

Basic Course Information

Semester	Winter 2015	Instructor's Name	Aida Valdez
Course Title & #	Health Assistant	Instructor's Email	aida.valdez@imperial.edu
CRN #	15120	Webpage (optional)	
Room	2135	Office	Room # 2109
Class Dates	01/12/2015 – 02/12/2015	Office Hours	Mondays – Thursdays: 9:00 am – 4:00 pm Fridays: 9:00 am – 11:30 am
Class Days	Mondays – Fridays Saturdays	Phone #	1. Cell: (760) 473-1673 (text message) I will text or call you back. 2. Work: (760) 355-6310
Class Times Units	Theory (Mon. – Thurs.) 5:00 pm – 8:00 pm Theory (Fridays) 8:00 am – 8:00 pm Clinical: Fridays & Saturdays 7:00 am – 8:00 pm Clinical (Monday – Thurs) 1 week 5:00 pm – 8:00pm Clinical (Monday – Thurs.) 2 week 7:00 am – 8:00 pm	Contact person other than instructor – IVC Nursing Office	Dolores Hartfield: dolores.harfield@imperial.edu

Course Description

**This course will prepare the health assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The course is structured to provide theory and practical application of skills needed to function as a nurse assistant. Additional materials fee apply. (Nontransferable, AA/AS degree only)
Recommended preparation AHP 100**

Student Learning Outcomes

1. Demonstrate proper body mechanics while moving, turning, and ambulating a patient. (ILO 1, 3, 4)
2. Demonstrate proper handwashing technique to prevent spread of infection. (ILO 3, 4, 5)
3. Take and accurately record blood pressure, pulse, and temperature on a child and adult. (ILO 2)

Course Objectives

1. Complete an introduction to Nursing Assistant (DHS Module 1)
2. Discuss and demonstrate Patient/Resident Rights (DHS Module 2)
3. Discuss and demonstrate interpersonal skills (DHS Module 3)
4. Discuss and demonstrate prevention management of catastrophe and unusual occurrence in long term care (DHS Module 4)
5. Demonstrate proper body mechanics (DHS Module 5)

Course Objectives (con't)

6. Discuss and demonstrate Medical and Surgical Asepsis (DHS Module 6)
7. Discuss and demonstrate weights and measures of clients (DHS Module 7)
8. Discuss and demonstrate patient care skills (DHS Module 8)
9. Discuss and demonstrate patient care procedures (DHS Module 9)
10. Demonstrate proper technique and documentation of vital signs (DHS Module 10)
11. Discuss and provide proper nutrition for the long term care client (DHS Module 11)
12. Discuss and demonstrate emergency procedure (DHS Module 12)
13. Discuss and demonstrate care for the long-term care patient (DHS Module 13)
14. Discuss and demonstrate rehabilitative nursing (DHS Module 14)
15. Demonstrate proper patient/client observation and charting (DHS Module 15)
16. Discuss the nurse's aide role and demonstrate care for patients dying or requiring post mortem care. (DHS Module 16)

Textbooks & Other Resources or Links

Hartman's Publishing: Susan Avare Hedman, Jetta Fuzy, RN, MS and Suzanne Rymer, MSTE, RN-BC, LSW
 'Nursing Assistant Care' - Long-Term Care Textbook: ISBN 978-1-60425-041-1
 'Workbook' Hartman's Publishing, Inc.: Hartmans Nursing Care – Long-Term Care, 3rd Edition
 Hartman's Publishing reading assignment sheet (Textbook and Workbook packets): California Nurse Assistant Training and Assessment Program – Module/Objective

Course Requirements and Instructional Methods

Month JANUARY	Description:	Assignments/Homework: Chapters: 1-16
1st week Monday- Day #1 01/12/2015 FIRST DAY THEORY 5:00 pm – 8:00 pm	Class introductions Review course work & handouts Module 1: Introduction Skills: Demo & return demo Q/A	Reading Assignments (Module/Objective): Handout Home work 1. Reading assignments 2. Abbreviation Sentences: 142 – single sentences & underline Abbreviation for ID 3. Workbook 4. Research papers: <ul style="list-style-type: none"> • Elder Abuse • Alzheimer's Disease • HIPPA (confidentiality)
Tuesday- Day #2 01/13/2015 5:00 pm – 8:00 pm	Modules & Handouts Module 1 Introduction Module 2 Patient Rights Start Module 3 – Interpersonal Skills (Communication) Skills: Demo & return demo Q/A	Review Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills

Course Requirements and Instructional Methods (con't)

<p>Month JANUARY</p>	<p>Description:</p>	<p>Assignments/Homework: Chapters: 1-15</p>
<p>Wednesday- Day #3 01/14/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Mod 3 – Interpersonal Skills (Communication) Module 4/12 Prevention Management of Catastrophe and Unusual Occurrence Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits</p>
<p>Thursday- Day #4 01/15/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Module 4/12 Prevention Management of Catastrophe and Unusual Occurrence Module 5 Body Mechanics Skills: Demo & return demo Q/A</p> <p><u>DEADLINE:</u></p> <p>Background Check Drug Screen Physical Exam Immunizations (completed) Submit 283-B form Submit RTC – form (Regional Testing Center) Textbook/Workbook CNA Bag from Instructor</p>	<p>Review</p> <p>Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits</p>
<p>Friday- Day #5 01/16/2015</p> <p>8:00 am – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Module 5 Body Mechanics Module 6 Medical and Surgical Asepsis Module 7 Weights and Measure Module 8 Patient Care Skills Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits</p>

Course Requirements and Instructional Methods (con't)

Month JANUARY	Description:	Assignments/Homework: Chapters: 1-15
<p>Tuesday- Day #6 01/20/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Exam #1: Mod. 1 & 2</p> <p>Module 8 Patient Care Skills</p> <p>Module 9 Patient Care Procedures</p> <p>Skills: Demo & return demo</p> <p>Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p>
<p>Wednesday- Day #7 01/21/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Module 9 Patient Care Procedures</p> <p>Module 10 Vital Signs</p> <p>Skills: Demo & return demo</p> <p>Q/A</p> <p><u>DEADLINE:</u></p> <p>Uniform, Badge & IVC Health Assistant Student ID</p>	<p>Review</p> <p>Textbook related to current Modules</p> <p>Reading assignment</p> <p>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p>
<p>Thursday- Day #8 01/22/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Exam #2: Modules 3 & 4</p> <p>Module 10 Vital Signs</p> <p>Module 11 Nutrition</p> <p>Skills: Demo & return demo</p> <p>Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p>
<p>Friday- Day #9 01/23/2015</p> <p>8:00 am – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Exam #3: Mod. 5 & 6</p> <p>Exam #4: Mod. 7 & 8 (open book)</p> <p>Module 12 Emergency Procedures</p> <p>Mod. 13 Long-Term Care (LTC) Patient</p> <p>Module 14 Rehabilitative Nursing</p> <p>Skills: Demo & return demo</p> <p>Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p> <p>STUDENT MUST WEAR ‘COMPLETE UNIFORM’:</p> <ol style="list-style-type: none"> 1. Includes 2nd hand watch 2. Hair up off shoulders 3. NO Excess make-up 4. NO bright nail polish 5. NO Jewelry

Course Requirements and Instructional Methods (con't)

<p>Month JANUARY</p>	<p>Description:</p>	<p>Assignments/Homework: Chapters: 1-15</p>
<p>Monday - Day #10 01/26/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Modules & Handouts</p> <p>Exam #5: Mod. 9 (open Book)</p> <p>Exam #6: Mod. 10 & 11</p> <p>Module 15 Observation & Charting</p> <p>Module 16 Death & Dying</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p>
<p>Tuesday- Day #11 01/27/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Review</p> <p>Previous Modules & handouts</p> <p>Exam #7: Mod. 13 & 14 (open book)</p>	<p>Review</p> <p><u>HOMEWORK DEADLINE:</u></p> <p>1. Abbreviation sentences (142)</p> <p>2. Workbook</p> <p>3. Research Papers:</p> <ul style="list-style-type: none"> • Elder Abuse • Alzheimer’s Disease • HIPPA (confidentiality)
<p>Wednesday - Day #12 01/28/2015</p> <p>5:00 pm – 8:00 pm</p>	<p>Review: FINAL EXAM</p> <p>Exam # 8: Mod. 15 & 16</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to current Modules</p> <p>Reading assignment (review)</p> <p>Classroom # 2135 / Lab #1 – Skills – related to ‘ALL’ Modules</p>
<p>Thursday- Day #13 01/29/2015</p> <p>5:00 pm – 8:00 pm</p> <p>LAST DAY THEORY</p>	<p>FINAL EXAM</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to current Modules</p> <p>Reading assignment (review)</p> <p>Classroom # 2135 / Lab #1 – Skills – related to ‘ALL’ Modules</p>

Course Requirements and Instructional Methods (con't)

Month JANUARY	Description:	Assignments
<p>Friday- Day #14 01/30/2015</p> <p>Clinical Day 1</p> <p>FIRST DAY CLINICAL (HOSPITAL)</p> <p>8:00 am – 8:00 pm</p>	<p>Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p>(includes Orientation)</p> <p>Modules: 2, 4/12, 5, 6, 11 & 9</p>	<p>Students MUST be in COMPLETE UNIFORM For ‘ALL’ Clinical (hospital) rotations.</p> <p><u>CHECK OFF:</u></p> <ol style="list-style-type: none"> 1. BED BATH, SHAMPOO, 2. PERI-CARE 3. BACK RUB 4. MAKING AN OCCUPIED BED 5. POSITIONING THE RESIDENT Q 2 HRS. 6. HAND/NAIL CARE 7. FOOT CARE 8. SKIN CARE 9. ORAL CARE (BED-BOUND) RESIDENT 10. COMBING RESIDENT’S HAIR 11. OFFERING BEDPAN/URINAL 12. DRESSING RESIDENT 13. MONITOR TUBING 14. INFECTION CONTROL THROUGHOUT CARE OF THE RESIDENT 15. REPORT TO CHARGE–NURSE AS NEEDED WHILE GIVING CARE TO THE RESIDENT 16. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY
<p>Saturday - Day #15 01/31/2015</p> <p>Clinical Day 2</p> <p>7:00 am – 8:00 pm</p>	<p>Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p>Modules: 6, 11, 14 & 15</p>	<p><u>CHECK OFF:</u> (CON’T)</p> <ol style="list-style-type: none"> 1. PREVIOUS DAY SKILLS - CONTINUED 2. SHOWERS 3. FEEDING THE RESIDENT 4. TRANSFERRING THE RESIDENT FROM BED TO W/C 5. MAKING AN UNOCCUPIED BED 6. TAKE PATIENT TO ACTIVITES OR PT 7. VITAL SIGNS 8. SHAVING 9. INTAKE & OUTPUT 10. CHARTING AS NEEDED 10. CARE OF FOLEY CATHETER 11. EMPTYING FOLEY CATHETER 12. KEEP ROOM CLEAN, CLUTTER-FREE 12. WATER WITHIN REACH OF PATIENT (IF, Pt able to drink fluids – CHECK WITH NURSE) 13. CALL-LIGHT WITHIN REACH OF PATIENT 14. BED LOWEST POSITION BEFORE LEAVING PATIENT’S ROOM

Imperial Valley College Course Syllabus

Month FEBRUARY	Description:	Assignments
Monday- Day # 16 02/02/2015 Clinical Day 3 5:00 pm – 8:00 pm	Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227 Module: 8	PREVIOUS SKILLS
Tuesday - Day # 17 02/03/2015 Clinical Day 4 5:00 pm – 8:00 pm	Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227 Module: 8	PREVIOUS SKILLS
Wednesday- Day # 18 02/04/2015 Clinical Day 5 5:00 pm – 8:00 pm	Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227 Module: 8	PREVIOUS SKILLS
Thursday- Day # 19 02/05/2015 Clinical Day 6 5:00 pm – 8:00 pm	Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227 Module: 10	PREVIOUS SKILLS
Friday- Day # 20 02/06/2015 Clinical Day 7 8:00 am – 8:00 pm	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243 (includes Orientation) Modules: 6, 7, 9, 10 & 11	PREVIOUS SKILLS

Course Requirements and Instructional Methods (con't)

Month FEBRUARY	Description:	Assignments
Saturday- Day # 21 02/07/2015 Clinical Day 8 7:00 am – 8:00 pm	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243 Modules: 8, 9 & 10	PREVIOUS SKILLS
Sunday- Day # 22 02/08/2015 Clinical Day 9 7:00 am – 8:00 pm	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243 Modules: 8, 9 & 10	PREVIOUS SKILLS
Monday- Day # 23 02/09/2015 Clinical Day 10 7:00 am – 8:00 pm	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243 Modules: 8 & 9	PREVIOUS SKILLS
Tuesday- Day # 24 02/10/2015 Clinical Day 11 7:00 am – 8:00 pm	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243 Modules: 8 & 9	PREVIOUS SKILLS
Wednesday- Day # 25 02/11/2015 Clinical Day 12 7:00 am – 8:00 pm	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243 Modules: 8 & 9	PREVIOUS SKILLS
Thursday – Day # 26 02/12/2015 Clinical Day 13 7:00 am – 5:00 pm	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243 Modules: 8	LAST DAY OF CLINICAL/ CLASS  <u>NOTE:</u> 1. \$90.00 DUE <ul style="list-style-type: none"> • Check or money order • PAYABLE: RTC • MAKE A COPY OF CHECK OR MONEY ORDER PRIOR TO BRING IT TO CLASS 2. CLINICAL & TESTING FORMS NEED COMPLETION – SIGNED & DATED – SIGNATURE(S)

Course Grading Based on Course Objectives

- A student who fails to attend the first class meeting will be dropped by the instructor. It is the student's 'official' responsibility to drop or withdraw from the class – see Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceeds the number of hours the class is scheduled to meet per week may be dropped.
- Student **MUST** drop the course by drop date of 02/04/2015 to receive 'W'. Student can go online to drop the course or in person at IVC office of 'Admissions and Records'.
- **Testing:** Every student is responsible for taking all examinations. **THERE ARE NO MAKE UPS** unless prior arrangements are made with the instructor. The instructor may include additional unannounced quizzes on reading/handouts/workbook material previously covered.
- **STUDENT MUST USE 100 QUESTION SCANTRON**
- **Use #2 pencil with eraser for use on 'Final' Exam**
- **Students MUST sign-in daily prior to class starting**
- **NO** other student can sign-in for another student – student signing in for another student will be dropped from the course and receive an 'F' in the course. The matter will be taken to IVC Disciplinary Officer for documentation in student's file

Grading System:

1. A= 90%-100%
2. B= 80%-89%
3. **C= 70%- 79% (70 % minimal requirement to pass this class)**
4. D= 60%- 69%
5. F= 59% > (below)

NOTE FINAL CLASS GRADE FOR WINTER SESSION 2015: INCLUDES THE FOLLOWING

1. **FINAL EXAM GRADE: 100 questions (use 100 question scantron & #2 pencil / eraser)**
2. **Abbreviation Sentences: 142 (single sentence each, abbreviation underline for ID)**
3. **Research papers (03): Elder Abuse, Alzheimer's Disease, HIPPA (confidentiality)**
4. **Workbook: Completed 100% = A; Incomplete 0 % = F)**

STATE OF CALIFORNIA 'NURSE ASSISTANT' EXAMINATION – Written & Skills portion

- **Clear prior clinical requirements: Physical Exam, immunizations, Background check, drug screen, American Heart Association – Basic Life Support (BLS) Healthcare Provider Course, (see IVC Health Assistant flyer for additional information – IVC web-site)**
- **Student 'MUST' pass IVC Health Assistant course (Theory) with 70% = C or better**
- **Skills (PASS) is a 'MUST' during clinical (hospital) rotation**
- **Student has 3 times to retake the examination if 'failed' either written or skills portion**
- **Exam 'MUST' be taken within 2 years upon completion of approved course program**
- **Student is responsible to read IVC Web-Site for testing information and other Health Assistant Program information**
- **Student is responsible to read IVC e-mail regularly for testing / instructor information**

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Students must complete 171 hours for Health Assistant Program course @ 15120 for completion credits And pass with letter grade of 'C' to be eligible to take the 'State Nursing Assistant Examination' for Certified Nursing Assistant (CNA) State of California certification.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. During Clinical Rotation NO Cell phone allowed.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service
- NO photo copy of exams or completed scantrons after an exam. Student will be asked to leave the class for the day and make arrangements to meet with Campus Disciplinary Officer for further action.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

Student Counseling and Health Services

Students have health services and counseling available, provided by the pre-paid Student Health Fee, for information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762