

Summary of Policies for Students

Nursing Assistant 1 Training Program Summary of Policies for Students

1. Class Policy: Course Requirements

Policy: Students must meet the admission requirements to enter the program and must meet the specified requirements to successfully complete the program.

Purpose: To clearly define the entrance requirements, the CPR requirement and the steps necessary to complete the program successfully.

Procedure:

- Students must be able to speak, read and write English in order to be accepted into the program. School faculty will make the final determination of students' language ability.
- Students must be able to pass the criminal history screening requirements of both the Oregon State Board of Nursing and the Department of Human Services.
- Students must be able to pass a drug screen. A student who tests positive for a drug commonly associated with drug abuse must have a current prescription. Students who do not have a prescription will be ineligible to complete the program and no refund will be granted.
- Some criminal convictions may preclude certification by the Oregon State Board of Nursing and other criminal convictions may prevent a finding of fitness for employment in the long term care setting. Website links to Oregon Department of Human Services Division 7 and Oregon Nurse Practice Act Division 1 are provided on the school website.
- As required by law, all applicants must submit to a background investigation. If an applicant fails to disclose a conviction and the background check reveals a critical conviction, the applicant will be expelled from the program, even if they have been accepted and have paid tuition and fees, and no refund will be granted.
- As required by the Oregon State Board of Nursing, students MUST complete a CPR certification course prior to the beginning of the clinical experience. This is NOT part of the Clackamas Nursing Assistant Training Program. Students must complete the Basic Life Support for Health Care Providers course from the American Heart Association.
- The final examination will be given on the last day of the classroom/lab portion of the course.
 - Students must attain a score of at least 75% in order to graduate.
- To successfully complete the program, students must fulfill the following requirements:
 - Complete all required classroom, lab, and clinical hours.
 - Successfully demonstrate their ability to perform the required skills. The ability to perform skills properly and accurately is a condition of completion of the course. If, after many attempts and additional instruction and counseling from the instructor and/or program director the student still

cannot perform skills properly and accurately the student may be removed from the program and no refund will be provided.

- Complete all class and clinical work assignments
- The instructor makes the final determination regarding the student's passing or failing the program.
- Upon successful completion of the Clackamas Nursing Assistant Training Program, the student is eligible to take the Oregon State Board of Nursing examination.
- Full payment of tuition and fees is required in order to graduate.
- Certificate of Completion will be withheld until payment in full has been received.
- While successful completion of the Clackamas Nursing Assistant Training Program can prepare a candidate to take the Oregon State Board of Nursing examination, only the Oregon State Board of Nursing can certify a candidate to practice in Oregon as a Certified Nursing Assistant.
- **Satisfactory Progress Standards:**
 - Students will be given a midterm exam and a final exam during the course. They must pass these exams with a minimum of 75%.
 - Students who fail an exam will be counseled and given an opportunity to retake the exam.
 - Students will meet with the instructor individually throughout the course, with a frequency of approximately once per 30 hours of instruction, to discuss concerns and receive feedback on their performance. These meetings will be used to inform the student of concerns and direct their attention to areas which need improvement.
 - Students will meet with the instructor at the midpoint of the clinical experience to discuss progress toward completing required skills.
 - See also: Administration of Examinations

2. Class Policy: Criminal History Check

Policy: All students entering the Nursing Assistant Training program must consent to a Criminal History Check performed by a vendor that meets the standards of the NAPBS (National Association of Professional Background Screeners).

Purpose: To meet the requirements of the Oregon State Board of Nursing and the Department of Human Services, and to ensure that relevant criminal background information is researched and screened prior to students moving into a clinical setting where they will have contact with clients.

Procedure:

- As required by law, all applicants must submit to a background check. At the time of enrollment, the student must voluntarily complete a form giving their permission for the program to conduct the background check.
- The information provided will be submitted by Clackamas Nursing Assistant Training Program staff to the selected vendor. If the instructor or Program Director cannot answer all of a prospective student's questions about these requirements, they may email the OSBN office by using the contact form on the OSBN website and ask for further clarification of the laws and requirements regarding the criminal background check.
- Some criminal convictions preclude certification by the Oregon State Board of Nursing and other criminal convictions may prevent a finding of fitness for employment in the long term care setting. Website links to Oregon Department of Human Services Division 7 and Oregon Nurse Practice Act Division 1 are provided on the school website.
- If an applicant fails to disclose a conviction and the background check reveals a critical conviction, the applicant will be expelled from the program, even if they have been accepted and have paid tuition. No refunds will be permitted if student is expelled for failure to disclose criminal conviction information.

3. Class Policy: Attendance

Policy: Students are required to attend all class and clinical sessions. Students are expected to report to the classroom or clinical site at the time specified on the schedule. Any missed time will need to be made up according to the provisions below. This is a 105-hour or more training program for Nursing Assistants, approved by the Oregon State Board of Nursing.

Purpose: To ensure that the student has a clear understanding of the attendance policy for the Clackamas Nursing Assistant Training Program

Procedure:

- Students are expected to report to the classroom or clinical site at the time specified on the class schedule.
- Students should inform their employer prior to the start of the course that they cannot miss class time. Students will not be permitted to miss class time in excess of the course policies due to work obligations.
- Students may miss a maximum of one day of classroom/lab time.
- Students are not permitted to miss any clinical hours. Failure to attend all scheduled clinical hours will result in termination from the program and no refund will be granted.
- Students must inform the instructor if they expect to miss time. Failure to do so may result in termination from the program without refund.
- All time missed must be on the same classroom/lab day.
- Any missed classroom/lab time will need to be made up at a subsequent date specified on the class schedule at a rate of \$30 per hour.
- All missed classroom/lab time must be made up before the first scheduled clinical day.
- A student will be considered tardy if they are not present at the start of the posted class or clinical time.
- Students will be provided with phone numbers to call if they will be tardy or absent. Failure by the student to notify the instructor of an anticipated absence may result in termination from the program.
- In the event of an emergency, the student must notify the instructor and ask to be excused. The instructor will determine if it will be considered an excused absence and if the student may continue in the class.
- An emergency is:
 - a. A serious illness or injury sustained by a student; or
 - b. A serious illness or death of a loved one
- In the event that an emergency (as defined above) prevents a student from attending the remainder of the scheduled course hours, they may be eligible to enroll in a subsequent class at no additional charge at the discretion of the program director. The student may have to wait until space is available in a future class. In accordance with OSBN rules, the clinical portion of the course must be completed within four months of the last date of classroom/lab instruction. Only one reschedule will be permitted. No refunds will be granted for failure to attend rescheduled class hours.
- Any student who is dropped from the class for excessive tardiness or unexcused absences will not receive any refund of their tuition.
- An excused absence will require the student to attend the scheduled makeup day.
- Class schedules are subject to change due to weather conditions, instructor illness, and other extenuating circumstances. Clackamas Nursing Assistant Training will attempt to adhere to the posted schedule, but students must be prepared for adjustments due to unforeseen issues. It is ill-advised to make plans that rely on the course being completed exactly on time.

4. Class Policy: Behavior Expectations

Policy: Students are expected to conduct themselves at all times in a professional and responsible manner. In order to avoid misunderstandings and to clarify the expectations of those participating in the program, this policy document outlines the behavior expected of all participants in the program.

Purpose: To ensure that students have a clear understanding of the behavior expectations for the training program.

Procedure:

- It is required that students be on time for all classes:
 - Students are expected to be seated in classroom or on site with the clinical instructor at the scheduled time.
 - Breaks and lunches will be announced by the instructor.
 - A student who is absent without notifying the instructor may be removed from the program.
 - Students are expected to attend all scheduled classes and clinical days, unless they are ill or there is an emergency. In such an event, students should refer to the attendance policy and follow the outlined procedures.
- Students must be prepared for classes and clinical sessions:
 - Students are expected to bring textbook, pen, and paper to class.
 - Students are expected to do the assigned reading according to the reading schedule and any other out-of-class work assigned before the start of each class session.
 - Students are expected to review and practice the assigned procedures and skills and to be prepared to demonstrate them.
 - Students are expected to adhere to the dress code requirements outlined in the dress code policy for both the classroom/lab and the clinical portions of the program.
 - Students are expected to maintain a neat, clean, and professional appearance.
- Students need to be attentive and engaged in the learning process:
 - Students are expected to follow handout information, class demonstrations and lectures by the instructor, taking notes and asking questions as needed.
 - Students are expected to perform their duties to the best of their ability. It is their responsibility to learn the skills necessary to fulfill their duties and successfully complete the program.
 - Use of electronic devices such as phones or computers must not be disruptive to the learning experience.
 - If a student is unsure of their ability to perform any required skill, they should ask their instructor for assistance.
- Students are expected to be respectful and responsible:
 - Treat residents, staff members and fellow students with respect
 - Be helpful, friendly, and cooperative with other staff members
 - Respond to a resident's needs with guidance from the instructor
 - Put aside personal needs and biases when giving care to residents
 - Act in accordance with policies and regulations of the hosting facility
 - Complete task in accordance with instructions, and on time
 - Show reliability and assume responsibility for own conduct
 - Students engaging in any behaviors that violate laws (such as theft, abuse, etc.) or any of the aforementioned behavior expectations will be removed from the program at the discretion of the Program Director and no refund will be granted.

- Students who behave disrespectfully towards other students, school staff, and/or residents or staff in the clinical setting will be required to meet with school staff for counseling, and may be subject to removal from the program at the discretion of the program director. In the event of a student being removed for these reasons, no refund will be granted.
- Students who are impaired by alcohol or drugs during class will be removed from the program and no refund will be granted.
- Students who make violent threats or enact violence will be removed from the program and no refund will be granted.

5. Class Policy: Dress Code

Policy: Students are required to dress appropriately during the training program, per the defined guidelines listed below for both the classroom/lab and clinical portions of the program.

Purpose: To clearly define the dress requirements and expectations for students participating in the Nursing Assistant training program.

Procedure:

- During the classroom/lab phase of the program, students may wear casual attire as long as it meets the following guidelines:
 - Slacks or jeans must be worn rather than skirts or dresses to accommodate the need for practicing skills.
 - All clothing must be free from holes or torn seams.
 - Midriffs are to be covered and shirts/blouses are to cover cleavage.
 - Pants with a deeply sagging crotch are not allowed.
 - If desired, students may wear scrubs for the classroom/lab portion of the program.
- Dress requirements for the clinical phase:
 - Scrubs must be worn for the clinical portion of the program. Scrubs must cover the torso and legs, must not be low-cut (cleavage must be covered), and must have a professional look. Any color or style of scrubs is acceptable as long as the scrubs meet the other requirements.
 - The name tag provided by Clackamas Nursing Assistant Training Program **MUST** be worn in the clinical setting at all times.
 - Long hair must be tied back or pinned up.
 - Fingernails **must** be trimmed. (Long nails or artificial nails are not conducive to performing patient care.)
 - Students are to appear neat, clean and odor free. The use of perfume is discouraged, and the use of makeup should be moderate.
 - Facial hair must be neatly trimmed.
 - Jewelry, if worn, must be minimal. No dangling jewelry will be allowed.

6. Class Policy: Administration of Examinations

Policy: Students will be given a midterm examination and a final examination. They may also be given unscheduled or intermittent quizzes at the discretion of the instructor.

Purpose: To clearly establish the testing process for students.

Procedure:

- Students are expected to focus only on their own examinations; these tests are NOT to be taken as a collaborative effort. Sharing answers or information will be considered cheating.
- If a student is observed by the instructor to be cheating, the student will be directed to leave the test area without completing the test. The student will be required to meet with the program director for counseling. The student may be removed from the program at the discretion of the program director, and no refund will be granted if removed. A student who is allowed to remain in the program may be asked to retake the same test or an equivalent.
- A midterm examination will be given at or near the midpoint of the classroom/lab portion of the course.
- Students must pass by a margin of at least 75%.
- If a student fails the midterm examination, they will be given the opportunity for tutoring and receive one more opportunity to take another examination covering the same material. Students who retake the midterm must demonstrate an increase in score in order to continue the course.
- The final examination will be given on the last day of the classroom/lab portion of the course.
- Students must pass with a score of at least 75% in order to graduate.
- If a student fails the final examination, they will be given the opportunity for tutoring and receive one more opportunity to take another examination covering the same material.
- Failure to pass the final examination on the second attempt will disqualify students from graduation.
- There will not be a refund of any portion of the tuition for failure to pass the final examination.
- The teaching/learning of manual skills is an integral part of this program and, as such, requires that skills be demonstrated by students for the instructor. The instructor will observe each student performing each skill and, by checking off the skill as having been successfully demonstrated, document that the student has passed this requirement. The ability to perform skills properly and accurately is a condition of completion of the course. If, after many attempts and additional instruction and counseling from the instructor and/or program director the student still cannot perform skills properly and accurately the student may be removed from the program and no refund will be granted.

7. Class Policy: Cancellation and Refund Policy

- Students are required to pay a \$150 non-refundable deposit to reserve their spot in the class. This money will be applied toward the total tuition cost if the student attends the program.
- On the first day of class, students will be required to pay a minimum of \$500 toward their tuition.
- By day #9 of the course, students must be paid in full.
- Failure to complete the class does not absolve the student of the responsibility to pay in full.
- If a student cancels their enrollment in writing three or more days before the start of the course, any tuition paid in excess of the \$150 non-refundable deposit will be refunded. No refunds will be made for clothing, equipment, CPR training or any other goods or services obtained from sources other than Clackamas Nursing Assistant Training.
- A student will be granted a refund if:
 - Clackamas Nursing Assistant Training Program discontinues the class after tuition has been paid but before the class has been completed. All tuition paid to Clackamas Nursing Assistant Training will be refunded. Refunds will be made within 30 (thirty) days of the cancellation of the class.
- A student will **not** be granted a refund if:
 - They are unable to complete the course due to a lack of English language proficiency

- They are unable to pass the drug screen
- They fail to disclose relevant criminal background information which may impede their certification
- They are unable to safely demonstrate their ability to perform skills
- They fail to attend and/or make up all scheduled classroom/lab hours
- They fail to attend all scheduled clinical hours
- They fail to inform the instructor of their intent to miss classroom/lab hours
- They fail to attend all scheduled course hours following a reschedule due to emergency
- They are removed from the program due to excessive tardiness or failure to attend scheduled course hours
- They are removed from the program for engaging in behaviors that violate laws
- They are removed from the program due to disrespectful behavior
- They are removed from the program due to impairment by alcohol or drugs
- They are removed from the program due to threats or acts of violence
- They are removed from the program due to academic dishonesty (i.e.: cheating)
- They are removed from the program due to failure to pass the final exam
- They fail to obtain their CPR certification prior to the first day of clinicals