



CREDIT COURSE OUTLINE

I. COVER PAGE

(1) NAT 101	(2) NURSING ASSISTANT TRAINING	(3) 6
Number	Title	Units

(4) Lecture / Lab Hours:	(8) Classification:	
Course Hours		
Weekly Lec hours: 84.00	Degree applicable:	
Weekly Lab hours: 108.00	Non-degree applicable:	X
Total Contact hours: 192.00	Basic skills:	
Lec will generate __ hour(s) outside work.	(9)RC Fulfills AS/AA degree requirement: (area)	
Lab will generate __ hour(s) outside work.	General education category:	
(5) Grading Basis: Grading Scale Only X	Major:	
Pass/No Pass option	Certificate of:	
Pass/No Pass only	Certificate in:	
(6) Advisories: • Strongly recommend Math 250 and OT 10	(10)CSU Baccalaureate:	
(7) Pre-requisites (requires C grade or better): • Eligibility for English 126	(11)Repeatable: (A course may be repeated three times)	0
Corequisites: •	(12)C-ID:	
	Proposed Start Date:	Fall 2012

(12) Catalog Description:
 The content of the Nursing Assistant Training course includes personal care skills and communication skills with emphasis on caring for the geriatric and rehabilitative resident, for entry level positions. This competency-based course prepares students in core skills needed for more advanced courses in the health care careers and is held both in the classroom and in a community training site. This course prepares the student to be employed in a licensed extended care facility, an intermediate care facility, an acute hospital, a doctor's office, or clinic. Upon successful completion of this course students are able to take a state mandated test and be approved as a Certified Nursing Assistant by the Department of Health Services.

II. COURSE OUTCOMES:

(Specify the learning skills the student demonstrates through completing the course and link critical thinking skills to specific course content and objectives.)

Upon completion of this course, students will be able to:

- I. employ proper medical and surgical aseptic techniques in the working environment (including proper procedures for handwashing, handling of linen, gloving, gowning, and bagging of wastes).
- II. apply appropriate knowledge of body mechanics in turning or positioning the helpless patient/resident in bed – or assisting the patient/resident from the bed to a wheelchair or vice versa.
- III. employ or practice appropriate patient's/resident's rights when entering the patient's/resident's room, keeping patient/resident records confidential, and treating the patient/resident with respect and dignity.
- IV. be sensitive to the different cultural beliefs associated with the long term care patient/resident, aging in general, death and dying.
- V. practice proper rehabilitative/restorative care procedures to assist the patient/resident with his/her walker, cane, gait belt, or other rehabilitative devices.
- VI. execute emergency procedures when applying postural supports, wrist/ankle restraints or the Heimlich Maneuver.
- VII. carry out proper fire/disaster procedures including the safe handling of oxygen tanks and the use of a fire extinguisher.
- VIII. apply or practice proper patient care skills for the following areas (bathing, assisting with oral hygiene, denture care, nail care, hair care, assisting with shaving, dressing and undressing the patient/resident, assisting with use of urinal/bedpan/commode, artificial limbs, splints, hearing aides, and artificial eye).
- IX. properly and correctly measure and record various vital signs (oral, axillary, rectal and electronic temperature; radial and apical pulse; respiration; and blood pressure).
- X. apply or employ appropriate patient/resident care procedures to collect and identify urine and stool specimens, make beds, administer enemas or laxative suppositories, empty urinary bags, care for patient/resident with tubing (oxygen, IV, gastrostomy, nasogastric, urinary catheter), apply non-sterile dressings, topical ointments or elastic stockings.
- XI. admit, transfer or discharge the patient/resident using proper patient/resident care procedures.
- XII. measure oral intake, urinary output, height of patient/resident in bed, weight of patient/resident in bed, height/weight of patient/resident using an upright scale – using the metric system
- XIII. correctly record documents using military time.

- XIV. demonstrate a proper understanding of nutrition in feeding the helpless patient/resident, assisting the patient/resident who can feed self, and using feeding assistance devices.
- XV. record appropriate information to the charge nurse and document any changes in the patient's/resident's behavior and/or body functions—using proper observation and charting procedures.

III. COURSE OBJECTIVES:

(Specify major objectives in terms of the observable knowledge and/or skills to be attained.)

In the process of completing this course, students will:

- I. safely perform the functions of a nursing assistant.
- II. assist patients/residents to meet basic human needs.
- III. understand all aspects of resident safety in the clinical setting.
- IV. position and transfer patient/resident using a variety of methods and equipment.
- V. understand all aspects of patient/resident care skills.
- VI. understand the dietary needs of patients/residents and good nutrition.
- VII. show understanding of various aspects of rehabilitation.
- VIII. understand the emotional, social and spiritual needs of patients/residents.
- IX. promptly report observations accurately and objectively to licensed personnel.
- X. effectively utilize communications accurately and objectively to licensed personnel.
- XI. develop interpersonal nurse-patient/resident relationships.
- XII. relate with patients/residents and visitors in an empathetic and tactful manner.
- XIII. understand different cultural beliefs associated with the long term care patient/resident, aging in general, death and dying.
- XIV. discuss the roles of a nursing assistant.
- XV. discuss the ethical and legal aspect of nursing.
- XVI. contrast and explain the role changes of the individual in illness and in health.
- XVII. relate scientific theory to the performance of nursing skills.
- XVIII. discuss job opportunities in the medical field.

IV. COURSE OUTLINE:

Lecture Content:

A. Introduction (clinical or lecture hours: 5, lab hours: 0)

1. Class Objectives
2. Organization of Health Care Facilities/Title 22/OBRA
3. Roles and Responsibilities of Health Care Team
4. Qualities of Nurse Assistant/Certification
5. Medical Ethics/Confidentiality
6. HIPPA and testing for HIPPA

B. Resident Rights (clinical or lecture hours: 5, lab hours 1)

C. *Communication/Interpersonal Skills* (clinical or lecture hours: 6, lab hours 1)

1. Communications
2. Defense Mechanisms
3. Psychological/Emotional/Religious Needs
4. Cultural Attitudes toward Illness/Health
5. Family Interaction

D. Medical and Surgical Asepsis (clinical or lecture hours: 5, lab hours: 8)

1. Microbiology
2. Transmission of Disease
3. Breaking the Infection Cycle
4. Infection Control
5. Handwashing
6. Standard Precautions
7. Sterilization and Disinfection
8. Linen Handling
9. Clean and Sterile Dressings

E. Body Mechanics (clinical or lecture hours: 4, lab hours: 5)

1. Musculo-Skeletal Systems
2. Basic Rules of Body Mechanics
3. Movement and Ambulation
4. Positioning
5. Transfer Techniques
6. Mechanical Devices

F. Rehabilitative (clinical or lecture hours: 4, lab hours 4)

1. Nervous System

2. Rehabilitation
3. Devices, Equipment
4. Activities of Daily Living
5. Family Interactions
6. Complications of Inactivity
7. Range of Motion
8. Promotion of Potential
9. Ambulation

G. Safe Environment and Emergency Procedures (clinical or lecture hours: 5, lab hours: 2)

1. Emergencies
2. Fire Safety
3. International Codes/Disaster
4. Resident Safety
5. Nurse Assistant Role in Disaster/Emergencies
6. Environmental Safety

H. Patient/Resident Care Skills (clinical or lecture hours: 14, lab hours 44)

1. Bathing/Medicinal Baths
2. Dressing/Undressing
3. Oral Hygiene
4. Hair Care, Shampoo, Medicinal Shampoo, Nail Care, Shaving
5. Prosthetic Devices
6. Skin Care
7. Elimination Needs
8. Bowel Care/Bladder Care/Retraining

I. Vital Signs (clinical or lecture hours: 4, lab hours 6)

1. Respiratory System
2. Temperature
3. Pulse
4. Respiration
5. Circulatory System
6. Blood Pressure
7. Purpose of Vital Signs
8. Oxygen Therapy
9. Factors Affecting Vital Signs
10. Normal Ranges
11. Methods of Measurement
12. Abnormalities
13. Recording

J. Metric System (Weights and Measures) (clinical or lecture hours: 1, lab hours 1)

1. Length (measuring height of patient in bed; using upright scale)
2. Weight (measuring weight of patient in bed)
3. Volume (measuring oral intake, urinary output)
4. Military Time

K. Patient/Resident Care Procedures (clinical or lecture hours: 8, lab hours 20)

1. Specimens
2. Tubing, Urinary, Gastric, Oxygen
3. Intake and Output
4. Enemas, Laxatives, and Suppositories
5. Admission, Transfer, and Discharge
6. Bandages, Dry Dressings, and Topical Ointments
7. Bedmaking

L. Nutrition (clinical or lecture hours: 4, lab hours 6)

1. Gastrointestinal System
2. Nutrition
3. Diet Therapy
4. Feeding Techniques

M. Observation and Charting (clinical or lecture hours: 5, lab hours: 4)

1. Principles of Observation
2. Data Collection and Reporting
3. Charting (Rules and Regulations)
4. Resident Care Plans
5. Organization of Time

- 6. Legal Issues
- 7. Medical Terminology and Abbreviations

N. Long Term Care Patient/Resident (clinical or lecture hours: 13, lab hours 2)

- 1. Psychological Aspects of Aging
- 2. Spiritual Needs; Cultural Beliefs
- 3. Alzheimer's, Dementia, and Mental Illness
- 4. Physical, Behavioral Needs/Changes
- 5. Community Resources
- 6. Recreational Needs
- 7. Common Diseases and Disorders
- 8. Introduction to Medical Terminology
- 9. Cells, Organs, Tissues
- 10. Body Systems and Diseases
- 11. Cancer and the Senses

O. Death and Dying (clinical or lecture hours: 4, lab hours 2)

- 1. Grief and its Stages
- 2. Religious and Emotional Needs; Cultural Beliefs
- 3. Hospice
- 4. Patient/Resident Rights
- 5. Coping
- 6. Signs of Approaching Death/Monitoring
- 7. Post Mortem Care
- 8. Emotional Needs of the Family

P. Diabetic Resident (clinical or lecture hours: 2, lab hours 1)

- 1. Endocrine System
- 2. Diseases and Treatment
- 3. Nursing Assistant Responsibilities

Q. Job Seeking Skills (clinical or lecture hours: 10, lab hours 10)

- 1. Career Opportunities
- 2. Job Opportunities
- 3. Resume **r /> 4. Cover Letter**
- 5. Application**
- 6. Termination**

Lab Content:

lab content covered in lecture topics.

V. APPROPRIATE READINGS

Reading assignments may include but are not limited to the following:

I. Sample Text Title:

- 1. Recommended - Sheila A. Sorrentino *Mosby's Textbook for Nursing Assistants* , -, 2005,
- 2. Recommended - Relda T. Kelly *Mosby's Workbook for Nursing Assistants* , -, 2005,
- 3. Recommended - Polaski and Warner *Fundamentals for Nursing Assistants*, Saunders Company, 1997,

II. Other Readings

- Global or international materials or concepts are appropriately included in this course
- Multicultural materials and concepts are appropriately included in this course

If either line is checked, write a paragraph indicating specifically how global/international and/or multicultural materials and concepts relate to content outline and/or readings.

This course provides the Nursing Assistant trainee with an understanding of multicultural beliefs as they relate to health and wellness. This knowledge base will enable the Nursing Assistant trainee to provide the best possible nursing care for both the resident and family.

VI. METHODS TO MEASURE STUDENT ACHIEVEMENT AND DETERMINE GRADES:

Students in this course will be graded in at least one of the following four categories. Please check those appropriate. A degree applicable course must have a minimum of one response in category A, B, or C.

A. Writing	
Check either 1 or 2 below	
X	1. Substantial writing assignments are required. Check the appropriate boxes below and provide a written description in the space provided.

2. Substantial writing assignments are NOT required. If this box is checked leave this section blank. For degree applicable courses you must complete category B and/or C.			
	a) essay exam(s)	X	d) written homework
	b) term or other paper(s)		e) reading reports
	c) laboratory report(s)	X	f) other (specify) clinical reports

Required assignments may include but are not limited to the following:

- homework assignments will include completing workbook reports for each chapter.
- students will write written reports concerning observations of residents.

B. Problem Solving Computational or non-computational problem-solving demonstrations, including:			
	a) exam(s)		d) laboratory reports
	b) quizzes		e) field work
	c) homework problems		f) other (specify):

Required assignments may include but are not limited to the following:

C. Skill demonstrations, including:			
X	a) class performance(s)	X	c) performance exams(s)
	b) field work	X	d) other (specify)

Required assignments may include but are not limited to the following:

- class participation: the student will participate in peer learning by sharing ideas and experiences, and by role-playing exercises with the entire class. Participation will be included in the student's overall performance evaluation. All students will complete an evaluation of the class at mid-point in the course and again at the end of the course prior to graduation.
- practical examinations: practical examinations will be given in which the student demonstrates competence in fundamental and clinical nursing skills. A check list measuring minimum performance criteria will be used to grade listed performance. The student must attain demonstrable clinical skills in evaluated clinical performance. All clinical tasks must be at a level of satisfactory proficiency through clinical evaluations.

D. Objective examinations including:			
X	a) multiple choice		d) completion
X	b) true/false	X	e) other (specify): identify labeled diagrams
X	c) matching items		

COURSE GRADE DETERMINATION:

Description/explanation: Based on the categories checked in A-D, it is the recommendation of the department that the instructor's grading methods fall within the following departmental guidelines; however, the final method of grading is still at the discretion of the individual instructor. The instructor's syllabus must reflect the criteria by which the student's grade has been determined. (A minimum of five (5) grades must be recorded on the final roster.)

If several methods to measure student achievement are used, indicate here the approximate weight or percentage each has in determining student final grades.

Written exams include the following: chapter tests at the end of each unit of study, semester test, final exam, quizzes, and vocabulary tests. Test questions will consist primarily of multiple choice, true-false, matching and diagrams. The student will be graded according to the standard Nursing Assistant Training grading scale and must maintain a grade of 70% to successfully complete this program. The standard Nursing Assistant Training grading scale will be used: A = 90-100% B = 80-89% C = 70-79% 69% or less = NOT PASSING
Example of weighted grading system: Homework (10 modules): 50 pts Quizzes (5): 50 pts Exams (5): 75 pts each Homework Module Final: 110 pts Vocabulary Quizzes (8): 200 pts Vocabulary Final: 100 pts Participation: 50 pts Professional Conduct: 50 pts No make-up tests will be permitted without approval of the instructor. With approval of the instructor, the student will have two (2) days to make up a test.

VII. EDUCATIONAL MATERIALS

For degree applicable courses, the adopted texts, as listed in the college bookstore, or instructor-prepared materials have been certified to contain college-level materials.

Validation Language Level (check where applicable):

- Textbook
- Reference materials
- Instructor-prepared materials
- Audio-visual materials

College-Level Criteria Met	
YES	NO
<u>X</u>	<u> </u>
<u>X</u>	<u> </u>
<u>X</u>	<u> </u>
<u>X</u>	<u> </u>

Indicate Method of evaluation:

Used readability formulae (grade level 10 or higher) _____
 Text is used in a college-level course X
 Used grading provided by publisher _____
 Other: (please explain; relate to Skills Levels) _____

Computation Level (Eligible for MATH 101 level or higher where applicable) _____ X
 Content _____
 Breadth of ideas covered clearly meets college-level learning objectives of this course _____ X
 Presentation of content and/or exercises/projects: _____
 Requires a variety of problem-solving strategies including inductive and deductive reasoning. _____ X
 Requires independent thought and study _____ X
 Applies transferring knowledge and skills appropriately and efficiently to new situations or problems. _____ X
 List of Reading/Educational Materials _____
 Recommended - Sheila A. Sorrentino *Mosby's Textbook for Nursing Assistants*, -, 2005, ISBN: 0323009277
 Recommended - Relda T. Kelly *Mosby's Workbook for Nursing Assistants*, -, 2005, ISBN: 0323010466
 Recommended - Polaski and Warner *Fundamentals for Nursing Assistants*, Saunders Company, 1997,

Comments:

_____ This course requires special or additional library materials (list attached).
 X This course requires special facilities:
 clinical training site (Palm Village Retirement Community)

Attached Files:

BASIC SKILLS ADVISORIES PAGE The skills listed are those needed for eligibility for English 125, 126, and Math 201. These skills are listed as the outcomes from English 252, 262, and Math 250. In the right hand column, list at least three major basic skills needed at the beginning of the target course and check off the corresponding basic skills listed at the left.

Check the appropriate spaces.

- _____ Eligibility for Math 201 is advisory for the target course.
 _____ Eligibility for English 126 is advisory for the target course.
 _____ Eligibility for English 125 is advisory for the target course.

If the reviewers determine that an advisory or advisories in Basic Skills are all that are necessary for success in the target course, stop here, provide the required signatures, and forward this form to the department chair, the appropriate associate dean, and the curriculum committee.

REQUISITES

Prerequisite -- ENGL 262 READING IMPROVEMENT

- | | |
|---|---|
| <ul style="list-style-type: none"> • apply a variety of vocabulary skills for increased comprehension during reading. • apply prereading and active reading strategies to increase success with and comprehension of unfamiliar texts. • analyze expository texts to determine explicit/implicit main ideas and logical support, leading to author's intended meaning. | <ul style="list-style-type: none"> • safely perform the functions of a nursing assistant. • assist patients/residents to meet basic human needs. • understand all aspects of resident safety in the clinical setting. • position and transfer patient/resident using a variety of methods and equipment. • understand all aspects of patient/resident care skills. • understand the dietary needs of patients/residents and good nutrition. • show understanding of various aspects of rehabilitation. • understand the emotional, social and spiritual needs of patients/residents. • promptly report observations accurately and objectively to licensed personnel. • effectively utilize communications accurately and objectively to licensed personnel. • develop interpersonal nurse-patient/resident relationships. • relate with patients/residents and visitors in an empathetic and tactful manner. |
|---|---|

- understand different cultural beliefs associated with the long term care patient/resident, aging in general, death and dying.
- discuss the roles of a nursing assistant.
- discuss the ethical and legal aspect of nursing.
- contrast and explain the role changes of the individual in illness and in health.
- relate scientific theory to the performance of nursing skills.
- discuss job opportunities in the medical field.

ESTABLISHING PREREQUISITES OR COREQUISITES

Every prerequisite or corequisite requires content review plus justification of at least one of the seven kinds below. Prerequisite courses in communication and math outside of their disciplines require justification through statistical evidence. Kinds of justification that may establish a prerequisite are listed below.

Check one of the following that apply. Documentation may be attached.

Significant statistical evidence indicates that the absence of the prerequisite course is related to unsatisfactory performance in the target course.

Justification: Indicate how this is so.

The health or safety of the students in this course requires the prerequisite.

Justification: Indicate how this is so.

The prerequisite course is part of a sequence of courses within or across a discipline.

The prerequisite is required in order for the course to be accepted for transfer to the UC or CSU systems.

Justification: Indicate how this is so.

The prerequisite/corequisite is required by law or government regulations.

Explain or cite regulation numbers:

The safety or equipment operation skills learned in the prerequisite course are required for the successful or safe completion of this course.

Justification: Indicate how this is so.

The safety or equipment operation skills learned in the prerequisite course are required for the successful or safe completion of this course.

Justification: Indicate how this is so.

Three CSU/UC campuses require an equivalent prerequisite or corequisite for a course equivalent to the target course:

Justification: Students must understand the textbook and handout(s) content in order to safely and appropriately integrate theoretical knowledge to the application of patient and/or resident care in the clinical setting at a long term care facility.

JUSTIFICATION OF LIMITATION ON ENROLLMENT

Enrollment in courses or blocks of courses may be limited based on performance, honors, or other performance based criteria. Be mindful of the disproportionate impact the limitation will have on specific groups of students. It is important to determine if the limitation will disproportionately keep under-represented students from enrolling in the course or block of courses.

Describe the reasons for limiting the enrollment.

Course Designator: NAT 101

Course Title(s): NURSING ASSISTANT TRAINING

Rationale for Limiting Enrollment:

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