



NURSING ASSISTANT COURSE Level I Training Program

Successful completion of this course provides eligibility to take the state certification exam to become a Certified Nursing Assistant (CNA) Level One

COURSE INFORMATION

Description

This course prepares students to work as nursing assistants in long-term care facilities, home care, hospitals and adult foster homes. It consists of a minimum of 187 hours of instruction and work experience in a licensed nursing facility. The Nursing Assistant Level One course prepares students for eligibility to take the State Certification Examination to become a Certified Nursing Assistant (CNA).

Dates

The Nursing Assistant Training Course will be offered each term, if possible. Course scheduling may change from term to term related to instructor availability. **In case of low enrollment, the course may be cancelled for the term.** Check the Southwestern Oregon Community College schedule for dates or call the nursing department administrative assistant at 541-888-7443 in Coos Bay, or 541-813-1667 in Curry.

Class Hours

Class hours vary, so please refer to the course calendar for specific class, lab and clinical hours. **Class starts promptly at the scheduled time. Attendance is required.** The Oregon State Board of Nursing (OSBN) will not allow a person to sit for the certification exam to become a CNA 1 unless all requirements for the classroom, lab and clinical are successfully completed and a score of at least 75% has been achieved on the final exam.

COST (approximate)				Immunizations (based on average charges of Coos County Health Department)	
\$846.00	Tuition	\$50.00	CPR Class	\$40	TB(PPD) skin test
\$311.00	Course/Credit Fees	\$80.00	Required Text	\$200	Hepatitis B (3 doses) or titer (\$66.20 each)
\$51.00	Background Check	\$25.00	Class Manual	\$35	MMR Vaccination (2 doses) or titer (\$15.19 each)
\$81.00	Drug Screen/eLearning			\$20	Tetanus Booster (Td or Tdap)
Total: \$1444.00				\$120	Varicella (2 doses) or titer

(The course costs provided are an estimate, and subject to change based on Southwestern Oregon Community College Board Policy and vendor costs)

At least one set of navy blue uniform pants/tops, white shoes (no open toes or heels), socks, a watch with a second hand (non-digital), and a commercially-made gait belt are required for lab and clinical. **Note:** A stethoscope and blood pressure cuff are optional, but are equipment items you may choose to purchase.

Costs related to the Oregon State Board of Nursing CNA 1 Certification by examination.

State of Oregon Certification Exam	\$106.00
Fingerprinting	\$20.00
National Criminal History Record Check	\$68.50

The Oregon State Board of Nursing (OSBN) requires applicants for certification to provide fingerprints in order for a national criminal history record check to be conducted by the OSBN.

Some students may be eligible for financial assistance. Check with South Coast Business Employment Corporation or the Student First Stop Center in Dellwood Hall or Curry Campus

HOW TO APPLY

1. New students must complete a [Student Record Form](#) with Southwestern Oregon Community College. Student Record Forms are available at [here](#) or from the Student First Stop Center in Dellwood Hall or the Brookings campus.
2. Read this application packet for information on costs, course requirements, and criminal history information requirements. The application is subject to change pursuant to Southwestern Oregon Community College policies and procedures.

3. Complete the NA application prior to registering for the course.
4. Submit copies of official documentation for required immunizations. Official documentation includes State official documents of immunization, doctor's letterhead and prescription pads with applicant name and health care provider signatures, copies of actual test/x-ray reports, etc.)

Tuberculosis test (PPD). TB skin tests or blood tests must have been administered within the last year; if the year expires during the class, another PPD or blood test is required. Provide documentation of a negative tuberculosis test (PPD), with the results measured in mm (millimeters). If the PPD test is positive, documentation of a negative chest x-ray or blood test must be submitted with your completed application.

Measles, Mumps, Rubella (MMR). If immunization documentation is not available, obtain a Serum Titer for (MMR) to determine immunity. If immunity is not indicated, an immunization must be received. Proof of two doses of vaccine is required.

Hepatitis B. This is a series of three injections. Only the first dose must be completed prior to the start of the course.

Varicella (Chickenpox). Two immunizations are required. A Serum Titer may also be done to determine immunity. If an immunization is needed, the first dose must be completed prior to the start of the course, with the second dose being received during the course when the immunization is due to be given.

Td Booster (Tetanus and Diphtheria) and/or Tdap (Tetanus, Diphtheria, Pertussis). Td boosters are recommended every 10 years. Documentation of a Td Booster within the last 10 years is required. The Center for Disease Control recommends a 1-time dose of Tdap for Health Care Providers younger than age 65 years with direct patient contact.

Per the Oregon Health Authority, individual student exemptions to specific immunization requests are possible for religious or medical reasons. Documentation for exemption requires one or more of the following: (a) A written statement of exemption signed by a physician or nurse practitioner or (b) a written statement of religious exemption, signed by the student. Students must read and sign the Southwestern Nursing and Allied Health Programs Vaccine Refusal Policy and Signature Form. Since there is a risk in not being vaccinated, students will not be allowed to attend classes in the event of a disease occurrence on campus or the clinical setting. As a result, a student may not be able to successfully complete the requirements of the course.

If any additional immunizations become required by governing agencies after completed applications have been submitted, students will be informed and required to obtain them.

5. Students are required to initiate a criminal history check prior to the start of the Nursing Assistant Training Course. Acceptance into any health occupation program at Southwestern Oregon Community College is contingent on passing a criminal background check. The criminal background check needs to be completed as part of the application so that results will be received before the start of class. If a student completes the application process and initiates the criminal background check in a short time frame prior to the beginning of the course, and the criminal background check results are not received prior to the scheduled start date of cooperative work experience, the student will not be able to continue in the course.

Each student is required to meet all of the requirements of the college and the cooperative work experience site in order to participate in the course's work experiences. Course completion requires class instruction, as well as work experience in a licensed facility. A student will be unable to complete the NA training program if the facility denies their ability to participate in clinical based on the criminal history check. No exceptions can be allowed. To fulfill this requirement, read the Department of Human Services Division 7 Criminal History Check Rules with the application packet. After reading the rules, sign the documents provided in the application that indicate you have read and understand the information. **Applicants will initiate a criminal background check through [CastleBranch](#), enter the code provided by the [Administrative Assistant](#), and create an account. The cost will be \$51.**

6. Every student will have to complete a Drug Screen and OSHA/HIPAA trainings. Log into your CastleBranch Profile and enter the attached code.
7. A current CPR card through American Heart Association: minimum of BLS (Basic Life Support) for Healthcare Provider is accepted. The CPR must be completed prior to the start of clinical for a student to continue in the NA course. If you already have a current CPR Card from the [accepted providers](#), please provide a copy (front and back of card) with your completed application.
8. **Completed applications along with the required documentation** are to be turned into the [Administrative Assistant](#) in Sumner Hall, Room 4 or the Brookings or Gold Beach 1st Stop Center. Students are accepted into the course based on completed **applications that are received on a "first come, first served" basis**. Student application files will be considered **provisionally complete** until the results of the criminal background check through [CastleBranch](#) have been received, reviewed, and approved for course enrollment by the authorized representative for Southwestern Oregon Community College.

Most terms will have 10 available slots. In case of low enrollment, the course may be cancelled for the term. Applications received above the number of available slots will be kept on an alternate list if requested, in case someone is unable to start the course after turning in their registration.

After your application has been received and documentation verified, you will be notified if you have been accepted for course enrollment. If accepted, you may then register online using myLakerLink (<https://mylakerlink.socc.edu/ics/>) or in person at the Student First Stop Center in the Dellwood Hall lobby area or the Curry Campus. It is your responsibility to register, with payment due at that time.

If you are not accepted into the course, you must contact the nursing department administrative assistant at 541-888-7443 or the Curry Advisor/Student Services Coordinator at 541-813-1669 to request that your completed application be kept for consideration the following term. Please be apprised that the application is revised with each course, and it is your responsibility to submit additional documents as required so that your application remains complete. Your application will be kept for up to two terms before being shredded.

Keep your receipts in order to be reimbursed. Per the Oregon State Board of Nursing, that for facility based nursing assistant level 1 programs, no student who is employed by, or who has received an offer of employment from a facility on the date on which the student begins training will be charged for any portion of the program, including any fees for textbooks or other required course materials.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.



NURSING ASSISTANT LEVEL ONE COURSE APPLICATION

First Name _____ Middle _____ Last Name _____

Address, Street _____ City _____ State _____ Zip _____

Email Address (required) _____ Phone Number(s) _____

SSN _____ SWOCC ID # _____ Primary Language/Race _____

Date of Birth _____ City & State you were born _____

Attach **copies** of official documentation verifying the following vaccines, titers, and/or diagnosis by a physician of childhood illness – Do not submit original documents

Immunizations, titers, or diagnosis	Date	Program Staff Only	Immunizations, titers, or diagnosis	Date	Program Staff Only
<input type="checkbox"/> MMR (Measles, Mumps, Rubella) - Dose 1			<input type="checkbox"/> Tdap (Tetanus and Diphtheria) (within the last 10 years)		
<input type="checkbox"/> MMR (Measles, Mumps, Rubella) - Dose 2			<input type="checkbox"/> Varicella (Chicken pox) - Dose 1		
<input type="checkbox"/> Hepatitis B - Dose 1			<input type="checkbox"/> Varicella (Chicken pox) - Dose 2		
<input type="checkbox"/> Hepatitis B - Dose 2			<input type="checkbox"/> CPR Card for the Health Care Provider		
<input type="checkbox"/> Hepatitis B - Dose 3			<input type="checkbox"/> Date Background Check Initiated		
<input type="checkbox"/> Tuberculin skin test (PPD) (within the last 6 months)			<input type="checkbox"/> Date Drug Screen/eLearning Initiated		

Do you think your overall physical condition will allow you to do the work required of a nursing assistant?
 Yes No (If no, please explain) _____

Do you think you will be able to stand and walk for long periods of time, and lift up to 35 pounds for patient handling tasks?
 Yes No (If no, please explain) _____

Are there any physical condition requiring you to need any physical accommodations, while performing in the clinical area caring for up to four patients in a skilled nursing facility?
 Yes No (If yes, please explain) _____

If currently pregnant, a written statement is required from your licensed health care provider stating that it is safe for you to participate in classroom, lab, and clinical environments. This health clearance release also needs to specify that you are able to complete all required lab and clinical skills required in the Nursing Assistant Training Course.
 Applicable Not Applicable
 If applicable, the required documentation has been submitted: Yes No

I have received and reviewed the Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html. I have also received and read the Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_001.html.

Applicant Signature _____ Date _____

I understand that I must obtain and submit a copy of CPR certification before clinicals begin. Only American Heart Association BLS (Basic Life Support) for Healthcare Providers card will be accepted.

Applicant Signature _____ Date _____

Make a copy of this application and supporting documentation for your records

Application received and documentation verified: _____ SWOCC staff initials, date and time

Southwestern Oregon Community College is an equal opportunity employer and educator.



NURSING ASSISTANT LEVEL ONE TRAINING PROGRAM

CRIMINAL BACKGROUND CHECK FOR HEALTH OCCUPATIONS STUDENTS

Policy

Acceptance into any health occupations program is contingent on passing a national criminal background check. Failure of the criminal background check will require the student to forfeit his/her acceptance into the health occupations program. If criminal background checks are required for clinical rotations, student background check results will be shared with the health care agency.

Procedure

1. Students initiate (through the nursing department administrative assistant), at their cost, a national criminal background check through CastleBranch upon provisional acceptance into any health occupations program. CastleBranch will conduct a criminal record background check of both the Oregon and the Federal Bureau of Investigation criminal history records.
2. Students must have the national criminal background check no sooner than six months prior to enrollment in the health occupations program, unless a more current background check is required by the Oregon State Board of Nursing or the clinical agency. Students must authorize release of the results of the background check to Southwestern Oregon Community College and to all clinical sites. Only criminal background checks by CastleBranch utilizing procedures developed with Southwestern Oregon Community College will be accepted. Background checks completed by other vendors will not be accepted.
3. Individuals will be denied admission or program continuation for any felony or misdemeanor conviction as determined by the Department of Human Services. Students may be denied admission or program continuation for failure to disclose or conceal a criminal background.
4. Southwestern Oregon Community College will deny admission to individuals who have committed crimes or have a history of arrests that will not allow them to be certified in the State of Oregon as a CNA (Oregon State Board of Nursing Nurse Practice Act, Division 63 8510630110; website: www.osbn.state.or.us).
5. Students may be required to have additional criminal background checks for due cause or for an interruption in a student's course of study. Health occupations students may be required to have an additional criminal background check for certain healthcare settings as the agencies set their own criteria around criminal background clearance. This may mean that a student in a health occupations program with a criminal record may not have a clinical placement in certain agencies that have stricter requirements. Should a student's criminal background lead to insufficient clinical experience to meet program objectives, the student will be denied program continuation. The student will be responsible for the cost and process of performing additional background checks if a higher standard is required than what these guidelines require.
6. Criminal background check results (approved or denied) will be received and reviewed by the college's authorized representative.
7. All course entry decisions are final. Justifications are available upon request. Individuals may obtain a copy of the record check report form, or challenge the accuracy and completeness of their record check through CastleBranch.

Southwestern is a nondiscriminatory, equal opportunity college.

It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Administrative Services in Tioga 512. Phone 5418887206 or TDD 5418887368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.



Southwestern Oregon Community College

**1988 Newmark
Coos Bay OR 97420
541-888-7443**

**96082 Lone Ranch Pkwy
Brookings, OR 97415
541-813-1667**

**29329 Ellensburg Ave
Gold Beach, OR 97444
541-247-2741**

NURSING ASSISTANT LEVEL ONE TRAINING PROGRAM

CRIMINAL BACKGROUND CLEARANCE RELEASE

Students provisionally accepted into a Southwestern Oregon Community College health occupations program are required by the Oregon State Board of Nursing to undergo a criminal background check. The results from this criminal background check may require applicants to forfeit acceptance in health occupations programs.

Applicants must provide complete and accurate information to the college's authorized representative. Students that do not provide the requested information or do not tell the truth will be required to forfeit acceptance in the health occupations program.

Submitting an application indicates that the student has read and understands this policy, and the signature below acknowledges that the applicant agrees with the terms of the policy and procedures as written.

The applicant signature authorizes Southwestern Oregon Community College to access the records provided to the college's authorized representative and to disclose this information to any health care agency that the student may be assigned to during attendance in the health occupations program. The Criminal Background Verification Form documenting the results of the criminal background check will be printed for placement in the student's file and for the clinical agency.

The applicant signature below authorizes and grants permission to Southwestern Oregon Community College to view criminal background check results from CastleBranch; Southwestern Oregon Community College's chosen vendor for performing the criminal background checks for this course.

The applicant's signature releases Southwestern Oregon Community College from any claims or damages that may arise as a result of obtaining information from the criminal background check.

Student Name (Print)

Student Signature

Date



(For Brookings Students Only)

**Curry Good Samaritan
Center 1 Park Avenue
Brookings, Oregon
97415
541-469-3111**

The partnership with Curry Good Samaritan Center requires that students maintain the same set of standards and personal discipline as is required of Center staff. Because of this relationship, you are held to the same standards as employees, including the need to pass a Criminal History check before you can work with the patients. You also will be working with the public, who generally have high expectations of medical professionals. You are a student, but the ill/debilitated patient and family members look to you as one of the professional team members.

You are part of an organization dedicated to the care of the ill or injured. Therefore, you have high standards to maintain. As a representative of the hospital/long term care facility and the college, your appearance and actions will directly influence the reputation of the training site.

Dress should be appropriate to the area in which you are training. Clothes should be properly tailored and of non-transparent material. Shirts and blouses should be neatly tucked in or long enough that the skin of the waist is not visible in bending and stretching activities. The length of the uniform or dress should be inoffensive and consistent with your professional attire.

For your own safety, and OSHA requirements, slip-resistant low-heel shoes should be worn. Footwear must be clean, including laces. Hose or socks must be worn with your shoes.

Your hair should be clean and neatly combed. If tapered, hair may extend to the shoulders and styled away from the face. Hair that is longer must be properly contained. Mustaches, sideburns and beards must be neatly trimmed.

Jewelry should be worn conservatively. NO earrings that DANGLE, only posts, and not more than two per ear are considered appropriate. Wedding bands are acceptable but refrain from other rings as they can scratch residents. Other facial or visible body piercing normally is not considered appropriate for the nursing setting – please consult your instructor.

Good hygiene is expected of ALL STUDENTS. Use of deodorant (no body odor), good oral hygiene and hair care are required. Please do not wear perfume; many residents have breathing problems. It is expected that all students will present themselves for working and training in acceptable attire. Uniforms must be freshly laundered, pressed and in good repair and shoes must be clean.

The rules and policies of Curry Good Samaritan Center regarding employees will be explained and students are expected to follow those guidelines at all times.

NOTE:

No cell phones are allowed in the building during class or clinical time. In case of emergency, your family can contact you at the facility. Southwestern's number is 541-469-5017 and Curry Good Samaritan Center is 469-3111. Please, no non-emergency calls.