

IOWA WESTERN COMMUNITY COLLEGE

Course Syllabus Information
HCS 172 Nurse Aide

Term: Fall 2016

I. Faculty Information:

Instructor:

Ruth Wathen R.N.

Phone: 402-297-0438

e-mail Address: rwathen@iwcc.edu

Office: FO22

Office Hours: 30 min. before class time

II. Course Information:

<u>Course Prefix/ No.</u>	<u>Course Name</u>	<u>Credits</u>	<u>Lecture</u>	<u>Lab</u>	<u>Clinical</u>
HSC-172-01/02	Nurse Aide	3.0 Cr	30hr.	15hrs.	30 hrs.

Course Description:

Nurse Aide is the 75-hour certified nurse aide (CNA) course. It allows students to meet the training requirements of the Omnibus Budget Reconciliation Act of 1987 (OBRA) for nurse aides working in nursing facilities and skilled nursing facilities. Emphasis in the course is on achieving a basic level of knowledge and demonstrating skills to provide safe and effective resident care. (2/1/2)

Prerequisites:

The student must have completed a criminal background check by the first day of class and provide 2 negative TST test results or a single negative IGA test result for tuberculosis screening.

Course Meeting Times

Course Location

Theory/Lab

August 22, 2016 – October 27, 2016
Mon. / Thurs. 3:00pm - 8:30pm
Theory: 3:00pm - 6:00pm
Lab: 6:30pm – 8:30pm

Fremont Hall, Room FO22

Clinical

October 31, 2016 – December 8, 2016 TBD
Mon. / Tues. / Thurs. 2:30pm – 8:00pm

Required Textbooks

The Nursing Assistant, 5th Edition by JoLynn Pulliam
Nurse Aide Skills Packet

Suggested Supplemental Textbooks, References

Provided by the instructor, if applicable.

Materials and Supplies to be Furnish by Student:

Watch with a second hand, uniforms (scrubs), pens, paper, and other supplies indicated by the instructor for lab practice.

Course Learning Objectives and Course Competencies:

After successful completion of this course, the student should be able to:

1. Communicate effectively with professional staff, patients/residents and their families.
2. Compare and contrast normal and aging –related normal physiology.
3. Demonstrate the understanding and appropriate integration of ethical/legal principles in providing care and fulfilling job responsibilities.
4. Practice safety measures in providing patient/resident care.
5. Describe and give examples of the responsibilities and role of the nurse aide

Course Competencies:

The student will meet course learning objectives by the following:

1. Maintaining infection control measures.
2. Developing communication and interpersonal skills.
3. Providing safety and emergency procedures, including the Heimlich maneuver.
4. Promoting resident's independence.
5. Respecting resident's rights.
 - A. Providing privacy and maintain confidentiality.
 - B. Promoting the resident's right to make personal choices to accommodate their needs.
 - C. Giving assistance in resolving grievances and disputes.
 - D. Providing assistance in getting to and participating in resident and family groups and other activities
 - E. Maintaining care and security of resident's personal possessions.
 - F. Promoting the resident's rights to be free from abuse mistreatment, and neglect and the need to report any instances of this type of treatment to appropriate facility staff.
 - G. Avoiding the need for restraints in accordance with current professional standards.

student must contact the instructor prior to theory, lab, or clinical time. A doctor's note or proof of absence will be required to make up a missed day.

Patients/residents lose quality of care when staff are absent in the health care field. Now is the time to discipline yourselves to your commitment to your career. All clinical absences must be made up prior to the end of the course.

2. Standards for written work

All forms must be filled out in black ink

Students must sign their name in black ink. Students name must be legible.

Typed work will be in Times New Roman, 12 point font, double spaced and standard default for all margins, with attention to proper grammar, spelling and punctuation.

APA style writing will be required if applicable. Handwritten work must be in black ink and legible.

3. Late papers and assignments

Papers and assignments are due at the beginning of each assigned day. 10% off the top of the total grade for that assignment will be deducted for each day it is late. For example: If an assignment is due on Monday and the student submitted it on Wednesday and received 92%, the final grade will be a 72% for that assignment.

4. Missed exams

In extenuating circumstances, such as an illness or emergency, the student must contact the instructor 30 min. before the start of the class and make arrangements.

A doctor's note or proof of absence will be required to make up an exam. 10% off the top of the top of the total grade for that exam will automatically be deducted.

5. Extra Credit

There is no extra credit awarded in this class.

6. Participation

All students will be expected to participate in small group discussions and activities and be able to present information obtained to the class.

7. Classroom Management and Behavior

Students will allow for conditions that foster learning and free exchange of ideas. A positive learning atmosphere shows respect and courtesy for the teacher, guest speakers, peers and patients/residents and staff at the clinical site. Audio or videotaping of any class or conversation is prohibited without written permission of the instructor. Personal beepers, cell phones, and other electronic devices are required to be turned OFF during theory and lab. They are prohibited in the clinical site. Prompt attendance is expected and students arriving late may not be allowed to enter until a scheduled break time if tardiness becomes a routine. There is a break allowed for a meal, please limit the intake of food to that time. Drinks are allowed in theory, as long as there is a lid to reduce the occurrence of spills. NO food or drink is allowed in the laboratory. All lab equipment is to be put away and the lab left ready for the next class to utilize.

8. Communication with Instructor

If an absence or tardiness will be expected, students are required to personally call/text the instructor 30 min. prior to theory, lab, or clinical. Instructors will not take messages from family members or friends. Emails are a great way to show record of documentation for both the student and the instructor. Instructors are encouraged to check their email at least a minimum of 3 times a week. Please allow for a minimum of 48 hours for a response from the instructor excluding weekends. It is important to remember that the instructor has responsibilities beyond IWCC. Please respect their

6. Take and record vital signs.
7. Measure and record height and weight.
8. Caring for the resident's environment.
9. Recognizing abnormal changes in body functioning and the importance of reporting these changes to a supervisor.
10. Caring for residents when death is imminent.
11. Performing personal skills, that include but are not limited to:
 - A. Bathing
 - B. Grooming, including oral care.
 - C. Dressing
 - D. Toileting
 - E. Assisting with eating and hydration
 - F. Proper feeding technique
 - G. Skin care
 - H. Transfers, positioning, and turning
12. Modifying aide's behavior in response to a resident's behavior.
13. Awareness of developmental tasks associated with the aging process.
14. Responding to resident behavior.
15. Providing the resident with the ability to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity.
16. Using the resident's family as a source of emotional support.
17. Addressing the unique needs and behaviors of persons with brain injury/ dementia (Alzheimer's and others).
18. Communicating with cognitively impaired residents.
19. Understanding the behavior of cognitively impaired residents.
20. Appropriately responding to the behavior of cognitively impaired residents.
21. Applying methods of reducing the effects of cognitive impairments
22. Training the residents in self-care according to the resident ability.
23. Use of assistive device in transferring, ambulation, eating and dressing.
24. Maintaining range of motion.
25. Providing proper turning and positioning in bed and chair.
26. Bowel and Bladder Training
27. Providing care and use of prosthetic and orthotic devices.

Course Practices:

The syllabus serves as a contract between the faculty and the students. This section should contain the kinds of practices expected of students. Some of the practices to consider are:

1. Attendance Requirements

A record of attendance will be maintained for every theory, lab, and clinical day. State regulations require each student to complete 75 hours for the certification. This consists of 30 hours in theory, 15 hours in lab, and 30 hours in clinical. Theory and laboratory hours must be completed before a student can begin clinical. It is the responsibility of the student to make arrangements to obtain information or assignments missed and to schedule make up time to meet the required 75 hours. If a student must miss any portion of this course due to illness or emergency, the

5. The student and the instructor are required to review performance of skills for each student before and after the clinical portion of the Nurse Aide course.
6. The student and instructor are required to review clinical evaluation before the conclusion of the Nurse Aide course.

Final grades are viewable on ROC, Self-Services Menu, Students, Academic Record the Tuesday after the end of the semester.

<u>Theory:</u>	<u>Weight:</u>	<u>Test/Assignments</u>
A 100-93	A 1100-1023	Exam (6) 100 pts each
B 92-85	B 1022-935	Paper (4) 100 pts each
C 84-78	C 934-858	Final (1) 100 pts
D 77-70	D 857-770	
F 69-or below	F 769 or below	

Lab/Clinical:

P- Pass-satisfactory F- Fail-unsatisfactory

Important Dates

- Aug .22 Class to begin
- Aug. 24 Last day to add Accelerated Session I classes
- Aug. 26 Last day to add Regular Term day classes
- Aug. 27 Saturday classes begin
- Aug. 29 Last day to add a night class
- Sept. 5 Labor Day – College/Offices closed
- Sept. 15 Developmental Hour (CB): 9:00-10:15AM (Legislative Forum)
- Sept. 19 Late Start Session Classes begin
- Sept. 23 Last day to add Late Start Session classes
- Oct. 3 Last day to apply for fall graduation
- Oct. 14 Accelerated Session I classes end
- Oct. 19 Accelerated Session II classes begin
- Oct. 21 Last day to add Accelerated Session II classes
- Oct. 24 Faculty/student recess – **no class**
- Oct. 25 Staff Development/Faculty work day – **no DAY class**
- Oct. 25 Last day to drop Regular Term classes

Problem Resolution

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Dr. Schochenmaier, Dean for Health and Sport Science, at 712-325-3356 or in Clark Hall room CO36.

Notice of Class Cancellation

1. Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.

professionalism and their privacy in the same manor that they respect each students.

Safety Practices and Policies

1. To accommodate our clinical facility, students are required HIPPA education and will be held accountable to HIPPA regulations with a signed contract.
2. Students are required to wear their IWCC Nurse Aide name badge at all times during clinical time. No exceptions.
3. Cell phones, beepers and other electronic devices are not allowed in the clinical site. Please leave them in your car or at home. Photos of any kind are prohibited on all clinical sites.
4. Neither the clinical sites nor the college will assume responsibility for student valuables left unattended. Do not take money, cell phones and purses to the clinical site or leave any items unattended in the classroom, skills or computer lab.
5. Professionalism is an expectation of Nurse Aide students. Professional relations and communication must be observed during clinical. Failure to respect others, maintain personal hygiene, and ability to manage time effectively will be reflected in your weekly clinical evaluation.
6. The College does not provide medical, hospitalization, surgical services nor does the College assume responsibility for injuries incurred by the student when taking part in any college courses, student activities, or sports. Medical services are available at the local where doctors are on call 24 hours a day.
7. A student who becomes ill/faint or experiences newly occurring limitations during the course should remain at home until well or recovered and contact their health care provider for instruction/work/school release.\
8. No student may come to clinical febrile with symptoms. Such as vomiting, diarrhea, or having a communicable disease.
9. Students who are pregnant may remain in the clinical area until delivery if they bring a release from their primary Obstetrical provider which indicates lifting restrictions and the student is able to abide by it.
10. When the student is 20 weeks gestation, she is to request a release from her primary OB provider that addresses her ability to lift carry, push and pull weight.
11. Any complications related to pregnancy needs to be brought to the attention of the clinical faculty to insure student/patient safety.
12. If at any time the clinical instructor feels that the student's safety is compromised it is the reasonability of the faculty to remove the student from the clinical area.
13. Students who are pregnant will not be assigned to care for patients/residents receiving chemotherapy.

Grading

1. Test are worth 100 points each
2. Papers are worth 100 points each
3. Final Test is worth 100 points
4. Students will be allowed to review their test results, but must return the tests to the instructor to be placed in their file.

2. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door.

Course Topical Outline and Schedule

<u>Date</u>	<u>Pulliam, J. (2012). The Nursing Assistant, 5th ed.</u>	<u>Assignments</u>	<u>Skills/Lab</u>
8/22-8/25	Orientation: Intro to Health Care Communication Relating to Your Patient Infection Control Environmental Safety Accident, Prevention and Disaster Emergency Situations Admissions, Transfers, and Discharge Patient Environment	Chapter 1-7, 11, 12	1-5, 30
8/29-9/1	Body System and Common Diseases (1 of 2) <u>Test 1</u>	Chapter 8 <u>Interview Paper Due</u>	12, 24, 25
9-8 No Mon. Class	Body System and Common Diseases (2 of 2)		12, 24, 25
9/12-9/15	Vital Signs; Special Skills <u>Test 2</u>	Chapter 9, 23 <u>Nutrition Paper Due</u>	11-22
9/19-9/22	Hygiene and Grooming Elimination Needs Specimen Collection AM and PM Cares <u>Test 3</u>	Chapter 13, 15-17	20-21, 26-27
9/26-9/29	Additional Patient Care Procedure <u>Test 4</u>	Chapter 20-22	6-10
10/3-10/6	Positioning, Moving, and Ambulation <u>Test 5</u>	Chapter 10, 14, 19, <u>Skin Paper Due</u>	Review Skills
10/10-10/13	Head Injuries <u>Test 6</u>		Review Skills
10-17/10-20	Death and Dying	Chapter 24	Review Skills
10-27	Final		Skill Check Final
<u>Clinical</u>			
10/31-11-3	Orientation; Observe, Communication, Resident Rights, Infection Control		
11/7-11/10	Assist with meals; I and O; Skin Care; Safety; SBA Ambulation		
11/14-11/17	Bathing; Grooming; Dressing; Independence		
11/21-11/23	Transfers; Positioning; Turning; ROM; Cognitive Impairment; Toileting		
11/28-12-1	Vital Signs; Ht. and Wt.; Death and Dying; Scope of Practice		
12/5-12/8	Final Skills Check and Evaluations		

III. Information/College Policy

Cyber-Library

- Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the *Cyber-Library* by clicking on the Cyber Library under Academics in ROC.
- Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.
- For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

Academic Support

- FREE tutoring and academic assistance are available through the *Academic Support Center*, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-in basis.
- FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.
- For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule is posted by subject area on ROC.

Dropping Classes

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

Personal Electronic Devices

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable

expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

Honor Code – Academic Honesty

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their educational (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

Diversity Statement

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

American with Disabilities Act Statement

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

Non-Discrimination Statement

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et

seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & 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 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. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

