

PCC's Center for Business & Industry

Winter 2010

I N S T I T U T E F O R

Health

Professionals



CNA 1 Brochure



**Portland
Community
College**

We're all about
your future.

Institute for Health Professionals
1626 SE Water Ave.
Portland, OR 97214
503-731-6633

NURSING ASSISTANT TRAINING (CNA 1)

INSTITUTE FOR HEALTH PROFESSIONALS (IHP) - PORTLAND COMMUNITY COLLEGE

DESCRIPTION: The PCC Nursing Assistant Training Program curriculum is approved by the Oregon State Board of Nursing (OSBN). This program provides 75 hours of classroom and skills lab instruction and 75 hours of clinical practicum (150 hours total). Classroom instruction consists of lecture, group activities, and class discussion. The Skills Lab provides an opportunity for students to learn, practice, and demonstrate nursing assistant skills. Clinical practicum is held in Skilled Nursing Facilities. Upon successful completion of the program requirements, students are eligible to take the State Competency examination. Students will be provided with exam information and application.

TUITION: \$575 Classroom and \$575 Clinical; making the **total tuition \$1150**. Please see page 4 for further information.

REQUIREMENTS AND GENERAL INFORMATION:

1. An **Orientation** session is required by the OSBN and **must** be attended **prior** to starting your first day of class. **No exceptions**. See page 3 for dates and times.
2. **Attendance:** Plan to attend all scheduled hours, including the first day. If you are registered for a class but **fail to show up for the first day** and have not previously made arrangements with us, **you will be dropped from the class without a refund** and another student will be registered at that time. The OSBN requires that students attend 75 hours of classroom/skills lab time and 75 hours of clinical practicum. In the event of a crisis or emergency, students may register for up to two extra class and/or clinical days to fulfill the OSBN requirements.
3. **English as a Second Language:** You must be able to read, write, and speak English. If it is not your first language, a proficiency level of 260 on the English as a Non-Native Language (ENNL) placement test is recommended to be successful in this class. To schedule a test call a PCC testing site: Cascade 503-978-5216; Rock Creek 503-614-7300; Sylvania 503-977-4131.
4. **Services for Participants with Disabilities:** Students with documented disabilities requesting academic accommodations must make arrangements through the Disability Services office. Students are responsible for following procedures and timelines as outlined in the Disability Services student handbook. Students are strongly encouraged to contact Disability Services as soon as possible before beginning the NA program. Certain accommodations may take up to four weeks to implement. To make an appointment call 503.977.4341 (voice) or 503.246.4027 (tty) or visit www.pcc.edu/osd. The IHP office must receive the student's **approved OSD letter and contact information one week prior to the class start date**.
5. **Criminal History Background Check:** You are required by the OSBN to pass a Criminal History Background Check. To begin this process, you must get your fingerprints taken **prior to the start of class**. Fingerprinting sessions are free and regularly scheduled at the Central Portland Building. You are responsible for getting your fingerprints taken. **Questions regarding the Background Check will be addressed at the orientation meeting**. See pg 3.
6. **Optional Hospital Clinical:** The optional hospital clinical rotation is dependent upon instructor approval and based upon your performance in class and lab. Prior to clinical, you must submit **immunization records, drug screen results**, and complete **an additional background check**. The additional background check and drug screen will be completed using MyBackgroundCheck.com. The fee is \$52.90 and instructions on how to accomplish this will be

given during class. You are responsible for any costs associated with obtaining the following immunizations or records thereof.

- TB – negative test results or clear chest x-ray within one year
- Tetanus, Diphtheria, and Pertussis* (Tdap) –series of 3 vaccines or booster within the last 10 years
- Measles, Mumps Rubella * (MMR) – proof of 2 doses of measles, 1 dose of mumps, and 1 dose of rubella vaccines or positive blood titer for antibodies
- Chickenpox* (Varicella) – proof of 2 vaccines, *physician documented* history of disease, or positive blood titer for varicella
- Hepatitis B* – proof of 3 vaccines, blood titer showing immunity, or signed declination form

*Series of vaccines will require dosing over a period of 1-6 months and the entire series must be completed prior to clinical. If you are not current on these vaccines, get them taken care of as soon as possible so that they do not prevent you from participating in clinical. You will not be eligible for a refund if your series is not complete.

7. **CPR:** You must have a **current CPR card prior to starting the clinical portion** of the course. If you need to take a CPR course, approved American Heart Association courses are available through the PCC Institute for Health Professionals and are regularly scheduled. Other OSBN approved courses are offered through the American Heart Association (minimum level: Heartsaver) or from the American Red Cross (minimum level: Adult CPR). Students may want to take a more advanced CPR class, “**CPR for the Health Care Provider – BLS**”, and it is **highly recommended if you are planning on taking the CNA 2 program**. The PCC CPR class schedules can be found at www.pcc.edu/ihp by clicking on the appropriate term’s class schedule under “Courses of Study” on the right side of the page. CEU 942V (Health Care Provider) or CEU 949U (Heartsaver) meet the requirements for this class.

8. A **PPD test for tuberculosis** will be administered to all students during the program. If you have a positive reaction to the test or a history of a positive reaction, you will be responsible for obtaining a chest x-ray, noting the absence of active TB, **prior to clinical**. You will be responsible for paying any expenses related to the chest x-ray.

9. **Supplies:** The textbook (*Mosby’s Textbook for Nursing Assistants*, 7th edition, ISBN 978-0-323-04994-8), stethoscope, and gait belt are available at the **Sylvania and Southeast Center bookstores**. You will also need a 1½” 3 ring binder, black ink pens, and notepaper. Students are required to have these supplies on the **first day of class**.

10. **Dress Code:** Please remember that you will be representing both PCC and the clinical facility during this course. You are expected to maintain a professional appearance and conduct. General good hygiene is an expectation. For the **clinical practicum**, you will need a uniform; scrubs with a “ceil” blue top and navy blue pants, white shoes with leather uppers and rubber soles, a watch that measures seconds, and a black ink pen. Hair must be off the collar, pulled back from the face, and clean. Jewelry must be kept to a minimum; there is a limit of one ring per hand, one simple stud earring per ear, and no visible tattoos. For any other time spent **at the clinical facility**, “professional casual” is expected (no jeans, sweats, short shorts, or low cut tops). Pagers and cell phones must be off during classroom and clinical hours.

11. **Lunch breaks are short**, so it is advisable to bring a sack lunch. A refrigerator and a microwave are available for student use. Bring something to drink during classroom hours.

12. **Parking:** Please park according to the **rules of each facility**. See page 7 for more info.

13. **If you have registered but no longer plan to attend**, you **must** drop the course no later than **one day** before the course starts to receive a refund or to reverse the charges on your account. No refunds will be given if you drop after this deadline.

****Please attend an orientation meeting with any additional questions you have.****

ORIENTATION AND FINGERPRINTING

ORIENTATION:

Orientation sessions are **required** by the **Oregon State Board of Nursing**. The orientation is **free** and **must** be attended before the first day of class. The orientation is an opportunity for students to have their questions answered, to learn about the requirements and expectations, and to explore what NA Training involves. Students interested in NA Training, who **have or have not** registered for a class, are welcome to attend. There is **no need to register** for the orientation session.

ORIENTATION MEETING DATES:

December 29	Tuesday	10:00 am – 1:00 pm
December 30	Wednesday	1:00 pm – 4:00 pm
January 4	Monday	10:00 am – 1:00 pm

*** Information provided in course descriptions and orientations is **subject to change** and valid only for the term in which it was given. Students attending an orientation during a term prior to which they enroll in are subject to the **terms and conditions of the term of enrollment in a training class**. Students are responsible for requesting current information and will be required to complete documentation that they have received this information.

FINGERPRINTING:

You are required by the OSBN to pass a Criminal History Background Check. To begin this process, you must get your fingerprints taken **prior to the start of class**. The fingerprinting sessions at PCC are free; however, there is a **\$67.25 charge** for the background check. Bring a **check** (personal, certified, or money order, NO CASH) made out to the **Oregon State Police** (OSP) and one piece of **Official Picture Identification** (driver's license, state ID, military ID, passport). The fingerprint cards and checks are sent to the OSP the same day they are received, therefore it is not possible to refund expenses related to the Background check. Questions about the background check will be addressed during the orientation.

FINGERPRINTING DATES: Please arrive on time!

December 29	Tuesday	1:00 pm
December 30	Wednesday	4:00 pm
January 4	Monday	1:00 pm

If the above times or dates do not fit into your schedule, you can schedule your own appointment at a Fingerprinting Service or your local Police Department. An additional fee (approximately \$15) is charged for the fingerprinting if you make your own arrangements. **You will still be required to submit a check for \$67.25 on the first day of class along with your fingerprint card** if you get fingerprinted through another service.

LOCATION FOR ORIENTATIONS & FINGERPRINTING:

Central Portland Workforce Training Center: **1626 SE Water Ave., Portland OR 97214**

We are located two blocks north of OMSI in the 3-story Red Brick building. See page 7 for a map and written directions. **Bring \$3.00 for a daily parking permit** (see yellow vending machine near front door).

TUITION AND OTHER COSTS

*** The following information is provided to assist students in determining **approximately how much this training program will cost them**. Actual totals will vary from student to student depending on the options they choose. **Tuition and fees are subject to change, and may occur after brochure printing.**

TUITION:

The tuition for this course is broken up into two parts. In the event that a student does not pass the classroom portion of the course, and therefore cannot proceed onto clinical, the tuition for the clinical portion can be reimbursed. Tuition is due on the 2nd Friday of the term. Due dates can be found online at <http://www.pcc.edu/resources/tuition-fees/payment-info/>.

Classroom Tuition	\$575.00
Clinical Tuition	\$575.00
<hr/>	
TOTAL TUITION	\$1150.00

OTHER COSTS:

Background check by the Oregon State Police (required)	\$67.25
* CPR course	\$49.00
* Mosby's Textbook for Nursing Assistants, 7 th ed.	\$51.90
* Nurse Quality Stethoscope	\$13.95
* Gait Belt	\$6.99

* Cost reflects PCC bookstore prices or tuition costs. Items can be purchased or completed elsewhere.

OPTIONAL/ADDITIONAL COSTS:

Hospital clinical – instructor approval required based upon performance in class/lab	\$50.00
Hospital background check & drug screen – required if you go to the hospital clinical	\$52.90
State Certification Exam – paid to the OSBN after program completion	\$158.00
Extra class or clinical hours – if student is absent from course	\$75.00/day
Uniform - including scrubs, shoes, and watch (Described in item 9 on page 2)	
School supplies – including 3 ring binder, pens, and notebook paper	
PCC Parking Permit – please see directions page for more information	
Chest X-ray – if TB test is positive; showing no active TB	

FINANCIAL AID INFORMATION

The PCC Institute for Health Professionals offers Continuing Education Units (CEU), which are **NOT covered under Federal Financial Student Aid Programs**. For more information about employment in health care and funding options for nursing assistant training, you may wish to contact WorkSource Oregon. You must initiate funding with WorkSource prior to enrolling in this program to be eligible for aid. To find a center near you go to www.worksourceoregon.org

PCC also offers the “Paying in Installments” Plan (aka 50/50 plan). For more information, please contact or visit a PCC business office, or go to www.pcc.edu/pcc/fin/paying/installments.htm.

WINTER 2010 CLASS SCHEDULES

You must **register for both the class and clinical** portions of the program using the CRN's provided. The only combinations are as listed. Please see page 6 for additional information regarding the registration process. Class and Clinical locations are listed in the description. Their addresses are as follows:

Central Portland: 1626 SE Water Ave, Portland, 97214
Willow Creek: 241 SW Edgeway Dr, Hillsboro, 97006

Holgate Center: 3320 SE Holgate Blvd, Portland, 97202
Maryville: 14645 SW Farmington Rd, Beaverton, 97007

EVENING CLASS

Days: Monday, Wednesday
Location: Central, 201

CRN: **17376**

Dates: Jan 4 – Feb 8, 2010
Hours: 2:30pm – 9:30pm

EVENING CLINICAL

Days: Monday, Wednesday
Location: Holgate

CRN: **17377**

Dates: Feb 10 – Mar 18, 2010
Hours: 2:00pm – 10:30pm

DAY CLASS

Days: Monday, Wednesday
Location: Willow Creek, 302

CRN: **17374**

Dates: Jan 4 – Feb 8, 2010
Hours: 8:00am – 3:00pm

DAY CLINICAL

Days: Monday, Wednesday
Location: Maryville

CRN: **17375**

Dates: Feb 10 – Mar 18, 2010
Hours: 6:30am – 3:00pm

EVENING CLASS

Days: Tuesday, Thursday, Saturday
Location: Willow Creek, 302

CRN: **17370**

Dates: Jan 5 – Jan 28, 2010
Hours: 2:30pm – 9:30pm, Sat: 8:00-3:00pm

EVENING CLINICAL

Days: Tuesday, Thursday, Saturday
Location: Maryville

CRN: **17371**

Dates: Jan 30 – Feb 25, 2010
Hours: 2:00pm – 10:30pm, Sat: 6:30-3:00pm

DAY CLASS

Days: Tuesday, Thursday, Saturday
Location: Central, 201

CRN: **17372**

Dates: Jan 12 – Feb 4, 2010
Hours: 8:00am – 3:00pm

DAY CLINICAL

Days: Tuesday, Thursday, Saturday
Location: Holgate

CRN: **17373**

Dates: Jan 30 – Feb 25, 2010
Hours: 6:30am – 3:00pm

After your **CNA 1** exam, continue your training and become a... **CNA 2**

PCC has CNA 2 Acute Care Training for students to learn the additional skills needed for work in an acute care setting at a hospital. Please visit our webpage, www.pcc.edu/cna2, or email us at CNAttrain@pcc.edu for more information or a current schedule.

You must pass the OSBN CNA 1 state competency exam prior to starting this program.

HOW TO REGISTER FOR YOUR COURSE

*** Please Remember: You may register for a class before attending an Orientation. **However, you must attend an Orientation and complete the Fingerprinting before the class starts.** See page 3 for more information.

All registration procedures require:

- Your student ID number (your social security number or a randomly generated number by PCC).
- Your PIN number (your birth date {mmddy} or # chosen if you have changed your PIN).
- The CRN (a five digit Course Reference Number) of each class you want to attend.

Registration begins on Wednesday, **Nov. 25th at 9am** for CNA 1 classes.

If you choose to register online on the first day of registration, please note that the clock on your computer may be slightly different than the clocks at PCC. If you get a registration error when registration first opens, wait for a moment or two and then try again. If you panic and call the Registration office you may be on hold and it may take longer than waiting for a moment, and by that time the class you want could be full.

Choose one of the following registration methods:

- **Online registration:** Visit the PCC web page: www.pcc.edu/registration then click on “non-credit class registration”. Create an account with PCC by click on “create your account” and then fill in the necessary information. Be sure to select, “NonCredit – CEU/CED, \$0 app fee” unless you plan on taking credit classes through PCC in the future. If you are unsure, select the Non-Credit option – it can be changed later if necessary. Once you have your account set up, or if you already have an account, you will need to register online at <https://my.pcc.edu> using the CRN listed in the class schedule. Click on “registration services” in the menu on the left and follow the prompts.
- **Phone Registration:** Call, 503-977-8888, to have a student record created for you and register for a class. If you have already taken classes at PCC within the past two calendar years, you will just need to tell registration the CRN number of the class you wish to take and update any personal information. If you are having trouble with any registration procedure, also call 503-977-8888.
- **Mail or Fax registration:** Use the form in the PCC class schedule, now available on the PCC website at www.pcc.edu, or schedules are available on PCC campuses or in area libraries.
Fax to: 503-977-4988. **Please use black ink.**
Mail to: PO Box 19219, Portland, OR 97280.

Registration Policies and Tips

Be careful! You are responsible for the accuracy of scheduling your classes. Student mistakes can be costly - check class information carefully before completing your registration. Charges are immediately applied when you register. **Payment is due the 2nd Friday of the term.** After that date, payment is due immediately. *Financial aid is not available for continuing education or non-credit courses.*

Facts about Registering AFTER the term begins

- Paper bills will no longer be sent.
- Payment is due at time of registration.
- A late fee will be charged if you do not provide payment information at time of registration.

Refund Period for all IHP Classes:

One hundred percent of the charges associated with a class will be removed if you formally drop by the **IHP Refund Deadline: One day before class begins.** Charges will NOT be removed if you drop after the refund deadline. Students are personally responsible for dropping or withdrawing from their classes, *even if they do not attend.* To withdraw or drop a class you may do so online, or call the registration office at 503-977-8888. Unfortunately, no refunds can be given for fees related to the background check.

DIRECTIONS to INSTITUTE for HEALTH PROFESSIONALS (IHP)

Central Portland PCC: 1626 SE Water Avenue, Portland, OR 97214

General Directions: To reach the PCC Central Portland Workforce Training Center (CPWTC) you will generally be following the signs directing you to OMSI (Oregon Museum of Science and Industry). We are located in a three story red brick building on the corner of SE Water and Clay.

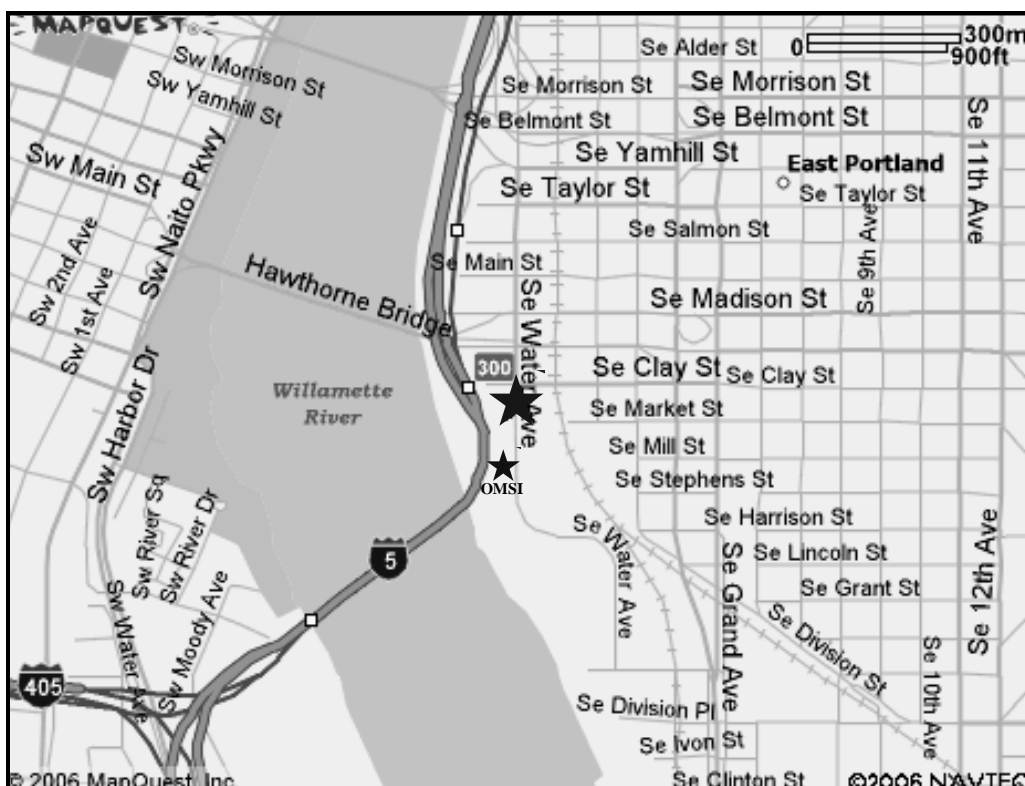
From Downtown Portland: Go east across the Hawthorne Bridge. Take McLoughlin Boulevard/OMSI (99E) exit. You will exit onto Martin Luther King Boulevard (99E). Immediately turn right onto SE Clay. Cross the railroad tracks. Turn left at the stop light onto SE Water Ave.

From I-5 Northbound: Cross the Willamette River on the Marquam Bridge. Be in the far right hand lane as you go over the top of the bridge. Take The Dalles/Portland Airport exit (I-84E), then the OMSI/Central Eastside Industrial District exit. At the stop sign, turn right onto Water Ave. Continue to Clay.

From Highway 26 Eastbound: Approaching downtown Portland, take the far right Southbound, I-405, Salem/The Dalles exit. Then take The Dalles/Portland Airport (I-84E) exit. Stay in the far right lane and cross the Marquam Bridge. Take The Dalles/Portland Airport exit, then the OMSI/Central Eastside Industrial exit. At the stop sign, turn right onto SE Water Ave. Continue to Water & Clay.

From I-5 Southbound: Take the OMSI/City Center exit, keep left and take the OMSI/Oregon City exit. Then turn right on ramp to Martin Luther King Blvd. (99E) and right again on SE Market (one block south of Clay). Circle back to the right, and then turn left at Clay. Cross the railroad tracks and turn left at light onto SE Water Ave.

From I-84 Westbound: Where I-84 meets I-5, take the I-5 south Salem Lanes. Stay in right lane; take the OMSI/City Center exit, then the OMSI/Oregon City exit. Cross Martin Luther King Blvd. and Grand Ave. Turn right at the light onto 7th. Turn right again onto Clay. Turn left at light onto SE Water.



PARKING: Permits are required at all PCC locations 7am-10pm, M-F. One day permits cost \$3 and are available from yellow vending machines located in the parking lots. Machines take coins, dollar bills, or a Visa card, but do not give change.

Term parking permits are also available. Please see a business office for permit options and current prices. Permits can also be obtained during the first two weeks of the term at CPWTC by charging it to your PCC account. Please see the front window for more information.

FREQUENTLY ASKED QUESTIONS

Please read all FAQs and attend an orientation before emailing us with questions.

Do I need to apply to the program?

No, there is no application for this program. You simply need to register for the class schedule that works best for you once registration opens. Our classes typically fill within a few hours after registration has opened, so be sure that you are ready to register on the correct day, at the right time.

Is it better to register online, over the phone, or in person?

Mostly, it is just a preference. If you haven't taken classes at PCC before, you will want to register as a non-credit student before registration opens. Doing so will make it go faster when you register. More info about how to register is on page 6 or contact a Registration Office at 503-977-8888.

The class I want is full; can you override it to let me in? Or, can I be added to the waitlist?

We must follow the OSBN regulations for student/teacher ratios and are unable to allow additional students into the class. We do not offer a registration waitlist but suggest that you keep checking with registration, up until the first day of class, to see if a space opens up. If you are still unable to get registered, then you can show up on the first day of class. If a registered student fails to show or has not met all of the requirements, then we will fill the opening with an eligible student.

I can't attend (or missed) the orientation that is scheduled before the class that I am registered for, but I can attend one that is scheduled after my class begins. Is that okay?

No. Attending an orientation is an Oregon State Board of Nursing requirement and you must attend one prior to the first day of your class.

I want to go to an orientation/fingerprinting now but can't take the program until next term. Will my orientation/fingerprinting still meet the requirement for next term?

Yes, attendance at an orientation/fingerprinting is valid for one year.

Can I use an older edition of the textbook than what is listed in this brochure?

Yes, you can use a previous edition of the textbook. However, we only recommend that you use one edition older than the current; not one that is 2 or 3 editions old. If you use an older edition, ask your instructor for the reading assignments from that edition. We will have the reading assignments from the previous edition but may not be able to offer older editions.

English is not my first language. Do I have to take the ENNL placement test?

No, the ENNL placement exam is just a recommendation that we have for students to use as a guide to know the likelihood of being successful in this program. Some ESL students find the medical terminology taught in the program to be challenging and therefore may not do as well on the exams. If you do not pass each of the exams, then you will not be able to continue on to the clinical portion of the program and you will not be eligible for a tuition refund of the classroom portion of the program.

Will you help me find a job after I complete the program?

No, we do not offer job placement for our students. However, some students do get hired at our clinical facilities and many other facilities in the area express interest in our students. We post flyers from these facilities outside our office for students to contact if interested. You can also go to the Oregon Employment Division website, <http://www.emp.state.or.us/jobs/>, for current openings in your area.

How much can I expect to make as a CNA?

Entry-level CNA's can expect to make between \$9.00 - \$15.00/hr depending upon experience, employer, and clinical experience. You can find out more about current wages in your area by going to the Oregon Employment Division website at: <http://www.emp.state.or.us/jobs/>.

I contacted Worksource Oregon and am not eligible for any of the programs they offer and have reviewed the website for the PCC 50/50 Plan (page 4), but I need more financial assistance. What other options do I have?

We are continually working on finding additional resources for our students to utilize, however, all of our current resources are listed in this brochure on page 4 and we do not have any further information. We recommend that you do your own research to see if you are eligible for any other programs.