student review the List of Disqualifying and Potentially Disqualifying Crimes from the Department of Human Services that is available on the OCCC web site under nursing assistant and it is recommended that he/she check with OSBN to verify eligibility for certification.

3.   The following immunizations are required: MMR, Varicella, and Tetanus, Diptheria & Pertussis (TDaP) and Hepatitis B are required for each student prior to entering the clinical areas. The student must be free of active TB as proven by either a negative TB test or chest x-ray. Seasonal Flu vaccine is highly recommended.

4. Each candidate will be required to submit to a drug test prior to admission. A positive drug test will disqualify students from the nursing assistant Level 1 program.
5. A current CPR card only, from the American Heart Association, "CPR/BLS for Health-Care Providers is required. The CPR may not expire during the program

Created: 01/03/2011
Updated 02/25/2019

_____

Director of CTE Programs: Health and Human Services

3. Technical Standards

The OCCC Nursing Assistant Program has the responsibility to society to educate competent health care providers to care for their patients/clients with critical judgment, broadly based knowledge, and competent technical skills at the entry level.

The program has academic as well as technical standards (non-academic criteria) students must meet in order to successfully progress in and graduate from the program.

The purpose of this document is to assure that the students who enter the program know and understand the requirements and can make informed decisions regarding the pursuit of this profession.

Oregon Coast Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care program(s). These standards are not a requirement of admission into the program(s). Individuals interested in applying for admission to the program(s) should review these standards to develop a better understanding of the skills, abilities, and behavioral characteristics required to successfully complete the program.

Students admitted to the Nursing Assistant Program are expected to be able to complete program requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Oregon Coast Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments auxiliary aids and or program modifications.
Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations.

Students with chronic or recurring performance limitations (physical or mental) that restrict ability to meet program requirements, including the consistent delivery of safe Nursing care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/ student's abilities to perform procedures and make decisions required of a Nursing Assistant. Any performance limitations that cannot be accommodated while maintaining standards of competent and safe nursing care will interfere with admission to and completion of the Nursing Assistant Program.

Cognitive:
- Recall, collect, and integrate information from a variety of sources.
- Measure, calculate, and reason data.
- Problem-solve and think critically in order to apply knowledge and skill.
- Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.
- Report verbally and in writing client data to members of the healthcare team.

Physical Motor:
- Coordinate fine and gross motor movements.
- Coordinate hand/eye movements.
- Maintain balance from any position.
- Negotiate level surfaces, ramps, and stairs.
- Function with both hands free for performing psychomotor tasks.
- Maneuver in small areas.
- Attend to cognitive and psychomotor tasks for up to 7-12 hours.

Examples of learning activities found in the nursing curriculum and related to industry standards:
- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 35 pounds and maintain a "medium activity level" as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (7-12- hour shifts, days, evenings).

Sensory:
- Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
- Collect information through observation, listening, touching, and smelling.

Examples of learning activities found in the nursing curriculum and related to industry standards:
- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.

- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in client care
- Communicate with client and members of the healthcare team iDetect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
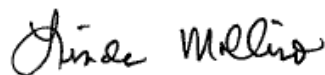
Behavioral:
- Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
- Maintain effective, mature, and sensitive relationships with others.
- Examine and modify one's own behavior when it interferes with others or the learning environment.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.

Examples of learning activities found in the nursing curriculum and related to industry standards:
- Exercise judgment; meet acceptable timeframes for client care deliver, and adept to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

E. Following successful completion of the Nurse Assistant Level 1 course, a certificate of completion is awarded to the student.

F. Completion of the program does not imply Nursing Assistant certification.
Each Nurse Assistant student may become certified through the Oregon State Board of Nursing (OSBN) by applying for certification with the OSBN and successfully completing the Nurse Assistant Competency Evaluation (NACE).

Created: 01/03/2011
Updated 02/25/2019

_____
Director of CTE Programs: Health and Human Services

4.   Program Requirements Policy

PURPOSE:
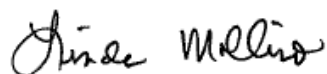To provide the Nursing Assistant student with the program requirements for the Nurse Assistant Level 1 program.

POLICY:
A. The following texts will be used in the Nurse Assistant Level 1 Program:
Sorrentino, S. (2016) Mosby's Textbook for Nursing Assistants and Mosby's Workbook for Nursing Assistants. 9TH Ed.
B. Course Description: The Nursing Assistant Level 1 Program (NUR101) at Oregon Coast Community College is an eight (8) credit course.
1. If the student chooses not to complete the Level 1 program, the student will "drop" the courses using the Sharknet registration system through "MyOCCC" account.
2. If the student does not drop the course, he/she will receive a grade of "F" for NUR 101.
C. To successfully complete the Nursing Assistant Level 1 Program, the student must:
1. Complete 53 hours of on-line or instruction
a. Completion of the theory portion of the program (six modules) through IPCED/Aquire is required before taking the scheduled final exam.
b. Pass the final examination with a score of at least 80%. If the student does not pass the final examination an opportunity to retest one (1) time will be given.
2. Attend 36 hours of skills laboratory instruction and successfully return demonstration of all required skills as outland on the OSBN Skills Competency Checklist
3. Attend a minimum of 75 hours required supervised clinical experience and complete the OSBN Skills Competency Checklist with the instructor. The student must demonstrate safe, competent, efficient clinical practices, and be able to assume responsibility for patient care as part of the nursing team to the satisfaction of the clinical instructor.
4. Attend Mock Testing for 6 hours to prepare for the state practicum exam.
5. Attend a three-hour mandatory orientation session.
D. Program Binder will be provided to each student on the first day of the Nurse Assistant course.
E. Grading
1. Theory grading will be based on quizzes (taken independently in an online environment. Students are allowed to take these quizzes multiple times in order to achieve the maximum level of competency. A final examination, that is online and proctored at OCCC will be given on a scheduled date. The student has to achieve an 80% or greater on this exam in order to continue with the Nursing Assistant program. A second attempt is granted on the final exam.
2. Grading scale:
- 90% - 100% = A
- 80% - 90% = B
- 75% - 80% = C
- Below 75% = F

F. Skills Lab and Clinical Competency Checklists: the skills lab and clinical instructor will monitor competency for required skills through the use of the required OSBN Skills Competency Checklists.

Students will be required to master all the required skills before being allowed to enter the clinical environment. In addition, all skills will then to be achieved in the clinical environment in order to successfully complete the Nursing Assistant Program. Grading for this part of the course is based on pass/fail.

G. Following the completion of the required skill hours the students will be required to participate in a mock skill competency testing to evaluate the student's skill level and to prepare for the OSBN practical examination.

H. Course Fees:
1. Standard OCCC tuition and fees are applied to this course
2. Additional costs include textbook available through "My College Store" at OCCC; scrubs (top and bottom), tennis shoes, B/P cuff, gait belt, stethoscope, O2 sensor, and watch with second hand available through the All Heart website; Criminal Background Check and Drug Screen to be completed prior to admission to the program through American DataBank; BLS CPR class; and all immunizations completed as per the OCCC Health Occupations Health Form.
3. Please check the OCCC schedule for current fees. Students should keep track of all proof of payment for training and testing costs and present these receipts to future nursing facility employers for potential reimbursement if hired within twelve months from the date of program completion
4. The Nursing Assistant course is financial aid eligible in some cases. Scholarships are also available through Community Services Consortium (CSC).

Created: 01/03/2011
Updated 02/25/2019

Linda Mellino

_____
Director of CTE Programs: Health and Human Services

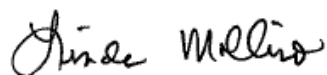### 5. Tuition, Cancellation and Refund Policy

PURPOSE:
To provide the Nursing Assistant student with the tuition, cancellation and refund policy for Oregon Coast Community College.

POLICY: Oregon Coast Community College will award 8credits upon successful completion of the Nursing Assistant Level 1 Program: NUR 101. The Nursing Assistant Program will follow the OCCC cancellation and refund policy

PROCEDURE:
A. Students are required to pay for their course or set up a financial plan, (such as financial aid) with student services by the Thursday prior to the start of classes or they will be automatically dropped from the class. Students will be required to register for NUR 101 through myOCCC

B. Students may change their schedule by adding, dropping or withdrawing from classes. To make a change for a face-to-face course, students should login to their myOCCC and choose "Register for Classes" from the student resources menu.
C. Classes dropped prior to Friday of the first week of classes will receive a full refund and be removed from a student's schedule. After the first week of classes students may withdraw from course(s). No refund will be given and a grade of "W" will appear on a student's report card.

D. If the student chooses not to complete the course, an official "drop" must be completed through the Sharknet student registration system @ myOCCC

E. If the student does not drop the course he/she will receive an "F" grade in NUR 102 Failure to drop a class could impact future financial aid. Please the following for deadline dates to drop a class so that it does not affect your standing at the college: http://oregoncoastcc.org/adding-dropping-or-withdrawing-classes

F. If a course is cancelled because of low enrollment the student will receive a 100% refund for tuition paid.

Created: 01/03/2011
Updated 02/25/2019

(signature)

_____
Director of CTE Programs: Health and Human Services

6.   Criminal Background Policy

PURPOSE:
All prospective students are required by law to conduct a criminal background check before being considered eligible for admission into the Nursing Assistant Program. The results of which are used to determine if the prospective student is qualified to work with vulnerable people in the State of Oregon. Each student will be given access to the of Department of Human Services disqualifying and potentially disqualifying crimes. Components of this policy will be included in the enrollment agreement that students will sign on or before the orientation session for the Nursing Assistant Program. This policy states: **"I have received and reviewed the Oregon Department of Human Services criminal history requirements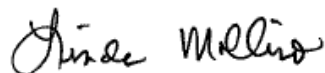 and policies located in Division 7 located at https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=6uvulRyE8-Q0Gt_fu8WfXjAVrSEu1VO9nmOBGvtT1FD8etvcSQFr!-1969788327?selectedDivision=1626; specifically, OAR 407-007-0200 to 407-007-0640 . I have also received and read the Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=215762."**

POLICY:
A. The purpose of these rules is to provide for the reasonable screening of subject individuals in order to determine if they have a history of criminal behavior such that they should not be allowed to oversee, live or work closely with, or provide services to vulnerable people.
B. These rules are authorized under ORS 410-007-0200 through 410-007-0410.
C. These rules are to be applied when evaluating criminal history of a subject individual and conducting fitness determinations based upon such history. The fact that a subject individual is approved does not guarantee placement in a Nursing Assistant Program.
D. The criminal background check is conducted through American Database.
E. The student is required to complete the process using a web-based program.
F. If the student has difficulty with the process, he or she must contact the OCCC Nursing and Health Occupation Administrative Assistant at 541-867-8548 to resolve the problem.
G. All expenses incurred with the Criminal Background Check are the responsibility of the prospective student.
H. The results are released to OCCC. The CTE Director will make the final decision based on requirements from the clinical rules utilized and based on the Department of Human Services Criminal History Check Rules.
I. Students will not be able to attend to the first day of classes for the Nursing Assistant Program if the Criminal Background process has not been completed and will be dropped from the course.

Created:01/03/2011
Updated 02/25/2019

_____
Director of CTE Programs: Health and Human Services

7.   Drug Testing Policy
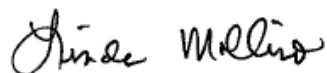
PURPOSE:
To inform all student of the Drug Testing requirements for the Program

POLICY:
A. Each candidate will submit to a 10- panel drug test prior to being considered eligible for admittance to OCCC Nursing Assistant Level 1 Program. A positive drug test will disqualify students from the clinical area and result in expulsion from the nursing assistant Level 1 program.
B. Cooperating with the drug testing policies of Oregon Coast Community College is a condition for continued enrollment in the course. A student will be required to comply with the drug testing policy.
C. The candidate will be notified of when and where to schedule the drug test and be given directions prior to the test. The student will pay the cost.
D. Candidates will be notified by OCCC of the results of their drug test.
E. Random and unannounced drug testing may be required when a reasonable belief that class or clinical behavior may be the result of the presence of a drug.
F. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances, or cannabis, for other than legal and legitimate uses, may result in immediate dismissal from the site and removal from the course.

Created: 01/03/2011
Updated 02/25/2019

Linda Mellino

_____
Director of CTE Programs: Health and Human Services

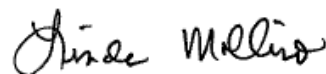**8.   Behavioral Expectations Policy**

PURPOSE:
To inform the Nursing Assistant students of the Behavioral Expectations of the Nurse Assistant Level 1 Program

POLICY:

Throughout the training, both in the classroom and clinical setting, the student will meet the following minimum objectives:

A. Practice good health habits and personal hygiene
B. Present a professional appearance in dress and attitude
C. Be aware of cultural differences and help to promote the learning of fellow students
D. Come to class on time, prepared to participate in the classroom discussions and activities
E. Be prepared for the Skills Lab by reading the skills prior to class
F. Adhere to the Policies and Procedures of the program
G. Maintain the learning environment by arriving on time, turning off cell phones, and not being disruptive during class
H. Show improvement throughout the training as documented on the OSBN Skills Competency Checklist.

Created: 01/03/2011
Updated 02/25/2019

_____
Director of CTE Programs: Health and Human Services

9. Attendance Policy

PURPOSE:
To provide the Nursing Assistant students with the attendance requirements of the Nurse Assistant Level 1 Program
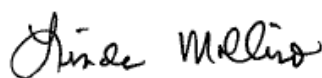
POLICY:
The Oregon State Board of Nursing requires 174 hours of attendance for Nurse Assistant Level 1 programs. This includes 89 hours of classroom and skills laboratory instruction and a minimum of 75 hours of supervised clinical instruction. In addition, 6 hours of Mock Testing is required to prepare for the state exam. This program may increase those hours if indicated by the CTE Director and Primary Instructor. There is also a three-hour mandatory orientation.

PROCEDURE:
A. Students will complete the theory portion of the nursing assistant program through IPCeD/ Aquire. Students will be required to have computer access to complete this portion of the class. The students will be required to complete the theory portion of this program within three weeks of the start of the program. Students will not be allowed to take the scheduled final exam if they have not completed all the required components of the online class
B. Students must be in attendance and on-time at all skill lab and clinical sessions. A class schedule is included with the Enrollment Agreement. Students are responsible for following this schedule and attending classroom and/or clinical days.
C. Any unplanned absence or illness must be phoned in prior to the start of that day's class and/or clinical.
D. Any unreported tardiness the day of class or clinical may be counted as a full day absence. Student will meet the CTE Director and Primary Instructor to determine the course of action.
E. All absences are required to be made up prior to completion of the course.
F. The student is required to be present for the 36 hours of skill labs or must withdraw from the course. There are no make-up days for this skills lab portion of the course.
G. The student will not receive the Certification of Completion until all mandatory hours are met or be eligible to apply to the OSBN to take the state required exam for certification.

Created: 01/03/2011
Updated 02/25/2019

_____
Director of CTE Programs: Health and Human Services

10.   Grading Policy

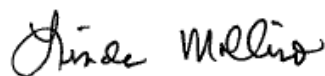**PURPOSE:** To inform all student of the Grading Policy

POLICY:
The student will be graded throughout the course according to the policy.
A. Grading:
a. Theory grading will be based on quizzes (taken independently in an online environment). Students are allowed to take these quizzes multiple times in order to achieve the maximum level of competency. A final examination, that is online and proctored at OCCC will be given on a scheduled date. The student has to achieve an 80% or greater on this exam in order to continue with the Nursing Assistant program. With instructor discretion based on mitigating situations a second attempt may be granted on the final exam.
b. Grading scale:
- 90% - 100% = A
- 80% - 90% = B
- 75% - 80% = C
- Below 75% = F

c. Cheating on a quiz or an exam will not be tolerated, and the student will be dismissed from the program.
d. The skills lab and clinical grade is pass or fail.
B. OSBN Skills Lab and Clinical Competency Check lists: the skills lab and clinical instructor will monitor your competency for required skills through the use of the required OSBN skills competency checklists. You will be required to master all the required skills before being allowed to enter the clinical environment. In addition, all skills will then to be achieved in the clinical environment in order to successfully complete the Nursing Assistant Program.
C. Following the completion of the required skill hours the students will be required to participate in a mock skill competency testing to evaluate the student's skill level and to prepare for the OSBN practical examination.
D. Oregon Coast Community College will award 8 credits upon successful completion of the Nursing Assistant Level 1 Program (NUR 101)
E. If the student chooses not to complete the course, and the student must complete an official "drop" through the Sharknet student registration system, through myOCCC account.
F. If the student does not drop the course, he/she will receive an "F" grade in NUR 101. Failure to drop a class could impact future financial aid.

Created: 01/03/2011
Updated 02/25/2019

Linda Mellino

_____
Director of CTE Programs: Health and Human Services

11.   Examination Administration Policy

PURPOSE:
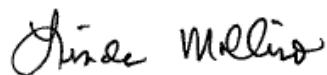To inform all student of the Examination Policy

POLICY:
Students will be required to complete online quizzes throughout the course.
Cheating on any exam or quiz will not be tolerated and the student will be dismissed from the Nursing Assistant Level 1 Program.

A final examination will be administered in a proctored setting at the conclusion of the didactic portion of the course. Students must achieve a score of 80% or higher on the program's final examination in order to continue in the nursing assistant program. One additional attempt may be allowed.

Created: 01/03/2011
Updated 02/25/2019

_____
Director of CTE Programs: Health and Human Services

12.   Dress Code Policy

PURPOSE:
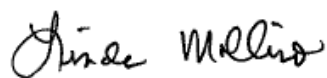To inform all student of the Dress Code

POLICY:
Appearance should at all times be professional. The student is to wear the OCCC designated uniform, navy blue (scrubs) with white, navy or black tee shirt (optional). White or black leather athletic shoes are acceptable. A navy colored lab jacket may be worn over the uniform. All uniforms and shoes must be clean and neat.

The college name- tag must be worn and visible at all times. Some agencies require additional nametags. Whenever a student is in a clinical facility as a nursing assistant, the student uniform with nametag must be worn. The nametag MUST have the "student" designation visible at all times.

A. OCCC designated uniforms, navy blue scrubs will be worn in the skills laboratory and in all clinical areas. The uniform must be neat and clean at all times.
B. OCCC Nursing Assistant nametags will be worn at all times during classroom and clinical hours.
C. Shoes worn in the clinical areas will be clean and white with minimal markings. No open toes or open heels will be allowed.
D. Hygiene conducive to client/patient contact:
    1. Hair clean and off the collar
    2. Beards neat and clean, not presenting a safety hazard
    3. Fingernails trimmed and clean
    4. No acrylic nails allowed
    5. Jewelry worn should be minimal and appropriate
    6. Students will be allowed one pair of stud-type earrings only
    7. No other piercings such as eyebrows, tongues, ears, etc.
    8. No heavy makeup, perfume, or aftershave
    9. Students may not wear any article of clothing or have affixed to their person anything such as pins, buttons, caps, shirts, etc., which contains vulgar or offensive written materials or symbols.

Created: 01/03/2011
Updated 02/25/2019

(signature)

_____
Director of CTE Programs: Health and Human Services

13.   Skills Laboratory Policy

PURPOSE:
To provide the Nursing Assistant students, with the guidelines for the use of the classroom skills laboratory.
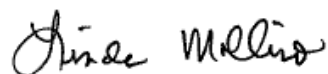
POLICY:
The students will follow these guidelines when using the classroom laboratory.
A. Skills Laboratory is part of your training requirement. You will be provided an opportunity to practice after every class lecture. You will perform each skill in the presence of an instructor.
B. The Skills Laboratory is a place for learning and working together. An instructor is available to assist you during your practice time.
C. All designated skills must be completed in the Skills Laboratory before the clinical experience. All skills must be demonstrated during the laboratory time.
D. Students are required to leave the lab area and equipment ready for use for the next laboratory class. Please allow time for this at the end of the class.
E. The instructor may require student to continue practice or repeat skills as needed.
F. Food and drink are not allowed in the skills laboratory at any time.
G. Students must turn off cell phones and/or beepers during skills lab sessions.
H. Students will be required to master all the required skills according to the OSBN Skills Competency in order to be successful in the clinical environment and pass this segment of the course.

Created: 01/03/2011
Updated 02/25/2019

Linda Mellino

_____

Director of CTE Programs: Health and Human Services

14.   Clinical Policy

PURPOSE:
To inform students of the expectations Clinical Experience portion of the Nursing Assistant Level 1.
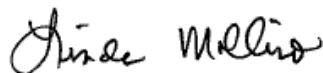
POLICY:
The student will meet the following clinical expectations:
A. Complete all the required skills on the mandatory checklist, safely and satisfactorily as evaluated by the clinical instructor.
B. Complete a minimum of 75 hours of clinical prior to receiving a certificate of completion
C. Call and notify the clinical instructor at least one (1) hour prior to the start of the shift if an absence is unavoidable. Notify the clinical instructor upon arrival if late.
D. Work closely with the licensed nurse and CNA assigned.
E. When leaving the clinical area for breaks, meals, or at the end of the shift, students report off to the CNA to whom they have been assigned or to the clinical instructor. Report to the Charge Nurse or the instructor at the beginning of the shift and at the end of the shift. The student is under the supervision of the OCCC instructor and the Charge Nurse on duty.
F. One 15-minute break is allowed every 4 hours. One 30-minute meal break is to be taken. No additional breaks are allowed. No one is allowed to leave the clinical area before the end of the shift without permission from the clinical instructor.
G. Report any client change of condition to the nurse. Follow all policies and procedures of the facility.
H. Notify the clinical instructor when ready to check off a skill.
I. If in doubt about how to proceed or what to do in any clinical situation, clarify it with the clinical instructor and/or the Charge Nurse. Contact the clinical instructor immediately if involved in a situation where an Incident Report needs to be completed.
J. If a student needs additional assistance with a skill to gain competency, the problem will be identified and recommendations for improvement made by the clinical instructor during a conference with the student.
K. Any student who performs an unsafe act that threatens client/patient safety or abandoning the duty station will result in termination of the student's registration in the course and he/she will not be able to complete the course.
L. Charting/documentation: follow the guidelines of the facility where the clinical experience takes place.
M. Students will be required to master all the required skills according to the OSBN Skills Competency in order to be successful in the clinical environment and pass this segment of the course.
N. Students are not allowed to have cell phones in resident/patient environments.

Created: 01/03/2011
Updated 02/25/2019

Linda Mellino

_____
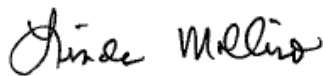Director of CTE Programs: Health and Human Services

15. Certification through the Oregon State Board of Nursing

Purpose: To inform students of the process of certification through the Oregon State Board of Nursing (OSBN) and to inform students of the process for issuing a complaint about the OCCC Nursing Assistant Care Program

Upon successful completion of all aspects of the OCCC Certified Nursing Assistant program including 100% of the required hours, the student is eligible: to apply to the Oregon State Board of Nursing to take the state required competency exam for certification as a CNA in the state of Oregon. This process is outlined on the OSBN website: www.oregon.gov/OSBN

To make a complaint about the OCCC Nursing Assistant Program contact the Oregon State Board of Nursing @ 17938 SW Upper Boones Ferry Rd, Portland, Oregon 97224-7012   Phone: 971-673-0685 www.oregon.gov/OSBN

Created: 02/09/2012
Updated 02/25/2019

_____
Director of CTE Programs: Health and Human Services