Robeson Community College

# NAS 101 Syllabus

**Course:** NAS 101 D1 Nurse Aide I

**Semester**: Spring 2017

## Course Meeting Times

**Class**: Monday 8:30-12:30

**Clinical/Lab**: Wednesday 8:00-3:00

## Course Location

**Class**: Building 17, Room 1722A

**Clinical/Lab**: Lab 1738B

**Course Credit**: 6

## Instructor Information

**Instructor**: TBD

**Office Location**: Building 17, room 1719A

**Office Hours**: Monday and Tuesday 2 to 4 pm

**Telephone number**: 910.272.xxxx

**Email**: tbd@robeson.edu

## Curriculum Description

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nurse Aide I. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor’s offices.

## Program Learning Outcomes

Upon successful completion of the Nurse Aide program, the graduate will:

1. Be able to provide safe, effective basic nursing care in a variety of health care facilities and agencies under the supervision of licensed nurses and/or other approved personnel.
2. Be able to communicate effectively in written, verbal and nonverbal forms.
3. Be eligible to apply for listing on the North Carolina Nurse Aide I Registry.

## Student Learning Outcomes

* 1. The student will be able to demonstrate mastery of psychomotor learning as evidenced by successful completion of laboratory skills proficiency examination.
  2. The student will be able to display professional behavior while performing in the laboratory and classroom setting.

1. The student will be able to demonstrate mastery of psychomotor learning as evidenced by safe and knowledgeable care in clinical practice.
2. The student will be able to communicate effectively with the health care team as evidenced by successful application of didactic learning.
3. The student will be able to communicate effectively with health care recipients and their families as evidenced by observation in the clinical setting.
4. The NAS 101 student will be able to demonstrate mastery of cognitive learning by successfully passing the National Nurse Aide Assessment Program (NNAAP) examination given by Pearson Vue.

## Course Description (C. E. Master Course List)

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients’ rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

## Prerequisite

High School Diploma and DRE 097

## Co-requisite

CPR

## Course Objectives

1. Prepare students to provide safe, effective basic nursing care under the supervision of licensed personnel.
2. Prepare students to demonstrate competency for basic patient care practices.
3. Prepare students to be eligible to apply for the NNAAP examination to be listed on the North Carolina Nurse Aide I Registry.

## Required Textbook(s)

Sorrentino, Sheila A. & Remmert, Leighann. *Mosby's Essentials for Nursing Assistants*, 5th edition. St. Louis, MO: Elsevier Mosby, 2014. Print.

*Robeson Community College Nurse Aide Workbook*

Suggested Reading: To Be Assigned

## Other Required Materials/Software

1. Present to instructor two (2) official signature bearing IDs, with matching names, one of which must be a U.S. government issued ID and one of which must be a picture ID. Examples of acceptable identification include driver’s license; U.S. government issued military ID; state issued ID card; passport; alien registration card and U.S. social security card.
2. Valid Healthcare Provider CPR certification.
3. TB skin test
4. Malpractice insurance
5. Drug screen/Background (details given by instructor)
6. Flu Shot
7. See attached requirements list

## Learning/Teaching Methods

1. Lecture
2. Videos
3. Demonstration
4. Skills Practice
5. Constructive Criticism
6. Problem solving sessions
7. Student reports, presentations, projects
8. Field assignments

## Course Requirements

Unit Tests 75%

Assignments/Quizzes/Reports (oral, typed) 10%

Final Examination 15 %

For a total of 100%

Comprehensive Skills Laboratory receive a Satisfactory

Clinical (Overall Final Clinical Grade) receive a Satisfactory

### Clinical Grading

To receive a (S) or satisfactory and successfully pass the clinical portion of NAS 101, student must have an overall satisfactory final clinical grade of (S) in each clinical component. In order for students to receive an (S) in the Overall Final Clinical Grade, Student must have no more that 1(one) Unsatisfactory (U) in that clinical component.

### Methods of Evaluation/Assessment

To demonstrate attainment of course objectives for NAS 101, the student must achieve an average of 77% and receive a Satisfactory (S) on Lab and Clinical.

1.1a. 100% of NAS 101 students will pass all critical elements of the laboratory proficiency examinations.

1.2a. 75% of NAS 101 students will pass the National Nurse Aide Assessment Program (NNAAP) Examination on the first attempt.

### Grading Policy/Criteria

Nurse Aide Grade Scale:

100 – 93 = A

92 – 85 = B

84 – 77 = C

Below 77= F

## Academic Resources

**Moodle** as assigned by instructor.

## Tentative Reading and Exam Schedule:

See attached outline

## Academic Integrity Statement

**Rule 2. Academic Dishonesty –** Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to ensure that all work completed measures up to standard of honesty. The faculty member directly concerned may deal with this offense through disciplinary actions (such as failure on the assignment), file charges against campus standards, or may refer the charges to the division chair.

* Additional information concerning Academic Expectation in the RCC Student Handbook.
* Information concerning the Grade Appeals Process is located in the RCC Student Handbook.

## Students with Disabilities

Students with disabilities affecting academic performance and who seek accommodations should contact Disability Services. The Disability Services office is located in Building 13, Fred G. Williams Student Center.

It is important to provide the Disability Services Specialist adequate time to consider the student’s request and recommend reasonable accommodations. Instructors will provide necessary accommodations based upon the recommendations of the Disability Services specialist. Details of how to access Disability Services are in the RCC Student Handbook*.*

## Non-Discriminatory Statement

Robeson Community College’s Board of Trustees and staff recognize the importance of equal opportunity in all phases of the College’s operations and have officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the College’s operations. The Vice President for Personnel Services coordinates the College’s compliance effort. Contact can be made by writing Robeson Community College, Post Office Box 1420, Lumberton, NC 28358 or by calling (910) 272-3500.

## Student Attendance Policy

It is the policy of Robeson Community College that faculty keep accurate records of class attendance and tardiness and that these records become part of the official records of the institution. The College is committed to the principles that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy.

## Class Attendance

Students must attend 75% of the required contact hours for a class in order to receive credit in the class. If the student exceeds 25% of the contact hours of class, the student will be dropped from the class regardless of his/her grade. Once a student is dropped, they cannot participate in class activities (class/lab).The Vice President is located in building 2.

NAS 101 is a 6 Credit Hour course for 160 contact hours. This is based on the number of hours the class meets each week multiplied by the number of weeks in attendance. Please refer to the RCC General Catalog for more details on the attendance policy. NAS 101 **25% = 40 hrs.**

**All missed work must be made up!** The hours cannot be made up but the material covered during the absence must be made up and documented. The instructor will decide how the material will be made up. Students cannot take the final examination until all make up work is completed and turned into the instructor. Failure to make up assigned missed material will result in a failing grade.

**If you are absent for a test, you must be prepared to take a make-up test on your first day back to class.** make-up tests will be prepared to cover designated course work and may be in any form the instructor chooses. Make-up tests will be given at the instructor’s earliest convenience, but must be taken before the next scheduled test.

UNANNOUNCED QUIZZES CAN NOT BE MADE UP.

Students must have 48 hours of clinical instruction. Clinical make-ups must be coordinated through your instructor. Clinical time must be made up before students are allowed to take the final examination at the end of the course. Please note if a clinical is missed this will constitute a (**U**) or **unsatisfactory** in clinical for that day. Two (**U**) in one category is a **U** or **unsatisfactory** for the Overall Final Clinical grade. If you receive a **U** or **unsatisfactory** for the Overall Final Clinical grade you will be dropped from this class.

## Tardy Policy

A tardy is defined as “a student entering class after roll call or instruction begins”. Being late for class is a serious interruption of instruction and may affect a student’s academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class. Three (3) tardies constitute one absence.

### Application of the tardy policy for NAS 101 is outlined below:

For a class with a scheduled meeting time of 3 ½ hours, a student who arrives late, leaves for a length of time during class or leaves class early, totaling between **1-10 minutes**, is marked tardy for that class meeting. If the student arrives late, leaves for a length of time during class, or leaves class early, or any combination of these totaling **60 minutes or more**, the student is marked absent for that class meeting. Additionally, three (3) tardies constitute one absence for the scheduled class meeting.

Sleeping in classwill not be tolerated. If you fall asleep in class you will be counted absent for the time you missed and will have make-up work for the time missed.

## Urine Drug Screen and Background Check

All students must take and pass RCC required drug screen and background check. The price of these will be approximately $81.00. If the students fails the drug screen they will be automatically dropped from the class. If the students background is not accepted by the clinical site, they will be automatically dropped from the class.

## Class Disruptions/Discipline Procedures

Students are not allowed to have beepers in the classroom. Cell phones are to be placed on vibrate or silent setting.

Class disruption/discipline will be addressed in the following manner:

1. It will be brought to the attention of the class that disruption is occurring.
2. If disruption continues, the individual(s) causing the disruption will be asked to leave class and counseled.
3. If disruption continues, individual(s) causing disruption will be sent to the Vice President of curriculum.
4. If disruption still continues, individual may be dismissed from the class permanently.

## Student Grievance

The Student Grievance procedure is summarized in the 2016-2017 Robeson Community College Student Handbook.

General grievances about issues or concerns about the class should be handled in the following manner:

* The student should make an appointment with the **instructor** about his/her concern.
* If the concern is not resolved, the student should make an appointment to speak to the **chairperson/program director** of the department.
* If the situation remains unresolved, the student should make an appointment to speak to the **Vice President of Curriculum.**

## Additional Information from the Instructor/Miscellaneous

1. Phones/Pagers/Beepers
   1. Cell phones, beepers, and walkie-talkies cause unnecessary disruption to the teaching/learning process.
   2. Out of courtesy to others, all systems of communication should be in the quiet mode during class.
2. Students are responsible for assuring that skills check-offs are completed and signed by their instructor.
3. Students are responsible for keeping the lab clean.
4. Student personal files containing the following information are maintained for a minimum of five (5) years under lock and key:
5. Copies of two (2) official signature bearing IDs with matching names.
6. Test answer sheets showing grade, test scores, test version, name and test answers.
7. Evaluation forms (skills, clinical and other pertinent data).
8. Completed Instructional Objectives and Skill Performance Checklist Summary.
9. Attendance records that include dates of absences, material/clinical missed, and dates of make-up.
10. Test security is maintained via files under lock and key in designated areas.
11. Each component of NAS 101 must be passed with the following:
12. Component I – theory course work average of 77%
13. Component II – clinical Satisfactory (S)
14. Component III – skills laboratory Satisfactory (S)
15. Course theory consists of unit tests, final examination, unannounced tests/quizzes, reports, class participation, and workbooks. Final competency evaluation skills demonstration examinations must be completed for successful completion of NAS 101 course work.
16. If a student is unsuccessful, they cannot participate in class activities (class/lab).

## Important College Policies

Several important policies are outlined in the 2016-2017 Robeson Community College Student Handbookto assist students with meeting their academic goals.

Please refer to the Student Handbook for policies on the following:

* Attendance
* Student Expectations of Faculty
* Faculty Expectations of Students
* Administrative Withdrawal
* Campus Standards
* Eating, Drinking and Smoking
* Internet and Computer Network Acceptable Use Policy
* Inclement Weather
* Emergency Procedures

Last Day for Withdrawal with a Grade of “W”

The last day to Withdraw from this class with a grade of “W” is **March 22nd, 2017**

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. 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.

***Course Syllabus***

***Acknowledgement Form***

Student’s Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Please print)

I have received the course syllabus for NAS 101. My instructor has covered all aspects of the syllabus with me to my satisfaction. I have carefully read and completely understand all aspects as outlined.

Furthermore, I understand and agree to the attendance, tardy and clinical policies.

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**