



Spring 2019

NAT 101
Nursing Assistant Training (NAT)
Syllabus

Course: NAT 101
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.

Section Number: 59205 **Units:** 06

Total Contact hours: 175

Instructor: Suricee Chambers
E-mail: Schambers@selmausd.org
Office Hours: By Appointment Only
Class Meeting: Monday – Friday Rm # 1003

Days and Times:

Lecture/Theory @ Selma High School: 10:25am-12:26pm
Clinical Hours @ Selma Convalescent: 10:10am-12:25pm
Total Theory Hours=132.50 Total Clinical Hours=154

- 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 **Selma Convalescent**. 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 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 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.

Class is limited to 17 students.

Students will need to pay \$105.00 to take the Red Cross Certification exam.

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, will not pass the NAT course and will 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 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 classes are held at Selma High School 3125 Wright Street. Selma, Ca
Clinical training is held at Selma Conv., 2108 Stillman Ave, Selma Ca

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, (2004). Textbook for Nursing Assistants (6th ed). Mosby.
4. **Minimum Student Materials**
Required textbooks, notebook, pen, pencil

Uniforms - to be ordered in October, white duty shoes, watch with second hand

5. Methods of Instruction

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

6. Methods of Evaluation

- A. Tests and Quizzes
- B. Homework assignments in workbook – to be determined
- C. Presentations
- D. Skills competency per demonstrations in simulated setting
- E. Clinical performance and conduct in actual patient care setting
- F. Compliance with the syllabus and the course handbook provided
- G. There will be 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.

Home work is not an option

The State of California requires a passing **theory/testing** score of 70%. **Students who fail to earn 70% will not pass NAT 101 and do not qualify to take the state Red Cross certification exam.** The grading scale is:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

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 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.**

7. 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.
- L. Follow the directions and instructions provided through the lines of authority – "chain of command." Seek help and guidance through the lines of authority.

8. 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 the helpless patient/resident in bed – or assisting the patient/resident with transfers i. e. from the bed to a wheelchair or vice versa.
- C. Admit, transfer or discharge the patient/resident using proper care procedures.
- D. 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.
- E. Identify ethnic, cultural and religious differences among patients/residents and demonstrate sensitivity to differing beliefs and customs associated with the long term care patient/resident, aging in general, physiologic deterioration, death and dying.
- F. 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.
- 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 aides, 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.

9. 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 can not miss instruction. Missed tests will result in the student earning **zero** “0” points for the test. In the event of a **crisis - resulting in absence(s) and missed tests**, academic counseling may be offered. Students must address the problem with the instructor promptly. The instructor will determine whether or not making up the missed test is possible.

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 (validating competency) through completion of the state mandated theory modules, the student can not begin clinical instruction as scheduled and will therefore not be able to meet the State or Reedley College requirements to pass this course and to be eligible to take the state certification exam.

- B. 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 are to be **turned off** during class. Check messages **ONLY** during break. 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 – 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.

Cancellation Class Notification

Check high school website for any notification, Foggy Day Schedule, etc.

Subject to Change:

This syllabus and schedule are subject to change. If you are absent from class, it is your responsibility to check on any changes made while you were absent.

Evaluation:

Students will be evaluated on the basis of their performance on quizzes (announced and unannounced), written assignments, unit tests, lab projects and final examination according to the following scale. The

instructor reserves the right to adjust scores as it may be required throughout the semester.

Unit Assignments	10%
Tests & Quizzes	20%
Projects	40%
Final Exam	20%

Your grade in this course will be based on the following scale:

A – 90 – 100%
B – 80 – 89%
C – 70 – 79%
D – 60 – 69%
F – 59% and below

Attendance

Lecture: Attendance is required and roll will be taken at each class meeting. There is no difference between an “excused” or “unexcused” absence. A “tardy” is considered an absence unless the student contacts the instructor at the end of class to change the status from absent to tardy. Two tardies will count as an absence. Any student who misses more than two weeks of class meetings within the first 9 weeks of class may be dropped from the class by the instructor (i.e., class meets two times per week, 4 absences; class meets 1 time per week, 2 absences).

Lab: Attendance in all labs is mandatory. Students must make prior arrangements with the instructor to be excused from lab. At that time, the instructor will determine, if any, make-up work will be appropriate.

Quizzes: There will be no make-ups for quizzes.

Tests: Make-up tests are limited to students who have made arrangements with the instructor prior to the required testing period or those students who have been excused by High School Attendance Office. Test material is constructed from class discussions, assigned readings, guest lectures, video presentations, and special assignments. Tests will consist of true/false and multiple choice questions. Unless the student receives prior approval from the instructor, no make-up tests will be allowed.

Grading Policy/Scales/Evaluation Criteria

For maximum point consideration, all written assignments and term reports should be typed and double-spaced. Lecture assignments (homework) will be accepted late up to the test for that unit of the course or 2 weeks past the deadline, whichever is sooner; however, late assignments will be penalized 1/5 of the possible points. Late laboratory assignments turned in within one week of the required due date will be accepted with a penalty equal to 1/5 of the maximum points. Any lab assignment turned in after that time up to the last regular class meeting will be accepted with a 50% penalty.

College Policies:

Cheating & Plagiarism

In keeping with the philosophy that students are entitled to the best education available, and in compliance with Board Policy 5410, each student is expected to exert an entirely honest effort toward attaining an education. Violations of this policy will result in disqualification for the course.

Cheating is:

- A. Copying someone else's class work or letting someone copy you, when your teacher tells you that the work is to be done on your own (includes asking/telling orally).
- B. Copying answers on a test or letting someone copy from your test (includes asking/telling orally).
- C. Using a cheat sheet or unauthorized notes.
- D. Turning in someone else's work as your own.
- E. Text messaging and multi-media messaging.

Consequences, Per School Year:

1st Offense - The teacher shall send a referral to office. Student shall receive an "F" or zero on the work or the test and a one (1) day suspension or Saturday School, parent contact required.

2nd Offense - The teacher shall send a referral to the office. The student shall receive an "F" or zero on the work or the test and a one (1) day suspension with parent contact required. Student placed on honesty contract. A high school student shall be removed to a study hall/or alternative class with a "W/F" for the semester.

3rd Offense - Recommendation for transfer.

Instances of cheating need not be confined to one (1) class. Each of the three (3) offenses could happen in a different class. Any student who is transferred to a study hall/or alternative class and then required disciplinary removal from the study hall/or alternative class shall be transferred to an alternative school site/program.

Each student is expected to assist in the overall environment of the classroom making it conducive to learning.

Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

Reedley College is committed to creating accessible learning environments consistent with federal and state law. To obtain academic adjustments or auxiliary aids, students must be registered with the DSP&S office on campus. DSP&S can be reached at (559) 638-3332. If you are already registered with the DSP&S office, please provide your Notice of Accommodation form as soon as possible.

Work Ethic - Most students are enrolled in college classes to obtain a quality job or to enhance their skills for advancement with their current employment situation. Employers look for a punctual, responsible individual who is prepared to go to work. Our goal is to replicate the workplace environment where a student can develop and demonstrate these desirable traits.

- **Punctual:** It is customary to arrive at least 5 minutes before work begins. Individuals will be terminated if they are not punctual.
- **Responsible:** It is expected that an employee works every scheduled work day. Individuals will be terminated if they are not responsible.
- **Prepared:** It is expected that an employee be prepared with he/she arrives for work. Students must have work shirts, safety glasses, and appropriate footwear to participate in the laboratory. If a student is not prepared, he/she cannot participate and will receive a zero (see "responsible").

Language - English is expected to be spoken in class for the following reasons:

- All course content and materials are presented in English and class discussions all take place in English.
- All lab activities are conducted in groups and must have effective communication between all group members.
- Activities can be hazardous and it is vital that instructors receive feedback in English to ensure safe practices.
- This policy is designed so that instructors and all students may communicate in a common language.
- All individuals must have freedom of expression and are allowed and encouraged to communicate in the language of their choice outside of class times, including breaks.

Behavioral Standards

- Each student is responsible for his/her own work. Written assignments are not group assignments and no credit will be awarded for students who turn in the same work. Students suspected of cheating on tests and quizzes will receive no credit for that particular assignment and may be removed from the class.
- It is considered polite to turn off cell phones when in the classroom or shop. Please do so.
- There is no smoking, chewing tobacco, alcohol, or drugs allowed in classrooms, shops, or school vehicles.
- This class is set for the semester. All doctor's appointments, interviews, meetings with counselor, and other types of appointments should be scheduled during your time outside of class.

Important Dates Spring 2019

- January 14 Start of Spring 2019 semester
- January 14 Short-term classes, first nine weeks
- January 21 Martin Luther King, Jr. Day observed (college campus closed)
- February 1 Last day to register for a Spring 2019 full-term class in person
- February 2 Last day to drop a Spring 2019 full-term class to avoid a "W"
- February 15 Lincoln Day observance (college campus closed)
- February 18 Washington Day observance (college campus closed)
- March 13 Last Day to drop a full-term class (letter grades assigned after this date)
- March 16 Short-term classes, second nine weeks
- April 14 - 19 Spring recess (college campus open)
- May 20-24 Spring 2019 final exams week
- May 24 End of Spring 2019 semester/commencement

** Withdrawal (W): A student will be assigned a grade of "W" for classes dropped on or after 20 percent of the duration of the class, up to and including 50 percent of the duration of the class. After the 50 percent point, the student must receive a letter grade other than a "W" (i.e., A, B, C, D, F, I, P, NP). Check with your instructor for the deadline applicable to your class.