

Dates	September 22, 2014 – November 21, 2014
Meetings	Monday through Friday 8:00 a.m. – 4:00 p.m.
Location	Wm. J. Harrison Educational Center 2140 Cass Avenue St. Louis, MO 63106
Credits	Unlicensed Assistive Personnel/Patient Care Technician is offered through the Workforce Solutions Group as a non-credit workforce training program.
Catalog Description	The Unlicensed Assistive Personnel (Clinical Partner/ Patient Care Technician) program prepares students for employment in an acute care setting. This 305-hour program teaches skills in patient care that qualify the student to assist the registered professional nurse or licensed practical nurse in direct patient care. The student will learn how to perform uncomplicated nursing procedures.
Lecture and Lab	177 Hours
Clinical Practicum	128 Hours
Instructional Team	<p>Program Coordinator: Ms. Alma McCoy RN, BSN amccoy23@stlcc.edu 314-539-5787</p> <p>Classroom Instructors: Ms. Tobie Chapman tchapman@stlcc.edu Dr. Marie Furtado mfurtado@stlcc.edu Ms. Candias Smith Csmith812@stlcc.edu Mr. Mario Webster mwebster14@stlcc.edu</p>
Prerequisites	WorkKeys assessment scores as determined by the employer partner. Successful completion of the MoHealthWINs Portal courses.
Learning Objectives	<p>Upon successful completion of the course, the student will demonstrate the ability to:</p> <ol style="list-style-type: none"> 1. Perform the basic patient care skills required of unlicensed assistive personnel working in an acute care setting. 2. Demonstrate safe practices while caring for patients. 3. Apply generic healthcare knowledge. 4. Demonstrate workplace behavior skills. 5. Perform basic respiratory skills. 6. Perform the basic clerical skills required of unlicensed assistive personnel working in an acute care setting.

<p>Course Materials</p>	<p>Textbooks: It is important that you bring your book to <u>every</u> class meeting for the in-class activities.</p> <p><u>Nursing Assistants</u> S. A. Sorrentino, L. N. Remmert ISBN 978-0-323-08068-2 Copyright 2012 by Mosby, an imprint of Elsevier Inc.</p> <p>Additional Resources: Mosby’s Nursing Assistant Video Skills Student Version 4.0 Copyright 2014 imprinted by Elsevier Inc.</p> <p>Wong’s Essentials of Pediatric Nursing Digital Resources via Blackboard Learning Management System BJC HealthCare DVDs</p>
<p>Academic Expectations</p>	<p>Students scoring less than 80% on an assignment, quiz or exam must contact the program coordinator within 24 hours of receiving the unsatisfactory score and must also contact his/her MoHealthWINs career pathway coach.</p>
<p>Attendance</p>	<p>Daily attendance will be taken at the beginning of class and recorded. If a student is absent the classroom instructor will notify the program coordinator. The student will be required to contact their MoHealthWINs career pathway coach and the program coordinator within 24 hours and must schedule a consultation with the coordinator regarding continuing in the program. If a student is tardy more than three times, the classroom instructor will notify the program coordinator. The student will be required to contact the program coordinator AND career pathway coach within 24 hours to schedule a consultation regarding continuing in the program.</p>
<p>Absenteeism</p>	<p>Students are expected to be on time every day for class and clinical. Students may not leave early. Please schedule all appointments after classroom and clinical hours. Extenuating circumstances must be documented and, when possible, pre-approved by the program coordinator. Students must be present for the entire classroom, clinical lab and clinical experience. Failure to attend the required number of classroom and clinical hours will result in dismissal from the program.</p>
<p>Electronic Device and Cell Phone Usage</p>	<p>Use of electronic devices, including cell phones, iPods, e-Readers, mp3 players, etc. is strictly prohibited during classroom, lab or clinical practicum unless used solely for the purpose of note taking during classroom instruction. Such devices may be used during breaks/lunch only.</p>
<p>Social Networking Sites</p>	<p>Any social network sites such as Facebook, MySpace, YouTube, etc., are not acceptable venues for commentary, pictures or descriptions of this training. Students are prohibited from using these sites to comment on or document this training, instructors, or other students. Failure to comply with this expectation will result in dismissal from the training.</p>

<p>Health Policy</p>	<p>Students are required to meet the specific health requirements of the clinical partner. A physical examination form, including required immunizations, must be completed prior to the start of the course.</p> <ol style="list-style-type: none"> 1. St. Louis Community College and the clinical agencies are not responsible for any occupational hazards encountered during the course of study i.e. infections, communicable diseases or injury. Students are responsible for their own health care and health insurance throughout the program. Students are also responsible for any costs and expenses they incur relating to illness or injury they suffer during clinical. 2. Pregnancy/Altered Health Status--Students who become pregnant or who have an altered health status must have written approval from their healthcare provider to continue in the clinical laboratory setting and must meet all of the stated clinical outcomes with a satisfactory performance.
<p>Classroom and Lab Dress Code</p>	<p>Students are expected to use good judgment in dressing appropriately for class.</p> <ol style="list-style-type: none"> 1. By the third day of class, students must wear scrubs, of any color, in the classroom and lab. 2. Throughout class students will participate in skills lab practices. Undergarments (upper and lower) must be worn and not be visible through outer garments or extend above the waistline of pants. Thongs are not allowed.
<p>Clinical Policies and Regulations</p>	<p>During the clinical practicum students are required to abide by all policies and procedures of the employer partner and must follow all HIPAA regulations including maintaining privacy of individually identifiable and protected health information. Failure to abide by required policies and regulations will cause dismissal from the program.</p> <p>Students must complete 120 hours of clinical on-the-job training. The on-the-job training will be scheduled for the day shift and will be a twelve (12) hour block of time. The on-the-job training will be supervised and the competency sheet signed only by the Clinical Instructor and Clinical Supervisor. Attendance for all scheduled on-the-job training is mandatory. The student must notify Ms. McCoy at 314-539-5758 if an emergency arises and the student will be absent from scheduled on-the-job training. More than one (1) absence from scheduled on-the-job training may result in cancellation by the clinical site/program of future clinical hours. Requirements to begin the clinical training include:</p> <ul style="list-style-type: none"> • A grade of 80% or better in the classroom • American Databank Criminal Background Check—Electronic results, Reported • Physical examination with documented proof of immunizations or titers, a Two Step PPD and Hepatitis B series or declination signed, <u>Reported</u> • Sexual Harassment Prevention Tutorial completed and results given to instructor

<p>Clinical Dress Code</p>	<p>Students are guests in clinical agencies and the attire must reflect a professional appearance at all times.</p> <ol style="list-style-type: none"> 1. All scrubs must be freshly laundered and free of wrinkles. Scrubs, of any color, must be worn in the classroom. Only hunter green scrubs may be worn to the clinical site. 2. Stringent personal/oral hygiene is expected. 3. Hair must be clean, neat, contained and off the collar. Hair color is to be reflective of natural hair color: no purple, green, blue, fuchsia, etc. 4. Men without established beards will be clean shaven. Beards must be short and neatly trimmed. 5. No visible body piercing is allowed except for one small stud type earrings in each ear lobe. Facial, tongue or other piercings are not appropriate and must be removed during clinical hours. 6. Rings with elevated stones are not permitted. 7. A watch with a sweep second hand is required. No other visible jewelry is permitted. 8. Visible tattoos must be covered by clothing or flesh colored material or bandages at all times in clinical settings. 9. Undergarments must be worn and not be visible through outer garments or extend above the waistline of pants. Thongs are not allowed. You may wear white or hunter green turtlenecks with scrubs. 10. Nails must be clean, trimmed and short. Artificial fingernails, nail tips or chipped nail polish are not permitted. 11. No chewing gum. 12. No perfume/fragrances allowed. 13. Clean appropriate shoes with closed heel and toe, only white or black leather (no cloth) athletic or nursing shoes, must be worn at all times. 14. Socks or nylon hosiery must be worn with shoes. 15. Lab coat: White $\frac{3}{4}$ or full length is required. 16. No jewelry or accessories. 17. STLCC ID badge required. 18. No caps or hats.
<p>Standards for Participation in Clinical</p>	<ol style="list-style-type: none"> 1. The student will respect and adhere to all relevant policies and procedures of the organization that hosts the clinical experience. 2. The student will treat all employees of the host institution with respect. 3. The student will treat all patients with respect. 4. The student will keep confidential any information about patients that she/he may be made aware of in the course of the clinical experience. 5. The student will not violate the confidence of the host organization and its agents regarding proprietary information and other sensitive non-public information. 6. No cell phone use while on duty. 7. Violation of these standards may result in dismissal from the program. 8. Classroom /Clinicals: Monday-Friday Weeks 1-5; Monday-Thursday Weeks 6-8

<p>Grading</p>	<p>Students' final grade will be recorded as SC (Successfully Completed) or NC (Not Successfully Completed) on the College's official non-credit transcript. Students receiving a grade of SC will receive a St. Louis Community College Certificate of Completion.</p> <p>Students' grades will be based on performance on the following assessments:</p> <ul style="list-style-type: none"> • Homework/Quizzes (at the instructors' discretion) • Skills Lab • CPR Course • Clinical Practicum • Attendance • Chapter Exams <p>Students are expected to achieve a minimum grade of 80% on each assignment, quiz, exam, and final exam with an overall average of 80% required.</p> <p>Students must demonstrate proficiency on each skill assessed during the clinical practicum with a clinical practicum grade of 100% required. Students must demonstrate proficiency in each competency.</p>
<p>Severe Weather Closing Procedures</p>	<p>St. Louis Community College will remain open except under very severe weather conditions. Official announcements will be broadcast on KMOX-AM (1120) Radio, and television Channels 2, 4 and 5. On television, announcements are broadcast as early as possible at the bottom of the screen. Severe weather announcements are announced by campus.</p> <p>You can sign up for text alerts of closings and other emergency information by texting "follow STLCCAlert" (without the quotes) to 40404 - or follow @STLCCAlert on Twitter. Only "alerts" messages will be sent. All other communications will be sent from @STLCC.</p> <p>Updates also will be posted on the home page of the STLCC website and on the main page for each campus as well as a broadcast email when feasible. Below are the procedures for school closing and delayed schedule.</p> <p>COLLEGE IS CLOSED Means all classes are canceled for the day. No classes or labs, library, student center, writing center or any other service will be open. Classes in the evening also are canceled.</p> <p>COLLEGE IS NOT CLOSED BUT IS ON delayed SCHEDULE If a delayed schedule is announced, the location will delay opening until 9:30 a.m. Classes beginning before 9:30 a.m. will be canceled for that day. In the absence of any announcement, students should assume the college is operating on its normal schedule.</p> <p>If the St. Louis Community College campuses (Florissant Valley, Forest Park, Meramec and Wildwood) cancel classes due to severe weather, the Medical Office Assistant class at the Corporate College will be cancelled.</p>

<p>Academic Integrity Statement</p>	<p>St. Louis Community College recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning. It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity. Advancing the principles of academic integrity is essential because doing so enhances academic discourse, the quality of academic work, institutional operations, and the assessment of educational goals. Observing academic integrity involves:</p> <ul style="list-style-type: none"> • Maintaining the standards of the College’s degrees, certificates, and awards to preserve the academic credibility and reputation of the College; • Communicating expectations, best practices, and procedures in order to promote the principles of academic integrity and ensure compliance; • Providing environments, instruction, and access to resources necessary for maintaining integrity in learning; • Taking responsibility and personal accountability for the merit and authenticity of one’s work; • Giving proper acknowledgement and attribution to those who directly contribute to a project, or whose work is used in the completion of a project; • Recognizing what compromises academic integrity, whether intentional or unintentional (plagiarism, cheating, and uncivil behavior). • It is the shared duty of faculty, students and staff of the college to understand, abide by, and endorse academic integrity.
<p>Accessibility</p>	<p>Students are invited to privately discuss their accommodation needs with the program coordinator. All information will be held in the strictest confidence. For more information please refer to the following page on the College’s website: http://www.stlcc.edu/disAbility/Access_Office/Students/Index.html</p>
<p>Non-Discrimination Statement</p>	<p>St. Louis Community College is committed to non-discrimination in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability or status as a disabled veteran and shall take action necessary to ensure non-discrimination.</p>
<p>FERPA Statement</p>	<p>The Family Educational Rights and Privacy Act (“FERPA”) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Information about records and information that may or may not be disclosed and other information regarding the confidentiality of student records, please see Section G.11 of the College Administrative Procedures. http://www.stlcc.edu/Document_Library/FERPA-Notification.pdf</p>
<p>Sexual Harassment Policy</p>	<p>St. Louis Community College is committed to providing an academic and work environment that is free from sexual harassment. In keeping with this commitment, the college prohibits sexual harassment of any member of the college community. Sexual harassment in any form, including verbal, written, physical or visual harassment will not be tolerated. Sexual harassment may include, without limitation, unwelcome sexual advances, attempts to coerce any member of the college community into a sexual relationship or to punish such persons for refusing to submit to sexual advances,</p>

	<p>or conduct of a sexual nature which creates an intimidating, hostile or offensive academic or work environment.</p> <p>Any member of the college community who has a sexual harassment complaint may obtain redress through administrative procedures of the college. The college will respond to sexual harassment complaints promptly and in an equitable manner. All information regarding complaints of sexual harassment is confidential and will be revealed only to those directly involved with the investigation and/or resolution of the complaint. Breaches of confidentiality may result in disciplinary action. Retaliation against anyone who brings a complaint of sexual harassment is prohibited. A student or employee of the college found to have violated this policy will be subject to disciplinary action, up to and including dismissal from the college or termination of employment.</p>
<p>Sexual Harassment Tutorial</p>	<p>St. Louis Community College wishes to ensure that clinical students are informed of their rights and responsibilities under the College's Sexual Harassment Policy. Therefore, all clinical students are required to complete the Sexual Harassment Prevention tutorial before beginning clinical. Upon completion of the tutorial please turn in the certificate of completion to your instructor. Remember you must complete this tutorial before you can begin your clinical experience.</p>
<p>Student Responsibilities</p>	<p>All students are expected to respect and adhere to College policies and procedures. Upon enrolling in the College, each student assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution and to obey the laws enacted by federal, state and local governments. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function, institute appropriate disciplinary action.</p> <p>Students who are parents have the responsibility to arrange suitable care for their children while they attend class. Students are not permitted to bring children to class nor should children be left unattended in halls, building offices or on campus. The college reserves the right to protect the safety and welfare of unattended children.</p> <p>In addition to the above, misconduct that may subject a student to disciplinary action includes the following:</p> <ol style="list-style-type: none"> 1. Dishonesty 2. Forgery, alteration or misuse of college documents, records or identification. 3. Hazing 4. Obstruction or disruption 5. Sexual harassment/sexual violence 6. Physical abuse 7. Theft or damage to college property 8. Unauthorized entry to or use of college facilities 9. Violation of law or college policies 10. Alcohol or controlled substances 11. Disorderly conduct

	<p>12. Failure to comply with directions of a college official</p> <p>13. Possession or use of a firearm</p> <p>14. Complicity</p> <p>Additional information regarding student rights and responsibilities can be found on the College's web site http://www.stlcc.edu/Student_Resources/Policies_and_Procedures/Student_Rights_and_Responsibilities.html</p>
Student Signature Forms	The last two pages of this document are to be read and signed. Return one of the signed forms to Ms. McCoy. Retain the second signed form for your records. Please direct any questions or concerns to Ms. McCoy.
Subject to Change Clause	The course syllabus may be revised and updated at the discretion of the instructor. Students are responsible to have the most up-to-date course schedule. The instructor will announce and post the updated course schedule for students to access through the course Blackboard site.



MoHealthWINS

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



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Student Signature Forms

Unlicensed Assistive Personnel Syllabus Acknowledgement

I have been provided a copy of the Medical Office Assistant Syllabus and the information and policies contained within the syllabus.

I understand that I am responsible for making myself aware of and for following the information, policies, and guidelines written within the syllabus.

Initial



Print Name: _____

Signature: _____

Initial: _____

Date: _____

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Initial: _____

Date: _____