



OREGON COAST  

---

COMMUNITY COLLEGE

**Certified Nursing Assistant  
Level 2 Program**

**Policy Manual**

**2021-2022**

## Table of Contents

1. Program Rationale, Philosophy and Purpose	2
2. Program Description, Objectives and Prerequisites	3
3. Technical Standards	5
4. Criminal Background Policy	8
5. Drug Testing Policy	9
6. Program Requirements Policy	10
7. Tuition, Cancellation and Refund Policy	12
8. Program Attendance Requirements Policy	13
9. Behavioral Expectations Policy	14
10. Academic Honesty Policy	15
11. Grading Policy	16
12. Examination Administration Policy	17
13. Dress Code Policy	18
14. Skills Laboratory Policy	19
15. Clinical Policy	20
16. Certification through the Oregon State Board of Nursing	21

## 1. Program Rationales, Philosophy, and Purpose

### **Rationale**

To assist in providing Lincoln County with a well-prepared workforce of health care professionals including Certified Level 2 Nursing Assistants. Facilities in the county report a need for increasing the number of health care providers at the CNA Level 2 Level to meet the health care needs of county residents

### **Philosophy**

The philosophy of the CNA Level 2 Program (NUR 102) of Oregon Coast Community College is based on the beliefs about persons, environment, and health.

### **Belief about persons**

A person is a holistic individual with physiological, psychological, socio-cultural, developmental, and spiritual needs that affect behavior and health throughout life.

### **Beliefs about environment**

Environment includes everything that influences the person's health. Persons are interdependent with their environment and both affect and are affected by their surroundings.

### **Beliefs about Health**

Health is a continuum with dynamic states from optimum wellness to death. Health involves adaptation to maintain individual physiological, psychological, socio-cultural, developmental, and spiritual integrity. Health involves adaptation to a person's environment, both internal and external. The quality of adaptation affects the person's placement along the health continuum.

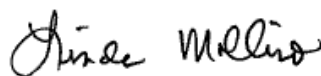
### **Purpose**

The purpose of the CNA Level 2 Program Oregon Coast Community College is to provide an approved educational program that prepares students to provide patient care in the role of the CNA Level 2 as defined by the Oregon State Board of Nursing, thereby qualifying the completers of the program to have their names submitted to the OSBN to be placed on the CNA Level 2 registry. Upon certification, completers may practice competently in CNA Level 2 positions in Lincoln County and in the State of Oregon.

Created: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 2. Program Description, Objectives and Prerequisites

### A. Program Description

The Oregon Coast Community College Certified Nursing Assistant (CNA) Level 2, Program is an 88-hour course fulfilling the Oregon State Board of Nursing (OSBN) requirements for CNA Level 2 program. The course has a minimum of 60 hours of classroom/skills laboratory instruction and 28 hours of supervised clinical instruction. The course combines classroom instruction, laboratory skill instruction, and supervised hands-on clinical experiences. The classroom and laboratory skills portion of the program occurs at Oregon Coast Community College. The clinical experience portion of the program occurs at Samaritan Pacific Communities Hospital (SPCH) or Samaritan North Lincoln Hospital (SNLH).

Upon completion of the Certified Nursing Assistant (CNA) Level 2 Program curriculum the student will meet the following minimum objectives:

1. Deliver healthcare with relevant cultural knowledge and communicate between people from culturally diverse backgrounds using therapeutic and professional communication techniques in the clinical setting.
2. Recognize and report normal and abnormal patterns in clinical findings and behaviors of clients to members of the health care team.
3. Provide care through adherence to clients' plan of care through taking action within designated responsibilities and as directed by the Registered Nurse.
4. Demonstrate person-centered care by meeting the individual person's needs, preferences and abilities.
5. Demonstrate proficiency in skills related to common disease processes and conditions that affect body system function and the person functional ability.
6. Apply proper use of diagnostic, safety, and therapeutic devices within the Nursing Assistant's scope of care.
7. Distinguish between personal and professional values and legal/ethical responsibilities in practice.

**B. Prerequisites:** Prior to enrollment in the CNA Level 2 Program the following are required of all applicants:

1. Students are required to hold a current unencumbered Oregon CNA 1 license. It is preferred that the student be employed as a CNA 1 for at least a six-month period prior to the beginning of the course but this is not mandatory.
2. Students are required to make an appointment with the academic advisor for Health and Human Services to be evaluated for academic eligibility.
3. Criminal History Background check will be completed through American DataBank. Students must submit a request to American Databank for a background check and pass the CBC, to be eligible for admission to the CNA Level 2 Program.  
If the student has been convicted of a criminal offense, the students are directed to the following links regarding criminal history, requirements, and policies before applying:

Oregon Department of Human Resources Potentially Disqualifying Crimes from Division:

[https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID\\_OARD=6uvulRyE8-Q0Gt\\_fu8WfXjAVrSEu1VO9nmOBGvtT1FD8etvcSQFr!-1969788327?selectedDivision=1626](https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=6uvulRyE8-Q0Gt_fu8WfXjAVrSEu1VO9nmOBGvtT1FD8etvcSQFr!-1969788327?selectedDivision=1626)

Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at:

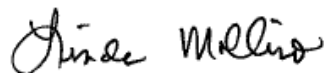
<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=215762.>”

4. 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.
5. Each candidate will be required to complete a drug test prior to admission. A positive drug test will disqualify students from the CNA-2 program.
6. A current CPR card from the American Heart Association, “CPR/BLS for Health-Care Providers is required. The CPR card may not expire during the program
7. Once a student is accepted into the CNA Level 2 Program, they will be required to complete an on-line orientation through Samaritan Health Systems. This orientation will need to be done by the end of the first week of class.
8. Tuition and fees: This course may be financial aid eligible and students are encouraged to meet with an academic adviser to discuss eligibility.
9. Textbooks: textbooks will be available through “Your College Store” at OCCC. Students are required to provide their own stethoscope and uniforms and shoes.

Created: 02/09/2012

Revised 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

### **3. Technical Standards**

#### **Purpose:**

The OCCC Certified Nursing Assistant Level 2 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 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 OCCC CNA Level 2-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 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 CNA Level 2 student.

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 CNA Level 2 Program.

**Cognitive:**

- Recall, collect, and integrate information from a variety of sources.
- Measure, calculate, and reason data.
- Problem-solve and think critically 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 Skills:**

- 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.
- Complete assigned periods of clinical practice (7-12-hour shifts, days, evenings, or nights).

**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.
- Observe clients in a room from 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 detect 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.

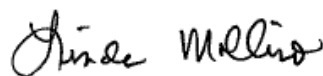
**Behavioral:**

- 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 adapt 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.

Created: 02/09/2012  
Revised 02/25/2019  
Revised: 01/24/2021



---

Director of Allied Health Programs



#### 4. Criminal Background Policy

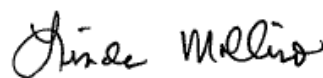
##### **PURPOSE:**

All prospective students are required by law to conduct a criminal background check before being considered eligible for admission into the CNA Level 2 Program. The results 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 CNA Level 2 Program.

##### **POLICY:**

- A. The purpose of these rules is to provide for the reasonable screening of subject individuals 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 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 CNA Level 2 Program.
- C. The criminal background check is conducted through American Databank.
- D. The student is required to complete the process using a web-based program.
- E. If the student has difficulty with the process, he or she must contact the OCCC Health and Human Services Administrative Assistant at 541-867-8548 to resolve the problem.
- F. All expenses incurred with the Criminal Background Check are the responsibility of the prospective student.
- G. The results are released to OCCC. The Director of Allied Health Programs 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.
- H. Students will not be able to attend to the first day of classes for the CNA Level 2 Program if the Criminal Background process has not been completed and will be dropped from the course.

Created: 02/09/2012  
Revised 02/25/2019  
Revised: 01/24/2021



---

Director of Allied Health Programs

## 5. Drug testing Policy

**Purpose:** To inform all students of the Drug Testing requirements for the Program

**PURPOSE:**

To inform all student of the Drug Testing requirements for the Program

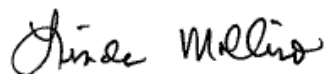
**POLICY:**

- A. Each candidate will be given a 10 Panel drug test prior to being considered eligible for admittance to OCCC Certified Nursing Assistant Level 2 Program. A positive drug test will disqualify students from the clinical area and result in expulsion from the Certified Nursing Assistant Level 2 Program.
- B. Cooperating with the drug testing policies of Oregon Coast Community College and Samaritan Health System is a condition for continued enrollment in the program. 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. The Director of Allied Health Programs at Oregon Coast Community College or an appointed designee will notify candidates.
- 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 program.

Created: 02/09/2012

Revised 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 6. Program Requirements Policy

### PURPOSE:

To provide the CNA Level 2 students with the program requirements for NUR 102.

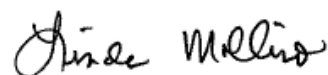
### POLICY:

- A. The following texts will be used in the OCCC Certified Nursing Assistant Level 2 Program:
  1. Mosby's Textbook for Nursing Assistants and Mosby's Workbook for Nursing Assistants by Sheila A. Sorrentino. 10<sup>h</sup> edition
  2. Lewis, Anna (2015), Just the Facts, CNA2 Workbook (Second Edition)
- B. The student will be required to register for the OCCC CNA Level 2 program through the Campus Nexus registration system
- C. If the student chooses not to complete the program, the student should "drop" the courses using the Campus Nexus registration system, through their My.OregonCoast account. If the student does not drop the course, he/she will receive a grade of "F" for the course
- D. To successfully complete the OCCC Certified Nursing Assistant Level 2 Program the student must:
  1. Complete 60 hours of classroom and skills laboratory instruction
  2. Complete 28 hours of required supervised clinical experience and complete the OSBN Skills Competency Checklist with the instructor. The student must demonstrate safe, competent, efficient clinical practices, and able to assume responsibility for patient care as part of the nursing team to the satisfaction of the clinical instructor.
  3. Competently perform required skills in the skills laboratory and clinical setting based on the OSBN Skills Competency Checklist.
  4. Complete all required assignments
  5. Complete the final skills lab competency exam after completion of skills lab and clinical hours.
- E. Course Schedule: will be provided to each student on the first day of the CNA-2 program and listed in the Enrollment Agreement for the specific term.
- F. Grading: The final course grade will be based on the cumulative number of points earned. These points will come from quizzes and exams. An overall score of 75% on the theory component of the course is required to move into clinical. **Theory Grading** will be based on 5 quizzes and a comprehensive final exam. **Skills Lab and Clinical Grade:** Pass/Fail (including skills lab final)
- G. Note: Grades will be entered in Canvas so that students can easily track their grades.
  1. Grading scale:  

90% - 100% = A
80% - 90% = B
75% - 80% = C
Below 75% = F

- H. Skills Lab and Clinical Competency Checklists: the skills lab and clinical instructor will monitor competency for required skills using the required OSBN Skills Competency Checklists.
- I. Students will be required to master all the required skills before being allowed to enter the clinical environment. In addition, required skills will then to be achieved in the clinical environment to successfully complete the Certified Nursing Assistant Level 2 Program
- J. Following the completion of the required skill and clinical hours the students will be required to participate in a final skills and written competency testing to evaluate the student's overall competency Level prior to the student's name being submitted to OSBN.
- K. Clinical Experience: The student will be expected to conform to the clinical guidelines as laid out in the policy in this manual.

Created: 02/09/2012  
Revised: 02/25/2019  
Revised: 01/24/2021



---

Director of Allied Health Programs

## 7. Tuition, Cancellation and Refund Policy

### **PURPOSE:**

To provide the CNA Level 2 student with the tuition, cancellation and refund policy for Oregon Coast Community College.

**POLICY:** Oregon Coast Community College will award 6 credits upon successful completion of the Nursing Assistant Level 2 Program (NUR 102). The CNA Level 2 Program will follow the OCCC cancellation and refund policy

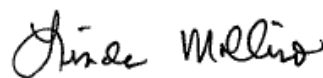
### **PROCEDURE:**

- 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 102 through Campus Nexus. Standard OCCC tuition and fee rates apply.
- 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 [My.OregonCoast](http://My.OregonCoast) account 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 Campus Nexus student registration system @ [My.OregonCoast](http://My.OregonCoast).
- 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 see the following for deadline dates to drop a class so that it does not affect your standing at the college: [My.OregonCoast](http://My.OregonCoast)
- F. If a course is cancelled because of low enrollment the student will receive a 100% refund for tuition paid.

Created: 07/7/2014

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 8. Program Attendance Requirements Policy

**PURPOSE:** To provide the CNA Level 2 Acute students with the attendance requirements of the program.

**POLICY:** The Oregon State Board of Nursing requires 88 hours of attendance for CNA Level 2 programs. This includes 60 hours of classroom and skills lab instruction and 28 hours of supervised clinical instruction. This program may increase those hours if indicated.

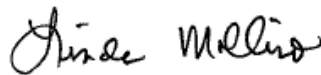
### **PROCEDURE:**

- A. Students must be in attendance and on-time at all classes and clinicals. A class schedule is distributed on the first day of class. Students are responsible for following this schedule and attending classroom skills lab and clinical days.
- B. Any unplanned absence or illness must be phoned in prior to the start of that day's class and/or clinical. There is no guarantee that make-up hours will be available.
- C. The student is required to be present, for all theory, skill labs, and clinical days that are scheduled, there are no exceptions. If the student does complete all required hours, then their name will not be submitted to the Oregon State Board of Nursing and thus they will not be certified as a Certified Nursing Assistant Level 2 or placed on the CNA Level 2 registry.
- D. Any planned absence or illness must be prearranged with the Director of Allied Health Programs or their primary instructor prior to the start of that classroom or clinical day.
- E. Any unreported tardiness the day of class or clinical will be counted as a full day absence. Student will meet the Director of Allied Health Programs and their primary instructor to determine the course of action.
- F. The decision to permit make-up of hours is at the discretion of the Director of Allied Health Programs and the primary instructor.

Created: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 9. Behavioral Expectations Policy

### **PURPOSE:**

To inform the CNA Level 2 students of the Behavioral Expectations of the Nurse Assistant program

### **POLICY:**

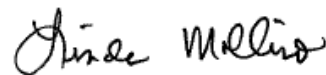
Throughout the program, both in the classroom and clinical setting, the student will meet the following minimum objectives:

- 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: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 10. Academic Honesty Policy

### **PURPOSE:**

To identify the academic policy for Oregon Coast Community College

### **Policy**

Academic honesty is an indispensable value as students acquire knowledge and develop skills in college. Students at Oregon Coast Community College are expected to practice academic honesty by not cheating, plagiarizing, or misrepresenting their work in any way.

Students are ultimately responsible for understanding and avoiding academic dishonesty whether such incidences are intentional or unintentional.

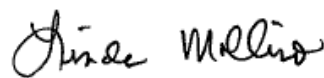
Violations may result in failure of an assignment or failure of the course. Egregious violations will result in dismissal from the college.

Plagiarism, collusion, and other forms of misrepresentation hurt the student and run counter to the goals of education. Oregon Coast's faculty members are committed to educating students regarding academic honesty. Please refer to the OCCC Student Handbook for more information.

Created: 02/09/2012

Revised: 02/25/2019

Revised: 0/24/2021



---

Director of Allied Health Programs



## 11. Grading Policy

### PURPOSE:

To inform all student of the Grading Policy

### POLICY:

The student will be graded throughout the course per the policy.

- A. Grading: The final course grade will be based on the cumulative number of points earned. These points will come from quizzes and exams. An overall score of 75% on the theory component of the course is required to move into clinical. Theory grading will be based on 5 quizzes and a comprehensive final exam. **Skills Lab and Clinical Grade:** Pass/Fail (including skills lab final)

1. Grading scale:

- 90% - 100% = A
- 80% - 90% = B
- 75% - 80% = C
- Below 75% = F

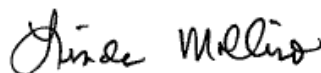
A theory grade of 75% or better is required to pass the course

- B. OSBN Skills Lab and Clinical Competency Check lists: the skills lab and clinical instructor will monitor your competency for required skills using 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 to successfully complete the Certified Nursing Assistant Level 2 Program.
- C. Oregon Coast Community College will award 6 credits upon successful completion of the CNA Level 2 Program
- D. If the student chooses not to complete the program, the student must complete an official “drop” through the Campus Nexus student registration system and My.OregonCoast account, by the last day to withdraw from class. The date is posted on the college website for each term.
- E. If the student does not drop the course, he/she will receive an “F” grade in NUR 102.

Created: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

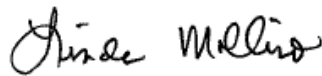
## 12. Examination Administration Policy

**Purpose:** To inform the CNA Level 2 students of the Examination Administration for the program.

**POLICY:** There are quizzes and one Final Exam for this class. There will also be a final skills application exam and practicum after clinical hours. The following procedures apply to all:

- A. The quizzes are given on-line in a non-proctored setting through Canvas, OCCC's Web-based platform and you will have from 60 minutes for each quiz.
- B. The quizzes will include material presented in class or included in the reading, lecture, handouts or skills up to and including the last class before the exam
- C. No materials will be permitted on the desk during the proctored exams except for notepaper supplied by the instructor
- D. The Final Exam has 100 questions and 2 hours will be allotted to complete, this exam will be given on campus in a proctored setting.
- E. The Final Exam must be passed with a score of 75% or above.
- F. The Final Exam will be cumulative and will contain material from the textbook, handouts, lecture or skills
- G. The quizzes and final exam must be completed before the student can attend clinical.

Created: 02/09/2012  
Revised 02/25/2019  
Revised: 01/24/2021



---

Director of Allied Health Programs

### 13. Dress Code Policy

#### PURPOSE:

To inform all student of the dress code for Skills Laboratory and Clinical experiences

#### POLICY:

Appearance should always be professional. The student is to wear the OCCC designated uniform, navy blue and black (scrubs). White or black athletic shoes with the same color socks are to be worn with the uniform. A navy lab jacket may be worn over the uniform. All uniforms and shoes must be clean and neat. A white or black shirt may be worn under the scrub top.

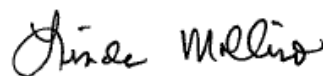
The college nametag must be worn and visible always. Some agencies require additional nametags. Whenever a student is in a clinical facility as a CNA Level 2 student a uniform with nametag must be worn. The nametag MUST have the "student" designation visible always.

- a. OCCC designated uniforms, must be worn in the skills laboratory and the clinical areas. The uniform must be neat and clean always.
- b. OCCC Certified Nursing Assistant (CNA) Level 2 nametag will always be worn during classroom and clinical hours.
- c. Shoes worn in the clinical areas will be clean 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
  9. no scented perfume, or aftershave
  10. Undershirts can only be white or black
- e. 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.
- f. Students must turn off cell phones during both skills' laboratory and clinical sessions.

Created: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 14. Skills Laboratory Policy

### **PURPOSE:**

To provide the CNA Level 2, students, with the guidelines for the use of the classroom skills laboratory.

### **POLICY:**

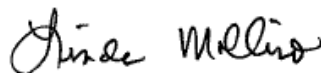
The students will follow these guidelines when using the classroom laboratory.

- 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. Students will be required to master all the required skills per the OSBN Skills Competency for CNA2 to be successful in the clinical environment and pass this segment of the course
- 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 during skills lab sessions.

Created: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 15. Clinical Policy

### PURPOSE:

To inform students of the expectations of the Clinical Experience portion of CNA Level 2 Program.

### POLICY:

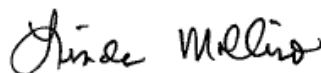
The student will meet the following clinical expectations:

- A. Be deemed qualified by a criminal record check prior to providing client/patient care in the clinical setting and successfully pass a mandatory drug screen prior to providing client/patient care in the clinical setting.
- B. Complete a total of 28 hours of clinical hours in the assigned facility and unit according to the facility and college policies including the following:
  1. Complete the skills checklist safely and satisfactorily as evaluated by the clinical instructor.
  2. Report to the clinical area on time with appropriate attire as per dress code policy.
  3. Call and notify the clinical instructor at least one hour prior to the start of the shift if an absence is unavoidable. Notify the clinical instructor upon arrival if late.
  4. Work closely with the licensed nurse and CNA assigned.
  5. 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 and to their clinical instructor.
  6. Report to the Charge Nurse and the clinical instructor at the beginning of the shift and at the end of the shift. The student is under the supervision of the instructor and the Charge Nurse on duty.
  7. Two 15-minute breaks are allowed, and one 30-minute meal break is to be taken. No additional breaks are allowed.
  8. No one can leave the clinical area before the end of the shift without permission from the clinical instructor.
  9. Report any client change of condition to the nurse. Follow all policies and procedures of the facility
  10. Contact the clinical instructor when ready to check off a skill.
  11. 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
  12. Contact the clinical instructor immediately if involved in a situation where an Incident report/Unusual Occurrence report needs to be completed.
  13. Show improvement throughout the course. 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.
  14. Any student who performs an unsafe act that threatens client/patient safety will be asked to leave the facility immediately and be dismissed from the program.
  15. Charting/documentation will follow the guidelines of the facility where the clinical experience takes place.

Created: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs

## 16. 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 Certified Nursing Assistant Level 2 Program

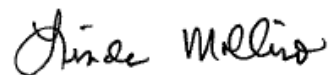
Upon successful completion of all aspects of the OCCC Certified Nursing Assistant Level 2 program including 100% of the required hours, the student is eligible: to have their name submitted to the Oregon State Board of Nursing for eligibility to be placed on the registry for CNA Level -2. This process is outlined on the OSBN website: [www.oregon.gov/OSBN](http://www.oregon.gov/OSBN)

To make a complaint about the OCCC CNA-Level 2 Program contact the Oregon State Board of Nursing @ 17938 SW Upper Boones Ferry Rd, Portland, Oregon 97224-7012 Phone: 971-673-0685  
<https://www.oregon.gov/OSBN/Pages/index.aspx>

Created: 02/09/2012

Revised: 02/25/2019

Revised: 01/24/2021



---

Director of Allied Health Programs