

**Basic Course Information**

|                  |  |  |   |
|------------------|--|--|---|
| Semester         | <b>Summer 2015</b>   | Instructor's Name                          | <b>Aida Valdez</b>  |
| Course Title & # | <b>Health Assistant</b>                                      | Instructor's Email                         | <b>aida.valdez@imperial.edu</b>   |
| CRN #            | <b>30089</b>   | Webpage (optional)                         | <b>See Web-page – dates &amp; times</b><br><br><b>READ:<br/>IVC HEALTH ASSISTANT<br/>'HANDBOOK' FOR<br/>ADDITIONAL INFORMATON</b> |
| Room             | <b>2139</b>  | Office                                     | Room # 1539   |
| Class Dates      | <b>06/22/2015 – 08/06/2015</b>                               | Office Hours                               |   |
| Class Days       | <b>See: Nursing &amp; Allied Health – (section) CNA/CHHA</b> | Phone #                                    | 1. Cell: (760) 473-1673<br>I will text or call you back as soon as I can<br>2. Work: (760) 355 - 7209                             |
| Class Times      | <b>See: IVC Web-page</b>                                     | Contact person other than instructor – IVC | Dolores Hartfield:<br>dolores.hartfield@imperial.edu  |
| Units            | <b>5.5 units</b>   | Nursing Office                             |   |

**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, 3<sup>rd</sup> 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<br>June   | Description:   | Assignments/Homework:<br>Chapters: 1-16 & other materials  |
|---|--|--|
| <p><b><u>1<sup>st</sup> week</u></b></p> <p><b>Monday- Day #1</b><br/><b>06/22/2015</b></p> <p><b>FIRST DAY THEORY</b></p> <p><b>8:00 am – 8:00 pm</b><br/><b>(Lunch 1 hr.)</b></p> | <p><b>Class introductions</b><br/><b>Review course work &amp; handouts</b></p> <p><b>Module 1 - Introduction</b><br/><b>(2 hrs.)</b></p> <p><b>Module 2 - Patient Rights</b><br/><b>(2hrs.)</b></p> <p><b>Start Module 3 –</b><br/><b>Interpersonal Skills</b><br/><b>(Communication) (2hrs.)</b></p> <p><b>Module 4- Prevention</b><br/><b>Management of Catastrophe</b><br/><b>and Unusual Occurrence</b><br/><b>(1 hr.)</b></p> <p><b>Module 5 Body Mechanics</b><br/><b>(2 hrs.)</b></p> <p><b>Module 6 - Medical and</b><br/><b>Surgical Asepsis (2 hrs.)</b></p> | <p><b>Reading Assignments (Module/Objective): Handout</b><br/><b>Home work:</b></p> <ol style="list-style-type: none"> <li><b>1. Reading assignments – Review/Textbook</b></li> <li><b>2. Abbreviation Sentences: 142 – single sentences &amp; underline Abbreviation for ID</b></li> <li><b>3. Workbook</b></li> <li><b>4. Research papers:</b> <ul style="list-style-type: none"> <li>• <b>Elder Abuse</b></li> <li>• <b>Alzheimer’s Disease</b></li> <li>• <b>HIPPA (confidentiality)</b></li> </ul> </li> </ol> <p><b>Complio – account sign-up</b><br/><b>Background Check</b><br/><b>Drug Screen</b><br/><b>Physical Exam – complete by July 13, 2015</b><br/><b>Immunizations complete by July 13, 2015</b><br/><b>Submit 283-B form (02 forms)</b><br/><b>Submit RTC – form</b><br/><b>(Regional Testing Center) – Registration form</b></p> |

Imperial Valley College Course Syllabus – Course Title and number

|  |   |   |
|--|---|---|
|  | <p><b>Module 7 - Weights and Measure (1 hr.)</b><br/> <b>Skills: Demo &amp; return demo Q/A</b></p> <p align="center"><b><u>TODAY:</u></b></p> <p>Required completed hours for following Modules:</p> <p>1. <u>Modules: 1</u> (2hrs.), <u>2</u> (2 hrs.), <u>3</u> (2hrs.), <u>4</u> (1hr.), <u>5</u> (2hrs.), <u>6</u> (2 hrs.) &amp; <u>7</u> (1 hr.)</p> <p>2. Theory <u>Modules = 11 hrs.</u></p> | <p><b>NOTE: \$90.00 due July 15, 2015 – after ‘Final Exam’</b></p> <p><b>Textbook/Workbook</b><br/> <b>CNA Bag from Instructor</b><br/> <b>You-tube-link sent to student for practice skills</b><br/> <b>CNA skills for State Nurses Aide Exam – RTC information on IVC Health Assistant Handbook sent to students on roster</b><br/> <b>IVC NLC – Tutor summer hours given to students to practice skills for State Nurses Aide Exam–August 21, 2015 Grossmont Health Occupational Center, San Diego</b></p> |
| <p align="center"><b>JUNE (CON’T)</b></p>  | <p align="center"><b>Description:</b></p>   | <p align="center"><b>Assignments/Homework:</b><br/> <b>Chapters: 1-16 &amp; other materials</b></p>   |
| <p><b><u>1<sup>st</sup> week</u> (con’t)</b><br/> <b>Tuesday- Day #2</b><br/> <b>06/23/2015</b></p> <p align="center"><b>(Lunch 1 hr.)</b></p> <p><b>8:00 am – 8:00 pm</b></p> | <p><b>Module 8 Patient Care Skills (11 hrs,)</b></p> <p align="center"><b><u>TODAY:</u></b></p> <p>1. Theory hrs. = 11 hrs.</p> <p>2. Module 8: (con’t) day #3</p> <p>3. Total <u>Modules = 22 hrs.</u></p>   | <p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b><br/> <b>Reading assignment</b><br/> <b>Work on homework</b><br/> <b>Skills: Demo &amp; return demo Q&amp;A</b></p> <p align="center"><b>(time permits)</b></p>  |
| <p><b>Wednesday- Day #3</b><br/> <b>06/24/2015</b></p> <p><b>5:30 pm – 8:00 pm</b></p>   | <p><b>(con’t) Module 8 Patient Care Skills – (3 hrs.)</b></p> <p align="center"><b><u>TODAY:</u></b></p> <p>1. Theory Mod. 8: (3 hrs.)</p> <p>2. Module 8:<br/>(14 required hrs. completed today)</p> <p>3. Total <u>Modules = 25 hrs.</u></p>  | <p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b><br/> <b>Reading assignment</b><br/> <b>Work on homework</b><br/> <b>Skills: Demo &amp; return demo Q&amp;A</b></p> <p align="center"><b>(time permits)</b></p>  |
| <p><b>Thursday- Day #4</b><br/> <b>06/25/2015</b></p> <p><b>5:30 am – 8:00 pm</b></p>  | <p><b>Module 9 Patient Care Procedures (2 hrs.)</b></p> <p align="center"><b><u>TODAY:</u></b></p> <p>1. Exam: 1 &amp; 2</p> <p>2. Theory Mod. 9: (2 hrs.)</p> <p>4. Module 9: (con’t) day #5</p> <p>3. Total <u>Modules = 27 hrs.</u></p>  | <p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b><br/> <b>Reading assignment</b><br/> <b>Work on homework</b><br/> <b>Skills: Demo &amp; return demo Q&amp;A</b></p> <p align="center"><b>(time permits)</b></p>  |
| <p align="center"><b>MONTH</b></p>   | <p align="center"><b>DESCRIPTION</b></p>  | <p align="center"><b>Assignments/Homework:</b></p>  |

| <b>Course Requirements and Instructional Methods (con't)</b>   |  |   |
|--|--|---|
| <b>Month<br/>JUNE (CON'T)</b>  | <b>Description:</b>  | <b>Assignments/Homework:<br/>Chapters: 1-16 &amp; other materials</b>   |
| <p><b><u>2<sup>nd</sup> week</u></b></p> <p><b>Monday- Day #6<br/>06/29/2015</b></p> <p><b>5:30 pm – 8:00 pm</b></p> | <p>(con't) <b>Module 10 Vital Signs (1 hr.)</b></p> <p><b>Module 11 Nutrition (2 hrs.)</b></p> <p><b><u>TODAY:</u></b></p> <p><b>1. Exam: 5 &amp; 6</b></p> <p><b>2. Module 10:<br/>(Required 3 hrs. completed)</b></p> <p><b>3. Module 11:<br/>(Required 2 hrs. completed)</b></p> <p><b>4. Module 10 &amp; 11 completed today</b></p> <p><b>5. Total <u>Modules</u> = <u>36</u> hrs.</b></p> | <p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b></p> <p><b>Reading assignment</b></p> <p><b>Work on homework</b></p> <p><b>Skills: Demo &amp; return demo</b></p> <p><b>Q&amp;A</b></p> <p><b>(time permits)</b></p> |
| <p><b>Tuesday- Day #7<br/>06/30/2015</b></p> <p><b>5:30 pm – 8:00 pm</b></p>   | <p><b>Module 12 – Emergency Procedures (2 hrs.)</b></p> <p><b>Module 13– Long-Term Care (30 min.)</b></p> <p><b><u>TODAY:</u></b></p> <p><b>1. Module 12 – Required 2 hrs. completed today</b></p> <p><b>2. Module 13 – (con't) day #8</b></p> <p><b>3. Total <u>Modules</u> = 38 hrs. 30 min.</b></p>   | <p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b></p> <p><b>Reading assignment</b></p> <p><b>Work on homework</b></p> <p><b>Skills: Demo &amp; return demo</b></p> <p><b>Q&amp;A</b></p> <p><b>(time permits)</b></p> |
| <p><b>Wednesday- Day #8<br/><u>JULY</u><br/>07/01/2015</b></p> <p><b>5:30 am – 8:00 pm</b></p>                       | <p>(con't) <b>Module 13– Long-Term Care (1 hr. 30 min.)</b></p> <p><b>Module 14 – Rehabilitative Nursing (30 min.)</b></p> <p><b><u>TODAY:</u></b></p> <p><b>1. Module 13 – Required 2 hrs. completed</b></p> <p><b>2. Module 14 – Rehabilitative Nursing – (con't) day #9</b></p> <p><b>3. Total <u>Modules</u> = 41 hrs.</b></p>   | <p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b></p> <p><b>Reading assignment</b></p> <p><b>Work on homework</b></p> <p><b>Skills: Demo &amp; return demo</b></p> <p><b>Q&amp;A</b></p> <p><b>(time permits)</b></p> |

| Course Requirements and Instructional Methods (con't)   |   |  |
|---|---|--|
| MONTH   | DESCRIPTION   | Assignments/Homework:  |
| <b>JULY (CON'T)</b>   |   | <b>Chapters: 1-16 &amp; other materials</b>  |
| <b>2<sup>nd</sup> week (con't)</b><br><br><b>Thursday - Day #9</b><br><b>07/02/2015</b><br><br><b>5:30 pm – 8:00 pm</b>                   | <b>(con't) – Module 14</b><br><b>Rehabilitative Nursing</b><br><b>(1 hr. 30 min.)</b><br><b>TODAY:</b><br><br><b>1. Exam: 7 &amp; 8</b><br><b>2. Module 14 – Required 2 hrs. completed</b><br><b>3. Total <u>Modules</u> = 43 ½ hrs.</b>  | <b>Review</b><br><br><b>Textbook related to previous &amp; current Modules</b><br><b>Reading assignment</b><br><b>Work on homework</b><br><b>Skills: Demo &amp; return demo</b><br><b>Q&amp;A (time permits)</b> |
| <b>3<sup>rd</sup> week</b><br><br><b>Monday – Day #10</b><br><br><b>07/06/2015</b><br><br><b>5:30 pm – 8:00 pm</b>                        | <b>Module 15 – Observation &amp; Charting (1 hr. 30 min.)</b><br><b>TODAY:</b><br><br><b>1. Exam: 9 &amp; 10</b><br><b>2. Module 15 – (con't) day #11</b><br><b>3. Total Modules – 46 hrs.</b>  | <b>Review</b><br><br><b>Textbook related to previous &amp; current Modules</b><br><b>Reading assignment</b><br><b>Work on homework</b><br><b>Skills: Demo &amp; return demo</b><br><b>Q&amp;A (time permits)</b> |
| <b>Tuesday - Day #11</b><br><b>07/07/2015</b><br><br><b>5:30 pm – 8:00 pm</b>   | <b>(con't) Module 15 – Observation &amp; Charting (2 hrs. 30 min.)</b><br><b>TODAY:</b><br><br><b>1. Exam: 11 &amp; 12</b><br><b>2. Module 15 – Required 4 hrs. completed</b><br><b>3. Total Modules – 48 hrs. 30 min.</b>  | <b>Review</b><br><br><b>Textbook related to previous &amp; current Modules</b><br><b>Reading assignment</b><br><b>Work on homework</b><br><b>Skills: Demo &amp; return demo</b><br><b>Q&amp;A (time permits)</b> |
| <b>Wednesday - Day #12</b><br><br><b>07/08/2015</b><br><br><b>5:30 pm – 8:00 pm</b><br><br><b>LAST DAY OF STATE REQUIRED THEORY HOURS</b> | <b>Module 16 – Death &amp; Dying (2 hrs.)</b><br><b>Modules 1-16: Reviewed (Q&amp;A)</b><br><b>TODAY:</b><br><br><b>1. Module 16 – Required 2 hrs. completed</b><br><b>2. Total Modules – 50 hrs.</b><br><b>3. Modules Review: 30 min.</b><br><b>4. Total Modules = 50 hrs. 30 min.</b><br><b>State Modules Req. hrs. = Completed</b> | <b>Review</b><br><br><b>Textbook related to previous &amp; current Modules</b><br><b>Reading assignment</b><br><b>Work on homework</b><br><b>Skills: Demo &amp; return demo</b><br><b>Q&amp;A (time permits)</b> |
| <b>Thursday – Day #13</b><br><br><b>07/09/2015</b><br><br><b>5:30 pm – 8:00 pm</b>  | <b>MODULES: REVIEW (1-16) (Q&amp;A)</b><br><br><b>TODAY:</b><br><br><b>1. Exam: 13 &amp; 14</b><br><br><b>2. Total hrs. = 53 hrs.</b>   | <b>Review</b><br><br><b>Textbook related to previous &amp; current Modules</b><br><b>Reading assignment</b><br><b>Work on homework</b><br><b>Skills: Demo &amp; return demo</b><br><b>Q&amp;A (time permits)</b> |
| MONTH   | DESCRIPTION   | Assignments/Homework:  |

| <b>Course Requirements and Instructional Methods (con't)</b>  |  |   |
|---|--|---|
| <b>JULY (CON'T)</b><br><b>4<sup>th</sup> Week</b><br><br><b>Monday</b><br><b>Day #14</b><br><br><b>07/13/2015</b><br><br><br><b>5:30 pm – 8:00 pm</b> | <b>Review Modules: 1-16 (Q&amp;A)</b><br><br><p style="text-align: center;"><b><u>Today:</u></b></p> <ol style="list-style-type: none"> <li><b>Exam: 15 &amp; 16</b></li> <li><b>Prior clinical paperwork review with students for completion:</b> <ul style="list-style-type: none"> <li>• <b>Physical Exam</b></li> <li>• <b>Immunizations</b></li> <li>• <b>Student Received copy ‘Physical Exam &amp; Immunizations once completed from IVC SHC – nurse</b></li> <li>• <b>Student download copy into ‘Complio’ Account</b></li> <li>• <b>Other requirements</b></li> </ul> </li> </ol> <p style="text-align: center;"><b><u>TODAY:</u></b></p> <ol style="list-style-type: none"> <li><b>TOTAL hrs. = 55 hrs. 30 min.</b></li> </ol> | <b>Chapters: 1-16 &amp; other materials</b><br><br><b>Review</b><br><br><b>Textbook related to previous &amp; current Modules</b><br><b>Reading assignment</b><br><b>Work on homework</b><br><b>Skills: Demo &amp; return demo</b><br><b>Q&amp;A (time permits)</b> |
| <b>Tuesday</b><br><br><b>07/14/2015</b><br><b>Day #15</b><br><br><br><b>5:30 pm – 8:00 pm</b>   | <b>Review Modules: 1-16 (Q&amp;A)</b><br><br><b>Homework due:</b> <ol style="list-style-type: none"> <li><b>Workbook</b></li> <li><b>Alzheimer’s Disease – Research paper</b></li> <li><b>Elder Abuse – Research paper</b></li> <li><b>HIPPA (confidentiality) – Research paper</b></li> <li><b>Sentences – ‘ALL’ 142 abbreviations</b></li> </ol> <p style="text-align: center;"><b><u>TODAY:</u></b></p> <p style="text-align: center;"><b>Total hrs. = 58 hrs.</b></p>  | <b>Review</b><br><br><b>Textbook related to previous &amp; current Modules</b><br><b>Reading assignment</b><br><b>Work on homework</b><br><b>Skills: Demo &amp; return demo</b><br><b>Q&amp;A (time permits)</b>  |

| <b>Course Requirements and Instructional Methods (con't) ~ END OF CLASSROOM HOURS</b>   |   |   |
|---|---|---|
| <b>MONTH<br/>JULY (CON'T)</b>   | <b>DESCRIPTION</b>  | <b>Assignments/Homework:<br/>Chapters: 1-16 &amp; other materials</b>                               |
| <p><b>4<sup>th</sup> week – (con't)</b></p> <p><b>Wednesday</b></p> <p><b>07/15/2015</b><br/><b>Day #16</b></p> <p><b>5:30 pm – 8:00 pm</b></p> | <p><b>FINAL EXAM</b></p> <p><b>100 QUESTIONS</b></p> <p><b><u>TODAY:</u></b></p> <p><b>Total hrs. = 60 hrs. 30 min.</b></p>   | <p><b>Review</b></p> <p><b>Skills: Demo &amp; return demo</b><br/><b>Q&amp;A (time permits)</b></p> |
| <p><b>Thursday</b></p> <p><b>07/16/2015</b><br/><b>Day #17</b></p> <p><b>5:30 pm – 8:00 pm</b></p>  | <p><b><u>DUE</u></b></p> <p><b>1. \$90.00</b></p> <ul style="list-style-type: none"> <li>• <b>Official Check</b></li> <li style="text-align: center;"><b>or</b></li> <li>• <b>Money Order</b></li> </ul> <p><b>2. Payable: RTC</b></p> <ul style="list-style-type: none"> <li>• <b>Sign</b></li> <li>• <b>Copy 'Front' &amp; 'Back'</b></li> </ul> <p><b><u>TODAY:</u></b></p> <p><b>Total hrs. = 63 hrs.</b><br/><b>CLASSROOM HRS.</b></p> | <p><b><u>Discuss:</u></b></p> <p><b>Clinical requirements - Q&amp;A</b></p>                         |

| <b>CLINICAL STARTS: 07/17/2015 – 08/06/2015</b>   |   |  |
|---|---|--|
| <b>MONTH<br/>JULY (CON'T)</b>   | <b>DESCRIPTON:</b>  | <b>ASSIGNMENTS:</b>  |
| <p><b>Friday- Day #18<br/>07/17/2015</b></p> <p><b>Clinical Day 1</b></p> <p><b>FIRST DAY CLINICAL<br/>(HOSPITAL)</b></p> <p><b>7:00 am – 8:00 pm</b></p> <p><b>CLINICAL 1<sup>ST</sup> DAY</b></p> | <p><b>Imperial Heights – LTC<br/>320 West Cattle Call Dr.<br/>Brawley, CA. 92227</b></p> <p><b>Meet outside benches<br/>AM &amp; PM</b></p> <p><b>(includes Orientation)</b></p> <p><b>Modules: 2, 4/12, 5, 6, 8, 9 &amp;11</b></p> | <p><b>Students MUST be in<br/>COMPLETE UNIFORM<br/>For ‘ALL’ Clinical (hospital)<br/>rotations.</b></p> <p><b><u>CHECK OFF:</u></b></p> <ol style="list-style-type: none"> <li><b>1. BED BATH, SHAMPOO,</b></li> <li><b>2. PERI-CARE</b></li> <li><b>3. BACK RUB</b></li> <li><b>4. MAKING AN OCCUPIED BED</b></li> <li><b>5. POSITIONING THE<br/>RESIDENT Q 2 HRS.</b></li> <li><b>6. HAND/NAIL CARE</b></li> <li><b>7. FOOT CARE</b></li> <li><b>8. SKIN CARE</b></li> <li><b>9. ORAL CARE (BED-BOUND)<br/>RESIDENT</b></li> <li><b>10. COMBING RESIDENT’S<br/>HAIR</b></li> <li><b>11. OFFERING BEDPAN/URINAL</b></li> <li><b>12. DRESSING RESIDENT</b></li> <li><b>13. MONITOR TUBING</b></li> <li><b>14. INFECTION CONTROL<br/>THROUGHOUT CARE OF THE<br/>RESIDENT</b></li> <li><b>15. REPORT TO CHARGE–<br/>NURSE AS NEEDED WHILE<br/>GIVING CARE TO THE<br/>RESIDENT</b></li> <li><b>16. GIVE REPORT TO CHARGE-<br/>NURSE BEFORE LEAVING FOR<br/>THE DAY</b></li> </ol> |

Imperial Valley College Course Syllabus – Course Title and number

**CLINICAL STARTS: 07/17/2015 – 08/06/2015**

|   |   |   |
|---|---|---|
| <p><b>Saturday - Day #19</b><br/> <b>07/18/2015</b></p> <p><b>Clinical Day 2</b></p> <p><b>7:00 am – 8:00 pm</b></p>                                    | <p><b>Imperial Heights – LTC</b><br/> <b>320 West Cattle Call Dr.</b><br/> <b>Brawley, CA. 92227</b></p> <p><b>Meet outside benches</b></p> <p><b>AM &amp; PM</b></p> | <p><b><u>CHECK OFF:</u> (CON'T)</b></p> <p><b>Modules: 7, 10, 14 &amp;15</b></p> <ol style="list-style-type: none"> <li>1. PREVIOUS DAY SKILLS - CONTINUED</li> <li>2. SHOWERS</li> <li>3. FEEDING THE RESIDENT</li> <li>4. TRANSFERRING THE RESIDENT FROM BED TO W/C</li> <li>5. MAKING UNOCCUPIED BED</li> <li>6. TAKE PATIENT TO ACTIVITES OR PT</li> <li>7. VITAL SIGNS</li> <li>8. SHAVING</li> <li>9. INTAKE &amp; OUTPUT</li> <li>10. CHARTING AS NEEDED</li> <li>11. CARE OF FOLEY CATHETER</li> <li>11. EMPTYING FOLEY CATHETER</li> <li>12. KEEP ROOM CLEAN, CLUTTER-FREE</li> <li>12. WATER WITHIN REACH OF PATIENT (IF, Pt able to drink fluids – CHECK WITH NURSE)</li> <li>13. CALL-LIGHT WITHIN REACH OF PATIENT</li> <li>14. BED LOWEST POSITION BEFORE LEAVING PATIENT'S ROOM</li> </ol> |
| <p><b><u>5<sup>th</sup> week</u></b><br/> <b>Monday- Day # 20</b><br/> <b>07/27/2015</b><br/> <b>Clinical Day 3</b></p> <p><b>5:00 pm – 8:00 pm</b></p> | <p><b>Imperial Heights – LTC</b><br/> <b>320 West Cattle Call Dr.</b><br/> <b>Brawley, CA. 92227</b></p> <p><b>Meet outside benches</b><br/> <b>PM</b></p>            | <p><b><u>PREVIOUS</u></b><br/> <b><u>MODULES/SKILLS</u></b></p>   |
| <p><b>Tuesday- Day # 21</b><br/> <b>07/28/2015</b><br/> <b>Clinical Day 4</b></p> <p><b>5:00 pm – 8:00 pm</b></p>                                       | <p><b>Imperial Heights – LTC</b><br/> <b>320 West Cattle Call Dr.</b><br/> <b>Brawley, CA. 92227</b></p> <p><b>Meet outside benches</b><br/> <b>PM</b></p>            | <p><b><u>PREVIOUS</u></b><br/> <b><u>MODULES/SKILLS</u></b></p>   |
| <p><b>Wednesday- Day # 22</b><br/> <b>07/29/2015</b><br/> <b>Clinical Day 5</b></p> <p><b>5:00 pm – 8:00 pm</b></p>                                     | <p><b>Imperial Heights – LTC</b><br/> <b>320 West Cattle Call Dr.</b><br/> <b>Brawley, CA. 92227</b></p> <p><b>Meet outside benches</b><br/> <b>PM</b></p>            | <p><b><u>PREVIOUS</u></b><br/> <b><u>MODULES/SKILLS</u></b></p>   |
| <p><b>Thursday- Day # 23</b><br/> <b>07/30/2015</b></p> <p><b>Clinical Day 6</b></p> <p><b>5:00 pm – 8:00 pm</b></p>                                    | <p><b>Imperial Heights – LTC</b><br/> <b>320 West Cattle Call Dr.</b><br/> <b>Brawley, CA. 92227</b></p> <p><b>Meet outside benches</b><br/> <b>PM</b></p>            | <p><b><u>PREVIOUS</u></b><br/> <b><u>MODULES/SKILLS</u></b></p>   |

Imperial Valley College Course Syllabus – Course Title and number

| <b>CLINICAL STARTS: 07/17/2015 – 08/06/2015</b>  |  |   |
|--|--|---|
| <b>MONTH<br/>JULY (CON'T)</b>  | <b>DESCRIPTON:</b>   | <b>ASSIGNMENTS:</b>                       |
| <b>Friday- Day # 24<br/>07/31/2015</b><br><br><b>Clinical Day 7</b><br><br><b>7:00 am – 8:00 pm</b>  | <b>Pioneers Memorial Hospital<br/>District (PMHD)<br/>207 West Legion Road<br/>Brawley, CA. 92243</b><br><br><b>Orientation completed online<br/>Prior to clinical rotation</b><br><br><b>Meet main lobby inside hospital<br/>(NOT Emergency Room Lobby)<br/>AM</b><br><br><b>When leaving – PM<br/>Meet outside benches</b> | <u><b>PREVIOUS MODULES/SKILLS</b></u>     |
| <b>CLINICAL STARTS: 07/17/2015 – 08/06/2015</b>  |  |   |
| <b>MONTH<br/>AUGUST</b>  | <b>DESCRIPTON:</b>   | <b>ASSIGNMENTS:</b>                       |
| <b>Saturday- Day # 25<br/>08/01/2015</b><br><br><b>Clinical Day 8</b><br><br><b>7:00 am – 8:00 pm</b>  | <b>Pioneers Memorial Hospital<br/>District (PMHD)<br/>207 West Legion Road<br/>Brawley, CA. 92243</b><br><br><b>Meet main lobby inside hospital<br/>(NOT Emergency Room Lobby)<br/>AM</b><br><br><b>When leaving – PM<br/>Meet outside benches</b>   | <u><b>PREVIOUS<br/>MODULES/SKILLS</b></u> |
| <u><b>6<sup>th</sup> week</b></u><br><br><b>Monday- Day # 26<br/>08/03/2015</b><br><br><b>Clinical Day 9</b><br><br><b>7:00 am – 8:00 pm</b> | <b>Pioneers Memorial Hospital<br/>District (PMHD)<br/>207 West Legion Road<br/>Brawley, CA. 92243</b><br><br><b>Meet main lobby inside hospital<br/>(NOT Emergency Room Lobby)<br/>AM</b><br><br><b>When leaving – PM<br/>Meet outside benches</b>   | <u><b>PREVIOUS<br/>MODULES/SKILLS</b></u> |

| <b>CLINICAL STARTS: 07/17/2015 – 08/06/2015</b>   |   |  |
|---|---|--|
| <b>MONTH<br/>AUGUST (con't)</b>   | <b>DESCRIPTON:</b>  | <b>ASSIGNMENTS:</b>                              |
| <p><b><u>6<sup>th</sup> week</u> (con't)</b></p> <p><b>Tuesday- Day # 27<br/>08/04/2015</b></p> <p><b>Clinical Day 10</b></p> <p><b>7:00 am – 8:00 pm</b></p>   | <p><b>Pioneers Memorial Hospital<br/>District (PMHD)<br/>207 West Legion Road<br/>Brawley, CA. 92243</b></p> <p><b>Meet main lobby inside hospital<br/>(NOT Emergency Room Lobby)<br/>AM</b></p> <p><b>When leaving – PM<br/>Meet outside benches</b></p> | <p><b><u>PREVIOUS<br/>MODULES/SKILLS</u></b></p> |
| <p><b><u>6<sup>th</sup> week</u> (con't)</b></p> <p><b>Tuesday- Day # 28<br/>08/04/2015</b></p> <p><b>Clinical Day 10</b></p> <p><b>7:00 am – 8:00 pm</b></p>   | <p><b>Pioneers Memorial Hospital<br/>District (PMHD)<br/>207 West Legion Road<br/>Brawley, CA. 92243</b></p> <p><b>Meet main lobby inside hospital<br/>(NOT Emergency Room Lobby)<br/>AM</b></p> <p><b>When leaving – PM<br/>Meet outside benches</b></p> | <p><b><u>PREVIOUS<br/>MODULES/SKILLS</u></b></p> |
| <p><b><u>6<sup>th</sup> week</u> (con't)</b></p> <p><b>Tuesday- Day # 29<br/>08/04/2015</b></p> <p><b>Clinical Day 10</b></p> <p><b>7:00 am – 8:00 pm</b></p> <p><b><u>LAST DAY OF CLINICAL</u></b></p> <p><b><u>108 HRS.</u></b></p> | <p><b>Pioneers Memorial Hospital<br/>District (PMHD)<br/>207 West Legion Road<br/>Brawley, CA. 92243</b></p> <p><b>Meet main lobby inside hospital<br/>(NOT Emergency Room Lobby)<br/>AM</b></p> <p><b>When leaving – PM<br/>Meet outside benches</b></p> | <p><b><u>PREVIOUS<br/>MODULES/SKILLS</u></b></p> |

### 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 July 25, 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' PASS 'ALL' EXAMS WITH 70% or BETTER TO CONTINUE TO CLINICAL ROTATION, NO... EXCEPTIONS!!**
- **EVEN IF STUDENT HAS PASSED ALL OTHER EXAMS AND DOES NOT PASS THE 'FINAL EXAM' WITH 70% or BETTER, STUDENT WILL 'NOT' PARTICIPATE IN THE CLINICAL ROTATION AND RECEIVE A LETTER GRADE OF 'F' FOR 'FINAL CLASS GRADE'!!**
- **STUDENT WILL NEED TO 'DROP' SELF ONLINE BEFORE THE 'DROP DATE', THE INSTRUCTOR WILL 'NOT' DROP THE STUDENT FROM THE COURSE.**
- **IF STUDENT 'DOES NOT DROP SELF FROM COURSE STUDENT BY DROP DATE STUDENT WILL RECEIVE A LETTER GRADE OF 'F' FOR 'FINAL CLASS GRADE' AT THE END OF COURSE WHEN CLASS 'FINAL CLASS GRADES' ARE SUBMITTED BY INSTRUCTOR, NO.. EXCEPTIONS!!!**
- **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 SUMMER 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,**
- **READ: IVC HEALTH ASSISTANT PROGRAM ‘HANDBOOK’**
- **Student ‘MUST’ pass IVC Health Assistant course (Theory) with 70% = C or better**
- **Skills (PASS) is a ‘MUST’ during clinical (hospital) rotation – able to apply theory into clinical practice/skills with patient safety, critical thinking of patients physical and emotional needs and report as problem issues arise to appropriate health care personnel.**
- **EVEN IF THE STUDENT PASSED THEORY AND NOT PASSING CLINICAL ROTATION STUDENT WILL NOT COMPLETE THE COURSE AND RECEIVE A LETTER GRADE OF ‘F’ FOR THE ‘FINAL CLASS GRADE’**
- **Student has 3 times to retake the examination if ‘failed’ either written or skills portion – State Exam**
- **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 student e-mails regularly for testing / instructor information**
- **Student is responsible to upload required information into ‘Complio’ account, IVC Health Assistant Program Handbook**
- **Student is responsible to bring immunizations to IVC SHC for initial review and upon completion**
- **Student ‘must’ receive a copy of completed 1. Physical Exam 2. Immunizations once completed to upload into ‘Complio’ account to ‘Completion’ prior to clinical rotation – if NOT does not receive a copy of completed physical exam or immunization from IVC SHC – nurse student will NOT be able to participate in the clinical rotation.**
- **‘ALL’ Clinical Requirements NEED to be completed by the date given by instructor, NO EXCEPTIONS – IF NOT COMPLETED STUDENT WILL NOT PROCEED TO CLINICAL ROTATIONS. STUDENT WILL NOT COMPLETE THE COURSE AND RECEIVE A LETTER GRADE OF ‘F’ FOR ‘FINAL CLASS GRADE’**

**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.

### PRIOR TO TAKING ANY EXAM – WHILE IN THE IVC HEALTH ASSISTANT PROGRAM

- STUDENT 'MUST' USE BATHROOM (ELIMINATION NEEDS) PRIOR TO TAKING THE EXAM
- PENCILS #2 – SHARPENED WITH USABLE ERASERS (02 PENCILS)
- 100 QUESTION – SCANTRON
- NO VISABLE MATERIALS ON DESK INCLUDING WATER BOTTLES
- NO ELECTRONIC EQUIPMENT

### **POST ANY EXAM – WHILE IN THE IVC HEALTH ASSISTANT PROGRAM**

- IF INSTRUCTOR WILL HAVE EXAM RESULTS (NOT LETTER GRADE) SAME DAY AS EXAM
- STUDENT ‘MUST’ STAY TO GET RESULTS
- OTHERWISE STUDENT NEEDS TO WAIT UNTIL NOT DAY IN CLASS TO RECEIVE RESULTS OF EXAM
- DO NOT CALL, TEXT OR E-MAIL INSTRUCTOR FOR EXAM RESULTS

### **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.

### **Health Services – Nursing and student counseling services available at IVC Student Health Center (IVC SHC) – Room #1536**

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 1536, telephone 760-355-6310 or 760-355-7209 (nurse)

#### **IVC SHC – schedule bring in health records for review for copy of completion**

Mondays – 9 am – 3 pm (**paperwork**)

Tuesdays – 9 am – 3 pm (**paperwork**)

Wednesdays – **DO NOT** bring in **paperwork**  
(**busy with physical exams**)

Thursdays – 9 am – 3:00 pm (**paperwork**)

Fridays (always ‘short’ days) – **DO NOT** bring in **paperwork**

**NOTE: NURSE: (760) 355-7209 if you have questions about physical exams & immunizations**

### **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](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)