FORM 1: Presentation Checklist

Please review the following list of items that must be considered by new programs or significant changes to current programs or policy. Not every item listed is required for each presentation to Academic Affairs. This list serves as a review of potential questions addressed by the Academic Affairs Committee.

Facilitators of new or changing programs or policy should work closely with the curriculum coordinator, appropriate department chair(s) and instructional dean, or with appropriate administrative leadership to review the following list, prior to the first reading with Academic Affairs.

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark it as **N/A**. Use the last page for your remarks.

OVERVIEW OF PROGRAM OR POLICY

X **Give rational for new program or changes in current program or policy, including data to support rationale (attach any necessary documents).**

A nursing assistant certification was a requirement for application to the COCC nursing program until 2006. In 2006 the requirement was changed to certification as a nursing assistant or completion of the COCC nursing assistant program. In 2014 the nursing assistant requirement for application to the nursing program was dropped in 2014. This caused the nursing assistant class to lose financial aid eligibility. As a non-credit class it is in danger of being dropped because is cannot exist as a stand alone class.

For many students, certification as a nursing assistant is a launching point to a higher-level career in health care. Several nursing programs, radiology programs and physician's assistant programs in Oregon and in Washington award points in their selection process, for clinical experience gained during a Nursing Assistant class. ESL students should be able to navigate this program successfully and we hope to create more diversity in the nursing assistant pool with this short certificate program.

The Oregon Employment Department forecasts a need for nearly 58,000 additional health care workers in the state by 2018. Forty-six percent of the projected job openings are to replace those permanently leaving the occupations' labor pool. Three of the state's top ten sectors projected to add the most jobs are in the health care industry: ambulatory health care, hospitals, and nursing and residential care.

Employment projections do not reflect the difficulty employers face in filling current job openings. A 2009 statewide vacancy survey by the Oregon Employment Department found that despite the recession, Oregon's health care and social assistance industry had far more vacancies (5,744) than any other industry in the state. Of the 457 job openings for nursing assistants, 10% had been vacant more than 60 days. The gap between the work that needs to be done and the number of available workers is a huge and mounting crisis. St. Charles in Bend currently has 40 vacancies for CNA2

positions which they have been unable to fill. According to Oregon Health Authority Office for Oregon Health Policy & Research [2010] one of the most straightforward ways to find needed healthcare workers is to train health care professionals, where they live, to assure both the rural and urban demand is met.

BUDGET

N/A: Review key budget items.

- Revenue projections based on student enrollment projections or other sources of income, including tuition and fees.

- Start-up budget requirements including salary, benefits, materials and supplies, equipment, facilities

- Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.

INSTRUCTIONAL REQUIREMENTS

X   Review requirements.

- Current availability of faculty, administration and/or staff.
- Minimum qualifications for faculty, administration and/or staff.

- Potential impacts to all affected academic and other departments.

Current Staff Availability: Currently there is one full time primary instructor/program director and one part time primary instructor for Level 1 Nursing Assistant [NA] and three part time primary instructors for Level 2 CNA. An application has been sent to the Oregon State Board of Nursing for approval of a Level 1 NA / Level 2 CNA primary instructor.

Minimum Qualifications:
Program must be under supervision of a program director/primary instructor who has:
- At least one year of nursing experience in a licensed nursing facility.
- A minimum of an associate's degree in nursing.
- A current, unencumbered license to practice as a registered nurse in Oregon

Program director must have at least:
- Three years of nursing experience, including at least one year of working in direct patient care; and   one of the following:
  - One year of experience on a nursing faculty;
  - One year of experience in staff development;
  - Evidence of academic preparation for teaching adults; or
  - Evidence of equivalent experience.

For a nursing assistant level 1 and level 2 training program, the primary instructor must have:
- A current unencumbered license as a registered nurse

- A minimum of an associate's degree in nursing
- Two years' experience as a registered nurse
- Teaching experience or educational preparation for teaching adults

Minimum qualification for a Level 1 NA instructor:
- Hold a current, unencumbered license to practice as a registered nurse in Oregon
- Have at least one year of nursing experience in a licensed nursing facility.

Potential Impact: Impact is expected to be minimal. All classes that will be required for this program are currently offered at COCC. Most classes are general ed requirements that will allow students to build toward a higher degree. See attached proposed curriculum.

N/A Review possible operational needs.	• Existing resources including faculty, administration, staff, equipment. • Involvement of department with oversight of program or process • Potential impacts to administrative and student support departments including Enrollment services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services and others.	• Required administrative support. • Facility needs, including location, amount of space, construction or remodeling requirements.

STUDENT IMPACT

X Identify student impact	• Identify and quantify potential student impact. • Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options. • Communication planning.

No teach-out, grandfather, substitution or other options will be needed. Level 1 NA and Level 2 CNA will continue to be offered without the certificate option.

ANTICIPATED IMPLEMENTATION TIMELINE

X Anticipated Timeline	• Designate affected department(s) and include names and positions of personnel involved in implementation. • Identify current process adjustments. • Change General Procedures Manual as needed. • Communication planning.

The target for the start of this program is Fall 2016. Affected departments, administration and faculty are listed below.

Jenni Newby
Interim Executive Dean/Chief Academic Officer
541-383-7530
Assistant: Mary Nelson 541-383-7205

Vickery Viles
Director of Curriculum & Assessment
541-383-7258
Assistant: Nancy Blair-Madison
541-383-7583

Chad Harris **Instructional Dean** **541-383-7238** Assistant: Lisa Bacon 541-383-7283	**Health & Human Performance** **Chair: Tim Peterson 541-383-7421** Assistant: Lydia Hernandez 541-383-7761 **Nursing** **Chair: Julie Downing 541-383-7764** Assistant: Daura Bowman 541-383-7569 Nursing: Mara Kerr 541-383-7265
Michael Fisher **Instructional Dean** **541-383-7755** Assistant: Eric Weller 541-330-4359 & Lisa Bacon 541-383-7283	**CIS** **Chair: Ralph Phillips 541-383-7259 (541-728-3168)** Assistant: Jennifer Jordan 541-318-3727 **Math** **Chair: Charlie Naffziger 541-383-7729** Assistant: Renee Brazeau-Asher 541-383-7289

Stacey Donohue **Interim Instructional** **Dean** **541-383-7562** Assistant: Eric Weller 541-330-4359	**Fine Arts & Communication** **Chair: Michael Gesme 541-383-7516** Assistant: Colette Hansen 541-383-7511 Speech **Humanities** **Chair: Annemarie Hamlin 541-383-7523** Assistant: Dianne Kristiansen 541-383-7521 Writing **Social Sciences** **Chair: Tom Barry 541-383-7294** Assistant: Kristi Dunlap 541-383-7231 HD/CLP/Study Skills: Sara Henson 541-330-4357 Psychology, Sociology
Glenda Lantis **Director of Continuing** **Education** **541-318-3753**	**CNA Level 2** **Program Manager: Nancy Jumper 383-7273** Assistant: Cristi Steiert **541-383-7745**
CAP Center Diana L. Kalanquin Careers, Advising, Personal counseling Barber Library 010A 541-383-7286 x7286	

Proposed Nursing Assistant Certificate Program					
Nursing Assistant Certificate Program		Terms and Days Offered			
Course	Credits	Fall	Winter	Spring	Summer
NUR Chair: Julie Downing 541-383-7764	[13]				
NUR [095] 103 Nursing Assistant	7		M-W-F	M-W-F	+ / -
NUR 096 [104] CNA Level 2	6	M-W-F		T-Th	+ / -
Soc. Sc. Chair: Tom Barry 541-383-7294	**[9]**				
HD 100 Study Strategies: –OR- HD 100 CS	3	M-W / T-Th	M-W	T-Th	T-Th
HD 100 CS College Success:–OR- HD 100		M-W / T-Th	M-W / T-Th	M-W / T-Th	T-Th
HD 109 Effective Job Search Strategies	2			M-W	
PSY 215 Develop. Psychology	4	M-W / T-Th	M-W / T-Th	M-W / T-Th	M-W / T-Th
Chair: Michael Gesme 541-383-7516	**[3]**				
SP 218 Interpersonal Communication	3	M-W / T-Th	M-W / T-Th	M-W / T-Th	M-W / T-Th
HHP Chair: Tim Peterson 541-383-7421	[3-4]				
HHP 210 Intro to Health Care –OR- HD 248	3 - 4	T-Th	T-Th		
HHP 248 Health Psychology –OR- HD 210		M-W	M-W	M-W	
CIS Chair: Ralph Phillips 541-383-7259	**[4]**				
CIS 120 Computer Concepts	4	M-W / T-Th	M-W / T-Th	M-W / T-Th	M-W / T-Th
Math Chair: Charlie Naffziger 541-383-7729	[4]				
Math 20 Pre-algebra or higher	4	M-W / T-Th	M-W / T-Th	M-W / T-Th	M-W / T-Th
Chair: Annemarie Hamlin 541-383-7523	[4]				
WR 60: Rhetoric / Critical Thinking I or higher	4	M-W / T-Th	M-W / T-Th	M-W / T-Th	M-W / T-Th
Credit Total:	39 - 41				

Cost Analysis for Nursing Assistant Levels 1 & 2 per Quarter

Level 1: Nursing Assistant [CNA1] 7 Credits				Level 2: Certified Nursing Assistant [CNA2] 6 Credits			
Staff	Class	1 term	Totals	Staff	Class	1 term	Totals
1 instructor	Lecture 32 hrs	32 hrs @ 0.1 LU	3.2 LU	1 instruct	Lecture 20 hrs:	20 hrs x 0.1	2.0 LU
1 instructor	Skills Lab 51 hrs	54 hrs @ .067 LU	3.618 LU	1 instructor	Skills Lab 40 hrs.	40 hrs x .067	2.68 LU
1 instructor	Clinical 75 hrs	75 hrs @ .067 LU	5.025 LU	1 instructor	Clinical 28 hrs:	28 hrs x .067	1.87 LU
		TOTAL	11.82			TOTAL	6.55
Primary Inst.	Program Direction	3 LU	3 LU	NA	NA	NA	NA

Staffing Ratios for Nursing Assistant Levels 1 & 2 [OSBN mandated]

Level 1 Nursing Assistant				Level 2 CNA Staffing			
Students	Lecture	Lab	Clinical	Students	Lecture	Lab	Clinical
0 - 10	1 instructor	1 instructor	1 instructor	0 – 8	1 instructor	1 instructor	2 instructors
11 - 20	1 instructor	2 instructors	2 instructors	9 – 16	1 instructor	2 instructors	2 instructors
21 - 30	1 instructor	3 instructors	3 instructors	17 – 24	1 instructor	3 instructors	3 instructors
31 – 40	2 instructors	4 instructors	4 instructors	25 - 32	1 instructor	4 instructors	4 instructors

Cost: Tuition per Student

	NUR 101: 7 Credits		NUR 096: 6 Credits	
Tuition / in district	COCC Registration	$0 - $25.00	COCC Registration	$0 - $25.00
	Tuition: $91.00/Cr	$637.00	Tuition for Credit	$546.00
	Fees: $7.75/Cr	$54.25	Fees:	$ 46.50
	TOTAL: $691.25 – $716.25		*TOTAL: $ 592.50 - $617.50*	

Cost: Materials and Supplies

Books	Sorrentino & Remmert	$76.00	Sorrentino & Remmert	**$0 - $76.00**
	Robertson Bundle	$27.50	Robertson Bundle	**$0 - $27.50**
	Course Pack	$16.75	Course Pack	**$16.75**
Supplies	Uniform	$30.00	Uniform	**$0 - $30.00**
	Stethoscope	$0 - $30.00	Stethoscope	**$0 - $30.00**
	Protective Eye Wear generic or prescription	$13.00 - $65.00	Protective Eye Wear generic or prescription	**$0 - $65.00**
	Gait Belt	$16.00	Gait Belt	N/A
TOTAL: $179.25 - $261.25			*TOTAL: $16.00 - $245.25*	

Cost: Oregon Health Authority Requirements

Other Requirements	Immunizations	Drug Test	Criminal Background
	$0 to $600.00	$0 - $45.00	$0 - $55.00
TOTAL: $10 - $700.00			

Level 1 Nursing Assistant ONLY: Certification Costs per Student [optional student cost]

State Application Fee for Testing	$106.00
Electronic Fingerprint Fee	$65.50
Criminal History Processing Fee	$52.00
TOTAL: $223.50	

[*Tuition Community Ed: $995.00 <$200.00 stipend> Lab Fees: $57.00 = **Total tuition: $795 + $57.00 = $852.00]**