

2020-2021



# New Horizon Career and Technical Education Center

## Nursing Assistant Training Class Syllabus

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<b>Office Location:</b>	520 Butler Farm Road, Hampton, VA 2366 Building B
<b>Certification:</b>	Virginia CNA Certification Program-VA Board of Nursing American Heart Association Healthcare Provider BLS
<b>Textbook:</b>	Sorrentino, Remmert (2016). <i>Mosby's Textbook for Nursing Assistants, 9<sup>th</sup> Edition</i> . Missouri: Saunders/Elsevier

### ***Course Description:***

The Nurse Aide educational program prepares students for Nursing Assistant Certification. The class prepares students for employment in a variety of both long-term care and acute care facility settings. The curriculum will include classroom instruction and discussion as well as clinical training off site at a local long-term care facility. Students will receive instruction as outlined by the Virginia Board of Nursing. Class curriculum will include: Communication and Interpersonal Skills, Infection Control, Safety and Emergency procedures, Promoting Client Independence and Respecting Client's Rights. Additionally students will study basic nursing skills, including but not limited to; obtaining and recording vital signs, cardiopulmonary resuscitation and building client-nursing assistant relationships. Personal Care Skills such as bathing, grooming, dressing, feeding, toileting and transferring clients will also be included in the classroom and clinical instruction. Students will learn medical terminology, body systems, disease processes, growth and development as well as basic human anatomy and function. Students will also be given a task/competency based Employability Skills Plan to enhance their preparedness to enter the workplace. The classroom will be managed based on the following principals

- Integrity
- Mutual respect and trust
- Diversity of thought
- Informed and inclusive decision-making
- Transparency and clarity of operations and decision-making
- Open lines of communication
- Accountability

The instructor shall, along with the students; advise, consult, coach, and mentor. This mandates collaboration within the classroom and promotes a high degree of autonomy.

### ***Methods and Resources for Instruction:***

- Lecture
- Discussion
- Research
- Role play
- Skills/Procedure demonstration with student return demonstration
- Guest Speakers
- Videos
- Computer based instruction
- Clinical Rotation at a nursing facility
- Field trips

***Course Objectives:***

- To prepare the students to pass the state-required written or oral and skills competency evaluation as determined by the Virginia State Board of Nursing
- To meet the federal and state requirements for Nurse Aide Programs
- To prepare students to become nursing assistants who function efficiently, effectively and safely
- To enhance vocabulary, writing, research and public speaking skills
- To develop and master good communication, customer service and team work skills
- To equip the student for employment in their career

**First Quarter**

- Orientation to Nursing Assistant Program
- Unit I- Nurse Aide in Long Term Care
- Unit II- Communication and Interpersonal Skills
- Unit III- Infection Control
- Unit IV- Safety Measures
- Unit V- Emergency Measure
- Unit VI-Client's Rights
- Unit VII- Basic Skills

**Second Quarter**

- Unit VIII- Personal Care Skills, to Include Clinical Experience
- Unit IX- Individual Client Needs, Including Mental Health and Social Service Needs
- Unit X- Special Needs Clients
- Unit XI- Basic Restorative Services
- Unit XII- Care of the Client When Death is Imminent
- Unit XIII- Admission, Transfer and Discharge of Client

**Third Quarter**

- Unit XIV- Legal and Regulatory Aspects of Practice for the Certified Nurse Aide

**Fourth Quarter**

- Unit XV- Additional Client Focus

***Course Requirements:***

Computer Access- students will have computer based assignments they will need to access computers at home, Home School, health library, or local library.

Students must be able to read and write at tenth grade level and possess the basic math skills. Students must be able to independently lift fifty pounds to safely perform their duties. **New Horizons utilizes The VA State Board of Nursing requirements, which requires an 80% pass on each chapter test in order to attend the clinical portion of the course.** Students must meet the physical requirements set forth by the clinical site. Students are required complete health and background screenings.

### ***Clinical:***

The Virginia Board of Nursing requires 40 hours of hands on clinical experience in a long term care setting. In order to meet this requirement and decrease disruptions the following schedule has been determined.

- Students will attend five eight-hour clinical rotations.
- **Transportation to and from the clinical site is the responsibility of the student/parent.**
- Clinical times for all classes will be: 6:15 a.m. to 3:30 p.m. Monday, February 1, 8, 15, 22, and March 1st for Monday students. (Scheduling of clinical rotations subject to change due to facility availability.)
- Tuesday, Wednesday, and Thursday students will follow the same pattern. There will be one make-up on March 8<sup>th</sup>, and clinical make-up may change per site availability.
- Failure to **successfully complete 40 hours** of clinical experience will result in the student's inability to test for state certification.
- Clinical expectations (including uniform) will be discussed in detail in class. Uniform purchase is required. Per our facility contract **ALL** students must receive a flu vaccine in order to participate in clinicals.

**Clinical attendance is mandatory and only a doctor's excuse will allow the student to make up a clinical day. The clinical site is very busy with other students and makeup days cannot be guaranteed. Missed clinical dates could result in being ineligible to take the Virginia State Certification Exam**

### ***Grading and Evaluation Procedures:***

#### **Evaluation Methods**

- **Quizzes/Pop Quizzes-** The quizzes may be multiple choice, matching, true-false or fill in the blank
- **Unit/Chapter Tests-** There will be chapter tests. Tests will be in multiple choice format to prepare you for the State Certification Exam – To enhance student success, students who do not meet the minimum standard of 80% will be afforded one additional opportunity per nine weeks in the **first semester** to meet the minimum, provided the re-test occurs on the assigned after school date. After school help for the retakes will occur on Monday, Tuesday, or Wednesday after school.
- **Final Exam-** End of the year final exam, will be the written examination for the board of nursing. If the student is unsuccessful in the written examination for boards a two hundred question multiple choice examination will be given instead.
- **Class Participation-** Students are expected to contribute to class discussion and class exercises. Students will be experiencing care as a patient as well as providing care as a nurse's aide.
- **Competency Exercises-** Hands on activities, CPR/First Aid, clinical competencies
- **Homework-** May be required to enhance lecture, prepare you for discussion and/or understand subject material
- **Attendance-** Attendance is required. (please see page in student handbook) Missed work must be made up. In the event of absences, it is the **student's responsibility** to contact the instructor for any missed work. Long absences will put you at risk of failure and difficulty in completing making up work. **Students will have five (5) calendar days upon return to school to complete make-up work for an excused absence. Work is expected upon return for unexcused absences.** Make-up work not completed and given to instructor after the 5 calendar days will result in a zero for excused absences. Late work will be docked two points each day. Students are expected to turn in completed assignments on or before due dates. Assignments turned in late will result in a zero without extenuating circumstances.

## Grade/Performance Standard for High School Credit

- **A** - Quality work, met standards independently or with little guidance; demonstrated knowledge with a grade of 90% or above
- **B** – Quality work with few errors; work did not always meet standards; corrected with feedback; required some guidance; demonstrated knowledge with a grade of 80% or above
- **C** – Required significant assistance to produce quality work; made corrections; final product still did not meet standards; demonstrated knowledge with a grade of 70% or above
- **D** – Very poor quality of work, if work completed; little attempt to make corrections to meet standards; scored less than 70% on knowledge tests
- **F** – Extremely poor quality work; did not complete projects; little or no attempt to make corrections to meet standards; scored less than 60% on knowledge tests

**The VA State Board of Nursing requires an 80% pass on each unit exam in order to attend the clinical portion of the course, this standard must be met for every unit test.**

### Employability Skills

**34% of grade**

Professionalism, skills needed to be successful in your career; based on the following: ability to communicate effectively, use of time, cooperation in class, ability to follow instruction, ability to work independently, care of the work site, safety, professional appearance, problem solving ability and bringing materials needed. Additionally exhibiting a positive attitude, independence and initiative, ability to function as a team member

### Related Instruction

**33% of grade**

Quizzes, chapter tests, journal writing, research projects, worksheets, and other projects

### Clinical Competencies

**33% of grade**

Clinical skills checkoffs as per Virginia Board of Nursing, uniform checks, resume writing

### *Class Fees*

<b>Fee Description</b>	<b>Cost</b>
CPR	\$50
Pin (with ceremony)	\$10
Criminal Background Check	\$20
Workbook	\$45
Activity Fund/Club	\$17
Medical Kit	\$35

**Total Cost:           \$177**

\*Note: TB skin test, flu vaccine, shoes, and uniform must be purchased separately

Cash, check, or money order made out to **New Horizons REC (due no later than September 30th-payment plans can be arranged if needed with approval)**

**\*All supplies must be in class no later than September 16<sup>th</sup>.**

***Supply List:***

Watch with a second hand.

Small Pocket Notebook- for clinical note taking

Flash drive- at least 2GB – with a ring to clip in binder

Index Cards

3 or 4 inch binder or a 2 inch binder with composition notebook for vocab and Chapter Reviews

1 inch binder with page protectors for skills lists

Binder Separators

Highlighters

Black ink pens

Markers and/or colored pencils