

**INEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ALHE 102

Course Title: Nurse Aide

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Six (6)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 75%

COURSE DESCRIPTION

This course includes a study of the aging process and its related conditions and the nursing skills required in assisting geriatric residents to reach and maintain their highest level of wellness consistent with the limitations imposed by the aging process. This ninety (90) clock hour course includes forty-five (45) hours in theory, (20) twenty hours of lab (25) hours of supervised clinical experience in a nursing home. CNA courses may not be eligible for federal financial aid.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:

- identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

Upon completion of this course the student will:

1. Demonstrate basic health care procedures and policies.
2. Recognize basic human needs and apply knowledge in the areas of psycho-social, physical, spiritual, and environmental needs emphasizing the aged.
3. Demonstrate (ADL'S) Activities of Daily Living such as (Bathing, grooming and dressing), professional ethics, and an awareness of the job description of a nurse aide.

COURSE COMPETENCIES

Upon completion of this course, students should be able to:

1. Describe the nurse aide's role and scope of responsibility in delivering resident care. Identify who is responsible for the actions of the nurse aide.
2. Describe how the nurse aide promotes resident rights, including the right to dignity, privacy, and freedom from abuse, neglect or exploitation. Demonstrate respect for the resident rights.
3. Describe attitudes and behaviors that promote resident's independence.
4. Describe attitudes and behaviors that enhance communication among trainee, resident, resident's family, and staff. Give examples and /or demonstrate.
5. Describe safety precautions to avoid resident injuries. Describe fire/disaster safety measures.
6. Demonstrate practices that reduce the transfer of infection (including standard precautions) in resident's living area, bathroom, and when handling soiled articles.
7. Demonstrate effective hand-washing technique and use of waterless hand cleaner, after contact with body fluids or excretions, before and after resident contact, and when assisting with eating.
8. Use clean (disposable) gloves when in contact with blood, body fluids, broken skin or mucous membrane. Properly remove and dispose of gloves.
9. Demonstrate techniques used to assist resident with eating, encouraging independence. Identify safety precautions. Identify measures to promote fluid intake.
10. Stimulate the abdominal thrust (Heimlich maneuver) technique for complete airway obstruction.

11. Assist or provide a bath using shower or tub or sponge bath and bedbath, while (a) encouraging independence and (b) providing privacy, safety, comfortable room and water temperature.
12. Assist and/or dress/undress, while encouraging appropriate personal choices and independence.
13. Assist with urination and bowel elimination needs. Provide safety and privacy while using toilet, commode, bedpan, or urinal. Demonstrate perineal care.
14. Demonstrate safe transfers using transfer belt and mechanical lift, from (a) bed to chair/wheelchair, (b) chair to toilet/commode. Identify safe body mechanics for personal and resident safety. (Students under 18 should not demonstrate use of power lifts, but should be familiar with their use.)
15. Demonstrate assisting resident (a) to sitting position, (b) repositioning in bed (turning, moving toward head of bed), (c) log-rolling turn in bed.
16. Assist with ambulation, utilizing assistive devices when needed.
17. Assist and/or provide grooming assistance for resident including oral care (mouth, gums, teeth or dentures), nail care (soaking and filing), hair care (brushing and/or combing), beard care or shaving.
18. Assist and/or provide a shampoo (sink, whirlpool, shower or bed).
19. Describe and demonstrate skin care. Describe what, when and to whom observations are reported.
20. Demonstrate accurate measurement and recording of vital signs (a) temperature, (b) pulse, (c) respirations, (d) blood pressure. Demonstrate accurate measurement and recording of weight and height. Describe what, when and to whom observations are reported.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

1. Introduction to Class
2. Basic Psycho-Social Needs
3. Introduction to the Patient
4. Your Working Environment
5. Anatomy & Physiology
6. Lifting, Moving, & Transporting Patients
7. Infection Control
8. Living in the Community vs. Living in LTC Facility
9. Sensory Losses
10. Personal Care of the Patient
11. Food Service
12. Intake & Output
13. Changes in the Body System
14. Specimen Collection
15. Special Treatments
16. Observing & Recording Vital Signs
17. Preparing the Patient for Procedure
18. Understanding the Disoriented Resident
19. Understanding Coping Mechanisms Used By a Resident
20. Family Relationships

21. Patient Admissions, Transfers, & Discharges
22. Care of the Dying Patient
23. Review & Final

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

Lecture
Videos
Demonstrations
Role-Playing
Group Discussions

STUDENT REQUIREMENTS

The student must attend the **complete 90 hours** of course instruction and/or make-up assignments for any hours missed will be required.

GRADING SCALE

A=90-100% B=80-89% C=75-79% D=60-74% F <60%

THE STUDENT MUST HAVE A PASSING SCORE OF 75% TO PROGRESS PAST THE 40 HOURS POINT OF CLASS. THIS CLASS REQUIRES THE STUDENT TO HAVE A GRADE OF 75% OR GREATER TO PASS THE CLASS AND TO BE ELIGIBLE TO TAKE THE STATE TEST TO OBTAIN CERTIFIED NURSE AIDE (C.N.A.) CERTIFICATE.

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success.

Pre- and post tests will be administered to determine student gain or lack thereof. Both student and instructor will analyze student gain at the conclusion of the course.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are

expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES