

CNA 2 ACUTE CARE TRAINING

CLIMB for Health Professionals - Portland Community College

DESCRIPTION: The PCC CNA 2 Acute Care Training Program curriculum is approved by the Oregon State Board of Nursing (OSBN). This program provides **40 hours of classroom and skills lab instruction** and **24 hours of clinical practicum** (64 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 CNA 2 Acute Care Skills. Clinical practicum is held in a hospital setting.

TUITION: \$826.00 tuition and \$30.00 lab fee. Please see page 4 for further information.

REQUIREMENTS AND GENERAL INFORMATION:

- 1. CNA 1 License:** An unencumbered **Oregon CNA 1 license** is required prior to your first day of class. **Absolutely no exceptions!** You must **bring your CNA 1 license number and photo ID** to the first day of class. Please see the FAQs on page 8 for common questions pertaining to this requirement.
- 2. Orientation:** An orientation session **must** be attended **prior** to starting your first day of class. **No exceptions.** See page 3 for dates and times.
- 3. Attendance:** You must attend all scheduled hours, including the first day. If you are registered for a class but **fail to show up for the first day, 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 40 hours of classroom/skills lab time and 24 hours of clinical practicum. Any time missed from class or clinical must be made up and additional fees will apply. Please **Do Not** bring children or animals to your classroom or clinical site.
- 4. 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 971-722-4131.
- 5. 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 971.722.4027 (tty). Disability Services website: 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**.
- 6. CPR:** You must have a **current CPR card prior to starting the clinical portion** of the course. You need to take a CPR course approved by the American Heart Association. The **Professional Rescuer CPR card from Red Cross** is also accepted but **not** offered through PCC. **This is a clinical requirement** and you will **not** be allowed to participate during clinical if you do not meet the requirement. American Heart Association CPR (BLS) courses are available through the PCC CLIMB for Health Professionals and are regularly scheduled. The PCC CPR (BLS) classes schedules can be found at: www.pcc.edu/climb/health/heart-association/

To register for class, please select the “term” to view classes schedule please click on this link “[BLS \(CPR\) for Health Care Provider](#) **CPR (BLS) for Health Care Provider CEU 942V meets the requirement for this program.**

7. **Background check:** Required by the Oregon State Board of Nursing. **Prior to the first day of class**, you must get your fingerprints taken. You may do so at PCC (*see page3 for details*) at a local police department, or by looking up “fingerprinting services” in the yellow pages. If you completed your CNA 1 training at PCC, then we can accept your previous background check results. We cannot accept results from other programs or organizations.

8. **Clinical Requirements:** Prior to clinical, you must submit **immunization records, drug screen results**, and complete **an additional background check**. More information about these clinical requirements is listed on page 5. If you have any questions about this requirement email us before you begin class.

9. **Supplies:** The textbook, *Acute Care Manual for CNA 2* (**NEW** 2010 edition), is available at the **Sylvania and Southeast Center bookstores**. It is also *recommended* that you bring a 1½” 3 ring binder, black ink pens, and notepaper. Students are required to have the textbook on the **first day of class**.

10. **Dress Code:** You will be representing both PCC and the clinical facility during this course. You are expected to maintain a professional appearance (no low pants, short shorts, or low cut tops) and professional conduct. General good hygiene is an expectation. For **clinical**, 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. **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 microwave are available for student use. It is recommended to bring something to drink during classroom hours.

12. **Parking:** Please park according to the **rules of each facility**. Permits are required in all PCC parking lots, 7am-10pm, M-F. One day permits cost \$5.00 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 CLIMB Center by charging it to your PCC account. Please see the reception window for more information..

13. **DROPPING THE COURSE:** **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.

CNA 2 Acute Care classes are offered every term!

YES! That means summer term too!

Please email CNATrain@pcc.edu and specify which program (CNA 1 or CNA 2) and term(s) you are interested in.

ORIENTATION AND FINGERPRINTING

ORIENTATION:

Orientation sessions are **required** before your 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 CNA 2 Training involves. The orientation is **free** and **must be attended before the first day of class**. Students interested in CNA 2 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:

Sept. 12 th	Monday	3:00 - 5:00pm
Oct. 27 th	Thursday	2:30 - 4:30pm
Nov. 4 th	Friday	2:00 - 4:00pm

*** 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.

If you do not have a fingerprint card and/or check on the first day of class you will be expected to leave class to get fingerprinted or to obtain payment, or you will be dropped from the program without a refund. Any time missed from class to get this requirement will have to be made up for an additional fee. If you have any questions about this requirement please email us before you begin class.

Are you a PCC CNA 1 grad? If so, we can accept your previous background check results. **We cannot accept results from other programs or organizations.**

FINGERPRINTING DATES: Please arrive on time. ***Bring payment and photo ID!***

Sept. 12 th	Monday	1:00pm
October.27 th	Thursday	1:30pm
Nov. 4 th	Friday	1:00pm

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:

CLIMB Center: **1626 SE Water Ave., Portland OR 97214**

We are located two blocks north of **OMSI** in the 3-story Red Brick building. **Bring \$5.00 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.** ***

TUITION:

Tuition is due by the second Friday of the term; which may *or may not* be the second Friday after you begin the class. Due dates can be found online at <http://www.pcc.edu/resources/tuition-fees/payment-info/>. If you drop from the program less than 1 day prior to the start of the class your tuition cannot be refunded. If you do not complete the program, you will not receive a refund for any portion.

Tuition	\$826.00
<u>Lab Fee</u>	<u>\$30.00</u>
TOTAL TUITION	\$856.00

OTHER COSTS:

Fingerprinting at Police Station or other service (approx.)	\$15.00
OSBN Required Background Check	\$67.25
AHA Health Care Provider - BLS CPR course, <i>if</i> taken through PCC	\$59.00
Acute Care Manual for CNA 2, <i>if</i> purchased at PCC bookstore	\$15.10
Hospital Clinical Background Check and Drug Screen	\$52.90
Extra class or clinical hours if student is absent from course	\$75.00/day
Immunizations – if needed	
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	

FINANCIAL AID INFORMATION

CLIMB for Health Professionals offers Continuing Education Units (CEU), which are **NOT covered under Federal Financial Student Aid Programs**. For more information regarding 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) which allows you to pay for half of your tuition on the normal tuition due date, and the balance would be due 4 weeks later. For more information, please go to www.pcc.edu/pcc/fin/paying/installments.htm or you can contact a PCC business office at 971-722-8888, option 3.

We encourage you to research any additional sources of funding for which you might be eligible. If you find any, we would be happy to hear about them so that we can share the information with future students.

CNA2 FALL 2011 CLASS SCHEDULE

Please see page 5 for additional information regarding the registration process. Class location addresses are as follows:

CLIMB Center: 1626 SE Water Ave, Portland OR 97214

Willow Creek: 241 SW Edgeway Drive, Hillsboro, OR 97006

Providence Portland Medical Center: 4805 NE Glisan Street, Portland OR 97213

CRN	Location	Hours	Days	Dates
Day Class and Clinical				
47263	Willow Creek, 303	8:00A - 2:30P	MW	Sept. 19 th - Oct. 3 rd , 2011
		8:00A - 4:00P	F	
	Portland Providence	6:30A - 3:00P	MWF	Oct. 5 th - Oct. 17 th , 2011
Day Class and Clinical				
47265	CLIMB, 201	3:00P - 9:30P	MR	Oct. 31 st - Nov. 12 th , 2011
		8:00A - 4:00P	S	
	Portland Providence	2:00P - 10:30P	MR	Nov. 14 th - Dec. 1 st , 2011
		6:30A - 3:00P	S	
Evening Class and Clinical				
47264	CLIMB, 201	8:00A - 2:30P	MW	Nov. 7 th - Nov. 23 rd , 2011
		8:00A - 4:00P	F	
	Portland Providence	6:30A - 3:00P	MWF	Nov 28 th - Dec. 9 th , 2011

Please see page 5 for information about how to register for these courses.

CLINICAL REQUIREMENTS: 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. Instructions on how to accomplish this will be given on the first day of class. The fee is \$52.90. 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.

If you do not have results from a TB test, performed within the last year, we can provide you with a new test 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 costs related to the chest x-ray.

If you have any questions about these requirements please email us before you begin class.

HOW TO REGISTER FOR YOUR COURSE

*** Please Remember: You may register for a class before obtaining your Oregon CNA 1 license or attending an orientation. **However, you must have your CNA 1 license and attend and orientation before the first day of class.** See page 1, item 1 and 2 for more details. ***

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 {mmddyy} or # chosen if you have changed your PIN).
- The CRN (5 digit Course Reference Number) for the class (es) you want to attend. CRNS are listed on page 3.

*Registration begins on Thursday, **July 14th at 9am** for CNA 2 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:** If you **have not taken classes at PCC before**, go to 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 can register online at <https://my.pcc.edu> using the CRN listed in the class schedule on page3. . Click on “registration services” in the menu on the left and follow the prompts.
- **Phone Registration:** Call 503-977-8888, option 2, 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 971-722-8888 option 2.
- **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: 971-722-4988. **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. **Financial aid is not available for continuing education or non-credit courses.**

Facts about Registering **AFTER** the term begins

- Payment is due at time of registration.
- Paper bills will no longer be sent.
- A late fee will be charged if you do not provide payment (Visa, MC, or check) at time of registration.

Refund Period for all CLIMB for Health Professional Classes:

One hundred percent of the charges associated with a class will be removed if you formally drop by the **CLIMB-HP 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 971-722-8888, option 2. Unfortunately, no refunds can be given for fees related to the background check.

QUESTIONS ABOUT REGISTRATION? Please call the registration office at 971-722, option 2, or go to a registration office at Sylvania, Rock Creek, Cascade, or Southeast campuses for assistance.

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 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.

The class I want to take is full; can you override the class max to let me in? If not, 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 of 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.

Do you offer online classes?

No, we do not offer online classes for the CNA 1 program. We have surveyed our enrolled students over a variety of terms and of those who said that they would've chosen an online course if it was offered, the vast majority said they were glad to have had the class in person. Students have a much easier time grasping the material in person and it better prepares them for the OSBN board exam.

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 plan on taking the CNA 2 class directly following my completion of the CNA 1 program?

Possibly, but it is unlikely. After you complete the CNA 1 program, you must apply for and pass both portions of the OSBN state board exam. And, depending upon availability, it may take a few weeks or more before you are able to get scheduled for the exam. It also takes time for the OSBN to review your application, receive the results from the required second background check and process your certification paperwork. Please see the next 2 questions for more details about the timing of CNA 1 certification and enrolling in the CNA 2 program.

I have completed a CNA 1 training program but haven't taken the state certification exam yet. Can I still enroll in this program?

No, you must have an Oregon CNA 1 license on the first day of class. If you register for a class without your state certification, and do not have it on the first day of class, then you will be dropped from the program and *will not be given a refund*.

I have taken the OSBN certification exam and passed, but I don't have my license yet and do not appear on the OSBN license verification website. Can I still enroll in this program?

You must have an Oregon CNA 1 license on the first day of class. If you register for a class and still do not appear on the OSBN license verification website on the first day of class, then you will be dropped from the program and *will not be given a refund*. If you choose to register and do not receive your license before class begins, you must drop yourself from the class 1 day prior to the start of class in order to receive a refund.

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 exam. If you do not pass the exam, 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.

More FAQs on next page.

MORE FREQUENTLY ASKED QUESTIONS

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

Do I need to take an OSBN state certification exam after I complete the training?

No, there is not a state board certification exam for CNA 2. After program completion, PCC will submit the necessary paperwork to the OSBN. They will add your CNA 2 certification to their online license verification system in approximately 2 weeks from your date of completion. You will not receive a new license showing your CNA 2 status.

I don't have records of all of the required immunizations for the optional hospital clinical. How can I get proof that I've had these vaccinations?

If you are unable to track down any records of your prior immunizations, through parents, current/prior doctors, immigration, or school records, then you can get a blood titer drawn to test you for immunity to the listed diseases. For a blood titer, you can request one through your primary care physician or go to the Multnomah County Community Immunization Clinic. Clinic location, hours, and fees are listed online at <http://www.mchealth.org/immunizations/> or call 503-988-3828.

I took the CNA 1 class at PCC a while ago and completed the required background check at that time. Do I really need to complete another fingerprint background check?

If you completed your CNA 1 class at PCC we can use the same background check results for your CNA 2 file. If you are unsure of when you took your CNA 1 class, you can look it up by viewing your unofficial transcript online at My.PCC.edu. Further instructions are listed in the general FAQs on our website.

I took the CNA 1 class at PCC a while ago and also took the optional Hospital Clinical option requiring me to complete the background check, drug screen and immunizations. Do I need to do all of these again?

You will need to complete another background check and drug screen with MyBackgroundCheck.com because the results must be within 30 days of the start of your clinical experience for the CNA 2 class. We can make copies the records we have of your immunizations for your CNA 2 class so long as they are all still current. See the required time frames on page 5 for more information.

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.

How much can I expect to make as a CNA 2?

Entry-level CNA's can expect to make between \$11.00 - \$20.00/hr depending upon prior work 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 saw that federal financial aid is not available and have reviewed the website for the PCC 50/50 Plan (page 4), but I need more financial assistant. 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.

What is the minimum age for this program?

We do not recommend this program for anyone under the age of 16 because most nursing facilities only hire CNAs who are 16 years old or older.