

Dear HEA 112 Applicant,

Thank you for your interest in Klamath Community College's Certified Nursing Assistant 2 Acute Training Course (HEA 112). HEA 112 is a 4 credit course designed to prepare students for working in an acute care setting. The course components include classroom lecture, skills lab, and clinical practice in the acute care settings.

Consider this letter your invitation to start the application process. Take the time to read through this document and then please follow this check list of instructions:

- ✓ You need to determine which term you plan to apply to HEA 112. (Fall and Spring) *Please see the link labeled deadlines.*
- ✓ If you are a KCC student and have taken the (COMPASS) placement exam, it must be within the last year. (*This exam is free of charge*). If you will be a first-time, credit student at KCC, speak with a Student Success Representative for information about admissions, financial aid, (COMPASS) placement testing, and transferring credit for any college work completed elsewhere. You can stop by Student Services or call 541-880-2270 with questions.
- ✓ Submit either your transcripts from KCC and/or another college showing proof that you have completed both MTH 10 and LGS 80 with a “C” or higher OR:
 - Show student services your (COMPASS) placement test results- these results must show proof of:
 - Writing proficiency of at least a 42 combined score in reading and writing. If you have not met this minimum, you must take LGS 80 and pass with a C or better before you apply to HEA 112.
 - Math proficiency must show a score of least 50% on fractions and 50% on decimals or placed into Math 20. If you have not met this minimum score, you must take Math 10 and pass with a “C” or better before you apply to HEA 112.
- ✓ You must show student services proof of an up to date MMR immunizations. Form received from Human Relations Department.
- ✓ Give student services your email address. Once you have met these course basic requirements and have submitted them prior to the term application deadline, you will receive time sensitive information on how to complete phase II. If you do not check your email regularly or do not have an updated email address, this will impact the completion of phase II. If email access is not available to you, ensure that your contact information is correct on your application paper work.
- ✓ Each step is time sensitive. Be sure to read carefully, ask questions and complete the steps on time. If you miss the date or time established at any time in the process, you will need to reapply at another time.

- ✓ Once the pre-registration requirements are met, and you have passed the admissions interview, you will then receive an acceptance letter detailing the information you need to register for HEA 112.
 - This letter also contains date and time sensitive steps. So please read the information carefully, be proactive about the requirements. Remember to present your acceptance letter at the time of registration. Enrollment is limited to 8 students on a first-come, first-serve basis.

Best wishes as you begin a new adventure!

Sincerely,

A handwritten signature in cursive script that reads "Marilyn Culp".

Marilyn Culp, RN
NA Program Director and Instructor
Klamath Community College

FACULTY ADVISOR

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NA Program Director & Instructor
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CAREER DESCRIPTION

A Certified Nursing Assistant 2 Acute assists licensed nursing personnel in the provision of nursing care. The scope of duties for NAs includes accurate observation and reporting of information to healthcare team or persons of a need to know basis, measuring vital signs with alternative sites and techniques, Capillary blood glucose level checks, intermittent urinary catheterizations, and other essential task within the acute care setting. Oregon CNA 2 Acute students are trained in Oregon State Board of Nursing approved training program and receive certification at the completion of the course.

LENGTH OF PROGRAM

5 weeks

TERM PROGRAM IS OFFERED

Fall and Spring

ENROLLMENT PER TERM

8 students

PROGRAM OVERVIEW

About HEA 112: A four (4) credit course with lecture with a co-requisite of the HEA 112 lab, and clinical hours. You should count on being in class Mon, Wed and Fri; times vary with the needs of the college. Clinical rotations will be from 5:30 AM to midnight, Monday – Friday. This will be dependent on your clinical schedule. The required curriculum for certified nursing assistants 2 acute includes all of the subjects mandated by the OSBN and emphasizes care of the acute client. A certificate is awarded to students who successfully complete the required classroom, lab, and clinical experience and pass a final examination with a minimum grade of 75 percent. Complete required paper work for application to OSBN CNA 2 Acute registry, as per instructor directions.

Certified Nursing Assistant 2 Acute Training Program Overview: This Oregon State Board of Nursing approved course prepares participants to work in an acute care setting. HEA 112 program includes study in technical skills like finger sticks, etc, safety, legal and ethical issues, infection control, interpersonal skills and communication, and observation and reporting. Lecture, skills lab and clinical practice are part of the training to prepare students for working in the acute care setting. It provides a minimum of 80 hours of classroom, lab, and clinical training.

Acceptance to HEA 112 is based on a number of criteria: First, meeting the entrance requirements to Klamath Community College (KCC) either with completion of KCC's (COMPASS) placement test or a copy of your college transcripts and up to date immunizations. Second, have a current unencumbered CNA 1 certificate within the state of Oregon. Third, complete the questionnaire/interview in a timely manner via email. Lastly, complete within the deadline and have a clean drug screen and criminal background check.

EXPECTED TIME COMMITMENT

The CNA2 program demands a great deal of time. In addition to classroom/lab time (approximately 12+ hours/week), students spend an average of 24-30 hours/week at the clinical sites. Clinical experiences are scheduled during various times and can start as early as 5:30 am and go until midnight. Additionally, several hours for study time should be included in the time commitment. This schedule requires a lot of flexibility from the individual, the family/support system, the employer, and the childcare provider.

NON-DISCRIMINATION

The policies of nondiscrimination at Klamath Community College (KCC) affirm the right of all individuals to equal education, activities, facilities, and employment without regard to age, disability, national origin, race, marital status, religion and gender in accordance with federal and state laws.

ACADEMIC AND/OR TESTING ACCOMMODATIONS

Any student who feels s/he may need an academic accommodation for any disability should make an appointment with the Student Success Manager by calling 541-880-2257. Once the Student Success Manager notifies the program director or faculty of a requested accommodation, reasonable accommodations will be made. These accommodations will not substitute for the basic requirements for entrance or academic and technical standards (i.e. essential functions) (see Appendix A) required for successful completion of the NA program.

NURSING ASSISTANT/HEA 112 ADMISSION REQUIREMENTS

The admission process consists of FOUR phases:

Phase I is based on you meeting the general program requirements. All required prerequisite courses, certifications, proof of immunizations, college transcripts and/ or COMPASS test results and have a current unencumbered CNA 1 certificate within the state of Oregon must be completed by the application deadline for the term in which you are applying.

Applications submitted after term application deadline will not be accepted. **No exceptions.

Phase II- by invitation only includes health care aptitude inventory interview in the form of a questionnaire.

Phase III- instructions how to complete your criminal background check and drug screen. You must pass your criminal background check and drug screen before being invited to move on to Phase IV.

Phase IV- You will receive via email your Acceptance Letter with instructions on how to enroll in HEA 112 and HEA 112L.

DETAILED INFORMATION ON ADMISSION REQUIREMENTS FOR PHASE I

1. COMPLETION OF REQUIRED PREREQUISITES

These prerequisites must be complete prior to the application deadline for the term in which you are applying.

- A. Math proficiency of 50% on fractions and 50% on decimals or successful completion of Math 10 with a “C” or better.
- B. Writing proficiency of a combined score of at least 42 or successful completion of LGS 80 with a “C” or better

2. TRANSCRIPTS REQUIREMENT

If you are using college transcripts to show proof of successful completion of Math 10 and LGS 80, please keep in mind that all college transcripts must be official. Transcripts are considered official if they are issued directly by the school or college, are mailed or delivered in an unopened envelope and are recently dated. If KCC holds your official transcript from another college for a previous recent admission requirement, you may request a transcript analysis. However, in some cases, it may be necessary to provide an updated transcript.

If the applicant is requesting a transcript analysis for courses with a name or number or credit hour different from that identified on the KCC NA advising guide, s/he will need to make an appointment with the Registrar as far in advance of the application deadline as possible. For questions, please contact the Registrar as early as possible.

3. CNA 1 certificate

Applicant is required to submit a copy of their current unencumbered Oregon CNA 1.

IMMUNIZATIONS

Applicants are required to show evidence of immunizations including measles (MMR) and the Hepatitis B series. Having started a series at the time of application is acceptable. Hepatitis B

requires a series of 3 injections, 1-4 months apart. Students who decline immunization must sign a form acknowledging an understanding of the risks involved. No clinical experience is allowed if a student has no evidence of MMR immunization or immunity.

Applicants must obtain a TB/PPD skin test annually. Initial TB testing requires a series of 2 skin tests, 1-3 weeks apart. Students who have a history of a positive PPD are required to provide documentation of a chest x-ray. They are required to self-report physical signs and symptoms of possible infection.

4. **TECHNOLOGY** - (required prior to the first day of class)

Give Student Services your email address, and understand that the Internet and e-mail access is an integral part of all the nursing assistance entrance process and/or courses. Access to a computer (at home or at the college) may be required on a daily basis.

DETAILED INFORMATION ON ADMISSION REQUIREMENTS FOR PHASE III

1. **BACKGROUND CHECK AND DRUG SCREEN** Information - (required in Phase III)

All **eligible applicants** must undergo a criminal history background check and a urine drug screen (with negative results) if invited to participate in Phase III application. All fees for these requirements are the responsibility of the student. Detailed information is provided when student completes Phase II and is invited via email to participate in Phase III of the admission requirements.

- The Oregon State Board of Nursing (OSBN) and clinical sites require a criminal history check be completed while the student is enrolled in the CNA 2 program. If a student has an arrest or conviction history that disqualifies him/her from patient care in a clinical facility or certification by the Oregon State Board of Nursing (OSBN), the CNA 2 faculty/selection committee may reject that student's application. Students may request an exception to the Criminal History policy through the appeal process per KCC policy. (Additional information on the appeal process will be provided with disqualification notification.)