Dear HEA 100 Applicant,

Thank you for your interest in Klamath Community College's Nursing Assistant Training Course (HEA 100). HEA 100 is a 7 credit course designed to prepare students for the Oregon State Board of Nursing: Certified Nursing Assistant (CNA) exam. Course components include classroom lecture, skills lab, and clinical practice in healthcare 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 100. (Fall, Winter, Spring) Please see the link “application dates for an example “2017-2018” dates and deadlines.
- If you are a KCC student and have taken the 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, placement testing, and transferring credit for any college work completed elsewhere. You can stop by Student Services or call 541-880-2271 with questions.
- Submit either your transcripts from KCC and/or another college showing proof that you have completed both MTH 10 and WRI 90 with a “C” or higher OR, show student services your placement test results- these results must show proof of:
  - Writing proficiency of combined score in reading and writing. If you have not met this minimum, you must take WRI 90 and pass with a C or better before you apply to HEA 100.
  - 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 100.
- You must show proof of a current American Healthcare provider CPR card which includes certification in adult/child/infant-one and two person AED- Issued by American Health Association. This must be current within term you completion of HEA 100 course.
- You must show proof of an up to date MMR immunizations, two-step TB testing and Hepatitis B.
- Give your current 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 and moving thought the process completely. 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, you have passed the admissions interview, drug screen and background check, you will then receive an acceptance letter detailing the information you need to register for HEA 100.
  - 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 20 students on a first-come, first-serve basis.

Best wishes as you begin a new adventure!

Sincerely,

Marylin Culp, RN
NA Program Director and Instructor
Klamath Community College
(541) 880-2271 or (541) 880-2270
CAREER DESCRIPTION

A Nursing Assistant (NA) assists licensed nursing personnel in the provision of nursing care. The authorized duties for NAs includes activities of daily living such as bathing, dressing, transferring, ambulating, feeding, toileting, and such tasks as measuring vital signs, positioning and range of motion. Klamath Community College NAs are trained in Oregon State Board of Nursing approved training programs and must qualify for and pass a Board-administered examination to become certified.

LENGTH OF PROGRAM

One term or 11 weeks

TERM PROGRAM IS OFFERED

Fall, winter, spring

ENROLLMENT PER TERM

20 students

PROGRAM OVERVIEW

About HEA 100: A seven (7) credit course with lecture with a co-requisite of the HEA 100L lab, and HEA 100C clinical hours. You should count on being in class Tuesday to Friday; times vary with the needs of the college. Clinical rotations will be within 5:30 AM until 8:15 PM for 6 ½ to 8 ½ hours, Monday – Friday as which will be dependent on your clinical schedule. The required curriculum for nursing assistants includes all of the subjects mandated by the federal government and emphasizes care of the geriatric client. A certificate of completion 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 or higher. Completion of the Nursing Assistant Training course does not grant state certification. To become certified, you must apply for, take, and pass the Board-administered Nursing Assistant Competency Exam.

Nursing Assistant Training Program Overview: This Oregon State Board of Nursing approved course prepares participants to take the Nurse Aide Competency Examination. HEA 100 program includes study in personal care skills, nutrition, safety, legal and ethical issues, infection control, emergency care, and interpersonal skills. Lecture, skills lab and clinical practice are part of the training to prepare students for the Oregon State Board of Nursing (OSBN) certification exam to become a Certified Nursing Assistant (CNA). It provides a minimum of 170 hours of classroom, lab, and clinical training.
Acceptance to HEA 100 is based on a number of criteria: First, meeting the entrance requirements to Klamath Community College (KCC) either with completion of KCC’s placement test or a copy of your college transcripts. Second, complete prerequisite health provider CPR course by American Heart Association (See our non-credit section of the catalog for dates, times and locations). 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 NA program demands a great deal of time. In addition to classroom/lab time (approximately 18+ hours/week), students spend an average of 25-30 hours/week at the clinical sites (hospital, long-term care and other settings). Clinical experiences are scheduled during various times and can start as early as 5:30 am and as late as 8:15 pm. Additionally, several hours for study time should be included in the time commitment of 8-10 hours/ week. 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 paper work appointment with the Student Success Manager by calling 541-882-3521. Complete any required paper for these accommodation. It is the student’s responsibility to express the needs and follow up with Student Success rep. 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.
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 complete placement. The test results 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 100, HEA 100C and HEA 100L.

**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 or successful completion of WRI 90 with a “C” or better.

2. **TRANSCRIPTS REQUIREMENT**
   If you are using college transcripts to show proof of successful completion of Math 10 and WRI 90, 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. **CPR CARD**
   The student must have a valid CPR card for the duration of the program. The **only acceptable CPR card for this program is: Healthcare Provider (adult/infant/child, one and two person with AED) issued by the American Heart Association.**
4. **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 in OB/Maternal-Child is allowed if a student has no evidence of MMR immunization or immunity. Update Tdap immunization.

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.

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

Give Program Director and Student Services your email address, and your KCC email. Understand that the Internet and e-mail access is an integral part of all the nursing assistance entrance 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 II**

1. Complete the health care aptitude inventory interview in the form of a questionnaire. This must be emailed back to the Program Director within required time. Any late responses will not be accepted for the third phase and require the student to reapply at another time.

**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 NA 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 NA 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.)

**DETAILED INFORMATION ON ADMISSION REQUIREMENTS FOR PHASE IV**

1. You will receive via email your Acceptance Letter with instructions on how to enroll in HEA 100, HEA 100C and HEA 100L. If you have any question please contact the Nursing Assistant Program Director at 521-880-2271.