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## Nursing Assistant Program

### Section One: Mission and Goals

#### Mission of the department:

The CGCC Nursing Assistant Program transforms lives by instilling nursing assistant students with the necessary skills for succeeding in the health care job market and opening doors to future education.

#### Goals and objectives for the department for the next review cycle:

Goal: The CGCC Nursing Assistant Program will prepare students with the knowledge and skills needed to provide safe care to patients in long term and acute care settings.

Objective: The CGCC Nursing Assistant Program will be instrumental in assisting community health care facilities in satisfactorily meeting their nursing assistant workforce needs.

### Section Two: Description of the Department

Describe the present composition of the department in terms of:

A. Include listing of classes, degrees, and certificates offered

Currently the Nursing Assistant Program is offering these courses:

- 1) Nursing Assistant 1 Course (NUR 90)
- 2) CNA2 Core Curriculum and Acute Care Certification Course (non-credit)
- 3) Medication Aide Certification Course (non-credit): In-Active, effective 10-20-11, due to lack of instructor and Columbia Basin Care Facility's plan to offer the course.

B. Provide number and qualifications of faculty and staff. Include position descriptions as an addendum.

- 1) The Nursing Assistant Program employs six faculty; all Registered Nurses; all part time, including a part-time program director; all have been approved by the Oregon State Board of Nursing (OSBN) and copies of those approval letters are on file. One LPN is utilized as an in-kind clinical instructor; she also has been approved by the OSBN.

- C. Provide the current budget resources for personnel, essential supplies, and equipment necessary to support the program and student success.

- 1) A copy of the 2011-12 budget is included as an addendum.

### Section Three: Action on Previous Review's Recommendations

In October 2011, the Oregon State Board of Nursing (OSBN) conducted a biennial site survey of the CGCC Nursing Assistant Program. The survey findings, as well as the Plan of Correction, which was developed in response to the OSBN's findings/recommendations, are attached.

### Section Four: Assessment of Key Functions and Data Elements

- Faculty census (number of adjunct and full-time faculty): Six.
- Use of Professional Development funds to improve teaching and learning strategies (activities below have been supported by CGCC).
- Other activities and opportunities in which faculty have been engaged that support faculty success ( internal training such as in-service workshops, training in the use of data or college systems, mentoring, internships with business, committee membership, etc.):
  - 1) In Fall '10 and Winter '11, I was able to observe and participate in the NA1 and CNA2 courses taught by the retiring program director, which served as an excellent orientation to the instructor and director roles.
  - 2) I attended the Spring '11 and Fall '11 CGCC All Day Faculty In-Services. *4 Spring '12.*
  - 3) I attended the OSBN Program Director and Primary Instructor Orientation in Dec '11.
  - 4) I obtained CPR Re-Certification in Mar '12.
  - 5) I have future plans of attending:
    - A. "Creative Teaching Strategies for the Nurse Educator Seminar" in June '12. The seminar will address topics such as active teaching/learning strategies for lecture, lab, and clinical settings.
    - B. Meeting at Oregon State Board of Nursing in July '12, to discuss current trends in nursing assistant training and providing input for the next CNA Testing Contract.

C. CGCC Computer Basics classes in Summer Term '12.

- Courses reviewed as per department schedule or within the last three years:
  - 1) The NA1 Course was reviewed by OSBN in the Oct '11 site survey.
  - 2) Syllabi for NA1 and CNA2 have been updated in the last year.
  - 3) NA Program policies have been reviewed/updated every 6 months. Most recent review: Feb '12.

- Enrollment data per year since the last review:

Note: The data pertains to the two courses which the Nursing Assistant Dept is currently offering: Nursing Assistant 1 and CNA2, Acute Care. Please refer to data attached.

- Student retention in classes in the department, progression term to term and year to year, and graduation rates for the department (may be aggregated or done per discipline to provide best data for the department) Please refer to data attached.
- Faculty involvement in activities that support student success (examples may include the use of instructional technology, service learning, learning communities, Foundations of Excellence, involvement with and student attendance at co-curricular activities, involvement with new student orientation, etc.):

During the Fall '11 CGCC All Day Faculty In-Service, I participated in the New Student Orientation, greeting prospective future students at the luncheon and answering questions re the nursing assistant program. Open lab sessions are offered every NUR 90 course.

**Section Five: Analysis of Assessment and New Recommendations**

Based on analysis of the review:

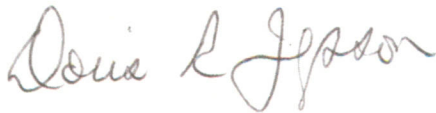
- What new recommendations are being set by the department for the next review cycle?
  - 1) As this is the initial CGCC Program Review for the Nursing Assistant Program, my plan will be to continue to address the changes and progression of those elements that comprise this program review in preparation for the next review.

- 2) A program self-evaluation will take place as per OSBN's biennial program requirements in Fall '12.
- What benchmarks will be used for assessment of the recommendations and any new activities being implemented during the next review cycle?
    - 1) Continued involvement with in-service workshops.
    - 2) Continued participation in OSBN's biennial program site surveys and the follow-up to recommendations and self evaluation that follows.



Susan R Hartford RN

CGCC Nursing Assistant Program Director



Doris R. Jenson, RN, MSN, CCRN

Director of Nursing and Health Occupations



# COLUMBIA GORGE COMMUNITY COLLEGE

400 EAST SCENIC DRIVE  
THE DALLES, OREGON 97058  
(541) 506-6000 • [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us)

## JOB DESCRIPTION

### POSITION INFORMATION

**Position Title:** Nursing Assistant/Medication Aide Faculty/Program Director  
**Department:** Instruction  
**Employee Classification:** Faculty  
**Status:** Part-time  
**Reports To:** Director of Nursing and Health Occupations  
**Date Written:** January 18, 2011  
**Revision Date(s):**

### GENERAL NARRATIVE DESCRIPTION OF POSITION

Responsible for overall coordination of the Nursing Assistant and Medication Aide Programs. Ensures implementation of the OSBN approved nursing assistant and medication aide curriculum; follows OSBN rules and regulations for NA and Medication Aide courses; reviews and updates curriculum to maintain compliance with OSBN standards; and maintains OSBN accreditation documentation. Program administrative duties include recommending program budget expenditures; scheduling of classes and part-time instructors; organizing classroom and clinical placements; maintaining records; and supervising, scheduling and evaluating other NA and Medication Aide instructors according to college processes. Participates in the full range of professional and college-related activities including student advising; curriculum development; professional growth; departmental and college-wide meetings, committees, and in-services; and community involvement. Serves as an NA/medication aide theory, lab or clinical instructor as needed. Reports to the Director of Nursing and Health Occupations.

### ESSENTIAL JOB FUNCTIONS

1. Oversees the administration of the Nursing Assistant/Medication Aide program. Reports directly to the Director of Nursing and Health Occupations.
2. Serves as an instructor for the Nursing Assistant/Medication Aide program in lecture, lab and clinical formats, observing OSBN rules for instructor-to-student ratios.
3. Prepares schedules for all NA/Medication Aide courses and part-time instructors with input from Department Director and articulates NA courses with other Nursing Department programs at the college.

4. Coordinates appropriate clinical placement opportunities and evaluation; maintains close working relations with CNA/CMA employers and ensures that appropriate facility personnel receive schedules and objectives.
5. Fulfills the OSBN required program director role as described in OAR 851-061-0080. Serves as liaison with the OSBN related to the college's continuing compliance with the Board rules, including maintaining all accreditation standards established for the program, preparation and submission of appropriate OSBN reports as needed, and hosting biennial OSBN site visits.
6. Oversees and assists with curriculum development and updates within the program and oversees quality of instruction according to OSBN standards.
7. Assists Department Director in recruiting, screening, and hiring part-time theory, lab and clinical instructors. Assures that part-time faculty receive appropriate training, oversight, and orientations to facility and college.
8. Develops and revises written policies for the operation of the NA/Medication Aide program and courses, as necessary.
9. Provides information to Department Director for the development of the annual budget; seeks approval from the Department Director prior to making expenditures; contacts Nursing and Health Occupations Administrative Assistant to initiate purchase requisitions, travel requests, and work orders as needed.
10. Undertakes responsibility for departmental equipment, participates in periodic inventory, and provides for the security of facilities and instructional materials as appropriate to the program.
11. Advises NA and Medication Aide students on issues of program requirements, career prospects, and college-wide issues; maintains appropriate office hours.
12. Notifies and provides information to the Nursing and Health Occupations Administrative Assistant to complete criminal background checks on all students; ensures that all students are eligible pursuant to laws governing the clinical site facility to participate in the program's clinical experiences.
13. Notifies and provides information to the Nursing and Health Occupations Administrative Assistant to contact Headmaster to set up test dates for students who successfully complete the course.
14. Determines that students meet OSBN pre-requisite eligibility requirements for CNA2 and Medication Aide courses prior to first day of class.
15. Attends department and other college meetings, as assigned.
16. Works as part of the Health Occupations team.
17. Responds to college-wide mandates and reporting requirements, as directed. Assures students are given the opportunity to complete course evaluations for each course offered.
18. Engages in regular professional growth activities related to teaching and nursing.
19. Represents the program and the college to the community, business, public agencies, and other organizations in a professional manner.
20. Works flexible schedule including some evenings and occasionally Saturdays.
21. Performs other duties as assigned by the Department Director.

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

## **SUPERVISES THE FOLLOWING STAFF**

Part-time faculty and laboratory assistants.

## **EXPERIENCE**

Per OSBN Administrative Rules, OAR 851-061-0080, a minimum of three years nursing experience is required, to include one year working in direct patient care; and one of the following:

- a. One year experience on a nursing faculty; or
- b. One year experience in staff development; or
- c. Evidence of academic preparation for teaching adults; or
- d. Evidence of equivalent experience

For the medication aide program, one year as a nurse educator or nurse administrator within the last five years is also required.

**Approval by the OSBN to be the NA/Medication Aide Program Director is requisite to hold this position.** If the applicant is selected, application will be made to the OSBN by the Director of Nursing and Health Occupations. Approval by the OSBN must be received before definitive offer of the position to the applicant will be confirmed.

## **EDUCATIONAL BACKGROUND**

Current, unencumbered license to practice as a registered nurse in Oregon (RN) required.

## **REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS**

1. Thorough understanding of the curriculum in assigned instructional areas.
2. Knowledge of instructional delivery, the elements of effective teaching and learning, and the principles of adult education.
3. Ability to work and communicate effectively and respectfully with diverse students, staff, faculty and clinical site staff.
4. Ability to work cooperatively with staff, faculty, and students.
5. Ability to work independently and supervise others.
6. Ability to perform and prioritize tasks with limited supervision.
7. Current clinical knowledge and maintenance of clinical skills.
8. Strong commitment to student success.
9. Strong commitment to innovation, collaboration, and quality.
10. Willingness to work and/or travel on a flexible schedule including some evenings and weekends.
11. Ability to stay current in the field through professional development and self-study.
12. Ability to use computer technology for communication and instructional purposes.

## PREFERRED KNOWLEDGE AND SKILLS

1. Experience as an OSBN approved NA Program Director or instructor
2. Experience teaching in a community college nursing program
3. Bachelor of Science in Nursing or higher degree
4. Bilingual English / Spanish

## WORKING CONDITIONS

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is frequently required to sit, walk or stand, talk or hear and use hands to finger. The employee is occasionally required to handle or operate objects, tools or controls; reach with hands and arms; and bend and reach. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work flexible hours as needed. Travel may be required. Access to a vehicle and possession of a current, valid driver's license required.

**PRESENTED BY:** \_\_\_\_\_  
**Doris R. Jepson, Director of Nursing & Health Occ** **DATE** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
**Dr. Susan Wolff, Chief Academic Officer** **DATE** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
**Robb Van Cleave, Chief Talent & Strategy Officer** **DATE** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
**Dr. Frank Toda, President** **DATE** \_\_\_\_\_

*It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.*



*Persons having questions about equal opportunity and nondiscrimination should contact the following persons:*

*For Employment*

*Robb Van Cleave, Chief Talent and Strategy Officer*

*Office: Rm 2.422*

*Phone: 541-506-6151*

*For Educational Programs*

*Dr. Susan J. Wolff, Chief Academic Officer*

*Office: Rm 2.103*

*Phone: 541-506-6031*

*For Student Programs, Activities, and Services*

*Karen Carter, Chief Student Services Officer*

*Office: Rm 3.223*

*Phone: 541-506-6013*

***To Request Accommodations and Contact for Special Needs***

*Auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's ADA Coordinator Lori Ufford at 541-506-6025 or the Event Coordinator in a timely manner. 541-506-6016 (TTD)*



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## JOB DESCRIPTION

### POSITION INFORMATION

**Position Title:** Nursing Assistant Theory & Clinical/Lab Instructor  
**Department:** Instruction  
**Employee Classification:** Faculty  
**Status:** Part-time  
**Reports To:** Director of Nursing and Health Occupations;  
Supervised by the C.N.A. Program Director  
**Date Written:** July 9, 2011  
**Revision Date(s):**

### GENERAL NARRATIVE DESCRIPTION OF POSITION

Works under direction of Nursing Assistant Program Director. Follows OSBN rules and regulations for NA courses. Serves as an NA theory, lab or clinical instructor as needed. Participates in the full range of professional and college-related activities including professional growth; departmental and college-wide meetings, committees, in-services and evaluating other NA instructors according to college processes; and community involvement. Reports to the Nursing Assistant Program Director and Director of Nursing and Health Occupations.

### ESSENTIAL JOB FUNCTIONS

1. Serves as an instructor for the Nursing Assistant program in lecture, lab and clinical formats, observing OSBN rules for instructor-to-student ratios.
2. Works with NA Program Director to coordinate appropriate clinical placement opportunities and evaluation; maintains close working relations with CNA employers and ensures that appropriate facility personnel receive schedules and objectives.
3. Fulfills the OSBN required theory/clinical instruction role as described in OAR 851-061-0080.
4. Assists the NA Program Director in responsibility for departmental equipment, participating in periodic inventory, and providing for the security of facilities and instructional materials as appropriate to the program.
5. Attends department and other college meetings, as assigned.
6. Works as part of the Health Occupations team.
7. Responds to college-wide mandates and reporting requirements, as directed.
8. Engages in regular professional growth activities related to teaching and nursing.

9. Represents the program and the college to the community, business, public agencies, and other organizations in a professional manner.
10. Works flexible schedule including some evenings and occasionally Saturdays.
11. Performs other duties as assigned by the NA Program Director and Department Director.

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

## **SUPERVISES THE FOLLOWING STAFF**

Other Part-time faculty and laboratory assistants as assigned. Supervises students in lab and clinical settings.

## **EXPERIENCE**

Per OSBN Administrative Rules, OAR 851-061-0080, a Primary instructor shall have two years experience as a registered nurse and teaching experience or educational preparation for teaching adults. Per OSBN Administrative Rules, OAR 851-061-0080, a Clinical instructor shall have the equivalent of one year full time experience as a registered nurse.

**Approval by the OSBN to be an instructor in the NA Program is requisite to holding this position.** If the applicant is selected, application will be made to the OSBN by the Director of Nursing and Health Occupations. Approval by the OSBN must be received before definitive offer of the position to the applicant will be confirmed.

## **EDUCATIONAL BACKGROUND**

Current, unencumbered license to practice as a registered nurse in Oregon (RN) required.  
Current CPR for Healthcare Provider card. Ability to pass a criminal history check.

## **REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS**

1. Thorough understanding of the curriculum in assigned instructional areas.
2. Knowledge of instructional delivery, the elements of effective teaching and learning, and the principles of adult education.
3. Ability to work and communicate effectively and respectfully with diverse students, staff, faculty and clinical site staff.
4. Ability to work cooperatively with staff, faculty, and students.
5. Ability to work independently and supervise others.
6. Ability to perform and prioritize tasks with limited supervision.
7. Current clinical knowledge and maintenance of clinical skills.
8. Strong commitment to student success.
9. Strong commitment to innovation, collaboration, and quality.

*Columbia Gorge Community College is an equal opportunity educator and employer.*

10. Willingness to work and/or travel on a flexible schedule including some evenings and weekends.
11. Ability to stay current in the field through professional development and self-study.
12. Ability to use computer technology for communication and instructional purposes.

**PREFERRED KNOWLEDGE AND SKILLS**

1. Experience as an OSBN approved NA Program instructor
2. Experience teaching in a community college nursing program
3. Associate of Science in Nursing or higher degree
4. Bilingual English / Spanish

**WORKING CONDITIONS**

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Work flexible hours as needed. Travel may be required. Access to a vehicle and possession of a current, valid driver’s license required.

**PRESENTED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
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**REVIEWED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
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**APPROVED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**Dr. Frank Toda, President**

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COLUMBIA GORGE COMMUNITY COLLEGE

Account Number	Prj	Description	Actual 2008-09	Actual 2009-10	Adj Bgt 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12	\$Chg Incr(Decr)	% of Prior Bgt	% of Total Bgt
<b>CERTIFIED NURSING ASSISTANT/CERTIFIED MEDICATION AIDE</b>											
<b>PERSONAL SERVICES</b>											
<b>SALARY EXPENSE</b>											
100-12-141-11-6107	0000	FT PROFESSIONAL SUPPORT SALARIES	9,584	5,163	0	0	0	0	0	na	na
100-12-141-11-6401	0000	FULL TIME INSTRUCTOR SALARIES	48,721	51,430	36,847	0	0	0	(36,847)	na	na
100-12-141-11-6403	0000	FTF OVERLOAD PAY	5,164	0	2,708	0	0	0	(2,708)	na	na
100-12-141-11-6421	0000	PART TIME INSTRUCTOR WAGES	10,368	23,505	20,010	42,696	42,696	42,696	22,686	213%	75%
100-12-141-11-6442	0000	SPECIAL PROJECT WAGES	0	0	13,600	10,141	10,141	10,141	(3,459)	na	75%
		<b>TOTAL SALARY EXPENSE</b>	<b>73,836</b>	<b>80,098</b>	<b>73,165</b>	<b>52,837</b>	<b>52,837</b>	<b>52,837</b>	<b>(20,328)</b>		<b>72%</b>
<b>OTHER PAYROLL EXPENSE</b>											
100-12-141-11-6901	0000	SOCIAL SECURITY	5,612	6,116	5,597	4,042	4,042	4,042	(1,555)	72%	72%
100-12-141-11-6902	0000	WORKERS' COMPENSATION INS	254	276	240	211	211	211	(29)	88%	88%
100-12-141-11-6903	0000	STATE WORKERS BENEFIT FUND	27	29	102	74	74	74	(28)	73%	73%
100-12-141-11-6904	0000	UNEMPLOYMENT INSURANCE	734	899	1,390	1,215	1,215	1,215	(175)	87%	87%
100-12-141-11-6905	0000	PERS	9,956	8,051	9,255	8,597	8,597	8,597	(658)	93%	93%
100-12-141-11-6906	0000	DISABILITY INSURANCE	310	117	107	0	0	0	(107)	na	na
100-12-141-11-6907	0000	LIFE INSURANCE	44	15	14	0	0	0	(14)	na	na
100-12-141-11-6908	0000	HEALTH INSURANCE	6,571	6,060	5,661	0	0	0	(5,661)	na	na
		<b>TOTAL OTHER PAYROLL EXPENSE</b>	<b>23,509</b>	<b>21,564</b>	<b>22,366</b>	<b>14,139</b>	<b>14,139</b>	<b>14,139</b>	<b>(8,227)</b>		<b>63%</b>
		<b>TOTAL PERSONAL SERVICES</b>	<b>97,345</b>	<b>101,662</b>	<b>95,531</b>	<b>66,976</b>	<b>66,976</b>	<b>66,976</b>	<b>(28,555)</b>		<b>70%</b>
<b>MATERIALS &amp; SERVICES</b>											
100-12-141-11-7206	0000	INSTRUCTIONAL CONTRACTED SERVICES	4,096	1,697	2,510	2,510	2,510	2,510	0	100%	100%
100-12-141-11-7211	0000	PCC CONTRACT EXPENSE	9,886	11,407	10,501	3,250	3,250	3,250	(7,251)	31%	31%
100-12-141-11-7510	0000	POSTAGE	26	33	50	50	50	50	0	100%	100%
100-12-141-11-7521	0000	SHIPPING & FREIGHT	38	20	9	0	0	0	(9)	na	na
100-12-141-11-7601	0000	PRINTING & DUPLICATING	983	1,423	1,400	1,400	1,400	1,400	0	100%	100%
100-12-141-11-8006	0000	INSTRUCTIONAL SUPPLIES	2,084	1,902	1,697	1,700	1,700	1,700	3	100%	100%
100-12-141-11-8205	0000	EMPLOYEE TRAVEL	426	69	100	100	100	100	0	100%	100%
100-12-141-11-8508	0000	EQUIPMENT REPAIR	0	0	500	500	500	500	0	100%	100%
100-12-141-11-8517	0000	MISC FEES & DUES	0	235	125	150	150	150	25	120%	120%
100-12-141-11-8803	0000	INSTRUCTIONAL EQUIPMENT <\$5000	7,036	0	1,000	1,000	1,000	1,000	0	100%	100%
		<b>TOTAL MATERIAL &amp; SERVICES</b>	<b>24,575</b>	<b>16,787</b>	<b>17,892</b>	<b>10,660</b>	<b>10,660</b>	<b>10,660</b>	<b>(7,232)</b>		<b>60%</b>
		<b>TOTAL CNA/CMA</b>	<b>121,920</b>	<b>118,448</b>	<b>113,423</b>	<b>77,636</b>	<b>77,636</b>	<b>77,636</b>	<b>(35,787)</b>		<b>68%</b>
											<b>0.7%</b>



# Oregon

John A. Kitzhaber, MD, Governor

## Board of Nursing

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### REPORT OF SURVEY VISIT COLUMBIA GORGE COMMUNITY COLLEGE October 13, 2011

The Columbia Gorge Community College Nursing Assistant Training Program survey was conducted on October 13, 2011 by Debra K. Buck, RN, MS, Nursing Assistant Program Consultant, Oregon State Board of Nursing.

1. TRAINING DIRECTOR NAME – Susan Hartford, RN
2. PRIMARY INSTRUCTOR NAME(S) – Mercedes Bolton, RN, Rhonda O'Brien, RN, and Susan Hartford, RN
3. NAME OF CLASSROOM TRAINING SITE(S) – Columbia Basin Care Facility, Columbia Gorge Community College, Oregon Veterans' Home, and The Dalles Health & Rehabilitation Center
4. NAME OF CLINICAL TRAINING SITE(S) – Columbia Basin Care Facility, Oregon Veterans' Home, and The Dalles Health & Rehabilitation Center
5. INTERVIEWS WERE CONDUCTED WITH:  
Program Director/Primary Instructor – Susan Hartford, RN  
Primary Instructor(s) – Rhonda O'Brien, RN  
Student(s) – Molly Boyle, Donna Beierle Brown, Elissa A. Bush, Alina Clark, Sean Collins, Johnathon R. Kirk, Andy McMurray, Kimberly Odle, Jeffrey H. Phipps II, Christine Reyes, Leila Smith, Anna Trevino, Maritza Vasquez, and Ma Alecia ManlapazWilkes
6. INSPECTION OF PHYSICAL FACILITIES INCLUDED:  
Classroom/Lab Facility – Columbia Gorge Community College  
Clinical Facility – Columbia Basin Care Facility

The report presents all standards for approval of training programs from OAR 851-061-0075 through 0120. Each standard is evaluated as "attained" or "not fully attained". The surveyor's comments are included for most standards and in every case when a standard was not fully attained.

**Standards for Approval: Organization and Administration**

**851-061-0075**

- (1) *Training program policies and procedures shall be in written form and shall be reviewed at least once every two years.*

Standard: Met

Evidenced by:  
Policies and procedures

Comment:  
Written training program policies are in place and have been reviewed in the last two years.

- (2) *Training programs implementing program changes cannot require students who are currently enrolled to complete the requirements of a revised program. Enrolled students are to be taught out under the program identified in their most current signed enrollment agreement. Exceptions may be allowed when and if the school and student mutually agree to the program change(s) and a new or amended enrollment agreement is negotiated, accepted, and signed by the student and school. Examples of program changes as used in this rule include, but are not limited to, increase or decrease of hours required, changes in the schedule of hours of instruction, adding or dropping course requirements, increasing program costs or fees, or changes in the payment plan.*

Standard: Met

Evidenced by:  
Policies

Comment:  
No evidence of above standard not being met.

- (3) *Training program shall be financially viable for the stability and continuation of the program.*
- (a) *Training program providers in assisted living, licensed nursing, and residential care facilities licensed by the Department of Human Services or the Health Authority and training programs licensed by the Department of Education are exempt from demonstrating financial viability to the Board.*
- (b) *Training program providers not identified in OAR 851-061-0075(3)(a), will provide financial statements to demonstrate:*
- (A) *Assets equal to or greater than liabilities;*
- (B) *No operating loss in any year of more than 10% of their net worth; and*
- (C) *No operating loss of any amount for two consecutive years.*
- (c) *A training program that is unable to verify financial viability may be required to carry a bond, get a letter of credit, or escrow unearned tuition.*

Standard: Exempt

Evidenced by:  
Balance sheet: assets, liabilities, & owner's equity  
Profit/loss statement  
Cash flow statement



Comment:

Columbia Gorge Community College is licensed by the Department of Education.

- (4) *All training program advertising, sales, collection, credit or other business practices are conducted in a manner that does not violate ORS 646.608.*

Standard: Met

Evidenced by:

College website

Program materials

**Standards for Program Approval: Faculty Qualifications and Responsibilities**

**851-061-0080**

- (1) *The training of nursing assistant's level 1 shall be by or under the supervision of a program director or primary instructor who has at least one year of nursing experience in a licensed nursing facility.*

Standard: Met

Evidenced by:

Program Director Application

Comments:

Susan Hartford, the Program Director/Primary Instructor, worked in licensed nursing facilities from 1984 to 1987.

- (2) *The program director shall hold a current, unencumbered license to practice as a registered nurse in Oregon; and*
- (a) *For a nursing assistant level 1 and level 2 training program, have at least three years of nursing experience, including at least one year of working in direct patient care; and one of the following:*
- (A) *One year of experience on a nursing faculty;*
- (B) *One year of experience in staff development;*
- (C) *Evidence of academic preparation for teaching adults; or*
- (D) *Evidence of equivalent experience.*
- (b) *For a medication aide training program, have at least three years of experience as a Registered Nurse, including at least one year as a nurse educator or nurse administrator.*

Standard: Met

Evidenced by:

OSBN Approval letter

Comments:

Susan Hartford, has a current, unencumbered RN license in Oregon with an expiration date of, 11/29/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(2).

- (3) The program director shall:
- (a) Act as liaison with the Board related to the program's continuing compliance with the required elements of these rules;
  - (b) Implement and maintain a program that complies with all Board standards;
  - (c) Assume the ultimate responsibility for the implementation of the Board-approved curriculum;
  - (d) Have sufficient time provided for carrying out administrative responsibilities. Number of faculty, students, classes in progress, and locations utilized for classroom and clinical training are to be considered in determining appropriate time allocated;
  - (e) Recruit, supervise, and evaluate qualified primary instructors and clinical instructors or preceptors;
  - (f) Develop and implement written policies necessary for the operation of the program, including those maintained under OAR 851-061-0110(1)(c)(G);
  - (g) Ensure that all students have initiated a criminal history check prior to entering the program and that all students are eligible pursuant to laws governing the clinical site facility to participate in the program's clinical experiences.
  - (h) Coordinate classroom and clinical sites and activities;
  - (i) Ensure that the classroom, lab, and clinical environment is conducive to teaching and learning;
  - (j) Assure that the clinical setting provides an opportunity for the students to perform the skills taught in the curriculum;
  - (k) Ensure that a Board-approved primary instructor, clinical instructor, or clinical preceptor is on the premises at all times during scheduled clinical hours;
  - (l) Supervise or coordinate supervision of students in the clinical setting or assign this responsibility to the primary instructor.
  - (m) Provide or arrange for the orientation of the primary and clinical instructors or clinical preceptors to their role and responsibilities.
  - (n) Assess students' reactions to course content, instructional effectiveness, and other aspects of the learning experience;
  - (o) Submit program data upon request of the Board on forms provided by the Board;
  - (p) Submit required reports;
  - (q) Verify that the training facility in which the training program is offered or utilized for the clinical experience is licensed under the appropriate licensing agency and is in substantial compliance with all standards for licensure;
  - (r) Verify that a facility utilized for out-of-state clinical experience:
    - (A) Has not been found within the preceding two years, by the state survey and certification agency, using the currently applicable Center for Medicare and Medicaid Services regulations, to be categorized as providing substandard quality of care;
    - (B) Is no more than 50 miles from an Oregon border; and
    - (C) Has given permission for site visit(s) by Board staff.
  - (s) For medication aide training programs, determine student eligibility by verifying that the applicant:
    - (A) Holds a current certificate to practice as a CNA I on the CNA Registry;
    - (B) Has graduated from an approved basic nurse aide training program at least six months prior to enrollment in the medication aide training program; and
    - (C) Meets the employment requirement of at least six months of full time

*experience as a nursing assistant or the equivalent in part time experience since graduation from a basic nursing assistant training program unless the applicant is exempt under OAR 851-062-0090.*

Standard: Not fully attained

Evidenced by:

Program Director Interview

Program Records

Comments:

Susan Hartford assumed the program director position as of 02/28/2011. She has the ultimate responsibility for the program by acting as a liaison with Board, coordinating the classroom and clinical sites and activities, assessing the students' learning needs, submitting and maintaining records. Susan reports that she has sufficient time provided for carrying out the administrative responsibilities of this program and there is assistance available if she needs it. The program director evaluated Carol Fisher on 10/03/2011, Sandra Hawkins on 02/02/2010 & 01/27/2011, Rhonda O'Brien on 04/23/2010, and Patricia Schluter on 05/27/2010. There is evidence of some but not all of the written policies necessary for the operation of the program. Documentation is present to support all students having had a criminal history check initiated prior to entering the program. There is evidence to support that all clinical settings provide an opportunity for the students to perform the skills taught in the curriculum. A Board approved clinical instructor/preceptor is on the premises during all scheduled clinical hours. An orientation check list is not available to document the instructor/preceptor(s) being oriented to their role and responsibilities with the program. There is evidence of a form to allow the students to evaluate the course content, instructional effectiveness, and other aspects of the learning experience. Program data is submitted upon request, e.g., the annual Senior and People with Disabilities Student Capacity Survey was completed in a timely manner. The last Self-evaluation Report for this program was completed on 10/22/2010.

Commendation:

**To Susan Hartford for assuming the leadership of this program.**

Recommendations:

**Review, update, and develop as needed written policies necessary for the operation of the program. Include a signature and the dates to indicate when the policy was initiated, reviewed, or revised on the formal written policy.**

**Create a form to document the orientation of the instructor/preceptor(s) to their role and responsibilities.**

**Submit a self-evaluation of the program in October 2012.**

- (4) *The primary instructor shall hold a current, unencumbered license to practice as a registered nurse in Oregon; and*
- (a) *For a nursing assistant level 1 and level 2 training program, have two years experience as a registered nurse and teaching experience or educational preparation for teaching adults.*
  - (b) *For a medication aide training program, have at least three years of nursing experience, to include:*
    - (A) *One year as a nurse educator, a primary instructor in a nursing assistant*

- (B) One year working with the particular type of clientele or providing clinical instruction in a setting with the particular type of clientele with whom students will have their clinical experience.*
- (c) May be the director of nursing service in a long term care facility only if there is evidence of formal arrangements for the director of nursing position to be filled by another qualified nurse during the period of instruction.*

Standard: Met

Evidenced by:  
OSBN Approval Letter

Comments:

Mercedes Bolton has a current, unencumbered RN license in Oregon with an expiration date of, 06/06/2013. She meets/exceeds the qualifications required in OAR 851-061-0080(4)(a).  
Susan Hartford has a current, unencumbered RN license in Oregon with an expiration date of, 11/29/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(4)(a).  
Rhonda O'Brien has a current, unencumbered RN license in Oregon with an expiration date of, 09/15/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(4)(a).

- (5) The primary instructor shall:*
  - (a) Implement the required Board-approved curriculum;*
  - (b) Provide effective teaching strategies in an environment that encourages student and instructor interaction;*
  - (c) Supervise and be present in the classroom at least 75% of the time that classes are being taught, or for on-line programs, be available for consultation and additional clarification at least every 72 hours;*
  - (d) Evaluate competency of students; and*
  - (e) In addition, for medication aide training programs, the primary instructor shall:*
    - (A) Obtain approval from a facility prior to using a facility employee as a clinical preceptor. The facility has the right to refuse such approval;*
    - (B) Ensure that each student's clinical experience includes administration of medications by all approved routes of administration and includes administration of a variety of medications; and*
    - (C) Supervise the clinical experience for all medication aide students. Clinical preceptors may be used as appropriate.*

Standard: Met

Evidenced by:  
Program Files  
Faculty Interview  
Student Interviews

Comments:

While it was not intentional, it did work out that there was one primary instructor that was present in the classroom at least 75% of the time. Now that they are aware of this requirement, the program director reports that they will schedule so that each cohort has one primary instructor that is in the classroom at least 75% of the time.

- (6) *Other personnel from the healthcare professions may supplement the instructor in their area of expertise:*
- (a) *For a nursing assistant level 1 and level 2 training program, the program director or primary instructor may:*
    - (A) *Involve as trainers for a specific portion of the nursing assistant training, other licensed nursing personnel or other licensed health care professionals who have at least one year of experience in their field.*
    - (B) *Use an approved clinical instructor who shall:*
      - (i) *Hold a current, unencumbered license to practice as a registered nurse in Oregon; and*
      - (ii) *Have the equivalent of one year full time experience as a registered nurse.*
    - (C) *Use an approved clinical preceptor who shall:*
      - (i) *Hold a current, unencumbered license to practice nursing in Oregon; and*
      - (ii) *Have the equivalent of at least one year of experience as a licensed nurse.*
  - (b) *For a medication aide training program, the clinical preceptor shall:*
    - (A) *Hold a current, unencumbered license to practice nursing in Oregon;*
    - (B) *Have the equivalent of one year full time experience as a licensed nurse and shall have three months' nursing experience in a facility licensed the same as the setting in which the medication aide student will be passing medications;*
    - (C) *Provide direct supervision; and*
    - (D) *Have only the responsibility for clinical precepting during the scheduled clinical experience.*
  - (c) *Certified medication aides, resident care managers, and directors of nursing are prohibited from acting as clinical preceptors for medication aide students.*

Standard: Met
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Evidenced by:

OSBN Approval Letter

Comments:

Billie Holcomb has a current, unencumbered RN license in Oregon with an expiration date of 12/16/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).  
 Carol Fisher has a current, unencumbered RN license in Oregon with an expiration date of 10/28/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).  
 Doris Jepson has a current, unencumbered RN license in Oregon with an expiration date of 03/12/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).  
 Griselda Manzo DeGarcia has a current, unencumbered RN license in Oregon with an expiration date of 09/05/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).  
 Mercedes Bolton has a current, unencumbered RN license in Oregon with an expiration date of 06/06/2013. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).  
 Patricia Schluter has a current, unencumbered RN license in Oregon with an expiration date of 03/07/2013. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).

Rhonda O'Brien has a current, unencumbered RN license in Oregon with an expiration date of 09/15/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).  
Sandra Hawkins has a current, unencumbered LPN license in Oregon with an expiration date of 05/09/2013. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(C).  
Susan Hartford has a current, unencumbered RN license in Oregon with an expiration date of 11/29/2012. She meets/exceeds the qualifications required in OAR 851-061-0080(6)(a)(B).

**Standards for Program Approval: Curriculum**  
**851-061-0090**

- (1) *Board-approved curriculum shall be used in approved nursing assistant level 1 and medication aide training programs.*

Standard: Met

Evidenced by:  
Program Files  
Faculty Interview  
Student Interviews

Comment:

This curriculum was determined to meet the curriculum policy approved by the Board on 11/19/2009.

- (2) *A nursing assistant level 1 training program shall consist of:*
- (a) *At least 150 hours of instruction divided into 75 hours of classroom instruction and 75 hours of supervised clinical experience;*
  - (b) *At least 24 hours of supervised classroom/laboratory instruction with return student demonstrations of learned skills to determine comprehension and competency, in addition to facility orientation, preceding the students' care of clients; and*
  - (c) *At least 75 hours of supervised clinical experience in a hospital, licensed nursing, residential care, or assisted living facility that has a registered nurse on duty during all scheduled student clinical hours, is in substantial compliance with all standards of licensure, and provides an opportunity for the student to perform the skills taught in the Board's approved curriculum.*

Standard: Met

Evidenced by:  
Program Files  
Faculty Interview  
Student Interviews

- (3) *An on-line nursing assistant level 1 training program shall consist of:*
- (a) *At least the equivalent of 51 hours according to the nationally recognized standard of content to credit ratio;*
  - (b) *At least 24 hours of supervised laboratory instruction provided no later than two weeks after the successful completion of the on-line portion of the curriculum.*

*The laboratory portion of the program shall include return student demonstration of learned skills to determine comprehension and competency, in addition to facility orientation, preceding the students' care of clients:*

- (c) *At least 75 hours of supervised clinical experience in a hospital, licensed nursing, residential care, or assisted living facility that has a registered nurse on duty during all scheduled student clinical hours, is in substantial compliance with all standards of licensure, and provides an opportunity for the student to perform the skills taught in the Board's approved curriculum.*
- (d) *Ongoing technical support service(s) to sustain the electronically offered program including provisions for staffing, reliability, privacy, and security; and*
- (e) *Ongoing technical support service(s) for students on each required educational technology hardware, software, and delivery system.*

Standard: Not applicable

Evidenced by:

Program Files

Faculty Interview

Student Interviews

- (4) *A nursing assistant level 2 training program will have Board approved:*
  - (a) *Standardized category curriculum that may vary in training hours from other Board approved standardized category curricula; and*
  - (b) *Competency evaluation.*

Standard: Not applicable

Evidenced by:

Program Files

Faculty Interview

Student Interviews

- (5) *Medication aide training program classroom and clinical instruction hours:*
  - (a) *A medication aide training program shall consist of at least 84 hours of instruction divided into at least 60 hours of classroom/lab instruction and at least 24 hours of 1:1 supervised clinical experience.*
  - (b) *All clinical hours shall be completed at one site (licensed nursing facility, hospital, assisted living facility, or residential care facility).*
  - (c) *All required clinical hours shall be in medication administration related activities.*

Standard: Not applicable

Evidenced by:

Program Files

Faculty Interview

Student Interviews

- (6) *Admission requirements for medication aide training programs shall be:*
  - (a) *Current, unencumbered CNA 1 status on the Oregon CNA Registry maintained by the Board;*

- (b) Documentation of graduation from an approved basic nursing assistant level 1 training program at least six months prior to enrollment in the medication aide training program; and
- (c) Documentation of at least six months full time experience as a nursing assistant level 1 or the equivalent in part time experience since graduation from a basic nursing assistant training program.

Standard: Not applicable

Evidenced by:  
 Program Files  
 Faculty Interview

- (7) An on-line nursing assistant level 2 or medication aide training program shall consist of:
  - (a) At least the nationally recognized standard of content to credit ratio to meet the Board's curriculum policy for the specific training program;
  - (b) Supervised laboratory instruction that meets the Board's approved curriculum provided no later than two weeks after the successful completion of the on-line portion of the curriculum. The laboratory portion of the program shall include return student demonstration of learned skills to determine comprehension and competency, in addition to facility orientation, preceding the students' care of clients;
  - (c) Supervised clinical experience in a hospital, licensed nursing, residential care, or assisted living facility that has a registered nurse on duty during all scheduled student clinical hours, is in substantial compliance with all standards of licensure, and provides an opportunity for the student to perform the skills taught in the Board's approved curriculum;
  - (d) Ongoing technical support service(s) to sustain the electronically offered program including provisions for staffing, reliability, privacy, and security; and
  - (e) Ongoing technical support service(s) for students on each required educational technology hardware, software, and delivery system.

Standard: Not applicable

Evidenced by:  
 Program Files  
 Faculty Interview

- (8) Classroom and clinical faculty/student ratios for nursing assistant level 1, level 2, and medication aide training programs:
  - (a) Classroom:
    - (A) The ratio of students per instructor in the classroom shall be such that each trainee is provided with registered nurse assistance and supervision and be no more than 30 students per instructor for nursing assistant level 1 training programs, 20 students per instructor for medication aide training programs, and 32 students per instructor for CNA level 2 training programs.
    - (B) The amount of students assigned per instructor with self-directed, on-line instruction shall be such that each trainee is provided with consultation and additional clarification by a Board approved instructor within 72 hours of a trainee's inquiry.



- (C) *The ratio of students per instructor with instructor-directed, on-line instruction shall be such that each trainee is provided with consultation and additional clarification by a Board approved instructor within 72 hours of a trainee's inquiry, and the class size shall be no more than 20 students per instructor per on-line classroom.*
- (b) *Lab:*
  - (A) *The ratio of students per instructor in a nursing assistant level 1, level 2, and medication aide training programs shall be no more than 10 students per instructor at all times during the lab experience.*
- (c) *Clinical:*
  - (A) *The ratio of students per instructor in a nursing assistant level 1 training program shall be no more than 10 students per instructor at all times during the clinical experience.*
  - (B) *The ratio of students per instructor in a nursing assistant level 2 training program shall be no more than 8 students per instructor at all times during the clinical experience.*
  - (C) *The ratio of students per instructor in a medication aide training program shall begin with a ratio of one clinical preceptor to one medication aide student during the first 24 hours of the clinical experience. Less intensive supervision (either more students per preceptor or less direct supervision by preceptor) may occur after the first 24 hours, with satisfactory evaluation and approval of the clinical preceptor and primary instructor.*

Standard: Met

Evidenced by:  
 Program Files  
 Faculty Interview  
 Student Interviews

Comment:

The ratio of students per instructor in the clinical setting on the day of this site visit was 9 to 1 at Oregon Veterans' Home and 6 to 1 at Columbia Basin Care Facility.

- (9) *Clinical experience and demonstration of competency for nursing assistant level 1 and medication aide training programs:*
  - (a) *A clinical schedule shall be prepared for all students prior to the beginning of the clinical experience, and provided to the clinical facility director of nursing, the clinical instructor/preceptor, and the student.*
  - (b) *Student practice and demonstration of competency for nursing assistant level 1 and medication aide training programs:*
    - (A) *Students may provide direct client care within their authorized duties under the supervision of an approved instructor.*
    - (B) *Students shall be identified as students at all times while in the clinical area.*
    - (C) *Students must not be counted as staff or utilized as staff during the hours that are scheduled for clinical experience.*
    - (D) *Students may be on a unit, floor or wing of a facility only under direct supervision of a qualified instructor.*

- (E) *Students shall not be on a unit, floor, or wing without a CNA or licensed nurse.*
- (F) *Students shall provide care only to the level they have been taught and determined competent by the approved clinical instructor.*
- (c) *In addition, for medication aide training programs, the clinical experience shall be progressive with the Board approved clinical preceptor observing the medication administration and gradually increasing the number of clients to whom the student is administering medications;*

Standard: Not fully attained

Evidenced by:  
 Program Files  
 Faculty Interview  
 Student Interviews

**Comments:**

A clinical schedule is prepared for all students prior to the beginning of the clinical experience. It is provided to the clinical facility Director of Nursing. Students provide client care within the CNA1 authorized duties. The students report that there was supervision provided by an instructor during the clinical experience. Students are not counted as staff or utilized as staff during the scheduled clinical experience. The students are identified as students at all times while in the clinical area by their identification badge which reads "CNA Student".

**Recommendation:**

**Change the identification badges to read "nursing assistant" student instead of "CNA" student as the program does not certify.**

**(10) Program completion:**

- (a) *Completion of a nursing assistant level 1 or medication aide training means that:*
  - (A) *The student has successfully completed 100% of the required classroom and clinical hours and content in the curriculum;*
  - (B) *The student has successfully demonstrated the required skills on the laboratory and clinical skills checklist;*
  - (C) *The student has achieved a score of 75% or higher on the program's final examination;*
  - (D) *The student has successfully completed the clinical portion of the program no later than four months following the last date of classroom instruction or within four months after the successful completion of the on-line portion of the program; and*
  - (E) *In addition, for nursing assistant level 1 training programs, the student has successfully completed current, adult CPR certification in accordance with Board-approved curriculum.*
- (b) *Completion of nursing assistant level 2 training means that:*
  - (A) *The student has successfully completed 100% of the required classroom and clinical hours and content in the curriculum; and*
  - (B) *The student has successfully completed the competency evaluation*

Standard: Not fully attained

Evidenced by:  
Program Files  
Faculty Interview  
Student Interviews

Comments:

Not all student files in the random sample audited during this site visit had evidence to support all of the above standards being met, e.g., Sierra Clemons' (Funez) record has ambulation with a cane documented as being evaluated on 04/23/2011 but that was not a date on her attendance record. Clay Buoy's record has collecting a stool specimen documented as being evaluated on 01/29/2011 but that date is not on the attendance record. Diana Magana's record has no documentation to support the evaluation of putting in & caring for a hearing aid in the clinical setting. Her record also has no documentation of the evaluator's signature to support the evaluation of providing foot care, perineal/incontinence care, assisting with upper & lower range of motion, and measuring & recording output.

Recommendation:

**Implement a system to assure that accurate documentation supports the students' completion of the required classroom and clinical hours and skills on the laboratory and clinical skills checklist in accordance with the Board-approved curriculum.**

**Standards for Program Approval: Responsibility to Students**

**851-061-0100**

*The nursing assistant level 1 and medication aide training programs will be accountable to students by:*

- (1) Providing reasonable assurance that expectations of becoming a certified nursing assistant or medication aide will be met, as evidenced by an 85% pass rate for first-time candidates taking the Board-approved competency examination.*

Standard: Not met

Evidenced by:

Pass Rate Statistics

Comments:

From 10/11/2009 to 10/11/2011, the pass rate for candidates taking the written portion of the Board-approved competency examination for this program was 99% for the first attempt with 109 students testing and 100% on the second attempt with five students testing. On the skills portion of the Board-approved competency examination during this same timeframe, the pass rate for this program's candidates was 76% on the first attempt with 109 students testing, 73% on the second attempt with 22 students testing, and 67% on the third attempt with 3 students testing.

Recommendations:

**Evaluate the effectiveness of the current teaching strategies used in lab and clinical and make the necessary changes to continue to increase the pass rate for first time candidates taking the Board-approved competency examination.**

**Utilize the Skill Detail Report to help diagnose weak areas in the content instruction.**

- (2) *Informing students of the following information:*
- (a) *That for facility-based nursing assistant level 1 programs, no student who is employed by, or who has received an offer of employment from a facility on the date on which the student begins training will be charged for any portion of the program, including any fees for textbooks or other required course materials in accordance with 42 CFR § 483.152(c)(1).*
  - (b) *The Department of Human Services and Board of Nursing's criminal history requirements and policies. This information shall be provided to students prior to admission to the program.*

Standard: Not fully attained

Evidenced by:  
Program Files  
Faculty Interview  
Student Interviews

Comments:  
Students are given the new Nurse Aide Training and Competency Evaluation Program Reimbursement Form and are being told to keep their proof of payment of training and testing payments to present to future nursing facility employers, which hire them within the twelve months from the date of their program completion, for reimbursement of costs. The current Department of Human Services' criminal history requirements and policies are not being provided to the students prior to admission into the program. They are receiving information that was effective May 2008.

Recommendation:

**Download the most current version of Department of Human Services and Board of Nursing's criminal history requirements and policies for each new cohort of students.**

- (3) *Issuing a certificate of completion or making an appropriate notation on a transcript for a graduate who has successfully completed the training. The certificate is to be printed on one side of a standard letter-sized piece of paper and is to include:*
- (a) *Name of individual;*
  - (b) *Board approved unique identifier;*
  - (c) *Date of birth;*
  - (d) *Name of training program;*
  - (e) *Number of classroom hours;*
  - (f) *Number of clinical hours;*
  - (g) *Date the training program was most recently approved by the Board;*
  - (h) *Signature of the program director or primary instructor; and*
  - (i) *Date of completion.*

Standard: Not fully attained

Evidenced by:  
Program Files

Comments:  
Not all certificates of completion issued to students at the successful completion of the training

meet the above standards, e.g., Katie Adkison's attendance records have 83.5 classroom hours documented. However, her certificate of completion has 80 classroom hours recorded. Clay Buoy's attendance records have 84 classroom and 80 clinical hours documented. However, his certificate of completion has 80 classroom and 84 clinical hours recorded. Sierra Funez's attendance records have 83.75 classroom hours documented. However, her certificate of completion has 80 classroom hours recorded.

Recommendations:

**Record the actual number of classroom and clinical training hours on the certificates of completion.**

### **Standards for Program Approval: Records**

#### **851-061-0110**

- (1) *Nursing assistant level 1, level 2, and medication aide training program records shall:*
  - (a) *Be maintained for a period of seven years;*
  - (b) *Be maintained in a secure and dry manner;*
  - (c) *Include the following program files that are dated and contain:*
    - (A) *Faculty name and qualifications;*
    - (B) *Curricula, including the teaching methodology;*
    - (C) *Course schedules, including classroom and supervised clinical hours;*
    - (D) *Laboratory and clinical skill checklists;*
    - (E) *Final exams;*
    - (F) *Documentation of Board approvals and re-approvals; and*
    - (G) *Policies, including but not limited to attendance, behavioral expectations, course requirements including satisfactory progress standards, criminal history checks, dress code, cancellations and refunds, and administration of examinations.*
  - (d) *Include student records that contain:*
    - (A) *Course start date;*
    - (B) *Document signed by student stating that they have received, read, and understand the disclosure statement, enrollment agreement, and program policies;*
    - (C) *Student progress record;*
    - (D) *Laboratory and clinical skills checklist;*
    - (E) *Attendance record;*
    - (F) *Examination scores;*
    - (G) *Proof of CPR certification (nursing assistant level 1 training program);*
    - (H) *Proof of the criminal history check;*
    - (I) *Date of completion; and*
    - (J) *Record of student completion:*
      - (i) *Facility-based and independent programs shall maintain a copy of the student certificate of completion;*
      - (ii) *Community College and High School programs may meet this standard by appropriate notation on student transcript.*
    - (K) *Date the student was employed (if applicable).*

Standard: Not fully attained

Evidenced by:  
Program Files

Comments:

The program records are secured in a file in a secured area. During the random audit of program records completed during the site visit, the information for the program files was found to be present and complete with the exception of the policies addressed earlier. Student records do not contain a statement stating that they have received, read, and understand the disclosure statement and enrollment agreement. At the time of the site visit, Diana Magana's record did not contain proof of CPR. Also, Layla Rodriguez's record was not available for review at the time of the site visit.

Recommendation:

**Establish a system to ensure that all students' records meet the standards of OAR 851-061-0110(1)(d).**

**Standards for Approval: Facilities and Services**  
**851-061-0120**

(1) *Facilities used for training shall be in compliance with all applicable federal and state standards.*

Standard: Met

Evidenced by:  
Program Files

- (2) *For programs other than on-line programs, the training classroom shall be large enough to meet the students' and instructor's basic needs and shall have:*
- (a) *Temperature controlled environment;*
  - (b) *Adequate ventilation;*
  - (c) *A clean, quiet, and undisturbed environment;*
  - (d) *Conditions that are safe and conducive to learning;*
  - (e) *Functional and adequate lighting; and*
  - (f) *Seating and note-taking surfaces for each student.*

Standard: Met

Evidenced by:  
Faculty Interview  
Student Interviews

Comments:

The classroom is in a clean, quiet, and undisturbed environment. There is adequate and functional lighting, heating and cooling, seating, and note-taking surfaces available.

- (3) *Laboratory facilities shall have materials, equipment, and supplies needed for student practice of all required skills and be available for the students' and instructor's use during instructional hours throughout the training period.*

Standard: Met

Evidenced by:

Faculty Interview

Student Interviews

Comment:

The lab does have appropriate materials, equipment, and supplies available for practice by students.

- (4) *Resources shall include:*
- (a) *Needed A-V equipment or modules; and*
  - (b) *Access to library resources.*

Standard: Met

Evidenced by:

Faculty Interview

Student Interviews

Comment:

There is a plan for reviewing and updating audiovisuals on a regular basis.

**SUMMARY LISTING OF COMMENDATIONS:**

To Susan Hartford for assuming the leadership of this program.

**SUMMARY LISTING OF RECOMMENDATIONS:**

Review, update, and develop as needed written policies necessary for the operation of the program. Include a signature and the dates to indicate when the policy was initiated, reviewed, or revised on the formal written policy.

Create a form to document the orientation of the instructor/preceptor(s) to their role and responsibilities.

Submit a self-evaluation of the program in October 2012.

Change the identification badges to read "nursing assistant" student instead of "CNA" student as the program does not certify.

Implement a system to assure that accurate documentation supports the students' completion of the required classroom and clinical hours and skills on the laboratory and clinical skills checklist in accordance with the Board-approved curriculum.

Evaluate the effectiveness of the current teaching strategies used in lab and clinical and make the necessary changes to continue to increase the pass rate for first time candidates taking the Board-approved competency examination.

Utilize the Skill Detail Report to help diagnose weak areas in the content instruction.

Download the most current version of Department of Human Services and Board of Nursing's criminal history requirements and policies for each new cohort of students.

Record the actual number of classroom and clinical training hours on the certificates of completion.

Establish a system to ensure that all students' records meet the standards of OAR 851-061-0110(1)(d).

In all cases, "not fully attained" standards were deemed sufficiently met to merit the recommendation for continuing approval. All recommendations and commendations are intended as advisory to the training program.

The Columbia Gorge Community College Nursing Assistant Training Program continues to be approved, effective October 13, 2011. This is the OSBN continued approval date you will put on all certificates of completion that you issue from now on.

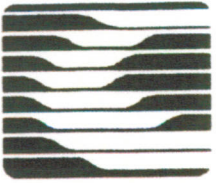
Evaluator Debra K. Buck RN, MS

Signature Debra K Buck RN

Program Director/Primary Instructor Susan Hartford, RN

Signature Susan B Hartford RN





# COLUMBIA GORGE COMMUNITY COLLEGE

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THE DALLES, OREGON 97058  
(541) 506-6000 • www.cgcc.edu

To: Oregon State Board of Nursing  
Att'n: Debra K Buck, RN, MS  
Nursing Assistant Program Consultant

Dec. 15, 2011

## Plan of Correction, in Response to Report of Survey Visit to CGCC on Oct 13<sup>th</sup>, 2011

1. CGCC is currently in the process of documenting for each policy: Date initiated, date revised, and date of review. The plan going forward will be to continue to utilize this process for current and new policy development, as well as to review each policy as needed and at least every 6 months, and to sign and date accordingly.
2. Forms documenting the orientation of the instructor/preceptor(s) to their role and responsibilities have been created (please see attached).
3. Plans are in place to conduct a self-evaluation of our program in October 2012.
4. The student identification badges are being changed to read "Nursing Assistant Student" instead of "CNA Student" beginning with our Winter 2012 Nursing Assistant Course.
5. Starting with the Winter 2012 Nursing Assistant Course, attention to the details of accurately documenting the students' completion of their classroom and clinical hours and skills on the laboratory and clinical skills checklists will be a focus for myself and emphasized with lab/clinical assistant instructors. Attention to accurately documenting dates and skills that are completed will be a priority and will be further reviewed prior to my finally signing off the Skills Checklists at the end of the course.
6. It is my plan, on an on-going basis, to evaluate the current teaching strategies used in lab and clinical and to make the necessary changes to continue to increase the pass rate for first time candidates taking the Board-approved competency examination. Recently our traditional classroom was converted to a "smart classroom". This is now enabling our program to make better use of audio-visual skills instruction, and for those skills to be applied in the lab and clinical settings.

The students' written evaluations of the course and instructors will be reviewed and feedback utilized to continue to make course improvements.

Upon completion of each of our last two nursing assistant courses, I began accessing the Skill Detail Report to help determine the weakest areas in the content instruction. I have shared and will continue to share with assistant instructors the outcomes of this report for our program, with plans of particularly addressing training approaches in those areas in which we were weakest.

7. The most current versions of Dept of Human Services and Board of Nursing's criminal history requirements and policies have been downloaded for student handouts. My plan is to check for updated versions prior to each course with a reminder to that effect in place.
8. It will be my plan to carefully tabulate and record the actual number of classroom and clinical training hours on the Certificates of Completion.

**From:** Kristin Chatfield [KChatfield@cgcc.cc.or.us]  
**Sent:** Friday, March 16, 2012 12:48 PM  
**To:** Susan Hartford  
**Subject:** Re: CGCC Program Review and Reporting Template  
Hi Sue, here is the data that we discussed!

Kristin

Percent successful:  
**Nursing Assistant and Acute Care**    **Percent Pass**  
2006-2007                                    76.8%  
2007-2008                                    86.7%  
2008-2009                                    80.5%  
2009-2010                                    72.7%  
2010-2011                                    73.7%

Count:  
**Nursing Assistant and Acute Care**    **2006-2007**    **2007-2008**    **2008-2009**    **2009-2010**    **2010-2011**  
Pass    73                    72                    66                    72                    73  
Registered                                    95                    83                    82                    99                    99  
Drop/Unsuccessful                        21                    11                    14                    27                    26

Additional Data:

CGCC Nursing Assistant pass rate (to obtain certification) by Headmaster testing for Oregon State Board of Nursing, 2/1/11 to 2/1/12:

Written Test: 100%  
Skills Test, first attempt: 69%