

## Nursing Assistant Training Program

### Syllabus

Course: NAT 102 and NAT 103

Units: NAT curriculum provides 7.5 units toward the NAT Program “Certificate of Completion.” Students will receive a “Certificate of Completion” from Reedley College. Successful completion of the course qualifies the student to take the state exam for Certified Nursing Assistant (CNA).

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**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 Home Health Agency or a hospice care. 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.

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 CDPH. 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 SCCC 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:** MON - TH 4 PM – 8 PM.

**Clinical Instruction:** TUE - TH 4 PM – 8 PM Begins after eight weeks of theory instruction.

**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 themselves from 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.

1. Pre-requisite: English 262 - Basic Skills Advisory: Eligibility for English 125, English 126 and completion of Math 250 and Medical Terminology OT 10.
2. Text: Sorrentino’s, (2012). Textbook for Nursing Assistants & Workbook (9th ed). Mosby.
3. Minimum Student Materials - Required text and text workbook, handout binder – all purchased in the RC Bookstore. Additionally, a notebook, flash cards, black pens, #2 pencils, #882 Scantrons (appx 20) for all testing, a pocket sized medical dictionary.
4. Uniforms – will be sized and ordered at the RC Bookstore in the 1st week of class. **White** duty shoes – closed toe/heel, a professional looking simple watch with a second hand, a stethoscope and manometer (purchased as a unit), a gait belt (ordered with uniform).
5. Methods of Instruction - Lecture, skills practice, 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 info.**
7. Methods of Evaluation
  - A. Tests and Quizzes

- B. Homework assignments in workbook and binder – to be determined
- C. Skills competency per demonstrations in simulated setting
- D. Clinical performance and conduct in actual patient care setting
- E. Compliance with the provided syllabus and the course handbook
- F. There is no “Extra Credit” option

Grades are determined by points earned from the categories above - primarily tests and assignments. 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 grade is affected by absences/tardies and behavior.

A passing theory/testing score of 70% are required on each of 16 state curriculum modules. Failure to earn a 70% passing grade in NAT 102 will disqualify the student from taking the American Red Cross certification exam. Students unable to earn passing grades may re-enroll at another time.

The grading scale:

A	90 – 100
B	80 – 89
C	70 – 79
F	< 70%

### 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 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 another time. **One make up day** scheduled by the Instructor will be held for all make up tests. The student must attend that day in order to be eligible to make up the test. Students are urged to study effectively and to actively use the text work-book companion. **A student will only be given 2 days as an EXCUSED absence. The Theory Instructor must be notified at least 2 hours beforehand by calling. If the student does not get permission, the student must sign the Noncompliance notification and will be docked a letter grade. If the student has 3 tardies it is considered an unexcused absence and the student will be docked a letter grade. A student with 3 absences will be dropped from the program.**

### Behavior in Theory and Clinical

The student may be given 1 verbal warning for behavior. The student will be given a Noncompliance Notification in which they must sign. After the first warning, if the student continues to be

noncompliant, a Second Noncompliance Notification will be issued at which time the Instructor will dock the student a letter grade. The student will sign the written form. If the behavior continues, the student will be dismissed from the program. The Instructor has the right to give only one Noncompliance Notification and dock a letter grade if the Instructor chooses.

### **Clinical**

**Students are required to attend all clinical instruction.** If a student has an unexcused absence they will be docked a letter grade. If the student has 3 absences the student will be dropped from the course. If a student is ill or is unable to attend clinical for a valid reason i.e. - medical, the student may discuss make-up opportunities with the primary clinical instructor. Pending instructor(s) approval and available 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. Do 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 submitting 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 for Prevention & Management of catastrophic & 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.

- L. Follow directions and instructions provided through 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:

- A. 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.
- B. Apply appropriate knowledge of body mechanics in turning or positioning a dependent or helpless patient/resident in bed – or assisting the patient/resident with transfers i. e. from a bed to a wheelchair or vice versa.
- C. Admit, transfer or discharge the patient/resident using proper care procedures.
- D. Understand patient’s/resident’s rights when entering the patient’s/resident’s room, keeping patient/resident records confidential, and treating patient/resident with courtesy, respect and dignity.
- E. 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.
- F. Provide proper rehabilitative & restorative care procedures to assist the patient/resident with his/her mobility needs i.e. walker, cane, wheel chair, gait belt, other rehabilitative devices & equipment.
- G. Comply with standard measures and expectations when applying postural supports, wrist/ankle restraints or providing emergency measures such as the Heimlich maneuver.
- H. Follow proper fire procedures as referenced in PASS – Pull-Aim-Squeeze-Sweep and RACE – Remove-Activate-Contain-Extinguish.
- I. 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 aids, eye glasses and artificial eye.
- J. 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.
- K. 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.
- L. 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.
- M. 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

- A. 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 makeup 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.
- B. 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 and may take it at another time.
  - C. Assignments are generally not accepted late. A discussion with the instructor about an isolated incident or a pattern of submitting assignments late must occur.
  - D. 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. **Cell phones are not permitted in the clinical areas. Failure to comply will result in dismissal of the program!**
  - E. 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. Any cheating will result in the student being dismissed from the program. If the student talks or looks at phone, the student will be considered cheating. 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.
  - F. A student may e-mail the instructor with a complaint or suggestion. There is also a suggestion box in the classroom.
  - G. Grades, attendance and announcements are on Canvas on the Reedley College website. Please check for information before e-mailing Instructor.
  
  - H. 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.**
  - I. 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.

- J. 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
- K. **Failure to attend demonstrations and skills practice presents a serious problem. Safety standards require that students have the ability to render competent care.**
- L. **Seek assistance - students who do not feel that they are proficient in the theory or competent with skills are encouraged to contact the Instructor. It is the student's responsibility to make arrangements with the Instructor. Study groups and partnering are effective ways to succeed.**
- M. Comply with safety expectations during procedures. Demonstrate respect for equipment. If a student deliberately causes an unsafe situation or damages equipment, disciplinary action will be taken.
- N. 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!!
- O. Attend all classes. Success on the American Red Cross State Certification exam is dependent upon positive attendance at all sessions.

## **ATTENDANCE and GRADING POLICY**

The California Department of Health Services (DHS) mandates student attendance and fulfillment of hours in both theory and clinical instruction. All records are admissible to the state upon request. If a student fails to fulfill the state mandated hours, the student will be dropped from the course. If a deficit in the hourly total occurs after the drop deadline, the student is at risk for failing the NAT course and will not be eligible to take the state certification exam.

College credits - The hourly instruction requirement for 6 units of college credit exceeds those hours required by the State of California. Attendance is expected to be 100%.

- Tardy – lateness occurring in either the theory or the clinical instruction will have the following impact(s):
  1. Any fraction of minutes - a deduction of one (1) hour
  2. A tardy exceeding one hour - a deduction of two (2) hours
  3. A tardy exceeding two hours - a deduction of three (3) hours
  4. A tardy exceeding three hours - a deduction of four (4) hours
  
- Absence – will result in loss of hours for the period of non-attendance.
  
- Students with absences and/or tardy episodes will be subject to measures impacting the final course grade. (Each unexcused absence=drop 1 letter grade. 3rd unexcused absence=dropped from course. 3 tardies= 1 unexcused absence.)

I understand that 100% attendance is required. I understand that accumulation of tardy and absence related hours may result in:

- being dropped from the course
- failing the course
- not being allowed to take the state certification exam



I have received the NAT 102 and NAT 103 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 #: \_\_\_\_\_

**DISRUPTIVE BEHAVIOR/UNEXCUSED ABSENCE**

**NONCOMPLIANCE NOTIFICATION**

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 \_\_\_\_\_
  
- 2. Willful disobedience and/or rude behavior \_\_\_\_\_
  
- 3. Use of cell phone during class or clinical \_\_\_\_\_
  
- 4. Unexcused Absence or invalid departures \_\_\_\_\_
  
- 5. Habitual profanity or vulgarity \_\_\_\_\_
  
- 6. Open and persistent defiance of authority, insubordination \_\_\_\_\_
  
- 7. Professional appearance/dress code noncompliance, unprofessionalism \_\_\_\_\_

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 Student Services.

Comments:

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