

### **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 a 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 will be expected to complete these hours during shifts that may start as early as 6 a.m. These hours are arranged by the instructor with the clinical facility. Students will need 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 process has been started, the student will then be notified to register for their courses.

Applications and the required documentation can be submitted either by scanning and emailing to [healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu), it can be mailed to the address below or handed in personally to the Health Science Center in Richland, second floor reception.

Columbia Basin College  
Health Science Center, MS-R2  
2600 North 20<sup>th</sup> Avenue  
Pasco, WA 99301

For questions related to the application, please call the Health Sciences office at (509)544-8300.

Quarter	First Date to Submit Application	Last Date to Submit Application
Fall	June 22	July 27
Winter	October 5	November 9
Spring	January 25	February 22

**Demographic  
Information**

Last Name	First	Middle	Previous Name(s)	
Address		City	State	Zip
Phone	Alternative Phone		CBC Student ID Number	
CBC Student Email Address				

**Prerequisites for Admissions**

American Heart Association BLS Provider CPR card /certificate (Attach a copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provider	Date of Expiration
First Aid Card Completed (Attach a copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provider	Date of Expiration
Placement test, or CASAS test <i>or</i> class completion of Math, Reading & English requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	List exam or class completion Date	
Have you applied to and received I-BEST approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of Approver	
Have you attached a letter of reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

I certify the above information is accurate and complete.

Applicant Signature

Date

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 Nursing Assistant program.
2. Complete and submit a Nursing Assistant program application either by scanning and emailing to [healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu), send it in via regular mail or hand it in personally at the Health Science Center in Richland (second floor reception).
3. Attach one letter of reference with the Nursing Assistant program application.
4. Students must have a placement test score that places them into Math 50 (formerly 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.

\* You may be eligible for financial assistance through the Integrated Basic Education and Skills Training (I-BEST) program. The CASAS exam is used to determine student eligibility for I-BEST. Eligible students in the I-BEST program benefit from attending a Special Studies class where they will receive additional educational support to review classroom instruction, prepare for the 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 CPR card or certificate AND a copy of a current first aid card to the application.
6. Apply to the program prior to the deadline noted below:

<b>Quarter</b>	<b>First Date to Submit Application</b>	<b>Last Date to Submit Application</b>
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Each applicant will be notified by email regarding their admission status approximately two weeks after the last date to submit. If there are more qualified applicants than spots in the program, a lottery system will be used to select applicants. Applicants 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 to then register for classes.

For additional information or assistance related to these admissions requirements, please contact the Health Science Center office at (509)544-8300.

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 health/accident insurance.
- 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 BLS Provider CPR card and a current first aid card or certifications. Training is available at the following locations: at Kadlec Medical Center ([www.kadlec.org](http://www.kadlec.org)); or CAB Safety at 509-948-5810. The American Heart Association BLS Provider CPR card and the first aid card must be current and not expire during the quarter accepted/enrolled.
- 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 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 50, Reading 99 and English 98 or higher; or a 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 a CBC student email account. We will not use a personal email address for official school correspondence. The CBC student email will be the primary tool for communication with students regarding the program. Please check your student email daily.

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](http://online.onetcenter.org))

## 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 Assistant100*	4 credits
	CBC Tuition Nursing Assistant102	4 credits
		\$1,262
2.	Criminal history check fee (by college-approved vendor)	\$150
	Drug Screen	\$50
3.	Vaccination History (cost according to history available)	\$100 to \$400
4.	Textbooks (CBC Bookstore)	\$50 (approximate)
5.	Safety Goggles	\$15 (approximate)
6.	CBC Clinical ID badge (Pasco campus – first one is free)	\$3.50/replacement
7.	Scrub uniform (by second week from Uniforms Northwest)	\$75 (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 (test scheduled via Credentia)	\$124
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 can 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 at (509)544-8300.