

Ben Barber Career and Technology Academy Mansfield Independent School District Health Science Practicum in Certified Nurse Assisting

Course Description: This course prepares the student to provide direct care to patients under the supervision of a Registered Nurse or other member of the medical staff. Classroom and clinical Instruction will prepare the student to handle a wide range of tasks related to patient care. Course Objectives: Student Expectations: 1. Provide basic care to residents of long-term care facilities 2. Communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs of residents. 3. Assist residents in attaining and maintaining maximum functional independence. 4. Protect, support and promote the rights of residents. 5. Provide safety and preventive measures in the care of residents. 6. Demonstrate skill in observing, reporting and documentation. 7. Function effectively as a member of the health care team.

Parents please be aware the State of Texas, require certain documents in order for the student to gain certification, that consist of **Social Security Card and picture ID. Social Security Cards cannot be laminated and will require the student signature.** (See page 8-10 of Pearson Vue, Texas Nurse Aide Candidate Handbook) Not having these two items, student will not be able to test and examiners will not accept a student for testing.

Instructor: Pamela Conway MEd, LVN CNA Instructor Room A-213 Email: Parent Communication: pamelaconway@misdmail.org

Students Communication: pamelaconway@misdmail.org or text 817-501-6193 Phone: Campus: 682-314-1600 EXT 1613

Cell: (817) 501-6193 Fax: Office 817-453-6840 Remind Notification for class Google Class Google Drive (share a folder with pamelaconway@misdmail.net Tutorials: by appointment 3:00-4:00 p.m. Monday and Friday Parent Meeting: by appointment 10:00-11:00 a.m. or 2:45-3:15 p.m. Common Planning and Conference times: 10:00-11:00 a.m., 2:45-3:15 p.m. Textbook: Hartman's Nurse Assistant Care and DADS Online Curriculum

Hartman's Nurse Assistant Care Workbook State of Texas Nurse Aide Candidate Handbook Credits: Students will earn one credit. Certification and General Course Requirements:

- The cost for the NNAAP Certification exam (National Nurse Aide Assessment Program) is \$104.50. Currently, the Mansfield Independent School District Department of Career and Technology Education pays the full candidate fee, if the student pass the benchmark with 80% or greater.
- Each Health Science Clinical student is also required to pay a \$25.00 course fee, to offset the cost of group liability insurance, TB testing, Criminal Background checking, and issuing a Clinical ID, and the uniform shoulder patch. This fee is also due at the beginning of the course.
- The fees, \$25.00 are due at the beginning of the semester, for the student to be eligible to participate in the clinical program. The deadline will be the last class attended during the second

week of each semester. These fees must be paid to the Ben Barber Bookkeeper by Jan 23 or 24th, 2020. Student will not be able to enter clinical rotations until the fee is paid. Please pay the bookkeeper.

- Uniform: Each student will need one pair of scrubs: Pewter scrub top and black scrub pants. Black lab jacket (Ms. Conway) only and appropriate shoes. Shoes must be of a solid, non-woven material. Each student will be issued a patch, to be sewn on the left sleeve, 1 inch above the hem.
- Background Check: Each student must complete a Felony Criminal Background Check. This is now done online, at the following link: <http://www.mansfieldisd.org/page.cfm?p=6001>
- Each student will also be submitted to the Texas Nurse Aide Registry (NAR) for Eligibility, and the Employee Misconduct Registry (EMR) for any history of disciplinary actions as a CNA. It is important that the instructor have the Social Security number when making these registry checks.
- **Identification: Each student/candidate is required to have a current, valid Social Security card, (not just a number) which can be provided to the instructor. If your student's card has been lost, the replacement must be obtained as soon as possible. Parents please be aware the State of Texas, require certain documents in order for the student to gain certification, that consist of Social Security Card and picture ID. Not having these two items, student will not be able to test and examiners will not accept a student for testing.**
- Application for the NNAAP will be completed online, during the last 4-6 weeks of the semester. Your student will be issued a Voucher code, along with instructions for registering for the exam. (Please see the attached information regarding registration).
- Immunization: Each student must provide proof of current immunizations. This includes the TDaP, MMR series (2), Hep B series (3), and Varicella series (2), and current influenza immunization. In addition, each student will be required to either submit to a Montoux TB skin test (covered in your course fee), or provide evidence of a Chest X-ray for TB within 30 days of beginning the clinical rotations (at the cost of the Parent/Guardian).
- CPR: Each student should have current BLS CPR certification, and will be required to demonstrate proficiency, and provide a copy of their CPR card, if available.
- Consents and Signatures: Each student will be required to have a parent or legal representative/guardian attend the Parent meeting (TBA). The purpose of this meeting will be to answer all of your questions, and to sign all consents for the course and travel to clinical. These include the Permission for Individual Criminal History, Unpaid Work-Based Learning, Confidentiality and Statement of Responsibility, Insurance Verification/Release, Travel permission form, the Student/Parent Agreement for Clinical Courses, Contract to complete the NNAAP, and Training Plan Agreement.

Parent Information Meeting: It is mandatory that a parent/guardian or designated adult attend this meeting, to sign forms and ensure all required information has been provided.

Class Rules: 1. Be on Time: My father always said, “If you are on time, you’re late!” Be in your seat and ready to begin. We will begin on time! The school has a zero tolerance for tardiness. At the end of class, wait to be dismissed. On clinical days, we depart on time. 2. Be Considerate: Show respect to others. Once class begins, talking should only be to answer a question or participate in class discussion/activity. We may have many visitors during the year, please be polite, respectful, and courteous. 3. Be Supplied: When you come to this class, plan ahead and have everything, you will need. 4. Behave: You have chosen to be here as part of a Professional Career Path. You were chosen from several applicants to be part of this program. I will treat you as professionals. I expect professionalism in return. Sleeping in class and laying your head on your desk is NOT acceptable. Cell phones use during class or clinical time with permission of instructor only. Food and drink may be consumed in class on break time but do not bring in your lunch. You are released from your school per their lunch schedule. The instructor may also specify food and drink in class. 5. Once you are in, you are in! Please attend to thirst, toileting, cosmetic and hygiene needs, and other personal needs prior to entering the classroom. Once you officially enter, be prepared to remain in the classroom. You are free to take a bathroom break 15 min after class starts. (See bathroom pass) No Breaks 15 min before class ends (two passes will be given and may be revoked if violated by not being in the designated pass arear. Examples: (No walking the halls plans to meet with friends or leaving the building.)

General Requirements:

Highly Recommended prerequisite is Principles of Health Science, Medical Terminology and Health Science Theory/Scientific Research and Design (Clinical Rotations).

State Certified Nurse Aide application and exam fee (the program will pay a portion of the first exam fee; the candidate is responsible for the balance. Any subsequent testing is at the expense of the student).

Verification that the candidate is in good standing and eligible with the TX DADS Nurse Aide Registry

Materials Needed:

- Highlighter (any color), Black ink pen and color markers or pencils
- 3 ring binder #2 pencil (2) 10 binder tabs and 6 sheet protectors
- Black Lab Jacket, Pewter scrub jacket/lab coat and black scrub pants
- One pair of white, gray, black appropriate shoes for clinical (leather material (not woven), preferably solid black or white). Crock without holes but must have a fasten back, are accepted at this nursing facility.
- Current Student ID with clip (provided by BBIA)
- **Wristwatch with second hand- This is a Must**
- Packet of 3x5 white index cards

*Optional, but highly recommended: purchase your own sphygmomanometer and stethoscope!
Computer related needs: The student should have their school-issued iPad, internet capable smartphone or other device for class each day. You will need to have the following established and accessible:

Google Drive Google Class Google Presentations, PowerPoint, Remind notification, Socrative, Quizlet, Tiny Cards, or Study Stack. (Instructor will provide other instructions)

Students are required to submit to the following prior to final approval for the course:

1) Criminal Background Check 2) Proof of a valid U.S. Social Security card with student signature. The actual card must be shown to the teacher by the end of the first week of school or you may have to be withdrawn from class.

Good attendance (must meet the minimum 100 hours required for eligibility to sit for examination)

Two forms of identification needed for student to take State Skill and Written Exams.

Current Healthcare Providers CPR certification

Current immunizations (MMR, Varicella, Hep B, Tdap) plus seasonal influenza.

TB screening (within the year you challenge the certification exam)

Student will be required to submit to urine drug screening.

1) Picture Identification with student signature. Must be current, not expired. For example, a school ID or driver's license.

2) Original social security card with student signature.

Grades: The following point system will be used to determine your grade: ♦Written Exams/Skills Exams 40% ♦Daily Grade/Classwork/Homework/ Skills Lab/Clinical Rotations 60% ♦NO Exemptions on Final Exams.

Final Exam will be a practice version of the Certification Exam Clinical grade: the instructor will derive this from evaluation. Certification Examination: Students who complete The State of Texas Nurse Aide Training Competency Examination Program will be eligible for the National Nurse Aide Assessment Program (NNAAP). Completion of state and federal guidelines includes a minimum of 60 clock hours of classroom training and 40 clock hours of hands-on resident care in a nursing facility. The student will be required to demonstrate mastery in the 22+ skills, to the satisfaction of the instructor, before being allowed to perform them independently in the clinical setting, or scheduled to take the state exam. We will begin the application process approximately 8-12 weeks into class.

Late Work: Students may be assessed a penalty of no more than 10 points per A or B day (this is not calendar days) for up to a maximum of three class periods before a zero may be given for work not turned in on time. Late Work will also be according to the MISD School Policy, see the handbook for more information.

Make-up work/Retake Policy:

Class: If you miss classwork due to an excused absence, see me, and you may make up the work. Students will be allowed to demonstrate proficiency of learning objectives by means of a retest of a major test/assessment if the student makes below a 70. The best grade a student can make due to a retest is a 70. All retest must be completed prior to the end of each six-week grading period. A student cannot retake Midterm/final exams. Clinical: There are 42 clinical hours scheduled in the semester. You must successfully complete the minimum 40 required clinical hours for eligibility for Certification testing. To ensure success in the skill portion of the exam, it is advised that you have the maximum skill experience available. It is ultimately the responsibility of the student to ensure they have met all requirements prior to application for examination. Make-up of clinical hours will be an exception, and based on availability of the instructor and the clinical facility.

Bathroom Breaks: There are two (2) bathroom passes near the classroom door. My expectation is the same as it would be of any adult co-worker. Students can receive up to **two passes only**. Unacceptable behavior would be saying you need to go to the bathroom, and wandering around the campus, using that time to text or communicate with others, or trying to visit your friends. This can cause your privilege to be provoked. NO! Passes are given 15 minutes after you enter the classroom and fifteen minutes before the exit bell. Phone calls to and from parents: Emergencies happen. Let me know, at the beginning of class, if you are expecting a call from your parents. When the call comes, take the phone pass near the door and go into the hall, take care of the call, and return promptly. Academic dishonesty: Students are expected to know the course work. If a student must cheat to pass, the student demonstrates that they are not competent enough to provide nursing care for a patient. Therefore, the student will not be able to take the

Texas State Certification Exam. Class work: The class is structured to teach time management. Use your time well.

You are responsible for how you use the time. You are responsible for learning the material. Pay attention, listen, and participate. Your greatest challenge in preparing to transition into post-secondary life will be changing your thinking from learning only for the test to mastery because I will be using this for the near future. This means reading and studying because you need to, not because I said to or because of a grade! This is a maturity thing. Some of you will get there more readily than others, but my expectation is that you are working on it! Standards for work: All assignments should be neatly written in black ink on notebook paper, or typewritten. College ruled notebook paper and spiral notebook paper are acceptable. All assignments must be legible, neat and submitted on the due dates given to you by the Instructor. Most assignments are given 1-2 weeks in advance, plan ahead. Spelling and Grammar will be counted.

Course Schedule: Students will be required to take a Medical Terminology Quiz periodically. First Six Weeks: Units are subject to change, per Instructor Section 1 Introduction to Long Term Care. Unit Tests 1-8. Section two (1/2) Personal Care Skills Unit Tests 1-5. Section 2 (1/2) Personal Care Skills Unit Tests 6-9. Section 3 Basic Nursing Skills Unit Tests 1-5. Section 4 Restorative Services Unit Tests 1-2 Section 5 Mental Health and Social Services Needs Unit Tests 1-4 Section 6 Social Skills Unit Tests 1-2 Second Six Weeks: Clinical Rotations at Mansfield Medical Lodge and Rehabilitation, for a max of 42 hours Third Six Weeks: Review of course material and intensive preparation for NNAAP Exam TBA “Texas State Certification Skills and Written Exam”

Clinical rotations will be held at Mansfield Medical Lodge, 301 Miller Rd, Mansfield, TX 76063, Phone: (817) 276- 4800. If a student is ill, yet attends school on the day of clinical rotation, the student will be given an alternative assignment and allowed to remain on campus, avoiding a grade of a zero for the day. However, while no student should ever attend clinical ill (potentially affecting an already immunocompromised population), that student must complete 100 hours actual training, 40 hours of which must be done in the nursing home. Per the definition set forth in the Omnibus Budget Reconciliation Act and by the Texas Department of Aging and Disability, all training hours are 60 minutes of face-to-face time with the instructor. This does not include substitute teachers, A/C, Saturday school, Detention, BIC, or any time not spent with the instructor.

Online Curriculum is accessible to any student and students are required to study in advance: DADS: <https://hhs.texas.gov/sites/default/files/documents/doing...with.../nurse-aide/cna.pdf>

Assignments are expected to be submitted on or before the due date.

Career Tech Student Organization: The Career Tech Student Organization (CTSO) for Health Science is HOSA (Health Occupations Students of America) or Skills USA. Our student’s organization is called Future Medical Professionals. FMP is a student run organization that offers its members the opportunity to network with other like-minded students, develop leadership skills, take part in community service events and compete against other students in health related

events at the local, state and national level. Multiple aspects of the HOSA & Skills USA organization will be incorporated into the curriculum of classwork. Membership in FMP is strongly encouraged.

Rules for Clinical Rotation:

1. Complete all required work during clinical.
2. Ride the provided school transportation to/from clinical. The only exception is if a parent makes prior arrangement with the instructor to pick the student up early from the clinical site.
3. Be punctual. Buses leave on time, do not be late!
- 4. *Notify my instructor by phone or text if I will be absent or tardy. Contact instructor the evening before, no later than 10:00 p.m., or between 5:30 and 6:30 a.m. the day of clinical.***
5. I understand that my clinical experiences are a part of the educational program and I may not receive any type of compensation. This does not affect my ability to be hired by the facility.
6. I will make it my responsibility to know, understand, and adhere to the guidelines and procedures of the clinical site. I will be courteous, efficient, and accurate in all the tasks to which I am assigned in order to protect the residents, health care team, and myself.
7. I understand that my instructor, with input from the clinical staff, will evaluate me during each clinical rotation. I will be open to the constructive evaluation process so that I may develop positive professional traits and behaviors. Because the evaluation is an unpaid work-based learning grade, any concerns regarding the evaluation process should be discussed with my instructor. The clinical staff members are not to be contacted by students or parents at any time.
8. I understand that I may not go to any unpaid work-based learning training facility except during the specified clinical times without prior approval from my instructor.
9. I agree to the following DRESS CODE:
 - a. I will wear the required scrubs, as specified by the clinical program to ALL clinical facilities. The uniform is to be clean, neat, and appropriately worn during unpaid work-based learning activities.
 - b. I will wear my student ID as my nametag at ALL clinical times, and will promptly replace it if lost or damaged. I understand for liability reasons that I may not participate in clinical learning if I do not have the student nametag worn appropriately displayed on my upper torso. I understand that, not wearing appropriate Identification is a violation of the Resident Rights.
 - c. Appropriate clinical shoes and hose/socks must be worn with the uniform. Shoes must be constructed of a solid (non-woven) material, preferably leather or plastic, and should be of a solid color, preferably black or white.
 - d. I will wear minimal other jewelry, in addition to a clinical wristwatch with a second hand.
 - e. Hair will be of collar length or shorter, or neatly pulled back and secured. I understand that extreme hairstyles are not acceptable.

- f. I will practice good personal hygiene, wear minimal perfumes/cologne, moderate cosmetics.
- g. I will not eat, drink, chew gum, or smoke during the school day, period.

h. I will keep my nails clean, neatly trimmed and manicured. Nail length should be less than 1/4 inch from fingertip. No Artificial Nails, soft nail colors are accepted but discouraged for infection control reason.

10. I agree to the following **CODE OF CONDUCT:**

a. I will comply with any instruction from the clinical supervisor immediately and without question while at the clinical setting. b. I will not visit other units, nor will I leave the unit to which I am assigned unless authorized. c. I will not discuss my private life while in the presence of residents. d. Illnesses and conditions I have observed will not be discussed with or in the presence of residents, family members, or others. e. I will respect and properly care for all equipment and clinical supplies. f. I will not make personal telephone calls, nor answer the telephone in clinical areas unless so instructed by my instructor. This includes the use of cellular phones, and includes texting and any other messaging. g. I will observe strict infection control measures and will follow all facility safety rules. 11. I agree to the following **CODE OF ETHICS:**

a. I will keep all resident information confidential. I will not discuss resident information with others at home, in school, or anywhere outside the facility. I understand that this includes my parents! b. I will respect the rights of my peers and health professionals. I will conduct myself in a professional manner that reflects loyalty to the clinical facility. c. I will perform **ONLY** those procedures for which I have been trained and am legally permitted to do. My instructor will be the final decision. d. I will treat all residents equally regardless of race, religion, social or economic status, sex and nationality. I will provide care for all individuals to the best of my ability. e. I will be honest and trustworthy with equipment, money, and time. I will report all errors immediately to my instructor, and **NEVER** hide or fail to report any mistakes. 12. I will maintain a professional attitude at all times. I realize that my behavior and appearance is a reflection on my school, the Health Science Program, and myself. 13. I understand that if my conduct, performance, and attitude are not satisfactory, my participation in this program can be restricted, limited, or terminated.

The Penalty for Breaking Clinical Rotation rules:

First Infraction- A student receives a verbal warning and the parent/guardian will be notified. The student must verbalize, to the satisfaction of the instructor, an understanding of the infraction and verbally agree to correct the infraction. A written summary will be placed in the student program folder. A student not wearing appropriate clinical attire and/or identification will not be allowed to participate in clinical, resulting in a zero for the day and loss of that day's hours of clinical credit. Students will be required to remain on campus and complete a teacher assigned report that will count as a daily homework grade.

Second Infraction- A student receives a written warning and sent to an Assistant Principal.

Parent will be notified. Student will not be allowed to resume attendance of clinical rotations until a Parent/Student/Teacher conference has been completed and a plan for corrective action has been written to the satisfaction of the instructor. Any missed clinical days will be counted as zero and, depending upon the outcome of the Parent/Student/Teacher conference outcome, the student may or may not be able to make up the clinical hours. Please remember, the facility in which we are doing our clinical rotations also has input into a student being allowed to resume clinical rotations. Our contract gives them the right to suspend clinical privileges for any individual student.

Third Infraction-A student who has a third infraction will be considered questionable regarding safety in caring for patients, will not participate in the clinical portion of the course, and a parent/student/teacher conference will be convened to address the infraction and determine if the student can be allowed to continue in the course. Again, please remember, the facility also has input into a student being allowed to resume clinical rotations. Our contract gives them the right to suspend clinical privileges for any student, without challenge or recourse.

Please note: Excessive tardiness will be counted against your clinical rotation time and state time. One Clinical Make-up day will consist of a Saturday beginning at 6:45 am per facility staff time.

-----KEEP THIS SECTION IN YOUR BINDER-----

Please sign and return page 8 only to the Instructor

Confirmation of Receipt and Understanding of Syllabus and MISD Student Expectations. Please sign this form in all shaded areas and return to instructor.

Student Name _____ Student ID _____

Student Home Address _____ City _____ Zip _____

Student Social Security Number _____ Student Date of Birth _____

Home Campus: MHS / SHS / THS / LHS / LRHS / FHS (Please circle applicable campus)

Current Grade Level for Student _____

I, the undersigned, and lawful parent/legal guardian for the above student, hereby grant permission for my student to be subject to a Review of the Texas Nurse Aide Registry, Employee Misconduct Registry, and agree to provide proof of a valid U.S. Social Security card; a Criminal background review by Mansfield Independent School District and the Clinical Partner facility. I understand that this is necessary to comply with the federal and state directives for participation in this program. I agree to provide complete records of immunization for TDaP, MMR, Hepatitis, Varicella, seasonal influenza. I give permission for my student to receive the PPD testing for TB. My student will participate in the Nurse Aide Training Competency Evaluation Program (NATCEP 3191) provided by the Mansfield Independent School District. My student has my permission to be transported by bus to clinical rotations at the assigned facility. Please make sure all required signatures are complete in the area below. Signature below will also serve as acknowledgement that student and parents has read and understand the course syllabus. I have received and read the student handbook for my home campus and understand that, as a member of MISD Health Science Technology Education, I will be held to these standards and expectations in the clinical setting, as well as in class.

Date _____

Student Signature _____

Student Email: _____

Parent Signature _____

Parent Email: _____

Parent preferred phone number for teacher contact: _____

Date Received _____

Student Information will be placed in student secured file

For Instructor Use Only

PPD TDaP MMR Hep B Varicella UDS Criminal Background Check NAR EMR Current BLS CPR Course Fee Paid (\$25)

Due Date: 1/10/2020 (A Day) or 1/13/2020 (B Day)