NA 101

Nursing Assistant Fall 2014

Rogue Community College

Student Syllabus

**Textbook:**  *Mosby’s Textbook for Nursing Assistants, 8th Edition* **Please Note**: All quizzes are on Rogue On-Line.

\*All quizzes are due by Sunday at 11 p.m. in the Rogue On-Line Quiz Program. \*Quizzes 10 and 11 will be due by the final written exam time at 8 a.m.

**Please Note**: **Skills are listed by number in the Student Handbook Table of Contents under “Appendix C.” Testable skills are marked with \* and have skill sheets under Appendix C.**

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| **Date &****Lesson** | **Day’s Topic** | **Home Assignment** |
| **Lesson 1****September 30, 2014****Tuesday** | * Introduction to Health Care Agencies
* The Nursing Assistant
* The Law and Ethics; Understanding the Person
* Understanding the Person

***Handbook,*** Appendix B:1. OSBN: “Nursing Assistants in Oregon- What Certified Nursing Assistants Need to Know”

(22 pages); Review CHC-DHS 11/1/11, CPR1. “Oregon Nursing Assistant Candidate Handbook” 5/1/2013 (25 pages); Updated 01/13/2014 with revisions dated 1/1/2014

***Handbook***, Appendix D1. Clinical Evaluation Tool

***Handbook***, Appendix E1. HB2442 Disqualifying Crimes List (p. 19),
2. Requirements for states and LTC (Prohibition of charges - DHS Nurse Aide Reimbursement Orientation Review – OSBN NA Application Questions

Video: Ethics, Resedent Rights, Dignity |  Room 184First Day’s Reading:1. Chapters 1, 2, 3, 4, 5, 8

Prior to next class1. \*Take self-evaluation (quiz) #1 **CLOSED BOOK**
2. Read: Chapters 9, 14, 15, 12
3. Review Skills: 1, 2, 3, 4, 5
4. Review Companion CD
5. Rogue-On Line (BlackBorad)
6. Send instructor an e-mail in Rogue On-line

**Program Lecture:** 8:00-am-11:50am**Lunch Break** - 12:00-12:30pm**Lecture:** 12:30pm -3:50pm |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| Lesson 2**October 2, 2014****Thursday** | * Body Structure and Function Safety: Promoting a Restraint-Free Environment
* Infection Control Standards: Precautions from the Center for Disease Control and Prevention (CDC)

**Videos:** *Infection Control, Safety, and Restraints* *Natural Process of Aging***LAB Orientation**1. Skill Practice: Skills 1, 2, 3, 4, & 5
2. **Hand washing/Hand Hygiene**
3. **Putting on and Removing Gown and Gloves/PPE**
4. Putting on Mask
5. The Client’s Unit
6. Placing and Answering the Client’s Call Signal
7. Wrist Restraints
 |  **Room 184**1. \*Take self-evaluation (quiz) #2 **CLOSED BOOK**
2. Read: Chapters 10, 11, 26, 49
3. Review Skills: 6-12
4. CD

Room 183 - Lab**Lab times:**  R-1 12:30pm -3:50pm  R-2 4:30pm -7:50pm  |

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| **Date &****Lesson** | **Day’s Topic** | **Home Assignment** |
| **Lesson 3****October 3, 2014****Friday** | * Growth and Development
* Care of the Older Person
* Vital Signs
* Caring for Mothers and Newborns

**LAB Practice**: Skills 6, 7, 8, 9, 10, 11, & 121. **Taking and Recording Blood Pressure: (One step)**
2. **Taking and Recording Oral Temperature with Digital Thermometer, Radial Pulse, and Respiration**
3. Taking Axillary/ Tympanic Temperatures with a Digital Thermometer
4. Orthostatic Blood Pressure Readings
5. Apical Pulse
6. Pain Level Scale
 |  **Room 184**1. \*Take self-evaluation (**quiz-**) #3 **CLOSED BOOK**
2. Read: Chapters 13, 16, 38, 17, 48
3. Review Skills: 14-24, 79
4. CD: Side-lying Assignment: (Rogue On-line in Lesson 3 folder)

Room 183 - Lab**Lab times:**  R-1 12:30pm -3:50pm  R-2 4:30pm -7:50pm |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Lesson 4****October 7, 2014****Tuesday** | * Using Principles of Body Mechanics
* Rehabilitation and Restorative Care
* Safety
* Handling, Moving, and Transferring the Person
* Preventing Falls
* Sexuality

**Videos:**  *Resident Transfer, Mechanical Full Body*  *Lift (DVD), Lifting, Moving, Transferring* **LAB** **Practice**: Skills 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 791. **Transferring a Person from Bed to W/C**
2. **Transferring a Person from W/C to Bed**
3. **Position Client on Side in Bed**
4. **Use of a Gait Belt**
5. Turning and Positioning in Chair, Bed
6. Mechanical Full Body Lift
7. Bariatric Lift/Equipment discussion of video
8. Transporting in W/C and Specialized Chairs
9. Using Lifts and Safe Resident Handling Devices
10. Sit-To-Stand Lifts discussion of video
11. Seated Transfers
12. Body Mechanics
13. How did side-lying assignment go?
 |  Room 1841. \*Take self-evaluation (quiz) #4 **CLOSED BOOK**
2. Take OSBN quiz (in Lesson 4 folder)
3. Read: Chapters 18,27,28,33,34
4. Review Skills: 25-32, 79

CDRoom 183 - Lab **Lab Times:** R1: 12:30pm -3:50pm R2: 4:30pm -7:50pm  |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Lesson 5****October 9, 2014****Thursday** | * The Person’s Unit
* Exercise and Activity
* Comfort, Rest, and Sleep
* Wound Care

**Videos:** *Preventing and Treating Pressure Ulcers*  *Ambulation, Range of Motion, Measuring* *Height & Weight* **LAB Practice**:Skills 25, 26, 27, 28, 29, 30, 31, 32, 791. **Ambulation with a Gait Belt**
2. **Ambulation of a Client with a Walker Using a Gait Belt**
3. **Range of Motion, Upper Extremities**
4. **Range of Motion, Lower Extremities**
5. Measuring and Recording Height & Weight
6. Ambulation of a Client Using a Cane
7. Breaking client fall
8. Mechanical Full Body Lift
 |  Room 123D1. \*Take self-evaluation (quiz) #5 **CLOSED BOOK**
2. Read: Chapters 6, 7, 20, 24, 25, and Red Flag Reporting - Appendix E page 13
3. Review Skills: 32-38, 79
4. CD
5. Bring pudding or Jello for next lab

Room 183 - Lab  **Lab times:**  R-1 12:30pm -3:50pm  R-2 4:30pm -7:50pm |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Lesson 6****October10, 2014****Friday** | * Communicating with the Health Team Members, including End of Shift Reporting
* Communication and Interpersonal Skills
* Addressing Conflict with Role and Authorized Duties
* Avoiding Factors Which Block Communication
* Communicating with the ESL Person
* Assisting with the Nursing Process
* Personal Hygiene
* Nutrition and Fluids
* Nutritional Support and IV Therapy
* Red Flag Reporting
* Principles of Documentation

**LAB Practice**: Skills 33, 34, 35, 36, 37, 38; 791. **Mouth Care**
2. **Denture Care for the Dependent Client**
3. **Mouth Care for the Comatose Client**
4. **Assisting the Dependent Client with a Meal in Bed**
5. **Assisting the Dependent Client with a Meal in a Chair**
6. **Measure and Record Oral Fluid Intake at Mealtimes**
7. **Calculating Intakes**
8. Positioning Clients for Nutritional and Fluid Intake
9. Assist with Hydration
10. Mechanical Lift
 |  Room 1011. \*Take self-evaluation (quiz) #6 **CLOSED BOOK**
2. Read: Chapters 21, 32, 36, 37
3. Review Skills: 13, 39-44, 79, 81
4. CD
5. Meal assignment

Room 183 - Lab**Lab times:**  R-1 12:30pm -3:50pm  R-2 4:30pm -7:50pm |

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| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Lesson 7****October14, 2014****Tuesday** | * Personal Hygiene
* The Person Having Surgery
* Oxygen Needs
* Respiratory support and Therapies
* Applying Oxygen Safety Concepts
* Turning O2 On & Off
* Transferring Between Wall and Tank O2 at Pre-Established Flow Rates for Stable Clients

**Videos:** *Bathing, Peri-Care, Massage***LAB Practice**: Skills 13, 39, 40, 41, 42, 43, 44, 79, 811. **Bed Bath**
2. **Perineal Care for Male/Female**
3. **Catheter Care: Male/Female**
4. Back Rub
5. Changing a Disposable Brief
6. Assisting with a Shower
7. Pulse Oximeter
8. Turning O2 Off & On at Pre-Established Rate for Stable Client
9. Assisting with Coughing and Deep Breathing
10. Apply Non-Prescriptive Pediculicides
11. Apply Topical, Non-Prescriptive Barrier Creams and Ointments for Prophylactic Skin Care
 |   Room 1841. \*Take self-evaluation (quiz) #7 **CLOSED BOOK**
2. ***Exam: Midterm Exam*** *( 55 Questions)*

*Per Blackboard* (under Lesson 7 folder)1. Read: Chapters: 39, 40, 41, 42, 43,51
2. Review Skills: 47-58, 79, 80, 82
3. CD
4. Bring large baggy shirt and pants for next lab

Room 183 - Lab**Lab times:**  R-1 12:30pm-3:50pm  R-2 4:30pm-7:50pm |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Midterm Skills Evaluation** **October 16, 2014****Thursday** | ***Midterm Skills Evaluation:*** **Handwashing plus two skills**  | **Review all previously learned skills** Room 183 - Lab**R1: 12:30pm – 3:50pm****R2: 8:00am – 11:50pm**  |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Lesson 8** **October 17, 2014****Friday** | * Personal Care and Grooming
* Hearing and Vision Problems
* Cancer and Immune System Disorders
* Nervous System and Musculoskeletal Disorders
* Cardiovascular and Respiratory Disorders: COPD, Pneumonia
* Digestive and Endocrine Disorders
* Basic Emergency Care

**Videos:** *Personal Hygiene and Grooming***LAB Practice**: Skills 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 79, 80, 82* 1. **Fingernail Care**
	2. **Foot Care**
	3. **Dressing and Undressing a Client**
	4. **Anti-Embolism Elastic Stockings**
	5. Hair Care
	6. Shampooing Hair in Bed
	7. Application and Care of Eyeglasses
	8. Application and Care of Hearing Aids
	9. Shaving with Electric and Safety Razors
	10. Shampooing Hair with Commercial Shower Cap
	11. Heimlich Maneuver
	12. Mechanical Body Lift
 | 1. \*Take Self-Evlauation Quiz # 8
2. Read: Chapters 22, 23, 44, 52 and Handout (Understanding the final Messages of the Dying E-10 in appendix)
3. Review Skills: 59-69 & 79

Room 183 - Lab**Lab times:**  R-1 12:30pm-3:50pm  R-2 4:30pm-7:50pm |

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| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Lesson 9** **October 21, 2014****Tuesday** | * Urinary Elimination
* Bowel Elimination
* Urinary and Reproductive Disorders
* Urinary Tract Infection
* The Dying Person
* End of Life Care Role: Hospice/Palliative Care

**Videos:** *Normal Elimination* *Dealing with Death & Dying***LAB Practice**:Skills 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 791. **Measuring and Recording Urinary Output from a Urinary Drainage Bag**
2. **Assisting a Client to use a Bedpan/Fracture Pan**
3. Changing a Drainage Bag to a Leg Bag
4. Changing a Leg Bag to a Drainage Bag
5. Assist with Urinal/Commode
6. Application and Removal of External Urinary Catheter
7. Assist Client with Use of Toilet
8. Enemas & Suppositories
9. Mechanical Full Body Lift
 | 1. \*Take self-evaluation (quiz) #9 **CLOSED BOOK**
2. Read: Chapters 19, 45, 46, 47
3. Review Skills: 76, 77, 79
4. CD

Room 183 - Lab**Lab times:**  R-1 12:30pm-3:50pm  R-2 4:30pm-7:50pm |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Lessons 10 & 11** **October 23, 2014****Thursday** | * Confusion and Dementia
* Mental Health Problems
* Developmental Disabilities
* Communication, De-Escalation Techniques
* Five R’s
* Bed making
* Admissions, Transfers, Discharges
* Assisting with Physical Examinations
* Assisted Living

**LAB Practice**:Skills 76, 77, 791. **Making an Unoccupied Bed**
2. **Making an Occupied Bed**
3. Mechanical Full Body Lift
 | 1. Take self-evaluation (quiz) #**10 & 11** **CLOSED BOOK**
2. Read: Chapters 29, 30, 31, 50, 35
3. Review Skills: 62-64, 68, 69
4. **Review chapters for Final Written Exam**

Room 183 - Lab**Lab times:**  R-1 12:30pm-3:50pm  R-2 4:30pm-7:50pm |

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| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Final Written Exam & Lab**  **October 24, 2014****Friday** | **FINAL WRITTEN EXAM**: (138 Questions):8:00AM – 11:50 PM Room, Meet Rm 184, TRC Computer Room TBA**Go to Lab upon completion of exam****LAB Practice**: 12:30 – 3:50Skills 70, 71, 72, 73, 74, 75, 78, 791. Ostomy Care
2. Complete Return Skill Demonstrations
3. Collecting and Testing Specimens
4. Sputum Collection
5. Clean Catch Urine
6. Stool Collection
7. Mechanical Full Body Lift
 |  1. **Review Skills Sheets for SKILLS FINAL**
2. Complete return skill demonstrations

 Bring a lunchRoom 183 - Lab |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Seminar** **October 28, 2014****Tuesday** | **SEMINAR:**  8:00 AM – 11:50 AM * Working with the Chronically and Terminally Ill
* Who Am I? Knowing Yourself

Vulnerabilities in Nursing: Co-Dependence, Burnout, Unhealthy lifestyle, Importance of Self Care* Ethics and Boundaries
* Soft Skills: Multitasking, Good Judgment, Interpersonal Skills: Team Player, Communication Skills, Passion
 | Room 184All Students: 8:00am-3:50pm |
| **Lession & Date** | **Day’s Topic** | **Home Assignment** |
| **Practice Lab****October 30, 2014****Thursday**  | Practice Skills Lab **R1: 12:30pm – 4:20pm** **R2: 8:00am – 11:50am**  |  |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Seminar****October 31, 2014****Friday**  | The Dementias and Alzheimer’s Disease* Dementia and Delirium: Memory effects
* Dementias and Alzheimer’s: Causes, Risk factors, Symptoms
* Alzheimer’s Disease: Pathophysiology, Diagnosis, Stages
* Common behaviors and aggravators
* Caring for clients with delirium, dementias, and Alzheimer’s Disease

**Lab**: Working with clients with dementia: communication with clients and family, recognizing signs of pain, discomfort, responding to problem behaviors |  Rooom 184No homework this time!  |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **R-1:November 4, 2014****Tuesday; Rm 184****R2: November 6, 2014****Thursday, Rm 123D** | **FINAL SKILLS EXAM//Evaluation** **8:00 am – 1:50 pm****Clinical Orientation: 1:50 pm – 3:50 pm** | Review skills and your Companion CD for Skills Final from Oregon Nursing Assistant Candidate Handbook.**Bring a lunch and something to read or an MP3 player. No studying or discussing test until all students have completed the test.** |
| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Skills & Make-up** **November 7, 2014****Friday** | **SKILLS LAB REVIEW AND MAKE UP****TRC 183**  | All make-up assignments are due today! If you don’t have a make-up assignment, this day is for your review and practice. **R1, R2 - 8:00am – 3:50pm**  |

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| **NOVEMBER, 2014** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
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|  | **11** Veteran’s Holiday | **12** Clinical Day | **13** Clinical Day | **14** Clinical Day |
|  **17** |  **18** Clinical Day  | **19**  | **20** Clinical Day |  **21** Clinical Day  |
| **24** |  **25** Clinical Day | **26**   | **27**  Thanksgiving |  **28** Thanksgivingbreak |

**Clinical Dates and hours:** Tuesday, Thursday, Friday (Occasional Wednesday). Refer to clinical assignment sheet.

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| **DECEMBER, 2014** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |
| **1** | **2**  Clinical Day | **3**  | **4** Clinical Day | **5** Clinical Day |
| **8** | **9**  Final Clinical   | **10**  Clinical Make up  | **11**  |  **12**   |

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| **Lesson & Date**  | **Day’s Topic** | **Home Assignment** |
| **Job Fair & Course Completion** **Celebration** **December 11, 2014****Thursday** | **Job Fair and Course Completion** **Celebration**: Events will be held in TRC 184 * Job Fair - 9:00am-12:00pm
* 12:30pm-3:00pm

12:30pm - 1:30pm Paperwork completion1:30pm – 3:00pm Celebration | **For Job Fair:** - Dress for an interview- Bring information for a resume or application**For Paperwork completion:**- Bring check (made out to OSBN) for $106 (testing fee) + $52 (fingerprint fee). Can be 2 checks or added together in 1 check.**For Celebration:**Bring yourself! Let us know how many family or friends are coming!   |

NOTES:

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