

# 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).

**Instructor:** Manjit Dhillon, RN, DSD – Coordinator/Clinical/Theory Instructor

**Office hours:** 3:00 pm – 3:50 pm- Monday through Thursday on campus in lab and Friday through email 1 pm to 1:50 pm. Use this time to ask for questions and for extra help you might need with anything.

**Office phone:** (559) 494-3000ext. 3218

**Cell phone:** (559) 618-0781 Texting allowed only in emergency

**Contact me:** The best way to reach me is through **canvas inbox** if I have not responded in 8 hours then email me at: [manjit.dhillon@reedleycollege.edu](mailto:manjit.dhillon@reedleycollege.edu)  
Contact me immediately if you are struggling with something or you are not able to access the content or assignment.

Please post general questions in the [Coffee Shop Q & A](#) that is located at the top of our course homepage. I will reply to Q&A posts within 8 to 10 hours, Mon\_ Fri, and my replies will be visible to the entire class.

**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.

The theory section is conducted in person in MSCI-203 and course content is available in Canvas, clinical training 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***

**Program starts on 01/08/2024.**

**Live Theory Lecture in Lab:** Monday through Thursday from 4:00pm – 8:00pm.

***Clinical Instruction:*** Tuesday through Thursday from 4:00 PM – 8:00PM at Palm Village Facility. Begins after Completion of theory instructions. Clinical starts on 02/27/2024.

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.

## **Attendance policy**

**Students must attend all scheduled instruction sessions and be on time.** The State of California requires faculty to record the attendance and completion of theory instruction hours and clinical training 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.

## ***Theory***

Students will have three (3) opportunities to make up a failed module exam, up to three (3) failed module exams. 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. **Two make up days** scheduled by the Instructor will be held for all make up tests. The student must attend those days in order to be eligible to make up the test. Students are urged to study effectively and to

actively use the textbook. A student will only be given 2 days as an EXCUSED absence for **medical emergency only**. 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, three (3) tardies it is considered an unexcused absence and the student will be docked a letter grade. A student with three absences will be dropped from the program.

## ***Clinical***

**Students are required to attend all clinical instructions.** If a student has an unexcused absence, they will be docked a letter grade. If the student has three 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.**

**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 Head Masters Testing Center Certification test is also conducted during final exam week, but it is independently administered by proctors from the Headmaster Testing Center. The Reedley College faculty is not involved in state testing.

**Location** – Theory class is provided on campus 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: Basic Skills Advisory: Eligibility for English 1A and completion of Math 250 and Medical Terminology or OT 10.
2. **Textbook: No Textbook to purchase. Textbook content will be available in Canvas and hard copy is available in library for check out.**
3. Minimum Student Materials – A notebook, flash cards, black pens, scan trans 882E (20), #2 pencil for tests, a pocket sized notebook for clinical rotation.
4. **Uniforms** – will be sized and ordered in lab by the Vendor or Instructor in the 2nd 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 (can be ordered with uniform or on line).

5. Methods of Instruction – Face to face lecture, skills demonstration in lab and Skills Videos to watch, return demonstrations, audio visual aids i.e. Video on Alzheimer's disease, 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. Discussions, Quizzes, and tests
  - B. Homework assignments in canvas
  - C. Skills competency per demonstrations in lab
  - D. Clinical performance and conduct in actual patient care setting
  - E. Compliance with the provided Policies and Procedures, and syllabus
  - F. There is no "Extra Credit" option
  - G. Professionalism

## Grading policy

Points earned from the categories above - primarily tests and assignments determine grades. Other assignments are evaluated based on 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, professionalism and behavior.

A passing theory/testing score of 70% are required on each of 17 state curriculum modules. Failure to earn a 70% passing grade in NAT 102 will disqualify the student from participating in clinical practice and taking the state 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%

## Late work policy

Late work is not accepted unless there is a valid reason and the potential factor was discussed with the Instructor prior to the due date.

## Behavior in Theory and Clinical

The student may be given one 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 non compliant, 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.

## **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. If you are a participant in the DSPS or wish to be evaluated, inform me privately via email, 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 F2F lecture, in Canvas Zoom, a hands-on skills guidance using alternative resources at home after watching skills videos and skills demonstration by Instructor 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, 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 from a bed to a wheelchair or vice versa.
- C. Admit, transfer or discharge the patient/resident using proper care procedures.
- D. Understand patients/resident's rights when entering the patients/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 and digital 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. Report 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.

## **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 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. 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. **Cell phones are not permitted in the clinical areas. Failure to comply will result in dismissal of the program!**
- 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. 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.
- E. A student may e-mail the instructor with a complaint or suggestion. There is also a suggestion box in Canvas course.
- F. Grades, attendance and announcements are on Canvas on the Reedley College website. Please check for information before e-mailing Instructor.
- G. **Disruptive behavior - talking during instruction, use of profanity, willful defiance to directions and learning expectations may affect the entire class, interfere with the learning environment, and will be grounds for disciplinary action.**
- H. Eating in class or clinical is not allowed but in break time. **Chewing gum in care areas is never acceptable.** Discreetly taking a breath mint may be permissible per instructor.
- I. 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 (maybe asked to remove at clinical) – 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
- J. Failure to attend demonstrations and skills practice presents a serious problem. Safety standards require that students have the ability to render competent care.**
- K. 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 arrange with the Instructor. Study groups and collaborating are effective ways to succeed.**
- L. 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.**
- M. 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!****
- N. Attend all classes. Success on the Headmaster test for State Certification exam is dependent upon positive attendance at all sessions.**

## **NURSING ASSISTANT TRAINING**

### **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 7.5 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 affecting the final course grade. (Each unexcused absence=drop one letter grade. 3rd unexcused absence=dropped from course. Three tardies = 1 unexcused absence.)**

**I understand that 100% attendance is required. I understand that accumulation of tardy and absence related hours might 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 #(s): \_\_\_\_\_

# 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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