

**GREAT PLAINS TECHNOLOGY CENTER  
COURSE OF STUDY**

**Career Cluster:** Health Science (HL)  
**Career Pathway:** Therapeutic Services (HL001)  
**Program:** Nursing Assistant (HL0010049)  
**Program Hours:** Secondary Students: 525 Hours

<b><u>Instructors:</u></b>	<b>Name</b>	<b>Office</b>	<b>E-Mail</b>
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**Academic Credit:** Secondary Students: 3 high school credits per year.

**Prerequisites:** Students must complete Oklahoma State Department of Health immunizations before starting clinical rotations. Proof of immunization required.

**Program Description:**

This program is ideal for the high school student who is interested in nursing. The occupational outcome is a long term care nurse aide certification. The long term care portion of this program consists of 120 hours (91 required) of instruction. During this instruction, the student will complete a minimum of 16 hours of clinicals. This program will also allow the completer the opportunity to gain advanced standing credit in a licensed practical nurse program.

**Program Goals:**

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the health care field according to their personal choice, ability and resourcefulness.

Upon achieving the goals of this program, students will:

- Identify and state the function of major body systems and their components.
- Use medical terminology appropriately.
- Perform the duties of a nurse aide.
- State the rights of patients in a long term care setting.
- Identify and demonstrate principles of confidentiality.
- Demonstrate an understanding of the body system structure using Anatomy in Clay.
- Demonstrate an understanding of disease processes associated with major body systems.

**Career Opportunities:**

- Long Term Care Nurse Aide
- Nursing Assistant

**Program Objectives:**

After successful completion of this program, the student will be able to:

- Develop the proper knowledge, attitudes, and skills to gain and retain employment in the health care industry.
- Identify health care career pathways and prepare to engage in ongoing learning in order to be successful in the profession.
- Develop effective student success skills in order to achieve success in the occupational preparation program.
- Use effective oral, written, and non-verbal communication techniques.
- Know and adhere to the designated scope of practice in all appropriate areas of the health care industry.
- Perform as a professional team member, incorporating leadership skills and professional ethics.
- Abide by policies and procedures of both Great Plains Technology Center and clinical and employment sites.

## DESCRIPTION OF COURSES

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>Total</u>
<b>HL00032</b>	<b>Health Careers Core Curriculum (Technology Center)</b>	<b>165</b>	<b>60</b>	<b>225</b>
	There are ten mini courses within this course: Core Concepts of Effective Communication, Core Medical Mathematics, Core Safety Practices, Core Information Technology Applications, Core Legal and Ethical Principles and Practice, Core Teamwork in Healthcare, Core Health Promotion, Core Healthcare Delivery Systems, Core Employability Skills and Core Technical Skills in Healthcare. These competencies are common for most health careers students as the core to build on for the rest of this program.			
<b>HL00342</b>	<b>Core Medical Terminology</b>	<b>45</b>	<b>0</b>	<b>45</b>
	Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.			
<b>HL00169</b>	<b>Core Healthcare Provider CPR and First Aid</b>	<b>5</b>	<b>10</b>	<b>15</b>
	This course will provide the most current guidelines for CPR developed by the American Heart Association. The student will receive training in Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)/Foreign Body Airway Obstruction (FBAO). The student will have an opportunity to become certified in Healthcare Provider CPR. This course will provide the knowledge for the student to perform Basic First Aid. Students will be provided an opportunity to gain skills towards first aide competency such as victim assessment, splinting, controlling bleeding, poisoning, and burns.			
<b>HL00597</b>	<b>Anatomy</b>	<b>40</b>	<b>20</b>	<b>60</b>
	Anatomy is the study of the structure and shape of the body and their relationships to one another. This course includes both gross anatomy (anatomy of the large body structures), as well as microscopic anatomy (anatomy of body structures too small to be seen with the naked eye).			
<b>HL00598</b>	<b>Physiology</b>	<b>40</b>	<b>20</b>	<b>60</b>
	Human physiology, a branch of general physiology, is concerned with how the human body works. This course will approach the study through an organ-system approach. Organ-systems are collections of cells, tissues, and organs which have dedicated functions in the body.			

**HL00004 Long Term Care Aide**

**40 80 120**

This course meets requirements set by the Oklahoma State Department of Health for Long Term Care Nurse Aide curriculum. Upon completion of this course, the student will be eligible to sit for the state certification exam.

<b>Program Total:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	335	190	525

**Evaluation Policy:**

**Employability Grades (20 points per day; 20% of final grade)**

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor’s discretion. Twenty points will be deducted for non-compliance of uniform policy. Full credit will be given for assignments/tests that have been made up due to excused absences only (see Student Handbook).

**Academic Grades (20% of final grade)**

- Worksheets
- Homework
- Classroom Assignments

**Test Grades (35% of final grade)**

- Test grades will be based on a 100-point scale.
- Test grades include written and/or skills tests.
- A test will be given for each unit of instruction.
- Tests are to be taken as a unit is completed.
- Tests must be completed within allotted time.

**Lab Grades (25% of final grade)**

Lab grades will be evaluated using evaluation forms.

**Final Grade (9 Weeks Period)**

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

**Grading Scale:**

The grading scale as adopted by the Board of Education is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60
- W = Withdrawn

- I = Incomplete
- N = No Grade (Refer to Student Handbook)

**Make-Up Work Policy:**

**All Make-Up Work Is The Responsibility Of The Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

**Attendance Policy:**

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

**Course Requirements and Expectations:**

The general course requirements and expectations include:

- Teaching methods will consist of lecture, lab and clinical experiences.
- The student must demonstrate the ability to apply safety to all aspects of the health field.
- All students must adhere to the policies and procedures in the GPTC Student Handbook.
- HOSA is the student organization for the health care field. This club offers an outstanding opportunity to develop leadership and social skills. Students are highly encouraged to participate. A portion of the dues are paid by the superintendent.
- Students should dress and groom appropriately for the job for which they are being trained.

**Student Behavior Includes:**

- Students must wear shoes that cover the entire foot daily. Inappropriate footwear includes flip-flops of any sort, open-toed or open-heeled sandals, slides, house slippers, or other shoe type that does not cover the entire foot. Mandatory footwear: tennis shoes of any color or fabric on classroom days.
- Students must wear Great Plains Technology Center name badge on all classroom and clinical days. Failure to wear name badge will result in penalties.
- Uniform of program to be worn daily
- Tennis shoes, clean (must have soft soles) in the clinical area
- Watch with second hand (to be worn on clinical days)

***NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.***

**Employment Requirements:**

Oklahoma State law requires nursing facilities to secure an Oklahoma State Board of Investigation criminal arrest report prior to permanently employing a nurse aide.

**Certification Requirements:**

Upon successful completion of nurse aide training, students will be eligible to sit for the Long Term Care certification testing. The certification test is two-part; skills test and written test. Students must pass the skills test before they can take the written test. The cost for the skills test is \$30.00 and the written test is \$40.00. Students must meet minimum hour requirements for theory, lab, and clinical experience before testing for the LTCNA certification.

**310:677-3-11. Successful completion of the competency examination**

“(d) The Department shall include in the nurse aide registry a record of successful completion of the competency examination within thirty (30) days of the date the individual is found to be competent.”

Students are responsible for testing fees. Fee information is available as a hand-out or from certifying organizations.

**Certification Renewal:**

A nurse aide must have provided at least eight (8) hours of nursing related services for monetary compensation in the last 24 months to be eligible for renewal of certification. Nurse aides are required to renew their certification every two years. A renewal form will be mailed approximately 60 days prior to the issue date on the wallet card. It is important for the nurse aide to notify the Nurse Aide Registry of any address or name change. The aide must complete the information and return it to the nurse aide registry or else their name will be removed from the registry. If this occurs, the nurse aide will have to complete a new Nurse Aide Training Program or Competency Evaluation Program to work as a nurse aide.

**Industry Alignments:**

- National Consortium for Health Science Education (NCHSE)
- Oklahoma State Department of Health (OSDH)

**Certification Outcomes:**

**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry

- Long Term Care Nurse Aide (8607)

**Tier 6** – Certifications Administered/Proctored by Instructor

- AHA: Healthcare Provider

**CIP Code and SOC Code Crosswalk:**

- CIP Code – 51.3902
- SOC Code – 31-1014.00

**Criminal Arrest Report:**

According to:

OKLAHOMA STATE LAW  
THE OKLAHOMA STATE DEPARTMENT OF HEALTH  
JOINT COMMISSION ON ACCREDITATION OF HOSPITAL ORGANIZATIONS and  
MEDICARE

ALL health care facilities are required to secure an OKLAHOMA STATE BUREAU OF INVESTIGATION CRIMINAL ARREST REPORT prior to employing a Long Term Care Nurse Aide or Home Health Care Nurse Aide. In order to maintain a commitment to placing students in permanent employment, students 18 and older participating in Great Plains Technology Center LTCNA/HHCNA training must have completed a background check and fingerprints PRIOR TO CLINICAL PARTICIPATION. All convictions after the age of 18 are permanent and may affect the student’s ability to enter post-secondary programs.

Chapter 677. Nurse Aide Training and Certification, Subchapter 3. Nurse Aide Competency Examination Program 310:677-3-7  
[63 O.S. 2011, Section 1-1947]

\* Note - Students are responsible for the cost, transportation, and arrangement of their background checks and fingerprints.

“ (b) An educational based program shall notify trainees that if a criminal arrest check reveals a cause which bars employment in a health care entity, then the trainee shall be withdrawn from the training program. [63 O.S. 1991, Sec 1-1950.1]”

**Clinical Objectives:**

State law and hospital policy mandate that all staff and students must be current on immunizations. Failure to comply with these immunization policies will result in the loss of clinical privileges.

Students will work with the nurse aides as assigned by the head nurse or charge nurse on the floor, assisting them with their assigned duties. The instructor will not make specific patient assignments for the students, but will be available to serve as a resource person. The students will be under the direct supervision of the supervisor on the given floor.

THE STUDENT WILL BE EXPECTED TO DEMONSTRATE AN AWARENESS OF ETHICS WHICH INCLUDE:

1. Reporting necessary information to authorized persons.
2. Refraining from expressing adverse opinions concerning any member of a nursing team or other hospital personnel to unauthorized persons.
3. Refusing to release unauthorized information to relatives or visitors.

**Instructional Materials:**

*Students are not required to purchase textbooks or supplemental materials.*

**Textbooks:**

American Heart Association. Basic Life Support for Health Care Providers. 978-1-61-669-039-7. Dallas: American Heart Association, 2010.

American Heart Association. Heartsaver First Aid. 978-1-61669-018-2. Dallas: American Heart Association, 2011.

Curriculum and Instructional Materials Center. HOSA: Learn, Grow, Become. HO1100. Stillwater: Curriculum and Instructional Materials Center, 2004.

Herlihy, Barbara. The Human Body In Health and Disease. 978-1-4160-6842-6. St. Louis: Elsevier, 2011.

Herlihy, Barbara. The Human Body In Health and Disease: Study Guide. 978-1-4377-0858-5. St. Louis: Elsevier, 2011.

Simmers, Louise, Karen Simmers-Nartker, and Sharon Simmers-Kobelak. 8<sup>th</sup> ed. 978-1-133-69361-1. Clifton Park: Delmar, Cengage Learning, 2014.

Simmers, Louise, Karen Simmers-Nartker, and Sharon Simmers-Kobelak. Workbook to Accompany Simmers DHO Health Science. 8<sup>th</sup> ed. 978-1-13370-320-4. Clifton Park: Delmar, Cengage Learning, 2014.

**Videos:**

*Dean Vaughn Medical Terminology 350*. DCM Instructional Systems, 1988. Video.