# Course Information

| Course Title: | Fundamentals of Home Health Care Lab |
| --- | --- |
| Semester: | Spring 2014 |
| Course Number: | NAS 121 |
| Meeting Time: | Monday and Tuesday 7:00am to 3:00pm |
| Instructor: | TBD |
| Credit Hours: | 3 Credit Hours3 Credit Hours9 Contact Hours |
| Prerequisite: | NONE |
| Co-Requisite: | * NAS 115 CPR and Basic First Aid

NAS 120 Fundamentals of Nursing Assistant/Home Health Aide |
| Required Text/Materials: | Alvare, S.; Fuzy,J.; & Rymer, S. (2nd ed. 2013) Hartman’s Nursing Assistant Care: Long-Term Care and Home Health, Albuquerque, New Mexico: Hartman Publishing, Inc.Alvare, S.; Fuzy,J.; & Rymer, S. (2nd ed. 2013) Hartman’s Nursing Assistant Care: Long-Term Care and Home Health, Albuquerque, New Mexico: Hartman Publishing, Inc. |

## Please read:

Please read this syllabus carefully. It contains vital information about what is expected of you in this class. It is designed to serve as a reference tool for the basic structure of this class. However, even with all the thought and preparation that went into the design for this syllabus, I am sure that there are some unique issues that may not have been addressed. Therefore, please contact me to address any concerns.

## Contact Information:

TBD

Wallace Community College

P.O. Box 2530

Selma, AL 36702 – 2530

Office Location:TBD

Office Telephone:(xxx) xxx-xxxx

Home Telephone: (xxx) xxx-xxxx

WCCS Email address:TBD

## Americans with Disabilities:

The Rehabilitation Act of 1973 ( Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the responsibility of the student to provide appropriate disability documentation to the College. In addition, the student must initiate an official request for special accommodations. **If special classroom instructional accommodations are needed please contact the ADA Coordinator at  (xxx) xxx-xxxx. An official special accommodation request must be submitted to the ADA Coordinator every semester for each specific course.**

## Important Dates

01/09/17 First Day of Class

01/11/17 Last Day to Drop/Add

01/16/17 Holiday: Martin Luther King (No Class)

03/16/17 61% point of the semester. No penalty for withdrawal after this date

03/20/17 to 03/24/17 Spring Break

04/12/17 80% point of semester. Last day to withdraw from

class without penalty

04/13/17 Honors Ceremony

## A Note from the Instructor

Welcome to Nursing Assistant Lab and Clinical at WCCS. You have chosen a rewarding career as a nursing assistant. Some of you may choose to use this class as a stepping stone toward a nursing career, and some will choose to remain a Nursing Assistant. Either way, you will fill a very important and caring role in the ever-expanding, exciting healthcare field. This course focuses on teaching basic nursing assistant care and procedures in the lab, long term care and home health settings.

Write Now!is the title of Wallace Community College Selma’s Quality Enhancement Plan (QEP). The primary objectives of Write Now!are to establish the importance of always using best writing practices and to provide you with proof readers, tutors, and online composition tools. We hope to ensure your success by helping you to improve this important life skill.

Look for information about Write Now!on our website by browsing to [*Write Now!* Information](MetaData).

I am delighted to have you.

## Course Description

This course is designed to assist the student to develop knowledge, attitudes, and skills needed to perform basic nursing care safely and efficiently in a supervised acute care, long term care or home health care clinical setting. Emphasis is placed on application of knowledge, attitudes, and skills appropriate for the acute care, long term care or home health care client. Upon completion of this course, the student will demonstrate beginning competence in the care of a client in the acute care, long term care and home care settings.

## Course Objectives

COURSE OBJECTIVES:Upon successful completion of this clinical course, the student will be able to**:**

* Organize and administer nursing assistant care in acute, chronic and long-term settings.
* Demonstrate effective communication skills.
* Demonstrate effective infection control techniques.
* Apply knowledge of body mechanics to safely move clients.
* Respond to environmental safety and basic emergency situations.
* Accompany a certified home health nursing aide into the home to observe performance of nursing assistant care.
* Perform basic skills and techniques of nursing assistant care for clients and residents in acute and long-term settings.
* Implement nursing assistant care to assist clients and residents in performing and returning to activities and functions at their maximum level.
* Function within the policies of the assigned health care and home health care facilities.
* Abide by the guidelines of Wallace Community College Selma and its Nursing Assistant/Home Health Nursing Aide Program.

After successful completion of this course the student will be able to provide affective, competent, nursing assistant care in long-term and home health settings.

### Please note the following:

* Students must be certified in Basic Cardiopulmonary Resuscitation (CPR) for Healthcare Providers prior to performing clinical. Students are registered in NAS 115 which provides the necessary certification. **Attendance is mandatory.**
* All course, instructor and clinical evaluations will be completed online as specified on the class schedule prior to taking the final exam in this course.

## Modes of Instruction

### Modes of instruction utilized in this course include:

* Performance of nursing assistant care to simulated clients/residents in the lab, utilization of laboratory skills checklists. **All labs must be satisfactorily checked off by an instructor prior to assignment in a clinical area.**
* Performance of nursing assistant careto clients and residents as assigned on clinical schedule, a focus on Long Term care and Home Health, and utilization of clinical checklists.
* Observational assignments will not have an instructor present on site, but a supervisor will be assigned. Objectives, directions, written assignments and policies will be covered in class, and all questions answered before attending clinical areas.

## Evaluation and Assessment

### Grading:

Students are graded on their performance in the lab according to manual skills checklists. Checklists will be handed out in class during lab orientation. The checklists follow skills in the textbook very closely. The class schedule includes which lab skills will be practiced or checked off on scheduled days. Students are encouraged to follow their class schedule in order to be prepared to perform these skills when scheduled. **Students are to write the skills out step by step on large index cards, and have them ready to be checked by an instructor prior to admittance into the lab on practice days.** Failure to have the skill cards needed for that day completed will result in a 10 point grade reduction for that lab. Students must pass all labs in order to pass this course. At the end of each skill checklist, the minimum number of steps that must be performed to pass that skill is listed. Some skills have **Critical skill steps** in bold type that MUST be performed correctly to pass that skill. Failure to pass a skill will result in a recheck, and 20 points will be deducted from that skill’s grade.

Students must be satisfactorily checked off on all laboratory checklists by an instructor to pass this course and be scheduled for actual clinical experiences. (Critical Component)

Students are graded on their performance in the clinical area according to manual skills checklists and pretests. Students will be given clinical pretests prior to patient care assignments. A minimum of 75% is required to pass pretest. Failure of clinical pretest will result in a 25 point grade deduction for the day. The student must then retest on the second clinical day. If the student fails the second day, an additional 25 points will be deducted from the clinical grade. Study guides for the pretests will be given out at clinical orientation.

**Note: Students may receive a maximum of 2 unsatisfactory (less than 75) weekly clinical grades for NAS lab or any clinical rotation. The third unsatisfactory clinical/lab grade will result in failure of the course.**

### ****(The following is a critical component)****

Graduating students must attend a manual skills review on the dates determined by the Instructor as a criteria for successful completion of NAS 121. Failure to attend manual skills review(s) and to perform at a satisfactory level will result in failure of NAS 121 and co-requisite courses.

40% of the grade for NAS 121 will be derived from:

* Skills lab check off
* Student clinical performance average by 6 weeks @ 50%
* (this is a critical component) Manual skills checkoff/ State Exam @ 10%

The following grading scale will be used to report grades on the official school records:

| **Grade** | **Scale** |
| --- | --- |
| A | 90 to 100 |
| B | 80 to 89 |
| C | 75 to 79 |
| D | 60 to 74 |
| F | 59 and below |
| W | Withdrew |
| I | Incomplete |
| S | Satisfactory |
| U | Unsatisfactory |
| AU | Audit |

## Make-up Test/Exam Policy

Make up exams **must be scheduled for the first day** that the student returns to class. The following penalty will apply to make-up exams excused or unexcused:

* A 10 point grade reduction will be applied to make-up exams.

## Late Assignment Policy

Late assignments ….

1. Day #1 the student will receive a 10 point grade reduction
2. Day #2 the student will receive a 25 point grade reduction
3. Day #3 the student will receive a 0 for their grade**. (WEEKENDS WILL BE COUNTED)**.

## Withdrawals

If you decide to withdraw from this class, you should contact the office of Student Services. You may withdraw and receive a grade of W. **Withdrawals may affect Standards of Academic Progress (refer to Student Handbook) which may affect your ability to receive financial aid.** If you are unsure of your academic progress, please come by the Financial Aid department in the Student Center.

\*Important Note: Any student who completely withdraws prior to 61% period of enrollment, or who stops attending classes, will be responsible for any unearned funds that the college must return to the Department of Education. Students will be placed on hold and will not be released until the debt has been cleared with the business office. Students that are placed on hold will not be able to register, nor receive any official or unofficial documents from the college.

**Note: The last day to withdraw from this course is April 9, 2014. If you stop attending class but do not officially withdraw from the course, your grade will based on all work required for the course. Please note that all coursework that is not submitted will receive a grade of “0” for the missed assignment. Not going through the withdrawal process can negatively affect your grade point average.**

## Class Attendance

Students are responsible for reading and being familiar with the College’s Attendance Policy as stated in the WCCS Catalog/Student Handbook, as well as the attendance policies of the Nursing Assistant Program on page 9 of the NAS student policy manual. Students are expected to arrive on time, attend all class sessions, and be responsible for any and all material missed during any absence. Excessive absences, regardless of the reason or circumstance, may interfere with the student’s ability to successfully complete the requirements of this course.

Students are **expected to attend all classes** for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student’s ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.

### Please note:

Students are expected to attend **all** lab and clinical rotations required for each course. A student will receive a grade of “0” for any clinical/lab day he or she is absent due to an unexcused reason. If the absence is for an **excused reason,** the instructor may reschedule the lab or clinical experience. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. This may be done **only one time during the semester**. (If you were absent and required a makeup during lab, no clinicals will be considered for makeup.) It is the student’s responsibility to arrange for makeup work with the instructor. Students should review their attendance policy for criteria for excused absences. Clinical makeups may be scheduled on a Saturday. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs.

## Academic Honesty

Academic honesty is highly valued at Wallace Community College.  Students are expected to submit work that represents his or her original words or ideas. All papers, quizzes, exams and homework assignments are expected to reflect the individual student’s effort. Please see the Wallace Community College Catalog for more information about academic honesty, including consequences of academic dishonesty.

## Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

## Classroom Discipline

Students are responsible for reading and being familiar with the College’s **Student Discipline Policy** as stated in the WCCS Catalog/Student Handbook. Disruptive behavior in class or lab will not be tolerated.

## Open Door Policy

Please contact me about any problems or concerns that you may experience relating to this course. Prompt and consistent communication is essential for your success in this course, especially if you are experiencing difficulties that may impede your ability to pass the course. I have included my office telephone number, location, and email address in the contact information section of this syllabus. If my office hours are not convenient, you may contact me to schedule an appointment. I welcome conversation about grades and any other concerns that you encounter throughout the course.

## Outline of Course Instructional Module

**A Healthcare Provider CPR certification class, which includes the Heimlich Maneuver for the choking client, is a requirement of the course. This course will be offered as part of the curriculum, and attendance is mandatory.**

### UNIT OBJECTIVES:

After successful completion of this course the student will be able to provide effective competent nursing assistant care in acute and long-term care settings.

### ****NOTE: The following skills must be performed successfully prior to assignment in clinical areas:****

1. Handwashing
2. Putting on a mask
3. Putting on a gown
4. Putting on gloves
5. Removing contaminated gloves
6. Removing contaminated gloves, mask and gown
7. Serving a meal in an Isolation Unit
8. Measuring vital signs in an Isolation Unit
9. Specimen collection from a patient in isolation
10. Transporting a patient to and from Isolation Unit
11. Turning the patient toward you
12. Turning the patient away from you
13. Moving a patient to the head of the bed
14. Logrolling the patient
15. Applying a transfer belt
16. Transferring patient bed to chair- one assistant
17. Transferring patient bed to chair- two assistants
18. Transferring patient chair to bed- one assistant
19. Transferring patient chair to bed- two assistants
20. Independent transfer- standby assistance
21. Transferring the patient bed to stretcher
22. Transferring the patient stretcher to bed
23. Car, tub, toilet and mechanical lift transfers (tested on quiz)
24. Assisting patient to walk with cane
25. Assisting patient to walk with a walker
26. Assisting the falling patient
27. Measuring temperature, sheath covered thermometer
28. Measuring oral temperature, electronic thermometer
29. Measuring axillary temperature, glass thermometer
30. Measuring rectal temperature, glass thermometer
31. Measuring Tympanic temperature (verbalize)
32. Counting radial pulse
33. Counting apical/radial pulse, identify a pulse deficit
34. Counting respirations
35. Taking blood pressure
36. Taking blood pressure with an electronic blood pressure machine
37. Weighing and measuring patient using upright scale
38. Weighing patient on a chair scale
39. Measuring weight with an electronic wheelchair scale
40. Measuring and weighing the patient in bed.
41. Admitting the patient ( tested on quiz)
42. Transferring the patient (tested on quiz)
43. Discharging the patient (tested on quiz)
44. Making a closed bed
45. Opening the closed bed
46. Making an occupied bed
47. Making a surgical bed
48. Assisting with tub bath or shower
49. Bed bath/ partial bath
50. Changing the patient’s gown
51. Female perineal care
52. Male perineal care
53. Hand and fingernail care
54. Dressing and undressing the patient
55. Assisting with routine oral hygiene
56. Assisting the patient to brush teeth
57. Assisting with special oral hygiene
58. Caring for dentures
59. Backrub
60. Shaving a male patient
61. Daily hair care
62. Giving and receiving the bedpan
63. Giving and receiving the urinal
64. Assisting with use of the bedside commode
65. Assisting the patient who can feed self
66. Feeding the dependent patient
67. Measuring and recording intake and output
68. Aquamatic K pad
69. Warm compress and soak
70. Ice pack
71. Disposable cold pack
72. Assisting with a Physical Exam
73. Cough and Deep Breathe
74. Post op Leg Exercises
75. TED hose
76. Assist the Patient to Dangle
77. Post Mortem Care
78. ROM Exercises
79. Hearing Aids—in the ear, behind the ear, Application and care
80. Stool Specimen
81. Soap Suds Enema
82. Fleet (commercially prepared) enema
83. Routine Urine Specimen
84. Clean Catch Urine Specimen
85. 24 Hour Urine Specimen
86. Routine Drainage Check
87. Indwelling Catheter Care
88. Emptying Drainage Bag
89. Applying Condom Catheter
90. Connecting Catheter to Leg Bag
91. Emptying a Leg Bag
92. Routine colostomy care

### NOTE:

All course, instructor and clinical evaluations will be completed online as specified on the class schedule prior to taking the final exam in this course. See instructions following on page 10.

Students must be certified in Healthcare Provider Cardiopulmonary Resuscitation (CPR) prior to clinical performance. A physical examination must be done by MD or nurse practitioner and the form submitted to the instructor prior to attending clinical. Malpractice liability insurance must be paid when clearing fees ($7.00). All must be completed prior to clinical performance.

**Students must pass a background check and drug screen by the date designated as a requirement of the Program.**

Clinical student performance may be in the following areas:

* Vaughan Regional Medical Center
* Lighthouse Convalescent Center
* Warren Manor Living Center
* Park Place

Observational areas may be held in the following areas:

* Cahaba Place
* Hilltop Home
* McDowell House
* Amedisys Home Health
* Dallas County Home Health

Please see clinical schedule for assignments.

**Please note:** Students will be given a skills check-off sheet to be taken to clinical. Students are expected to have these sheets with them each day they have patient care clinicals in the hospital or nursing home. Failure to have this sheet at clinical will result in a 15 point penalty for the week’s grade for not following instructions.

Clinical checkoff sheets are to be turned in on the date that the last clinical’s paperwork is due. For example: it should be turned in the second day of clinical (Tuesday) on the last clinical week for student performance, OR if the student is assigned to an observational clinical, the checkoff sheet is due at the time that the observational clinical paperwork is due. Failure to turn in the checkoff sheet in the appropriate time frame will accrue the penalties assigned for late paperwork.

## End of Semester Evaluations:

Practical Nursing/ Nursing Assistant online course evaluations will be completed in the computer lab at the time designated on the class schedule.  We value your opinion and input related to this course and course instruction.  Responses are confidential and used to improve instruction and program outcomes.

Students are **required to print** Instructor and Clinical Evaluations if applicable from the course web page. These completed evaluations must be turned in to the Instructor on the day that you take your final exam in the course. No student will be allowed to take the final exam until completed evaluations are submitted. Any final exam taken more than 30 minutes after the scheduled time will be counted as a late exam with a 10 point grade deduction. Evaluations can be secured from the web page two weeks before the scheduled date of the final exam. Please download and complete the evaluations early. Your input is very valuable to our growth and ability to continue to meet student needs.

### Guide to Online Evaluations

Go to the following website: [WCCS Evaluations](http://www.wccs.edu/survey)

**Select the following courses: NAS 115 (CPR), NAS 120 (classroom), and NAS 121 (lab and clinical)**

#### 1. For Student Evaluation of Clinical Agencies:

Rate ONLY those agencies in which you had a clinical student performance this semester. The rating is 1 to 5 with “1” being the LOWEST on the scale, and “5” being HIGHEST on the scale.

If you type any comments, make sure they are constructive (helpful where improvement may be needed) and professional.

#### 2. For Student Evaluation of Observational Clinical Agencies:

Again, rate ONLY those agencies in which you had observational clinical this semester. Same rating scale applies. Again, comments are welcomed, just make sure they are constructive and professional.

#### 3. For Instructor Evaluation:

**Please note:** you may not be able to evaluate more than one instructor per course. You may evaluate Mrs. Martin for NAS 115 and NAS 120, and your clinical instructor for NAS 121.

Again, please pay attention to the rating scale, with “1” being on the lowest satisfaction level, and “5” being the highest level of satisfaction.

Comments and constructive criticism are welcomed, and are confidential.

**Please note:** As you evaluate each instructor and clinical agency, DO NOT make comments or evaluations that relate to any other instructor or agency.

Thank you for your cooperation in filling out these surveys. By doing this, you help us to improve our effectiveness in the delivery of the course material and student learning outcomes. Good luck on your final exam!

## Class and Exam Schedule

Please see attachment.

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## Student Acknowledgement Form for NAS 121 Lab

| My signature below verifies that I have received, read, and had explained to me by faculty the content in this course syllabus. |
| --- |
| Student Signature: |
| Print Name: |
| Date: |