



**CLARK COLLEGE**

COMMUNITY AND  
CONTINUING EDUCATION

## Clark College CCE

1933 Fort Vancouver Way

Mailstop CTC 143

Vancouver, WA

Email: [continuingeducation@clark.edu](mailto:continuingeducation@clark.edu)

Phone: 360-992-2939

### **NURSING ASSISTANT PROGRAM APPLICATION**

The Nursing Assistant Program prepares students for a career as a Certified Nursing Assistant. The program curriculum is aligned with the Washington state requirements to ensure the student has the necessary knowledge base and skills to succeed as a Nursing Assistant and complete subsequent state certification exam. The Nursing Assistant Program will combine cognitive learning and practice of basic caregiving skills in classroom and laboratory settings. Nursing Assistants work under the direction and supervision of licensed nursing staff, have a great deal of contact with patients, and provide personal care such as bathing, feeding, and dressing. They also perform support functions such as transporting patients, taking vital signs, making beds, helping patients become ambulatory and answering patient calls. Nursing Assistants are responsible for observing and reporting how patients respond to the care that is being given. Nursing Assistants have far more contact with residents than any other staff, and are expected to develop ongoing relationships with the patients and treat them in a positive, caring way. To be a successful Nursing Assistant, an individual must work in a multidisciplinary team and be able to follow directions. They must also be emotionally stable and have a great deal of patience.

#### **Work Environment/Personal Attributes and Physical Capabilities:**

Nursing Assistants work in a variety of health care settings, including hospitals, physician's offices, home health agencies, nursing homes, private homes, and mental health institutions. Nursing Assistants should have the following personal attributes and/or physical capabilities in order to provide client care.

- **BODY MECHANICS:** The ability to lift or carry a minimum of twenty-five (25) pounds independently and fifty (50) pounds with assistance. Intermittent standing, sitting, stooping and walking is often necessary. Nursing Assistants may be expected to stand on carpeting, linoleum, or be seated at a standard desk at the nurse's station or use an office chair for varying amounts of time.
- **VISION AND HEARING:** Both vision and hearing should be within the normal range. Corrective devices may be utilized.
- **MOBILITY:** Full range of motion of all joints is expected. Normal manual and finger dexterity are expected.
- **SENSE OF SMELL:** Should be able to differentiate odors in the clinical setting.
- **COMMUNICATION SKILLS:** Should be able to read and write in English. Nursing Assistants should be able to communicate verbally in English both in person and on the telephone.
- **ADAPTABILITY:** Should be able to work in fast-paced environments demonstrating the characteristics of adaptability and flexibility.

#### **Clark College Nursing Assistant Program Technical Standards**

The Nursing Assistant program at Clark College prepares the nursing assistant to meet the basic needs of a client population. In order to progress and complete the Nursing Assistant Program, nursing assistant students must meet knowledge and skills competencies in the areas of basic technical skills, personal care skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, client or resident rights and promotion of independence, communication and interpersonal skills, infection control, safety and emergency procedures, and rules and regulations knowledge. This statement of Technical Standards identifies the functional abilities that the nursing assistant instructors have determined to be necessary in the provision of safe, effective, professional nursing care. The Technical

Standards are reflected in the WAC and in the Clark College Nursing Assistant student Handbook that are available. Students with disabilities who have questions about or who may require reasonable accommodations in meeting the Nursing Assistant Program Technical Standards should contact Clark College Disability Support Services [dss@clark.edu](mailto:dss@clark.edu). The nursing assistant student must be able to meet the following Technical Standards independently, with or without reasonable accommodation.

### **Basic Technical Skills and Observational Ability nursing assistant students must be able to:**

- Collect, use, and interpret information from residents which includes, but is not limited to the following:
  - detect changes in skin color or condition
  - discriminate between abnormal and normal color of body fluids or exudates
  - use assessment tools accurately such as, but not limited to, blood pressure cuff, stethoscope, and automated vital signs monitors
  - detect sounds related to audible alarms
- Detect a fire in a patient care area
- Read fine print such as on equipment labeling and supplies
- Detect odors such as foul-smelling bodily fluids, spoiled foods or smoke from burning materials
- Detect changes in skin temperature and detect unsafe temperature levels in heat producing devices used in patient care

### **Communication Ability nursing assistant students must be able to:**

- Comprehend, communicate, and document information in the English language
- Communicate accurately and effectively with:
  - patients, significant others and spouses, other family members
  - healthcare workers, and other professionals in healthcare settings
  - instructors, supervisors, classmates, and various health or educational team members in both clinical, and classroom settings
- Elicit, receive, and accurately interpret information from others:
  - collect, document, and convey relevant information to others
  - learn, understand, and use healthcare terminology
  - comprehend and follow directions and instructions
  - accurately record patient medical information,
  - Present information in a professional, logical, and organized manner

### **Motor Abilities nursing assistant students must be able to:**

- Perform patient care activities, including, but not limited to:
  - transferring of patients in and out of bed
  - Page 17 of 20 o ambulation of patients
  - turning and positioning of patients
  - o moving equipment to various heights
  - recording the volumes in body fluid collection devices hung above or below bed level
  - accurately placing and maintaining position of stethoscope for detecting sound of blood pressure and apical pulse
  - manipulating small equipment and containers, such as denture cups, food tray items, mouthcare supplies, etc.
- Respond to emergency patient care situations in a timely manner and provide emergency care, including cardiopulmonary resuscitation
- Possess the physical endurance necessary for extended periods of activity that are required for safe performance in clinical and classroom settings
- Demonstrate the ability to comply with all safety standards in all clinical settings, including, but not limited to, infectious control precautions (universal, contact, airborne) and use of emergency equipment (fire extinguisher, evacuation chairs)
- Capable of moving within and among clinical environments without compromising the safety of others

### **Communication and Interpersonal Skills nursing assistant students must have the capacity to:**

- Develop and refine critical thinking, decision making and problem-solving skills that are crucial for safe and effective nursing assistant practice using, but not limited to, the following processes:
  - capability to measure, quantify, calculate, question, analyze, conceptualize, reason, integrate, and synthesize information in order to make timely decisions reflecting sound clinical judgment, and to determine what needs to be reported to supervising nurse
  - learn from other individuals
  - comprehend, integrate, and apply new information
  - make sound decisions within their scope of practice

### **Behavioral and Social Attributes nursing assistant students must be able to:**

- Communicate effectively, respectfully, and with cultural humility, with all individuals whom they encounter
- Demonstrate behaviors associated with compassion, respect, concern for others, integrity, ethical comportment, sound clinical judgment, and accountability for their responsibilities and actions
- Accept the supervision of an instructor and/or preceptor
- Accept constructive criticism or feedback
- Modify behavior based on feedback
- Adapt quickly to rapidly changing situations/environments, and to withstand human trauma and its effects
- Correctly judge when assistance is required and seek appropriate assistance in a timely manner; exercise good judgment
- Student nursing assistants are expected to exhibit professional behavior, personal accountability, compassion, integrity, concern for others, and care for all individuals in a respectful and effective manner regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable for progression in or completion of the Nursing Assistant Program.

### **Nursing Assistant students must be able to:**

- Function within the legal and ethical principles of their scope of practice
- Display behaviors that conform to the ethical role of a nursing assistant in all interactions with patients, faculty, staff, students, and the public
- Meet guidelines established by healthcare organizations where they will be engaged in clinical experiences

## **BACKGROUND AUTHORIZATION AND DISCLAIMER**

Our policy is to first screen with Washington State Patrol (WSP). A second background check is conducted through the Department of Social and Health Services Background Check Central Unit. This is a Washington state law and is required of

every employee and student intern in a long-term care facility. It takes a minimum of three weeks for clinical agencies to receive results from the Department of Social and Health Services Background Check Central Unit. The Background Check Central Unit criminal history screen results will go directly to the clinical facility.

This screening will include:

- Due process findings of abuse, neglect, abandonment, and exploitation.
- More specific Department of Corrections information.
- Some out-of-state information may be available through self-disclosure and/or past background checks.

In the event your criminal history report results with findings that prevent you from working with vulnerable adults, you will be notified by phone and by letter. Consequently, this would prevent you from completing the course. Please check this link to read over the negative actions that may disqualify you: <https://apps.leg.wa.gov/wac/default.aspx?cite=388-113>

With my signature below I understand that my ability to attend the clinical portion of this program is contingent of the results of the WSP and Background Check Central Unit investigations. Furthermore, I understand that the WSP and Background Check Central Unit investigations are only valid for six (6) months from the date the forms are submitted.

**Print Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Application

**THIS SECTION MUST BE COMPLETED: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

CTCLink ID:			
(Legal) Last Name:		(Legal) First Name:	
Mailing Address:	City:	State:	Zip :
Home Phone (     )     )		Cell Phone (     )     )	
Email:		Date of Birth:    /    /	

**APPLICATION Steps:**

	<b>As part of the application package students must complete and submit the following requirements:</b>
Step One	Submit Signed Application (pg.5&6) and Background Authorization Disclaimer (pg.4) with a copy of your government issues photo identification. (Must be 18 years of age)
Step Two	Submit a sealed WSP background check OR Pay \$15 to the cashier's office at 360-992-2177 or through your student portal once directed. Upon receipt of payment, CCE will request the WSP background and email you a copy of the results.
Step Three	Proof of COVID19 Vaccination is required for enrollment. Send a front and back copy of your card.
Step Four	<p>Please be aware that the Nursing Assistant Certified program does not qualify for most types of state and federal financial aid. Research your funding options before applying.</p> <p>Possible funding sources include the following:</p> <ul style="list-style-type: none"> <li><b>A.</b> Pay in Full via check or credit card by calling 360-992-2939</li> <li><b>B.</b> WorkSource (360) 735-5000</li> <li><b>C.</b> Workfirst (360) 992-2915</li> <li><b>D.</b> Basic Food Employment &amp; Training (BFET) (360) 992-2321</li> <li><b>E.</b> <a href="#">STEPP Student Tuition Easy Payment Plan</a>- The Student Tuition Easy Payment Plan (STEPP) is a payment program offered at Clark College. STEPP makes budgeting for college expenses more flexible each quarter because it lets you pay in installments interest free in the quarter. You can make payments by personal check, cash or credit card. There is a \$15 nonrefundable charge for each quarter that you enroll in STEPP to set up your account. The cashier's office number is 360-992-2177.</li> </ul>
Step Five	<p>Start your Two-Step Negative <b>Tuberculosis Skin Testing</b> Process ASAP Please note the deadline on your NAC calendar</p> <p>It is done in a <b>four</b> appointment schedule (TWO separate TBs, placed 1-3 weeks apart):</p> <p><b>Visit 1:</b> Place the first PPD.  <b>Visit 2:</b> 48-72 hours later, the PPD is read.  <b>Visit 3:</b> 1-3 weeks <u>after Visit 1</u>, the second PPD is placed.  <b>Visit 4:</b> 48-72 hours later, the PPD is read.</p> <p>IN SUMMARY: 2-step TB Skin Test/PPD testing requires 2 PPD's to be placed 1-3 weeks apart, with each of those tests read 48-72 hours after placement.  <b>**This process can also be completed by the single TB blood test.</b></p>

**All applicants MUST sign the following statement:**

***I have reviewed the above NAC program requirements. I am aware of the required tuberculosis screening, background check, and clinical agency FBI background screening. I am aware that a positive criminal background check will prevent my ability to complete the NAC program. I also understand that I will receive no refunds after the Registration deadline.***

***I also read and understand the below outlined expectations:***

***Expectations:***

- ***Absence / tardy policies are very strict in the Nursing Assistant Program. Daily attendance is required.***
- ***COVID19 Vaccination and TB tests results are required. There will be no refunds if you miss the deadlines and cannot get into a clinical placement.***
- ***Dependable transportation is necessary, as you will need to travel to class and possible clinical sites.***
- ***It is your responsibility to inform Clark College ECD if you would like to be placed on a waiting list for the next available course if you meet eligibility but are not accepted into the course due to full capacity.***

---

Signature

In accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, accommodations for students with disabilities will be considered at the student's request. The student may need to provide documentation of disability to the Disability Support Services Office to support his/her accommodation requests. Documentation guidelines and procedures can be found at [www.clark.edu/DSS](http://www.clark.edu/DSS). Once the student is qualified by DSS as having a disability, requested accommodations will be considered. Accommodations for the classroom, laboratory, or clinical setting will be evaluated according to reasonableness. Accommodations that compromise patient care, or that fundamentally alter the essential functions of the program or activity, are not considered to be reasonable.