



OREGON COAST
COMMUNITY COLLEGE

Nurse Assistant Level 1 Program

Student Handbook

2024/2025

Table of Contents

1. Program Description and Pre-Requisite/s	3
2. Program Objectives and Outcomes	4
3. Admission and Clinical Requirements	5
a. Immunizations and health exam	
b. Criminal background check	
c. Drug screen	
d. CPR and First Aid Certification	
4. Technical Standards	14
5. Behavioral Expectations	17
6. Program Requirements	18
7. Tuition, Cancellation, and Refund Policy	21
8. Attendance Policy	23
9 Grading	25
10 Examination Administration	27
11 Dress Code	28
13. Skills Laboratory Policy	29
14. Clinical Policy	30
15. Certification through the Oregon State Board of Nursing	32

Oregon Coast Community College Nursing and Allied Health Program Policy Manual

Policy Category: Admission and Clinical Requirements

Policy Title: Program Description and Pre-Requisite/s

Purpose: To provide the Nursing Assistant student with the requirements of the Nurse Assistant Level 1 Program	
	The Oregon Coast Community College Nurse Assistant Level 1 Program is a 120-hour course fulfilling the Oregon State Board of Nursing (OSBN) requirements for Nurse Assistant Level 1. The Oregon Coast Community College course has a minimum of 80 hours of on-line/classroom/skills laboratory instruction/mock testing and a minimum of 40 hours of supervised clinical instruction. This course includes a four-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 Oregon Coast Community College Canvas Learning Management System (LMS). The classroom and laboratory skills portion of the program occur at the Oregon Coast Community College in Newport. The clinical experience portion of the program will be at Avamere Rehabilitation Center of Newport/and or local health care settings.
Procedure	<ul style="list-style-type: none">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:<ul style="list-style-type: none">1. Students are required to meet with an academic advisor to assess academic placement. Depending on the evaluation, students may be required to take a placement test to determine ability to be successful in the Nursing Assistant Level 1 Program.2. Once accepted into the Nursing Assistant Program the student will be given the requirements for any clinical facility orientation.

PROCEDURE:

Created: 01/03/2011
Updated 02/25/2019
Updated 11/05/2020
Updated 3/03/2022
Updated 09/12/2022
Reviewed 3/16/2023
Revised 3/16/2023
Reviewed 3/16/2024
Reviewed 8/22/2024
Revised 8/22/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Coast Community College Nursing and Allied Health Program Policy Manual

Policy Category: Admission and Clinical Requirements

Policy Title: Program Objectives and Outcome

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

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: <ol style="list-style-type: none">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
Updated 11/05/2020
Updated 3/03/2022
Reviewed 03/16/2023
Reviewed 03/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Program Policy Manual

Policy Category: Admission and Clinical Requirements

Policy Title: Requirements for Immunizations and Health Exam

Purpose: The purpose of this policy is to ensure that students in the Oregon Coast Community College Nursing & Allied Health Programs can provide safe and effective care in a variety of clinical settings in compliance with national, state, local, and facility recommendations, requirements, and best practices. This policy is also intended to address the provision of safe and healthy learning and working environments for students, staff, and faculty within the Oregon Coast Community College Medical Assistant program.

Requirements for Immunization and Health Exam:

The Oregon Coast Community College Nursing & Allied Health Programs require the following immunizations and screenings for students entering the program in accordance with the Centers for Disease Control and Prevention (CDC) guidelines and in compliance with recommendations set by the State of Oregon as set forth in ORS 433.235-433.284 and OAR 333-050-001 to 333-050-0140. All students must comply with the following immunization requirements prior to entry into the program and must remain in compliance for the duration of their enrollment in the OCCC Nursing & Allied Health Program.

Written documentation of required vaccinations and health exam is required for all students to participate in all clinical experiences. Direct patient care experiences are required to complete program, course, and clinical learning outcomes. The OCCC Nursing Assistant program collaborates with clinical partners and is required to comply with the rules and regulations each clinical partner has adopted and communicated. The clinical partner has final say in whether a student will be granted permission to attend clinical at their respective sites. All scheduled clinical experiences are required to meet course and program outcomes.

To complete the clinical portion of the course written documentation of the following are required for all students and must be received and verified by the Nursing & Allied Health Department **prior to the start of the scheduled term or the within the first week of the term**. Additional requirements or documentation may be required by specific clinical sites.

Requirement

Description

TB Screening

Proof of a negative Tuberculin Skin Test (TST) consisting of a Mantoux PPD is required prior to the start of clinical experiences.

Students with a positive reaction to the TST or with a history of positive TST must submit an annual medical evaluation certifying that they do not have infectious tuberculosis.

Note: the written report of a TB skin test must include the date of the negative TST result as read by a health professional. Be aware that the results take 48 hours to obtain.

Td series and booster (Tetanus/Diphtheria – Tdap)	Completion of initial vaccination series and proof of booster within the last 10 years
Measles, mumps, rubella (MMR)	Dates of two doses of MMR vaccine, individual measles, mumps, and rubella vaccines, or proof of positive titers
Hepatitis B	Dates of three doses of Hepatitis B vaccine.
Varicella	Dates of two Varicella vaccines or proof of positive Varicella titer
Covid-19	<p>Dates of CDC recommended Covid-19 vaccination series. Students must submit documentation of the dates of vaccination series and the name(s) of the vaccine manufacturer.</p> <p>Students must meet the definition of being fully vaccinated as outlined by current CDC requirements.</p>
Seasonal Flu	<p>Students must submit proof of annual seasonal flu vaccination administered at least 45 days prior to the first direct patient care experience.</p> <p>It is possible that these dates may vary slightly based on the availability of the annual influenza vaccine.</p>
General Vaccination Exemptions:	In rare circumstances, exemptions may be granted for immunization status on a case-by-case basis. When exemptions are granted, students may be required to submit documentation of additional health screenings and/or wear additional personal protective equipment (PPE) in clinical or patient care areas.
Covid-19 Vaccination Exemptions:	<p>OCCC Nursing & Allied Health program students have the right to submit an exemption request. There is no guarantee that the exemption request will be granted. Exemptions to the Covid-19 vaccination requirements are rare but may be granted in certain situations. Please email the Director of Nursing & Allied Health and ask to be sent a copy of the most current exemption request form. The Director of Nursing & Allied Health will email the requested form to you using the college email system.</p> <ol style="list-style-type: none"> 1) Medical exemptions may be granted if the Nursing Assistant student provides a completed medical exemption form with the following documented by a healthcare provider: <ol style="list-style-type: none"> a. Documented anaphylaxis related to a Covid-19 vaccine b. Documented Guillain Barre syndrome c. Other healthcare related situations verified as an exclusionary factor for receiving the COVID-19 vaccination

- | | |
|--|---|
| | <p>2) Religious exemptions may be granted if a Nursing Assistant student provides a completed religious exemption from documenting a sincerely held religious belief that prevents them from receiving a COVID-19 vaccination.</p> <ul style="list-style-type: none">a. The student will be required to write a statement regarding their sincerely held belief and how it impacts their ability to obtain the COVID-19 vaccination.b. Documentation regarding the religious belief is also required (letter from rabbi, priest, pastor, doctrines that document the concern regarding the vaccine, etc.)c. The medical assistant students' statement and the documentation must fully address the reason why the religious exemption is being requested. |
|--|---|

If a student wishes to request a medical or religious exemption the following steps must be completed:

- 1) The appropriate completed exemption request form and all required documentation must be submitted directly to the Director of Nursing & Allied Health.
 - a. This process can take up to six weeks so the medical assistant student must submit the exemption request and all required documentation at least one month prior to the start of the term
 - b. Exemption requests and all documentation must be submitted each term for consideration – they are not considered to be permanent
 - c. The Director of Nursing & Allied Health will review the exemption request, and all submitted documentation for completeness prior to sending the exemption to the colleges COVID Response Team, the nursing & allied health faculty members, and the individual clinical partners
- 2) The OCCC Nursing Assistant Program has a clinical rotation. The exemption request would be presented to the colleges COVID Response Team and the Nursing & Allied Health faculty by the Director of Nursing & Allied Health for voting.
 - a. The decision of the colleges COVID Response Team and nursing and allied health faculty is final
 - b. If the colleges COVID Response Team and nursing and allied health faculty declines an exemption request the nursing assistant student would be unable to attend on site clinical experiences (lab, simulation, clinical readiness, etc.). This will affect the student's ability to progress within the nursing assistant program

- | | |
|--|--|
| | <ul style="list-style-type: none">c. If the colleges COVID Response Team and nursing and allied health faculty approves the exemption request the student will be required to wear a mask at all times (except when eating/drinking), undergo weekly COVID-19 testing at their own expense, and abide by any other restrictions or requirements. The results of the weekly testing must be provided to the Director of Nursing & Allied Health each week. Home tests will not be accepted for this purpose.d. Requirements/restrictions may change as CDC / Oregon Health Authority make changes to healthcare guidelines <p>3) The Director of Nursing & Allied Health will initiate the necessary steps to have the exemption considered by all clinical partners.</p> <ul style="list-style-type: none">a. The Director of Nursing & Allied Health will submit the exemption request to each clinical partner individually.b. The individual clinical partners all have different requirements, timeframes, and processes for reviewing an exemption. They will review these exemptions individually and will advise the Director of Nursing & Allied Health in writing of their decision.c. The decision of the clinical partner is final.d. If a clinical partner declines an exemption request the student would be unable to attend clinical rotations at that site. This will affect the student's ability to progress within the nursing assistant programe. If a clinical partner approves the exemption request the student will be required to wear a mask at all times (unless eating or drinking), undergo weekly COVID-19 testing at their own expense and must abide with any additional restrictions or requirements. The results of the weekly testing must be provided to the Director of Nursing & Allied Health each week. Home tests will not be accepted for this purpose. These restrictions and requirements may change as CDC and OHA make changes to healthcare requirements for masking and COVID testing. <p>4) The student must not contact clinical partners directly to discuss vaccination exemptions. Any questions or concerns regarding the exemption process or the status of the exemption request must be directed to the Director of Nursing & Allied Health</p> <p>5) The Director of Nursing & Allied Health will inform the student of the outcome of all exemption requests in writing through the college email system</p> |
|--|--|

References:

[Adoption of More Stringent Immunization Requirements ORS 433.235 to 433.284](#)

[Centers for Disease Control and Prevention Immunization Schedules for Healthcare Providers](#)

[Centers for Disease Control and Prevention Recommended Vaccines for Healthcare Workers](#)

[COVID-19 Vaccination Requirement for Healthcare Providers and Healthcare Staff in Healthcare Settings, OAR 333-019-1010](#)

[Definitions Used in the Immunizations Rules, OAR 333-050-001 to 333-050-0140](#)

[National Council of State Boards of Nursing \(2021\). Policy Brief: Clinical Experiences for Unvaccinated Nursing Students](#)

[Oregon Health Authority \(2022\). Healthcare Provider and Healthcare Staff Vaccine Rule FAQs](#)

[Oregon Health Authority \(2022\). Laws and Rules – Oregon Immunization Law](#)

Created: 01/03/2011

Updated 02/25/2019

Updated 11/05/2020

Updated 3/03/2022

Reviewed 03/16/2023

Revised 03/16/2023

Reviewed 03/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Program Policy Manual

Policy Category: Admission and Clinical Requirements

Policy Title: Criminal Background Checks

Purpose: The purpose of this policy is to provide a description of criminal background checks required for entry into the Oregon Coast Community College (OCCC) Nursing & Allied Health Programs in compliance with clinical partners and state and federal laws for health care providers.

Criminal Background Checks

Applicants and nursing/allied health students must demonstrate a personal history compatible with obtaining a license or certificate to practice in the state of Oregon. Admission to and graduation from the nursing and allied health programs do not assure eligibility for certification and/or licensure. The Oregon State Board of Nursing (OSBN) makes the determination about eligibility for licensure. OSBN may not license persons with certain criminal convictions or with a major mental or physical illness that could affect ability to practice safely. Applicants or students with questions about licensing regulations should contact OSBN.

Pre-Admission Questions

Every program applicant and student must answer questions to determine if the applicant/student has a personal history of:

- Conviction of a criminal offense
- Physical or mental health problems that could interfere with the provision of safe nursing/client care

Failure to provide truthful and complete answers to these questions may result in denial of admission for application or dismissal of current students.

An applicant may be denied admission to the nursing program if the Director of Nursing concludes the applicant's criminal history would make it unlikely or impossible for the applicant to attain nursing assistant licensure in Oregon.

Applicants with a criminal record may want to contact the Oregon State Police or retain legal counsel to determine if their records might be expunged.

Admission Requirements

All students admitted to the nursing & allied health programs are required to pass a criminal background check that fulfills the requirements of clinical sites and Oregon Law. Clinical sites reserve the right to deny clinical placements for students with a record of certain criminal offenses. If a student is denied clinical placements, continuation in the program may not be possible.

Notification of Arrest or Criminal Charges

If a student is arrested or charged with a criminal offense while enrolled in the program, the student must 1) provide a written statement explaining the charges and 2) notify the Director of Nursing & Allied Health as soon as possible. Failure to notify the Director may be grounds for dismissal from the nursing assistant program.

The student's status in the Program will be reviewed by the Program Director. A possible outcome of the review may be the student's inability to continue in the program.

References:

[Criminal Background Checks for Applicants for Licensure or Certification by the Board including Initial, Renewal, Reactivations, Reinstatements, and Endorsements \(ORS 851-001-0115\)](#)

[Criminal History Checks \(OAR 407-007\)](#)

[Health Profession Student Clinical Training Administrative Requirements: State and National Criminal Background Checks \(OAR 409-030-0220\)](#)

Effective Date: August 4, 2022

Reviewed: August 4, 2022

Revised: August 4, 2022

Reviewed March 16, 2023

Reviewed March 16, 2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Program Policy Manual

Policy Category: Admission and Clinical Requirements

Policy Title: Drug Screening Policy

Purpose: The purpose of this policy is to provide a description of drug screenings required for entry into the Oregon Coast Community College (OCCC) Nursing & Allied Health Programs in compliance with clinical partners and state and federal laws for health care providers

Drug Screening Admission Requirements

Nursing & Allied Health Program students are required to undergo drug screening. This procedure will be performed by the Occupational Medicine department at Samaritan Pacific Communities Hospital at the students' own expense.

The drug screening involves a 10- panel urine drug screen. The tested substances include amphetamines, barbiturates, benzodiazepines, cocaine, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and marijuana.

The student's drug screen must have a "negative" result by the lab performing the test for all components of the drug screen. If the student is positive for any of the components of the 10-panel screening, then the student will not be able to continue in the nursing program.

A student admitted to the Program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per college policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs will be placed on probation if not dismissed from the Program. Any occurrence of this kind that does not result in dismissal may require the student to undergo substance tests to detect the presence of alcohol or other drugs.

References: [Health Profession Student Clinical Training Administrative Requirements: Drug Testing for Substance Abuse and Misuse \(OAR 409-030-0210\)](#)

Effective Date: August 4, 2022

Reviewed: August 4, 2022

Revised: August 4, 2022

Reviewed March 16, 2023

Reviewed March 16, 2024

Cynthia Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Admission and Clinical Requirements

Policy Title: CPR and First Aid Certification Policy

Purpose: The purpose of this policy is to ensure that nursing and allied health students are prepared to practice safely in all clinical environments, including the provision of CPR and other life-saving care.

CPR Certification Requirement	Prior to the start of fall term, all students must demonstrate successful completion of BLS Healthcare Provider Level CPR Certification from the American Heart Association. BLS Healthcare Provider Level CPR Certification must remain current for the duration of the student's enrollment in the nursing program.
--------------------------------------	--

References:

[Health Profession Student Clinical Training Administrative Requirements: Training Standards \(OAR 409-030-0230\)](#)

Effective Date: August 4, 2022

Reviewed: August 4, 2022

Revised: August 4, 2022

Reviewed March 16, 2023

Reviewed March 16, 2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

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 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 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, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers.
- Dispose of medical waste in the appropriate 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.
- 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
- 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

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 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
Updated 11/05/2020
Updated 3/03/2022
Reviewed 3/16/2023
Reviewed March 16, 2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Classroom and Clinical Requirements

Policy Title: Behavioral Expectations

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
Updated 11/05/2020
Updated 3/03/2022
Reviewed 3/16/2023
Reviewed March 16, 2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Admission and Clinical Requirements

Policy Title: Program Requirements


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. (2021) Mosby's Textbook for Nursing Assistants 10th ed.
 - Course Description: The Nursing Assistant Level 1 Program (NUR101) at Oregon Coast Community College is a seven (7) credit course.
 - 1. If the student chooses not to complete the Level 1 program, the student will "drop" the courses using the My.OregonCoast account registration system.
 - 2. If the student does not drop the course, he/she will receive a grade of "F" for NUR 101.
- B. To successfully complete the Nursing Assistant Level 1 Program, the student must:
 1. Complete 40 hours of on-line or instruction
 - a. Completion of the theory portion of the program via Oregon Coast Community College Canvas LMS 11 modules. Completion of the learning modules are 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 40 hours of skills laboratory instruction and successfully return demonstration of all required skills as outlined on the OSBN Skills Competency Checklist
 3. Attend a minimum of 40 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.

- | | |
|--|--|
| | <ol style="list-style-type: none">4. Attend Mock Testing for 6 hours to prepare for the state practicum exam. Optional preparation for the skills portion of the test prior to the state exam.5. Attend a four-hour mandatory orientation session.6. Attend a mandatory practice session for the state exam within five days of the scheduled exam. <p>C. Program information will be provided to each student on the first day of the Nurse Assistant course.</p> <p>D. Grading</p> <ol style="list-style-type: none">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:<ul style="list-style-type: none">• 90% - 100% = A• 80% - 90% = B• 75% - 80% = C• Below 75% = F <p>E. 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 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.</p> <p>F. Following the completion of the required skill hours the student 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.</p> <p>G. Course Fees:</p> <ol style="list-style-type: none">1. Standard OCCC tuition and fees are applied to this course2. 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 bookstore or designated vendors. Criminal Background Check and Drug Screen is 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. |
|--|--|



Students who complete the course will be eligible to apply to the OSBN for certification as a Nursing Assistant. The application fee is \$106 and required fee for fingerprints \$70.50 (fees are subject to change)

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 (see OBRA)
4. The Nursing Assistant course is financial aid eligible in some cases. Scholarships may also be available through Worksource Oregon.

Created: 01/03/2011
Updated 02/25/2019
Updated 11/05/2020
Updated 3/03/2022
Reviewed 3/16/2023
Revised 3/16/2023
Revised 3/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: Tuition, Cancellation and Refund

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 8 credits 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 their My.OregonCoast account.
- 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 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 their My.OregonCoast account.
- E. 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. Please the following for deadline dates to drop a class so that it does not affect your standing at the college: <http://oregoncoast.edu/adding-dropping-or-withdrawing-classes>

- | | |
|--|---|
| | <p>F. If a course is cancelled because of low enrollment the student will receive a 100% refund for tuition paid.</p> |
|--|---|

PROCEDURE:

Created: 01/03/2011

Updated 02/25/2019

Updated 11/05/2020

Updated 3/03/2022

Reviewed 3/16/2023

Reviewed March 16, 2024

Cryptal Bowman

Director of Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: 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 a minimum of 105 hours of attendance for Nurse Assistant Level 1 programs. This includes a minimum of 37 hours of classroom and 28 hours of skills laboratory instruction and a minimum of 40 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 Oregon Coast Community College On-Line LMS Canvas. 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 two-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 Program 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 40 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.

PROCEDURE:

Created: 01/03/2011
Updated 02/25/2019
Updated 11/05/2020
Updated 3/03/2022
Reviewed 3/16/2023
Revised 3/16/2024

Cynthia Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: Grading

PURPOSE: To inform all students of the Grading Policy

Policy	<p>The student will be graded throughout the course according to the policy.</p> <p>A. Grading:</p> <p>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 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.</p> <p>b. Grading scale:</p> <ul style="list-style-type: none">• 90% - 100% = A• 80% - 90% = B• 75% - 80% = C• Below 75% = F <p>c. Cheating on a quiz or an exam will not be tolerated, and the student will be dismissed from the program.</p> <p>d. The skills lab and clinical grade is pass or fail.</p> <p>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.</p> <p>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.</p> <p>D. Oregon Coast Community College will award 7 credits upon successful completion of the Nursing Assistant Level 1 Program (NUR 101)</p> <p>E. If the student chooses not to complete the course, and the student must complete an official "drop" through the My.OregonCoast registration system.</p>
---------------	--

	<p>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.</p>
--	--

POLICY:

Created: 01/03/2011

Updated 02/25/2019

Updated 11/05/2020

Updated 3/03/2022

Reviewed 3/16/2023

Reviewed 3/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: Examination Administration

PURPOSE:

To inform all students 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

Updated 11/05/2020

Updated 3/03/2022

Reviewed 3/16/2023

Reviewed 3/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: Dress Code

PURPOSE:

To inform all students of the Dress Code

Policy

Appearance should always be professional. The student is to wear the OCCC designated uniform, navy blue (scrubs). White or black leather athletic shoes are acceptable. All uniforms and shoes must be clean and neat.

The college name- tag must be worn and visible at all times. 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

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

Updated 11/05/2020

Updated 3/03/2022

Reviewed 3/16/2023

Reviewed 3/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: Skill Laboratory

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 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

Updated 11/05/2020

Updated 3/03/2022

Reviewed 3/16/2023

Reviewed 3/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: Clinical

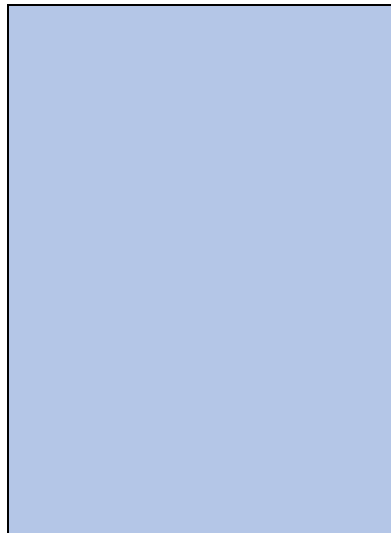
PURPOSE:

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 40 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
Updated 11/05/2020
Updated 3/03/2022
Reviewed 3/16/2023
Revised 3/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs

Oregon Coast Community College Nursing and Allied Health Programs Policy Manual

Policy Category: Administrative

Policy Title: 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

Updated 11/05/2020

Updated 3/03/2022

Reviewed 3/16/2023

Reviewed 3/16/2024

Cryptal Bowman

Director of Nursing and Allied Health Programs