

**CASPER COLLEGE COURSE SYLLABUS
NRST 1500-30 NURSING ASSISTANT**

Semester/Year: Fall 2015

Lecture Hours: 2.5

Lab Hours: 4.5

Credit Hours: 4

As per Casper College policy 50 min class time will be followed by 10 min break. During laboratory sessions same policy will be strictly followed.

Class Time: 4:00 PM to 6:30 PM

Days: Wednesday
9/2/15 to 12/9/15

Room: HS 208

Lab Time: 4:00 PM to 7:30 PM

Days: Thursday
9/3/15 to 12/10/15

Rooms: HS 208 and 122

Required skills lab hours:

Monday 6:30 pm to 7:30 pm &

Wednesday 7:30 pm to 8:30 pm

Attendance both times is expected

Clinical Time: 6:00 am -2:00pm

Days: Saturday and Sunday
12/12/2015 and 12/13/2015

Facility: Shepherd of The
Valley Care Center.

Instructor's Name: Nubia Urquijo-Arana BSW, MSN, RN

**Instructor's Contact
Information:** HS 106

Office Phone: 307-268-2282

Email:
narana@caspercollege.edu

Office Hours: Monday 5:00 pm to 6:30 pm

Tuesday 3:00 pm to 5:00 pm and Wednesday 2:30 pm to 4:00 pm

Course Description: Concepts and skills of caring for residents of long-term care facilities to entry-level and experienced nursing assistants. Will enable graduates to become eligible for certification and to function in the field of long-term care.

Statement of Prerequisites: Current American Heart Association Healthcare Provider Cardiopulmonary Resuscitation (CPR) or American Red Cross CPR for the Professional Rescuer Certification (original card and copy), current PPD (TB skin test) and instructors permission.

Goal:

1. To provide students with basic entry level knowledge and skills necessary to provide assistive care to residents of long term care facilities.
2. To complete and submit the application for nursing assistant certification/examination registration required by the Wyoming Board of Nursing and become a Certified Nurse Assistant.

Casper College General Education Outcomes:

1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

Course Outcomes:

Upon completion of the program, the student should be able to:

1. Describe the role of the nursing assistant.
2. Identify all aspects of Residents’ Rights
3. Identify the concepts and principles of ethics and professionalism.
4. Demonstrate principles of infection control, safety and emergency procedures.
5. Recognize abnormal changes in body functioning in all physiological systems.
6. Demonstrate effective and appropriate communication techniques with residents, family and staff. (CC-GE #1)
7. Recognize the resident as a unique individual with biological, psychological, sociological, cultural and spiritual needs.
8. List the special needs of the elderly.
9. Describe the stages of human development.
10. Identify physical, psychological and social changes of aging.
11. Describe the ethical-legal considerations of the nurse assistant’s role.
12. Demonstrate satisfactory competency in the performance of basic resident care skills. (CC-GE #1)
 - a) Students shall not perform any services for which they have not been trained and found to be proficient by the instructor; and
 - b) Students who are providing services to residents are under the supervision of the Board approved instructor.
13. Submit the application for Nursing Assistant Certification/Examination registration.
14. Successfully pass the written and manual skills examination for state certification.

Methodology: Lecture/discussion, handouts, videos, workbook, Wyoming Nursing Assistant Candidate Handbook, hands-on demonstration, return demonstration, student’s classroom presentations, campus laboratory and clinical.

Evaluation Criteria:

1. Students need a minimum of 413 points, a (C) or better to pass the lecture portion of the class. Laboratory and Clinical will be graded with a satisfactory (S) or unsatisfactory (U).
2. There will be three tests and one comprehensive final examination over lecture workbook, videos and laboratory content.
3. No make-up test will be offered either before or after any unit test. Points for a missed unit test will be added to the value of the final exam.
4. Up to 50 points can be earned through class projects/participation. This can be attained by preparing a Power Point Presentation or completion of sections of the workbook according to class schedule.
5. Grading scale:

GRADING FOR CLASS	POINTS:	
Tests over lecture/ lab content	3 tests x 100 points	= 300
Final examination * Final exam ranges will vary if a student has missed any unit exams.	200 points	= 200
Power Point Presentation	Up to 10 extra points	= 10
Workbook	4 sections 10 points each section completed.	= 40
	Total	= 550

Point ranges:

Course Grade Point Ranges	Unit Tests Grade Point Ranges	* Final Exam Grade Point Ranges
A= 501 - 550	A= 91 - 100	A= 182 - 200
B= 457 - 500	B= 83 - 90	B= 166 - 181
C= 413 - 456	C= 75 - 82	C= 150 - 165
D= 385 - 412	D= 70 - 74	D= 140 - 149
F= ≤ 384	F = ≤ 69	F= ≤ 139

* A grade of 413 points (C) or better must be obtained to pass this course.

6. Testing accommodations must be documented with our Accommodative Services Counselor at 268-2557 (GW 342) prior to the first test and the course instructors must receive documentation of needed accommodation. If the student was accommodated in previous semesters, the accommodation must be renewed for this semester. Please refer to ADA accommodations policy in this document.
7. If a student receives less than 75 points (C) on any unit test, the nursing faculty strongly recommends the student make an appointment with the instructor.
8. Tests may be reviewed in class or by appointment with the instructor during office hours after grades have been posted.
 - 2 week class - 1 calendar day at the end of day
 - 5 week class - 4 calendar days
 - 10 week class - 9 calendar days
 - 13 week class - 11 calendar days**
9. Each student must pass written (lecture), skill (lab), and clinical portions of the C.N.A. course in order to pass the class and become eligible to take the State Board exam for certification.
10. Students coming to class, lab or clinical unprepared or overly tired will be asked to leave the setting; absence time will be accrued. No time can be missed from clinical.
11. Workbook
 - a) Workbook completion is required and is due at the beginning of the first class. During summer session's students not submitting a completed workbook on the first day will need to withdraw and sign up for the following CNA class if available.

12. Certification Application

- a) Students are required to turn in as per due date the following:
 - ✓ The completed certification application to be presented to the Wyoming State Board of Nursing and the American Red Cross/Pearson Vue.
 - ✓ The required paperwork -court papers, personal statements- if applicable.
 - ✓ And copies of ID documentation –driving license, social security card etc.

*Instructor's office hours can be used to work on application revisions. Please make appointment.

13. Laboratory use

- a) A four (4) credit class such as this one requires 12 hours of additional work done outside of class/lab per week. Each student is required to attend the above posted hours for “open lab;” this time is to be dedicated **solely** to practice clinical skills due the following lab. Please refer to syllabi

Summer sessions: a minimum of 2 hours of open lab are scheduled per day.

Regular fall/spring semester classes: a minimum of 2 hours of open lab are schedule per week.

- b) Clinical labs are open several hours during the week while a student/lab assistant is on duty Please refer to posted schedules outside lab doors. Those are optional times for extra practice.
- c) Students can also ask any faculty member or academic assistant to unlock doors of labs at any time.
- d) Participation in open lab is required.

14. Skills check-off

- a) Satisfactory completion and passing of all check-offs is required to pass laboratory. If student does not complete check-offs he/she will not be able to advance to clinical days and class final grade will be dropped to an F.
- b) During lab you must check-off skills as assigned, sequentially and by the assigned day/week as delineated on the syllabus. If student falls behind he/she must work on skills assigned for the day before picking up skills that are past due.
- c) Students will be required to earn a “Pass” grade for all check-off skills presented throughout the course via video or hands-on demonstration (see procedure checklist handout).
- d) Students not meeting expected progress in lab check offs, as per schedule are recommended to withdraw from the class.

Summer classes: 33 skills by the end of first week

Regular fall/spring classes 33 skills by lab # 4 date as per laboratory calendar.

- e) The instructor will sign off the C.N.A. procedure checklist upon completion of check-off process; no other signature will be accepted. The student/lab assistant working in the lab is not able to check students off.
- f) No skills check-off will be done outside class/lab time.
- g) Skills check-off will follow steps from textbook, videos or the Wyoming Nursing Assistant Candidate Handbook (giving to you first day of class)
- h) The last schedule day of lab is dedicated to the final exam, no skills check-off will be done.

15. Laboratory Final Exam

- a) Students must satisfactorily pass all check-offs listed in the procedure check list as per schedule and prior to the final laboratory exam date.
- b) Please refer to skills check-off list; items in bolded print and with an asterisk (*) at the end of sentence are contained in the Wyoming Nursing Assistant Candidate Handbook. These skills will be used for your final laboratory content exam.

- c) You will be assigned five (5) of these skills to be performed in 25 min. Steps in the handbook must be followed as listed and critical steps must be performed correctly in order to receive a satisfactory grade.
- d) Students earning an unsatisfactory grade for the final exam will not be allowed to attend clinical days and will automatically earned an F as final grade in the course.

16. Clinical

- a) In order to participate in clinical days you must pass final exam for class and have completed skills check-off in lab.
- b) Any student arriving late or failing to attend clinical will automatically earn an F as the final grade for the course.

After completion of the course, in order to achieve certification as a nursing assistant, the student must pass the written and performance examinations which are scheduled and administered by representatives of the Wyoming State Board of Nursing (WSBN). Please refer to the WSBN rules and regulations regarding the application for Wyoming Nursing Assistant Certification by Examination at <https://nursing-online.state.wy.us/Default.aspx?page=16>

Required Text, Readings, and Materials:

Dugan, D. (2012). Nursing Assisting. A Foundation in Caregiving. 3rd Ed. Albuquerque: Hartman Publishing.

Dugan, D. (2012). Workbook. Nursing Assisting. A Foundation in Caregiving. 3rd Ed. Albuquerque: Hartman Publishing.

Class Policies:

1. Due to state and federal regulations as well as the rapid pace of this course, the sequence of the material presented, and the practical application of the material in the laboratory, attendance to all sessions and participation during class and laboratory is expected. Attendance to clinical days is mandatory, and no make-up time will be granted.
2. Tardiness to class and laboratory sessions accrues in 15-minute increments in all cases and will count towards total allowed absence time.
3. Excessive absence is defined as total absence time that exceeds eight (8) clock hours of class and/or lab combined. No clinical time can be missed. Because excessive absence impedes the student's ability to successfully meet course outcomes, students with absence time that exceeds the above parameters will be asked to withdraw from the class if prior to class withdraw deadline date. After such date student will earn an F as the final grade. No late withdrawals will be granted.
4. In case of emergency or illness the student needs to notify the instructor by leaving a message at 268-2282 as soon as possible. Student will accrue absence time as established.
5. Each student is responsible for class, lab content and check outs. It is the student's responsibility to make arrangements with instructor to comply with the check-off process during lab time after an excused absence.
6. If absent from class or lab during the last week of the class, a primary care provider's written excuse will be required. If there are extenuating circumstances i.e. death in the family, accident,

etc. absence during the last week of class will be evaluated by the instructor on an individual basis.

7. **WITHDRAW DEADLINE:** for this class **November 12, 2015** the instructor **does not** withdraw students from the class. If you do not do it yourself you will earn an F as a final grade. No late withdrawals will be granted.
8. **Drop date:** (please refer to your class specific times). This is the amount of time you have to drop the class and get 100% refund AND it doesn't show on your transcript:

2 week class - 1 calendar day

5 week class - 4 calendar days

10 week class - 9 calendar days

13 week class - 11 calendar days

9. **Confidentiality:** Students and faculty are required to maintain client, family and peer confidentiality in every setting. The client medical record is the property of the healthcare facility. Copies of the client's medical record shall not be removed from the agency premises without removing all client identifiers. The only items allowed to be printed, identifiers removed, and taken from the facility are: labs, medication list, and EKG strips. If a student is found to be in non-compliance, (i.e., not removing identifiers), no student will be allowed to make copies of client information. Breach of confidentiality could result in the student's dismissal from the program.
Reviewed – G, G; 3/08 – EC.

Prohibited Recording Device Use, Social Networking Participation, and Public Disclosures of Care:

To ensure compliance with both Federal and State patient confidentiality laws, while also maintaining a professional working relationship with our clinical and/or field sites, students are not allowed to utilize photographic, video, audio, or other recording devices (including cell phones) during the course of their instruction or participation in the program unless specifically permitted by instructional staff and affected parties, or as allowed by law. The use of such recording devices is strictly prohibited during all clinical and/or field experiences.

Students are strictly prohibited from including or posting information pertaining to clinical and/or field experiences on social networking websites (such as Facebook, MySpace, or Twitter) or any other type of internet, computer, or technology-based social networking site, electronic bulletin board, blog, wiki, listserv, or equivalent media outlet.

Public scrutiny, criticism, or disclosure of patient care delivered by clinical and/or field site staff/personnel is strictly prohibited, unless such disclosure is required or protected by law. Such disclosures include those made via social networking sites, as well as other traditional means of communication. If a student witnesses care issues at a specific site, such concerns should be directed to their instructor.

A breach of any of these provisions could lead to an immediate dismissal from the program.

Revised 10/19/12 – RC

10. Conduct:

- Please be advised that participation in this course may require physical contact with residents, peers, and/or faculty.
- There is an expectation that students will conduct themselves in a civil and respectful manner during class sessions and in individual interactions with their instructors and peers.
- Cell phones must be turned off or on vibrate during class and calls returned or placed during breaks outside classroom. Cell phones and/or palm pilots may not be taken out after exams or quizzes until all exams and quizzes have been turned in.

11. Cell Phone Use:

1. See also the Health Science Social Media Policy Statement.
2. While in clinical settings, students must adhere to the agency policy for cell phone use.
3. During campus lab only, students may keep their cell phones with them, provided the device is set on vibrate mode.

Revised – 01/14 – RC

12. Pregnancy or other medical conditions: If a student becomes pregnant or has a medical condition which might affect performance while enrolled in the C.N.A program, she/he will be required to:

1. Inform the instructor
 2. Sign a department release form
 3. Provide the instructor with a statement from a physician listing any restrictions or limitations which might affect lab and clinical activities.
 4. The physician statement must be return to the instructor no later than the 12th week of pregnancy.
 5. Provide a post-partum release from the doctor if delivery occurs during the program.
- Reviewed F,S – 04/08-EC

13. Care Performance Standards for Nursing:

For admission to and progression in the Nursing Program, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. The field of nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of “Core Performance Standards” has been developed. These standards are part Care Performance Standards for Nursing For admission to and progression in the Nursing Program, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. The field of nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of “Core Performance Standards” has been developed. These standards are part of each nursing course and some of the standards are more prevalent than others. These standards should be used to assist students in determining whether accommodations or modifications are necessary for the student to meet program requirements.

ISSUE	STANDARD AND CLINICAL
Critical thinking	Critical thinking ability to exercise non-clinical and clinical judgment in a timely manner.
Interpersonal	Interpersonal abilities sufficient to interact professionally and therapeutically with peers, faculty, staff, administrators, patients/clients, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.
Communication	Communication skills sufficient for interaction with peers, faculty, staff, administrators, patients/clients, families and groups in verbal, nonverbal, and written form.
Mobility	Physical abilities sufficient to move from room to room, safely perform treatments/procedures and assist patients/clients; lift and transfer patients/clients; manipulate equipment; walk and/or stand for extended periods of time.
Motor skills	Gross and fine motor skills sufficient to provide safe and effective patient/client care.
Hearing	Auditory ability sufficient to monitor and safely assess health needs.
Visual	Visual ability with or without corrective lenses sufficient for observation and assessment necessary in safe patient/client care.
Tactile	Tactile ability sufficient for physical assessment of patient/client
Professionalism	The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal and written communication in the classroom, laboratory, clinical settings, in the Casper College community, and in related public settings. The ability to demonstrate sufficient understanding of the cumulative effect that behavior, appearance, and communication has on the health science professional image.

Students who identify potential difficulties with meeting the Core Performance Standards must communicate their concerns to the Student Services department as well as the program director. Determination is made on an individual basis as to whether or not the necessary accommodations or modifications can be made reasonably.

Revised 11/11 – DON

14. **Food in Classrooms:** Drinks with secure lids will be allowed in the classrooms.

Revised - 2010 – TNF

15. **Clinical time:** Clinical time is from 0600-1400. You are not to leave the facility at any time during you clinical time.

16. **Attendance:** Attendance is mandatory to the two day clinical practicum to pass the NRST 1500 course. No makeup time will be granted.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director Heather Huber, the Dean Tammy Frankland, and lastly the Interim Vice President for Academic Affairs, Dr. Shawn Powell.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 342, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Calendar or schedule indicating course content: The schedule/calendar of classes will be provided as a handout during first day of class.

Laboratory and Clinical Dress Code

Students will be expected to maintain dress standards required by the H.E. Stuckenhoff Department of Nursing. These include the highest standards of cleanliness, neatness, professional taste, and safety. Students who do not adhere to these standards may be requested to leave the clinical or laboratory area and absence time will accrue. If you have any questions about the dress code, please see an instructor for clarification.

1. Uniforms

- A. Uniforms must be neat, clean and wrinkle-free.
- B. No light or see-through fabric is allowed. No bare midriffs.
- C. Solid NAVY BLUE uniforms, pants, jumpsuits, skirts, or culottes are acceptable. Style and fit should be appropriate to the size of the individual. The dress or skirt should reach to the bottom of the knees or below. The pants hem cannot be touching the floor when standing.
- D. A solid NAVY BLUE uniform over white or flesh-colored underwear is to be worn. No bikini or thong underwear is allowed. Undergarments and/or cleavage should not show when leaning or bending over.
- E. A solid NAVY BLUE colored scrub top may be worn with or without a white lab coat.
- F. Navy blue or white long- or short-sleeved turtleneck or crew neck undershirts without logos or advertisements may be worn under scrub shirts.
- G. Students are required to follow the dress code during campus checkouts.
- H. Community appropriate attire with a lab coat will be worn to experiences at selected community-based agencies when picking up assignments, and when attending professional activities. Business casual attire is appropriate. Business casual includes:
 1. Shirt with a collar, or polo style.
 2. Sweater
 3. Slacks
 4. Chinos or Dockers
 5. Skirts (at or below the knee in length)
 6. Loafers or lace-up shoes (must be closed-toe)

2. Shoes

White shoes with a low or medium heel are required. Laces must be white. The toe must be closed. Rubber soles and heels are preferred. Be sure shoes and shoelaces are clean. Clog type shoes with holes and no heels are prohibited for safety concerns.

3. Hose/Socks

Full length white or neutral beige non-patterned hose are to be worn with uniform dresses. Knee-high hose, white or beige or white socks may be worn with pants. Male students must wear white socks with their uniforms.

4. Personal Hygiene

A neat, clean, fresh-smelling person is extremely important to the professional demeanor of a nurse. No perfume or heavily perfumed aftershave is to be worn, and no lingering odors of any kind are allowed on the skin or the breath. Such odors include, but are not limited to: tobacco products, topical medications, ointments or salves, and foods.

5. Cosmetics

These are to be used in moderation for daytime wear. Fingernails should be short and neatly trimmed. Students may wear pale nail polish only. No artificial nails are permitted.

6. Hair

Hair, including facial hair, must be neatly trimmed, clean, styled for safety, and contained to avoid client contact. *No yarn ties, ribbons, or scarves are allowed. Clips or scrunchies are acceptable. All students' hair must be of a natural color; looking natural even if it is not actually the student's natural color. Extremes in style and color must be avoided. No distracting hair is allowed.

7. Jewelry

- Watch - must be worn with either a digital or sweep second hand.
- Piercings - a maximum of two pairs of post studs may be worn in the earlobes only; no other visible body piercings (including tongues) are allowed.
- Rings - a plain wedding band may be worn. No rings with elevated stones or ornate metal work are acceptable and only one ring may be worn on each hand.
- Bracelets - no bracelets will be worn.
- Necklaces - small, neat chains and pendant necklaces that will not come in contact with the client or become entangled during direct client care may be worn.

8. Tattoos

Tattoos are allowed to be visible provided the tattoo(s) are not excessively large or considered offensive by faculty, co-workers or patients. Faculty reserves the right to determine if a tattoo is too large or offensive and will require the student to cover the tattoo during clinical hours. In the event that clinical site policy defines stricter guidelines, the clinical site policy will prevail.
TNF 9/19/13

9. Identification Badge, Incidentals

The identification badge is to be worn on the uniform. Students must each have a black pen, and a Sharpie marking pen in clinical settings.

10. Smoking

There is to be no smoking during any lab or clinical time. Students may not leave the clinical setting to smoke. Students may not subject others to their secondhand smoke. Students must refrain from smoking prior to clinical and/or clinical activities as the smoke can cling to clothes and be an irritant to clients and others. This includes vapor devices, per college policy.

11. Chewing Gum

If the student feels that breath enhancement is necessary, then breath mints are suggested as chewing gum is prohibited. Reviewed S,G,AP – 05/13 - TNF

NRST 1500 SECTION _____ Term _____ Year _____

By signing and turning in the following document I acknowledge reviewing and understanding the content of the NRST 1500 course syllabus, the laboratory and dress code, and the HS. Guidebook. (Due back to instructor beginning of first lab)

Print Student Name

Student Signature

Date