

## Samaritan Nurse Assistant Training Program

### APPLICATION

All applicants and approved students to the Samaritan Nurse Assistant Training Program.

### DEFINITIONS

OSBN: Oregon State Board of Nursing

SHS: Samaritan Health Services

“Facility-based Program” means an approved nursing assistant program in a licensed nursing facility.

### APPLICANTS ARE REQUIRED TO READ THE FOLLOWING INFORMATION

#### 1) Program Objectives

Upon completion of the Nurse Assistant Training Program curriculum, the student will meet the following minimum objectives:

- a) Practice and promote good health habits.
- b) Demonstrate an understanding of the Nursing Assistant role as a member of the health care team.
- c) Develop desirable patterns of organizational skills and the execution of good work habits.
- d) Recognize and report symptoms that deviate from normal patterns.
- e) Recognize the mental health and social needs of the client/patient and take appropriate action to help the client/patient meet their needs.
- f) Exhibit the entry-level technical skills of bedside care including safety and infection control, selected therapeutic procedures, selected restorative procedures, and personal care skills.
- g) List the Client’s/Patient’s Rights and select appropriate actions that a Nursing Assistant might take to remedy an infraction.

#### 2) Program Commitment

- a) OSBN requires 150 hours (minimum) of attendance for Nurse Assistant Training Programs.
  - i) Live class: 75 hours will be classroom and 75 hours will be clinical instruction (in the hospital)
  - ii) Online class: 51 hours of self-study on the computer, minimum of 28 hours of skills training in a lab setting, and 75 hours of clinical instruction (in the hospital)
  - iii) Test Review before certification exam
  - iv) These hours may be increased by the Program Director at any time
- b) *By applying for this program, applicants are agreeing to attend all required hours of the program*

#### 3) Program Information

- a) Includes classroom instruction, lab skill instruction, and supervised hands-on clinical instruction.
- b) The classroom and lab skills portion of the program will occur in a Samaritan Health Services classroom and skills lab (currently at the Health Career & Training Center located at the Samaritan Lebanon Community Hospital.)
- c) The clinical experience portion of the program may occur at one of the following facilities: Good Samaritan Regional Medical Center, Samaritan Albany General Hospital, Samaritan Lebanon Community Hospital, Samaritan North Lincoln Hospital, or Samaritan Pacific Communities Hospital.
- d) Includes instruction in basic bedside nursing skills, basic restorative skills, mental health and social service needs, personal care skills, and knowledge of client rights.
- e) 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.
- f) Following successful completion of the Nurse Assistant Training course, a certificate of completion is awarded to the student.
- g) Completion of the course 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 and successfully completing the Nurse Aid Competency Evaluation (NACE). Additional fees apply.

#### 4) Program Prerequisites

- a) *There is a charge of \$1,000 for an instructor based course and \$1,200 for the on-line/in person course. Other various additional fees will apply.*
  - i) Cancellation and refund information is included in the application
  - ii) According to OSBN Oregon Administration Rules: 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 in accordance with 42 CFR / 483.152(c)(1). **(The Samaritan Nurse Assistant Training Program is not a facility based program.) Students should save all receipts pertaining to this course for reimbursement if employed by a licensed nursing facility within 12 months following completion of the course. The Request for Reimbursement form is available upon request in the Professional Development office.**
- a) *All prospective students are required to hold either a high school diploma or a GED before starting the course.*
- b) *All prospective students are required to submit to a drug test prior to final acceptance into the course.*
  - i) Each candidate will be given a drug test prior to admittance to the class. A positive drug test will disqualify them from attending the class.
  - ii) Candidates will be notified by a SHS designee of the results
  - iii) The candidate will be notified when to schedule the drug test and be given directions to the lab prior to the test. The cost will be paid by the student.
  - iv) Additional testing may be random and unannounced or conducted when a reasonable belief that class or clinical behavior may be the result of the presence of a drug.
  - v) The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances, or cannabis, for other than legal and

legitimate uses, may result in immediate dismissal from the site and the student being dropped from the course.

- c) **All prospective nursing assistant students are required to conduct a criminal background check before the first day of the Nurse Assistant class.**
- i) A Criminal History Background check must be authorized and the requested fingerprints, if needed, must be submitted and processed prior to final acceptance into a class.
  - ii) The results of which are used to determine if the prospective student is qualified to work with vulnerable people in the state of Oregon.
  - iii) **If the student has been convicted of a criminal offense, other than a minor traffic violation, it is recommended that he/she contact OSBN to verify eligibility for certification.**
  - iv) The purpose of these rules is to provide for the reasonable screening of subject individuals in order to determine if they have a history of criminal behavior such that they should not be allowed to oversee, live or work closely with, or provide services to vulnerable people.
  - v) Access the DHS website below for the list of qualifying crimes.  
<http://www.oregon.gov/DHS/chc/index.shtml> Under tools and resources click 'Provider crime list'.
  - vi) These rules are to be applied when evaluating criminal history of a subject individual and conducting fitness determinations based upon such history.
  - vii) The fact that a subject individual is approved does not guarantee placement in a Samaritan Nurse Assistant class or release by OSBN to become certified.
  - viii) The criminal background check is conducted through Samaritan Health Services Human Resources Department.
  - ix) The student is required to complete the Criminal Records Check Consent/Authorization form included in the application packet.
  - x) All expenses incurred with the Criminal Background Check are the responsibility of the prospective student.
  - xi) The results are released to Samaritan Health Services Human Resources. A committee authorized to review the results of the criminal background checks makes the final determination for eligibility based on the Department of Human Services Criminal History Check rules.
  - xii) Guidelines for appeals will be made available to any person who wishes to dispute an adverse fitness determination.
- d) **Immunizations:** MMR, Varicella, Tetanus, Diphtheria & Pertussis (Tdap) are required for each student prior to final acceptance into the program. The student must be free of active TB as proven by either a negative TB test or chest x-ray.
- e) The student is required to have a current **Healthcare Provider CPR card** prior to final acceptance. The card must not expire during the class or clinical.
- f) The student must be able to:
- i) Intervene in stressful interpersonal situations and make judgments under stress
  - ii) Physically lift and turn clients
  - iii) Hear and see clients in need
  - iv) Engage in therapeutic communication

## 2) Program Syllabus

- a) One of the following books will be used in the Nurse Assistant Training Program:

- i) Hegner, B.R., Acello, B., & Caldwell, Esther. (2008). Nursing Assistant: A Nursing Process Approach, 10<sup>th</sup> Ed. Clifton Park, NJ. Thomson Delmar Learning. *Instructor based class*
- ii) Sorrentino, Sheila A. (2008) Mosby's Textbook for Nursing Assistants, 7<sup>th</sup> Ed. St. Louis. Mosby Elsevier. *On-line class*
- b) To successfully complete the Nursing Assistant Training Program the student must attend all required hours as stated in Section A: Program Commitment.
  - i) In the event of an extended illness, the student must withdraw. Options for completing of the course will be discussed with the Program Director
  - ii) Students must pass the final examination with a score of at least 75%. If the student does not pass the final examination, a one time opportunity to retest will be given upon instructor determination.
  - iii) Students must complete the Skills Check list with the instructor during the clinical experience. 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 using OSBN skill guidelines.
- c) Reading assignments are given to the student at final acceptance into the program. The student is responsible to stay current with the assignments.
- d) The course schedule is provided to the student with the final acceptance into the program.
- e) The grading scale for Linn-Benton Community College is used for this course.
- f) Linn-Benton Community College will award 9 credits to registered students following successful completion of the course.

### 3) Attendance

- a) SHS requires students to follow the course schedule and be on time for all classes and clinical shifts.
- b) Any planned absence or medical need must be
  - i) Prearranged with the Program Director or Primary Instructor.
  - ii) Phoned in prior to the start of that day's class or clinical shift.
- c) Any unreported tardiness for class or clinical shift will be counted as a full day absence. The student will meet with the Program Director and Primary Instructor to determine the course of action for make-up of time.
- d) There will be one (1) scheduled makeup day for classroom and one (1) for clinical shift.
- e) In the event of an absence, the student must attend the scheduled makeup day.
- f) The student is required to attend all scheduled classes which include a minimum of 24 hours of skills training. For the online course they must attend scheduled skills and lab training.
- g) No family members, children, or friends are permitted in the classroom, skills lab or clinical.
- h) All absences are required to be made up prior to the completion of the course and the issue of the Certification of Completion.

### 4) Student Behavior

- a) Minimum behavioral expectations are required both in the classroom, skills lab, and clinical setting to promote professional development and learning.
- b) Failure to abide by these guidelines could result in removal from the program.
- c) Expectations are:
  - i) Practice good health habits and personal hygiene.

- ii) Present a professional appearance in dress and attitude.
  - iii) Be aware of cultural differences and help to promote the learning of fellow students.
  - iv) Arrive to class prepared to participate in the discussions and activities.
  - v) Be prepared for the Skills Lab by reviewing the skills before class.
  - vi) Adhere to the policies and procedures of the training program.
  - vii) Maintain the learning environment by arriving on time, turning off electronic devices, including cell phones, and not being disruptive during class.
  - viii) No chewing gum at the bedside, either in the skills lab or clinical.
  - ix) Show improvement throughout the training.
- 5) **Dress Code**
- a) Students will abide by the student dress code, available on the SHS website at <http://www.samhealth.org/education/students/highschool/Pages/default.aspx>
  - b) If you cannot access this link, please contact Professional Development and a copy will be provided to you.
- 6) **Grading and Examination Administration**
- a) The online course uses multiple quizzes and a final exam to evaluate the student's progress and to test knowledge. The time of these will vary from section to section and this information is given to students upon entry into the online course; therefore, the information below may serve as a guide but final information will be obtained from the online program itself.
  - b) The Nurse Assistant class uses 2 quizzes, a Mid-term Exam and a Final Exam to evaluate the student's progress and to test knowledge.
    - i) The course grade will be based on the following formula:
      - (1) 10% for the 2 quizzes
      - (2) 20% for the Mid-term exam
      - (3) 45% for the Final exam
      - (4) 25% for satisfactorily completing the clinical experience
    - ii) Grading scale:
      - (1) 100% - 92% = A
      - (2) 91% - 84% = B
      - (3) 83% - 76% = C
      - (4) 75% - 66% = D
      - (5) 65% and below = F
    - iii) Linn Benton Community College
      - (1) 9 credits will be awarded with a passing grade to LBCC registered students
      - (2) If the student chooses not to complete the course, an official "drop" must be completed at a LBCC registration center
      - (3) If the student does not drop the course he/she will receive a "Y" grade
  - c) No materials will be permitted on the desk for the quizzes or exams.
  - d) Dictionaries, cell phones or other electronic devices cannot be used during testing.
  - e) Cheating, which includes using notes, an electronic device or copying from another student, will cause immediate dismissal from the room and the student being dropped from the program.
  - f) The classroom quizzes are short and 15 minutes are allotted to complete each one.
    - i) The quizzes are on medical terminology
    - ii) All questions are fill-in-the-blank.
  - g) The Mid-term and Final exams are multiple choice.

- h) The classroom Mid-Term exam has 75 questions and 1.5 hours are allotted to complete it.
  - i) The Mid-term will cover material presented in class or included in the reading, lecture, handouts or skills up to and including the last class before the exam.
- i) The Final exam has 100 questions and 2 hours are allotted to complete it.
  - i) The Final exam will be cumulative and may contain material from the textbook, handouts, lecture or skills.
  - ii) The Final exam must be passed with a score of 75% or higher.
  - iii) If the student does not score at least 75% on the Final exam a one-time opportunity to retest will be offered if the student has:
    - (1) Been on time to classes
    - (2) Attended all classes
    - (3) Participated in the classroom and skills lab activities
    - (4) Shown improvement throughout the class
- j) The score on the Make-up Final exam must be 75% or higher for the student to attend clinical and to complete the program.
- k) The student will be dropped from the program if the score on the Make-up Final exam is less than 75%.
- l) All quizzes and exams must be completed and passed before the student can attend clinical.

**7) Skills Lab Guidelines**

- a) Skills Lab is part of the nurse assistant training requirements. The student will be provided an opportunity to practice after every class lecture. The skills will be practiced and return demonstrated in the presence of an instructor.
- b) The Skills Lab is a place for learning and working together. An instructor is available to assist students during the practice time.
- c) All designated skills must be completed in the Skills Lab before the clinical experience. All skills must be return demonstrated during the lab time.
- d) The student is required to bring the OSBN Skills book to the lab for practice. The student is expected to clean up after the lab, and to leave the area and equipment ready for use the next lab class. The student will be required to manage their time to allow for this.
- e) The instructor may request the student to continue practicing skills before checkoff. This is to promote practice of a skill to improve performance to prepare for the clinical experience.
- f) Food and drinks are not allowed in the lab at the bedside.

**8) Clinical Experience Guidelines**

- a) Be deemed qualified by a criminal record check prior to providing client/patient care.
- b) Complete the skills check list safely and satisfactorily as evaluated by the clinical instructor following OSBN guidelines.
- c) Report to the clinical area on time.
- d) Call and notify the clinical instructor at least two (2) hours before the start of the shift if an absence is unavoidable. A makeup day will be required in order to complete the course.
- e) Call and notify the clinical instructor upon arrival, if late.
- f) Work closely with the licensed nurse and the assigned CNA.
- g) Report to the clinical instructor at the beginning of the shift and at the end of the shift.
- h) Participate in the discussions at the daily pre and post conferences.
- i) The student is under the supervision of the instructor and RN on duty.

- j) When leaving the clinical area for breaks, meals, or at the end of the shift students report off to the CNA to whom assigned before leaving the nursing unit.
  - k) One 15-minute break is allowed every 4 hours. One 30-minute meal break is to be taken. No additional breaks are permitted.
  - l) Students must notify the CNA when taking breaks or leaving the clinical area at the end of the shift.
  - m) Report any client change in condition to the nurse.
  - n) Page the clinical instructor when ready to check off on a skill.
  - o) If in doubt about how to proceed or what to do in any clinical situation, clarify it with the clinical instructor or the RN.
  - p) Contact the clinical instructor immediately if involved in a situation where an Unusual Occurrence report needs to be completed.
  - q) Show improvement throughout the course.
  - r) 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.
  - s) Cell phones cannot be used in the patient care areas.
- 9) **The following items will cause a student to fail this course**
- a) Not passing the final exam or the makeup exam, if offered
  - b) Not attending the required class and clinical hours
  - c) Inability to demonstrate the required skills in the lab and/or clinical setting
  - d) Inability to provide care in a manner that prevents harm or injury to self or patient
  - e) Inability to assume responsibility for patient care to the satisfaction of the clinical instructor
  - f) Failure to follow the program policies, guidelines, and/or requirements

#### REFERENCES

- Oregon State Board of Nursing, Nurse Practice Act, Division

#### REVIEW/REVISION HISTORY

Dates Reviewed		8/2011; 3/2012	
Rev #	Date	Changed By	Revision Description
1	8/2011	PD Mgt Team; Elaine Dinsel, Program Director	Updating to new format; reviewing content for changes
2	3/2012	PD Mgt Team; Elaine Dinsel, Program Director	