

Distribute this syllabus to students at the beginning of the course.



**TRINITY VALLEY COMMUNITY COLLEGE – Non Credit-Course Syllabus**

Students successful completing the State of Texas Nurse Aide Certification (CNA) can articulate the credential to provide college credit at TVCC for NURA 1401 – Nurse Aide for Health Care.

**COURSE: ; NURA 1030.21118 - Clinical Nursing Assistant/Aide and Patient Care Assistant/Aide.**

**NURA 1030– Nurse Aide for Health Care (Classroom/lab)**

**This course is paired with NURA 1001– Nurse Aide for Health Care (Classroom/lab)**

**Start date:** 10/26/2018

**End Date:** 11/04/2018

**Weekly Meeting days:** \_\_ Mon. \_\_ Tue. \_\_ Wed. \_\_ Thurs. \_\_ Fri. \_\_ Sat \_\_ x \_\_ Sun \_\_

**Daily Meeting Times:** Start: \_6 pm\_\_\_\_\_ End: \_9 pm\_\_\_\_(Please note if students can meet at “spillover times” other than these times: 8-5  
Sunday\_\_\_\_\_

**Together these two courses (NURA 1001 and NURA 1060) prepare the student to participate in the State of Texas Nurse Aide Certification process.**

**Instructor Name:** Connie Davis

**Class Location:** Athens-TVCC campus \_\_\_\_\_ **Clinical Site** \_\_\_\_\_  
Physical Address of classroom: Street and Street # 100 Cardinal Drive  
Town Athens, Texas \_\_\_\_\_ ZIP Code 75751

**Office Location:** Instructor does not have an office on the TVCC campus. The TVCC Continuing and Workforce Education Department is located in Suite 115 in the Liberal Arts Building on the Athens campus. Phone # 903-675-6212.

Your Instructor's contact information is: Phone: 903-780-3696

Email address: <cdnurse54@yahoo.com>

### **Course Description:**

This is a health related course that is taken concurrently with a clinical course that enables the student to apply specialized occupational theory, skills, and concepts. This course is preparation for entry level nursing assistants to achieve a level of knowledge, skill and abilities essential to provide basic care to residents of long-term care facilities. These skills, knowledge and procedures can be applied to related health care facilities such as hospitals, assisted living, etc.

The course includes minimum of 60 clock hours (72 contact hours) of classroom/lab experience.

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

- Immunization must be complete according to TVCC standards
- Criminal History Background check and Texas Nurse Registry Check will be made by TVCC prior to enrollment. Failure to pass will remove the student from the course.
- Drug Testing – A negative drug test (done randomly) must be completed and on file prior to clinical
- Student Responsibility for Personal Medical Costs Related to Training must be signed by parents of student and on file at TVCC.
- Confidentiality Form (must be on file at TVCC)

**These Pre-Requisite Requirements must be complete BEFORE attending clinicals with patients in the companion course NURA 1028.)**

### **Textbook(s):**

- The Nursing Assistant: Acute, Subacute and Long Term Care, 5<sup>th</sup> edition and the companion student workbook by Pearson (publisher). Author: JoLynn Pulliam
- Texas Curriculum of Nursing Aides in Long Term Care Facilities, 4<sup>th</sup> edition 2013 downloaded from the Texas Department of Aging and Disabilities (TDADS) website. <http://www.dads.state.tx.us> (available free to students)
- NNAAP Texas Nurse Aide Candidate Handbook, July 2015. This is available as a download from the TDADS website. Texas Department of Aging and Disability Services. (Free to students)
- **Standards for Nurse Aide Registry and Training, Handbook:** Revision: 11-1. (This is found on the Texas Department of Aging and Disability Services web site and is available free to students).

### **Required Materials:**

1. Scrubs Maroon or Wine color
2. Closed toed, non-absorbent shoes (white preferred)
3. Watch with a second hand
4. Stethoscope

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5. Gait belt
6. TVCC ID card in a badge sleeve (provided by TVCC)

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

- Knowledge and skills needed to successfully complete the State of Texas, Texas Department of Aging and Disability Services certification assessment for nurse aides.
- Students seeking state of Texas CNA certification must meet these requirements:
  1. Student must participate in the Texas Department of Aging and Disability Services required hours of training; minimum of 60 classroom hours (no exceptions)
  2. Students must have grades of 80% or higher in this course and the companion course, NURA1060 Nurse Aide Clinical.  
(Lower achieving students may complete the course but will not be eligible to participate in the state certification exam nor will the course apply to the completion of the TVCC Medical/Nursing Assistant Certificate).
  3. Completed Texas Nurse Aide Performance Record with Satisfactory (S) for Classroom and Lab sections.
    - a. The instructor must provide this completed document for each student to TVCC prior to the student being approved for state certification testing.
    - b. The instructor must provide each individual student with a copy of their performance record and provide TVCC with a receipt signed by the student.
  4. Student attendance (without tardiness or leaving early) is required of all students (no exceptions). Attendance is a Texas Department of Aging and Disability 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.
  5. Instructors must complete a daily attendance (present/absent) log for TVCC with specific dates of the course meeting.

**Course Requirements:**

Students must complete the Texas Department of Aging and Disability Services curriculum in the sequence provided by the State of Texas. After the successful completion of the first 16 hours of nurse aide certification training, students can obtain a document from TVCC to take to employers which can permit them to 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.

Instructor will provide the students with regular assignments and test schedules which will include completion of workbook and unit/chapter quizzes and exams, and a final exam.

**Grades: The grade provided at the end of each course is the final course grade that will be transcribed at TVCC.**

Students will be graded on:

- Course final exam – instructor designed (generally from the textbook)—20%
- Classroom work, lab, homework and quizzes- from text book or teacher generated.—60%
  - ✓ Daily participation
  - ✓ Attendance
  - ✓ Class written work (writing assignments, workbook assignments, etc.)
  - ✓ Skills practice and demonstrations
  - ✓ Complete all course labs and skills check off
- Instructor will administer periodic exams—“make up tests may not be available”.
- Written practice/Dept. Exit Exam – (provided by TVCC) – 20%

The following grading scale will be utilized:

- **A=Excellent (90-100)**
- **B=Good (80-89)**
- **C=Fair (70-79)**
- **D=Poor (60-69)**
- **F=Failure (below 60)**
- **W=Withdrew (student/ISD initiated drop)**

Note: The students receive the grades they earn. The instructor has the right to assign a grade based on the performance of the student. Attendance and class participation will be taken into consideration when grades are assigned.

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 and very appropriate 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 about unacceptable professionalism standards and it is put into writing to be shared with the student.) At the discretion of the instructor, a student with a negative professional grade/incident, etc. may be required to report to the TVCC Continuing and Workforce Education Department dean.

## **Outline of Course**

Texas Department of Aging and Disability Services Curriculum 1<sup>st</sup> 16 Hours:

Introduction to Long Term Care

- Role of Nurse Aide in Long Term Care; Health care Settings
- Safety Measures
- Emergency Measures: Recognizing and Responding
- Disasters
- Incident Reports
- Infection Control: hand washing, standard precautions, transmission based precautions
- MSDS, OSHA, Fire (RACE)
- Resident's Rights and Independence
- Communication and Interpersonal Skills
- Healthcare Settings
- Payer Sources
- Role of the nursing assistant
- Health care teams and chain of command
- Policies, procedures and professionalism
- Taking care of yourself
- Getting a job
- Certification
- Continuing Education

Other Topics include:

- Basic Human Needs, Maslow's Hierarchy of Needs
- Stages of Human Growth
- Care for the dying and post-mortem care
- Observing and reporting abuse and neglect
- Confidentiality and HIPAA
- Legal aspects of Medical Records
- Minimum Data Set (MDS)
- Care of Resident's Environment
- Body Mechanics, Positioning and Moving Patients
- 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
- Daily observing, reporting and charting
- Transferring Residents and Ergonomics
- Rehabilitation and Restorative Care
- Prevention of Pressure Sores
- Personal Care Skills

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- Vital signs
- Admission, transfer and discharging a resident
- Restraints and restraint free environments
- Pain
- Height and Weight
- Nutrition and hydration: intake and output
- Elimination, bowel and bladder and corresponding skills
- Specimen Collection
- Test taking skills for state certification exam

Topics in addition to nurse aide certification topics (taught outside of the hours and locations approved by Texas Department of Aging and Disability 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 TDADS certification process.

Other appropriate topics, venues, equipment, and procedures

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

- Absences can impact your grade and the opportunity to take the State of Texas Nurse Aide Certification exam.
- It is the responsibility of the student to make arrangements for getting missed assignments and for completing missed work or tests. (“Make-ups” are at the discretion of the instructor.)
- Professionalism is a vital part of employment and training. 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 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

**Cheating/Plagiarism:**

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

- (a) Copying from another student’s test paper
- (b) Using test materials not authorized by the person administering the test
- (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator

(d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test

(e) The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test

(f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and

(g) 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:**

A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given class. Dropping requires contacting the TVCC Continuing and Workforce Education Department to officially “drop”. Students who do not officially drop, but discontinue class activities will receive a grade of “F”.

For ISD students—you can work with your school counselor to contact TVCC about dropping. An official notice from the counselor can be used for TVCC to “drop the student”. Note—Just telling your instructor that you are not returning does not provide the documentation needed to receive a grade of “W” instead of an “F”.

### **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.

**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 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

**AMERICANS 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 Guidance 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 Guidance Service Office on your campus or contact Diane Milner at 903-675-6310 or email [dmilner@tvcc.edu](mailto:dmilner@tvcc.edu). For additional information, please visit:  
<http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.