WICHITA AREA TECHNICAL COLLEGE

Syllabus

Instructor Information

Instructor Name: Rosemary Erwin

Classroom site: 324 N. Emporia, Wichita, KS 67202

Office Location: 324 N. Emporia, Wichita, KS 67202

Office Days/Hours: Varies. See course Outline
Instructor is available at least 10 minutes before and after class

Course Data

Course Number: GRA101

Course Name: Certified Nurse Aide

Credit Hours: 5

Lecture: ☒

Lab: ☒

Office Phone: 677-1366

Fax Number: 677-1324

Email Address: Work: tlott@watc.edu

Other:

Instructor Information

Course Description

Prepares students to be caregivers in nursing homes, hospitals, clinics and other healthcare business where CNA's are hired while working under the supervision of licensed nurses. Includes classroom instruction, Laboratory and clinical experience. Program meets Kansas State Department of Health and Environment guidelines. Graduates may take the state examination to become a certified nurse aide (CNA). There is mandatory clinical experience at a LTC facility. Between 5 and 8 days are spent at a facility. A fee may be charged if a student misses a mandatory clinical day. Hours vary with classroom and clinical days. Note: some clinical days start 7am.

Instructional Materials and Supplies

Mosby's Essentials for Nursing Assistants, 3rd edition
Workbook for Mosby's Essentials for Nursing Assistants, 3rd edition

Course outcomes — upon completion of this course, students will be able to:

1. Demonstrate the ability to provide basic health care for the chronically ill and aging.
2. Approach the resident as a person with psychological as well as physical needs.
3. Identify basic human needs.
4. Demonstrate the knowledge learned in meeting the physical, psychological, and environmental needs of the resident.
5. Identify the special needs associated with the aging process.
6. Identify the members of the health care team and interpret the position of the nurse aide in relation to the other members.
7. Report, list measures of prevention, and demonstrate an ability to help with emergencies.
8. Demonstrate an understanding that the chronically ill must be treated with dignity and self worth.
9. Demonstrate behaviors related to job satisfaction, personal dignity, and self worth.
10. Demonstrate competency in applying the principles of Standard Precautions and Blood-Borne Pathogens.

Course Competencies

1. Describes care of resident's valuables
2. Describes resident admission/transfer/discharge process
3. Assists resident in ambulation with/without assistive devices
4. Directs/performs active/passive range of motion

Notice: This syllabus is subject to change in the event of extenuating circumstances and/or at instructor discretion. If you are absent from class, it is your responsibility to check on announcements made during your absence.

5. Positions resident according to physical needs or preferences
6. Transfers resident using assistive devices
7. Transports resident by wheelchair
8. Uses turn sheet
9. Identifies appropriate care of dying resident
10. Identifies appropriate care of body after death
11. Demonstrates appropriate communication skills for working with residents having Alzheimer's/Dementia
12. Explains pending procedures
13. Follows institutional policies
14. Positions/answers resident's call light appropriately
15. Practices confidentiality
16. Reports appropriate information to supervisor and staff
17. Demonstrates skills for bowel and bladder care
18. Identifies and performs proper catheter care
19. Identifies steps in routine urine and stool specimen collection
20. Identifies supportive role for enema administration
21. Identifies supportive role for removal of fecal impaction
22. Identifies symptoms of fecal impaction
23. Measures and records fluid intake/output
24. Identifies emergency first aid guidelines
25. Performs Heimlich Manuever
26. Demonstrates universal blood/body secretion precautions
27. Identifies isolation gowning/glovesing/double bagging procedures
28. Cleans whirlpool/shower
29. Identifies appropriate wheelchair cleaning
30. Keeps resident's room orderly
31. Performs appropriate bed making
32. Demonstrates proper care of equipment used for vital signs
33. Measures and records height/weight accurately
34. Measures and records vital signs accuately
35. Identifies observations to make while caring for resident
36. Performs flow sheet charting
37. Uses common medical abbreviations
38. Demonstrates placement and removal of perineal pad
39. Gives or assists resident in bathing
40. Identifies and performs decubitus prevention care
41. Identifies proper care of hearing aide
42. Performs back rub
43. Performs perineal care/toileting
44. Performs/assists with resident grooming
45. Prepares resident for meal
46. Provides appropriate nutrition and hydration
47. Applies anti-embolism elastic stocking
48. Identifies and applies safety devices
49. Identifies factors for changing colostomy bag
50. Identifies factors in heat/cold therapy
51. Demonstrates speaking skills
52. Demonstrates time management
53. Demonstrates work ethics
54. Manages resouces
55. Participates as a team member
56. Practices good listening skills
57. Uses decision-making/problem-solving skills
58. Utilizes learning strategies

Notice: This syllabus is subject to change in the event of extenuating circumstances and/or at instructor discretion. If you are absent from class, it is your responsibility to check on announcements made during your absence.

Instructional Approach

1. Lecture
2. Computer Aided Instruction/ PowerPoint
3. Videos
4. Group discussions
5. Demonstrations
6. Practice in Skills laboratory
7. Application of skills in the clinical setting

Course Requirements

PARKING: Please refer to the handout and park only in the area designated for WATC students.

ATTENDANCE:

1. Attendance at all classes and assigned clinicals is expected.
2. There are no "Excused Absences"
3. There are "Mandatory Days" noted on the Course Outline Calendar.
   Students are required to be present on the following Mandatory Days:
   All skills labs- (2)
   All of the clinical days- (5 to 8 at nursing facility)

The program is designed to allow for no more than 12 hours of absence. If a student misses 7 hours or more, a statement of action will be issued. Once a student exceeds the total of 12 hours absence, the student may be dropped from the roster. Tardiness rules also apply and are added to the total absence.

If students miss a mandatory lab day, their first mandatory clinical rotation, or have more than 12 hours absence, they are subject to dismissal from the program.

4. Students who do not complete the course are required to retake the entire course, not just the part they missed.
5. Tardy is 1 to 10 minutes late. Three tardies equal one hour absence. Arrival after 10 minutes is equal to 1 hour absence.
6. If you are caught sleeping you will be counted absent and sent home.
7. Be on time to class and return from breaks and lunch on time.
   - State regulations require CNA students to complete a course of 90 clock hours. Time is deducted in increments of one hour. WATC's course is 102 clock hours. There is no provision to make up missed time. It is mandatory that you attend a minimum of 90 hours or you will not be eligible to take the state certification exam.
8. If you must be absent, notify the WATC, CNA department and leave a message for your instructor.
   - It is your responsibility to get class content (notes,etc.) from a classmate.
   -You will need to arrange with the instructor to see videos and obtain handouts you missed. The instructor will not be able to individually instruct you on all information you missed when absent.
9. If you miss a mandatory clinical day, contact instructor at the facility. You will have to pay a fee to pay for an instructor to help you make up the missed day(s).
10. During the clinical experience, there is a 10-15 minutes break and a 30-minute lunch break. Evening classes only take a 10-15 minute break during clinical experience. Student may not leave facility.

EXPECTATIONS:

1. Food is not allowed in the classroom. Only capped beverages are allowed.
2. Be respectful of Instructor, all classmates, and their opinions, comments, skills, etc.
   - There is information presented in this course that can generate strong opinions or be controversial. This information will not be debated as to "right" or "wrong", but will be presented and instruction provided related to health care issues.
3. Be attentive and do not whisper, laugh, giggle, or cause other disturbances for your classmates and instructor during class, clinical or testing time.
   - Information of an intimate nature is presented in this course. It is necessary as a professional in the health care field to repress giggles, etc. It can appear to the resident with whom you will be working that your are laughing or making fun of them and it is disrespectful and can be a cause for discomfort for them.
4. If a student behaves in a manner that is distracting or not conducive to learning for that student, or for other students in the class, the instructor will ask the student to either refrain from the behavior or leave the classroom. Unprofessional conduct includes:

Notice: This syllabus is subject to change in the event of extenuating circumstances and/or at instructor discretion. If you are absent from class, it is your responsibility to check on announcements made during your absence.

- Cheating, lying, falsification of admission records
- Use of profanity
- Alcohol or substance abuse at any time, in any degree, and will be grounds for immediate dismissal
- Leaving the classroom or clinical site without properly advising appropriate personnel
- Failure to abide by the program's dress code.

5. Do not discuss a resident by actual name or present information that would be demeaning or detrimental to a resident, their family members, a facility, or an agency. Keep all resident information discussed in class for instructional purposes confidential.

6. No pagers, cell phones in either the classroom or clinical setting are allowed. Most facilities do not allow their staff to carry cell phones. This could mean immediate dismissal.

If weather conditions prevent class from being held, watch the local television stations to find out if WATC is closed. The class will need to be made up and the make up date will be announced at our next scheduled class session.

ATTIRE:

Classroom Attire: Mandatory-
Students are expected to dress in an appropriate professional manner. Inappropriately attired students may be dismissed from class/clinical. (Rules regarding absences will still apply). Classroom attire will not include bare abdomens, backs, midriff, low cut neckline and sleeve opening, or the upper one/half of the thigh. No see through attire.

Clinical Attire:
Scrubs with pockets should be hunter/forest green in color, clean and in good repair. White shoes will be worn, and must be clean and in good repair. White socks or hosiery is required.
Gait belt and student ID tag are a required part of the uniform. (The gait belt must be returned to instructor before final exam.
Note: Mandatory, ALL STUDENTS AT LARKSFIELD PLACE, MUST WEAR UNIFORMS FROM DAY FIVE OF CLASS AND FOR THE REMAINDER OF THE COURSE.
Hair is to be clean and off the collar. No ballcaps, bandannas, headgear, or hair ornaments are allowed.

Jewelry is limited to one wedding and one engagement ring only. Small post earrings, only, are permitted. Nose, eyebrow, tongue, and lip rings are not allowed. No necklaces or bracelets.

Fingernails will not extend beyond the fingertip, and must be clean. Nail polish and any attached fingernails are not allowed.

An accurate watch that can be used to measure seconds is required. Students are expected to have a black ink pen and a small memo pad for notes during clinical experiences.

Tattoos should be covered.

PROGRAM EXPECTATIONS RELATED TO PHYSICAL PERFORMANCE

Nursing home facilities routinely require their nurse aides to be able to lift 50 lbs. unassisted and 100 lbs with assistance.

Critical skills involving lifting that students are expected to perform both in the skills lab and in the clinical setting during the Geriatric Aide Program include:

Transfer of a resident (patient) who can provide some assistance:

Commonly performed using a gait belt and requires the ability to lift 50 lbs.

Transfer of a resident (patient) who can provide no assistance:

Commonly done by two persons working together and requires the ability to lift 100 lbs with assistance.

Repositioning the patient in the bed:

Commonly done by two persons using a turn sheet to accomplish the repositioning.

During the clinical experience students will be on their feet the majority of the time. There is a 10-15 minute break and a 30-minute lunch break during clinical. There is only a 10-15 minute break for all 4 hour clinical times.

The needs of students who are unable to meet these expectations will be reviewed on an individual basis. Where possible, reasonable accommodations will be provided to assist the student in completing the program.

LIBRARY USAGE:

Presentation Project:
Each student will complete a speaking presentation to be given to the class. The instructor has compiled a list of possible topics. Students may also have other topics approved by the instructor in advance for the project.

GRADING:

The student must maintain a minimum of a 70% average in the class and perform satisfactorily in the clinical area in order to complete the program.

Unsatisfactory performance in the clinical area may prohibit the student from completing the class.

Each student who is performing poorly will be expected to remediate. Poorly performing students receive a Statement of Action and develop a Plan of Assistance with the instructor.

The student is expected to comply with the terms of these documents.

The weighting of each assignment and exam has been calculated to total 100%. Modifications of the grading plan may be made by the instructor should "pop quizzes" become necessary.

Grading Percentages: (may vary with instruction)

Must attend 90 hours of class, all skills lab days and clinical days

Major Exam #1 and #2	15 % each
Abbreviations and Terms Exam	15 %
Open Book	15 %
Presentation Project	15 %
Project form in appendix	
Final Exam	25%
Workbook (maybe extra credit)	0%

ASSISGNMENTS:

Prescheduled assignments are listed on the Course Outline Calendar.
The instructor may add assignments to the calendar as needed to evaluate student progress. Each student is expected to have read the text and complete assignments prior to the topic being taught.
Pop quizzes may be added to the class and figured into the grading system as desired by the instructor.
All assignments are due on the assigned day.
Skill checklists are utilized to evaluate student accomplishment of nursing skills.

ACADEMIC HONESTY

The following is the policy and procedure for students in the Geriatric Aide course who have

falsified records to meet course requirements or have cheated on course tests:

- The student will be notified of the incident and be given an opportunity to meet with the Instructor. If deemed necessary a meeting with the Dean of Health Sciences will occur.
- The student's enrollment will be terminated.

Course Prerequisites

Policies

Academic Honesty

Students who compromise the academic integrity of the classroom, laboratory, internship or clinical areas are subject to disciplinary action, which may result in suspension and/or expulsion from WATC. Violations of academic honesty include, but are not limited to, cheating, plagiarism, falsification, forgery or alteration of records.

Attendance

Students are expected to attend all scheduled classes and to be punctual. WATC attendance expectations reflect the same expectations required by business and industry. Prospective employers often request school attendance records. Agencies that sponsor students, such as Career Development, Veterans Administration and Social Rehabilitation Services, also request student attendance and progress data.

Important Dates

Last day to withdraw with a "W."

Officially withdrawing from a course before the midpoint of the course results in a "W" on grade reports and transcripts, which is not used in calculating GPAs. Withdrawing from a course after the midpoint of the course results in a letter grade of "F" on grade reports and transcripts, which is used in calculating GPAs.

Last day to submit materials to make up incomplete ("I") grades from this semester.

Students who are unable to complete courses should contact their instructor regarding the incomplete grade. At the instructor's discretion, students may be granted an extension of time to complete assigned work if they are in good standing (have been making a passing grade), and they enter into a contract with the instructor indicating what work must be completed and the timeframe for completion. If granted, students receive an incomplete letter grade for the course, which is recorded as an I on the grade report and transcript.

All work for incomplete courses must be satisfactorily completed within four calendar weeks. The instructor then completes the appropriate documentation and submits it to the program administrator for final validation. The program administrator then submits the validated documentation to the Registrar. The I automatically becomes an F or U at the end of the four-week period if the change is not requested.

Instructor comments

NOTE: Beginning July 1, 1998, persons who have been found guilty of a felony related to crimes against a person may be denied employment in adult care homes and home health agencies. (KSA 39-970 and KSA 65-5117).

Grading

WATC issues letter grades to communicate the student's level of achievement or competency. It is important to note the credit points and the meaning of each letter grade.

Letter Grade	Quality Points Per Credit Hours	Grade Description
A	4	Super achievement (credit awarded)
B	3	Above average achievement (credit awarded)
C	2	Average achievement (credit awarded)

Notice: This syllabus is subject to change in the event of extenuating circumstances and/or at instructor discretion. If you are absent from class, it is your responsibility to check on announcements made during your absence.

D	1	Below average achievement (credit awarded, but does **not** satisfy graduation requirements in occupational specific/core courses)
F	0	Failing work (no credit awarded)
S	Cr	Satisfactory achievement or credit by examination (credit awarded)
U	N/C	Unsatisfactory achievement (no credit awarded)
W	N/C	Withdrawn
I	N/C	Incomplete
N	N/C	Grade not submitted
X	N/C	Audit (no credit awarded)

Instructor Grading Scale

90-100 % = A
80-89 % = B
70-79 % = C
below 70% is F %= D
% = F

Standards for Written Work

Make-Up Policy

If a student misses a clinical day within the first rotation scheduled, he/she may be withdrawn from the course and/or have to pay an additional fee to make up the clinical.

If a student misses clinical within the second rotation, it may be made up within the four calendar weeks allowed after the last day of class, provided there is an instructor to monitor, and the student is in good standing. There will be a $25 fee to make up in another group within the class. Any clinical made up beyond scheduled course dates by the current instructor, must be compensated for by the student/students requiring it. An extra $80.00 to $120.00 fee will be required..

Late Papers

Any written assignments are due the first class period the student returns to class following an absence.

Make-Up Exams

Exams are scheduled on the Program Outline. If an exam is missed it is the student's responsibility to see the instructor on the first day back to class in order to schedule a make-up test time. Make-up of missed exams is at the convenience of the instructor. a student misses a test or quiz, it is their responsibility to make it up before the next class session or in the time frame the instructor gives. The make up exam has to be taken over at the Schweiter Campus. The instructor will need to fill out a form and the student needs to take that form with them to the testing site. There are some tests or quizzes that are not allowed to be made up. These are at the discretion of the instructor. Pop quizzes are not allowed to be made up.

Evaluation System

A final examination is required for this course. The date of the exam is indicated on the class schedule that is distributed with the course syllabus. Students are to take the final examination at the scheduled time. Permission to take the final at another time will be granted only for compelling reasons, not including convenience of the student. Such permission, if granted, must be secured PRIOR to the time of the final exam. Failure to appear for a final exam may result in loss of credit for the course.

Code of Conduct

WATC strives to make its campuses as representative as possible of business and industry. Thus, all individuals are asked to conduct themselves in a businesslike manner, to avoid disruptive or threatening behavior and to dress appropriately. All individuals are held responsible for their personal actions. These expectations are explained in policies P1464 and P1462.

Course Outline

Due to the variety of scheduling options for Certified Nurse Aide, the course outline will be handed out during the first class session Wichita Area Technical College.

Notice: This syllabus is subject to change in the event of extenuating circumstances and/or at instructor discretion. If you are absent from class, it is your responsibility to check on announcements made during your absence.

I have read and agree to abide by the CNA syllabus and refer back to it if I have any questions during the duration of this course.

_____ _____

Signature Date

I

_____

Printed Name

Health SciencesOffice
Revised 6/07.

ADA Statement

Wichita Area Technical College does not discriminate with regard to race, color, national origin, sex, handicap/disability, religion or age. Persons having inquiries may contact Jim Means, Vice President, Operations, 301 S. Grove, Wichita, KS 67211-2099, 316.677.9505.

Notice: This syllabus is subject to change in the event of extenuating circumstances and/or at instructor discretion. If you are absent from class, it is your responsibility to check on announcements made during your absence.