

CAMPBELL COUNTY TECHNICAL CENTER

NURSE AIDE SYLLABUS 2019-2020

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COURSE DESCRIPTION:

The Nurse Aide course is a 280-hour course comprised of approximately 240 hours of classroom instruction/skills training and a required minimum of 40 clinical hours. This is an occupational preparation course that emphasizes the study of nursing occupations as related to the health care system. Students will understand the role of each health team member and the importance of team collaboration. Nurse Aide training will include activities of daily living, patient assessment and observation, reporting to the nurse, communication and interpersonal skills, infection control measures and patient teaching. The Nurse Aide will remain professional always as evidenced by a positive attitude demonstrated by compassion and a caring demeanor for clients, families, staff and peers. Emphasis is placed on safety, professionalism and team work. Students will receive training in taking and recording vital signs, cardiopulmonary resuscitation, bathing, feeding, dressing, grooming, and transporting of clients in the nursing home setting. Also covered are catheter care, range of motion, bowel and bladder training, transfers, admission and discharge procedures, client rights, and care of the client when death is imminent. Home health care will be discussed. On the job training will take place in a licensed nursing home facility. Following successful completion of this course the students will be eligible to take the Nurse Aide Certification examination in May 2020.

COURSE PHILOSOPHY:

Instruction will include lecture, discussion, projects, classwork, role play, skills labs, demonstration and clinical internship. The Nurse Aide course requires extensive study of medical terminology, anatomy and physiology, basic care of clients and a strong geriatric knowledge. Students will work independently and as teams to complete projects and competencies. You will be assigned some

work outside of class as needed. Classroom attendance and participation is required for the completion of this course. Students will be using their reading, writing, speaking, listening, mathematics, science and computer technology skills in this course. Students will strengthen and use critical thinking skills for reasoning, problem solving, and decision making. Nurse Aide students are expected to read and study all assignments and be aware of all required material handed out in class. If you are absent, it is your responsibility to contact the instructor for any missed work. Students and parents are always welcome to contact me via e-mail or phone call. Make up work not completed will result in a zero.

COURSE PURPOSE:

The purpose of this course is to prepare students for employment as successful Nurse Aides, to develop personal maturity, and to pass the National Nurse Aide Assessment Program (NNAAP) Examination in May 2020.

REQUIRED MATERIALS:

Students will be fitted for and provided with a pair of scrubs to be worn during clinical hours. Students will need to provide for themselves a pair of black non-skid shoes that cover the entire foot and heel. No clogs or crocs permitted. Students are to have a watch with a second hand (no smart watches). A small writing pad will be provided to students to be used on clinicals. Students are to have a black pen, pencils and whatever other supplies that will help them stay organized during the school year. Examples include a notebook, binder, highlighters, index cards, etc.

ATTENDANCE:

Regular class attendance is imperative for experience and evaluation purposes, and to successfully complete the course. The minimum of 40 clinical hours must be met to pass this course. School policies regarding absenteeism will be followed.

STUDENT IDENTIFICATION:

All students will be provided with a pictured identification name badge. This badge is to be worn at all times during clinicals to enable recognition by residents, visitors, and staff. It is considered part of their uniform.

OBJECTIVES:

- ❖ Learn and apply the basic nurse aide skills required to give resident care.
- ❖ Understand and meet the emotional, spiritual and culturally sensitive needs of clients.
- ❖ Learn job site safety and meet the safety needs of clients.
- ❖ Understand the aging process and the special needs of the elderly.
- ❖ Know basic body structure and function.
- ❖ Understand the nutritional needs of the human body and assist with eating and hydration of clients.
- ❖ Know basic first aid, including the Heimlich maneuver, CPR, and prevention of falls.
- ❖ Learn how to apply for and secure a job, including being able to write a resume`.
- ❖ Learn appropriate skills of conflict management.
- ❖ Obtain a certificate of completion which allows the student to take the Virginia State Board of Nursing Certification exam in May 2020.

EVALUATION:

Students will be evaluated based on written work such as classwork, homework, tests, quizzes, and projects. Students will also be evaluated on maintenance and quality of their course notebooks, quality of outside reading/writing assignments, classroom participation, conduct in the classroom and clinical settings, organization and efficiency of patient care, individual initiative and discretion in the clinical setting, as well as a final examination. Students will have the opportunity to discuss their progress and any questions/concerns with the instructor in an individual conference per student or parent request.

A student file that includes class and clinical information will be maintained for each student and used by the instructor for final reports on students for the State Competency Evaluation. Grades are based on class, skills lab and clinical performances. Professionalism is figured as a daily grade and includes work ethic, attitude, attendance and initiative. Journal articles, current events and special projects will be assigned as announced throughout the year. Tests will be given according to difficulty of material, and some chapters/units may be combined. Students will be tested on each chapter/unit reviewed, along with cumulative information, abbreviations and vocabulary. Clinical grades are determined by student performance on client care in the nursing home setting. Students will also be evaluated weekly according to their work place readiness skills which we will outline the first week of school. Students will be expected to role play all year, acting as the professional Nurse Aide, the client/patient, as

well as the evaluator. They will participate in this role playing the entire year and exchange roles with other students. This will help prepare them for the clinical setting as well as the skills testing portion of the state examination. The following grading policy will be used to evaluate student work and progress:

- A – Outstanding (90 - 100)
- B – Above Average (80 - 89)
- C – Average (70 - 79)
- D – Below Average (65 – 69)
- F – Failing Grade/no credit (Below 65)
- I – Incomplete
- W – Authorized Withdrawal

HEALTH OCCUPATIONS STUDENTS OF AMERICA:

Nurse Aide is a health occupation affiliated with HOSA. Participation in HOSA is part of our curriculum

MAKE UP WORK:

After an excused absence, two days will be given to make up missed work. In extenuating circumstances provisions will be made at instructor's discretion. It is student's responsibility to ask for missed work. Late work results in lowering of grade, and after three days a zero will be recorded.

MANDATORY CLINICAL REQUIREMENTS:

Tuberculosis screening / Influenza Vaccination:

The State Board of Health requires all students to obtain a TB skin test prior to patient contact. How this screening is administered will be announced in class. There is no charge to students. A permission form will be sent home to be signed once dates for the TB testing have been announced.

Every student must have a Flu Vaccination prior to clinicals in November. This will be taken care of outside of school setting on student's time/expense.

Students will dress, act and conduct themselves in a professional manner as outlined in class and per the nursing home guidelines and regulations given prior to and during clinicals.

STUDENT NURSE AIDE EXPECTATIONS AND RESPONSIBILITIES:

1. **Be Professional** – In the medical profession, there exists a keen sense of ethics that must be observed by everyone in the health care field. The clients we will be caring for are in different stages of ill health, which creates different needs for each client and their families. Clients and families can become anxious, nervous, angry, depressed, impatient and every other emotion imagined. Students must be courteous, compassionate, patient, efficient, and accurate in their care for clients under these stressful conditions. Do not respond unprofessionally, and if you find yourself feeling frustrated, seek out your instructor immediately.
2. **Maintain Confidentiality** – We will learn a great deal about our patients/clients/residents by reading their charts and hearing report from nursing staff during our shifts. Students must understand that discussion of a disease process, and sharing of any patient information with anyone who is not directly caring for that patient breaks the code of confidentiality. This means patient information is not to be discussed with anyone outside of the clinical setting, including to friends and family. Students are not permitted to carry cell phones in the clinical setting. This is a facility rule that is strictly enforced.
3. **Always be aware, alert and attentive** – Listen to directions of the instructor or someone in charge. When you do not understand, always ask your instructor. This is how you learn. Follow all directions carefully and properly when caring for patients, equipment and supplies. Complete assignments as instructed or ask for help as you need it. **DO NOT DO ANYTHING YOU HAVE NOT BEEN TAUGHT OR SHOWN HOW TO DO!!! REPORT ANYTHING UNUSUAL! STAY WITHIN YOUR “SCOPE OF PRACTICE”.**
4. **Maintain good grooming habits** – Appropriate dress/uniform is a must. Hair will be worn up or cut to collar length. Mustaches should be neatly trimmed and kept clean. **NO BEARDS.** No jewelry except watch, wedding band, and small stud earrings should be worn. **NO FACIAL JEWELRY CAN BE WORN TO CLINICALS.** No heavy perfumes or scented lotions/sprays to be worn to clinicals. No colored nail polish, including acrylic nails or any sort of fake nails. Nails must be maintained at short length to prevent scratching clients as well as to maintain infection control. Nametags are to be worn at all times in the clinical setting as well as provided uniforms, watches and non-skid shoes as outlined previously.

CAREER OPPORTUNITIES:

During the school year, students will be exposed to various health settings. At the end of the program, a certificate may be earned if the program requirements are met. To have my personal recommendation for employment,

the student must show qualities of professionalism, dependability, interest, initiative, honesty, reliability, a good energy level, the ability to get along with others and a love for the profession as a whole.

TRAINING AGREEMENT:

This document is a contract between the student and Campbell County Technical Center. In providing your signature below you are stating that you have read and agree in full with the training agreement.

Signature of Nurse Aide Student

Date

In providing your signature below you are stating that you have read in full and approve of the training agreement.

Signature of Parent/Guardian

Date

Nurse Aide Instructor/Program Coordinator

Date

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