

**GREAT PLAINS TECHNOLOGY CENTER  
COURSE OF STUDY**

<b><u>Career Cluster:</u></b>	Health Science (HL)
<b><u>Career Pathway:</u></b>	Therapeutic Services
<b><u>Program:</u></b>	Long Term Care Nurse Aide (HL0010027)
<b><u>Program Hours:</u></b>	Adult Students: 117 Hours
<b><u>Instructor:</u></b>	Name: Carletta Morales Office Number: (580) 250-5596 E-Mail Address: cmorales@greatplains.edu
<b><u>Academic Credit:</u></b>	Adult Students: Transcript
<b><u>Prerequisites:</u></b>	- Transportation to and from clinical - Immunization requirements per clinical facility agreements - Negative drug screen - Healthcare Provider CPR

**Program Description:**

Long-term Care Aides play a vital role in the health care team. They help patients with routine healthcare needs, bedside care, and basic nursing procedures. They are often employed in long-term care facilities and hospitals. Additionally students are provided the opportunity to use the theory in practical clinical experiences. Students must pass the Oklahoma State Department of Health's certification exam for long term care aides to work in most facilities.

**Program Goals:**

The LTCA is committed to providing the highest quality educational and clinical experiences in order to prepare students to take the LTCA Certification test and become certified to work in the state of Oklahoma.

***Upon achieving the goals of this program, students will:***

- Answer call lights to determine the needs of the patient/resident/client
- Make beds and prepare units for admission of new patient/resident/client
- Provide personal care, i.e. baths, showers, oral hygiene, toileting, perineal care, hair and nail care
- Take and record vital signs
- Take and record intake and output
- Provide oral fluids unless contraindicated
- Position and transport patient/resident/client from bed to stretcher or wheelchair
- Use proper body mechanics
- Provide range of motion exercise
- Assist patient/resident/client requiring medical and surgical asepsis
- Observe Universal Precautions and safety control procedures
- Assist client to walk with crutches, walker or cane
- Insert hearing aid for client
- Apply ice bag, cap or collar for client

- Assist client with ostomy bag
- Assist client with oxygen therapy
- Assist client with cough and deep breathing exercises
- Establish good rapport with patients'/residents'/clients' families and staff members
- Appropriately report necessary patient/resident/client information to authorized personnel

**Related Career Opportunities:**

- Adult Day Care Centers
- Hospitals
- Nursing Homes
- Doctor's Offices
- Nursing Assistant
- Assisted Living Centers

**Program Objectives:**

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

- The Nurse Assistant aids patients/residents/clients with activities of daily living, provides basic nursing care to patients/residents/clients.
- The student assists in the maintenance of a safe and clean environment.
- The student will work with health care personnel as assigned by the supervising nurse of the department.
- The student will assist health care personnel with their assigned duties.

**DESCRIPTION OF COURSES**

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Theory</u></b>	<b><u>Lab</u></b>	<b><u>Total</u></b>
<b>HL00318</b>	<b>Introduction to Long Term Care Aide</b> In this course, the student will identify and determine appropriate responses that define the scope and practice of a nurse assistant in Long Term Care.	<b>3</b>	<b>0</b>	<b>3</b>
<b>HL00319</b>	<b>Role of the Nursing Aide in Long Term Care</b> In this course, the student will identify and determine appropriate responses that define the scope and practice of a nurse assistant in Long Term Care.	<b>3</b>	<b>0</b>	<b>3</b>
<b>HL00320</b>	<b>Safety for Long Term Care Nursing Aide</b> This course will provide instruction to enable the student to provide for the safety needs of clients/residents.	<b>3</b>	<b>0</b>	<b>3</b>
<b>HL00321</b>	<b>Basic Human Needs for Residents/Clients</b> This course will provide the knowledge and skills needed to assist the student to promote client/resident independence and demonstrate psychosocial care skills.	<b>3</b>	<b>0</b>	<b>3</b>
<b>HL00322</b>	<b>Communication for the Nursing Aide</b> This course will teach the knowledge and skills necessary for the student to communicate effectively with residents/clients, families and co-workers.	<b>3</b>	<b>0</b>	<b>3</b>

**HL00323 Consumer Rights, Ethical & Legal Issues Affecting the Nursing Aide in Long Term Care** 3 0 3

This course will provide the student with information to assist in the identification of appropriate responses to protect and promote resident/client's rights.

**HL00324 Infection Control for Long Term Care Aide** 6 3 9

This course will provide the knowledge and skill needed for the student to demonstrate infection control measures for specific pathogens.

**HL00325 Resident/Client Mobility, Positioning and Transfer** 6 3 9

This course will provide knowledge to enable the student to transfer, ambulate and position residents/clients safely.

**HL00326 Basic Nursing Skills** 26 15 41

This course will provide opportunities for the student to demonstrate basic nursing skills in the LTC setting.

**HL00328 Care for the Patient with Dementia/Alzheimer's Diseases** 10 6 16

This course is designed to provide the knowledge and skills necessary for the student to exhibit special considerations when caring for clients/residents with Alzheimer's/Dementia.

**HL00329 Death and Dying** 5 0 5

This course will provide the knowledge to enable the student to perform the special care procedures for residents/clients exhibiting symptoms of impending death.

**HL00330 Normal and Abnormal Body Structure and Function** 3 0 3

In this course, the student will distinguish between normal and abnormal body structure and function and recognize age-related changes in body functions/structures.

**HL00327 Supervised Clinical Experience in Long Term Care Aide** 0 16 16

The student will demonstrate skills and knowledge learned in the classroom and laboratory when in a supervised clinical experience.

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<b>Program Total:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
Adult Student:	74	43	117

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**Evaluation Policy:**

**Employability Grades (100 points per week; 10% of final grade)**

The employability skills grade is based on 100 points per week (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.

**Clinical Grades (15% of final grade)**

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

**Test Grades (25% 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.
- Homework
- Written Assignments

**Final Exam Grade (30% of final grade)**

**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

Students must attain an 80% composite average in order to receive a Certificate of Competency. Students failing to attain the minimum average will not be eligible for certification testing.

STUDENTS CAUGHT CHEATING IN CLASS MAY BE SUBJECT TO DISMISSAL FROM PROGRAM.

**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:**

Attendance of 90% of scheduled hours is expected for successful completion. Students may not exceed 10% (2 days/12 hours) of scheduled hours in absences. Students who exceed this amount will not be classified as a program completer and will not be eligible for certification testing.

**Tardy Policy:**

Any student arriving more than 15 minutes late on clinical days will not be allowed to complete that clinical day. Absence and Tardy Policies will be strictly enforced.

**Course Requirements and Expectations:**

The general course requirements and expectations include:

- Demonstrate professional behavior at all times
- Adhere to the policies and procedures as outlined in the Great Plains Technology Center Adult Student Handbook.
- Completion of clinical guidelines
- Students must attain a 80% composite average in order to receive a Certificate of Competency.

- Be aware that exposure to latex gloves may cause the development of allergic reactions.
- Students should dress and groom appropriately for the job for which they are being trained.
- The student must demonstrate the ability to apply safety to all aspects of the health field
- Must demonstrate ability to functionally express self orally and/or in writing.

**Student Behavior Includes:**

- Maintain patient/resident/client confidentiality.
- Report necessary information to authorized personnel.
- Refrain from releasing information regarding the patient/resident/client to relatives, visitors or other unauthorized personnel.
- Refrain from expressing adverse opinions concerning any member of a health care team or other health care personnel.
- Student must wear the appropriate clinical uniform.

**Clinical Procedures:**

Students must pass skill assessments in the classroom and laboratory and be deemed competent to perform services for residents prior to entering clinical experiences. The instructor will not make specific patient/resident/client assignments for the student but will be able to serve as a resource person. The student will be under the direct supervision of the supervisor of the assigned department. NO LTCA student will be permitted to attend a patient/resident/client without proper health care supervision. This requirement is defined by Oklahoma State Law as follows:

**Title 310. OK State Department of Health Chapter 677. Nurse Aide Training and Certification:**

**General Requirements:**

“The training program shall inform a trainee that the trainee shall not perform any resident services until the trainee has completed the required sixteen (16) hours of training identified in 310:677-11-4 and the aid shall not perform services for which they have not trained and been found proficient by the instructor [63 O.S. 1991, Sec 310-677-11-1-d]”

**Successful Completion of the Competency Examination:**

- a) “An individual shall pass both the written or oral examination and the skills examination to complete the competency examination successfully.
- b) An individual shall score at least seventy (70) percent on the written or oral examination.
- c) An individual shall demonstrate at least eighty (80) percent accuracy for the skills 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. [63 O.S. 1991, Sec 310:677-3-11]”

**Failure to Complete the Competency Examination:**

“If an individual does not complete the competency examination successfully, the individual shall be notified by the testing entity of, at least, the following:

- 1) The areas which the individual did not pass.
- 2) That the individual may retake the examination a total of three times without further training. [63 O.S. 1991, Sec 310:677-3-12]”

**Renewal of Certifications:**

“A long term care aide shall renew individual certification once every two (2) years. The individual certified as a long term care aide shall file a Recertification Application for Long Term Care Aide (ODH Form 840). Each recertification application requires:

- 1) Personal identifying and contact information for the applicant;
- 2) Documentation that the applicant has provided at least eight (8) hours of nursing or health related services for compensation during the preceding 24 months. On and after July 1, 2008, the documentation shall consist of one of the following:
  - a. A statement signed by the administrator or the administrator’s representative for the licensed nursing facility, specialized facility, residential care home, home health or home care agency, adult day care center, assisted living center, continuum of care facility, Oklahoma Department of Veterans Affairs nursing facility, or Oklahoma correctional facility where the applicant provided services;
  - b. A statement signed by a physician or nurse under whose supervision the applicant provided services; or
  - c. A check stub, IRS Form W-2 or similar proof of wages paid to the applicant by a licensed nursing facility, specialized facility, residential care home, home health or home care agency, adult day care center, assisted living center, continuum of care facility, Oklahoma Department of Veterans Affairs nursing facility, or Oklahoma correctional facility; and
- 3) An oath of truthfulness and completeness to be signed by the applicant. [63 O.S. 1991, Sec 310:677-5-2(d)]”

**Employment as a Long Term Care Nurse Aide:**

“Before any employer makes an offer to employ or to contract with a nurse aide to provide nursing care, health-related services or supportive assistance to any individual, the employer shall provide for a criminal history background check to be made on the nurse aide pursuant to the provisions of the Long-term Care Security Act. If the employer is a facility, home or institution which is part of a larger complex of buildings, the requirement of a criminal history background check shall apply only to an offer of employment or contract made to a person who will work primarily in the immediate boundaries of the facility, home or institution. [63 O.S. 1-1950.1(5)(B)]”

**Clinical/Class Uniform Requirements:**

- Appropriate uniform
- Duty shoes (Appropriate Shoes)
- Identification name tag
- Watch with second hand
- Stethoscope (optional)
- Sphygmomanometer (optional)
- Students will have one week from the first day of class to purchase uniforms.

**Drug Testing Policy:**

In compliance with clinical site policies, students 18 years of age or older by September 15<sup>th</sup> will be required to submit the results of a drug screen. Great Plains Technology Center will only accept such screen from the Center of Occupational Health, 3201 W. Gore Blvd. Suite G-1, Lawton, Oklahoma, (580) 355-9675.

**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 participating in Great Plains Technology Center LTCNA training must have completed a background check PRIOR TO CLINICAL PARTICIPATION if they are 18 years of age or older by September 15<sup>th</sup>. Chapter 677. Nurse Aide Training and Certification, Subchapter 3. Nurse Aide Competency Examination Program 310:677-3-7

“(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]”

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

**Industry Alignments:**

- Aligns with OBRA Requirements

**Certification Outcomes:**

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

- ODCTE: Long Term Care Nurse Aide (8607)

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

- BLS: CPR/AED – Adult-Pediatric (5308)

**CIP Code and SOC Code Crosswalk:**

- CIP Code – 51.3902
- SOC Code – 31-1131

**OCAS program code:**

- 9301 – Nursing Services (first year)
- 9331 – Nursing Services (second year)

**Instructional Materials and Supplies:** *Students are required to purchase the following list of textbooks and/or supplemental materials. The prices listed are approximate and subject to change.*

**Textbooks:**

Kostelnick, Clare. Mosby’s Textbook for Long Term Care Nursing Assistants. 8<sup>th</sup> ed. 9780323530736. Mosby: St Louis, 2019. (\$67.00)

**Videos:**

DELMAR BASIC CORE SKILLS FOR NURSING ASSISTANTS - DELMAR CENGAGE LEARNING