



**Syllabus:** Clinical for Nursing Assistant/Aide Dual Credit

**Course Number:** NURA 1160

**Instructor Information:**

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**Textbook Information:**

**Title:** Nursing Assisting: A Foundation in Caregiving, 3<sup>rd</sup> Ed.

**Author:** Dugan, Diana

ISBN 13: 9781604250305

**Title:** Workbook for Nursing Assisting: A Foundation in Caregiving, 3<sup>rd</sup> Ed.

**Author:** Dugan, Diana

ISBN 13: 9781604250312

**Course Description:**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Student Learning Outcomes for the Course:**

As outlined in the learning plan, students will demonstrate legal and ethical behavior, safety practices, interpersonal, and teamwork skills. They will use appropriate written and verbal communication skills using the terminology of the occupation and of the long term care facility. Upon successful completion of the clinical experience, students will be able to:

1. Apply theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and business/industry. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
2. Provide basic care to residents of long term care facilities.
3. Communicate and interact effectively with residents and their families based on a sensitivity to the psychosocial needs of the residents.



4. Assist residents in attaining and maintaining maximum functional independence.
5. Protect, support, and promote the rights of residents.
6. Provide safety, comfort, and preventive measures in the care of residents.
7. Demonstrate skill in observing and reporting.
8. Function effectively as a member of the health care team.
9. Maintain strict client confidentiality as outlined in HIPAA and clinical facility policies.

### **Student Requirements for Completion of the Course:**

Prior to the clinical experience the following must be submitted to the instructor (Date material due will be given in class, usually by end of 1<sup>st</sup> semester):

- Proof of completed Hepatitis B vaccination series
- Current TB skin test or negative chest x-ray
- Acceptable physical exam report from a physician
- Negative 9 panel drug screen
- Satisfactory criminal background check
- Influenza vaccination
- Meningitis vaccination, within last 5 years
- Measles, Mumps, & Rubella (MMR)
- Tetanus, Diphtheria, & Pertussis (DTaP/Tdap) within last 10 years

\*\*\*\*\* **More information from instructor**

### **Contact Hours:**

This course teaches students the patient care skills required to be a certified nurse assistant in a long term care facility. Skills are taught, practiced, and mastered in a lab setting on campus before students are allowed to care for patients. **Students will be graded as either satisfactory or unsatisfactory.** These skills must be observed by the instructor or approved staff member to be graded. The skills must be performed to the satisfaction of the instructor or other evaluator.

A minimum of 40 hours must be completed at the clinical facility. Clinical dates and times will be discussed in class. These clinical hours usually are after school and on weekends. The minimum 40 hours must be completed at the clinical site for students to be eligible for the Texas state certification exam. Students who do not satisfactorily complete the minimum required 40 hours of care at a clinical facility cannot complete the course and may result in a grade of "F". Make-up time is at the discretion of the instructor.

**Students who do not have the requirements for the clinical area, WILL NOT BE ALLOWED TO GO TO THE CLINICAL SITE. If the required 40 hours of clinical time is not met by April 29, 2019**



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the student will not complete the course (no credit given) and will not be eligible to take Texas State exam.

## Course Content Outline:

Unit/Chapter	Content
<b>Introduction</b>	<b>History of Certified Nurse Aide/ Assistant</b>
Ch. 1-2^^	The Nursing Assistant in Long-Term Care Ethical and Legal Issues
Ch. 3-4^^	Communication Skills Communication Challenges
Ch. 21 & 6^^	The Musculoskeletal System Infection Prevention
Ch. 7 & 11^^	Safety and Body Mechanics Positioning, Moving, and Lifting
Ch. 18 & 10^^	The Integumentary System Bed making and Unit Care
Ch. 12^^	Personal Care
Ch. 1, 2, 3, 4, 6, 7, 10 11, 12, 18, 21^^	Midterm Exam – date announced in class. (This completed in first semester)
^^	Completed in the first semester
Ch. 13 & 5	Vital Signs Diversity and Human Needs Development
Ch. 25 & 8	Rehabilitation and Restorative Care Emergency Care, First Aid, and Disasters
Ch. 9 & 14	Admission, Transfer, Discharge, and Physical Exams Nutrition and Fluid Balance
Ch. 15 & 16	The Gastrointestinal System The Urinary System
Ch. 17 & 19	The Reproductive System The Cardiovascular System
Ch. 20 & 22	The Respiratory System

	The Nervous System
Ch. 23 & 24	The Endocrine System The Immune and Lymphatic System and Cancer
Ch. 26, 27, & 28	Sub-acute Care End of Life Care Your New Position
Ch. 1-28	Final Exam – date announced in class

**\*\*\*\*\* Course schedule may be changed at the discretion of the instructor.**

### **Grade Calculation and Student Assessment:**

Students will be graded as either satisfactory or unsatisfactory (Pass/Fail) in skills demonstration. Students must complete all skills with a satisfactory grade to be eligible for the state CNA exam. **Students who do not make a C or higher in this course are ineligible to take the CNA certification exam** from the State of Texas. **Students can register for State certification exam once class completed. Information from instructor. Cost \$104.50 which includes written and skills texts.**

### **The final grade for the semester will be determined by the following:**

Chapter quizzes, tests	45%
Workbook, classroom work, homework assignments, presentations, papers	25%
Midterm exam	15%
Final exam	15%
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Total	100%

**\*\*\*\*\* Grading percentages may change at the discretion of High School and the Texarkana College instructor.**

**Skills check-offs are Pass/Fail. Students who do not pass the skill check-off must remediate and re-test. Students cannot attend clinical until they have passed the recommended skill check-offs. Students who have not passed the skills checks before the first day of clinical will not be allowed to go to clinical and will be counted absent for the day.**



### **Grading Scale:**

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

### **Additional Clinical Course Policies:**

NURA 1160 is the clinical course as well as further classroom time. Students spend time in the skills laboratory, long-term care facilities, and possibly hospitals to integrate knowledge

learned in the classroom into practice. Because students will be off-campus at clinical locations representing Texarkana College, there are additional policies for this course.

Refer to the Requirements for Nurse Assistant Clinical Experience (page 2, this document) and the Industry Physical and Safety Demands (Appendix B) at the end of this syllabus.

### **Student Conduct:**

1. **NO** cell phones, pagers, or other electronic devices are allowed in class, unless approved by the instructor. These may be taken up at the beginning of class at the discretion of the instructor. These may be used at break time only or at discretion of instructor.
2. **NO** eating or drinking in the classroom or skills lab. May have bottled water only. **NO COLORED LIQUIDS.**
3. Participation and attention are imperative for success. All students are encouraged to participate in classroom discussion pertinent to subject being discussed.
4. In order to be successful, it is necessary that each student remain awake and actively involved in the material being presented. Therefore, **NO** sleeping in class. This means **NO** heads down on tables, etc. No sunglasses are to be worn in class unless prior approval has been obtained from the instructor.
5. **NO** feet on chairs or on any furniture or equipment in both skills lab and classroom.



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6. Proper, respectful, and professional communication will be used at all times with other students, instructors, clinical site employees, visitors, and residents. Practice your communication and interpersonal skills at all times. Learn to disagree without rudeness.
7. Cursing and profane language will **NOT** be tolerated at any time.
8. **NO** cheating on exams or assignments. This will result in a "0" (zero). This applies to both the person cheating and the person allowing student to copy work.
9. Talking during lectures or during skill lab explanation may result in an incident report. Student may be asked to leave the room and this will result in an absence.
10. **NO** smoking on Texarkana College property at any time. Students must not leave the property while here from high school.
11. Any medical conditions that may interfere with student's performance must be brought to the instructor's attention and appropriate action taken.
- 13. Textbook and workbook must be brought each class day.**

**Failure to comply with these expectations and those in the Texarkana College Student Handbook will result in a student incident report. On the fourth (4<sup>th</sup>) incident the student may be dropped from the class at the discretion of the instructor. Students who exhibit disruptive behavior may be asked to leave the room and not allowed to return to class until they have met with Robert Jones, Dean of Students.**

## **Professional Conduct:**

As a CNA student at Texarkana College, you are expected to follow the Certified Nurse Assistant Code of Ethics (Appendix C) and to act in a professional manner at all times.

You will respect the confidentiality of any information that you might acquire while a student in any health care facility. **If a student should participate in any unethical, unprofessional, or disruptive behavior, the student will be removed from the clinical site and be subject to dismissal from the course and/or the College.**

## **Confidentiality:**

All information gained in the Certified Nurse Assistant Program relating to patients, physicians, or private facility business is considered confidential information. Disclosure of any confidential information is cause for immediate dismissal from the Certified Nurse Assistant Program and Texarkana College. Improper disclosure of protected health information (PHI) is a violation of federal law known as the (HIPAA) Health Information Portability and Accountability Act of 1996 and is grounds for prosecution.

## **Clinical Hours:**

A minimum of 80 contact hours of clinical experiences must be accumulated by each student enrolled in NURA 1160. Some of these hours will be spent in the skills lab setting and some in clinical facilities (i.e. nursing homes and hospitals). Clinical time maybe on weekends or at the



discretion of the instructor. A minimum of 40 hours will be spent in a long term care facility providing care for residents.

### **Clinical Absences**

It is the student's responsibility to be sure clinical hours are obtained. The instructor will give advance notice of dates in upcoming 2 weeks at a time and the student must work out their schedule to be sure all 40 hours are complete. **ALL 40 HOURS OF CLINICAL TIME MUST BE DONE BY APRIL 30th. IF NOT COMPLETED, IT IS STUDENT'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH INSTRUCTOR.**

If absent for more than two consecutive classroom or clinical days due to illness, the student must present a written statement from a physician before returning to class or clinical for physical clearance.

**NOTE:** If a student must be absent from a scheduled clinical experience, it is the **responsibility of the student** to call the instructor and inform him/her of the absence BEFORE the scheduled start time of the clinical experience. Failure to notify the instructor of the absence in a timely manner will result in a write-up.

**Absences from clinical experiences at agencies must be made up.** It is the student's responsibility to contact the instructor for their rescheduled date, time, and location.

Make-up days may take place on weekends &/or during evening hours at the discretion of the instructor.

### **Absentee / Make-Up Policy**

To be eligible to take the state nurse assistant certification exam, the Department of Aging and Disability (DADs) for the State of Texas requires students to sign in and sign out for class and clinical time daily.

Ten (10) absences (non-school related) per semester are allowed before the student is dropped from the class. The student will be warned on the 5<sup>th</sup> absence with a message sent to the high school by the instructor. Upon the 10<sup>th</sup> absence, the student will be on probation and the high school is notified again. With the 11<sup>th</sup> absence the student will be dropped. If student misses multiple excused and non excused days, they must have the stated hours to be able to complete this course. (80 hours) They will have to make up the time at discretion of the instructor.

**It is the responsibility of the student to cover the material missed on their own time. If a quiz or exam is missed, it is the student's responsibility to contact the instructor for a make-up time. Quizzes and exams that are missed must be made up within two (2) class days.**

### **Dress Code on Campus:**

Students of the College, while on campus and/or participating in any function or activity of the College, are expected to meet acceptable standards of dress and personal hygiene. A student's



dress or personal hygiene shall be considered unacceptable if it is obscene or interferes with the educational responsibility of the College community or if it disrupts the administrative functions of the College, including social-educational activities.

**NAME BADGES MUST BE WORN AT ALL TIMES WHILE ON CAMPUS AND IN CLASS. AVAILABLE AT THE ADMISSIONS OFFICE.**

### **Dress Code at Clinical Sites:**

- All students will abide by the Texarkana College dress code standards and the dress code for clinical.
- All clinical students will abide by the hosting facilities dress code standard for each clinical site, which may differ from the Texarkana College dress code.
- Royal blue scrubs will be worn at all clinical experiences.
- Royal blue or white scrub jackets will be worn to clinical sites.
- White tennis shoes or shoes approved by instructor. No open toes or sandals. Must be non-skid
- Student ID badge(s) must be worn at clinical sites.
- CLEAN closed toe shoes are required at every clinical location. Tennis shoes are recommended.
- Tattoos must be covered according to clinical agency policy.
- No rings except a wedding band are permitted.
- Only one small pair of stud earrings is allowed. No hoop or other earrings that dangle are acceptable.
- Body piercings must be covered and cannot be visible while in uniform. This includes tongue piercings.
- No body gauges are allowed to show while in uniform.
- No artificial nails allowed.
- Fingernails must be short and clean and UNPOLISHED.
- You must wear a watch with a second hand at all clinical experiences.

### **Grooming Policy:**

- Good personal hygiene must and will be maintained at all times by the students enrolled in the program.
- Perfumes and colognes may be used in moderation in the classroom and none should be worn to clinical sites.
- Hair should be kept neat and clean. Medium and long length hair must be secured away from the face (i.e. pony tail).
- Facial hair must be trimmed according to clinical site policy.





### **Parking at Clinical Sites:**

At clinical sites, students will park where instructed by the facility. Care will be taken to park in the places farther from the building so patients/customers can park closer to the building. Students are responsible for all parking violation fees. Students will be responsible for their own transportation during program hours if not within school hours. During school hours, transportation is as per High School policy.

### **Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

### **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

### **Security:**

If student is permitted to driving to class by the High School then the following applies. Please keep your vehicle locked whenever you are away from it. Make sure you don't leave any valuables in plain sight (purse, phone, laptop). We want you to be safe. You must acquire a TC parking permit and display it in your vehicle. You must also have a TC student ID badge and keep it with you at all times.

**Campus police EMERGENCY line: (903) 798-3330**

**For additional information on college policies, see the Texarkana College Student Handbook.**

**If needing an administrative person in the evening, please call the following number: 903-490-8783 .**

**Nurse Assistant Course Registration Requirements:**

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- A. All applicants must meet general admission requirements to Texarkana College through their high school Dual Credit program.
- B. All applicants must meet with counselor and complete requisite paperwork for participation in this class.
- C. All applicants must satisfy the requirements of the Texas Success Initiative. A copy of scores must be submitted by high school. A Dual Credit early admission form must be completed which means signatures of high school administration, student, and parent.
- D. Students must show proof of the following:
  - a. Physical exam from Physician on the Nursing Physical Examination form
  - b. Current, negative TB skin test
  - c. Complete Hepatitis B immunization series
  - d. Meningitis vaccine\*
  - e. Negative drug screen
  - f. Influenza maybe required. Instructor will give information in class
- E. Students must satisfactorily pass a background check.

\*Meningitis vaccination is only required of students under the age of thirty.

**Essential Physical Abilities:**

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- A. Stand and walk for 6-8 hours/day.
- B. Walk for prolonged periods from one area to another over an 8 hour period.
- C. Bend, squat, and kneel.
- D. Assist in lifting and moving clients of all age groups and weights.
- E. Work with arms fully extended overhead.
- F. Use hands for grasping, pushing, pulling, and fine manipulation.
- G. Demonstrate eye/hand coordination for manipulation of equipment and the performance of procedures.

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## STUDENT INCIDENT FORM

Student name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

- Failure to follow procedures/policies
- Poor personal appearance
- Disruptive behavior
- Refusal to perform services
- Lack of cooperation with instructor
- Tardiness

- Violation of safety/sanitation guidelines
- Improper attire
- Unprofessional behavior
- Leaving without permission
- Other (specify) \_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read this report:

Signature of student \_\_\_\_\_

Person reporting incident \_\_\_\_\_

Date \_\_\_\_\_

The above offense(s) have been noted and are made a part of the above student's official record as of this date.

Date

Instructor

INCIDENT#    1       2       3       4

**\*\*\*\*\* Texarkana College Policy states that all students must be dropped on the fourth incident report. Students will not receive semester credit if they are dropped from a program.**



**Dual Credit  
Attendance Policy**

High school students are allowed to miss ten days per semester (non- school related). On the tenth day the student will be placed on probation. If any absence occurs while on probation the student will be dropped.

Each student will be notified in writing following the fifth absence. At this time the school will be notified by the instructor that the student has missed 5 non-school related days. Any time served in ISS will be counted as absent days. School related absences will not be counted. It is the student's responsibility to notify instructor of school and non-school related absences.

**Warning: (5)**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Number of days missed: \_\_\_\_\_

**Probation: (10)**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Number of days missed: \_\_\_\_\_

**The next absence will result in termination.**

**Termination:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Number of days missed: \_\_\_\_\_ High school: \_\_\_\_\_



### **Attendance Policy**

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I have read and understand this policy.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_



### Student Conduct

I have had the student conduct policy explained to me and have had time to have all my questions and concerns addressed. By signing this form, I acknowledge my understanding of the rules and consequences of not following these as outlined in this syllabus and in the Texarkana College Student Handbook.

Student: \_\_\_\_\_ printed name

Student: \_\_\_\_\_ signature

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_



**SYLLABUS AGREEMENT**

If you have any questions about this syllabus or the course in general, ask the instructor before you sign this document.

**NURA 1160**

**Clinical – Nursing Assistant/Aide Dual Credit**

I, \_\_\_\_\_, (print name) have read the course syllabus, the course outline, schedule, course grading requirements, and methods of evaluation. I have read and understand the **Requirements for Nurse Assistant Clinical Experience and the Industry Physical and Safety Demands.**

I have had each explained to me by the instructor either verbally, or by email on

\_\_\_\_\_.

By signing this form I agree to comply with the clinical and classroom/online policies, expectations, and rules listed and accept the outline for this class.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

Received by the instructor on: \_\_\_\_\_

DATE