

Samaritan Nurse Assistant Training Program

Follow these steps to apply:

- Read entire application packet
- Detach the application (pages 9 & 10)
- Complete application
- Complete LBCC CPT (refer to page 3 for instructions)
- Remember to photocopy the application for your records.
- Turn in **ONLY** the following:

- ∴ Application (all sections completed)
- ∴ Application Signature Page
- ∴ LBCC CPT Results for Reading Comprehension

Do not submit any other forms with application. Incomplete applications and applications with additional forms will be returned.

- Submit the completed original application and CPT reading comprehension results to:
Professional Development
Nursing Assistant Program
3600 NW Samaritan Drive
Corvallis OR 97330

Applications will be **accepted by mail only**. No fax or walk-in applications will be accepted.

- Wait for a response on the status of your application via US Mail. Professional Development will notify applicants approximately 1 month prior to the class start date. Applicants will receive either a “class full” or acceptance notification.

Eligibility

- ∴ SHS reserves the right to give priority to SHS employees. Up to 50% of the seats can be reserved for SHS employees. If these seats are not filled by 30 days before the start of class, the seats will be opened to the public on a first come, first serve basis.
- ∴ After SHS employees, priority will be given to Linn, Lincoln, & Benton County residents.
- ∴ All applicants must meet the same minimum requirements for admission set by the LBCC NA program.
- ∴ SHS will use current Non-employee Medical Information for admission.
- ∴ All applicants must have a current CPR card. See page 2 for details.

Application Processing

- ∴ Applications are processed on a first come, first serve basis.
- ∴ Applications will be compiled according to the date & time received.
- ∴ *Applications will only be accepted during the application period.* Applications submitted prior to the application period will be returned.

<u>Class Start</u>	<u>Application Period Begins</u>	<u>Application Period Ends</u>
January	October 1	October 15
July	April 1	April 15
September	June 16	June 27

If you are not accepted into the class, please resubmit an application for any future class you would like to be considered for. *This application will NOT be held for future classes.*

See Page 2 for more information.

Upon acceptance into the program, the following will be mailed to you in a welcome packet along with instructions on where to pick-up a textbook.

- ∴ Acceptance letter
- ∴ Class calendar/schedule
- ∴ Non-Employee Medical Information Form (all candidates must complete)
- ∴ Confidentiality Statement
- ∴ Criminal Background Check Release Form
- ∴ Criminal History Requirements and policy document, along with signature page.
- ∴ Samaritan Health Services Drug Testing Protocol and Procedures for Students
- ∴ OSBN “Being a Nursing Assistant in Oregon” booklet
- ∴ LBCC Registration Form
- ∴ Notice of application withdrawal (*return if withdrawing from the program*)

The following must be completed prior to the 1st day of class:

- ∴ Criminal Background Check Release Form must be completed online within 5 working days of receipt. (There is a fee involved.)
- ∴ Criminal Background Check Release Form must be personally returned to T. Thomas, AC102 at LBCC and signed on location.
- ∴ Non-Employee Medical Information Form (completed with all information & documentation, verbal statements will not be accepted)
 - Proof of either a negative tuberculosis test or a negative chest x-ray within the last 12 months. It must not expire during class.
 - Documented proof of 2 MMR or serologic proof of immunity
 - Proof of chicken pox or vaccination
- ∴ Register with LBCC using the Registration Form (\$40.00 fee) (This must be done in person)
- ∴ Have a current American Heart Association (CPR for HCP) or American Red Cross (CPR/AED for the Professional Rescuer) CPR card. It must not expire during class.

The following is due the first day of class:

- ∴ Copy of the CPR Card
- ∴ Confidentiality Statement Signed
- ∴ You must be registered with LBCC

Final Acceptance into the Program

Final acceptance into this program is dependent on completing the LBCC requirements, full payment of class fee and presenting the materials due the first day of class. If these steps and/or materials are not complete, you will be dropped from the program on the first day of class.

Final Completion of the Program

You must also be deemed “qualified” by a criminal background check to care for residents of nursing facilities before completion of the program.

Cancellation Policy

SHS reserves the right to cancel a class with at least a 4-week notice.

LBCC CPT

The LBCC reading test must be completed prior to registering for the class.

It is recommended that you complete the LBCC College Placement Test (CPT) reading comprehension test with a minimum of 31st percentile rank or better to be able to read the course materials and exams. There is a \$2 fee for this test. If you test below the 31st percentile rank, please take the test a second time, as many people do better on the second test.

To schedule an appointment for the reading test, call LBCC Testing Center at 541-917-4781 (main campus) or you may schedule the reading test at any of the centers if that is more convenient for you. Please request and keep a copy of your test results to submit with your application for this class.

If you have current (since September 1995) reading test results already recorded in the LBCC computer, you can get a copy from a counselor in the Career Center, Takena Hall, LBCC main campus or from a counselor at one of the centers.

Do your best, as your score will be permanently stored in the LBCC computer. Retakes are available; inquire at the testing center.

If your reading placement score is below the 31st percentile and between the 21st through 31st percentile, see an advisor for advice on the appropriate course work to take. LBCC has reading improvement, reading tutoring, and adult basic education courses available.

Samaritan Health Services

Nurse Assistant Training Class

Course Syllabus

Time: As Scheduled

Place: Health Career & Training Center in Lebanon

Program Director: Elaine Dinsel, RN, BSN

Office: 541-768-5949

Fax: 541-768-6058

Description:

The Nursing Assistant Program is a 160-hour course fulfilling the Oregon State Board of Nursing requirements for Nursing Assistant training. The course has 80 hours of classroom/skills laboratory instruction and 80 hours of clinical experience. The course combines classroom, skills lab instruction, and hands-on clinical experience. The 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. Students will gain the knowledge and skills necessary to care for patients in long-term care and acute care facilities that are under direct care of a licensed nurse.

Following successful completion of the course, a certificate of completion is awarded to the student. The student may become certified through the Oregon State Board of Nursing (OSBN) by applying for certification with the OSBN and successfully completing the Oregon Nursing Assisted CNA 1 Exam. If the student has been convicted of a criminal offense, other than a minor traffic violation, it is recommended that he/she check with the Board of Nursing to verify eligibility for certification.

Prior to starting the class, a high school diploma or GED is required. Candidates are required to take the College Placement Test (CPT) for reading through LBCC prior to application to this program*. Medical History Information is required, as well as a Criminal History Background check. (See NA Program Admission Requirements)

*A college transcript will be accepted in lieu of the CPT.

Class Fees: There will be a fee of \$500 to participate in the class. The textbook will be included in this fee. The fee will be due upon acceptance into the program and must be paid in full before the first day of class.

Students will be informed where to pick up the book and class syllabus prior to the first day of class. LBCC will require a \$40 fee to register for the class. Students are required to purchase their own uniforms and shoes for the clinical training. The student will also be responsible for the \$106 fee for the State Certification Exam, \$52 fee for the OSBN Criminal Background Check, the \$10 fingerprinting fee, and any other costs that are incurred from the criminal background check process.

Prerequisites:

The student must be able to:

- ∴ intervene in stressful interpersonal situations and make judgments under stress
- ∴ physically lift and turn clients
- ∴ hear and see clients in need
- ∴ engage in therapeutic communication
- ∴ have a current American Heart Association (CPR for HCP) or American Red Cross (CPR/AED for the Professional Rescuer) CPR card.

Attendance:

The Oregon State Board of Nursing requires a minimum of one hundred fifty (150) hours of attendance. The SHS class includes 80 hours of classroom instruction and 80 hours of supervised clinical instruction. Any planned absence or illness must be prearranged or phoned in prior to the start of that class. Makeup of missed time is required.

The student must be present to complete all the skills check-offs or must withdraw from the course.

If the student has more than 2 (two) course absences, the course can not be completed. All clinical absences must be made up before the course is completed.

There will be one scheduled make-up day each for the classroom and clinical. The student must attend one or both of these times in the event of an absence.

Terminal Objectives

Upon completion of the curriculum the student will:

1. Practice and promote good health habits
2. Demonstrate an understanding of the Nurse Assistant role as a member of a healthcare team
3. Develop desirable patterns of work habits and of organization
4. Observe and report symptoms that deviate from normal patterns
5. Recognize the mental health and social needs of the client and take appropriate action to help the client meet their needs
6. Perform entry-level technical skills of bedside care including safety and infection control, selected therapeutic procedures, selected restorative procedures, and personal care skills
7. List the Client's Rights and select appropriate actions that a Nursing Assistant might take to remedy an infraction

Course Completion:

To successfully pass the course the student must:

1. Complete all assignments, quizzes, and tests (mid-term & final) before beginning clinical training.
2. Pass the final examination with a score of at least 75%. If the student does not pass the final examination, an opportunity to retest one (1) time will be given upon instructor determination
3. Attend 80 hours of required clinical experience and complete the skills checklist with the instructor. The student must demonstrate safe, competent, efficient practices, and be able to assume responsibility for patient care as a part of the nursing team to the satisfaction of the clinical instructor

Course Schedule:

Will be provided with the acceptance letter. The instructor, in special circumstances, may assign additional reading.

Grading Scale:

Classroom: 5 Quizzes, 1 Presentation, Mid-Term and Final Exam

100% - 92%	=	A
91% - 84%	=	B
83% - 75%	=	C
74% - 65%	=	D
Below 65%	=	F

The course grade will be based on 25% for satisfactorily completing the clinical and the skills checklist; 10% for the 5 quizzes; 5% for the presentation 20% for the mid-term and 40% for the final exam.

LBCC Credits: 12 credits for a final grade of A-D. If the student chooses not to complete the course, he/she must officially “drop” at an LBCC registration center. If the student does not drop the course he/she will receive a “Y” grade.

Clinical Experience:

The student will be expected to conform to the following guidelines when performing client care:

1. Report on time to the instructor at the beginning of the shift and again before leaving at the end of the shift and attend pre and post conference.
2. Call and notify the instructor at least 2 hours before the start of shift if absence is unavoidable.
3. Notify the instructor upon arrival if late
4. Work closely with the licensed nurse and the CNA he/she is assigned to work with. When leaving the clinical area for breaks, lunches, or at the end of the shift, students

- report off to the CNA to whom they have been assigned or to the clinical instructor. The student is under the supervision of the clinical instructor and the Licensed Nurse on duty.
5. One 15-minute break is allowed every 4 hours and one 30-minute meal-break is to be taken; no additional breaks are allowed
 6. No one is permitted to leave the clinical area before the end of the shift without permission from the instructor
 7. Report any client changes of condition to the Licensed Nurse
 8. Page the instructor when ready to check off on a skill
 9. Follow all policies and procedures of the facility
 10. If in doubt about how to proceed or what to do in any clinical situation, clarify it with the instructor and/or the Licensed Nurse
 11. Contact the instructor immediately if involved in a situation where an Unusual Occurrence Report needs to be completed
 12. Show improvement throughout the course; if a student needs additional assistance with a skill to gain competency, the problem will be identified and recommendations for improvement made by the instructor during conferencing with the student
 13. Any student who performs an unsafe act that threatens client safety will be asked to leave the facility immediately and dropped from the class.

Grooming:

Uniforms cannot be worn in the classroom. Street clothes are appropriate attire for the classroom. Uniforms are required in clinical units and must be neat and clean at all times. Hygiene conducive to clinical contact will be required in both the classroom and clinical areas. This includes, but is not limited to: hair off the collar, fingernails trimmed and clean, no acrylic nails permitted, limited jewelry, fragrance free. No open-toed shoes will be permitted in the clinical units.

Nametags are to be worn at all times during classroom and clinical hours.

Criminal History:

Each student will receive the Oregon State Board of Nursing Criminal History requirements and policies prior to admission to class. This will be sent in the welcome packet and the signature page is due the first day of class. Please bring to class.

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Nursing Assistant Program Application

Instructions:

1. Please fill out the entire form, typing or printing clearly in ink.
2. Incomplete applications will not be processed.
3. Return to (list on front page of packet)

Today's Date: _____ / _____ / _____ Date of class applying for: _____

Full Legal Name:

Last Name	First Name	Middle Initial

Past Legal Names:

_____ Social Security #: _____

Permanent Mailing Address:

Number & Street	Apt #

City	State	Zip

County: _____

Permanent Home Phone #:

_____ Cell Phone #: _____

Work Phone #:

_____ Email Address: _____

Do you hold a high school diploma or GED? Yes / No Date Received: _____ / _____
Month Year

Please indicate if you are a current Samaritan Health Services Employee*: Yes No

If yes, please list current department & campus: _____

*Authorization from your manager must be attached to this application for it to be processed. An example of an authorization would include a signed letter stating that your manager is aware that you are applying for this program and if needed, will work with you to schedule time off from work.

Will you need any reasonable accommodations to perform the essential functions of the class?
 (See prerequisites – page 4 of this packet) Please circle your response. Yes No

If yes, please explain:

Please attach the results of the LBCC College Placement Test in reading comprehension.
 You must score in the 31st percentile or better. (See program admission requirements, page 3 of this packet.)

Please read and sign the form following this page.

Please Read the Following Carefully Before Signing

I certify that the information set forth by my signature in this Application is true, complete, and accurate to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for refusal of admission to the Nurse Assistant Class.

I further understand that my completion of the class is contingent upon the results of the Criminal Background check information that I have provided. I hereby release all parties and persons connected with any request for information from all claims, liabilities, and damages for whatever reasons arising out of furnishing such information.

I understand that final acceptance into the program is dependent on the following: 1) registration with LBCC, and 2) completion of the criminal release signature page, (returned to LBCC) confidentiality page, medical information form, signature page for criminal background check requirement and a copy of a current CPR card (meeting requirements as stated on page 2). If these requirements are not met by the first day of class, I understand that SHS has the right to drop me from the program.

Signature of Applicant

Date

Thank you for your interest in the Samaritan Nurse Assistant Training Program.

Reminders:

- ∴ If you are not selected for the class you have requested, please resubmit an application for any future class you would like to be considered for. *This application will NOT be held following the selection process.*
- ∴ Please keep a copy of this application for your personal records.
- ∴ **Please do not attach resume or references.**

For Professional Development Use ONLY

Date and Time Received: _____

Initials: _____

{Approved {Denied Initials: _____