

## Nursing Assistant Information Packet

This 164 hour training course is approved by the Oregon State Board of Nursing (OSBN). It consists of 80 hours on-campus classroom and lab and 80 hours clinical rotations in a medical facility. Successful completion qualifies individuals to take the Nursing Assistant Competency Evaluation test for state certification as a Nursing Assistant. Course subjects include: instruction Collaboration with Health Care Team, Communication and Interpersonal Skills, Person-Centered Care, Infection prevention including standard or transmission-based precautions, Safety and Emergency Procedures, Activities of Daily Living , Mental Health and Social Service Needs, Technical Skills, Observation and Reporting, documentation and End-of-Life Care. Students will gain the knowledge and skills necessary to care for clients in long-term care and acute care facilities that are under direct care of a licensed nurse.

**\*\*\*Low enrollment may require cancelation of class. Students will be contacted!\*\*\***

<b>Estimate Cost of Class:</b> <b>\$2649.50</b>	<b>Tuition: \$1300.50 (9 credits x \$144.50 per credit), Non-Refundable Fee: \$175. Program Fee: \$500</b> Course tuition or fees are not refundable beyond the first week of class. Other course costs are non-refundable. <b>*All fees subject to change</b>
<b>Additional Costs: Variable</b>	<b>Oregon State Board of Nursing Test for Certification - \$106</b> <b>Fingerprinting for OSBN - \$70.50</b> <b>Criminal Background Check - approx. \$91.50</b> <b>Drug Screening/TB Test - \$105</b> <b>Healthcare Provider Training and immunizations - (costs vary)</b> <b>Textbooks &amp; Clinical Supplies - approx. \$208</b> <b>*All fees subject to change</b>

Directions: Submit the following documentation to the office of the Nursing Program Coordinator located in HNSC 114 to reserve a spot.

This is limited enrollment consent course. Only 10 students are accepted on a first come, first serve basis.

**Only complete documents will be accepted.**

1. **New students** (16 yrs. of age or older) must apply to UCC for Admission. <https://umpqua.edu/become-a-student/>
2. **Nursing Assistant Student Information Form** (see attached)

**All required information must be complete and submitted 3 WEEKS prior to the first day of class to the Nursing Department Program Coordinator or the Nursing Assistant Primary Instructor**

<p><b>Criminal Background Check</b></p>	<p>Prior to registration for the class, you need to submit evidence of beginning your Background History check. This process must be done with direction from the NA Primary Instructor. The nursing department will not accept any other background checks.</p> <p>Course restrictions: Conviction of a felony and/or drug usage or distribution may result in the Oregon State Board of Nursing withdrawing the privilege of writing the Certified Nursing Assistant examination.</p> <p>Background Checks: For a list of disqualifying events see:  <a href="https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=285664">https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=285664</a>  NOTE: Students having questions relating to the past backgrounds should refer to both the OSBN (Oregon State Board of Nursing) at:  <a href="mailto:Oregon.BN.INFO@state.or.us">Oregon.BN.INFO@state.or.us</a> or DHS (Department of Human Services) at:  <a href="https://www.oregon.gov/dhs/business-services/Pages/index.aspx">https://www.oregon.gov/dhs/business-services/Pages/index.aspx</a> .</p>
<p><b>Immunizations and Drug Screening</b></p>	<p><b><u>Immunizations-COPIES</u></b> of ALL required immunizations must be provided.</p> <ul style="list-style-type: none"> <li>• Drug Screen, TB testing, Vaccine requirements <ul style="list-style-type: none"> <li>○ <b>Substance Abuse:</b> All nursing assistant students will be required to have drug screening upon admission to the course. Form will be given to the student by the Nursing Program Coordinator once all documentation is completed. The Nursing Department will designate the company that will do the drug testing. The Nursing Department will not accept drug screening results from any company other than the one designated. The student is responsible for the cost of the screening. <ul style="list-style-type: none"> <li>▪ A 12-panel healthcare worker drug screen for substance abuse: <ul style="list-style-type: none"> <li>• Proof will be submitted prior to or on the first day of class that this has been done and/or results.</li> </ul> </li> </ul> </li> <li>○ <b>Required Screening:</b> <ul style="list-style-type: none"> <li>▪ <i>Coordinate timing with Program Coordinator.</i></li> <li>▪ <b>Tuberculosis Screening:</b> 2 Negative TB/PPD tests w/in the last year before start of clinicals with the second one being within 30 days before clinical start.</li> </ul> </li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Negative Quantiferon/TSpot within 1 year before start of clinicals.</li> </ul> <p><b>OR</b></p> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ If there is a history of positive TB/PPD we will need Quantiferon. IF there is a history of positive quantiferon/Tspot - will need a chest Xray.</li> <li>○ <b>Required Immunizations:</b> <ul style="list-style-type: none"> <li>▪ <b>Hepatitis B Vaccination</b></li> <li>▪ <b>Measles, Mumps, Rubella (MMR)</b></li> <li>▪ <b>Varicella (chickenpox) Vaccination</b></li> <li>▪ <b>Tetanus, Diphtheria, and Pertussis</b></li> <li>▪ <b>Covid-19 Vaccination:</b> Having the disease or titers does not count as proof of immunity. <ul style="list-style-type: none"> <li>• Documentation of vaccination or approved medical or religious exemption.</li> </ul> </li> </ul> </li> </ul>
<p><b>Skills/Clinical Requirements</b></p> <p><b>Needed by the first week of class</b></p>	<p><b>Uniforms:</b> <i>Student will be directed to the scrub shop that provides clinical uniforms for the NA program.</i> Clinical uniform is required by the first skills lab during the first week of the course. A designated clinical uniform including navy blue scrub top, black scrub pants, and black shoes must be available by the first week of the program. A long sleeved black or white shirt may be worn under the scrub top. Shoes must have closed heels and toes and must be black. No cloth, foam-type or sandals are allowed</p> <p>Each student must have a watch that accurately measures seconds, gait belt, a black pen and a small writing pad.</p> <p>You will be provided information regarding UCC's refund policy, the student procedures handbook, syllabus, and schedule on the first day of class.</p>
<p><b>Course Registration and Payment</b></p>	<p>Student must register and pay for the course using the form given by the Nursing Assistant Instructor that indicates course record number (CRN).</p>

<p><b>Technical Standards</b></p>	<p>All UCC students should possess basic computer and internet skills, and/or inquire with a UCC Career Coach for this fundamental computing instruction (saving, creating a file, etc.)</p> <p>Internet access, cell phone-with the ability to text, Microsoft Office/compatible software, access to healthcare facilities and outpatient environment, and physical capability to perform in clinical area.</p>
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<p style="text-align: center;"><b>Course Attendance Time Commitment</b></p> <p style="text-align: center;"><i>Attendance at every class, clinical session, and skills lab is a requirement to pass the course!</i></p>	<p>The Nursing Assistant Course is divided into 2 sections:</p> <ol style="list-style-type: none"> <li>1) Classroom (Theory &amp; Skills Competency): A minimum of 80 hours of classroom time is spent reviewing the chapters in our text, taking tests, viewing videos, and practicing nursing assistant skills as per OSBN Nurse Practice Act 61.</li> <li>2) Clinical: A minimum of 80 hours is spent in the clinical setting, as per OSBN Nurse Practice Act 61, where students are assessed in the following areas: <ol style="list-style-type: none"> <li>a. Appearance</li> <li>b. Promptness</li> <li>c. Communication (with clients, staff, students, family members and instructor)</li> <li>d. Proper technique in nursing assistant skills (i.e. hand washing, transfers, ADL's, vital signs, etc.)</li> <li>e. Willingness to work.</li> </ol> </li> </ol> <p>To pass the nursing assistant course, students must complete the required hours, demonstrate competencies of the Nursing Assistant in the classroom and pass the six (6) required examinations with a score of at least 75%, completion of all skills prior to attending and performing skills in a clinical setting, and pass the final exam with a score of 75% or better as per OSBN Nurse Practice Act Division 61.</p>
<p style="text-align: center;"><b>Accessibility Services</b></p>	<p>UCC is committed to supporting all students. Any student who feels they may need an accommodation for any type of disability should make contact with the Accessibility Services Office in the Advising and Career Service Center of the Campus Center Building. If you plan to use academic accommodations for this course, please contact your instructor and the accessibility services office as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the "Approved Academic Accommodations" letter sent by email.</p> <p>To request academic accommodations for a disability, please contact the Accessibility Service Coordinator: 541.440.7655 or 541.440.4610 or Oregon Relay 1.800.735.2900. Information can be found on the UCC website: <a href="http://umpqua.edu/accessibility-services">http://umpqua.edu/accessibility-services</a> (links to an external site).</p> <p>Veterans and active duty military personnel with special circumstances are welcome and encouraged to communicate these in advance if possible, to Accessibility Services.</p>

**Questions?**

**Contact Nursing Department  
541-440-4614**

**Nursing Assistant Student Information Form**  
**Umpqua Community College**  
**Original - To be submitted with registration documents**

To enroll in the UCC Nursing Assistant course, please submit this signed form with the following documentation **3 weeks** prior to the first day of class.

\_\_\_\_\_ Enroll to UCC obtain student identification number (800 number)

\_\_\_\_\_ See Jan Dawson Primary Instructor in HNSC Office 113 for direction on:  
Immunizations, TB, Background, CPR, Uniforms etc.

\_\_\_\_\_ Provide a working email to Jan Dawson and Ruth Verkuyl.

**NOTE: Incomplete documentations will not be  
accepted.**

**\*\*\* Low enrollment may require cancellation of class. Student will be  
notified! \*\*\***

I certify that I have accessed and read the link to the Oregon State Board of Nursing and Aging and People with Disabilities (APO) regulations and understand that any of the crimes documented here could disqualify me from being eligible for this course.

I also understand that the Oregon State Board of Nursing (OSBN) 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 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student ID# (800 #): \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

