Nursing Assistant Training (NAT)

**SYLLABUS**

**Course: NAT 101 Spring 2012 # 51987 and # 51988**

**Units: 6 units toward the NAT Program “Certificate of Completion” curriculum**

**This qualifies a student to test for state Certified Nursing Assistant (CNA)**

 **Students will receive a “Certificate of Completion” from Reedley College.**

**Instructors: Theresa Souza RN, MSN, DSD - Coordinator and Theory instructor**

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Office hours – HUM 61: T 9:15 – 10:05, Thursday 5 - 5:50, Friday 9 - appt.

**Fran Perez, LVN, DSD – Clinical Instructor**

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1. **Course Description** The Nursing Assistant course prepares students to take the state certification exam and to become certified by the California Department of Health Services (DHS) as a CNA. Students can become employed in a licensed extended care facility, an acute care facility, a doctor’s office, a Home Health Agency or a medical clinic. This course is conducted in a classroom and at a community training site. Appropriate community training sites include long term and intermediate care facilities. Instruction is scheduled at Palm Village Retirement Community (PV) in Reedley. The content of this competency based course includes communication and personal care skills with emphasis on caring for geriatric and rehabilitative residents. This course also prepares students in core skills needed for more advanced courses in health care careers.
2. Upon successful completion of this course students will meet the requirements to take the state mandated test for certification by the Department of Health Services. Instructors for the Reedley College NAT course are approved by this certifying agency.

Completion of this course and CNA certification is a requirement for admission into regional Licensed Vocational Nursing (LVN) programs in Fresno, Madera, Dinuba, Clovis, Hanford, Visalia and Merced. It is recommended for enrollment in the SCCCD Madera Center LVN program. California State University Fresno and Fresno City College recommend CNA course completion and certification for admission to their Registered Nursing programs.

**DAYS AND TIMES:**

**Theory Lecture: 1 pm – 5 PM**

**Clinical Instruction: T/W or W/TH 4 – 8 PM**

Students must attend all scheduled instruction sessions and be on time. The State of California requires faculty to record the attendance and completion of instruction hours to validate that students qualify to take the state CNA exam.  **Students who do not fulfill the college required hours for instruction and training, may not pass the NAT course and may not be permitted to take the state examination for CNA.**

On occasion, scheduled hours for theory and/or clinical instruction may need to be modified during the course. Students must review the schedule and the calendar of instruction and comply with scheduling changes, course requirements, verbal and/or written information and other directions from the instructors.

**Drop Date** - Students are responsible to officially drop the course. The drop deadline (last day to drop and avoid a transcript “W”) is the Friday of the 3rd week of instruction.

**Final Exam** – The course final is administered during Reedley College final exam week. The American Red Cross (ARC) Certification test is also conducted during final exam week, but it is independently administered by proctors from the American Red Cross. The Reedley College faculty is not involved in ARC testing.

**Location** - Theory and Clinical instruction is provided at Palm Village Retirement Center. **Palm Village Retirement Community (PV) is located in Reedley at 703 W. Herbert Ave., Reedley, 93654.**

#### 2. Pre-requisite: English 262

**Basic Skills Advisory:** Eligibility for English 125, English 126 and completion of Math 250 and Office Technology OT 10.

**3.** **Text**: Sorrentino,S, (2008). Textbook for Nursing Assistants & Workbook(7th ed).Mosby.

**4. Minimum Student Materials**

Required text and workbook, notebook, pen, pencil, 3 ring binder for handouts, pocket size medical dictionary and **Scantron(s) #882** for all testing.

Uniforms – will be sized and ordered at the RC Bookstore in the 1st week of class, **white** duty shoes, watch with second hand, stethoscope, gait belt (ordered with uniform).

#### 5. Methods of Instruction

Lecture, skills practice and return demonstrations, audio visual aids i.e. films, overhead projection, guest speakers, written informational handouts, group interactive learning

**6.** **Classroom and Clinical Site Decorum**

Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, including obstruction or disruption of teaching, research, administration, disciplinary regulations, or other college activities, including, but not limited to community service functions or other authorized activities on or off campus. (BP5500) Refer to NAT Handbook for additional information.

#### 7. Methods of Evaluation

1. Tests and Quizzes
2. Homework assignments in workbook – to be determined
3. Skills competency per demonstrations in simulated setting
4. Clinical performance and conduct in actual patient care setting
5. Compliance with the syllabus and the course handbook provided
6. There is no “Extra Credit” option

Grades are determined by points earned from the categories above - primarily tests and quizzes. Other assignments are evaluated on the basis of following the instructions, quality and timeliness. The maximum amount of points earned on tests and quizzes will be divided by the total amount of points possible to determine the final NAT course grade. The final course grade will be affected by absences.

**A passing theory/testing score of 70% is required on each of 16 state curriculum modules. Failure to earn a 70% passing grade in NAT 101 will disqualify the student from taking the American Red Cross certification exam. The grading scale:**

**A 90 – 100**

**B 80 – 89**

**C 70 – 79**

**D 60 – 69**

**F 59 and below**

**Make up provisions**

**Theory**

A minimum of sixteen hours covering specific theory content is a state requirement before students can participate in resident care. Students must pass each pre-clinical required module and exam @ 70 %. The schedule for meeting the clinical hour obligations within the semester is not flexible. It is essential for the concurrent theory and clinical instruction to continue on schedule. Therefore, there are no make-up provisions for the initial 16- 24 hours of required theory modules and testing. Thereafter, for the remaining eight modules and module exams, students will have one (1) opportunity to make up a failed module exam. Only one make up exam will be offered for any module. If a student is unable to pass a make-up exam, the student will be counseled to drop the course and take the course at a subsequent offering. Students are urged to study effectively and to actively use the text work-book companion. Students are strongly encouraged to attend all theory instruction and to take responsibility for their success.

**Clinical**

Students are required to attend all clinical instruction. If a student is ill or is unable to attend clinical for a valid reason, the student may discuss make-up opportunities with the primary clinical instructor. Pending instructor(s) permission and available cohort space, not to exceed the 15:1 ratio per cohort, a student may be permitted to make up clinical hours with another instructor. A student may not arbitrarily arrange day/time exchange with another student from another clinical group. Students are strongly encouraged to attend all clinical instruction and should not assume that make up time is discretionary.

## Academic Accommodation

Learning Disability Services – If you have a learning disability or suspect that you might

have one, contact the Disabled Students Program and Services (DSPS) for information

about services that are available to help - see p. 52 of the College Catalog 2008 – 2010. If you are a participant in the DSPS or wish to be evaluated, inform your theory instructor privately, in the first week of the course. Do not delay. The protocol for accommodations must be followed for any and all courses. **An assessment and the submission of the necessary documents to the instructor are the student’s responsibility.**

**8. Student Learning Outcomes**

####  Given a classroom setting, a hands-on skills lab setting and an interactive environment where actual resident and patient-care is provided, upon completion of this course at 70% competency, the student will be able to:

A. Define and demonstrate basic Activities of Daily Living (ADL’s) skills applicable to patients/residents in Long Term Care (LTC) and acute care hospitals.

B. Develop an understanding of Federal and California State rules and regulations relating to Resident’s Rights, medical ethics, confidentiality and characteristics of professional conduct. Students will demonstrate understanding of the importance to respect the patients/residents personal aids, assistive devices and belongings.

C. Identify and state medical conditions commonly affecting the elderly

D. Identify and state the purpose for the need of Rehabilitation in the LTC setting

E. Demonstrate skills in Medical Asepsis

F. Demonstrate proper body mechanics

G. Demonstrate procedures used for the Prevention and Management of catastrophic and unusual occurrences

H. Demonstrate proper technique for taking and recording vital signs

I. Observe and accurately record observations in the residents’ ADL record.

J. State the needs and care of the dying resident and how this relates to the family

K. Adhere to the HIPAA privacy practices and standards and Resident’s Rights.

1. Follow the directions and instructions provided though the lines of authority –

“chain of command.” Seek help and guidance through the lines of authority.

**9. Course Outcomes: Upon completion of this course, students will be able to:**

1. Employ proper medical and surgical aseptic techniques in the working environment including proper procedures for hand washing, handling of linen, gloving, gowning, and bagging of wastes.
2. Apply appropriate knowledge of body mechanics in turning or positioning the helpless patient/resident in bed – or assisting the patient/resident with transfers

i. e. from the bed to a wheelchair or vice versa.

1. Admit, transfer or discharge the patient/resident using proper care procedures.
2. Understand the patient’s/resident’s rights when entering the patient’s/resident’s room, keeping patient/resident records confidential, and treating the patient/resident with courtesy, respect and dignity.
3. Identify ethnic, cultural and religious differences among patients/residents and demonstrate sensitivity to differing beliefs and customs associated with long term care patient/resident, aging in general, physiologic deterioration, death and dying.
4. Provide proper rehabilitative and restorative care procedures to assist the patient/resident with his/her mobility needs i.e. walker, cane, wheel chair, gait belt, or other rehabilitative devices and equipment.
5. Comply with standard measures and expectations when applying postural supports, wrist/ankle restraints or providing emergency measures such as the Heimlich maneuver.
6. Follow proper fire procedures as referenced in PASS – Pull-Aim-Squeeze-Sweep and RACE – Remove-Activate-Contain-Extinguish.
7. Demonstrate and provide patient care in accordance with the standard skills for the following - bathing, assisting with oral hygiene, denture care, nail care, hair care, shaving, dressing and undressing the patient/resident, assisting with use of urinal/bedpan/commode, artificial limbs, splints, hearing aides, eye glasses and artificial eye.
8. Correctly measure and record vital signs per instructor policy. Correctly use manual equipment. 1) take temperature orally and/or axillary (armpit) accurately 2) take radial and apical pulse (heart rate) accurately 3) count respirations accurately and 4) take blood pressure accurately.
9. Measure and record oral intake, urinary output, height of patient/resident in bed, weight of patient/resident in bed, height/weight of patient/resident using an upright and bed scale.
10. Demonstrate proper understanding of nutrition in feeding the helpless patient/resident, assisting the patient/resident who can feed self, and use feeding assistive devices. Check diet card for accuracy based on patient/resident orders.
11. Record appropriate information about ADL to the charge nurse and record on flow sheets any changes in patient/resident behavior and/or body functions – using appropriate observation and documentation procedures.

**10. Course Standards and Classroom Standards of Conduct**

1. Attendance and timeliness are important disciplines in the classroom and carry

over into the workplace setting. Future employers expect workers to come to work and to be on time. Due to state mandated attendance requirements, students cannot miss instruction. Missed tests will result in the student earning **zero** “0” points for the test. In the event of a valid exception or a **crisis - resulting in absence(s) and missed tests,** academic counseling will be offered and a make up provision may be explored on a case by case basis. Students must address the issue with the instructor(s) promptly. The instructor(s) will determine, on a case by case basis, whether or not making up the missed time or tests is possible. Students who are absent from instruction due to disciplinary infractions and/or noncompliance with standards will not be permitted to make up hours or tests. Failure to attend all classes will affect the final grade standing.

In the first few weeks of theory instruction, the State of California DHS mandates instruction of specific modules and testing. Competency for each Module’s content must be proven satisfactorily before students can safely interact with patients/residents. In the event that a student is not able to achieve a 70% passing standard upon completion and testing **of each module** (validating competency) the student cannot begin clinical instruction as scheduled and will therefore not be able to meet the State of California or the Reedley College requirements to pass this course and to be eligible to take the state certification exam. The student will be discharged from the course.

1. Assignments are generally not accepted late. A discussion with the instructor

 about an isolated incident or a pattern of submitting assignments late must occur.

C. Cell phones and pagers must be **turned off** during class. Check messages **ONLY** during break time. Texting in class will not be tolerated under any circumstances. Failure to comply will result in disciplinary counseling.

D. Academic Dishonesty - Students must complete their own assignments and tests/quizzes. Cheating is never acceptable. If cheating is occurring, students have an obligation to report it confidentially to the instructor. Plagiarism (copying from an author and representing as your own work) and cheating on assignments or tests are considered serious infractions of academic integrity and **will not be tolerated**. Failure to comply with the College Policy (p. 46 of the 2008 – 2010 Reedley College Catalog) may be grounds for disciplinary action.

E. Disruptive behavior - talking during instruction, use of profanity, willful defiance to directions and learning expectations may impact the entire class, interfere with the learning environment and will be grounds for disciplinary action.

F. Eating in class or clinical is not allowed**.** Chewing gum in care areas is **never** acceptable. Discreetly taking a breath mint may be permissible per instructor.

G. Personal grooming compliance expectations include:

* standard hygiene protocol of bathing, deodorant and clean hair
* hair - **neatly pulled back** (pony tail or bun), **natural colors only, no large clips or hair jewelry**
* nails – **short, clear polish only, no fake or acrylic nails**
* make-up - **conservative** i.e. neutral eye shadow shades only
* piercing – **one stud earring per ear only** – no hoops or dangling earrings
* piercing - **no other visible piercing of any kind** such as: nose, lip, eyebrow tongue, cheek etc.
* tattoos - must **not be visible**. Pre-approved long sleeve under shirt may be ok.
* uniform – must be **laundered and ironed**
* shoes – service/duty shoes with closed toe, closed heel, **white** **and clean**

H. Failure to attend demonstrations and skills practice presents a serious problem. Safety standards require that students have the ability to render competent care.

I. Seek assistance - students who do not feel that they are proficient in the theory or

competent with skills may be offered extra help by the instructor. It is the student’s responsibility to make arrangements with the instructor.

J. Comply with safety expectations during procedures and demonstrate respect for equipment. If a student deliberately causes an unsafe situation or damages equipment, disciplinary action will be taken.

K. Comply with all standards. Students must behave professionally, demonstrate ethical behavior and demonstrate conduct with common sense and sound judgment in the classroom and the clinical site. No HIPAA violations of patient/resident confidentiality will be tolerated under any circumstances!!

M. Attend all classes. Success on the American Red Cross State Certification exam is dependent upon positive attendance at all sessions.

**REEDLEY COLLEGE**

**Nursing Assistant Training Program**

**DISRUPTIVE BEHAVIOR**

 NONCOMPLIANCE NOTIFICATION FORM

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of Infraction(s)** **Section \_\_\_\_\_\_\_\_\_\_ Lecture \_\_\_\_ Lab \_\_\_\_\_**

1. Disruptive behavior and/or obstruction of teaching \_\_\_\_\_\_\_\_\_\_\_

including excessive talking during instruction and sleeping

1. Willful disobedience and/or rude behavior \_\_\_\_\_\_\_\_\_\_\_
2. Use of cell phone during class. Texting during class. \_\_\_\_\_\_\_\_\_\_\_

1. Unexcused or invalidated departures - leaves class at time(s) \_\_\_\_\_\_\_\_\_\_\_

 other than official break(s)

1. Habitual profanity or vulgarity \_\_\_\_\_\_\_\_\_\_\_
2. Open and persistent defiance of authority, insubordination \_\_\_\_\_\_\_\_\_\_\_

1. Professional appearance/dress code noncompliance \_\_\_\_\_\_\_\_\_\_\_

**Loss of instruction hours in NAT for any of the above infractions places the student at risk for failing to**

 **meet the state required education/training hours. Students may not make up time lost for noncompliance**

 **or disruptive behaviors. Disruptive notification requires that the student meet with the Department Dean.**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have received the NAT 101 Course Syllabus and Handbook on the first day of instruction and the instructor reviewed it during the class session. I agree to comply with all directions and to fulfill the requirements as outlined.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Schedule #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule # 55112 and #55113**

**Fran Perez, LVN, DSD – Clinical Instructor**

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**Lecture/Theory @ PV 1-5 PM X 3 weeks, then 1-4 PM Tuesday/Thursday**

 **Clinical @ PV 4 – 8 PM (appx) and arranged - Tuesday/Wednesday Ms. Backhaus Clinical @ PV 4 – 8 PM (appx) and arranged - Wednesday/Thursday Mrs. Perez**

**Holidays: Thursday, Nov 24, 2011**

 **End of Semester 12-16-2011**

**Weekly: Lecture – 6 - 8 hours/wk and arranged time**

**Clinical – 8 hours/wk and arranged time**

**Palm Village Retirement Community (PV) in Reedley located at 703 W. Herbert Ave., Reedley, 93654.**