

Nurse Aide-Home Health Aide Program Syllabus

Instructor: Annette Shelton, RN, BSN

Phone: (434) 821-6213 **Fax:** (434) 821-2808

Email: ashelton@campbell.k12.va.us

Program Information

Semester 1-Home Health Aide (HHA)-1 HS Credit

Semester 2-Nurse Aide -1 HS Credit

<https://www.cteresource.org/parents-students/>

Prerequisites: Semester 1 must be completed with a C or better to continue to Semester 2.
Please see the grading policy section in the syllabus for more information

- Criminal background check/drug screening if required by clinical sites
- TB screening, annual flu vaccine, and immunizations per clinical sites

Program Description

This combined Nurse Aide and Home Health Aide course prepares students to provide safe, compassionate, and competent care to clients in long-term care facilities, hospitals, assisted living facilities, and home care settings. Students will learn basic nursing skills, restorative care, infection prevention, communication, patient safety, and home health principles necessary for entry-level employment.

Upon successful completion, students may qualify to:

- Sit for the Virginia Nurse Aide Competency Examination (NNAAP)
- Seek employment as a Certified Nurse Aide (CNA)
- Work as a Home Health Aide/Home Attendant in Virginia

Program Objectives

Upon completion of the course, students will be able to:

1. Demonstrate safe and effective nursing assistant skills.
2. Provide personal care while maintaining client dignity and rights.
3. Measure and record vital signs accurately.
4. Apply infection prevention and standard precautions.
5. Recognize and report changes in patient condition.
6. Demonstrate safe transfer, positioning, and ambulation techniques.
7. Assist clients with restorative and rehabilitative care.

8. Provide culturally sensitive and compassionate care.
 9. Demonstrate professional communication skills.
 10. Provide care safely within the home environment.
 11. Follow legal and ethical standards established by Virginia regulations.
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Textbooks & Material:

- *Hartman's Nursing Assistant-A Foundation in Caregiving* 6th Edition & Workbook
 - *Hartman's Providing Home Care-A Textbook for Home Health Aides* 7th Edition
 - *Hartman's The Home Health Aide Handbook* 6th Edition
 - CPR/First Aid materials
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 - REQUIRED: MUST BE PROVIDED BY STUDENT
 - Watch with a second's hand
 - Pens/highlighters/large 3-ring binder
 - Closed-toe /closed-heel, non-skid shoes for clinical (no crocs)
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Methods of Instruction

- Lecture
 - Demonstration
 - Skills laboratory practice
 - Group activities
 - Audio/visual instruction
 - Clinical experiences
 - Simulation scenarios
 - Role-playing
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Program Outline

Unit 1 – The Nurse Aide in Long-Term Care/Home Care and the Healthcare System

- Health care systems /various payment methods
- Roles of the CNA and HHA/common tasks
- Professional behavior

- Delegation/Chain of command
- Guidance Document 90-55 (Barrier Crimes)

Unit 2 – Communication & Interpersonal Skills/Diversity

- Verbal/nonverbal communication/listening
- Barriers to communication /four senses
- Documentation, reporting, and phone etiquette
- Hearing, visual, cognitive impairments
- Conflict management strategies/privacy & confidentiality

Unit 3 – Infection Control

- Chain of Infection/Pathogens
- Hand hygiene /Standard Precautions
- PPE usage
- Signs of Infection/Reporting
- Isolation Precautions
- Infectious waste protocols

Unit 4 – Safety Measures

- OSHA Bloodborne Pathogen Standard
- Common Accidents/prevention/reporting
- Safety Data Sheets/Fire-Disaster Training
- Obstructed Airway/Oxygen usage/Medication guidelines (HHA)
- Restraints/Body Mechanics/

Unit 5- Emergency Measures

- Medical Emergencies and appropriate responses
- CPR including use of AED
- First Aid Procedures/Code Team
- Emergency evacuation procedures

Unit 6-Resident Rights & Legal Concepts

- Resident rights /OBRA/HIPPA
- Abuse, neglect, and exploitation
- Mandatory reporting /Ombudsman
- Patient privacy and confidentiality
- Diversity/Human Needs & Development

Unit 7– Basic Nursing Skills

- Vital signs /pain recognition
- Height and weight
- Intake and output
- Observation and reporting changes for each body system
- Bedmaking/ resident's environment

Unit 8– Personal Care Skills

- Part 1
- Hygiene, bathing, and grooming
- Oral care /dentures
- Toileting and incontinence care/specimen collection
- Dressing /Urinary System
- Part 2
- Nutrition /hydration/ special diets
- Feeding techniques /thickened liquids
- Meal assistance /serving trays
- GI System/enemas/stool-specimen collection/colostomy care
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- Part 3
- Integumentary System
- Disorders of the skin
- Pressure injuries/prevention
- Musculoskeletal System/positioning, transfers, ambulation
- Mobility

Unit 9 – Individual Client's Needs, Including Mental Health & Social Service Needs

- Physical/psychosocial needs/anxiety & emotional support
- Behavioral management and mental health awareness
- Substance abuse/opiate misuse disorder

Unit 10 Special Needs Clients

- Nervous System/common disorders
- Dementia and Alzheimer's care /cognitive impairments
- Eyes & Ears common impairments
- Endocrine System/common disorders
- New Mother's Infants and Children (HHA)

Unit 11-Basic Restorative Services

- Rehabilitation & Restorative Care
- Assistive Devices
- ROM & Exercise
- Positioning Devices/Prosthetics/Orthotics
- Bladder & Bowel training

Unit 12- Respiratory & Cardiovascular Systems, HIV/AIDS, Cancer, and Care of the Resident When Death is Imminent

- Respiratory System/Oxygen Therapy
- Circulatory System/Congestive Heart Failure
- HIV/AIDS, Cancer, Hospice
- Stages of grief/postmortem care

Unit 13- Admissions, Transfer, and Discharge

- Resident's Room/Orientation
- Care of Personal Belongings/observations/vital signs
- Transfer process/terminal cleaning
- Discharge of Patient

Unit 14-Legal & Regulatory Aspects of Practice for the Certified Nurse Aide

- Professional behavior/conflict management
- Code of Ethics / Va Board of Nursing/disciplinary proceedings
- Abuse/neglect/misappropriation of property
- Mandated reporter

Home Health Aide Concepts

- Home safety assessment/clean, safe and healthy environments
- Infection control in the home
- Homemaking skills
- Meal planning, shopping, preparation and storage
- Medication safety
- Family dynamics
- Managing time, energy, and money

Clinical Requirements

Students must:

- Wear full clinical uniform, including identification badge and shoes(no crocs)
- Maintain professional conduct
- Complete all assigned clinical hours
- Demonstrate competency in required skills
- Follow facility policies and instructor guidance

Students may not perform clinical care until completion of required classroom instruction in core safety topics. Clinical dates will be posted in advance and provided to students early. Students are expected to be present on assigned clinical dates. Make-up dates may not be available. Students who do not complete the minimum 40 clinical hours will not receive a course completion certificate and will be ineligible to sit for state boards.

Grading Policy

Grading Scale

- A = 90–100 Outstanding
- B = 80–89 Above Average
- C = 70–79 Average
- D = 65–69 Below Average
- F = Below 65 Failing/no credit

Students must successfully complete all objectives of the Nurse Aide/Home Health Aide program. Any student who receives a grade below the satisfactory requirements for any 9-week grading period (grade D or F) does not meet the high standard for this course and will not be eligible to receive the completion certificate or sit for the licensing exam. This is regardless of their semester grade because all objectives must be met for every grading period. Students must pass first semester with a C or better in order to continue second semester. Students who receive a passing grade per CCPS policy may receive credit for the course.

Attendance Policy

Due to Virginia Board of Nursing requirements, attendance is mandatory. Students must complete all required classroom, laboratory, and clinical hours. Excessive absences may result in dismissal from the program.

Skills Competency

Students must demonstrate competency in all skills taught. A skills record will be kept which indicates when the skill was taught in class, when the student displayed competency in the skills lab, and when the student displayed competency in the clinical setting. Each student will receive a completed copy of this record at the end of the course.

Certification Eligibility

Students who successfully complete the course may be eligible to apply for the Virginia Nurse Aide Competency Examination. Students who successfully pass the state board exam will then be placed on the Virginia Nurse Aide Registry.

Completion of a Virginia Board of Nursing-approved nurse aide program also meets qualifications for many home attendant and home health aide positions in Virginia.

Student Conduct Expectations

Students are expected to:

- Maintain professionalism
 - Respect confidentiality
 - Demonstrate integrity and accountability
 - Treat all patients, families, and staff respectfully
 - Follow dress code and safety guidelines
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Health Occupations Students of America

Nurse Aide/Home Health Aide is a health occupation course affiliated with HOSA. Participation in HOSA is part of our curriculum. Club dues of \$20 for HOSA will be collected in the first month of school. Students have opportunities to participate in local health fairs by conducting blood pressure stations for the community. When students are part of HOSA, they will receive a white cord to add to their graduation regalia at the end of the year. Please see the flyer in your handbook folder with your new member application.