

Imperial Valley College Course Syllabus – Home Health Aide - AHP 062

Basic Course Information

Semester	Winter 2017	Instructor's Name	Aida Valdez
Course Title & #	Home Health Aide- AHP 062	Instructor's Email	aida.valdez@imperial.edu
CRN #	15143	Webpage (optional)	
Room	Room: 2150	Office	2155
Class Dates	January 3 - February 3, 2017	Office Hours	
Class Days	Lecture – Tues-Fri Clinical – Mon-Sat	Office Phone # or Instructor Contact	Cell: (760) 473-1673 – prefer text 1. Text your name 2. Text your question
Class Times	Lecture: Tues – Thurs. – 5:00-8:00pm Fri (lab) – 1:00 – 3:00 pm Clinical: Sat. (7:00am-6:30pm) Mon.-Fri – Accent care (varies)	Who students should contact if emergency	Dolores Hartfield – Secretary Phone: 760-355-6468
Units	1.5		

Course Description

This course will prepare the student for certification by the State of California as a home health aide. The curriculum is structured to provide the theory and practice skills needed to care for individuals in the home environment.

Pre-requisite: Certification as a Health Assistant

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Describe the common observations and documentation by the Home Health Aide. (ILO 1,2, 3, 4)
2. Describe the role and responsibilities of the certified Home Health Aide and how it differs from the CNA (ILO 1, 2, 3, 4, 5)

Course Objective

Upon satisfactory completion of the course, students will be able to:

1. Explain the role of the Home Health Aide and agencies providing home care.
2. Interpret medical and social needs of persons/families receiving home care.
3. Perform personal care skills at an acceptable level.
4. Provide food service to patients receiving home care: Meals on wheels or preparation of basic food needs.
5. Perform cleaning and home care tasks required for home care services.

Textbooks & Other Resources or Links

1. William Leahy, MD, Jetta Fuzy, RN, MS and Julie Grafe, RN, BSN, Hartman Publishing Inc. 2013. Providing Home Care 4th. Hartman Publishing ISBN: 978-1-60425-034-3 - Textbook
2. William Leahy, MD, Jetta Fuzy, RN, MS and Julie Grafe, RN, BSN, Hartman Publishing Inc. 2013. Providing Home Care 4th. Hartman Publishing ISBN: 978-1-60425-035-0 – Workbook
3. Reading Assignment Outline ‘California’s Qualifications for Home Health Aide Certification’: Corresponding pages from ‘Providing Home Care’ – A Textbook for Home Health Aides, 4th, Edition by Dr. William Leahy, Hartman Publishing Inc.
4. Assigned Audio Visuals and/or Software web-sites included in HHA syllabus used for CNA program preparation clinical rotation and State of California Nursing Assistant Examination.
5. IVC Nursing Learning Center (NLC) – DVD/CDs assigned Software used for CNA program – NLC during the daytime prior to class. Student is to go and reserve a computer for date of viewing CNA DVD/CDs

Course Requirements and Instructional Methods

Out-of-Class:

Independent and group exercises and learning center activities may be assigned and are required. Students may be referred back to the nursing learning center tutor if needed to support the learning environment. You are expected to increase participation and ‘readiness for class as the semester progresses. Participation includes class discussions, asking/answering questions, and group project work. Similarly, the expectation of class content knowledge will increase as the semester progresses.

The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Reading, Writing and Research:

Reading, CD/video and writing assignments are required. The reading list includes those required of this course ‘California’s Qualifications for Home Health Aide Certification’. Research three papers: Alzheimer’s disease, Elder Abuse, HIPPA. Writing single sentence structure Home Health Aide ‘Abbreviations’ approved by State of California Chancellor’s Office.

Student is responsible for reading IVC e-mails for additional information or updates while in the course.

Course Grading Based on Course Objectives

Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%

To pass this course, must achieve a 70% or higher

- D 60-69% of total points
- F less than 60% of total points.

Grades are based on the successful completion of the following types of assignments

Assignment	Frequency
• Unit Exams (1-5)	5
• Final Exam	1 – 100 Qs - State of California Home Health Aide Curriculum & Workbook
• Unit Terminology Quizzes	5 – units 1-5 (State of California Home Health Aide Curriculum)
• Research Papers	3 – Alzheimer’s Disease, Elder Abuse and HIPAA
• Abbreviations = 83	1 – sentences relating to health care – single sentences with abbrev. underlined
• Workbook – completed	1 – Letter grade: 1. Completed 100 %= A 2. Partial completion (3/4) 70%= C; 3. other = 0% F

1. Testing:

- Each exam and final must be passed with a 70% or higher.
- Make up exams may be multiple choice, true or false, fill-in or combination of these questions. Instructor will make arrangements with Josue Verduzco in Study Skills Office inside the library for proctoring the exam during times available at the Study Skills Center. Make up exams are only when student did not pass prior module(s) exam with 70% or better and only 2 opportunities throughout the course may be considered.
- Student must use 100 question Scantron and a #2 pencil with an eraser for each exam given
- If student does not show up for any exam including make-up exam they will receive an ‘F’ on exam including the module or modules. **Student will not be able to participate in clinical rotation.**
- The instructor may include additional unannounced quizzes on reading/handouts material previously covered.
- No Shows’ for exams, including the final, will receive a letter grade of ‘F’ for course and will NOT be able to proceed to clinical (home health) rotation

2. Research Paper:

- Assigned topics, such as Alzheimer’s, Elder Abuse, and HIPAA
- Completed successfully is worth 10 points each.

3. Writing 83 Abbreviations: single sentence structure (used in health setting) underline abbreviation used in sentence is worth 10 points.

4. If the student has dropped the course, the student must submit all paper work, if the student does NOT submit the paperwork to drop the course, they will be given an ‘F’ for the course.

Attendance

1. 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.
2. 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.
3. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

1. Electronic Devices: **Cell phones and electronic devices must be turned off and put away during class,** unless otherwise directed by the instructor.
2. 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 by the instructor.
3. 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](#).
4. 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

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property. There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.
- Sign-in to Class: NO student can sign-in for another student – the 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

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Learning Services**. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services**. There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.
- **Nursing Learning Center** 2158 will be open during the summer 2016 for nursing & allied health students to work with tutor or skills practice. NLC Schedule: Monday 9-5PM, Tuesday & Wednesday 12:30-5PM
Computer Lab 9-5PM

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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

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Date	Activity, Reading or other Assignments	Due Dates, Test Dates, Etc
<p>Theory IVC</p> <p>January 3, 2017 Tuesday</p> <p>5:00 – 8:00 pm 3 hours</p>	<p>Unit 1: Introduction to Home Health Aide & Agency Roles</p> <p>See Handouts for unit 1 – attachments</p> <p>Classroom Participation: reviewing unit 1 handouts</p> <p>Review Unit 1: Terminology</p> <p>Review homework assignments</p> <p>Reading assignment hangout</p> <p>Review Reading</p> <p>Assignments for units 1-5 Handout</p> <p>Review Unit 1: Handouts</p> <p>Review: Home Health Aide Application</p> <p>Read Unit 1: California’s Qualifications for Home Health Aide Certification Hartman Publishing- Dr. William Leahy Handout</p>	<p>Review syllabus & scheduled theory and clinical calendar</p> <p>Assignments for units 1-5 Handout</p> <p>Review Unit 1: Handouts</p> <p>Review: Home Health Aide Application</p> <p>Review prior clinical requirements</p> <p>See attachments</p> <p>Discussion: Q & A period</p>
<p>Theory IVC</p> <p>January 4, 2017 Wednesday</p> <p>5:00 – 8:00 pm 3 hours</p>	<p>Unit 2: Interpretation of Medical and Social Needs of Persons Receiving Home Health Services</p> <p>See Handouts for unit 2 – attachments</p> <p>Classroom Participation: reviewing unit 2 handouts</p> <p>Review Unit 2: Terminology</p> <p>Read Unit 2: California’s Qualifications for Home Health Aide Certification Hartman Publishing by Dr. William Leahy Handout</p>	<p>Review above as needed</p> <p>Review Unit 2: Handouts</p> <p>Discussion: Q & A period</p>

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Date	Activity, Reading or other Assignments	Due Dates, Test Dates, Etc
<p>Theory IVC</p> <p>January 5, 2017 Thursday Day 3 5:00 – 8:00 pm 3 hours</p>	<p>Unit 2: Continued & Start Unit 3: Personal Care Services</p> <p>See Handouts for unit 2 &3 – attachments</p> <p>Classroom Participation: reviewing unit 2 & 3 handouts</p> <p>Review Unit 2 & 3: Terminology</p> <p>Read Units 2 & 3: California’s Qualifications for Home Health Aide Certification Hartman Publishing by Dr. William Leahy Handout</p>	<p>Review Units 2 & 3: Handouts</p> <p>Discussion: Q & A period</p>
<p>Theory IVC</p> <p>January 6, 2017 Friday 5:00 – 8:00 pm 3 hours</p>	<p>Unit 3: Personal Care Services</p> <p>See Handouts for unit 3 – attachments</p> <p>Classroom Participation: reviewing unit 3 handouts</p> <p>Review Unit 3: Terminology</p> <p>Read Unit 3 : California’s Qualifications for Home Health Aide Certification Hartman Publishing by Dr. Willian Leahy Handout</p>	<p>Exam & Quiz – Units 1 & 2</p> <p>1. Units: 1 & 2 Exam - 20 Qs 2. Terminology Quiz Unit 2: 10 Qs</p> <p>Review above as needed</p> <p>Review Unit 3: Handouts</p> <p>Discussion: Q & A period</p> <p>Start skills lab: if time Permits</p> <p>Demo & return demo</p>
<p>Theory IVC</p> <p>January 10, 2017 Tuesday 5:00 – 8:00 pm 3 hours</p>	<p>Unit 4 : Food Services for Patients at Home</p> <p>See Handouts for unit 4 – attachments</p> <p>Classroom Participation: reviewing unit 4 handouts</p> <p>Review Unit 4: Terminology</p> <p>Students will prepare - ‘Low Sodium and Low fat/cholesterol’ brown bag lunch using: (if time permits today)</p> <ul style="list-style-type: none"> • CNA Module 11 handouts food pyramid, sample food tray and My Plate.gov (web-site) 	<p>Exam & Quiz – Unit 3</p> <p>1. Unit 3 Exam - 20 Qs 2. Terminology Quiz Unit 3: 10 Qs</p> <p>Review above as needed</p> <p>Review Unit 4: Handouts</p> <p>Low Sodium Diet</p>

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Date	Activity, Reading or other Assignments	Due Dates, Test Dates, Etc
	<ul style="list-style-type: none"> • Low sodium – using Unit 4 handout for guide 1. ½ students will shop, handle and prepare brown bag lunch meal • Low fat/cholesterol – using Unit 4 handout for guide 1. ½ students will shop, handle and prepare brown bag lunch meal • Budget: \$20.00 • Proper handling of food while preparing and keeping infection control standards (CNA module 6) <p>Review CNA modules 6 (Infection Control) & 11 (Nutrition) – see attachments</p> <p>Read Unit 4 : California’s Qualifications for Home Health Aide Certification - Hartman Publishing by Dr. William Leahy Handout</p>	<p>½ students will shop and prepare meal lunch (brown bag)</p> <p>Other half of students will;</p> <p>Low fat/cholesterol Diet</p> <p>½ students will shop and prepare meal lunch (brown bag)</p> <p>Discussion: Q & A period</p> <p>Start skills lab: if time Permits</p> <p>Demo & return demo</p>
<p>Theory IVC</p> <p>January 11, 2017 Wednesday</p> <p>5:00 – 8:00 pm 3 hours</p>	<p>Unit 4: Food Services for Patients at Home (continue) & Unit 5: Cleaning and Care Tasks in the Home</p> <p>See Handouts for unit 4 & 5 – attachments</p> <p>Classroom Participation: reviewing unit 4 handouts</p> <p>Review Unit 4 & 5 : Terminology</p> <p>Students will prepare - ‘Low Sodium and Low fat/cholesterol’ brown bag lunch using: (if not completed yesterday)</p> <ul style="list-style-type: none"> • CNA Module 11 handouts food pyramid, sample food tray and My Plate.gov (web-site) • Low sodium – using Unit 4 handout for guide 1. ½ students will shop, handle and prepare brown bag lunch meal • Low fat/cholesterol – using Unit 4 handout for guide 1. ½ students will shop, handle and prepare brown bag lunch meal • Budget: \$20.00 • Proper handling of food while preparing lunch and keeping infection control standards (CNA module 6) 	<p>Exam & Quiz – Unit 4</p> <p>1. Unit 4 Exam - 20 Qs 2. Terminology Quiz Unit 4: 10 Qs</p> <p>Review above as needed</p> <p>Review Unit 5: Handouts</p> <p>Low Sodium Diet</p> <p>½ students will shop and prepare meal lunch (brown bag)</p> <p>Other half of students will;</p> <p>Low fat/cholesterol Diet</p> <p>½ students will shop and prepare meal lunch (brown bag)</p>

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Date	Activity, Reading or other Assignments	Due Dates, Test Dates, Etc
	<p>Students will be able recognize, verbalize and demonstrate:</p> <ul style="list-style-type: none"> • Home Safety • Kitchen Safety • Proper handling of patients clothing and supplies in the home <p>Review CNA modules 4 (Safe Environment), 6 (Infection Control) & 11 (Nutrition) – see attachments</p> <p>Read Units 4 & 5 : California’s Qualifications for Home Health Aide Certification - Hartman Publishing by Dr. William Leahy</p>	<p>Discussion: Q & A period</p> <p>Start skills lab: if time Permits</p> <p>Demo & return demo</p> <p>Handout</p>
<p>Theory IVC</p> <p>January 12, 2017 Thursday</p> <p>5:00 – 8:00 pm 3 hours</p>	<p>Unit 5: Cleaning and Care Tasks in the Home</p> <p>Students will be able recognize, verbalize and demonstrate:</p> <ul style="list-style-type: none"> • Home Safety • Kitchen Safety • Proper handling of patients clothing and supplies in the home <p>Read Unit 5 : California’s Qualifications for Home Health Aide Certification - Hartman Publishing by Dr. William Leahy Handout</p>	<p>Exam & Quiz – Unit 5</p> <p>1. Unit 5 Exam - 20 Qs 2. Terminology Quiz Unit 5: 10 Qs</p> <p>Review above as needed</p> <p>Review Unit 5: Handouts Discussion: Q & A period</p> <p>Start skills lab: if time Permits</p> <p>Demo & return demo</p>
<p>Skills Lab IVC La</p> <p>January 13, 2017 Friday</p> <p>1:00 am – 3:00 pm 2 hrs.</p>	<p>Student will be able to:</p> <p>Return Demonstrate satisfactorily – skills sheet check off</p> <p>Student has either read/studied and past written examination or viewed by software or researched or seen demonstration and able to return demonstration on list of topics on skills sheet – check off</p>	<p>Use Skill Sheet – Check off (see attached skill sheet)</p> <p>Final Exam: 100 Qs (Units: 1-5 & Workbook)</p> <p>1. Multiple choice 2. Study following - a. HHA units (State CA. – HHA units) b. Workbook Multiple choice Questions 3. <u>NO</u> Terminology</p>

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Date	Activity, Reading or other Assignments	Due Dates, Test Dates, Etc
<p>Clinical Starts January 17, 2017 Times: Vary</p> <p>Per Home Health Agency</p> <p>*****</p> <p>Imperial Heights</p> <p>January 21, 2017 Saturday</p> <p>7:00 – 6:30 pm 11 hours</p>	<p align="center">NOTE:</p> <p align="center">Accent Home Health Care Agency 2344 2nd Street EL Centro, CA. 92243</p> <p align="center">Drive down ‘Wake’ Ave. in EL Centro • by Home Depot further down newer buildings)</p> <p align="center">Ask for: Jason Hobbs</p> <p align="center">*****</p> <p align="center">Imperial Heights 320 Cattle Call Drive Brawley, CA. 92227</p> <p>Student will participate with direct patient care skilled nursing in home environment including:</p> <ul style="list-style-type: none"> • Rotating in the Physical/Occupational Therapy Dept. • Feed patients during meal times • Caring for patients home environment - personal belongings 	<p>Students will be given schedule with dates to attend clinical rotation at Accent care during morning hours, Tuesdays through Friday.</p> <p>Morning hours: Vary</p> <p>Days Monday – Friday</p> <p>*****</p> <p>Clinical continues</p> <p align="center"><u>Homework due:</u></p> <p>03 research papers:</p> <ol style="list-style-type: none"> 1. ALZ Disease 2. Elder Abuse 3. HIPPA <p>Units 3- Personal Care Services</p> <p>Unit 4 – Nutrition</p> <p>Unit 5 – Cleaning and Care Task in the Home</p>

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Date	Activity, Reading or other Assignments	Due Dates, Test Dates, Etc
<p align="center">PMHD</p> <p>January 28, 2017 Saturday 7:00 – 6:30 pm 11 hours</p>	<p align="center">Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92227</p> <p>Student will participate with direct patient care skilled nursing in home environment including:</p> <ul style="list-style-type: none"> • Medical/Surgical unit • Feed patients during meal times as needed • Caring for patients home environment – personal belongings <p align="center">Last Day of Class</p>	<p>Clinical continues</p> <p>Units 3- Personal Care Services</p> <p>Unit 4 – Nutrition</p> <p>Unit 5 – Cleaning and Care Task in the Home</p>