



Summary of Policies for Students

Nursing Assistant 1 Training Program Summary of Policies for Students

1. Class Policy: Course Requirements

Policy: Students must meet the admission requirements to enter the program and must meet the specified requirements to successfully complete the program.

Purpose: To clearly define the entrance requirements, the CPR requirement and the steps necessary to complete the program successfully.

Procedure:

- Students must be able to speak, read and write English in order to be accepted into the program. Prospective students may be given a brief test to determine their ability to meet this requirement.
- Students must be able to pass the criminal history screening requirements of both the Oregon State Board of Nursing and the Department of Human Services.
- Students must be able to pass a drug screen. A student who tests positive for a drug commonly associated with drug abuse must have a current prescription. Students who do not have a prescription will be ineligible to complete the program and no refund will be granted.
- Some criminal convictions may preclude certification by the Oregon State Board of Nursing and other criminal convictions may prevent a finding of fitness for employment in the long term care setting. Website links to Oregon Department of Human Services Division 7 and Oregon Nurse Practice Act Division 1 will be provided.
- As required by law, all applicants must submit to a background investigation. If an applicant fails to disclose a conviction and the background check reveals a critical conviction, the applicant will be expelled from the program, even if he/she has been accepted and has paid tuition and fees.
- No refunds will be permitted if student is expelled for failure to disclose criminal conviction information.
- As required by the Oregon State Board of Nursing, students MUST complete a CPR certification course prior to the beginning of the clinical experience. This is NOT part of the Clackamas Nursing Assistant Training Program. Students must complete a Basic Life Support course of either the American Heart Association or the American Red Cross that meets the most recent ILCOR (International Liaison Committee on Resuscitation) standards.
- Tuberculosis screening is required by law prior to the clinical placement. Clackamas Nursing Assistant Training MAY be able to arrange for this screening at no charge to the student, but if this is not possible the student will be responsible for arranging this screening at their own expense.
- The final examination will be given on the last day of the classroom/lab portion of the course.
 - Students must pass by a margin of at least 75% in order to graduate.
- To successfully complete the program, students must fulfill the following requirements:

- Complete a minimum of 65 required hours of the classroom/laboratory program. This is divided into at least 37 classroom hours and 28 lab hours.
- Successfully demonstrate their ability to perform the required skills. The ability to perform skills properly and accurately is a condition of completion of the course. If, after many attempts and additional instruction and counseling from the instructor and/or program director the student still cannot perform skills properly and accurately the student may be removed from the program.
- Complete a minimum of 40 required hours of clinical experience.
- Complete all class and clinical work assignments
- The instructor makes the final determination regarding the student's passing or failing the program.
- Upon successful completion of the Clackamas Nursing Assistant Training Program, the student is eligible to take the Oregon State Board of Nursing examination.
- Certificate of Completion will be withheld until payment in full has been received.
- While successful completion of the Clackamas Nursing Assistant Training Program can prepare a candidate to take the Oregon State Board of Nursing examination, only the Oregon State Board of Nursing can certify a candidate to practice in Oregon as a Certified Nursing Assistant.
- **Satisfactory Progress Standards:**
 - Students will be given a midterm exam and a final exam during the course. They must pass these exams with a minimum of 75%.
 - Students who fail an exam will be counseled and given an opportunity to retake the exam.
 - Students will meet with the instructor individually throughout the course, with a frequency of approximately once per 30 hours of instruction, to discuss concerns and receive feedback on their performance. These meetings will be used to inform the student of concerns and direct their attention to areas which need improvement.
 - Students will meet with the instructor at the midpoint of the clinical experience to discuss progress toward completing required skills.
 - See also: Administration of Examinations

2. Class Policy: Criminal History Check

Policy: All students entering the Nursing Assistant Training program must consent to a Criminal History Check performed by a vendor that meets the standards of the NAPBS (National Association of Professional Background Screeners).

Purpose: To meet the requirements of the Oregon State Board of Nursing and the Department of Human Services, and to ensure that relevant criminal background information is researched and screened prior to students moving into a clinical setting where they would have contact with clients.

Procedure:

- As required by law, all applicants must submit to a background check. At the time of enrollment, the student must voluntarily complete a form giving their permission for the program to conduct the background check.
- The information provided will be submitted by Clackamas Nursing Assistant Training Program staff to the selected vendor. If the instructor or Program Director cannot answer all of a prospective student's questions about these requirements, they may email the OSBN office at Oregon.BN.info@OSBN.Oregon.gov and ask for further clarification of the laws and requirements regarding the criminal background check.
- Some criminal convictions preclude certification by the Oregon State Board of Nursing and other criminal convictions may prevent a finding of fitness for employment in the long term care setting. Website links to Oregon Department of Human Services Division 7 and Oregon Nurse Practice Act Division 1 will be provided.

- If an applicant fails to disclose a conviction and the background check reveals a critical conviction, the applicant will be expelled from the program, even if he/she has been accepted and has paid tuition. No refunds will be permitted if student is expelled for failure to disclose criminal conviction information.

3. Class Policy: Attendance

Policy: Students are required to attend all class and clinical sessions. Students are expected to report to the classroom or clinical site at the time specified on the schedule. Any missed time will need to be made up at a subsequent date arranged by the instructor and student. This is a 105-hour or more training program for Nursing Assistants, approved by the Oregon State Board of Nursing.

Purpose: To ensure that the student has a clear understanding of the attendance policy for the Clackamas Nursing Assistant Training Program

Procedure:

- Students are expected to report to the classroom or clinical site at the time specified on the class schedule.
- Any missed time will need to be made up at a subsequent date specified on the class schedule.
- A student will be considered tardy if they are not present at the start of the posted class or clinical time.
- Students will be provided with phone numbers to call if they will be tardy or absent. Failure by the student to notify the instructor of an anticipated absence may result in termination from the program.
- In the event of an emergency, the student must notify the instructor and ask to be excused. The instructor will determine if it will be considered an excused absence and if the student may continue in the class.
- An excused absence will require the student to attend the scheduled makeup day.
- Any student who is dropped from the class for excessive tardiness or unexcused absences will not receive any refund of their tuition.
- In the event that absence is caused by injury or illness and the student cannot attend the scheduled makeup day due to the illness or injury, they may enroll in a subsequent class at no additional charge. The student may have to wait until space is available in a future class. In accordance with OSBN rules, the clinical portion of the course must be completed within four months of the last date of classroom/lab portion of the course.
- All classroom/lab time in the initial classroom/lab phase, including any make-up time needed, must be completed before the student will be allowed to participate in the clinical portion of the program.
- Any make-up time required for the clinical portion of the program must be completed before the student will be eligible to graduate.

4. Class Policy: Behavior Expectations

Policy: Students are expected to conduct themselves at all times in a professional and responsible manner. In order to avoid misunderstandings and to clarify the expectations of those participating in the program, this policy document outlines the behavior expected of all participants in the program.

Purpose: To ensure that students have a clear understanding of the behavior expectations for the training program.

Procedure:

- It is required that students be on time for all classes:
 - Students are expected to be seated in classroom or on site with the clinical instructor at the scheduled time.
 - Breaks and lunches will be announced by the instructor.
 - A student who is absent without notifying the instructor may be removed from the program.

- Students are expected to attend all scheduled classes and clinical days, unless they are ill or there is an emergency. In such an event, students should refer to the attendance policy and follow the outlined procedures.
- Students must be prepared for classes and clinical sessions:
 - Students are expected to bring textbook, pen, and paper to class.
 - Students are expected to do the assigned reading and any other out-of-class work assigned before the start of each class session.
 - Students are expected to review and practice the assigned procedures and skills and to be prepared to demonstrate them.
 - Students are expected to adhere to the dress code requirements outlined in the dress code policy for both the classroom/lab and the clinical portions of the program.
 - Students are expected to maintain a neat, clean, and professional appearance.
- Students need to be attentive and engaged in the learning process:
 - Students are expected to follow handout information, class demonstrations and lectures by the instructor, taking notes and asking questions as needed.
 - Students are expected to perform their duties to the best of their ability. It is their responsibility to learn the skills necessary to fulfill their duties and successfully complete the program.
 - If a student is unsure of their ability to perform any required skill, they should ask their instructor for assistance.
- Students are expected to be respectful and responsible:
 - Treat residents, staff members and fellow students with respect
 - Be helpful, friendly, and cooperative with other staff members
 - Respond to a resident's needs with guidance from the instructor
 - Put aside personal needs when giving care to residents
 - Act in accordance with policies and regulations of the hosting facility
 - Complete task in accordance with instructions, and on time
 - Show reliability and assume responsibility for own conduct
 - Students engaging in any behaviors that violate laws (such as theft, abuse, etc.) or any of the aforementioned behavior expectations will be removed from the program at the discretion of the Program Director and no refund will be granted.

5. Class Policy: Dress Code

Policy: Students are required to dress appropriately during the training program, per the defined guidelines listed below for both the classroom/lab and clinical portions of the program.

Purpose: To clearly define the dress requirements and expectations for students participating in the Nursing Assistant training program.

Procedure:

- During the classroom/lab phase of the program, students may wear casual attire as long as it meets the following guidelines:
 - Slacks or jeans must be worn rather than skirts or dresses to accommodate the need for practicing skills.
 - All clothing must be free from holes or torn seams.
 - Midriffs are to be covered and shirts/blouses are to cover cleavage.

- Pants with a deeply sagging crotch are not allowed.
- If desired, students may wear scrubs for the classroom/lab portion of the program.
- Dress requirements for the clinical phase:
 - Scrubs must be worn for the clinical portion of the program. Scrubs must cover the torso and legs, must not be low-cut (cleavage must be covered), and must have a professional look. Any color or style of scrubs is acceptable as long as the scrubs meet the other requirements.
 - The name tag provided by Clackamas Nursing Assistant Training Program **MUST** be worn in the clinical setting at all times.
 - Long hair must be tied back or pinned up.
 - Fingernails **must** be trimmed. (Long nails or artificial nails are not conducive to performing patient care.)
 - Students are to appear neat, clean and odor free. The use of perfume is discouraged, and the use of makeup should be moderate.
 - Facial hair must be neatly trimmed.
 - Jewelry, if worn, must be minimal. No dangling jewelry will be allowed.

6. Class Policy: Administration of Examinations

Policy: Students will be given a midterm examination and a final examination. They may also be given unscheduled or intermittent quizzes at the discretion of the instructor.

Purpose: To clearly establish the testing process for students.

Procedure:

- Students are expected to focus only on their own examinations; these tests are NOT to be taken as a collaborative effort. Sharing answers or information will be considered cheating.
- If a student is observed cheating by the instructor, the student will be directed to leave the test area without completing the test. The student will be required to meet with the program director for counseling. In the case of quizzes, the student may be given the opportunity to complete that test or another test covering the same material. The decision to allow the student to do so will be made by the program director.
- A midterm examination will be given at or near the midpoint of the classroom/lab portion of the course.
- Students must pass by a margin of at least 75%.
- If a student fails the midterm examination, they will be given the opportunity for tutoring and receive one more opportunity to take another examination covering the same material. Students who retake the midterm must demonstrate an increase in score in order to continue the course.
- There will not be a refund of any portion of the tuition for failure to pass the midterm examination.
- The final examination will be given on the last day of the classroom/lab portion of the course.
- Students must pass by a margin of at least 75% in order to graduate.
- If a student fails the final examination, they will be given the opportunity for tutoring and receive one more opportunity to take another examination covering the same material.
- Failure to pass the final examination on the second attempt will disqualify students from graduation.
- There will not be a refund of any portion of the tuition for failure to pass the final examination.
- The teaching/learning of manual skills is an integral part of this program and, as such, requires that skills be demonstrated by students for the instructor. The instructor will observe each student performing each skill and, by checking off the skill as having been successfully demonstrated, document that the student has passed this requirement. The ability to perform skills properly and accurately is a condition of completion of

the course. If, after many attempts and additional instruction and counseling from the instructor and/or program director the student still cannot perform skills properly and accurately the student may be removed from the program.

7. Class Policy: Cancellation and Refund Policy

- Tuition arrangements are to be made on or before the first day of class by consulting with the Program Director/owner. Tuition may be paid in full on or before the first day of class, or arrangements may be made to make multiple partial payments as the class progresses. Students are required to have at least 80% of the tuition paid by the start of the last week of clinical experience. If no more than 20% of the tuition is owed by the above specified deadline, the student may complete the course and the certificate of completion will be withheld until full payment is received. If more than 20% of the tuition is still owed by the last week of the course, the student will not be permitted to complete the course. Failure to complete the class does not absolve you of the responsibility to pay in full.
- If you cancel your enrollment in writing three or more days before the start of the course, all tuition paid will be refunded. No refunds will be made for clothing, equipment, CPR training or any other goods or services obtained from sources other than Clackamas Nursing Assistant Training Program
- If Clackamas Nursing Assistant Training Program discontinues the class after tuition has been paid but before the class has been completed, all tuition paid to Clackamas Nursing Assistant Training Program will be refunded. Refunds will be made within 30 (thirty) days of the cancellation of the class.
- No refunds will be granted for the following reasons:
 - A student who fails to disclose criminal background information that prevents the student from being accepted at the clinical site or prevents the student from being certified by the Oregon State Board of Nursing will not be granted a refund of any portion of the tuition paid.
 - A student who fails to disclose her/his inability to comprehend the English language and chooses to enroll and pay tuition fees anyway will not be granted a refund of any monies paid, even if the language barrier results in her/his inability to pass the course or the state competency examination.
 - A student who fails to secure the appropriate CPR certification will not be granted a refund.
 - A student who fails to complete the required minimum of 65 hours of classroom/lab instruction AND 40 or more hours of clinical experience will not be granted a refund. Students who are prevented from completing the course due to illness or injury will be given the opportunity to complete the course in a subsequent class. The student must be available to continue in the next class in which space is available. As required by law, the clinical portion of the course must be completed within four months of completing the classroom/lab portion.
 - A student who fails the final examination will be given a second chance to try. Failure to achieve a passing score (75% or better) will not be granted a refund.
 - A student who fails, after repeated instruction, to successfully demonstrate skills either during the lab portion of the course or the clinical portion of the course, and who cannot complete the course because of this failure, will not be granted a refund.
 - A student who is absent without notifying the instructor MAY be removed from the program and no refund will be granted.
 - A student engaging in behaviors that violate the law such as theft, abuse, etc. will be removed from the program and no refund will be granted.
 - A student who tests positive on the drug screen and cannot provide a valid prescription will be removed from the program, and no refund will be granted.