

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.

Nursing Assistant Program is offering these courses:

- 1) Nursing Assistant 1 (NA1) Course (NUR 90)
- 2) CNA2 Course (CEU 947J); non-credit). In-Active, effective spring 2015, due to required curriculum changes needing to be made and low enrollment in past courses. (Course was cancelled summer 2014 due to only 1 student enrolling).
- 3) Medication Aide Certification Course (CEU 946R; non-credit)

Section Two: Action on Previous Review's Recommendations

In October 2015, the Oregon State Board of Nursing (OSBN) conducted a biennial site survey of the CGCC Nursing Assistant Program and Certified Medication Aide 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 Three: Assessment of Key Functions and Data Elements

Faculty:

The Nursing Assistant Program employs 3 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. For the Certified Medication Aide Course, the OSBN has approved 2 RNs and 2 LPNs as preceptors.

All Nursing faculty hold unencumbered Oregon RN (or LPN) licenses; those who are clinical instructors also hold current AHA BLS for Healthcare Provider cards. Many of them work in local facilities and participate in ongoing training through that employer. All are encouraged to participate in continuing education activities and several have completed required OSBN trainings in order to be approved for their positions here. These activities provide CGCC with individuals who are current and up to date with regards to trends in Nursing Assistant education. Faculty are aware of and encouraged to use the Professional Development funds allotted by the college.

Curriculum:

The curriculum for NA1 was newly revised spring 2015 to include OSBN changes to rules and authorized duties. OSBN approval assures that our curriculum content aligns with professional and state standards in order that course/program graduates are qualified to sit for the state certification exam. Our program director keeps in close communication with agency partners to gain input on how the program can continue to meet their training needs. Most students have an employment opportunity offered to them prior to taking the course.

Courses reviewed as per department schedule or within the last three years:

- 1) The NA1 course completed the CGCC Course Assessment process winter 2014.
- 2) The NA1 Course and Certified Medications courses were reviewed most recently by the OSBN in 2015. A self-study was submitted and the OSBN conducted a site survey in October 2015.

- 3) Syllabi for NA1 and CMA have been updated fall term 2015.
- 4) NA Program policies have been reviewed/updated every 3 months. Most recent review: December 2015.

Enrollment:

Maximum student enrollment in courses is set by the OSBN. Currently, we can take up to 20 students in the NA1 course. Recent enrollment in this course has been 16 (summer 2015); 14 (fall 2015); 8 (winter 2016). Winter enrollment is lower due to scheduling issues with one of our community agencies but we expect enrollment to rebound in spring term. The need for nursing assistants and medication aides remains strong in our local community as evidenced by ongoing support from community agencies who hire program graduates. Two local agencies are also providing in-kind clinical instructors for 2015-2016 academic year.

Budget Resources: (see attachment). Additional funding sources and resources are being explored.

Section Four: 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) Continue to improve the program experience for the students, increase enrollment and improve student success.
 - 2) A program self-evaluation will be done of the CMA course in April 2016. The NA1 course will have a program self-evaluation due October 2016.
- What benchmarks will be used for assessment of the recommendations and any new activities being implemented during the next review cycle?
 - 1) Use the results of course assessments to assess effectiveness and improve program and teaching strategies. Enrollment numbers will be tracked and other avenues to

Columbia Gorge Community College Instructional Program Review and Report

January 2016

encourage enrollment will be explored. Student success will be tracked through OSBN exam results.

- 2) Continued participation in OSBN's evaluations and surveys as well as their training opportunities.

Respectfully submitted,

Karren Middleton, RN, CGCC Nursing Assistant Program Director

Doris R. Jepson, RN, MSN, Director of Nursing and Health Occupations

Attachments:

- OSBN report summaries for 2015 NA1 and CMA program reviews (full report on file)
- Site survey plan of correction
- OSBN letters of re-approval for NA1 and CMA programs
- Copy of 2015-2016 Budget for the Nursing Assistant (141) cost center



Oregon

Kate Brown, Governor

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**REPORT OF SURVEY VISIT
COLUMBIA GORGE COMMUNITY COLLEGE
OCTOBER 22 & 23, 2015**

The Columbia Gorge Community College Nursing Assistant Training Program survey was conducted on October 22 & 23, 2015 by Debra K. Buck, RN, MS, Nursing Assistant Program Policy Analyst-Training and Assessment, for the Oregon State Board of Nursing.

1. PROGRAM DIRECTOR NAME – Karren Middleton, RN
2. PRIMARY INSTRUCTOR NAME(S) – Monica Bell, RN, Mercedes Bolton, RN, Carol Fisher, RN, Karren Middleton, RN, and Ann Shere, RN
3. NAME OF CLASSROOM TRAINING SITE(S) – Columbia Basin Care Facility, Columbia Gorge Community College, Oregon Veterans Home, and The Dalles Health and Rehabilitation Center
4. NAME OF CLINICAL TRAINING SITE(S) – Columbia Basin Care Facility, Oregon Veterans Home and The Dalles Health and Rehabilitation Center
5. INTERVIEWS WERE CONDUCTED WITH:
Program Director/Primary Instructor – Karren Middleton, RN
Student(s) – Tyler Baskins, Cassie LaBone, Kristina Shelquist, and Kialie Starr
6. INSPECTION OF PHYSICAL FACILITIES INCLUDED:
Classroom/Lab Facility – Columbia Gorge Community College

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.



SUMMARY LISTING OF COMMENDATIONS:

To the college administration for their support in the transition from the previous program director to the current program director.

To Karren Middleton for assuming the leadership of this program.

To the primary instructors for their dedication to their students' success.

SUMMARY LISTING OF RECOMMENDATIONS:

Develop a plan to evaluate all instructors and preceptors at least once every two years. Have the both the evaluator and the person being evaluated sign the evaluation form.

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.

Synchronize the information in the formal written policies with the information given to the students in the syllabus.

Submit a self-evaluation of the program in October 2016.

Develop a plan to submit program data timely upon request.

Implement a system to assure that accurate documentation supports the students' completion of the required skills on the laboratory & 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 Written and Skill Detail Reports to help diagnose weak areas in the content instruction.

Hold and encourage students to attend a review session for graduates a few days prior to the student's state certification exam test date.

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 23, 2015.

Evaluator- Debra K. Buck RN, MS

Signature Debra K. Buck RN

Program Director/Primary Instructor- Karen Middleton, RN

Signature Karen Middleton RN



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Kate Brown, Governor

Board of Nursing

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**REPORT OF SURVEY VISIT
COLUMBIA GORGE COMMUNITY COLLEGE
OCTOBER 23, 2015**

The Columbia Gorge Community College Medication Aide Training Program survey was conducted on October 23, 2015 by Debra K. Buck, RN, MS, Nursing Assistant Program Policy Analyst-Training and Assessment, for the Oregon State Board of Nursing.

1. PROGRAM DIRECTOR NAME – Karren Middleton, RN
2. PRIMARY INSTRUCTOR NAME(S) – Monica Bell, RN, Mercedes Bolton, RN, Carol Fisher, RN, and Karren Middleton, RN
3. NAME OF CLASSROOM TRAINING SITE(S) – Columbia Gorge Community College
4. NAME OF CLINICAL TRAINING SITE(S) – Columbia Basin Care Facility, Oregon Veterans Home and The Dalles Health and Rehabilitation Center
5. INTERVIEWS WERE CONDUCTED WITH:
Program Director/Primary Instructor – Karren Middleton, RN
6. INSPECTION OF PHYSICAL FACILITIES INCLUDED:
Classroom/Lab Facility – Columbia Gorge Community College

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.



during instructional hours throughout the training period.

Standard: Met

Evidenced by:

Faculty Interview

Student Interviews

Comment:

The lab does have the appropriate materials, equipment, and supplies including a medication cart 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

Comments:

The instructor does have access to current and relevant audiovisuals and library resources. There is a plan for reviewing and updating resources on a routine basis.

SUMMARY LISTING OF COMMENDATIONS:

To the college administration for their support in the transition from the previous program director to the current program director.

To Karren Middleton for assuming the leadership of this program.

To the primary instructors for their dedication to their students' success.

SUMMARY LISTING OF RECOMMENDATIONS:

Develop a plan to evaluate all instructors and preceptors at least once every two years.

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.

Synchronize the information in the formal written policies with the information given to the students in the syllabus.

Have the both the person doing the orientation and the person being oriented sign the orientation form.

Create a form to allow the students to evaluate the course content, instructional effectiveness, and other aspects of the learning experience through an anonymous and confidential process.

Submit a self-evaluation of the program in April 2016.

Develop a plan to submit program data timely upon request.

Maintain a copy of the student's current CNA 1 certification, nursing assistant training program certificate of completion, and proof of at least six months full time experience as a nursing assistant since graduation from a basic nursing assistant training program in all student records.

Make sure that documentation supports the gradual increasing of the number of clients to whom the student is administering medications.

Implement a system to assure that accurate documentation supports the students' completion of the required skills on the laboratory & 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 Written Detail Report to help diagnose weak areas in the content instruction.

Hold and encourage students to attend a review session for graduates a few days prior to the student's state certification exam test date.

In all cases, "not fully attained" standards were deemed sufficiently met to merit the recommendation for continuing approval. However, due to the repeat number of "not fully attained" or "not met" standards, this program will be re-visited in one year. All recommendations and commendations are intended as advisory to the training program.

The Columbia Gorge Community College Medication Aide Training Program continues to be approved, effective, October 23, 2015.

Evaluator- Debra K. Buck RN, MS

Signature Debra K Buck RN

Program Director/Primary Instructor- Karen Middleton, RN

Signature Karen Middleton, RN



Columbia Gorge Community College
400 E Scenic Drive
The Dalles, Oregon 97058
541-506-6165 www.cgcc.edu

To: Oregon State Board of Nursing

December 20, 2015

Attn: Debra K. Buck, RN, MS

Re: Nursing Assistant and Medication Aide programs plans of correction in response to survey dated October 23, 2015.

Dear Debra,

Please see the attached plans of corrections for both of my current programs, as well as new program policies. If anything else is needed please let me know.

Sincerely,

A handwritten signature in black ink that reads "Karren Middleton, RN". The signature is written in a cursive style.

Karren Middleton, RN

CGCC CNA Program Director

COLUMBIA GORGE COMMUNITY COLLEGE

Basic Nursing Assistant/ Medication Aide Policy Statement

Medication Aide Student Schedule and Clinical documentation

1. Student schedules must be completed and provided to the student, the clinical teaching associate, the Program director and the facility DNS prior to the start of clinicals.
2. Schedules will reflect the following: a gradual increase in the number of clients to whom the students are passing medications.
3. At the end of the clinical experience the student must meet with the program director OR the Primary instructor to assure documentation of requirements for class have been met.

Program Director _____ Date Initiated _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

COLUMBIA GORGE COMMUNITY COLLEGE

Basic Nursing Assistant/ Medication Aide Policy Statement

Medication Aide Student Proof of eligibility

1. To ensure that each student is eligible to take the medication aide class, proof of eligibility must be on file prior to start of class. Documentation must include the following. 1. Proof of current CNA license (OSBN verification print-out) 2. Copy of CNA training Certificate from an accredited program 3. Letter of eligibility from employer stating that CNA has been employed for at least 6 months full time as a CNA

Program Director _____ Date Initiated _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

COLUMBIA GORGE COMMUNITY COLLEGE

Basic Nursing Assistant/ Medication Aide Policy Statement

Evaluation of Program Instructors

1. To ensure that each instructor involved in The NA and MA programs are evaluated at least once every 2 years, each instructor shall be evaluated by the Program director within 2 months of their yearly anniversary of hire to the program. A calendar will be kept with evaluation due dates, and each evaluation will be signed by both the instructor and the program director.

Program Director _____ Date Initiated _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Date reviewed _____

Follow up to OSBN Site Visit 2015 (Nurses Aide) October 2015

- 1. Plan to evaluate all instructors at least once within each 2 year period. Each Instructor involved in the program must be evaluated by the program director within 2 months of their anniversary of joining the program – a calendar will be kept with evaluation due dates. (evaluation to be signed by both evaluator and instructor)**
- 2. RE: program policies, review the policies at the end of each course and make changes as applicable – as changes are made, update the syllabus to reflect any policies that need to be provided to students (also see # 8)**
- 3. Orientation forms to be signed by both parties**
- 4. Create a form/system for confidential evaluation of the program by the students. This has been done in the past, but has not been consistently utilized, but, will in future classes.**
- 5. Plan to submit a self eval in October of 2016**
- 6. Program data will be supplied in a timely manner; returned by prospective due dates as requested by OSBN**
- 7. To ensure that all student's records meet the standards of OAR 851-061-0110: At the end of each class and again at the completion of each clinical experience it will be required for each student to meet with the program director to go over and assure that all papers are complete and documentation is on file for class/clinical requirements before student receives certificate.**
- 8. Until pass rates reach desired goal of 85% for this program, a form will be created for the clinical site, and the instructors to give feedback on which parts of our program appear to be successful and which need improvement; topics will include perception of student knowledge, classroom and clinical participation as well as any other observations that will help improve our program.**
- 9. In an effort to increase student pass rates students will be scheduled for a class review 3 weeks after clinical completion prior to their exam date and strongly encouraged to attend.**

Follow up to OSBN Annual Site Visit (Medication Aide) October 2015

- 1. Plan to evaluate all instructors at least once within each 2 year period. Each employee involved in the program must be evaluated by the program director within 2 months of their anniversary of joining the program – a calendar will be kept with evaluation due dates. (to be signed by both evaluator and instructor)**
- 2. RE: program policies, review the policies at the end of each course and make changes as applicable – as changes are made, update the syllabus to reflect any policies that need to be provided to students (also see # 10)**
- 3. Orientation forms to be signed by both parties**
- 4. Create a form/system for confidential evaluation of the program by the students this system has been used in the past, but has not been consistently utilized, but, will in future classes.**
- 5. Plan to submit a self eval in April of 2016**
- 6. Program data will be supplied in a timely manner; returned by prospective due dates as requested by OSBN**
- 7. Create a policy that states CNA1 certificates must be on file, a letter from employer stating that CNA has been employed for 6 months full time prior to start of class and a printed license verification from OSBN website. All to be filed in student record.**
- 8. Clinical schedules for Medication Aide students must be provided in writing to program director, Clinical facility DNS, the clinical teaching associate and the student prior to start of clinicals. In addition, it must be clear to whomever is doing the schedule that the student's clinical experience must include a gradual increase in number of clients to whom students are passing medications. (will create a formal policy stating how clinical documentation is to be done so that it is consistently showing that required skills have been demonstrated and shown competency by the student that will be given to the facility AND the clinical teaching associate as well as the scheduling requirements)**



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November 13, 2015

Karren Middleton RN
Columbia Gorge Community College
400 E Scenic Dr
The Dalles, OR 97058

Dear Karren:

I am happy to inform you that the Columbia Gorge Community College Nursing Assistant Training Program continues to be approved, effective, October 23, 2015.

Please read through the enclosed survey report, sign both copies, and return one copy to the Board office with a written plan of correction within the next 30 days. The other copy is for your records. I have also enclosed a copy of the student evaluation summary for your records. I am positive that you will appreciate their comments.

I look forward to working with you and your faculty in the future.

Sincerely,

Debra K Buck RN

Debra K. Buck, RN, MS
Policy Analyst- Training & Assessment



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November 13, 2015

Karren Middleton RN
Columbia Gorge Community College
400 E Scenic Dr
The Dalles, OR 97058

Dear Karren:

I am happy to inform you that the Columbia Gorge Community College Medication Aide Training Program continues to be approved, effective, October 23, 2015. However, due to the number of repeat "not fully attained" or "not met" standards, this program will be re-visited in one year.

Please read through the enclosed survey report, sign both copies, and return one copy to the Board office with a written plan of correction within the next 30 days. The other copy is for your records.

I look forward to working with you and your faculty in the future.

Sincerely,

Debra K Buck RN

Debra K. Buck, RN, MS
Policy Analyst- Training & Assessment



COLUMBIA GORGE COMMUNITY COLLEGE

Adopted

Account Desc Audited 2012-13 Audited 2013-14 Adjusted 2014-15 Proposed 2015-16 Approved 2015-16 Adopted 2015-16 \$Chg Incr(Decr) % of Prior Bgt

100-12-141 CNA AND MEDICATION AIDE

REQUIREMENTS

SALARY EXPENSE

11-6421	PART TIME INSTRUCTOR WAGES	26,998	26,479	28,419	23,027	23,027	23,027	(5,392)	81%
11-6442	SPECIAL PROJECT WAGES	18,369	11,857	11,125	7,500	7,500	7,500	(3,625)	67%
	TOTAL SALARY EXPENSE	45,367	38,336	39,544	30,527	30,527	30,527	(9,017)	

OTHER PAYROLL EXPENSE

11-6901	SOCIAL SECURITY	3,461	4,995	2,760	2,493	2,493	2,493	(267)	90%
11-6902	WORKERS COMPENSATION INS	213	194	170	151	151	151	(19)	89%
11-6903	STATE WORKERS BENEFIT FUND	23	25	20	14	14	14	(6)	70%
11-6904	UNEMPLOYMENT INSURANCE	1,011	831	7	553	553	553	546	7900%
11-6905	PERS	3,447	7,179	4,100	6,092	6,092	6,092	1,992	149%
11-6906	DISABILITY INSURANCE	0	0	0	0	0	0	0	na
11-6907	LIFE INSURANCE	0	0	0	0	0	0	0	na
11-6908	HEALTH INSURANCE	0	0	0	0	0	0	0	na
11-6951	PERS BENEFIT EQUALIZATION FUND	0	0	0	1,401	1,401	1,401	1,401	na
	TOTAL OTHER PAYROLL EXPENSE	8,155	13,224	7,057	10,704	10,704	10,704	3,647	

MATERIALS & SERVICES

11-7206	INSTRUCTIONAL CONTRACTED SERV	1,373	1,474	937	2,212	2,212	2,212	1,275	236%
11-7211	PCC CONTRACT EXPENSE	2,055	0	0	0	0	0	0	na
11-7510	POSTAGE	17	0	0	0	0	0	0	na
11-7521	SHIPPING & FREIGHT	174	132	123	137	137	137	14	111%
11-7601	PRINTING & DUPLICATING	185	0	0	0	0	0	0	na
11-8006	INSTRUCTIONAL SUPPLIES	2,793	2,687	1,008	1,498	1,498	1,498	490	149%
11-8009	OFFICE SUPPLIES	95	0	0	0	0	0	0	na
11-8201	CONFERENCE FEES	325	0	175	700	700	700	525	400%
11-8205	EMPLOYEE TRAVEL	110	216	0	300	300	300	300	na
11-8508	EQUIPMENT REPAIR	143	0	143	200	200	200	57	140%
11-8517	MISCELLANEOUS FEES	215	75	160	100	100	100	(60)	63%
11-8803	INSTRUCTIONAL EQUIPMENT <\$6000	824	350	859	0	0	0	(859)	na
	TOTAL MATERIALS & SERVICES	8,309	4,934	3,405	5,147	5,147	5,147	1,742	

CAPITAL OUTLAY

11-9573	INSTRUCTIONAL EQUIPMENT >\$6000	5,500	0	0	0	0	0	0	na
	TOTAL CAPITAL OUTLAY	5,500	0	0	0	0	0	0	
	TOTAL EXPENDITURES	67,331	56,494	50,006	46,378	46,378	46,378	(3,628)	

100-12-141 TOTAL CNA AND MEDICATION AIDE

		67,331	56,494	50,006	46,378	46,378	46,378	(3,628)	
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