



# Nursing Assistant Program Application

## Application Materials

### Program Overview

Nursing assistants (NAs) provide care to patients in a variety of healthcare settings for individuals that have difficulty performing their own basic care. Because of the personal nature of the job, nursing assistants should be compassionate and enjoy helping others. The Nursing Assistant program is designed to prepare students for entry-level practice as a Nursing Assistant-Certified (NAC) in Washington state. Students who successfully pass all components of the CBC NA coursework will receive a DSHS Certificate of Completion, notation posted on the CBC transcript, and will be eligible to take the Nurse Aide Assessment Program (NNAAP) exam and apply for licensure as an NAC. The exam has two parts: a written or oral portion, and a skills demonstration. Candidates must successfully pass both parts in order to be eligible to apply for licensure in the state of Washington and be placed on the nurse aide registry.

### Lecture/Clinical Requirements

Students are required to meet three to four days per week to complete the NA 100 lecture hours. Students are required to complete 50 clinical hours during the quarter. These hours include time in the campus laboratory and a minimum of 36 clinical hours in a local healthcare facility. Students are to complete these hours during shifts that may start as early as 6 a.m. These hours are arranged by the instructor with the facility. Students need to make arrangements to attend these required shifts as attendance is mandatory.

### Admissions Process

Students need to comply with the admissions process as identified within these application materials. All elements of admissions need to be completed, otherwise a student will not gain acceptance to the Nursing Assistant program. Students will be unable to register for Nursing Assistant courses until they have received an acceptance letter and started a national background check. Once the background check has begun, the student will then be registered for their courses by the Health Science Center staff.

Applications and other required documentation can be submitted either to the Admissions office at Hawk Central on the Pasco campus or submitted to the Health Sciences offices in Richland prior to or on the quarterly deadlines listed on page three.

For questions related to the application, please call the Health Sciences office at 509.544.8300.



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## No Application Fee

Circle which quarter you are applying for entry:

Quarter

Fall  
Winter  
Spring

First Date to Submit Application

July 13  
October 11  
February 1

**Fall**      **Winter**      **Spring**

Last Date to Submit Application

August 17  
November 9  
March 1

Demographic Information

Last Name      First      Middle      Previous Name(s)

Address      City      State      Zip

Phone      Alternative Phone      Birth Date      CBC Student ID Number

Email Address

Prerequisites for Admissions

### American Heart Association

Healthcare Provider or BLS Provider CPR/AED card completed

Yes     No

*Attach Front & Back Copy*

Provider      Date of Expiration

First Aid Card Completed

Yes     No

*Attach Front & Back Copy*

Provider      Date of Expiration

Do you have previous experience in healthcare?

Yes     No

Position and Location      Dates of Experience

Placement test, a CASAS test or class completion of Math, Reading & English requirements.

Yes     No

List exam or class completion      Date

Have you received I-BEST approval?

Yes     No

Signature of Approver

Have you attached a letter of reference?

Yes     No

Financial Assistance

Will financial assistance be necessary to complete the program?     Yes     No

(Note: consideration for program acceptance is not based on any financial assistance needs.)

I certify the above information is accurate and complete.

Applicant Signature

Date



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## Admissions Process

The following minimum admissions requirements must be met for students applying to the Nursing Assistant program:

1. Meet college admission criteria as stated in the College Catalog prior to applying for admission into the program.
2. Complete and submit a Nursing Assistant program application either to the Admissions Office at Hawk Central on the Pasco campus or to the Health Sciences offices on the Richland campus.
3. Submit one letter of reference with the Nursing Assistant program application.
4. Students must have a placement test score or a CASAS score that places them into Math 84 or higher, Reading 99 or higher, and English 98 or higher or have a college transcript showing Math and English 100 level or higher completed with a passing grade.
  - Students with placement test scores that are below the 100 college level may be asked to take an additional placement exam. The CASAS exam is used to determine student eligibility for the Integrated Basic Education and Skills Training (I-BEST) section of the Nursing Assistant program. Eligible students enrolled in I-BEST benefit from attending a Special Studies class where they will receive additional educational support to review classroom instruction, prepare for exams and strengthen basic skills while taking the Nursing Assistant training. For more information about the I-BEST program, go to [columbiabasin.edu/ibest](http://columbiabasin.edu/ibest).
5. Attach a copy of your current American Heart Association BLS Provider or Healthcare Provider CPR/AED card AND a copy of a current first aid card.
6. Apply for admission prior to the deadline.

| <u>Quarter</u> | <u>First Date to Submit Application</u> | <u>Last Date to Submit Application</u> |
|----------------|---|--|
| Fall           | July 13                                 | August 17                              |
| Winter         | October 11                              | November 9                             |
| Spring         | February 1                              | March 1                                |

An admission committee will review the application to determine if the admission criteria have been met according to program procedure. Prior college coursework, letters of reference, prior experience in healthcare, and other factors may be used to prioritize applicants.

Each applicant will be notified by mail regarding their program admission status. Applicants who are not selected for admission to the program may reapply during the next application period. An applicant must reapply for the quarter in order to be considered for future enrollment in the Nursing Assistant program.

Accepted applicants are required to submit a national background check by the College-approved vendor. After the background check has been initiated, accepted applicants will receive an email confirming registration for classes.

For additional information or assistance related to these admissions requirements, please contact the Health Sciences office at 509.544.8300.



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## General Information Prospective Students

The following information will be necessary for entry into the program and to fulfill the requirements to successfully complete the program.

- A. All students are encouraged to have accident/health insurance. A student injury and sickness insurance plan is available to purchase. See the website [www.summitamerica-ins.com/wsc](http://www.summitamerica-ins.com/wsc).
- B. All students are required to have malpractice insurance. The policy will be added to the course fees at the time of registration.
- C. All students must have a current American Heart Association Health Care BLS Provider CPR card and a current first aid card.

Training is available at the following locations: TRIOS Health: [www.trioshealth.org](http://www.trioshealth.org) or call 509-221-5119; Kadlec Regional Medical Center: [www.kadlec.org](http://www.kadlec.org) and click on Register for a Class; or C.A.B. Safety Training in Richland call 509-948-5810

- D. Attendance is vitally important to successfully completing the Nursing Assistant program. Students must adhere to the attendance policy to continue enrollment in the Nursing Assistant program.
- E. Students will have regularly scheduled class and campus laboratory sessions during the first half of the Nursing Assistant program. During the remainder of the program, students will be required to attend clinical sessions requiring eight-hour clinical days. Clinical sessions will be scheduled as clinical space is available. Students need to be flexible during the clinical sessions to accommodate the clinical schedule.
- F. One of the following: Placement test score into Math 84, Reading 99 and English 98 or higher; college level course in Math or English 100 level or higher completed with a passing grade; or a CASAS score with placement into Level 4 or higher.
- G. Create and maintain CBC student email address. We will not use a personal email address for official school correspondence. Your CBC email address will be the primary tool for communication with students regarding the program. Please check your student email daily.

# Nursing Assistant Program Application

## Tasks, Knowledge, Skills, Abilities, and Work Activities

The following information provides common tasks, knowledge, skills, abilities, and work activities of the nursing assistant. This information may not include all elements of the nursing assistant, typical employment circumstances, and requirements, but has been provided as a general guide to help prospective students understand the common tasks and requirements of employers.

Common tasks of the nursing assistant and nursing aide:

- Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores.
- Answer patients' call signals.
- Feed patients who are unable to feed themselves.
- Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff.
- Provide patient care by supplying and emptying bed pans, applying dressings, and supervising exercise routines.
- Provide patients with help walking, exercising, and moving in and out of bed.
- Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination.
- Collect specimens such as urine, feces, or sputum.
- Prepare, serve, and collect food trays.
- Clean rooms and change linens.

The following knowledge, skills, abilities, and work activities are common to nursing assistants and nurse aides.

### Knowledge

*Customer and Personal Service:* Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

*English Language:* Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

*Education and Training:* Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

*Medicine and Dentistry:* Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive healthcare measures.

### Skills

*Active Listening:* Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

*Instructing:* Teaching others how to do something.

*Speaking:* Talking to others to convey information effectively.

*Coordination:* Adjusting actions in relation to others' actions.

*Time Management:* Managing one's own time and the time of others.

*Service Orientation:* Actively looking for ways to help people.

*Monitoring:* Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

*Social Perceptiveness:* Being aware of others' reactions and understanding why they react as they do.

*Critical Thinking:* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

*Reading Comprehension:* Understanding written sentences and paragraphs in work-related documents.

## **Abilities**

*Problem Sensitivity:* The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

*Oral Comprehension:* The ability to listen to and understand information and ideas presented through spoken words and sentences.

*Oral Expression:* The ability to communicate information and ideas in speaking so others will understand.

*Near Vision:* The ability to see details at close range (within a few feet of the observer).

*Speech Clarity:* The ability to speak clearly so others can understand you.

*Speech Recognition:* The ability to identify and understand the speech of another person.

*Static Strength:* The ability to exert maximum muscle force to lift, push, pull, or carry objects.

*Written Comprehension:* The ability to read and understand information and ideas presented in writing.

*Arm-Hand Steadiness:* The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

*Deductive Reasoning:* The ability to apply general rules to specific problems to produce answers that make sense.

## **Work Activities**

*Assisting and Caring for Others:* Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

*Performing General Physical Activities:* Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

*Getting Information:* Observing, receiving, and otherwise obtaining information from all relevant sources.

*Identifying Objects, Action, and Events:* Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

*Monitor Processes, Material, or Surroundings:* Monitoring and reviewing information from materials, events, or the environment to detect or assess problems.

*Documenting/Recording Information:* Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

*Establishing and Maintaining Interpersonal Relationships:* Developing constructive and cooperative working relationships with others and maintaining them over time.



# Nursing Assistant Program Application

## Estimated Student Expenses

The following list of expenses is an estimate of common expenses for students in the Nursing Assistant program.

|     | Item  |           | Cost Estimated                             |
|-----|---|-----------|--|
| 1.  | CBC Tuition Nursing Assistant 100*                              | 4 credits | \$935.94 with possible increase up to 12%. |
|     | CBC Tuition Nursing Assistant 102                               | 4 credits |  |
| 2.  | Criminal history check fee (by college-approved vendor)         |           | \$89.75                                    |
| 3.  | Vaccination History (cost according to history available)       |           | \$100 to \$300                             |
| 4.  | Textbooks (CBC Bookstore)                                       |           | \$50 (approximate)                         |
| 5.  | Gait belt (CBC Bookstore)                                       |           | \$15 (approximate)                         |
| 6.  | CBC Clinical ID badge (Admissions desk – 1 <sup>st</sup> free)  |           | \$3.50 replacement                         |
| 7.  | Scrub suit by second week from Spokane Uniform House.           |           | \$50 (approximate)                         |
| 8.  | Shoes (sneakers, not open toe, or clogs)                        |           | Variable                                   |
| 9.  | Watch with second hand  |           | Variable                                   |
| 10. | 1 small notebook (3")   |           | Variable                                   |
| 11. | Black ink pens  |           | Variable                                   |
| 12. | State certification testing fee (payment to NACES)              |           | \$110                                      |
| 13. | Application fee for NAC State Certification (payment to WA DOH) |           | \$65 initial & \$70 renewal                |

\* Course includes an additional fee for student medical malpractice insurance. Students need to confirm actual costs of quarterly tuition and fees for each quarter by using the CBC's Paying for College webpage.

For additional information or assistance related to this information, please contact the Health Science Center office at 509.544.8300.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs and CBC's Title IX Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.