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| **TVCC Logo RGB Small****Trinity Valley Community College** **LECTURE/LAB COURSE SYLLABUS (ISD Specific)** | **Semester- Fall 2017** |

**Course Rubric, Title: NURA 1401.\_\_\_ (insert section number) \_\_\_\_ Nurse Aide for Healthcare**

**This course is paired with NURA1160 and must be taken the next semester following the successful completion of NURA 1401 classroom and Lab.**

**Together these two courses prepare the student to participate in the State of Texas Nurse Aide Certification process.**

**Class Location: (Place and Time) \*\*\*\***

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

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

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

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

**Office Phone & Alternate Phone #s:** This instructor does not maintain an office on any TVCC campus. (Add your contact info) Contact Continuing and Workforce Education Department # 903-675-6212.

**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 course is commonly called the classroom/lab portion of Nurse Aide Certification or CNA and is preparation for entry level nursing assistants. This course provides knowledge, skills and abilities essential to provide basic care to residents of long term care facilities and other places of care such as acute, sub-acute, chronic, home care, and hospice. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is on effective interaction with members of the health care team, restorative services, mental health, and social needs.

This course is 4 Credit Hours and includes classroom lecture/discussion and LAB. It is scheduled for at least 80 contact hours (67 clock hours) face-face and will meet \_\_\_\_\_\_\_\_\_\_\_ (example: Daily, weekly, Mon-Wed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_throughout the whole semester.

**Course Co- or Pre-Requisites:** Students must pass the end of course exam at the 10th grade level or meet the TSI requirements of 340 in mathand 346 in reading. See [**www.tvcc.edu/**](http://www.tvcc.edu/)**continuing-education** for **Academic Requirements, Immunization** **Policy, Criminal History Policy (DPS procedure used), Drug Testing Policy (provided by ISD), Student Responsibility for Personal Medical Costs Related to Training, and\_Research Paper Guidelines** .

**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)

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

ISBN 978-1-60425-037-4 Textbook

ISBN 978-1-60425-038-1 Workbook

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

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

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

1. **Texas Standards for Nurse Aide Registry and Training Handbook:** Title 40, Texas Administrative Code, Chapter 94

<https://hhs.texas.gov/laws-regulations/handbooks/texas-standards-nurse-aide-registry-training-handbook/tsnart-chapter-94-standards-nurses-aide-registry-training>

1. **NNAAP Texas Nurse Aide Candidate Handbook,** Pearson Vue, January 2016

<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. Must use multiple resources to complete a research paper.**

**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. Maroon scrubs
2. Closed toed, non-absorbent shoes
3. Watch with a second hand
4. \*Stethoscope (Optional)
5. \*Gait belt
6. TVCC ID card in a badge sleeve\* and identification “Nursing Assistant Student”

\*Available at TVCC Bookstore

**Learning Outcomes:**

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

**Demonstrate knowledge and skills needed to successfully complete the State of Texas, Texas Department of Health and Human Services certification assessment for nurse aides.**

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. Perform procedures to 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, pulse oximetry, blood pressure, (optional: pulse, oximetry, and blood glucose levels.)
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 health care team.
8. Respect Resident Rights and need for self-esteem and independence.
9. Demonstrate understanding of Postmortem care procedures.
10. Demonstrate knowledge and skills needed to successfully complete the State of Texas, Texas Department of Health and Human Services certification assessment for nurse aides.

**Course Requirements:**

Students seeking State of Texas CNA certification must meet these requirements:

1. Student must participate in the Texas Department of Health and Human Services required hours of training; (minimum of 60 clock hours - no exceptions). Attendance is a Texas Department of Health and Human Services requirement and is verified by student sign-in sheets with arrival and departure times. Students not meeting attendance requirements will not be eligible to participate in the state nurse aide certification exam.
2. Students must have grades of 80% or higher in this course and the companion course, NURA1160 Nurse Aide Clinical.

(Lower achieving students may complete the course but will not be eligible to participate in the state certification exam.

**Note**: Students should inquire about tutoring or help with disabilities at the beginning of the course. See American Disabilities Act at the end of this syllabus.

1. Completed **Texas Nurse Aide Performance Record** with Satisfactory (S) for Classroom and Lab sections. (Clinical section to be completed in NURA 1160 Nurse Aide Clinical).
2. Students will present a professional image in the classroom and the community: Professionalism - community/student /staff interaction and response**.**

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 you are 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 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 Human and Health Services curriculum in the sequence provided by the State of Texas for the first 16 hours. After the successful completion of the first 16 hours of nurse aide certification training, students can obtain a document from TVCC to take to potential employers. (Students may work in a long term care facility as long as they remain in the training program and are placed on the Nurse Aide Registry within 4 months of the date of hire).

1. Instructor will provide the students with regular assignments and test schedules which will include completion of workbook , chapter exams, and a final exam.
2. Research Paper: topic for the paper may be chosen by student with approval of the instructor. The paper will be graded on analysis of resources, thinking through the content, drawing conclusions, exploration of cultural and personal values. Forty –five (45)% of the grade for the paper will be on written skills, grammar and structure writing format, spelling, typed, sentence and paragraph structure, etc.).

**TVCC Nurse Aide Program Director’s suggested topic and activities for the Research Paper:**

* **Topic: American Disabilities Act** with emphasis on public access and a report of a shopping trip as a disabled person using an electric cart or other assistive mobility device.
* The research paper must include at a minimum:
1. A title page
2. Five well-constructed paragraphs, typed/double spaced and minimum of 12 pt font.
3. Five photographs taken at different locations in the community where access is difficult or impossible for a person in a wheelchair
4. A summary of your personal experience shopping as a handicapped person using an electric cart or other mobility assistive device.
5. A bibliography or list of resources used, web sites, interviews, etc.

**Core Objectives and Grading Guidelines for Research Paper:**

1. Critical Thinking Skills (CT)-to include critical thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills (CM) – to include effective development, interpretation, and expression ideas through written, oral, and visual communication.
3. Social Responsibility (SR)- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively local, regional, national, and global communities.
4. Personal Responsibility (PR) - to include the ability to connect choices, actions, and consequences to ethical decision making.

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| Objective Criteria | ExemplaryExcellent | Acceptable Good | InadequatePoor | Not Attempted |
| CT=content supports the topic assigned; evaluation, analysis, and synthesis of information. | ( 25 points)Makes substantial contribution; discusses ideas, stimulated additional thought; effectively and thoroughly justifies argument (topic)  | ( 20 points)Makes substantial contribution; discusses ideas, and adequately justifies argument (topic) | ( 15 points)Vague, appears to have done without putting any significant effort into thinking through the topic, lacks mention or justification for argument.  | ( 0 points)Not completed |
| CM= Communication/ writing skills: spelling, grammar, punctuation, typed, format (title page, a minimum of 5 paragraphs, & resources list) | (45 points)No misspelled words; well-constructed sentences with subject –verb agreement, good grammar and punctuation; no format errors (font size, margins), meets minimum length requirements, cover page includes name, date due, title, etc.), list of resources used. | 35 points)No more than 3 spelling errors or grammar errors.No more than 1 format error (font size, margins, meets minimum length requirements, cover page, list of resources, etc.) | ( 20 points)More than 3 spelling errors; more than 3 grammar errors; more than 1 format error (font size, margins, does not meet minimum length requirements, incomplete cover page, no list of resources, etc.) | ( 0 points)Not completed |
| SR= Social Responsibility: Applies research findings to local, national, or global communities | (15 points)Analysis of research findings applied to increased social awareness; concepts used accurately. | ( 10 points)Analysis of issue is appropriate and largely accurate. | ( 5 points)Analysis of issue is inaccurate or unrelated.  | ( 0 points)Not completed |
| PR= Personal Responsibility; Applies research to self and future role as a Medical/Nursing Assistant. | (15 points) Analysis and application of research personalized and related to future roles in healthcare.  | ( 10 points)Analysis and application of concept(s) to self and future role is largely adequate. | ( 5 points)Analysis of concepts and personalization is inadequate or unrelated. | ( 0 points)Not completed |

Students will be graded on:

* Daily participation
* Class written work (writing assignments, workbook assignments, etc.)
* Research paper based on topic(s) assigned or approved by the instructor
* Skills practice and demonstrations
* Nurse Aide Performance Record to include both Classroom and Lab Sections
* Exams

Instructor will administer periodic exams and “make up tests may not be available”.

**Course final exam (week of December 5-11, 2017) = 25%**

**Course Workbook, Homework, Quizzes, and participation= 25%**

**Chapter Exams = 35%**

**Research Paper (Due\_\_\_\_\_\_\_\_\_\_\_) & Classroom Presentation= 15% of grade**

**The above percent of your grades may be altered by the instructor**

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.**

**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:**

**Texas Department of Health and Human Services Curriculum 1st 16 Hours:**

**Introduction to Long Term Care**

* Role of Nurse Aide in Long Term Care
* Health Care Organizations, Settings , Payer Sources
* Ethical and Legal Issues

Resident’s Rights and Independence (to include intro to the effects of aging, person centered care, institutionalization, and cognitive impairment on Rights and Independence)

Observing and reporting abuse and neglect

Confidentiality and HIPAA

Legal aspects of Medical Records

Minimum Data Set (MDS)

* Safety Measures

MSDS, OSHA, Fire (RACE)

Emergency Measures: Recognizing and Responding to..

Disaster Preparation

Incident Reports

* Infection Control: hand washing, standard precautions, transmission based precautions
* Taking Care of Yourself
* Therapeutic Communication and Interpersonal Skills
* Health care teams and chain of command
* Policies, procedures and professionalism

Getting a job

Certification and renewal

Continuing Education

**To follow first 16 hours:**

**The Human Body, Common Diseases, Signs and Symptoms to Report**

* Body Systems: Integumentary System, Musculoskeletal System, Central Nervous System, Cardiovascular System, Respiratory System, Urinary System, Gastrointestinal System, Endocrine System, Immune and Lymphatic Systems
* Specific disease’s: HIV, cancer, neuromuscular
* Personalizing dementia care: confusion, brain trauma, and Alzheimer’s Disease
* The effects of aging

**Personal Care Skills:**

* Body Mechanics, Positioning, and Moving Patients
* Transferring Residents and Ergonomics
* Care of Resident’s Environment
* Assisting with Bathing
* Special Skin care and Decubitus Prevention
* Toileting and Perineal Care
* Hygiene and Grooming
* Nutrition
* Hydration
* Intake and Output
* Elimination
* Specimen Collection: Urine, Stool, and Sputum

**Basic Nursing Skills**

* Restraints and promoting restraint free environments
* Vital signs
* Height and Weight
* Pain
* Observing, Reporting and Charting
* Admission, Transfer and Discharging a resident
* Coping with Dying; care for the dying and post-mortem care

Organ/Tissue Donation

**Restorative Services**

* Rehabilitation and Restorative Care
* Role of Nurse Aide in Restorative Care
* Prevention of Pressure Sores
* Bladder and Bowel Retraining Programs
* Promoting Independence

ADL’s and assistive devices

Prostheses and Orthotics

* Range of Motion Exercises, active, active-passive, and passive

**Mental Health, Psychological Disorders, and Social Service Needs**

* Psychosocial Needs of Residents
* Emotional Health
* Basic Human Needs, Maslow’s Hierarchy of Needs
* Stages of Human Growth
* Culture Change
* Cognitive Impairments
* Specific Behavior Problems

**Other Topics include:**

* Test taking skills for state certification exam
* Preoperative and Postoperative Care
* Sub-acute Care
* Home Health Care
* Hospice Care

Topics in addition to Texas Nurse Aide Certification curriculum may be taught outside of the hours and locations approved by Texas Health and Human Services.

1. The hospital environment and procedures different from the long term care facility.
2. The comparison of long term care facilities with acute, sub-acute, and other non-acute healthcare settings.
3. Use of equipment, skills, and procedures not included in the TXDADS certification process.
4. CPR
5. Other appropriate topics, venues, equipment, and procedures

**Classroom Policies**:

* Students are expected to attend all scheduled classes. In order to receive satisfactory course completion each student should be aware that:
1. Any absences will impact grade and the opportunity to take the State of Texas

Nurse Aide Certification exam.

1. Students must notify the Instructor by telephone or by TVCC email of any absence

prior to the beginning of the class to be missed.

1. It is the responsibility of the student to make arrangements with another student

for getting missed assignments and the instructor for completing missed work or tests.

* All conversations must be limited to academic purposes. Private and/or disruptive conversations will not be tolerated. Disruptive students may be asked to leave the classroom/lab and make an appointment with the instructor and/or Dean of Community Services.
* Students **must** be quiet while other students are completing Exams. Failure to keep quiet will result in being asked to leave the classroom.
* Personal cell phones must be turned off or kept on vibrate at all times. Taking photographs or recording conversations within the classroom is strictly forbidden. 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.
* Personal Laptops, Tablets, IPads, etc. may be used for the online assignments, online exams, and course related notes. Students may lose this privilege if found on social media sites, texting, or playing games not related to the course.
* No food or drink allowed in the classroom/lab with the exception of clear water.

**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.

**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 MUST NOTIFY THEIR SCHOOL COUNSELOR & TVCC DUAL CREDIT OFFICE if student desires to drop this course for any reason.

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 (November 17th for this fall class). (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.

**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: None**

**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>.