



**QUINSIGAMOND**  
Community College

# **ALH 131: Introductory Nursing Assistant – Course Description, Topics, Learning Objectives**

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**2012-2013**  
**QUINSIGAMOND COMMUNITY COLLEGE**  
**COURSE REVISION PROPOSAL**

Type of Revision: <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Prerequisite <input type="checkbox"/> Corequisite <input type="checkbox"/> Number <input checked="" type="checkbox"/> Name	
#credits <input type="checkbox"/> Elective Type <input type="checkbox"/> other (explain) <input type="checkbox"/>	
Course Discipline or Department: Allied Health	Division: Healthcare
Current Course Number: ALH 131	
Current Course Name: Certified Nurses Aide	
Current Course Description (as it appears in the college catalog):	
<p>A 130-hour course is designed to teach basic nursing skills and beginning interpersonal relationship techniques to entry-level learners in the classroom and clinical area. The learner will be introduced to the roles of Nurse Aide/Home Health Aide and acquire the principles and techniques necessary to become eligible for the mandatory state exams for Nurse Aide/Home Health Aide. Responsibilities include assisting the client with meeting daily hygiene, activity, ambulation, nutrition, elimination, comfort, safety, psychosocial and spiritual needs. Learners will learn to function as members of the health care team. Basic communication techniques will be utilized throughout the course. Learners will also be introduced to elementary nursing process concepts.</p> <p><b>Prerequisite: H.S. Diploma or G.E.D., ENG 091 or appropriate placement score</b></p>	
Proposed Description (include all proposed changes):	
<b>ALH 131 Introductory Nursing Assistant</b>	<b>5 cr.</b>
<p>This course provides students with the theory and entry-level skills necessary to safely provide basic nursing assistant level care in a long-term care facility, acute care facility or home health care agency. Students learn the role and responsibilities of the nursing assistant and home health aide within the health care team, including patient and residents' rights, professionalism, communication skills, basic body structure and function, common disorders, rehabilitation and restorative care, infection control and safety, special care concerns, and basic patient care skills, including vital signs. Upon completion of classroom and skills practice laboratory learning and competency testing, students participate in a clinical rotation at a skilled nursing facility, under the supervision of a registered nurse.</p> <p><b>Prerequisites: A grade of C or higher in ENG 091 or appropriate placement score, Passing the ENG 096 departmental writing final examination essay or appropriate placement score.</b></p>	
Rationale for the change:	
<ol style="list-style-type: none"> <li>1. Title is outdated.</li> <li>2. Certification is not provided in current course.</li> <li>3. To provide most current content for Nursing Assistant students.</li> </ol>	
Provide a description of any change in course content.	
See attached syllabus.	
Does the course revision affect another department? Please confer with the coordinator of the affected department.	
Affected department(s)	
If this change affects a program grid, please submit a current and proposed program grid for each program affected	
Please submit a syllabus to your dean with all of the revisions included.	

## QUINISIGAMOND COMMUNITY COLLEGE

**COURSE TITLE:** INTRODUCTORY NURSING ASSISTANT

**SECTION:** ALH 131 - 5 Credits

**SEMESTER:** Spring / Fall / Summer

**FACULTY:** **Email:**

**OFFICE HOURS:** By Appointment

**CLASS MEETING TIMES:**

**ROOM:**

**REQUIRED TEXT(S):** *Lippincott's Essentials for Nursing Assistants*  
Third Edition, 2013  
Author: Pamela J. Carter  
Publisher: Lippincott, Williams & Wilkins  
ISBN: 13-978-1-60913-750-2  
*Workbook for Lippincott's Essentials for Nursing Assistants*, third edition  
ISBN: 13-978-1-4511-4428-4

### **COURSE DESCRIPTION:**

This course provides students with the theory and entry-level skills necessary to safely provide basic nursing assistant level care in a long-term care facility, acute care facility or home health care agency. Students learn the role and responsibilities of the nursing assistant and home health aide within the health care team, including patient and residents' rights, professionalism, communication skills, basic body structure and function, common disorders, rehabilitation and restorative care, infection control and safety, special care concerns, and basic patient care skills, including vital signs. Upon completion of classroom and skills practice laboratory learning and competency testing, students participate in a clinical rotation at a skilled nursing facility, under the supervision of a registered nurse.

**Prerequisites:** A grade of C or higher in ENG 091 or appropriate placement score, Passing the ENG 096 departmental writing final examination essay or appropriate placement score.

Upon successful completion of this course and successfully passing the state nurse aide competency examination, students are prepared to seek entry-level employment as a certified nursing assistant (C.N.A.) and home health aide.

### **ADMISSION REQUIREMENTS:**

- High school diploma or GED

## **CLINICAL REQUIREMENTS:**

- Completed QCC Health Information Form, including proof of immunizations
- Criminal and Sexual Offender Records Information check (CORI/SORI)
- Picture I.D. – must be at least 17 years of age
- Drug testing may be required by individual clinical facilities
- Technical standards must be met with or without accommodations

## **TECHNICAL PERFORMANCE STANDARDS:**

Students admitted into the Introductory Nursing Assistant/Home Health Aide program are required to demonstrate the technical performance standards set forth by the Massachusetts Career Information System. To view the knowledge, skills and abilities, working conditions and physical demands required for this course, visit the Massachusetts Career Information System website at <http://masscis.intocareers.org/loginmain.aspx?SiteType=3>

## **LEARNING OUTCOMES:**

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

1. Define the role, responsibilities and scope of practice of the nursing assistant and home health aide, including ethics, legal responsibilities, and abuse laws.
2. Demonstrate effective communication skills, including recording and reporting, in order to interact effectively with patients, families, faculty, and members of the health care team.
3. Understand basic anatomy and physiology of body systems appropriate to the scope of practice of the nursing assistant, and abnormal changes to be observed and reported.
4. Apply basic principles of safety and infection control.
5. Protect and maintain the rights of patients, residents, and clients.
6. Incorporate knowledge of stages of growth and development and the aging process into care provision.
7. Demonstrate competence in the provision of basic nursing care skills required of the nursing assistant and home health aide, according to individual needs.
8. Assist patients with rehabilitation and restorative care, promoting independence.
9. Assist patients with long-term, disabling conditions, including dementia.

## **METHODS OF TEACHING/LEARNING:**

1. Lecture and Discussion
2. Textbook Reading Assignments
3. Small Group Activities and Role Playing
4. Skill Laboratory Demonstrations and Practice
5. Audio Visual Presentations / DVD's
6. Clinical Experiences

## **METHODS OF EVALUATION:**

1. Written Examinations – weekly exams and final comprehensive examination
2. Skills Laboratory Competency Evaluations
3. Clinical Performance Evaluation

## **COURSE POLICIES:**

### **Attendance Policy:**

In order to complete this course according to Massachusetts regulations, **attendance at all class/lab and clinical sessions is mandatory**. Makeup of classroom, skills lab or clinical is not allowed. In extenuating circumstances, makeup may be considered at the discretion of the course faculty. Additional fees will apply.

### **Assignments:**

Students are expected to read and study the assigned chapters in the textbook prior to each class meeting.

### **Grading Policy:**

To pass this course, students must attain a 73% (C) as a final grade.

Students obtaining a grade of less than 73% on the weekly exams are allowed to retake the exam one time only, within 5 days of the original exam by appointment with the course faculty. The final exam may not be re-taken, and a grade of 73% is required to pass the course and enter the clinical rotation.

Grade Formula:            Weekly exams    50%  
Com                            prehensive final exam    50%

Lab Skills are graded as Satisfactory (S) or Unsatisfactory (U). Skills must be demonstrated with 100% accuracy to be satisfactory. Students will be allowed to re-demonstrate skills one time if initial demonstration is unsatisfactory. All lab skills must be demonstrated as satisfactory in order to pass the course and be allowed entrance into the clinical rotation.

Clinical performance is graded as Satisfactory (S) or Unsatisfactory (U). A Clinical Skills Checklist/Competency Evaluation is maintained for all students by the faculty. All clinical hours are mandatory and must be completed as satisfactory to pass the course.

### **Plagiarism Statement:**

Students are expected to adhere to a standard of academic honesty as detailed in the QCC Student Handbook. Cheating (in or out of class), misrepresentation of one's work and failure to properly credit sources of information used in any assignment is an unethical act and subject to grade penalty

### **Statements on Disabilities:**

Students with a disability who would like assistance must schedule an intake/planning appointment with Disability Services and provide appropriate documentation. For more information contact Disability Services at (508) 854-4471. Email: [disabilityservices@qcc.mass.edu](mailto:disabilityservices@qcc.mass.edu).

**Cancellation of Classes:**

In the event of inclement weather, students are expected to call the QCC Weather Line at (508)854-4545 or check the website at [www.qcc.edu](http://www.qcc.edu) for information on campus closing. Inclement weather days are not built into the course schedule, therefore missed classes will be rescheduled and students will be required to attend.

**Professionalism:**

Students are expected to be respectful of each other and the learning environment. Students are required to arrive on time for all classes/labs and clinical experiences. Electronic communication devices must be off or on silent mode in all classes and labs. Cell phone use, texting and/or email activity in the clinical environment is not permitted. Students will behave professionally classes/ labs and clinical experiences. Professionalism includes demonstrating respect for the instructor, students, residents, patients, family members, visitors, and facility staff.

**Dress Code:**

Students may dress in casual, comfortable and appropriate clothing for on campus classes and labs. Closed toe shoes are required in labs. Students are expected to be dressed in clean, neat clothing and display good hygiene. Prior to the clinical rotation, students are required to purchase a uniform / scrubs in the color navy blue and the scrubs must be worn to all clinical experiences. Students must wear closed toe nurses' shoes of solid white or black color or clean solid white sneakers to clinical. A watch with a second hand must be worn in all vital sign labs and in all clinical experiences. Only post earrings are allowed in clinical. Piercing of the face must be removed or covered for clinical. Artificial nails are not permitted in clinical and natural nails must be clean and short. Unnatural hair colors are not allowed. Students are required to carry a small notepad and a black ink pen in clinical. Name badges are required in clinical and will be provided by the college.

**CURRICULUM DESIGN AND SCHEDULE OF ASSIGNMENTS:**

*(Subject to change at the discretion of the course faculty)*

**Sample Day Course: Monday, Wednesday and Friday 8:30am – 3pm**

**Sample Evening Course: Monday, Wednesday and Thursday 4-10pm**

Week	Class	Date	Topics / Class Activities	Assignments
1	#1		Introduction / Review of Syllabus (1/2 hour) Ch. 1: The Health Care System (1 hour) Ch. 2: The Nursing Assistant's Job (1 hour) Ch. 4: Communication Skills ( 1 ½ hours) Ch. 5: Those We Care For (1 hour) Ch. 6: The Patient/Resident Environment (1hour) Theory: 6 hours	Read/Study Ch. 1, 2, 4, 5, 6, 10, 11, 12 and 13
1	#2		Ch. 10: Infection Control (1 hour) Ch. 11: Workplace Safety ( 1hour) Ch. 12: Patient/Resident Safety (1 hour) Ch. 13: Basic First Aid/ Emergency Care (1 hour)	Read/Study Ch. 7 and 16 Study for Exam #1

			Practice Lab/Competency Evaluation (2 hours) Theory: 4 hours Lab: 2 hours	
1	#3		Ch. 7: Basic Body Structure & Function (3 hours) Ch. 16: Bedmaking (1 hour) Practice Lab: 1 hour <b>EXAM #1:</b> 1 hour Theory: 5 hours Lab: 1 hour	Read/Study Ch. 8 and 9
2	#4		Ch. 8: Common Disorders (3 hours) Ch. 9: Rehabilitation & Restorative Care (1 hour) Bedmaking Practice (1 hour) Bedmaking Competency Evaluation (1 hour) Theory: 4 hours Lab: 2 hours	Read/Study Ch. 18, 19 and 20 Bring baggy pants and shirt to next class to practice dressing and undressing
2	#5		Ch. 18: Assisting with Hygiene (1 hour) Ch. 19: Preventing Pressure Ulcers ( 1 hour) Ch. 20: Assisting with Grooming (1 hour) Practice Lab/Competency Evaluation (3 hours) Theory: 3 hours Lab: 3 hours	Read/Study Ch. 14 and 15 Study for Exam #2
2	#6		Ch. 14: Repositioning/Transfers (1 hour) Ch. 15: Assisting with Exercise (1 hour) Practice Lab/Competency Evaluation (3 hours) <b>EXAM #2:</b> 1 hour Theory: 3 hours Lab: 3 hours	Read/Study Ch. 17 and 21 For next class: wear watch with "second" hand for taking pulses Bring yogurt or pudding to practice dependent feeding

Week	Day	Date	Topics / Class Activities	Assignments
3	#7		Ch. 17: Measuring/Recording Vital Signs, Height & Weight (1 hour) Ch. 21: Nutrition (1 hour) Practice Lab/Competency Evaluation (4 hours) Theory: 2 hours Lab: 4 hours	Read/Study Ch. 22, 23, 24 and 25
3	#8		Ch. 22: Assisting with Urinary Elimination (1 hour) Ch. 23: Assisting with Bowel Elimination (1 hour) Ch. 24: Assisting with Comfort (1 hour) Ch. 25: Caring for People Who Are Dying (1	Read/Study Ch. 26, 27, 28, 29, 30 and 3 Study for Exam #3

			hour) Practice Lab/Competency Evaluation (2 hours) Theory: 4 hours Lab: 3 hours	
3	#9		Ch. 26: Caring for People with Dementia (1 hour) Ch. 27: Caring for People with Developmental Disabilities (1 hour) Ch. 28 Caring for People with Cancer (1 hour) Ch. 29: Caring for People with HIV/AIDs (1 hour) Ch. 30: Caring for People Having Surgery (1 hour) <b>EXAM #3:</b> 1 hour Theory: 6 hours	
4	#10		Ch. 3: Professionalism and Job Seeking (1 hour) State Test Prep – Practice Exam/Review (2 hours) Practice Lab for Ch. 30 (1 hour) Lab Remediation / Competency Evaluation (2 hours) <u>Handouts:</u> Clinical Documentation Forms/Flow Sheets Application for State Exam Theory: 3 hours Lab: 3 hours	<b>Study for Final Exam</b> Review Application for State Exam and Bring to Next Class Review clinical documentation forms and flow sheets
4	#11		Assist with State Exam Application (1/2 hour) Preparation for Clinical Practicum (1 hour) <b>FINAL EXAM / Nursing Assistant: 2 hours</b> Theory: 3.5 hours	
4 or 5	TBA		<b>Orientation to Clinical Facility: 2 hours</b> Theory: 2 hours	
5-7	TBA		<b>CLINICAL ROTATION 45 Hours</b>  5 Clinical Days from 7am-2:30pm = 35 hours ½ hour conference lunch 2 Clinical Evenings from 4:30pm-9:45pm = 10 hours ¼ hour (15 min.) break	
<b>Week</b>	<b>Day</b>	<b>Date</b>	<b>Topics / Class Activities</b>	<b>Assignments</b>
8	TBA		<b>HOME HEALTH AIDE SUPPLEMENTAL</b>	Read/Study Ch. 31 and



		<b>TRAINING (Theory = 7 hrs. / Lab = 1.5 hours)</b> Ch. 31 Caring for People in the Home (1 hour) Infection Prevention / Safety in the Home (2 hours) Meal Planning, Shopping, Food Preparation and Storage in the Home (1 hour) Medications in the Home (1/2 hour) Assisted Living (1/2 hour) Practice Lab and Competency Evaluation: Shower/Tub Bath in the Home (1 ½ hours) Theory: 5 hours Lab: 1 ½ hours	handouts prior to start of Home Health Aide Supplemental Training
8	TBA	<b>HOME HEALTH AIDE SUPPLEMENTAL TRAINING</b>  <b>FINAL EXAM: 2 hours</b> Theory: 2 hours	

**NURSING ASSISTANT THEORY HOURS: 45.5**  
**HOME HEALTH AIDE THEORY HOURS: 7.0**  
**THEORY TOTAL HOURS: 52.5**

**NURISNG ASSISTANT LAB HOURS: 21.0**  
**HOME HEALTH AIDE LAB HOURS: 1.5**  
**LAB TOTAL HOURS: 22.5**

**NURSING ASSISTANT CLINICAL HOURS: 45.0**

**TOTAL COURSE HOURS: 120**