

## 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>Local Program:</u></b>	Diagnostic Aide & Nurse Assistant (HL0010044)
<b><u>Program Hours:</u></b>	Secondary Students: 1000 Hours
<b><u>Instructor:</u></b>	Name: Tricia Billy Office Number: (580) 335-5525 or 800-460-5525 E-Mail Address: tbilly@greatplains.edu
<b><u>Academic Credit:</u></b>	Secondary Students: 3 high school credits per year
<b><u>Prerequisites:</u></b>	Students must complete Oklahoma State Department of Health immunizations before starting clinical rotations. Proof of immunization required.

### **Program Description:**

This program will prepare a multi-skilled individual who may work in an acute care or clinical office setting in a support role to licensed care givers. The course work includes a core curriculum central to a variety of health professions (HCC Core) as well Anatomy & Physiology, Medical Terminology, and First Aid/CPR . In addition, completers will be trained in skills and competencies essentials for Nurse Aides, EKG Technicians and Phlebotomists.

### **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
- EKG Technician
- Phlebotomist
- Medical 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.

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**DESCRIPTION OF COURSES  
SEQUENCE I**

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>HST</u></b>	<b><u>HSL</u></b>	<b><u>Total</u></b>
<b>HL00032</b>	<b>Health Careers Core Curriculum (Technology Center) (8551)</b>	<b>140</b>	<b>60</b>	<b>200</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 Healthcare Delivery Systems, Core Employability Skills and Core Technical Skills in Healthcare and Core Health Promotion – to include instruction in mental health with an emphasis on the interrelation of physical and mental well-being. 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 (8551)</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 aid competency such as victim assessment, splinting, controlling bleeding, poisoning, and burns.				

**HL00597 Anatomy (5333) 40 20 60**

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).

**HL00598 Physiology (5220) 40 20 60**

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 (9301) 38 53 91**

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.

**HL00001 Home Health Care Nursing Assistant 0 16 16**

This course meets the requirements set by the Oklahoma Department of Health for home health care aides. Upon completion of this course, the student will be eligible to sit for the state certification exam.

**C00000 Capstone I 0 13 13**

This course provides content that the student will use to demonstrate the skills, abilities, and attitudes necessary to pursue a career in health care. The student will create a portfolio of evidence of his/her accomplishments in preparation for a health career.

<b>Sequence I Subtotal Hours:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	328	172	500

**DESCRIPTION OF COURSES  
SEQUENCE II**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>Total</u>
<b>C00000</b>	<b>Clerical Skills &amp; Duties</b>	<b>5</b>	<b>10</b>	<b>15</b>
	Performing laboratory duties requires accuracy, timeliness, and documenting. In this course, the student will be able to function in the laboratory setting with these skills learned.			
<b>C00000</b>	<b>Safety, Legal Issues &amp; Quality Control</b>	<b>5</b>	<b>10</b>	<b>15</b>
	This course will enhance the student's knowledge of safety procedures as they relate to phlebotomy. This course provides the student with the knowledge and skills in maintaining the standard procedures necessary for a laboratory. This course will enhance the student's knowledge of legal and ethical issues to consider in the profession.			
<b>HL00143</b>	<b>Phlebotomy Speciman Collection &amp; Processing</b>	<b>15</b>	<b>30</b>	<b>45</b>
	The phlebotomist must be able to recognize appropriate methods for analyzing specimens. In this course, the student will learn these methods in collecting and processing the specimen to be analyzed.			
<b>HL00362</b>	<b>Phlebotomy Practicum</b>	<b>0</b>	<b>120</b>	<b>120</b>
	This externship is designed to provide students with hands-on experience in a clinical, physician's office or laboratory setting. Students are required to complete the full 120 hours in order to receive credit for the course.			

**C00000 EKG Management** 5 10 15  
 In this course, the student will set up and operate an electrocardiogram machine.

**C00000 Analyze EKG Tracing** 5 10 15  
 In this course, the technician interprets and evaluates electrocardiogram tracings.

**C00000 EKG Practicum** 0 90 90  
 Students participate in clinical practicum for the EKG Technician. Clinicals may occur in a variety of settings that utilize EKG monitors.

**C00000 Capstone for Diagnostic Aide & Nurse Assistant** 70 115 185  
 This course is the capstone course for the students enrolled in the Health Careers Certification II class in the Diagnostic Aide & Nurse Assistant program. It offers students the opportunity to enhance HCC course work and individualize learning goals as they choose intensive theme study areas and complete targeted occupational opportunities with a health professional/organization and/or ICTC program. Students may also finalize their health portfolio, certification requirements and transition strategies for college or other educational/training options. Students may also be involved in community outreach projects related their chosen program and obtain financial literacy.

<b>Sequence II Subtotal Hours:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	105	395	500

<b>Program Total:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	433	567	1000

**Evaluation Policy:**

**Employability Grades (100 points per week; 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. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up due to excused absences only (see Student Handbook).

**Academic Grades (30% of final grade)**

- Worksheets
- Homework
- Classroom Assignments
- Tests
- Quizzes

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

Lab grades will be evaluated using evaluation forms. Performance tests will be administered to determine skill levels related to required lab assignments during the program. Failure to maintain academic and skills laboratory competency during the first semester of classroom and skills lab,

will result in an inability to complete the program. A grade of 70% is the minimum grade acceptable for program continuation.

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

Clinical grades will be evaluated using evaluation forms. Performance tests will be administered to determine skill levels related to required clinical assignments during the program. Failure to maintain academic and skills laboratory competency during the first semester of classroom and skills lab, will result in an inability to complete the program. A grade of 70% is the minimum grade acceptable for program continuation.

**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. Dues are paid by the superintendent.
- Upon satisfactory completion of this program, students will receive a Competency Profile. A rating will be given in each subject area. Students will also receive a transcript.
- 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 on clinical or assigned days.
- White or Black Leather Duty Shoes (Must Have Soft Soles). No Canvas or fabric 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 or the Long Term Care/Home Health 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: Basic Healthcare Provider

**CIP Code and SOC Code Crosswalk:**

- CIP Code – 51.0801
- SOC Code – 31-9092.00

**OCAS program codes:**

- 9326 – Medical Services (first year)
- 9388 – Medical Services (second year)

**Drug Testing Policy:**

In compliance with clinical site policies, students 18 years of age or older by August 1st 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, 602 SE Wallock, Lawton, Oklahoma, (580) 355-9675.

Approximate cost:

Initial Screen:	\$25.00
Confirmation (if positive)	\$25.00

**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 participating in Great Plains Technology Center LTCNA/HHCNA training must have completed a background check 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

“ (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.

Hospital rotations will routinely include all Medical/Surgery units and the Rehabilitation Unit. Speciality Areas will only be assigned as hospital census allows.

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 and Supplies:**

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

**Textbooks:**

Ehrlich, Ann. Medical Terminology for Health Professions. 6<sup>th</sup> ed. 9781418072520. Clifton Park: Delmar Cengage Learning, 2009.

Herilihy, Barbara. The Human Body in Health and Illness. 0721695078. Saunders: Elsevier, 2006.

Simmers, Louise. Diversified Health Occupations. 7<sup>th</sup> ed. 978-1-4180-3021-6. Albany: Cengage Learning, 2009.

**Supplemental Textbooks:**

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

Medic CPR/First Aid and AED. 0-940430-13-4. Medic First Aid International, Inc., 2011.

Molle, Elizabeth, et al. Comprehensive Medical Assisting. 0-7817-3771-0. Broadway: Lippincott Williams & Wilkins, 2005.

Hedman, Fuzy, and Howard. Hartman's Nursing Assistant Care: Long-Term Care, 5<sup>th</sup> edition. 978-1604251401. Hartman Publishing, 2022.

Sorrentino, Sheila, and Leighann Remmert. Mosby's Textbook for Medication Assistants. 978-0-323-04687-9. St. Louis: Mosby Publishing, 2009.

Zuker, Elana. Being a HomeMaker/Home Health Aide. 013170107X. Upper Saddle River: Prentice Hall Publications, 2000.