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| **TVCC Logo RGB Small**  **Trinity Valley Community College**  **LECTURE COURSE SYLLABUS** | **Semester- Spring 2018** |

Delete this and individualize, especially anything in red within parentheses or highlighted in yellow .

**Course Rubric & Title:** NURA 1160.\_\_\_section #\_\_\_\_ Clinical Nursing Assistant/Aide and Patient Care Assistant/Aide

**Instructor Name: \*\*\*\***

**Office Hours: \*\*\*\***

**Campus: \*\*\*\***

**Office Location: \*\*\*\***

**Office Phone & Alternate Phone #s: \*\*\*\***

**TVCC E-mail Address: \*\*\*\***

**Electronic communication:**

TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronical communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

**Course Description:** This is a health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts at a clinical site. Direct supervision is provided by TVCC professional nursing staff.

The course is 96 Contact Hours (80 hours face-to-face for varied learning experiences) and awards successful students with 1 credit. At least 40 hours must be completed in a nursing home approved by the Texas Department of Aging and Disabilities (DADS) NATCEP facility (nursing home/LTC).

**Note: A student with less than 40 hours of time in the approved nursing home will not be eligible to take the State of Texas Nurse Aide Certification Exam.**

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| * **This clinical course may also include clinical experience at non-DADS approved clinical sites such as Assisted Living Centers and observational field trips to home health and/or hospice facilities, funeral homes, a DME company, hospital, or other health related providers ). TBA.**      * **Test Taking Skills Review on the Athens Campus for all CNA Clinical sections by appointment with Nurse Aide Program Director, Department # 903-675-6212 or Office 903-670-2673.** * **Skills and Written Exit Tests** * **Course Completion DADS documentation and scheduling for**   **CNA State Certification Exam** |

**Course Co- or Pre-Requisites:**

See [**www.tvcc.edu/communityservices**](http://www.tvcc.edu/communityservices)for **Academic Requirements (documenting at least a 10th grade TSI score or other approved test), Immunization** **Policy, Criminal History Policy, Drug Testing Policy, Student Responsibility for Personal Medical Costs Related to Training, Code of Conduct, Infection Control and Bloodborne Diseases, CPR, Confidentiality Policy and Signature Page, Externship Requirements for Program Completion, Research Paper Guidelines, and Castle Branch Document Tracker.**

All immunization to include current season flu shot and current annual TB test must be on file prior to doing any type of outside clinical (nursing home, hospital, clinic, etc.).

**Textbook(s) & ISBN: Please visit the** [**TVCC bookstore online**](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=131905&cm_mmc=%20Redirect-_-VanityURL-_-tvcc.bkstr.com-_-131905)

Hedman, Susan, etal**. Hartman’s Nursing Assistant Care: Long Term Care and Home Care** 2nd edition and companion student workbook, 2013.

**In addition to textbook and workbook the following are required and are available free on the Texas Department Health and Human Services website:**

1. **Texas Curriculum for Nurse Aide in Long Term Care Facilities (**5th edition 2016)

**(Copy and paste the following web sites into your browser and they will take you directly to documents)**

**https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/licensing-credentialing-regulation/nurse-aide/cna.pdf**

1. Texas Department of Aging and Disability Services—**Texas Standards for Nurse Aide Registry and Training Handbook**: Title 40, Texas Administrative Code, Chapter 94
2. [**https://hhs.texas.gov/laws-regulations/handbooks/texas-standards-nurse-aide-registry-training-handbook/tsnart-chapter-94-standards-nurses-aide-registry-training**](https://hhs.texas.gov/laws-regulations/handbooks/texas-standards-nurse-aide-registry-training-handbook/tsnart-chapter-94-standards-nurses-aide-registry-training)

**And on Pearson Vue website:**

1. **NNAAP Texas Nurse Aide Candidate Handbook**, Pearson Vue, April 2017

**https://home.pearsonvue.com/getattachment/73a0c524-4cbe-401a-aa5c-fe1ebf4e2517/Texas%20Nurse%20Aide%20Candidate%20Handbook.aspx**

**Required/Recommended Reading(s): Please visit the** [**TVCC bookstore online**](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=131905&cm_mmc=%20Redirect-_-VanityURL-_-tvcc.bkstr.com-_-131905)

None required.

**Required Materials: Please visit the** [**TVCC bookstore online**](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=131905&cm_mmc=%20Redirect-_-VanityURL-_-tvcc.bkstr.com-_-131905)

1. Pocket sized note pad
2. Scrubs Maroon or Wine
3. Closed toed, non-absorbent shoes (white preferred)
4. Watch with a second hand
5. \*Stethoscope (optional)
6. \*Gait belt
7. TVCC ID card in a badge sleeve

\*Available at TVCC Bookstore

**Note:** **The Professionalism grade includes being appropriately dressed with all the above items.**

**Learning Outcomes:**

Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among the political, environmental, social, and legal systems associated with the occupation and the healthcare business/industry and 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 healthcare business/industry.
2. Maintain basic safety and comfort of long term residents.
3. Safely perform activities of daily living skills and promote independence in: mobility, transfers, elimination, eating, dressing and grooming.
4. Independently perform Passive Range of Motion exercises.
5. Perform and record measurements of height, weight, temperature, pulse, respirations, blood pressure, and (pulse oximetry and blood glucose levels, optional).
6. Communicate effectively with residents/patients with a variety of communication disorders (visual, hearing, cognitive impairment, behavioral problems) and family members or significant others respecting HIPAA laws and resident’s rights.
7. Effectively interact with members of the healthcare team.
8. Perform Postmortem Care procedures and/or Field Trip to funeral home, if available.
9. Demonstrate knowledge and skills needed to successfully complete the State of Texas, Texas Department of Aging and Disability Services certification assessment for nurse aides.

**Course Requirements:**

**Students seeking State of Texas Department of Aging and Disability Services must meet these requirements:**

1. pass **both** the Classroom/Lab courses (NURA 1401) and the clinical course (NURA

1160) with a grade of 80% or greater

1. pass the skills test and written exams with an average grade of 80% or greater
2. be functioning at least at 10th grade Reading and Math Academic level

Note: Students should inquire about tutoring or help with disabilities at the beginning of the course.

1. Completed **Texas Nurse Aide Performance Record** with Satisfactory (S) for Clinical Section. (Classroom and Lab sections to be completed in NURA 1401 courses).
2. Students must provide TVCC Continuing and Workforce Education Department with required documents and immunizations.

See [**www.tvcc.edu/communityservices**](http://www.tvcc.edu/communityservices)

1. Students will present a professional image in the classroom and the community: Professionalism is a vital part of employment and training. A portion of your course grade is based on “professionalism”.  Professionalism is defined as, but is not limited to:  respect for others; taking responsibility for commitments (schedules, work, etc.); appropriate use of language; appropriate behaviors; appropriate dress; working as a team with fellow students, instructors, and community individuals.

When student is off campus but wearing your TVCC/student scrubs and name badge, you are representing the college and you are expected to present yourself as a respectful, positive person.

Documented reports of unprofessional/inappropriate behaviors, as well as positive reports from clinical site representatives, community members, college personnel, etc. will be considered as a part of the student’s professionalism grade. (A documented report is that there is identification of the person making the report and it is put into writing to be shared with the student.)  At the discretion of the instructor and Department Dean, a student with a negative professional grade/incident, etc. may be required to report to the college counselor, who is a licensed professional counselor.

Students must complete the Texas Department of Aging and Disability Services curriculum in the sequence provided by the State of Texas. A student must not perform a clinical skill on a resident prior to being instructed in the classroom or lab and be checked off by the instructor as “S” satisfactory.

**Grading criteria**

* **Laboratory exercises and homework assignments =15% of grade.**
* **Nursing Home Clinical (suggest utilizing the following evaluation forms: Professionalism, Aide Preceptor, Instructor, and Performance record) = 50% of grade.**
* **Written and Skills Tests = 35% of grade.**

The following grading scale will be utilized:

A=Excellent (90-100)

B=Good (80-89)

C=Fair (70-79)

D=Poor (not passing) (60-69)

F=Failure (not passing) (below 60)

W=Withdrew (student initiated drop)

**NOTE:** **The students receive the grades they earn. Attendance and class participation will be taken into consideration when grades are assigned.**

**Grade Requirements:** Must pass course with >80% to be used towards Medical/Nursing Assistant Certificate requirements and/or be allowed to take the CNA state examination.

**Non-Attendance and Financial Aid**: If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course. Students documented as “not attending” a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

**Outline of Course Schedule:**

**(Outline of the general description of the major subject component in the course in chronological order: Example- Units or by Week)**

**OUTLINE your plan for 80 face-to- face hours… nursing home hours, field trips, lab reviews, preparation for state exam, and practice written and skills tests, etc.**

**Classroom Policies**: **(Describe specific policies on attendance, late assignments, make-up work, classroom behavior, etc.)**

Attendance must meet state, facility, and TVCC requirements and there will not be any make-up opportunities. Students must sign-in for all classes and tardiness or leaving early will be noted. The State of Texas requires that each student completes at least 40 clinical hours in an approved long term care facility and TVCC requires that the course must be offered for at least 80 face-to-face hours.

1. Students must attend clinical classes and laboratory exercises neatly dressed in solid maroon-colored scrubs. Optional: a scrub jacket of the same color as the uniform pants and top.
2. Student’s hair must be clean, neat and of a normal hair color. Students are required to draw back their hair if it is longer than shoulder length and/or hanging in the face. Male students must either shave regularly or if they choose to wear a mustache and/or beard, keep it clean, trimmed and well groomed.
3. Students must bathe regularly to avoid offensive odor. In addition, students must refrain from excessive use of cologne, perfume, aftershave lotion, or make up.
4. Students are expected to keep fingernails clean and at a reasonable length. Due to issues relating to infection control artificial nails are not permitted. The Center for Disease Control (CDC) recommends that "healthcare personnel should avoid wearing artificial nails and keep natural nails no longer than one quarter of an inch long if caring for patients at high-risk of acquiring infections." See the CDC website for further information (<http://www.cdc.gov/handhygiene/Guidelines.html>)
5. No facial jewelry allowed at clinical facilities. Earrings will be allowed if studs or small non-dangling earrings. Any non-removable facial jewelry must be covered with a band-aide or bandage while in a clinical facility.
6. Tattoos must be covered when in a clinical facility. A long sleeved T-shirt or turtle neck shirt may be worn under the scrub top.
7. Students must provide own transportation to all clinical facilities. This may be different for each ISD
8. Notify instructor and facility by phone call if unable to attend a clinical. Message may be left on my insert your info
9. No guests, family or children allowed while at a clinical facility or in the classroom/lab.
10. Follow facility policy regarding smoking.
11. Cell phones must be muted and not visible in patient care areas. Calls may be returned during breaks and mealtime only. If an emergency, have your family or friends call the nursing home.

Failure to do so will result in the cell phone being taken up by the instructor and not returned until the end of the class or lab. Some facility Directors take phones away is person is seen using it and returns it only at the end of the scheduled shift.

1. . Taking photographs or recording conversations within the classroom or clinical facility is strictly forbidden.
2. Meal breaks at the clinical site are 30 minutes and must be scheduled with the facility preceptor and not during resident meal times. Morning and afternoon breaks for 15 minutes each are allowed if the patient/unit needs allow it but are not always possible.
3. Do not leave the property when at clinical site. Bring own lunch and snacks.

**Failure to wear a maroon scrub with TVCC picture ID, remove facial jewelry, and cover tattoos while at a clinical facility will result in being dismissed from the facility with no opportunity for make-up time**.

**Other issues with behavior or failure to comply with the above policies may result in being sent home at the discretion of the clinical instructor or facility staff without make-up time.**

**Repeated violations will result in the student being referred to the Dean of Community Services. Disciplinary action could include being placed on probation and/or withdrawn from the class.**

**Cheating/Plagiarism:**

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. “Cheating on a test” shall include

* + 1. Copying from another student’s test paper
    2. Using test materials not authorized by the person administering the test
    3. Collaborating with or seeking aid from another student during a test without permission from the test administrator
    4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
    5. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
    6. Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
    7. Bringing another person to obtain an un-administered test or information about an un-administered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**(Faculty should explain their punishment for cheating)**

**The student who engages in cheating, plagiarism, or collusion may receive a failing grade on the assignment or the student who engages in cheating, plagiarism, or collusion may receive a failing grade in the course.**

**Drop Policy:**

**Students who desire to drop this course or move out of the area must notify their school counselor, the TVCC Dual Credit Coordinator, and Continuing and Workforce Education Department. Students who stop attending and fail to officially withdraw will receive an “F” for the course.**

A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the last day to receive a “W” deadline specified in the TVCC schedule or catalog. (Please see information below on Developmental Course policy).

**Research Resources:**

The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to [lrc@tvcc.edu](mailto:lrc@tvcc.edu).

**Technology Resources/Access:**

Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

**Addi**t**ional Information:**

**(Any additional information that has not already been included in the syllabus)**

**Consider including a statement like the following if you have firm deadlines:** You should develop a backup plan should your system or your Internet provider fail you. This is not a valid excuse for missing a deadline. The college provides many opportunities for using equipment as does many public libraries.

**Student’s Responsibility:**

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

**Student Evaluation of Courses/Faculty:**

Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

* The instructor relates the importance of the subject matter to real life.
* The instructor is very knowledgeable of the subject matter.
* The instructor encourages questions and discussions from students.
* The instructor makes class requirements clear.
* The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
* The instructor’s teaching methods are effective in helping me learn.
* The instructor expects students to take responsibility for their learning.
* The instructor establishes a climate of respect.
* The instructor is well organized and prepared for each class.
* The instructor is available to me on matters pertaining to the class.
* The instructor is reliable in meeting class (leave blank for online courses).
* The instructor normally starts class on time (leave blank for online courses).
* The instructor has challenged me to think.

**Affirmative Action:**

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 522lk V.A.C.S.; and Executive Orders 11246 and 11758.

**Title IX of the Education Amendments:**

TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law.  Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator.  TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended.  Contact information is:

*Director of Human Resource/Title IX Coordinator*

*Office Phone: 903-675-6215*

**American with Disabilities Act (ADA)**

Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 or email mlberry@tvcc.edu. For additional information, please visit: <http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.