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**MINI - SESSION I 1/21 – 3/14/14**

**IMPORTANT DATES AND “THINGS TO DO”**

**CHECK LIST**

**FIRST MEETING WITH INTERNSHIP INSTRUCTOR DECEMBER 16, 2014**

1. BHCC STUDENT HEALTH FORM - SUBMITTED BY JANUARY 13, 2014 \_\_\_\_\_
  
2. COMPLETION OF ALL MEDICAL CLEARANCES – SUBMITTED BY JANUARY 31, 2014 \_\_\_\_\_  
(INCLUDING 2<sup>ND</sup> HEPATITIS B, TDaP, AND RESULTS OF TB SKIN TEST)
  
3. NURSE AIDE INTERNSHIPS-WEEK-ENDS/HOLIDAYS (MONTH OF FEBRUARY- Dates TBD )
  
4. CERTIFIED NURSE AIDE TEST FEES DUE – By February 28, 2014 \_\_\_\_\_  
*\*Sample included*
  
5. CERTIFIED NURSE AIDE TEST – WEEK OF MARCH 17<sup>TH</sup> - *Exact date TBD*

# **Bunker Hill Community College Allied Health Certificate Programs Internship Manual**

## **Mission Statement**

The mission of the BHCC Allied Health Certificate Program (AHCP) is to provide students with the education and training they need to become healthcare professionals (HCPs), while focusing on their needs to help them gain the skills required for success in the workplace, continued education, and the achievement of long-term goals.

## **Synopsis**

The Nurse Aide Internship (AHE 106) occurs during the first semester of the program and is taken in conjunction with AHE 110 and AHE 111. It consists of a 24-hour clinical practicum conducted at a long-term skilled nursing facility and fulfills the Commonwealth of Massachusetts Nurse Aide Certification requirement. Internships begin after the eighth week of classes so that students will have time to acquire the clinical skills necessary for the successful completion of the internship. The evaluation of clinical skills will occur in both AHE 106 and AHE 111. Students are eligible to take the Nurse Aide Certification Exam after the successful completion of AHE 110, AHE 111 and AHE 106. Students must maintain at least a "C" average in order to take the CNA exam

## **Internship Placement**

### **Eligibility**

A successful CORI background check is necessary for any internship placement.

### Academic Progression

1. By week four of the semester, students must have earned the grades of 80% or greater in each of their professional courses or the eligibility for an internship placement will be reviewed.

### Professional Criteria

1. Attendance in all classes is required. No student will be placed in an internship if they have missed more than 150 minutes of class. This is the equivalent of one 150-minute double-block class, two 75-minute classes, or the accumulation of absence, tardiness and/or leaving class early. Furthermore, all missed material must be made up in collaboration with the instructor. This criterion is based upon Massachusetts Department of Public Health regulations.
2. Students must demonstrate knowledge and practice of safety procedures and relevant clinical skills. Assessment will be based upon demonstration in class, observation and sign-off by the instructor, performance in the Nurse Aide/Home Health Aide internship. Any student who is unable to demonstrate this knowledge and these skills will not be placed in an internship.

3. Professionalism and respect toward others are essential behaviors for any healthcare professional. Any student who exhibits unprofessional behavior or disrespect toward their instructors or classmates will not be placed in an internship.

### Health Clearances

1. Health clearance involves the completion of a student medical record by your healthcare provider. It requires submitting documentation of immunizations and a current physical examination to the Health Services Office. The documentation would include information confirming that you are able to meet the physical and emotional tasks required of a student in a health profession program. All health clearances required by the College must be submitted by the first day of classes.
2. Medical documentation of immunity to Measles, Mumps/Rubella, Hepatitis B and Varicella is required in order to begin an internship. This requirement can be met by submitting a medical record of immunizations, which includes complete dates each immunization was given or documentation of the results of blood work indicating immunity to each of the diseases. Additionally, confirmation of a recent TDAP, annual seasonal flu shot and a current TB test (with follow-up, if indicated) will also be required for placement at clinical sites. Immunizations need to be given according to specific time intervals, so it is important to schedule timely appointments with your healthcare provider.
  - a. Evidence of the first Hepatitis B shot must be provided by the appropriate date (review checklist, cover page of this document).
  - b. Evidence of all other clearances (the second Hepatitis B shot, all other vaccines, the TDAP vaccination and the results for the TB test) must be provided according to the dates on the checklist (review cover page of this document). The requirements for medical clearance are subject to change depending on the requirements of a particular internship site. **Failure to submit these documents by these dates will prevent the student from registering for Internship**
  - c. Waivers of these requirements will be considered on an individual basis. It should be noted that clinical sites may exclude a student from participating in an internship if the immunization requirements are not satisfied.

### **Transition from College Student to Healthcare Professional**

There are significant differences between the role of the college student and the role of a healthcare professional. The principle difference is in the development of a professional outlook, especially in the areas of being committed to working with patients and delivering high quality customer service. The emphasis is on meeting patients' and an organizations' needs in a real world setting. Therefore, the internship is an essential part of the training experience as it provides an opportunity for students to put into practice the skills and knowledge they have obtained in the classroom. It is a bridge between being a student and becoming a healthcare professional.

The internship also provides students with an opportunity to form relationships and connections with many other healthcare professionals. The demonstration of professionalism is very important and may be accomplished by:

- Having a positive attitude
- Being responsible, reliable, and punctual
- Being appropriately groomed and dressed
- Being flexible
- Demonstrating initiative, interest, and curiosity in the profession

### **Professionalism**

Healthcare professionals must be attentive to their own nonverbal messages. Posture, position, gestures, eye contact, touch, and facial expressions all communicate a message to the patient as well as other healthcare providers.

The intern must also be attentive to more subtle aspects of their presentation and appearance. Supervisors frequently take notice of such positive behaviors as arriving early, organized and ready to work; taking initiative; displaying a helpful attitude; wanting to learn; using idle time wisely; asking questions; assuming responsibility; showing gratitude; meeting or exceeding expectations; and showing empathy toward others.

Supervisors are also attentive to interns who arrive late and/or leave early, are unprepared to work, waste time, overstep boundaries, engage in inappropriate behaviors (e.g. texting during a shift, checking personal e-mail or Facebook accounts, etc...), are aggressive and demanding, and who make excuses.

The healthcare intern is a representative of Bunker Hill Community College, the Allied Health Certificate Programs, and him/herself. As a result, care must be taken to project a professional image in terms of dress, hygiene, speech, demeanor, and attitude.

Cleanliness is a crucial value of the medical profession. Interns must demonstrate this value to others by having clean hair, nails, breath, clothing, and accessories. In addition, it is customary in a healthcare setting to avoid using products which have scents, such as perfume, hair spray, tobacco, garlic, and others because these can exacerbate symptoms in patients who are not feeling well. Displaying flamboyant hairstyles, make-up, tattoos, and piercings attracts attention to the intern and away from the patient, who should remain the obvious focus of the medical encounter.

Two of the characteristics most valued by employers and supervisors are dependable employee or intern attendance and punctuality. Every effort is made for the intern to have input into the development of their internship schedule. Once that schedule is formulated, it is mandatory for the intern to adhere to it. Absenteeism and lateness create confusion and frustration in the workplace. The intern must notify their supervisor personally, in advance, in the event of an unavoidable absence. As the internship progresses and the site come to rely on the availability and services of the intern, this practice becomes even more essential. Students must also contact the Clinical Placement Coordinator regarding absences or tardiness. No changes to a student's rotation schedule can be made without the express consent of the Clinical Placement Coordinator.

**PRINCIPLES OF CLINICAL PRACTICE (AHE 110 WEB)**  
**Online Course**

**BHCC Allied Health Certificate Program Mission Statement**

The mission of the BHCC Allied Health Certificate Program (AHCP) is to provide students with the education and training they need to become health care providers, while focusing on their needs to help them gain the skills required for success in the workplace, continued education, and achieving long-term goals.

**COURSE DESCRIPTION:** This course teaches the skills and theory necessary for nursing assistants to practice in the health care setting. Topics include anatomy and physiology of body systems, diseases and conditions, ethics in health care, communication, medical terminology and abbreviations, standard and transmission based precautions, fundamentals of CPR and knowledge of selected clinical skills. (3 Credits)

Co requisite: AHE 111 Patient Care Skills (3 Credits)

**INSTRUCTOR:** Dr. Rebecca Alleyne-Holtzclaw DNP, WHNP-BC

**TELEPHONE:** 617 228-2473, E-Mail: ralleyne@bhcc.mass.edu

**\*\*\*\* The best and preferred way to contact me is by e-mail\*\*\*\***

**OFFICE LOCATION:** Chelsea Campus, Office Suite - 116

**OFFICE HOURS:** Monday & Wednesday: 1:00pm -2:15pm

Friday: 2:15pm -3:15pm

**OTHER OFFICE HOURS AVAILABLE BY APPOINTMENT**

**REQUIRED TEXTS:**

**TEXT:** Carter, Pamela J., Lippincott's Textbook for Nursing Assistants, A Humanistic Approach to Caregiving, 3th Ed., Wolter Kluwer/Lippincott Williams & Wilkins, 2012

**WORKBOOK:** Carter, Pamela J., Lippincott's Workbook for Nursing Assistants, A Humanistic Approach to Caregiving, 3th Ed., Wolter Kluwer/Lippincott Williams & Wilkins, 2012

**COURSE OBJECTIVES:**

- State the purpose and organization of various health care institutions and home health agencies.
- Define, explain and give examples of medical ethics, legal issues, HIPAA regulations, patient's rights and personal hygiene.
- Explain the techniques of medical word building using basic work elements. Define the combining forms that go with each body system and build medical words with those combining forms and word elements.
- Describe the stages of normal human growth and development and identify characteristics of normal aging.

- Identify and discuss principles of good communication skills and utilize them in your online discussion postings. Describe barriers to communication, such as language barriers, cultural differences, disease processes and dementias that make communication difficult.
- Explain the relationship between microbes and diseases.
- Demonstrate knowledge of select clinical skills related to infection control and precautions against blood-borne pathogens.
- Demonstrate an understanding of standard and transmission based precautions. Describe AIDS, Hepatitis and Tuberculosis and their impact on health care providers.
- Demonstrate how to respond to emergency situations in a health care institution, including basic knowledge of Cardiopulmonary Resuscitation and Heimlich maneuver, safety procedures for fire, environmental hazards, body mechanics and restraints.
- Identify the names and functions of the major body systems. List important diseases and health concerns for each system.
- Identify and discuss the reasons why a person may require rehabilitation and or restorative care
- Define good nutrition and describe therapeutic diets.
- Demonstrate an understanding of principles related to caring for terminally ill patients, death and dying and the role of the health care worker.

#### **HOMEWORK AND COURSE EXPECTATIONS:**

Your homework will be to read the assigned pages in the text and review all supplemental learning materials provided such as power points related to the topics of discussion and online links to supplemental materials. All homework must be completed in a timely manner so that you are able to make steady progress in achieving course objectives. **Please remember, this is an accelerated course so the pace will be intensive. You must keep up with the homework and other class related activities on a weekly basis to be successful.** If at any point in the course you are having difficulty, please contact me as soon as possible, so any difficulties may be addressed.

**Homework Submission:** It is expected that all course work will be completed and submitted on line through the moodle course. There is a homework submission link included in each week of the course. Please use this link to submit all of your homework.

#### **HOW YOUR GRADE IS COMPUTED:**

- The instructor will monitor student progress through the consistency and quality of participation in online discussions. Students are expected to contribute at least one original posting and respond to at least two of your peer's postings each week. Additionally weekly exams will be given, including a midterm and a final exam.

Percentage Breakdown of your Final Grade:

Online Class Participation (discussions, responses, postings)	25%
Homework	10%
Tests/Quizzes	20%
Mid-Term	20%
Final	25%

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**Policy for Individuals with a Disability:**

Bunker Hill Community College is committed to providing equal access to the educational experience of all students in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1994. Any student with a documented disability requiring an accommodation should immediately speak to the professor. Students with disabilities, who have not already done so, should schedule an appointment at the Office for Students with Disabilities (Room D106A) in order to obtain appropriate services.

**TOPICS AND ASSIGNMENTS**  
(PRINCIPLES OF CLINICAL PRACTICE AHE 110)

WEEK	TOPICS	HOMEWORK & TESTS/QUIZZES
WEEK 1	<p>***Getting to know you Please tell us a little about yourself, we get to know you</p> <ul style="list-style-type: none"> <li>❖ Introduction to course syllabus and text books</li> <li>❖ Introduction to Health Care and The Language of health Care/Medical Terminology-Word Parts</li> <li>❖ The Nursing Assistant /Health Care Provider</li> <li>❖ HIPAA Regulations/BIDM Power Point</li> <li>❖ Suffixes and Combining Forms</li> </ul>	<p><b>Homework: Part 1</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chapter. 1 pp. 2-15</li> <li>▪ Complete Questions p.16 (1-10)</li> <li>▪ Read Text Introduction to the Language of Health Care &amp; Medical Terminology p.815</li> </ul> <p><b>Homework: Part 2</b></p> <ul style="list-style-type: none"> <li>▪ Text read Chapter. 2 pp. 18-26</li> <li>▪ Complete Questions p.27 (1-6)</li> <li>▪ Complete HIPAA: Privacy Compliance Booklet</li> <li>▪ Take the HIPAA Quiz questions (Questions 1-20)</li> </ul> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and respond to at least two of your peers posts.</p> <p>Getting to know you : Please tell us a little about yourself and post, we all are looking forward to getting to know you. You will receive credit for this assignment, it will count as one of your posts.</p> <p><b>Exams</b> Complete the exam and quizzes for this week</p>
WEEK 2	<ul style="list-style-type: none"> <li>❖ Guidelines for Professional and Personal Behavior</li> <li>❖ Communication and Interpersonal Skills</li> <li>❖ Legal and Ethical Issues</li> <li>❖ Common Prefixes</li> <li>❖ Promoting Comfort and rest</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Homework: Part 1</b></li> <li>▪ Read Text Chapter. 4 pp.48-58</li> <li>▪ Read Text Chapter.5 pp. 61-81</li> <li>▪ Complete Questions p. 58-59 ( 1-11)</li> <li>▪ Complete Questions p. 81(1-8)</li> </ul> <p><b>Homework: Part 2</b></p>



		<ul style="list-style-type: none"> <li>▪ Read Text Chapter. 17 pp. 312-321</li> <li>▪ Complete Questions pp. 327 (1-8)</li> </ul> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and respond to at least two of your peers posts.</p> <p><b>Exams</b> Complete the exam and quizzes for this week</p>
WEEK 3	<ul style="list-style-type: none"> <li>❖ Standard &amp; Transmission Based Precautions</li> <li>❖ Medical Terminology related to Position and Direction</li> <li>❖ Workplace Safety</li> <li>❖ Applying Restraints</li> <li>❖ Emergency Care</li> <li>❖ Learn about the Heimlich Maneuver</li> <li>❖ Learn about Cardiopulmonary Resuscitation (CPR)</li> <li>❖ Medical Terminology, Cardiovascular Communication and Interpersonal Skills</li> <li>❖ Prefixes that pertain to Numbers or Quantity</li> <li>❖ Special Skills in Long-Term Care</li> <li>❖</li> </ul>	<p><b>Homework: Part 1</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chp. 7 pp. 104-119</li> <li>▪ Read Text p. 816-819 (Directional Terms)</li> <li>▪ Review Procedures pp. 122-123 (Hand hygiene &amp; Gloving)</li> <li>▪ Complete Questions p. 128 ( 1-13)</li> </ul> <p><b>Homework: Part 2</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chapter. 9 pp. 140-156</li> <li>▪ Read Text Chp. 10 pp. 166-175</li> <li>▪ Read Text Chp. 12 p. 222-227</li> <li>▪ Review Procedures pp. 176-178</li> <li>▪ Complete Questions p. 158-159 (1-15)</li> </ul> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and respond to at least two of your peers posts.</p> <p><b>Exams</b> Complete the exam for this week</p>
WEEK 4	<ul style="list-style-type: none"> <li>❖ Those We Care For:</li> <li>❖ Patients, Residents, and Clients</li> <li>❖ Developmental Ages and Stages</li> <li>❖ Effects of Aging and Disease</li> <li>❖ Body Systems, Common Diseases and Conditions:</li> <li>❖ The Respiratory System: Function and Effects of Aging and Disease</li> <li>❖ The Cardiovascular System: Function and Effects of Aging and Disease</li> </ul>	<p><b>Homework: Part 1</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chapter 6 pp. 83-99</li> <li>▪ Complete Questions p. 100 (1-8)</li> <li>▪ Complete Questions p. 101 (1-7)</li> </ul> <p><b>Homework: Part 2</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chapter 27 pp. 537-558</li> <li>▪ Read Text Chapter 28 pp. 560-576</li> <li>▪ Complete Questions p. 577 (1-4)</li> </ul> <p>Complete Questions p. 577 (1-10)</p> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and respond to at least two of your peers posts.</p> <p><b>Exams</b> Complete the exam for this week</p> <ul style="list-style-type: none"> <li>▪</li> </ul>
WEEK 5	<ul style="list-style-type: none"> <li>❖ Body Systems, Common Diseases and Conditions:</li> <li>❖ Basic Body Structure and Function</li> <li>❖ The Patient With an Ostomy</li> <li>❖ The Integumentary System</li> <li>❖ The Digestive System</li> <li>❖ The Urinary System</li> </ul>	<p><b>Homework: Part 1</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chp.24 pp. 474-481</li> <li>▪ Read Text Chp. 21 pp. 429-430</li> <li>▪ Read Text Chp. 25 pp. 483- 494</li> <li>▪ Read Text Chp. 31 pp. 612-623</li> <li>▪ Complete Questions pp. 482 (1-8)</li> </ul>

	<ul style="list-style-type: none"> <li>❖ The Reproductive System</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Questions pp. 444(1-10)</li> <li>▪ Complete Questions pp. 506 (1-9)</li> <li>▪ Complete Questions p. 624(1-5)</li> </ul> <p><b>Homework: Part 2</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chp. 32 pp. 630-633</li> <li>▪ Read Text Chp. 33 pp. 636-646</li> <li>▪ Read Text Chp. 34pp. 649-663</li> <li>▪ Complete Questions pp. 634 (1-7)</li> <li>▪ Complete Questions pp. 648 (1-6)</li> <li>▪ Complete Questions pp. 664(1-110)</li> </ul> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and respond to at least two of your peers posts.</p> <p><b>Exams</b> Complete the exam for this week</p>
WEEK 6	<ul style="list-style-type: none"> <li>❖ Body Systems, Common Diseases and Conditions:</li> <li>❖ The Musculoskeletal System: Function and Effects of Aging and Disease</li> <li>❖ The Nervous System: Function and Effects of Aging and Disease</li> <li>❖ Patients With Developmental Disabilities</li> <li>❖ Patients with Mental Health Issues and Dementia</li> <li>❖ Basic Nutrition:</li> <li>❖ Food and How Our Bodies Use It</li> <li>❖ Types Of Nutrients</li> <li>❖ Factors That Affect Food Choices And Eating Habits</li> <li>❖ Caring For Patients With Cancer:</li> <li>❖ What is Cancer</li> <li>❖ Causes Of Cancer</li> <li>❖ Warning Signs Of Cancer</li> <li>❖ Treatment Of Cancer</li> <li>❖ Special Diets</li> </ul>	<p><b>Homework: Part 1</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chapter 26 pp. 508-526</li> <li>▪ Read Text Chapter 29 pp. 579-590</li> <li>▪ Read Text Chapter 36 pp. 681-688</li> <li>▪ Read Text Chapter 37 pp. 691-702</li> <li>▪ Complete Questions p. 525 (1-10)</li> <li>▪ Complete Questions p. 610 (1-8)</li> <li>▪ Complete Questions p. 690 (1-10)</li> <li>▪ Complete Questions pp. 703-704 (1-7)</li> </ul> <p><b>Homework: Part 2</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Chapter 20 pp. 384-402</li> <li>▪ Read Text Chapter 39 pp. 723-731</li> <li>▪ Complete Questions p. 406 -407(1-13 and 1-6)</li> <li>▪ Complete Questions p. 731-731 (1-3 and 1-7)</li> </ul> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and respond to at least two of your peers posts.</p> <p><b>Exams</b> Complete the exam for this week</p>
WEEK 7	<ul style="list-style-type: none"> <li>❖ Death and Dying:</li> <li>❖ Caring For People Who Are Terminally Ill</li> <li>❖ Caring For People Who Are dying</li> <li>❖ Stages Of Grief</li> <li>❖ Hospice Care</li> <li>❖ Effect of Caring For The Terminally Ill On The Caregiver</li> <li>❖ Postmortem Care</li> <li>❖ Rehabilitation and Restorative Care:</li> <li>❖ Phases of rehab.</li> <li>❖ Supportive devises</li> <li>❖ Different types of rehab. Therapy</li> <li>❖ Occupational</li> <li>❖ Speech-Language</li> </ul>	<p><b>Homework: Part 1</b></p> <ul style="list-style-type: none"> <li>▪ Read Text pp. 447- 455</li> <li>▪ Read Text pp. 457-468</li> <li>▪ Complete Question p. 455 (1-4)</li> <li>▪ Complete Questions p. 469 (1-8)</li> </ul> <p><b>Homework: Part 2</b></p> <ul style="list-style-type: none"> <li>▪ Read Text Ch. 35. P. 668-680</li> <li>▪ Complete WB Ch. 35 p. 206-209 Activities A,B, D,,E,F,H,I,J,L,M</li> </ul> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and Respond to at least two of your peer's posts.</p>

	<ul style="list-style-type: none"> <li>❖ Vocational</li> <li>❖ Factors affecting rehabilitation</li> </ul>	<p><b>Exams:</b> Please complete your homework as usual, <b>there will be no exam this week</b>, however the final exam is next week and will include content from the entire course. Please use your time wisely in preparation for next week's final exam.</p>
WEEK 8	<ul style="list-style-type: none"> <li>❖ Instructions for week 8</li> <li>❖ Thoroughly review all course content in preparation for the final exam.</li> </ul>	<p><b>Homework:</b></p> <ul style="list-style-type: none"> <li>▪ Review weeks 1-7</li> <li>▪ Complete and submit the course final exam</li> <li>▪ Complete the course evaluation</li> </ul> <p><b>Discussion Questions</b> Answer at least one of the discussion questions, and respond to at least two of your peers' posts.</p> <p><b>Exams</b> Complete the Final exam this week</p>

**PATIENT CARE SKILLS AHE 111  
ACCELERATED CNA SYLLABUS**

**BHCC Allied Health Certificate Program Mission Statement**

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**COURSE Description:** PATIENT CARE SKILLS, AHE 111, 3 credits

This course, taken with (AHE 106) CNA Practicum and (AHE 110) Principles of Clinical Practice, teaches the patient care theory and skills required to take the Certified Nurse Aide and Home Health exams.

**CLASS MEETINGS:**                      **Section: AHE 111-Q1** Wed/Th 5:00 – 8:45 PM

**INSTRUCTOR:**

**Office Location:**                      Allied Health Office Suite (Room 116), Chelsea Campus

**TELEPHONE:**

**E-Mail:**

**OFFICE HOURS:**                      \*Available by appointment

**REQUIRED TEXTS:**

**TEXT:** Carter, Pamela J., Lippincott's Textbook for Nursing Assistants, A Humanistic Approach to Caregiving, 3<sup>th</sup> Ed., Wolter Kluwer/Lippincott Williams & Wilkins, 2012

**WORKBOOK:** Carter, Pamela J., Lippincott's Workbook for Nursing Assistants, A Humanistic Approach to Caregiving, 3<sup>th</sup> Ed., Wolter Kluwer/Lippincott Williams & Wilkins, 2012

**Required Supplies:** Scrubs and white shoes or sneakers, BP Cuff and Stethoscope

**SUPPLEMENTAL MATERIALS:** Computer materials: Nursing Assisting Challenge, Medical Terminology Challenge, CD-ROM's, PowerPoint presentations, Web enhancements, videos, and handouts

**COURSE OBJECTIVES:**

1. Practice and perform skills and procedures of basic patient care needed to pass the Certified Nurse Aide Exam with 100% competency. Some additional skills used in acute care settings will be performed.
2. Demonstrate understanding of written and oral directions utilizing medical terminology and abbreviations commonly found in a health care setting.
3. Write answers to questions based on the skills and procedures.
4. State principles of safety, cleaning, food preparation and other special considerations related to Home Health Care.
5. Take the Home Health Aide Certification test.
6. Pass both the Written and Skills portions of the Home Health Aide Certification test.
7. Participate in set-up and clean up of the Skills Lab.
8. Demonstrate cooperative behavior with the instructor and fellow students.
9. Demonstrate appropriate personal hygiene habits and wears clothing appropriate for a health care setting.

**TEACHING PROCEDURES:**

1. Lecture, class discussion, explanations, demonstrations, computer and video presentations.
2. Readings in the text will be assigned for each class period. Workbook exercises, written questions and handouts will be given for homework.
3. The skills laboratory will be used for lecture and discussions as well as for demonstration. The teaching and practice of skills will use manikins and fellow students. An adequate supply of equipment is available, such as exam gloves, wheelchairs and beds, etc.
4. Students will receive an assessment by the instructor after week 2 and as necessary thereafter.
5. Students will have the opportunity to work together as practice partners and in small

groups.

6. Students will have the opportunity to participate in peer evaluation on a regular basis.
7. Students will be expected to practice newly acquired skills outside of the classroom to gain mastery within the time constraints of the semester.

### **HOMEWORK AND CLINICAL SKILLS:**

Your homework will be to read the assigned pages in the text before coming to class. You should look at the photos of the procedures and read the captions. Do workbook exercises that apply. Complete any other handouts or assignments that are given. Homework is checked in the following way:

- ✓ = homework passed in when due, demonstrates understanding of assignment and material.
- ✓ = homework passed in when due, but is incomplete and/or does not show understanding of assignment  
Speak with instructor and re-submit for credit.
- ✓ = homework assignment passed in when due, demonstrates understanding of assignment and material. In addition, the student has done additional work to augment his/her own learning.

Clinical skills will be demonstrated in the lab by the instructor. You will be assigned to groups to practice these skills. The instructor will help you as needed.

When you are ready to perform the skills the instructor will observe you and check you off on your "Patient Care Skills Checklist". All clinical skills must be performed with 100% competency in order to:

- Qualify for your 24 hour internship, there will be no exceptions
- Pass this course and qualify to take the Nurse Aide exam required for certification.

If you are in the Patient Care Assistant (PCA) Certificate Program you must pass the exam in order to be awarded your certificate.

Each student is expected to participate in the set-up and clean-up of the Skills Lab. No one may leave the lab until the instructor dismisses the entire class. Each student must demonstrate cooperative behavior with the instructor and fellow students. Appropriate personal hygiene habits and wearing of clothing that is appropriate for a health care setting will be expected in the lab.

## ATTENDANCE POLICY:

In accordance with Department of Public Health (DPH) requirements for nursing assistant certification (CNA), 100% attendance is mandatory in AHE 111; this means that students are required to attend all scheduled classes. Students are required to sign the attendance book at the beginning of each class to provide documentation of class attendance.

## EDUCATIONAL PHILOSOPHY:

Students are expected to learn and demonstrate study and work skills that give them the opportunity to succeed in both school and the workplace. Skills that will allow the student to become a “healthcare professional” include: attendance of all scheduled classes, punctuality, completion of required readings, asking questions, taking notes, listening carefully, studying and reviewing class materials, and taking part in classroom discussions.

We expect students to demonstrate the respect that every person desires by being courteous to the instructor and to fellow students and by showing consideration to others. In this regard please adhere to the following policies:

- **ALL CELL PHONES MUST BE OFF DURING CLASS TIME.**
- **UNLESS GROUP WORK IS BEING DONE IN THE CLASSROOM, ONLY ONE PERSON SPEAK AT A TIME.**
- **ARRIVING TO CLASS LATE SHOWS DISRESPECTFUL BEHAVIOR AND DISRUPTS THE FLOW OF LEARNING, SO PLEASE, BE ON TIME.**
- **CHEATING IS UNACCEPTABLE BEHAVIOR IT INCLUDES TESTS AND COPYING HOMEWORK.**

All disrespectful behavior will be addressed according to the academic policies and procedures of the college. By working together as a community of adult learners much can be achieved. If a student is having any difficulties that might interfere with his/her ability to attend classes, he or she should speak to the instructor immediately. Many times the instructors and staff can assist the student in finding a solution to these difficulties and to successfully complete the program.

## HOW YOUR GRADE IS COMPUTED:

- Tests and/or quizzes will be given approximately every 2 weeks on material covered during that period. The exams will be multiple choice (choosing the best out of 4 possible answers), true/false, matching and short answers.
- If you get less than 80% on any test/quiz you should make an appointment with the instructor to go over the exam and demonstrate that you understand the material.
- Use of electronic or paper dictionaries or any other electronic devices during exams is not allowed.
- The final exam will consist of 60 questions and be similar to other multiple choice exams given during the semester; however, it will cover all material in the course, including questions on the clinical skills.

**Percentage Breakdown of your Final Grade**

Homework	10%
Midterm exam	20%
Clinical skills exam	20%
Tests/Quizzes	20%
Final exam	30%

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100%

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**Topics and Assignments for Patient care skills  
(AHE 111)**

WEEK	TOPICS	PROCEDURES	HOMEWORK & EXAMS
Weeks #1	Introduction Syllabus Introduction to hand washing and gloving *Pre and post procedure Steps *Positioning, lifting, Transferring Ambulation *Range of Motion *Using a wheelchair	*Pre and Post procedure Steps: <b>first page inside cover of text</b> *Hand washing and gloving *Positioning a Patient in Bed <ul style="list-style-type: none"> <li>○ Pro. 7-1(hand wash)</li> <li>○ Pro. 7-2(gloving)</li> <li>○ *Moving a Patient</li> <li>○ Pro. 11-1</li> <li>○ Pro. 11-2</li> <li>○ Pro. 11-3</li> <li>○ Pro. 11-4</li> <li>○ Pro. 11-5</li> <li>○ Pro. 11-6 through 15</li> </ul> *Assisting with Ambulation <ul style="list-style-type: none"> <li>○ Pro. 11-16</li> <li>○ *Assisting with ROM</li> <li>○ Pro. 26-1</li> </ul>	<ul style="list-style-type: none"> <li>○ Read text Ch. 7 p. 114-116</li> <li>○ Complete WB p. 36 Activity N</li> <li>○ Read text Ch. 11p. 180-211</li> <li>○ Complete WB p. 55 Activity A, P.56 Activities E, F G, H and I</li> <li>○ Read Ch.26, p.526-234</li> </ul>
	*The Patient or Resident Environment * Hospitals *Long-Term Care Facilities Assisted Living Facilities Home Health care	*Bed making <ul style="list-style-type: none"> <li>○ Pro. 15-1</li> <li>○ Pro. 15-2</li> </ul>	<ul style="list-style-type: none"> <li>○ Read Ch. 13 p.236-250</li> <li>○ Read Text Ch. 15 p 263-276</li> <li>○ Complete WB Ch. 13 p. 65 Activity A</li> <li>○ P. 66 Activity</li> </ul>

	*Bed making		C and E Complete WB Ch. 15 p.75 Activity C ○ QUIZ
Weeks 2	*Measuring Body Temperature *Measuring Pulse and Respiration *Measuring Height and Weight	Measuring Body Temperature Pro. 16-1 through 16-4 Pulse 16-5 & 16-6 Respiration Pro. 16-7 Blood Pressure : 16-8 Measuring Height and Weight Pro. 16-9 Pro. 16-10 Pro. 16-11	Read Text Ch. 16 p.278-295 Complete WB. Ch. 16 pgs. 79 -89 Activities A-Q (complete all activities associated with this unit. Vital Signs Are Vital!
	*Hygiene and Grooming *Bathing *Oral Hygiene *shaving *Hair Care *Foot care *Nail Care Perineal Care *Back Rubs *Caring for Eyeglasses	Bathing the Patient ○ Pro. 18-1, through 18-8 ○ Giving a Back Massage ○ Pro. 18-9  Grooming ○ Pro. 19-1, through 19-7	○ Read text Ch. 18 & 19 p.328-381 ○ Complete WB Ch.18 p. 95 Activities A,B, D,E,F,H ○ Complete WB Ch.19 p. 103 Activities A,B,C p.105 Activities F,H,I,L,N,OP,
Week #3	*Assisting with Elimination Needs *Elimination equipment Bedpans Commodes Urinals * Specimen collection *Urinary Elimination Measuring Urinary	*Toileting Assisting with :Bedpan, urinal, ○ Bedpan Pro.21-1 ○ Urinal ○ Pro. 21-2 ○ Collecting urine specimens	○ Read Text Ch. 21 p. 408-445 ○ Complete WB Ch. 21 p. 117 - 123 Activities A, B, D, H,I,J,K,N,O, P,T EXAM ON

	<p>Output</p> <p>*Problems with Urinary Elimination</p> <p>Urinary Catheters</p> <p>Providing Catheter Care</p> <p>*Bowel Elimination</p> <p>*Problems with Bowel Elimination</p>	<ul style="list-style-type: none"> <li>○ Pro. 21-3</li> <li>○ Pro. 21-4</li> <li>○ Collecting Stool specimens</li> <li>○ Pro. 21-5 Catheter care</li> <li>○ Pro. 21-6</li> <li>○ Emptying Urinary draining Bag</li> <li>○ Pro. 21-7 Enema's</li> <li>○ Pro. 21-8</li> <li>○ Ostomy care</li> <li>○ Pro. 21-9</li> </ul>	WEEKS 1-3
Week #4	<p>** Assisting Patients With Eating</p> <p>Measuring and recording food intake percentages</p> <p>*Special diets</p> <p>*Other Ways of providing fluids and nutrition : IV, Enteral nutrition, TPN,</p> <p>* Principals of Fluid Balance</p> <p>*Measuring fluid intake and output( I &amp; O)</p> <p>* Skin Care</p> <p>Nursing Assistant role In Preventing Pressure Ulcers</p>	<p>*Assisting with Eating</p> <p>Pro. 15-1</p> <p>Pro.15-2</p> <p>* Fluid Balance</p> <p>Pro. 15-3</p> <p>Pro.15-4</p>	<p>Reading Text</p> <p>Ch. 20 p. 384-402</p> <p>Complete WB p.109-113</p> <p>Activities A, B, C,D, F, G, H,K,M,O</p> <p>Ch.25 p.483-495</p> <p>Complete WB Ch. 25 p.137</p> <p>Activities A,B,C,D, E, G, I,JM, P</p>
	<p>* Open Lab</p> <p>Opportunity to practice and refine all skills covered in</p>	<p>Procedures:</p> <p>Refer to procedures presented in weeks 1-8</p>	<p>Review texts readings covered in weeks 1-4 ( Midterm Exam)</p>

	weeks 1-8 * Begin Peer skills observation and testing		C N A written skills practice exam
Week #5	*Specimen Collection and Testing review *Urine and Stool Specimens *Sputum Specimen *Discussion of Flow Sheet for Certified Nurse Aide Exam *Practice for Certified Nurse Aide Exam	<ul style="list-style-type: none"> <li>○ * Review Urine Specimens Collecting urine specimens</li> <li>○ Pro. 21-3</li> <li>○ Pro. 21-4</li> <li>○ Review collecting Stool specimens</li> </ul> *Sputum Specimen <ul style="list-style-type: none"> <li>○ Pro. 27-1</li> <li>○ *Biopsy (p.657)</li> </ul>	<ul style="list-style-type: none"> <li>○ Read Text Ch. 21</li> <li>○ Read Certified Nurse Aide Exam handout and do multiple choice test</li> <li>○ Practice filling out Flow Sheet in handout</li> <li>○ EXAM</li> </ul>
	* Rehabilitation and Restorative Care Phases of rehab. Supportive devices Different types of rehab. Therapy Occupational, Speech-language, emotional, vocational *Factors affecting the Rehab.  *Practice for Certified Nurse Aide Exam	*Make-up of any missing skills *Practice of core skills for Certified Nurse Aide Exam	<ul style="list-style-type: none"> <li>○ Read Text Ch. 35 p. 668-680</li> <li>○ Complete WB Ch. 35 p. 206 - 209 Activities A, B, C, D, E, F ,H,J,L,M</li> </ul> CNA Skills Practice Exam
Week #6	*Death and Dying Stages of Grief Dying with Dignity Advance Directives *Hospice Care		<ul style="list-style-type: none"> <li>○ Read Text Ch. 22 and 23 p. 447-470</li> <li>○ Complete WB Ch. 22 p.124</li> </ul>

	<p>* Meeting the dying persons physical, emotional and spiritual needs Postmortem Care *Practice for Certified Nurse Aide Exam</p>	<p>*Postmortem Care o Pro. 23-1 *Make-up of any missing skills *Practice of core skills for Certified Nurse Aide Exam</p>	<p>Activities A,B, C,DE,F,G,H o Complete WB Ch. 23 p.124 Activities A,B, C,DE,F,G,H,I, J,L</p> <p>FINAL SKILLS EXAM</p>
Week #7	<p>*Home Health Aide discussion *Video: NLN Home Care-Safe Mobility &amp; Patient transfer</p>	<p>*Make-up of any missing skills *Practice of core skills for Certified Nurse Aide Exam</p>	<p>Read Home Health Aide Handout and answer questions Course review as time permits FINAL SKILLS EXAM</p>
Week #8	Exam week		<p><b>HHA(Home Health Aide exam) 100 questions AHE 111 Final Course Exam (60 multiple choice questions)</b></p>

**AFTER YOU HAVE READ THE PATIENT CARE SKILLS (AHE 111) SYLLABUS AND YOU ARE SURE YOU UNDERSTAND WHAT IS EXPECTED OF YOU AS A STUDENT IN THIS COURSE, PLEASE SIGN AND RETURN ONLY THIS PORTION TO THE INSTRUCTOR AT THE NEXT SCHEDULED CLASS.**

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**Student Signature**

**Course Title:** Nurse Aide Practicum – Fall 2013

**Course Number:** AHE 106

**Instructor:** Isandra Andrade, M.Ed

Office Phone: 617-228-2471

E-mail: [itandrad@bhcc.mass.edu](mailto:itandrad@bhcc.mass.edu)

**Office:** Room 114 (Chelsea Campus)

**Office Hours:** Monday –Friday 8:00am-4:00pm

**\*Other office hours available by appointment**

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### **COURSE DESCRIPTION:**

This course consists of a clinical practicum of **twenty-four (24) hours** at a skilled nursing facility to fulfill the Commonwealth of Massachusetts's **Nurse Aide Certification** requirement.

### **Class Meetings:**

The Nurse Aide Practicum will take place in selected long term care facilities for **3 days/24 Hours of direct patient contact**. Practicum experiences are scheduled during/after **Week 4** of semester. **Saturdays, Sundays, and College Holidays** during the Semester will be utilized for This practicum.

### **PRACTICUM OBJECTIVES:**

1. Demonstrate reliability, punctuality, and professionalism at the practicum site. Exhibit Cooperative behavior and respect to the RN instructor, fellow students, and the facility Residents. Dress appropriately for a healthcare setting and exercise personal hygiene standards.
2. Perform basic skills and procedures of direct patient care on residents at a skilled nursing facility. Demonstrate understanding of written and oral directions utilizing medical terminology and abbreviations used in healthcare settings. **24 Hours Direct Patient Contact is required to take the State Nurse Aide Test.**
3. Recognize the issues confronting the elderly and the disabled. Identify the benefits and limitations of chronic care/skilled care facilities (such as nursing homes, rehab centers, etc...)

### **SUPPLEMENTAL MATERIAL:**

- \* Certified Nurse Aide/Home Health Aide Training Information and Program Policies Handout
- \* Student Name Tag
- \* Skills Sheet for 24 Hour Nurse Aide Training and Clinical Attendance to be signed by Registered Nurse/Clinical Instructor at Skilled Care Facility

### **PARTICIPATION:**

Students **MUST RECEIVE BHCC HEALTH CLEARANCE** for CLINICAL PLACEMENT from the BHCC COLLEGE HEALTH SERVICE OFFICE by **See Dates on "important dates to remember"**

Allied Health Certificate Programs Instructors reserve the right, after student warning, to deny permission to participate in the clinical practicum for infractions including but not limited to:

- \* Absences from and/or tardiness to the class/clinical setting*
- \*Inability to follow directions in class or lab*
- \*Inability to work with the Instructor and/ or peers in group settings*
- \*Unprofessional behavior or disrespect to instructor or classmates*

#### **ATTENDANCE POLICY:**

In accordance with Department of Public Health (DPH) requirements for nursing assistant certification (CNA), 100% attendance is mandatory in AHE 106; this means that students are required to attend **all** scheduled clinical practicum sessions and complete the 24 hour practicum within your assigned group's schedule.

**THERE WILL BE NO EXCEPTIONS AND ABSOLUTELY NO MAKE-UP DAYS.**

This internship is a requirement for taking the CNA Test that is tentatively scheduled for the Week of finals

**\*\*Please refer any questions regarding your medical clearance (required for this course) to:**

**Denise Amerena RN**

**BHCC School Nurse**

**Telephone: 617 228-2185**

**Fax: 617 228-2138**

#### **EDUCATIONAL PHILOSOPHY:**

This practicum is an opportunity to succeed both at school and in the workplace environment while exhibiting healthcare professionalism. **Treat this practicum as if it were a job.** It has required dates and times. This course is an opportunity to show that you can perform satisfactorily in this position and obtain the required experience needed to take the State Nurse Aide Test, a beneficial credential for medical employment.

#### **MISSION STATEMENT:**

The mission of the BHCC Allied Health Certificate Programs (AHCP) is to provide students with the education and training they need to become health care providers, while focusing on the students' need to gain the skills required for success in the workplace, continued education and the achievement of long term goals.

**Policy for Individuals with a Disability:** Bunker Hill Community College is committed to providing equal access to the educational experience of all students in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 199. Any student with a documented disability requiring an accommodation should immediately speak to the professor. Students with disabilities, who have not already done so, should schedule an appointment at the Office for Students with Disabilities (Room D106A) in order to obtain appropriate services.



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