



**NA-1 EVENING CLASS SCHEDULE**

Course #NAE24110

Class/Lab Instructor: Melanie de Silva, RN

Lab Instructor: Amber Owens, LPN

Classroom: 200 - On-campus

Class check-in begins at 3:45pm in your classroom and on Zoom for virtual students.

**Program Information:**

- **Instructor office hours** begin at 3:30pm prior to each class and lab day.
- **MASK USE: At this time masks are no longer required on campus;** however, students are welcome to wear a face mask when they prefer. Face coverings must be worn in class and on campus when required by the CDC, OHA, or other State of Oregon government regulatory bodies. **Please do not come to class if you are feeling sick.** Contact the office for ways to continue in the class or obtain makeup time for labs.
- **Scrubs are required during lab days and in the clinical rotation.** Bring to class all materials on the program requirements checklist. You will also need a watch with a second hand for vital signs.
- **Please eat dinner before class.** You will get one 15-minute break only during this class schedule. We do have microwaves and refrigerators in the student lounge for your use during class.

CLASS SCHEDULE			
Tuesday		11/12/24	4:00pm-9:00pm
Wednesday		11/13/24	4:00pm-9:00pm
Thursday		11/14/24	4:00pm-8:30pm
Monday		11/18/24	4:00pm-8:30pm
Tuesday		11/19/24	4:00pm-8:30pm
Wednesday		11/20/24	4:00pm-8:30pm
Thursday		11/21/24	4:00pm-8:30pm
Monday		11/25/24	4:00pm-8:30pm
Monday	LAB	12/2/24	4:00pm-9:30pm
Tuesday	LAB	12/3/24	4:00pm-9:30pm
Wednesday	LAB	12/4/24	4:00pm-9:30pm
Thursday	LAB	12/5/24	4:00pm-9:30pm
Monday	LAB	12/9/24	4:00pm-9:30pm
Tuesday	LAB	12/10/24	4:00pm-9:30pm
Wednesday	Final exam	12/11/24	4:00pm-6:00pm
<b>Total Program Hours – 110 hrs.</b> <b>Class – 37 hrs. Lab – 33 hrs.</b> <b>Clinical (See page 3 for schedule) – 40 hrs.</b>			

It is an **OSBN regulation** that all students must complete the entire program within four (4) months of the last date in their regularly scheduled classroom program. This is **NOT** the final exam date, and this does not include any makeup time that may occur. If you are unable to complete the program for any reason the school must close your folder and terminate you from the program on the 4-month deadline date.

**4-MONTH DEADLINE DATE:** \_\_\_\_\_

- **PLEASE SEE PAGE #2 FOR CLINICAL REQUIREMENTS**
- **PLEASE SEE PAGE #3 FOR CLINICAL SCHEDULES**

**CAREGIVER TRAINING INSTITUTE reserves the right to change class schedules at any time. Schedules are subject to revision based on school, instructor, and facility availability. It is our policy to adhere to published schedules whenever possible, and we will make every effort to inform students enrolled in CTI programs of any changes as soon as possible.**



## PLEASE READ ALL INFO FOR SUCCESSFUL CLINICAL EXPERIENCE

### CLINICAL REQUIRED ITEMS POLICY:

*It is the policy of Caregiver Training Institute that all required clinical documentation must be received by the school business office by the first day of labs, or the students will be removed from their scheduled clinical rotation and moved to a wait list to go into the clinical setting.*

### The CLINICAL REQUIRED ITEMS are as follows:

- **Substance Abuse Screening: \$60 Drug screening ONLY AVAILABLE through the school's service provider.**
- **AHA BLS CPR Card:** Submit a current AHA BLS CPR card to the business office or sign up for CPR class at the school.
  - **\$80/AHA BLS CPR Class:** Classes scheduled through the school must be completed by the first day of labs, and e-card documentation must be submitted to the school business office prior to the beginning of student clinical rotation.
- **COVID-19 VACCINATION REQUIREMENT:** Vaccine documentation or a completed exemption form must be submitted to the school office. Medical exemption forms must be signed by the student's healthcare provider. The clinical training facility makes all eligibility and clinical placement decisions. Individuals who receive exemptions may be required to follow additional safety measures in clinical rotations. Exemption forms are available in the office.
- **TB (Tuberculosis) Negative test results documentation.** Students may provide a copy of a current QuantiFERON Gold blood test, T-SPOT blood test, TB Skin Test (PPD), and/or current Chest X-ray for TB documentation, from their physician, a current or former employer, or another source.

### Clinical Information - First Day:

- **Clinical schedules are dependent upon instructor and facility availability and a maximum of 10 students only will be scheduled for a clinical rotation.**
- **Please meet the instructors at the facility in the front reception area on the first day of clinical. DO NOT BE LATE.**
- After the first day, you will meet in the designated area in the facility that is set up for students.
- **Please pay attention to parking at the building.** You must park where the facility requests, you may be asked to leave for the day, and you may not be allowed to return if you do not follow the facility.
- **Please wear scrubs, bring your stethoscope, BP cuff and gait belt, and your name badge.** It is a federal law that you must wear the name badge at all times when you are in the facility.
- **Please bring a lunch.** You will have 30 mins only for a lunch break. There may not be a refrigerator available. Bringing food in an insulated lunch bag is advised. You should not plan to go out for food while in clinical.
- **Please read and review the section in OSBN Division 63: *Conduct Unbecoming of a Nursing Assistant* before going to the clinical setting.**

### Program Completion Information:

Upon completion of the program the student will be issued a certificate of training from the school. **Per OSBN regulations we have 14 days to issue it.** . Our office/holiday closures are posted on the website. You will be notified by email when the certificate is ready to be picked up. You may then submit your payment and application for testing online to the OSBN. A link for fingerprint scheduling is in the application from the OSBN. We are a regional testing site.

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**NA-1 EVENING CLINICAL SCHEDULE**

**Clinical Rotation #**

**Instructor:**

**Facility:**

**Address:**

CLINICAL SCHEDULE		
Monday		11:00am-8:30pm
Tuesday		11:00am-8:30pm
Wednesday		11:00am-8:30pm
Thursday		11:00am-8:30pm
Friday		11:00am-8:30pm
40 Hour Total (Clinical)		

**Clinical Rotation #**

**Instructor:**

**Facility:**

**Address:**

CLINICAL SCHEDULE		
Monday		4:00pm-8:00pm
Tuesday		7:00am-7:30pm
Wednesday		7:00am-7:30pm
40 Hour Total (Clinical)		

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