

ENMU Ruidoso Branch Community College

Course Syllabus

Nursing Assistant – Summer 2017

Course information: This course will meet June 8th through July 13, 2017; this schedule includes extended time to allow for state testing on site. Classes will be held on Saturdays 0830 - 1600 at the ENMU-Ruidoso Main Campus (709 Mechem Drive, Ruidoso, NM, 88345), in Room 107 and at clinical sites to be determined.

Semester: Summer

Course #: NA 111 / NA 111 L

CRN: 40222 / 40510

Year: 2017

Title: Nursing Assistant

Credits: 6 total (3 credits lecture, 3 credits lab)

Lead Instructor information: Bonnie Rossiter R.N.

Phone: (575) 258-4484

Email: bonnie.rossiter@enmu.edu

Integrated Basic Education and Skills Training (I-BEST) Instructor: Barbara Paul

Email: barbara.paul@enmu.edu

Rationale for students taking this course: Both the lab and lecture classes prepare students for the state certification exam; successful completion of this exam leads to Certified Nursing Assistant (CNA) status. These courses provide students with the skills necessary to be employed as nursing assistants and are prerequisites for entry into some New Mexico ADN (Associate's Degrees of Nursing) and BSN (Bachelors of Science in Nursing) programs. Students are encouraged to become familiar with the New Mexico Nursing Education Curriculum (NMNEC: <http://www.nmnec.org/>) to determine whether this course is required for their chosen educational pathway. Felony convictions or sex offender status will prevent you from being employed as a CNA or continuing and completing an education plan in a field that requires a state license. Students with criminal records are urged to meet with instructors or academic advisors to determine eligibility prior to the course. Students are held to a high standard of behavior; drug use or possession is prohibited.

Course description: The Nursing Assistant Program is a Certificate of Occupational Training designed to educate students in the physical, emotional, and spiritual assessment of residents' needs and concerns. Students receive training and practice in all state required resident care skills in the classroom and lab as well as community care settings. Students learn resident rights as well as the laws that protect those rights. Understanding the role of the nursing assistant within the legal scope of practice is an expected outcome of this program. Mandatory drug screening is required prior to the course, and background check will be done at the beginning of the class at ENMU. General Assessment of Instruction Needs (TABE) testing is required prior to the start of coursework which will be done at the first class.

NA 111 – Nursing Assistant: Three credit hours. Includes the fundamentals of patient care, technical procedures and ethics. Prepares the student to perform in the hospital, nursing home, or home care setting. Co-requisite: NA 111L.

NA 111L – Nursing Assistant Lab: Three credit hours. Practice, especially in the hospital or nursing home setting, utilizing techniques learned in NA 111. Co-requisite: NA 111.

Additional information: Nursing assistants are a part of a health care team whose purpose is to care for

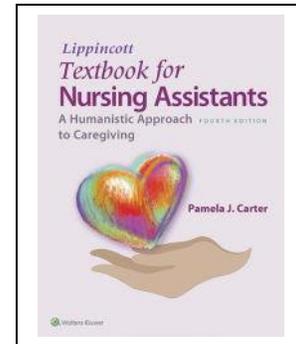
people who are ill or have impaired self-care capabilities. Nursing assistants may work in the hospital, nursing home or home care setting under the supervision of a professional nurse (R.N.) in carrying out patient care assignments.

Required Textbook / Study Guide / Manual:

Lippincott Textbook for Nursing Assistants: A Humanistic Approach to Caregiving (4th Edition – 2015)

ISBN-13: 978-1451194661 Author: Pamela J. Carter

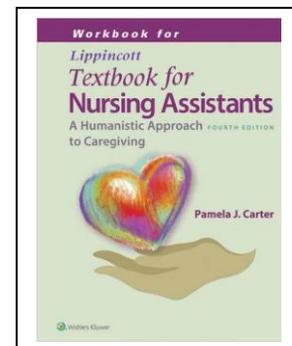
Publisher: Wolters Kluwer Health – Lippincott Williams and Wilkins



Workbook For: Lippincott Textbook for Nursing Assistants (4th Edition – 2015)

ISBN-13: 978-1451194746 Author: Pamela J. Carter

Publisher: Wolters Kluwer Health – Lippincott Williams and Wilkins



ASSIGNMENTS FROM THESE BOOKS WILL BE DUE THE FIRST DAY OF CLASS. A course packet is available through the ENMU-Ruidoso Student Services and will be supplied to students when registering or as available, please ask for this packet if it is not given to you. This packet contains information and directions on mandatory drug screening, first day assignments that will be due, and class expectations.

*** Textbooks and Workbooks may be checked out at the library first come first serve, you cannot write in the books, please make a copy of the workbook pages you need or clearly label and answer the questions on a separate piece of paper.**

***Students are required to activate their ENMU email prior to the first day of class.**

Ordering textbooks: If you choose

Students go to www.ruidoso.enmu.edu and log into the MYENMU-Ruidoso portal.

Under the Launchpad there is a Bookstore link, click the link. There will be two options, click order textbook (Ruidoso Classes). If you want to buy a book.

The student's text books and courses should already be linked. If not you will have to select the term, department, course and section. Once you locate books, select format (new, used, rental option, if one).

Add all books to cart, proceed to check out.

Students have to create an account, follow prompts.

Have textbooks sent to student address, NO PO Box.

Select shipping option.

Student is able to pay with Financial Aid, whether they are receiving aid or not (it's billed to the student account)

Follow the prompts to finish check out.

If there is any issue regarding textbooks, please contact Bobby with Barnes and Noble, Portales 575-562-2718.

If student is unable to log into MYENMU-Ruidoso portal, the bookstore can be accessed from the home page, under campus info, click on bookstore and follow directions above.

Required course supplies: An additional laboratory fee is required for this class and may be paid with tuition.

*Students must have a manual blood pressure cuff (sphygmomanometer) and a stethoscope. Kits are available at ENMU-Please see Shelia Farquer Director of Finances, next to the President's office at a **discounted price, only a few available**, or you may sign out a set out in the classroom first come first serve. they will need to be returned at the end of the class.

*Students are required to wear a solid blue scrub suit during clinical sessions. They have sets available at Walmart. Classroom (lecture) attire is casual. Students must also have clean athletic shoes and a wrist watch with a second hand. A small pocket notebook is also required.

Expected student outcomes or competencies:

Upon program completion students will be able to:

- 1) Care for people who are ill or have impaired self-care capabilities.
- 2) Have the necessary knowledge of body system functions including normal ranges for vital signs so that they are able to assess and report patient/resident status to nursing staff.
- 3) Provide basic patient care such as feeding, bathing, range of motion exercises, transferring patients, linen changing, mouth and dental care and repositioning.
- 4) Provide all indirect care as required by state guidelines including patient safety, patient rights and preferences, infection control and patient/resident comfort.

Upon program completion students will also be able to:

- 1) Demonstrate knowledge of the anatomical and physiological concepts underlying blood pressure, pulse and respiration.
- 2) Accurately measure resident/patient physical characteristics and bodily functions.
- 3) Make an occupied and unoccupied bed.
- 4) Perform personal hygiene care of residents/patients.
- 5) Perform upper and lower range of motion exercises on residents/patients and classmates.
- 6) Move a resident/patient using prescribed techniques while meeting state safety guidelines.
- 7) Empty a Foley collection bag while minimizing infection risk.
- 8) Feed a resident/patient using prescribed techniques while meeting state safety guidelines.
- 9) Demonstrate indirect patient care techniques.

10) Accurately communicate patient information to supervisory nursing staff.

In this course, students will demonstrate the following critical skills by:

Writing – Write papers expressing how to prioritize patient care and observed outcomes

Acting Responsibly – Demonstrate proper behavior while in the classroom and clinical settings

Thinking Critically – Develop the ability to perform patient assessment using proper guidelines

Speaking Publicly – Deliver reports to the class on medical diagnoses and problem solving

Using Current Technology – Properly utilize medical diagnostic equipment

Participating in Groups – Work with classmates for group presentations and performance of skills

Course Grading Policy: Students will be evaluated by the instructor through a variety of mechanisms including examinations, workbook assignments, classroom participation, lab work, and completion of evaluated hands-on nursing assistant assignments in the clinical setting. Because of the short duration of this course and associated intensive learning environment, only one absence will be allowed; it is the **responsibility of students** to inform the lead instructor of an anticipated or unanticipated absence. Any absences may interfere with the ability of students sit for or to pass the state licensure exam. Students may be disallowed from engaging in the licensure exam or asked to drop the course due to excessive absences. Arriving late to classroom (lecture) or laboratory (clinical) sessions is not acceptable; three late arrivals will constitute an absence. Late arrival to offsite clinical sessions is strictly not allowed.

ALL STUDENTS MUST ATTEND THE FIRST DAY OF CLASS OR WILL BE ADMINISTRATIVELY WITHDRAWN FROM THE PROGRAM.

- 1) Students will be graded on quizzes, a final skills practicum, and final written exam.
- 2) Students must have a grade of C (70%) or higher in order to remain in the program and before engaging in offsite clinical activities. A 70% minimum is required to successfully complete the program.
- 3) All assignments will be submitted on time or the student will receive a zero for that assignment. Missed exams must be made up within one week pending verification of a reason for missing an exam.
- 4) All clinical and classroom hours missed must be made up as assigned by the instructor pending verification of a reason for missing a class meeting.

Tentative Course Outline – All Activities/Assignments Subject to Change-REFER TO YOUR ASSIGNMENT LIST FOR CURRENT ASSIGNMENTS>

| Class meeting date(s) | Material covered/assignments | Work due | Objective # |
|------------------------------|---|-----------------|--------------------|
| 6/8/17 | <u>Classroom Instruction:</u> Review classroom, assignment expectations and study skills. Review Chapters 1, 2, 3, 4, and 19 in textbook. Review blood borne pathogen and infection control techniques; practice and demonstrate correct hand-washing technique. <u>Classroom Instruction:</u> Hands-on demonstration and practice of vital signs, occupied bed-making, and bedpans. Review state booklet, skills and testing expectations set by state. Complete “Being Sick” exercise and 5 Rights of Delegation exercise: each student responds to scenario and shares | | |

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| | response and rationale with class. Review of assignments. | | |
| 6/9/17 | <p>Time management log assignment to be given. Due 6/15/17</p> <p><u>Classroom Instruction:</u> Review of Chapter 19 workbook assignment, review of vital sign concepts and techniques. Practice at beds on all skills learned last class with the addition of skills learned today, in groups. Covered skills also include partial bed bath, dressing with one arm weakness, foot care, dentures, and mouth care. Healthcare Portability and Accountability Act (HIPAA) review.</p> | <p><u>Textbook:</u> Chapters 1 and 2: "What Did You Learn?"</p> <p><u>Workbook:</u> Chapters , 4 and 19</p> | 1, 2, 3, 4 |
| 6/10/17 | <p>Assignment review and discussion, communication skills, resident care, and professional charting and communicating resident needs and care; objective and subjective observations.</p> <p><u>Classroom Instruction:</u> Guest speaker to review body mechanics, range of motion exercises, transfer techniques, and ambulating and transferring using a gait belt. Demonstration and practice of Peri and Foley catheter care. Review of intake and output, feeding in bed, and position change skills. Practice indirect and direct patient skills and care. Review of "Care Center" forms and uses. Review of clinical expectations, plans, uniform, behaviors, etc. At bed stations, do rotations of each skill group. Review of assignments. Indirect care evaluated in lab including resident rights, resident safety, and resident privacy needs. Oral systems report, how this is affected by aging, nursing assistant approaches to support that system.</p> <p>Vital Sign test Email resume to Barbara Paul by 6/14/17 2:00 PM</p> | <p><u>Textbook:</u> End of chapter questions as assigned. HIPAA Exam.</p> <p><u>Workbook:</u> Questions as assigned. Email draft of resume to Barbara</p> <p><u>Skills:</u> 10 accurate blood pressure measures.</p> | 1, 2, 3, 4 |
| 6/15/17 | <p>Review vital sign test</p> <p>Ebola/Zika discussion and assignment-analysis, reading assignment. Job interview skills practice, cover letter preparation and related assignment on cover letters. Skills in lab.</p> <p>BLS training for all student that aren't BLS certified</p> | <p><u>Textbook:</u> End of chapter questions as assigned.</p> <p><u>Workbook:</u> Questions as assigned.</p> <p><u>Skills:</u> 10 accurate blood pressure measures.</p> | 1, 2, 3, 4 |
| 6/16/17 | <p><u>Classroom Instruction:</u> Review of ethics in healthcare professions</p> <p><u>Classroom Instruction:</u> Presentation and discussion of hospice care and the death and dying process. Discussion of the Kübler-Ross five stages of grief concept. Preparation for clinical experience and observation in lab of all skills learned to date. Evaluation of ability to perform skills in clinical arena. Skills practice</p> <p>Diagnosis assignment including preparation of a class presentation about that diagnosis including Certified Nursing Assistant Approaches.</p> | <p><u>Textbook:</u> End of chapter questions as assigned.</p> <p><u>Workbook:</u> Questions as assigned.</p> <p><u>Skills:</u> 10 accurate blood pressure measures.</p> | 1, 2, 3, 4 |
| 6/17/17 | | <u>Textbook:</u> | 1, 2, 3, 4 |

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| | Final lab skill preparation Dementia discussion Clinical Plan Communication | End of chapter questions as assigned. <u>Workbook:</u> Questions as assigned. | |
| 6/22/17 | <u>Classroom Instruction:</u> Students will engage in offsite clinical activities at the Mescalero Care Center. Clinical assignment centering on a one-on-one conversation with a resident; students will develop and complete a paper on this conversation meeting specific guidelines. | <u>Textbook:</u> End of chapter questions as assigned. <u>Workbook:</u> Questions as assigned. | 1, 2, 3, 4 |
| 6/23/17 | <u>Classroom Instruction:</u> Students will engage in offsite clinical activities at the Mescalero Care Center. Work will focus on resident care including ambulatory care,, ambulation, answer lights and vital signs. Assignment on work as a member of healthcare team. Assignment-Formulate 3 questions appropriate to ask upcoming "Community Panel" -email to Barbara by 3/20 | <u>Textbook:</u> End of chapter questions as assigned. <u>Workbook:</u> Questions as assigned. <u>Other:</u> Diagnosis presentations. | 1, 2, 3, 4 |
| | | | |
| 6/24/17 | <u>Classroom Instruction:</u> Students will engage in offsite clinical activities at the Mescalero Care Center. Work will focus on resident/patient reporting, hands-on resident care and the offering of special patient needs care intended to improve well-being. Review "Special Activity" and continue to prepare for this activity. Complete state examination application form. | <u>Textbook:</u> End of chapter questions as assigned. <u>Workbook:</u> Questions as assigned. <u>Other:</u> Paper on "Why It Is Important For You To Graduate From This Program." | 1, 2, 3, 4 |
| 7/6/17 | <u>Classroom Instruction:</u> Students will engage in offsite clinical activities at the Mescalero Care Center. The students will do their "Special Activity". Write follow-up paper on activity evaluation. Resident care, working as a team member for the rest of the day. | <u>Textbook:</u> End of chapter questions as assigned. <u>Workbook:</u> Questions as assigned. | 1, 2, 3, 4 |
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| 7/7/17 | "Community Panel" exercise where academic and healthcare professionals from the community engage students in a question and answer panel exercise; students are expected to have prepared questions for panel members. Practice skills for upcoming state examination and classroom final exam. | <u>Textbook:</u> End of chapter questions as assigned. | 1, 2, 3, 4 |

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| | State Practice exam, skill practice session. | <u>Workbook:</u> Questions as assigned. | |
| 7/8/17 | TABE Post-Test//Practice Skills preparation for final skill exam and mock state exam | | |
| 7/9/17 | <u>Classroom Instruction:</u> Final skills test. Continue to prepare for the state examination and practice with personal protective equipment skills. Complete class assessment and instructor evaluation. | FINAL EXAMINATIONS | 1, 2, 3, 4 |
| 7/13/17 | <u>Classroom Instruction:</u> Open classroom/lab as needed to continue preparation for the state examination. Completion of Certified Nursing Assistant Program "Pinning Ceremony." | n/a | 1, 2, 3, 4 |

Additional course-related policies and information:

Students will conduct themselves in a professional manner at all times in the clinical sites. In the event of an emergency they will refrain from interfering in any way with staff who is conducting needed patient care. Students will remain within their scope of practice at all times, checking with their instructor before engaging in any resident care. The instructor reserves the right to refuse to graduate any student exhibiting behavior that may cause harm to a patient if that person were employed in the medical field. This may include violent or irrational behavior, evidence of drug or alcohol abuse, and/or use of profane language. Students must be able to physically perform necessary skills, medical conditions including pregnancy which may prevent a student from perform necessary skills may require supporting evidence such as a letter from a physician. Times may change as needed to meet requirements for practicum at clinical sites at the discretion of the instructor. Students may be offered an opportunity to take the state test at the ENMU-Ruidoso site after passing the program. Students will be responsible to pay associated testing fees which currently stand at \$105.00; this cost may change as per testing company requirements. Students are required to have a current Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) certification before engaging in offsite clinical practice. This class will be held during classroom hours; students will need to pay \$6.00 for their certification cards. Students currently holding a valid BLS CPR certification may be exempt from participating in this exercise, although review and skills practice is recommended.

Cell Phones Prohibited in Classrooms:

Cell phones, whether set to audibly ring or vibrate, are prohibited from all classrooms. Students needing a cell phone for emergency use may seek instructor approval prior to bringing a cell phone to class.

Student Complaint Process – If a student is engaged in academic conflict that the student feels is not being fairly managed, the student may file a formal complaint to resolve that conflict with the Vice President of Student Learning. To start the process, please visit the administrative offices or call (575)527-3006.

No Smoking on Campus – Effective June 15, 2007 the Dee Johnson Clean Indoor Air Act prohibits smoking at all workplaces and public facilities. In order to comply with the provisions of the law, smoking is banned inside, or within 30 feet of any entrance way.

Required Supervision of Minors on Campus:

Minors under the age of 18 must be accompanied by an adult unless enrolled in a course, an approved activity, or has legitimate business with ENMU -Ruidoso. In addition, minors are not allowed in the

classroom or on campus while the responsible adult is attending courses. The responsible adult must provide appropriate supervision, even if this means the adult must leave class and the campus.

Academic Integrity and Standards of Behavior – For the complete guide to services available to students and the academic and non-academic rules and regulations governing ENMU-Ruidoso students, please refer to the Student Handbook available at <http://www.ruidoso.enmu.edu/docs/studenthnbk.pdf>.

Instructors at ENMU-Ruidoso will not tolerate poor student behavior including plagiarism. Plagiarism is:

- Offering the work of another as one's own;
- Offering the work of another without acknowledgment or
- Failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, other reference works, term papers, reports or sources of any other individual.

Punishment is left up to the instructor and may range from a written warning to expulsion from the university.

Americans with Disabilities Act:

If you have physical or learning needs that require accommodation, contact your instructor or the Student Affairs Coordinator (257-2120) at the beginning of the semester. All efforts will be made to accommodate these needs or to provide equipment necessary to accomplish the requirements for this course. Discussions and documentation will be kept confidential.

Inclement Weather Closing Policy:

Students should always assume that classes are meeting as scheduled unless a campus closure notice is posted on the ENMU-Ruidoso website or announced on the radio or television. In the event of a closure due to inclement weather or other emergency faculty will attempt to notify students in advance of the class meeting. Refer to the website for the complete Severe Weather Policy and Procedure.

Class Cancellation Policy:

Class meetings may not be cancelled by the instructor. If the instructor is ill or unable to hold class for reasons beyond his or her control, a substitute instructor will hold class or students will be given the opportunity to make up missed class time through an alternative meeting time (agreeable to all students) or by completion of an outside assignment.

Student Agreement

I have reviewed and understand the entire content of this syllabus and agree to perform in accordance with the information contained therein.

(Student signature)

Date