

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ALHE 118

Course Title: The Home Health Aide

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

Credit Hour(s): Two (2)

Effective Date: Spring 2012

Assessment Goal Per Outcome: 75%

COURSE DESCRIPTION

Role and responsibilities of a Home Health Aide within the home setting. Emphasis on maintaining a safe, healthy home environment. Also includes, providing personal care regimen which meet the needs of the client. Classroom and laboratory experience provided. Home Health Aide may not be eligible for federal financial aid.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Current certification as a Nurse Aide by the Kansas Department of Health and Environment.

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)

COURSE OUTCOMES

1. Student should demonstrate an understanding of home management and adapting personal care activities within the client household.
2. Student should demonstrate proper techniques for food/fluid/elimination assistance.
3. Student should demonstrate an understanding of caring for a mother and child and special needs of home health clients.
4. Students should demonstrate and understanding of basic emergency care and laboratory skills for the home health aide.

COURSE COMPETENCIES

At the completion of the course, the student:

1. Describe the role of the Home Health Aide as related to duties within the home care setting.
2. Understand the laws that concern home care financing and regulation.
3. Discuss the major guidelines for maintenance of a clean, safe, healthy home environment.
4. Choose methods, which allow adaptation of personal care activities toward meeting client needs.
5. Understand differing cultural & ethnic issues in home care.
6. Identify aspects of the Home Health Aide's role while meeting food, fluid, and elimination needs.
7. Summarize infant safety and security needs within the environment of typical home health care.
8. Discuss mother/infant needs as related to feeding, burping, dressing, bathing, and circumcision, cord.
9. Discuss infection control procedure in the home environment. Identify how home adaptations to infection control issues affect the home health aide care.
10. Identify major areas of special need concerning the home health client and ways of meeting them.

11. Define basic principles of emergency care which frequently occur in the home environment
12. Demonstrate proficiency of selected laboratory procedures, which relate to care, rendered.

MINIMUM COURSE CONTENT

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

- I. Orientation to Home Health Care
 - A. Introduction to Home Care
 - B. Role/Responsibility of the Home Health Care Aide
 - C. Effective Communication in the Home Health Care Setting
 - D. Understanding Client Needs (Physical, Psychosocial, Cultural)
 - E. Observation/Recording Skills
- II. Home Management
 - A. Infection Control in the Home Environment
 - B. Safety Factors in the Home
 - C. Maintaining a Clean Living Area
- III. Adapting Personal Care Activities Within the Client Household
 - A. Introduction to Body Mechanics/Client Mobility
 - B. Bedmaking Skills
 - C. Introduction to Measurement of Vital Signs
 - D. Personal Care Measures
- IV. Food/Fluid/Elimination Need Assistance
 - A. Foods and Fluids
 - B. Bowel and Bladder Elimination
 - C. Collection of Specimens
- V. Care of Mother and Infant
 - A. Role of the Health Care Aide
 - B. Feeding Infants
 - C. Bathing and Dressing Infants
 - D. Safety/Infection Control Principles
- VI. Special Needs of the Home Health Client
 - A. Observation of Medications
 - B. Post-Operative Care
 - C. Common Health Problems
 - D. Dealing with Death and Dying
- VII. Basic Emergency Care for the Home Health Aide
 - A. Basic Principles Pertaining to Emergency Care
 - B. Basic Emergency Life Support Measures
- VIII. Basic Laboratory Skills for the Home Health Aide
 - A. Body Mechanics Technique
 - B. Transfer Belt Techniques
 - C. Sliding Board Techniques
 - D. Transferring Wheelchair Clients (Bed/Cars/Chairs)
 - E. Bath/Shower Procedures
 - F. Special Eating Utensils Procedures and Use

- G. Preparation of Baby Formula
- H. Feeding/Burping the Baby
- I. Bathing the Baby
- J. Diapering the Baby
- K. Oxygen Therapy
- L. Changing the Client Dressings
- M. Clearing the Child's Obstructed Airway
- N. Measurement of Vital Signs
- O. Recording of Vital Signs

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

Lecture
Class Demonstration
Audiovisual Presentation
Discussion
Role-playing

METHOD OF EVALUATION

Comprehensive testing within unit blocks with skills proficiency testing ongoing.

GRADING SCALE

A= 90-100% B=80-89% C=70-79% D=60-69% F<60%

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. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

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