

# Basic Nursing Assistant Application

## Winter 2025

### Affirmative Action:

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Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, genetic information, domestic abuse victim, or any other status protected by federal, state, or local law in any area, activity, or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state, or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503-584-7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr. NE, Salem OR 97305.

To request this publication in an alternative format, please call 503.399.5192.

### Course Overview:

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This 136-hour training course is approved by the Oregon State Board of Nursing (OSBN). It consists of 70 hours on-campus classroom and lab and 66 hours of clinical in a long-term care facility. Successful completion qualifies individuals to take the Nurse Assistant Competency Evaluation test for state certification as a Nursing Assistant. Course subjects include Interpersonal skills and communication, growth and development throughout the life cycle, cultural aspects, legal/ethical aspects, medical and nursing terminology, general patient care; patient bathing, taking, and recording vital signs, feeding patients, infection control, caring for patient's personal needs.

This is a limited-enrollment consent course— only 10 – 20 students are accepted on a first come, first served basis.

## Course Cost:

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Total Program Cost: \$1,466

- Fees/UAF Fee—\$1,346
- **Non-Refundable Fee**—\$120 (includes textbook, stethoscope, gait belt).
- **Note:** Course tuition or fees are not refundable beyond the first week of class. Additional course fees may be applicable and are non-refundable
- Account balances must be paid within 10 business days or have a payment plan set up with Business Services to avoid late fees or removal from the program.

### Additional Variable Costs

- Oregon State Board of Nursing Test for Certification—\$106
- Fingerprinting for OSBN—\$70.50
- Criminal Background Check – approximately \$45
- Drug Screen – approximately \$45
- CPR Training and immunizations – (costs vary)

## Course Schedule:

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Courses will start based on the schedule below and run for about 8 weeks. This class will only be offered at the Salem Campus Fall – Spring.

### Salem Campus:

#### Lecture/Lab:

1/6/2025 – 1/29/2025

Monday – Thursday

4 pm – 9:30 pm

No class on 1/20,

#### Clinical:

2/3/2025 – 2/19/2025

Monday - Thursday

6:00 am to 2:30 pm

2:00 pm to 8:30 pm

Note: Clinical times are dependent upon how many students are accepted.

#### Mock Skills:

2/24/2025

#### Potential OSBN Testing Dates:

3/14/2025 – 3/15/2025

#### Mandatory Orientation

Orientation will be held on **January 2, 2024 from 4 – 5:30 pm**

## Getting Started:

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1. Enroll with the college as a non-credit student at <https://ssb.chemeketa.edu/apex/f?p=webadmit:> to obtain a Chemeketa student identification number (K number) and Chemeketa email address.
2. Application packet must include:
  - a. Basic Nurse Assistant Application Check List (page 8)
  - b. Basic Nurse Assistant Application Form (page 9)

## Selection Process:

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The first applicants for each session who meet all the requirements and who have submitted all requested documents will be considered. Applicants who are not accepted into the session and who have met all requirements will be put on the alternate list.

## Criminal Background Check, Drug Screen, and Immunizations

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Instructions on how to complete a background check and drug screen will be provided with an applicant's acceptance notification. Applicants who are on a waiting list will only receive this information upon acceptance from the waiting list.

### Background Check

Once the BNA application is accepted, the criminal background check must be submitted to Core Screening no later than seven days from date of issue. Failure to complete the background check or a background check revealing a disqualifying criminal history will mean you are ineligible to participate in the BNA course.

The Dean of Health Sciences shall ensure that all students pass a national criminal history check to be eligible, pursuant to laws governing the clinical site facility, to participate in the program's clinical experience. Proof that you have passed the criminal background check must be documented prior to Orientation.

Questions about disqualifying crimes see: <http://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/Documents/apd-dd-flyer-crimes.pdf>

Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at: <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1626>

Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at: <https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=285664>

For Oregon State Board of Nursing (OSBN) - If students have questions about the possibility of denial of certification by the OSBN, they should check with OSBN at 971.673.0685 before enrolling in this course.

### Drug Screening:

Students are required to undergo random drug testing. You will receive an email from Core Screening with date-sensitive instructions on how to complete the drug screening. It is important that you check your My Chemeketa email daily. You will have three days to complete the drug screening from the date of issue. Failure to complete the random drug screen in the required amount of time or if test results are positive, will result in elimination from the program. Core Screening is able to provide lab locations throughout the United States.

### Immunizations

Copies of all required immunizations must be provided to the office no later than the first day of class. Plan to submit immunizations to the Health Sciences office prior to the first day of class.

## Uniforms:

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Uniform requirement information will be given and discussed at orientation.

## Course Registration and Payment

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After the background and drug screen are complete, consent is given by the office of the Dean of Health Sciences to register for the course using the course record number (CRN) given in your My Chemeketa Gmail account. Paying for the course is also done through My Chemeketa. Access your My Chemeketa account by visiting [my.chemeketa.edu](http://my.chemeketa.edu)

Published cancellation and refund policy, procedures, and schedule reviewed during orientation.

### Course Attendance:

In order to meet the State Board of Nursing course requirements, students **must attend all class, lab, and clinical sessions**. In addition to class attendance, studying/reading for comprehension of content and practice of skills outside of class time is required.

## Technical Standards:

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Chemeketa Community College Nursing Program has the responsibility to society to educate competent health care providers to care for their patients/patients with clinical judgment, broadly based knowledge and competent technical skills at the entry level.

The program has academic as well as technical standards (non-academic criteria) students must meet in order to successfully progress in and graduate from the program.

The Technical Standards document is provided in order to assure that the students who enter the program know and understand the requirements, and can make informed decisions regarding the pursuit of this profession.

Chemeketa Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to Chemeketa Community College Nursing Program are expected to be able to complete curriculum requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Chemeketa Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications.

Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable

accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

Cognitive:

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and/or skill.
4. Communicate effectively with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information effectively, accurately, reliably, and intelligibly. This includes a thorough and accurate use of computers and other tools to individuals and groups, using the English language.
6. Effectively collect, analyze, synthesize, integrate, and recall information and knowledge to provide safe patient care for up to a twelve hour clinical shift.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine patient needs.
- Develop and implement a nursing plan of care for patients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report patient data using multiple formats to members of the healthcare team.
- Appropriately interpret medical orders and patient information found in the medical record.
- Perform math computations for medication dosage calculations.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

Physical:

Motor:

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Negotiate level surfaces, ramps and stairs.
4. Work effectively and efficiently within a limited space.
5. Effectively manage psychomotor tasks to provide safe patient care for up to a twelve (12) hour clinical shift.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Transfer patients/patients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering the patient to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift, move, turn, position, push, or pull patients and/or objects and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Place or access equipment such as intravenous fluid bags or catheter bags, within compliance of safety standards.
- Transport equipment and supplies to the patient bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in a sharps container.
- Dispose of contaminated materials in a safe and compliant manner.
- Complete assigned periods of clinical practice (up to twelve (12) hour shifts, days, evenings, or nights, holidays, weekdays and weekends).

- Complete skills tests within the assigned time limit.

#### Sensory:

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through a variety of senses and/or using appropriate and approved equipment.
3. Use and interpret information from diagnostic procedures.

#### Examples of learning activities found in the nursing curriculum and related to industry standards:

- Detect changes in skin color, condition, or temperatures (i.e. pale, ashen, grey, or bluish).
- Detect a fire in the patient care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe patients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using appropriate equipment, such as a stethoscope.
- Detect alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, and call bells.
- Observe and collect data from recording equipment and measurement devices used in patient care
- Communicate with patients and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect unsafe temperature levels in heat-producing devices used in patient care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel or note vibrations, such as an arterial pulse, using touch or approved equipment.

#### Behavioral:

1. Demonstrate ability to function effectively under stress and adapt to changing environments to provide safe patient care.
2. Maintain effective communication and teamwork to provide effective patient care.
3. Examine and modify one's own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
6. Integrate feedback into your own performance.

#### Examples of learning activities found in the nursing curriculum and related to industry standards:

- Exercise judgment, meet acceptable time frames for patient care delivery (acceptable time frames are reflected by ability to carry out the usual patient care assignment for a particular point in the program within allotted reasonable clinical time frame), work effectively under stress, and adapt to rapidly changing patient care environments.
- Accept accountability for actions that resulted in patient care errors.
- Deal effectively with interpersonal conflict if it arises and maintain effective and harmonious relationships with members of the healthcare team.

\*revisions approved by Oregon Council of Associate Degree and Practical Nursing Programs 4-24-15 Track changes made May 3, 2017 with input from Disability Services Director at Chemeketa Community College  
Approved by OCAP 2018

## Application Checklist:

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Student Name \_\_\_\_\_ Student K# \_\_\_\_\_

\_\_\_\_\_ Application Checklist (this page)

\_\_\_\_\_ Completed application form (signed and dated)

\_\_\_\_\_ I understand that I must attend mandatory orientation

\_\_\_\_\_ I understand that I must attend all lecture, lab, and clinical sessions to meet the required hours requirement

\_\_\_\_\_ I understand that I will be required to undergo a background check and drug test (to enter the program and as required by OSBN for certification)

\_\_\_\_\_ I certify that I have accessed and read the link to the Oregon State Board of Nursing and Aging and People with Disabilities (APD) regulations and understand that any of the crimes documented here could disqualify me from being eligible for this course. Failure to attend the mandatory orientation/criminal background check session may also disqualify me from the course.

\_\_\_\_\_ I understand that the Oregon State Board of Nursing may deny my application for certification as a nursing assistant based on the following:

- The results of my criminal background check
- My failure to provide complete and truthful information on my application to test

\_\_\_\_\_ I have received and reviewed the Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1626>

\_\_\_\_\_ Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act located at <https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=285664>

\_\_\_\_\_ I understand that the Oregon State Board of Nursing (OSBN) requires applicants for certification to provide fingerprints in order for OSBN to conduct a national criminal history record check.



# Basic Nursing Assistant Winter 2025 Application Form

Chemeketa Student ID (K#):	K								
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Last Name (Legal):

First Name (Legal):

Preferred Name (if different):

Student Email:

Personal Email:

Telephone Number (include area code):

Mailing Address:

City:

State:

Zip:

By signing, I certify that all statements on this application are complete and true

Signature:

Date:

**Submit your complete application one of the following ways:**

- Scan and email to [healthsciences@chemeketa.edu](mailto:healthsciences@chemeketa.edu)
- Drop off to Chemeketa Salem Campus Building 8 Room 104
- Applications will be accepted November 12 at 8 am until November 15th at 5 pm. Applications submitted before or after the application window will not be accepted.