This 155 hour training course is approved by the Oregon State Board of Nursing (OSBN). It consists of 80 hours on-campus classroom and lab and 75 hours of clinical in a long term care facility. Successful completion qualifies individuals to take the Nurse Assistant Competency Evaluation test for state certification as a Nursing Assistant. Course subjects include: Interpersonal skills and communication, growth and development throughout the life cycle, cultural aspects, legal/ethical aspects, medical and nursing terminology, general patient care; patient bathing, taking and recording vital signs, feeding patients, infection control, caring for patient’s personal needs.

**Basic Nursing Assistant Program Application Packet 2016 – 2017**

<table>
<thead>
<tr>
<th>Cost of Class:</th>
<th>$1,200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees/UAF Fee—$1,050, Non-Refundable Fee—$150 (includes textbook, two sets of scrubs, stethoscope, gait belt (if applicable) provided in class). Course tuition or fees are not refundable beyond the second week of class. Other program costs are non-refundable.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Costs:</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon State Board of Nursing Test for Certification—$106</td>
<td></td>
</tr>
<tr>
<td>Fingerprinting for OSBN—$64.50</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check – approximately $45</td>
<td></td>
</tr>
<tr>
<td>Drug Screen – approximately $45</td>
<td></td>
</tr>
<tr>
<td>CPR Training and immunizations – (costs vary)</td>
<td></td>
</tr>
</tbody>
</table>

**Application Packet Directions:**
Submit the following documentation to the Health Sciences Department, Bldg. 8, Rm. 114 between 8:00 am - 5:00 pm

- This is a limited-enrollment consent course—only 10 to 20 students are accepted on a first come, first served basis.

**Enroll with the college as a non-credit student at** [https://ssb.chemeketa.edu/PBAN/f?p=149:1:1121939719841701:](https://ssb.chemeketa.edu/PBAN/f?p=149:1:1121939719841701:) to obtain a Chemeketa student identification number (K number) and Chemeketa email address.

**Application packet must include:**

1. **Basic Nurse Assistant Application Form** (see attached)

2. **Proof of Reading Requirement**—Documentation (copy of unofficial transcript or copy of test scores) showing completion of RD080 and RD085 or RD090 with a C or higher or placement in RD115 based upon Reading Placement Test or Alternate Reading Test (ART) or proof of completing an Associate Degree or equivalent credits or higher. For more information on how to take the ART, make an appointment with a counselor. Contact the Chemeketa Testing Center at 503.399.6556 to schedule the Reading Placement Test.

3. **Copy of CPR Certification**—CPR certification must not expire during time of course

<table>
<thead>
<tr>
<th>Classes begin</th>
<th>Selection Process: The first applicants for each session who meet all the requirements and who have submitted all requested documents will be considered. Applicants who are not accepted into the session and who have met all requirements will be given the option of being admitted into the next session without re-applying.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer – June 20, 2016</td>
<td><strong>Immunizations:</strong> <strong>COPIES</strong> <strong>of</strong> <strong>ALL</strong> required immunizations must be provided no later than Orientation. <strong>Plan to hand in immunizations to the Dean of Health Science’s office prior to Orientation to ensure all requirements are complete by the first day of class.</strong> (Immunization information will be shared when completed application is submitted)</td>
</tr>
<tr>
<td>Fall – September 26, 2016</td>
<td><strong>Uniforms:</strong> Uniform requirements will be discussed at orientation. Please be prepared to try on uniforms at orientation to obtain the proper fit.</td>
</tr>
<tr>
<td>Winter – January 9, 2017</td>
<td>You will be provided information regarding Chemeketa’s cancelation and refund policy, procedures and schedule on the first day of class.</td>
</tr>
<tr>
<td>Spring – April 3, 2017</td>
<td></td>
</tr>
<tr>
<td>4:00 pm to 9:30 pm</td>
<td></td>
</tr>
<tr>
<td>Building 8, Room 129</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandatory Orientation will be held first day of class</td>
<td></td>
</tr>
<tr>
<td>Building 8, Room 129</td>
<td></td>
</tr>
<tr>
<td>3:00 pm to 4:00 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class Meetings:</strong></td>
<td></td>
</tr>
<tr>
<td>Mon/Tue/Thurs</td>
<td></td>
</tr>
<tr>
<td>4:00 pm to 9:30 pm</td>
<td></td>
</tr>
<tr>
<td>Clinical Times:</td>
<td></td>
</tr>
<tr>
<td>Mon/Tue/Thurs</td>
<td></td>
</tr>
<tr>
<td>6:00 am to 12:30 pm</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>2:00 pm to 8:30 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check and Drug Screen</td>
<td>Once the BNA application is accepted, the criminal background check must be submitted to Advanced Reporting <strong>no later than seven days from date of issue.</strong> Failure to complete the background check or a background check revealing a disqualifying criminal history will mean you are ineligible to participate in the BNA course. <strong>The Dean of Health Sciences shall ensure that all students pass a national criminal history check to be eligible, pursuant to laws governing the clinical site facility, to participate in the program’s clinical experience.</strong> <strong>Proof that you have passed the criminal background check must be documented prior to Orientation.</strong> For questions about disqualifying crimes see: <a href="http://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/Documents/apd-dd-flyer-crimes.pdf">http://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/Documents/apd-dd-flyer-crimes.pdf</a></td>
</tr>
<tr>
<td></td>
<td>For Oregon State Board of Nursing (OSBN) - If students have questions about the possibility of denial of certification by the OSBN after they complete this course, they should check with OSBN at 971.673.0685 before enrolling in this course.</td>
</tr>
<tr>
<td></td>
<td>Students are required to undergo <strong>random</strong> drug testing. You will receive an email from ESCREEN with date-sensitive instructions on how to complete the drug screening. It is important that you check your MyChemeketa email <strong>daily.</strong> You will have <strong>three days to complete the drug screening from date of issue.</strong> Failure to complete the random drug screen in the required amount of time or if test results are positive, will result in elimination from the program. Escreen is able to provide lab locations throughout the United States.</td>
</tr>
<tr>
<td>Course Registration and Payment</td>
<td>After attending orientation, consent is given by the office of the Dean of Health Sciences to register for the course using the course record number (CRN) given in your MyChemeketa email account. Paying for the course is also done through MyChemeketa. You can access MyChemeketa through Chemeketa’s website. Published cancellation and refund policy, procedures, and schedule reviewed during orientation. <strong>IMPORTANT:</strong> Students not registered by the third day of class will be replaced by an alternate student on the waiting list. In addition, you have up to 10 days to pay for the class.</td>
</tr>
<tr>
<td>Technical Standards</td>
<td>Students must meet the requirements for the Technical Standards for the Basic Nurse Assistant Program. (See attached.)</td>
</tr>
<tr>
<td>Course Attendance Time Commitment</td>
<td>Attendance at every class, clinical session and mock skills is a <strong>MANDATORY</strong> requirement to pass the course! In order to meet the State Board of Nursing course requirements, students must attend all classes. In addition to class attendance, studying/reading for comprehension of content and practice of skills outside of class time is required.</td>
</tr>
</tbody>
</table>

**Questions?**

*Contact Health Sciences Department at 503.399.5058 or email [healthsciences@chemeketa.edu](mailto:healthsciences@chemeketa.edu)*
Technical Standards *

The Chemeketa Community College Nursing Program has the responsibility to society to educate competent health care providers to care for their patients/clients with clinical 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 Technical Standards document is provided in order 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.

TECHNICAL STANDARDS

Chemeketa 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 for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

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

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

Chemeketa 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. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

Cognitive:

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers and other tools, to individuals and groups, using the English language.
Examples of learning activities found in the nursing curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine client needs.
- Develop and implement a nursing plan of care for clients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report verbally and in writing client data to members of the healthcare team.
- Read and comprehend medical orders and client information found in the medical record.
- Perform math computations for medication dosage calculations both with and without a calculator.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

Physical:

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

Examples of learning activities found in the nursing curriculum and related to industry standards:

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

Sensory:
1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.
Examples of learning activities found in the nursing curriculum and related to industry standards:

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in client care.
- Communicate with client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- 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.
- Feel vibrations such as an arterial pulse.

Behavioral:
1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one’s own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
6. Integrate feedback into own performance.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, 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.
Oregon State Board of Nursing
Administrative Rule: 851-063-0110
Criminal Conviction History/Falsification of Application – Denial of Certification

851-063-0110
(1) The Board has determined that the following crimes bear a demonstrable relationship to the role of a CNA and will issue a Notice to Deny Certification to an applicant for certification, renewal of certification or for reactivation of certification as a nursing assistant, following the provisions of the Administrative Procedure Act in contested case hearings, to persons who have been convicted as an adult, or found responsible except for mental illness, or adjudicated as a juvenile for the following crimes as set forth in Oregon law or comparable law in other jurisdictions:
   (a) Aggravated murder, as in ORS 163.095 and 115;
   (b) First Degree Manslaughter, as in ORS 163.118;
   (c) Second Degree Manslaughter, as in ORS 163.125;
   (d) First Degree Assault, as in ORS 163.185;
   (e) Second Degree Assault, as in ORS 163.175;
   (f) First Degree Criminal Mistreatment, as in ORS 163.205;
   (g) Second Degree Criminal Mistreatment, as in ORS 163.200;
   (h) First Degree Kidnapping, as in ORS 163.235;
   (i) First Degree Rape, as in ORS 163.375;
   (j) Second Degree Rape, as in ORS 163.365;
   (k) Third Degree Rape, as in ORS 163.355;
   (l) First Degree Sodomy, as in ORS 163.405;
   (m) Second Degree Sodomy, as in ORS 163.395;
   (n) Third Degree Sodomy, as in ORS 163.385;
   (o) First Degree Unlawful Sexual Penetration, as in ORS 163.411;
   (p) Second Degree Unlawful Sexual Penetration, as in ORS 163.408;
   (q) First Degree Sexual Abuse, as in ORS 163.427;
   (r) Second Degree Sexual Abuse, as in ORS 163.425;
   (s) Contributing to the Sexual Delinquency of a Minor, as in ORS 163.435;
   (t) Sexual Misconduct, as in ORS 163.445;
   (u) Child Abandonment, as in ORS 165.535.

(2) Any individual who applies for certification as a nursing assistant, who has a history of arrests and convictions over an extended period of time, will be issued a Notice to Deny Certification following the provisions of the Administrative Procedure Act in contested case hearings.

(3) All other applicants with conviction histories, other than those listed above, including crimes which are drug and alcohol related, will be considered on an individual basis.
   The following factors will be considered by the Board:
   (a) Evidence of rehabilitation;
   (b) The length of time since the conviction to the time of application for certification as a nursing assistant;
   (c) The circumstances surrounding the commission of the crime which demonstrate that a repeat offense is not likely; and
   (d) Character references.

(4) Any individual who applies for certification as a nursing assistant, and supplies false or incomplete information to the Board on an application for certification regarding the individual’s criminal conviction record, may be issued a Notice to Deny Certification under the provisions of the Oregon Administrative Procedure Act in contested case hearings.

851-063-0040 amended 2/9/06
851-063-0010, 0020, 0030, 0040, 0050, 0060, 0070, 0080, 0100 amended 11/20/03
851-063-0060 amended 4/10/03
851-063-0090 amended 6/20/02
851-063-0060 amended 2/14/02
Basic Nurse Assistant Application Form  
Chemeketa Community College - Salem, Oregon  
Student Copy—please retain for your records

To apply for the Basic Nurse Assistant course, please submit this signed form with the following documentation in Building 8, Room 114:

_______ Chemeketa student identification number (K number) and Chemeketa email address

_______ Chemeketa Basic Nurse Assistant Application form

_______ Documentation (copy of unofficial transcript or copy of test scores) of completion of RD080 and RD085 or RD090 with a C or higher or placement in RD115 based upon the results of Chemeketa’s Placement Test or proof of Associate or equivalent credits or higher.

_______ Copy of signed CPR card must not expire during time of course  
– Chemeketa only accepts American Heart Association, “Basic Life Support for Healthcare Providers”

NOTE: Incomplete application packets will not be accepted.

Criminal Background Check must be submitted to Advanced Reporting no later than seven days from date of issue. If you do not pass the background check your position in the program will be given to an alternate.

A Drug Screen must also be completed to enter the program. Check MyChemeketa email for notification from e-Screen.

Mandatory Orientation

Summer – June 20, 2016  
Fall – September 26, 2016  
Winter – January 9, 2017  
Spring – April 3, 2017  
3:00 pm to 4:00 pm  
Building 8, Room 129

I understand that I must attend this mandatory orientation.

I certify that I have accessed and read the link to the Oregon State Board of Nursing and Aging and People with Disabilities (APD) regulations and understand that any of the crimes documented here could disqualify me from being eligible for this course. Failure to attend the mandatory orientation/criminal background check session may also disqualify me from the course.

I also understand that the Oregon State Board of Nursing may deny my application for certification as a nursing assistant based on the following:

➢ The results of my criminal background check
➢ My failure to provide complete and truthful information on my application to test

I understand that the Oregon State Board of Nursing (OSBN) requires applicants for certification to provide fingerprints in order for OSBN to conduct a national criminal history record check. This will be a part of the process when I apply to test.

I also understand that I will be required to undergo a drug test.
Basic Nurse Assistant Application Form – Salem Campus

To apply for the Basic Nurse Assistant course, please submit this signed form with the following documentation in Building 8, Room 114. **NOTE: Incomplete application packets will not be accepted.**

- Chemeketa student identification number (K number) and Chemeketa email address
- Chemeketa Basic Nurse Assistant Application form
- Documentation (copy of unofficial transcript or copy of test scores) of completion of RD080 and RD085 or RD090 with a C or Higher or placement in RD115 based upon the results of Chemeketa’s Placement Test or proof of Associate Degree or equivalent credits or higher.
- Copy of signed CPR card
  – Chemeketa only accepts American Heart Association, “Basic Life Support for Healthcare Providers”

Criminal Background Check must be submitted to Advanced Reporting no later than seven days from date of issue. If you do not pass the background check your position in the program will be given to an alternate.

A Drug Screen must also be completed to enter the program. Check MyChemeketa email for notification from e-Screen.

**Mandatory Orientation**
- **Summer – June 20, 2016**
- **Fall – September 26, 2016**
- **Winter – January 9, 2017**
- **Spring – April 3, 2017**
  - 3:00 pm to 4:00 pm
  - Building 8, Room 129

I understand that I must attend this mandatory orientation.

I certify that I have accessed and read the link to the Oregon State Board of Nursing and Aging and People with Disabilities (APD) regulations and understand that any of the crimes documented here could disqualify me from being eligible for this course. Failure to attend the mandatory orientation/criminal background check session may also disqualify me from the course.

I also understand that the Oregon State Board of Nursing may deny my application for certification as a nursing assistant based on the following:
- The results of my criminal background check
- My failure to provide complete and truthful information on my application to test
I understand that the Oregon State Board of Nursing (OSBN) requires applicants for certification to provide fingerprints in order for OSBN to conduct a national criminal history record check. This will be a part of the process when I apply to test.

I also understand that I will be required to undergo a drug test.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Student ID # (K#)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Daytime telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City, State, ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My Chemeketa email address