Nursing Assistant Program Application

Application Materials

Program Overview

The Nursing Assistant program is designed to prepare candidates for the Nursing Assistant Certification in Washington. This program is designed to comply with the Nursing Home Reform Act (OBRA 1987). The purpose of the National Nurse Aide Assessment Program (NNAAP) examination is to make sure that you understand and can safely perform the job of an entry-level nursing assistant. The NNAAP examination is a measure of nursing assistant-related knowledge, skills, and abilities that includes testing by both a written examination and a skills evaluation.

Students that successfully complete the coursework and testing will receive a Certification of Completion from the Washington State Department of Social and Health Services and be eligible to take the NNAAP examination.

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 notification from the Health Sciences Center that they have approval for registration.

Applications and other required documentation must be submitted to the Admissions office in Pasco or the Health Sciences Center office in Richland prior to the quarterly deadlines listed on page three.

Submit application and requested attachments by the deadline for each quarter (page 3) to:

Columbia Basin College
Health Sciences Center, MS-R2
2600 North 20th Avenue
Pasco, WA 99301

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

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Circle which quarter you are applying for entry: **Fall** **Winter** **Spring**

Quarter	First Date to Submit Application	Last Date to Submit Application
Fall	July 5	August 10
Winter	October 11	November 15
Spring	January 31	March 5

Demographic Information

Last Name | First | Middle | Previous Name(s)

Address | City | State | Zip

Phone | Alternative Phone | Birth Date | CBC Student ID Number

High School Attended | Date Graduated | Location

Prerequisites for Admissions

Attach copy of each

Certificate of Seven-hour HIV/AIDS Bloodborne Pathogens Training Completed ❑ Yes ❑ No

Provider | Date Provided

American Heart Association Healthcare Provider CPR/AED Adult, Child, Infant Card Completed ❑ Yes ❑ No

Provider | Date of Expiration

First Aid Card Completed ❑ Yes ❑ No

Provider | Date of Expiration

Do you have previous experience in healthcare? ❑ Yes ❑ No

Position and Location | Dates of Experience

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 to the Health Sciences Center office.
3. Submit one letter of reference with the Nursing Assistant program application.
4. Students must have an ASSET or COMPASS score that places them into Math 83 or higher, Reading 99 or higher, and English 98 or higher.
5. Submit a copy of your certificate for seven-hours of HIV/AIDS Bloodborne Pathogens training with your application.
6. Submit a copy of your current American Heart Assocation Health Care Provider CPR/AED adult, child, and infant card and a current first aid card.
7. Apply for admission prior to the deadline.

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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 will be mailed a letter confirming registration and are required to provide the following documentation before the quarter begins: submit a national background check by the College-approved vendor and current immunization records.

For additional information or assistance related to these admissions requirements, please contact the Health Sciences Center 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. Forms are available from the college Cashier's office.

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 Provider CPR/AED card including adult, child, and infant and a current first aid card.

D. There is a seven-hour HIV/AIDS Bloodborne Pathogens training available at the CBC Library. Those wanting to use the seven-hour HIV/AIDS training need to view these materials at the CBC Library. For library hours in Pasco, call 509.542.4458 or 509.544.8336 in Richland.

E. 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.

F. 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.

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.

Source: *Occupational Information Network, O*NET OnLine* (online.onetcenter.org)

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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	$936.58 with possible increase up to 12%.
	CBC Tuition Nursing Assistant 100.1	4 credits	
2.	Criminal history check fee (by college-approved vendor)		$55.00
3.	State certification testing fee (payment to NACES)		$110.00
4.	Application fee for NAC State Certification (payment to WA DOH)		$52.00
5.	Textbooks (CBC Bookstore)		$50.00 (approximate)
6.	Gait belt (CBC Bookstore)		$15.00 (approximate)
7.	CBC Clinical ID badge (Admissions desk – 1st free)		$3.50 replacement
8.	Scrub suit by second week from CBC Bookstore		$30.00 (approximate)
9.	Shoes (white sneakers, not open toe, or clogs)		Variable
10.	Watch with second hand		Variable
11.	1 small notebook (3")		Variable
12.	Black ink pens		Variable

* 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 web page.

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

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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, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548.