

Mass Bay Community College Nurse's Assistant/ Home Health Assistant Program

SYLLABUS FOR NURSES Assistant
Summer 2014

Nursing Assistant's Course Description:

Mass Bay Community College offers a quality nursing assistant program to ensure that students are well-prepared to provide the best, up to date, professional care available to patients. This course teaches the basic theory and technical skills necessary for the nursing assistant to provide safe, technically proficient, high quality health care to patients. Students are provided with the education and hands on training necessary to take the Certified Nurse Aide and Home Health Aide Exams. Topics includes anatomy and physiology, ethics in health care, HIPPA regulations, medical terminology, CPR and other emergency procedures, obtaining vital signs, infection control, medical record documentation, patient positioning, rehabilitative therapies for patients, and selected clinical skills. The course includes 72 hours of lecture and hands-on laboratory skills and a 32-hour clinical practicum at a skilled nursing facility. Students are prepared for and are eligible to take the Massachusetts Nurse's Aide Certification Exam and the Home Health Examination.

(7 credits)

CLASS MEETINGS: Saturdays, 8-4:30, Framingham campus, nursing lab
INSTRUCTOR: Laura Wallus, R.N.
E – MAIL/PHONE: laurajwallus@massbay.edu /781-929-9504
OFFICE HOURS: Available before and after class and by appt.
REQUIRED TEXTS: Pulliam, JoLynn, The Nursing Assistant, Acute, Sub-acute and Long Term Care, 4th Ed., Pearson/Prentice Hall, 2006.

WORKBOOK: Pulliam, JoLynn, Workbook: The Nursing Assistant, Acute, Subacute and Long Term Care, 4th Ed., Pearson/Prentice Hall, 2006

REQUIRED EQUIPMENT:

The student must have a blood pressure cuff , stethoscope, scrubs, and white shoes or sneakers.

Required Apparel

Essentials of professional appearance are good health, good grooming, and suitable dress. All students must wear their MBCC scrubs with school patch, hair must be off the shoulder and pulled up in a ponytail, braid, or bun. Shoes must be clean, impervious, and comfortable. Fingernails must be short and clean. Acrylic or any type of false nails is not allowed. Makeup should be applied lightly, scented products should not be worn, and jewelry should be limited to one pair of stud earrings, a wedding ring, and a watch. Facial and tongue piercings are unacceptable and must be removed.

Course Objectives:

Upon completion of this course the student will be able to:

- identify the purpose of healthcare facilities
- describe the typical organizational structure of a healthcare facility and explain how the nursing assistant fits into this structure
- explain what a care plan is and how it is used
- list the main responsibilities and personal attributes of the nursing assistant
- explain the Health Insurance Portability and Accountability Act, HIPPA
- describe the training and education nursing assistants must have
- list the rights of patients and residents
- explain what ethical behavior involves
- list the personal qualities of a good nursing assistant
- describe good listening skills and guidelines for effective communication and blocks to good communication
- demonstrate professional conduct, appropriate interpersonal and communication skills with patients, peers, and other health care personnel
- describe patient charts, and how information should be recorded
- explain the importance of accepting differences in religion and culture
- explain the chain of infection, medical asepsis, and how the nursing assistant can promote medical asepsis
- explain and demonstrate proper handwashing, gloving, applying masks, gowns, and removing contaminated personal protective equipment
- provide safe and effective care of the patient based on the principles of asepsis and the requirements and recommendations of the Occupational Safety and Health Administration, OSHA
- explain why transmission-based precautions are used and the nursing assistants role in these precautions
- explain and demonstrate basic rules of proper body mechanics
- properly apply restraints
- explain the nursing assistants role in a disaster plan
- describe and apply the procedures in caring for residents in various emergency situations
- describe the function and structure of various body systems and the common disorders associated with each

- define vital signs, and accurately measure and record each
- explain when and why a patient's height and weight are measured and demonstrate correct procedure for each
- list important points to remember when positioning, moving, or transporting patients
- explain guidelines for moving patients and positioning patients properly
- assist the patient to ambulate using a cane, walker or gait belt
- explain how the nursing assistant can make a patient's environment as comfortable and safe as possible
- list and demonstrate the general rules of bed making
- explain the nursing assistant's role in assisting the patient in meeting daily hygiene and activities of daily living needs, including oral care, denture care, elimination needs and nail care
- describe the four stages of skin breakdown and common prevention and treatment methods
- identify methods to prevent patients from getting decubitus ulcers
- identify signs of good versus poor nutrition and describe the purpose of the therapeutic diet
- serve food to patients and feed dependent patients
- measure and record fluid intake and output
- describe the goals of restorative care and rehabilitation and importance of motivating patients to regain activities of daily living
- list general principles in the care of residents with dementia and demonstrate effective communication with cognitively impaired residents
- name and describe the five physiological stages of dying
- explain special types of physical care needed by dying patients and carry out the steps in postmortem care

TEACHING PROCEDURES:

- Lectures and discussions based on material in the text will emphasize immediate feedback from the students to check comprehension.
- Supplementary pictures, diagrams, videos and written handouts will be used to elaborate on topics in the text. Questions in the textbook and workbook will be utilized in the classroom as well as for homework assignments. Written homework will be given for each classroom period.
- The practice of skills will be done on fellow students and manikins.

Procedures will be demonstrated in the lab by the instructor. All skills will be checked off in lab by the instructor. Skills will be repeatedly practiced with classmates until the student is competent. All skills will be assessed by the instructor and will be demonstrated during clinical practice at the clinical facility. Students must achieve 100% on all skills.

EDUCATIONAL PHILOSOPHY:

Skills that will allow the student to become a “healthcare professional” include having good attendance, being punctual, completing assigned reading from the text, asking questions, taking notes, listening carefully, studying and reviewing class material, and taking part in classroom discussion.

Students are expected to be respectful and courteous to the instructor and to fellow students. In this regard, please adhere to the following policies:

- Only one person speaks at a time
- Arrive to class on time as arriving late is considered disrespectful and will result in credit loss
- All cell phones must be off or on vibrate during class time

All disrespectful behavior will be addressed according to the academic policies and procedures of the college.

HOW YOUR GRADE IS COMPUTED:

- All examinations will be given each week on material covered during the previous period. The exams will be multiple choice.
- Use of electronics or paper dictionaries during exams is not allowed.
- The final exam will be similar to tests given during the semester, including questions on the clinical skills and will consist of 60 questions. Students must achieve 100% on all skills and at least a 70% on all written exams.

Percentage Breakdown of your Final Grade

| | |
|---------------------|-----|
| Class Participation | 10% |
| Homework | 10% |
| Skills/Check off | 20% |
| Final Exam | 10% |

| | |
|-------|-----|
| Exams | 50% |
|-------|-----|

100%

ABSENCE AND LATENESS POLICY:

Attendance will be taken at the beginning of the period. If you arrive after attendance has been taken, it is counted as a late class. Any student that is tardy more than 10 minutes more than 2 times will be dismissed from the program Attendance to every class is mandatory. There are no excused absences for any reason.

AFTER YOU HAVE READ THE SYLLABUS AND YOU ARE SURE YOU UNDERSTAND WHAT IS EXPECTED OF YOU AS A STUDENT PLEASE SIGN AND RETURN ONLY THIS PORTION TO THE INSTRUCTOR AT THE NEXT SCHEDULED CLASS.

STUDENT SIGNATURE

DATE

PRINT NAME

COURSE OUTLINE

Saturday classes will meet from 8:00-4:30 with a half hour lunch and 2 fifteen minute breaks. Friday evening classes will meet 5:30-9:30 with one half hour break.

Students should always keep one week ahead of all reading assignments.

See student calendar for a complete list of all clinical skills

WEEK 1 (Class 1)

3/17/2012

Introduction, Class Policies & Syllabus

Chapter 1—Introduction to Health Care

Chapter 2—The Nursing Assistant

Chapter 3—Communication and Interpersonal Skills

Chapter 4—Relating to Your Patients

Objectives:

- HIPAA regulations
- Identify the purposes of healthcare facilities
- Describe different types of healthcare facilities
- Describe and explain how the nursing assistant fits into the healthcare facility structure
- Describe how nursing care is organized
- Explain the care plan
- List main responsibilities of a nursing assistant

- Describe required education for nursing assistants
- List rights of patients and residents
- Explain HIPPA regulation
- Explain ethical behavior
- Promoting residents' independence

- Be aware of personal qualities of a good nursing assistant
- Describe principles of planning work assignments and establishing priorities

- Describe elements of communication and give examples of verbal and nonverbal communication
- Describe good listening skills
- List guidelines for effective communication and barriers to good communication
- List methods for observing patients
- Describe what a patient's chart is, how it is used, and how information is recorded
- List basic needs of patients and explain how a nursing assistant might provide them
- Explain the stressful effects of illness and how the nursing assistant can help patients deal with stress
- Explain how to cope with difficult behaviors such as depression, withdrawal, aggressive behavior and demanding behavior
- Describe ways to maintain good communication with patients families and other visitors
- Explain the importance of accepting differences in religion and culture

Teaching Methods:

- ❖ Lecture
- ❖ Role-play
- ❖ DVD- **RESPECTING THE INDIVIDUAL: RESIDENT AND PATIENT RIGHTS**
- ❖ DVD- **TECHNIQUES FOR THERAPEUTIC COMMUNICATION**

WEEK 1 (Class 2)

3/18/2012

Chapter 5—Infection Control *Examination – Chapters 1 – 4*

Chapter 6—Environmental Safety, Accident Prevention, and Disaster Plans

Chapter 7—Emergency Situations

Orientation/Field Trip To:

Mary Ann Morse

45 Union Street

Natick, Ma

Exact date to be determined

OBJECTIVES:

- Explain the chain of infection and the body's defense against infection
- Define medical asepsis and how the nursing assistant can promote medical asepsis
- Explain the importance of handwashing and gloving and describe and demonstrate procedures for each

- Apply a mask and gown
- Properly remove contaminated personal protective equipment
- Define disinfection and sterilization and described the nursing assistants responsibility in cleaning equipment and patient environment
- Define standard precautions and explain the nursing assistants responsibility in complying with these precautions
- Explain why transmission-based precautions are used
- List general safety rules
- Identify common accidents and ways to prevent them
- Explain basic rules of proper body mechanics
- Identify the purposes and guidelines for the use of restraints
- Properly apply restraints
- Explain ways to prevent fire and what to do in case of a fire
- Explain the role of the nursing assistant when a fire or disaster plan is implemented
- Describe the role of the nursing assistant in an emergency
- Explain common causes of choking and symptoms of partial and complete airway obstruction
- Demonstrate procedure for clearing obstructed airway
- Describe causes and types of seizures

Teaching Methods:

- ❖ Lecture
- ❖ Role-play
- ❖ Skills practice
- ❖ DVD – PATIENT AND RESIDENT SAFETY

WEEK 2 (Classes 1 & 2 & 3)

3/30/12 &

3/31/12 & 4/1/12

Chapter 9 – Vital Signs

Chapter 8, up to diabetes

Objectives

- Define disease and list the signs and symptoms of disease
- Describe the nursing assistants role in caring for the patient with AIDS
- Define cancer, what are the seven early warning signs, identify the nursing assistants role in caring for a cancer patient
- Describe the function and structure of the nine body systems and list common disorders of each

- Describe the nursing assistants role in caring for the heart patient
- Describe the nursing assistants role in caring for the ostomy patient
- Describe the nursing assistants role in caring for the diabetic patient
- Describe the nursing assistants role in caring for the orthopedic patient
- Describe the nursing assistants role in caring for the stroke patient
- Define and give examples of developmental disabilities and describe the nursing assistants role in caring for patients with disabilities
- Give examples of physical disabilities and described the nursing assistants role in caring for patients with these disabilities
- Explain what vital signs are and the role of the nursing assistant in measuring and recording them
- Define body temperature and describe normal body temperature ranges
- Describe and demonstrate methods for measuring body temperature
- Take oral, rectal, axillary and tympanic temperatures
- Define pulse, respirations, and factors that affect them, and describe normal ranges
- Measure pulse and respiratory rates accurately
- Define blood pressure, know factors that affect them, and describe normal blood pressure ranges
- Measure blood pressure accurately
- Explain when and why a patient's height and weight are measured
- Measure height and weight
- List important points to remember when positioning, moving, or transporting patients
- List and describe the common body positions for patients
- List the guidelines for positioning a patient in a chair
- List guidelines for moving patients
- Assist patient to edge of bed for transfer or ambulation
- Transfer a patient from bed to chair and from chair to bed
- Describe a typical mechanical lift
- List guidelines for transporting a patient by wheelchair
- List ambulation aids and safety considerations
- Assist patients in using a cane or walker
- Use gait belt to assist with ambulation
- Demonstrate care for a falling patient

Teaching methods:

- ❖ Lecture
- ❖ Role-play
- ❖ Skills practice
- ❖ **DVD- TRANSFERRING PATIENTS AND RESIDENTS**
- ❖ **DVD- VITAL SIGNS, TAYLOR'S GUIDE TO CLINICAL NURSING SKILLS**

Week 3 (Classes 1 & 2)

4/6/12 & 4/7/2012

Chapter 8, second half beginning with endocrine

Chapter 10—Positioning, Moving, and Ambulation

Chapter 11 – Admission, Transfer, and Discharge

Objectives listed above in week 2

Objectives

- list the furniture and equipment commonly found in the patient's unit
- explain how the nursing assistant can make a patient's environment comfortable and safe
- list general rules of bed making
- make a closed bed ,make an open bed, make an occupied bed
- Explain the nursing assistants role in meeting patient's daily hygiene
- Describe different types of baths
- Explain the nursing assistants role in assisting the patient to dress and undress
- Give a complete and partial bed bath, assist with the tub or shower and give a bed shampoo
- Explain the purpose of oral hygiene
- Assist patients with routine oral hygiene and provide oral hygiene for unconscious patients
- Explain the nursing assistants role in denture care and assist with denture care
- Describe the benefits and guidelines for daily shaving of patients and assist with shaving a male patient
- Describe guidelines for daily hair care and assist with hair care
- Describe benefits and guidelines for daily nail care and assist with nail care
- Explain the benefits and guidelines for giving back rubs and give a back rub
- Explain the nursing assistants responsibility for patient's eyeglasses and hearing aids
- List the groups of patients most commonly affected by decubitus ulcers and the factors that contribute to them
- Explain where decubitus ulcers usually form
- Describe the four stages of skin breakdown and less common treatment methods
- Identify ways nursing assistants can help to prevent patients from getting decubitus ulcers

Teaching methods:

- ❖ Role-play
- ❖ Practice skills
- ❖ Lecture
- ❖ **DVD-HYGIENE, TAYLOR'S GUIDE TO CLINICAL NURSING SKILLS**
- ❖ **DVD- GROOMING, ORAL HYGIENE**

Week 4**4/28/2012***Exam chapters 12, 13 and 14*

Chapter 15—Nutrition

Chapter 16—Elimination Needs

Chapter 17—Specimen Collection and Testing

Chapter 19—Restorative Care and Rehabilitation

Objectives

- Explain why good nutrition is important for all
- Identify the four major types of nutrition
- Identify signs of good and poor nutrition
- Describe the purposes of therapeutic diet
- Describe how to prepare patients for mealtime
- Serve food to patients and feed the dependent patients
- Describe the nursing assistants role in providing supplementary food and fluids
- Explain the principles of fluid balance and conditions that indicate a fluid imbalance
- Measure and record fluid intake and output
- Identify alternate methods used to feed patients and describe the nursing assistant's role in these feedings
- Describe how nursing assistants help patients maintain normal nutrition
- List guidelines to follow when assisting patients with toileting
- Assist patients with the use of urinals, bedpans, bedside commodes, and bathroom
- Provide perineal care
- Identify types of urinary catheters and how they are used
- Describe the nursing assistants responsibility for catheter care
- Provide catheter care and empty the urine drainage bag
- Explain why physicians orders specimens
- List types of specimens that nursing assistants may be asked to collect

- Identify the guidelines for collecting specimens
- List four types of urine specimens and explain how they are collected
- Identify the tests that stool specimens are examined for and collect a stool sample
- Explain where sputum comes from and the procedure for collecting a sputum
- Describe the goals of restorative care and rehabilitation
- Explain how to help motivate patients to regain their activities of daily living
- List the most common types of assistive devices and explain the nursing assistant's role in using these devices
- List the goals of bowel and bladder retraining and the nursing assistants role in these processes
- Explain the purpose and benefits of range of motion exercises and list the guidelines for performing them
- Demonstrate range of motion exercises

TEACHING METHODS:

- ❖ Role-playing
- ❖ Skill practice
- ❖ Lecture
- ❖ **DVD- ACTIVITY, TAYLOR'S GUIDE TO CLINICAL NURSING SKILLS**
- ❖ **DVD- NUTRITION, TAYLOR'S GUIDE TO CLINICAL NURSING SKILLS**
- ❖ **DVD- URINARY/INDWELLING, INTERMITTENT CATHETERS, TAYLOR'S GUIDE TO CLINICAL NURSING SKILLS**
- ❖ **DVD- BOWEL ELIMINATION, TAYLOR'S GUIDE TO CLINICAL NURSING SKILLS**

Assignment:

READ CHAPTERS 15, 16,17, 19 AND COMPLETE CORRESPONDING WORKBOOK PAGES

WEEK 8

5/4/12 & 5/5/2012

Exam: Chapters 15-17, 19

Chapter 23—Special Skills in Long-Term Care

Chapter 24—Death and Dying

Objectives:

- Explain characteristics of long-term care and the role of the nursing assistant
- Explain the physical and psychological effects of aging and the role of the nursing assistant in meeting the needs of elderly residents
- Describe the role of the nursing assistant in meeting residents' emotional, spiritual, and social needs
- List types of cognitive impairment common among residents and principles in the care of residents with dementia
- Explain how to communicate effectively with cognitively impaired residents
- Name and describe the five psychological stages in dying
- Discuss the role of the nursing assistant in meeting the spiritual and emotional needs of the terminally ill patient and their family
- Explain special needs and the physical care needed for dying patients
- Describe the physical signs and changes that occur as death approaches and after death
- Carry out steps in postmortem care

Assignment:

Read chapters 23 and 24 and complete corresponding workbook pages

Professional rescuer CPR certification
Skills and written CPR examination

Review of all skills, complete, competency check-off sheet

Review for Nurse Aide and Home Health Aide Exams

Competency check-off sheets due

Week 9 & 10 (4 days)

May 11,12,13,19

Clinical rotation at:
Mary Ann Morse
45 Union St.
Natick, MA 01760

May 11,12,13,19

Preconference - 6:30 AM
On unit 7:00 AM to 3:30 PM
Post conference 3:30-4:00

*May 20 Final Examination

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution 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 solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.



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