

**Basic Course Information**

Semester:	<b>Fall</b>	Instructor Name:	<b>Aida Valdez</b>
Course Title & #:	<b>Health Assistant #AHP 060</b>	Email:	<b>aida.valdez@imperial.edu</b>
CRN #:	<b>10992</b>	Webpage (optional):	
Classroom:	<b>2135</b>	Office #:	<b>2155</b>
Class Dates:	<b>08-14 -12-02, 2017</b>	Office Hours:	
Class Days:	<b>Theory: MTWR Clinical: some evenings, Saturdays &amp; Fridays (afternoon)</b>	Office Phone #:	Personal cell: (760) 473-1673 – text only – Instructor: will text or call you back 1. Text your name 2. Text your question
Class Times:	Varies: 7:00 am – 8:00 pm	Emergency Contact:	Dolores Hartfield – IVC Nursing Allied Health Secretary – e-mail: dolores.hartfield@imperial.edu
Units:	5.5	Expenses: Health Assistant Program	Student's may accumulate expenses and NOT complete the course due to NOT meeting requirements. Expenditures are at student's risk. IVC is NOT responsible to compensate the student's for expenditures student's spent while enrolled in the IVC Health Assistant Program. Expenditures are at student's own 'Risk'

**Nurse Assistant Introduction/Overview (page 7 of 16)**

**California Community College  
Chancellor's Office**

**Model Curriculum**

**Nurse Assistant**

**Revised September, 2013**

**Evaluation: NATAP – Nurse Assistant Training and Assessment Program**

To meet Title 22 regulations, students must successfully complete the curriculum modules/objectives listed below prior to any direct patient/resident contact. These include the required content of 16 hours, in five content area. Orientation can be expanded. A required attendance record is found Appendix A. This form HS276-C Nurse Assistant Certification Training Program Individual Student Record' from the California Department of Public Health Clinical Application Checklist document each student's completion of federally mandated content and provides a record of the student satisfactory demonstration of those clinical application skills from the curriculum. Also refer to Title 22 regulations at website [www.calregs.com](http://www.calregs.com) (List of CCR Titles-Title 22 Division 5-Chapte 2.5). Excerpts from Title 22 are found in Appendix B.

The following chart shows the Modules /Objectives from California Department of Public Health 'Nurse Assistant Certification Training Program Individual Student Record' (form CDPH 276 C (07/12) that are included in the NATAP Module Curriculum

**Notes from Instructor: 1-13**

1. The IVC Health Assistant Course is an ‘accelerated’ course – FINAL EXAM SCHEDULED September 21, 2017
  - State of California Module Curriculum for Nurses Assistant Training Modules (1-16) – pass ‘all’ exams including ‘Final Exam’ with 70% or better
  - Reading Assignments – per handout given by instructor
  - Homework – complete ‘all’ homework as assigned date given by instructor
  - Self-Reading passing IVC Health Assistant Program written & clinical rotation (hospital)
  - Self-Practice & Timing of 22 Manual Skills for State Nurses Aide Examination scheduled 12/14/2017
  - Patient ‘Safety’ is of upmost important before, during and after patient care in clinical (hospital) Rotations
  - Complete Physical Exam, Immunizations and TB screening as dates scheduled in syllabus below
2. Student’s ‘must’ be self-motivated due to the materials covered required by the State of California  
Preparing the student’s to take the State of California - Nurse’s Aide Examination
3. The following recommended to assist you with the IVC Health Assistant course and STATE NURSES AIDE EXAM
  - a. Reading & Comprehension – preferably 8<sup>th</sup> grade reading level: Patient Safety, pass IVC course and State Exam
    - Student’s ‘MUST’ be able to read and comprehend to pass the IVC Health Assistant Program
    - Student’s ‘MUST’ be able to read and comprehend the ‘IVC Health Assistant Program Handbook’ sent to student’s via e-mail with program information necessary to course completion
    - Students ‘MUST’ be able to read and comprehend 1. Class Syllabus 2. Daily Student Calendar 3. Other materials
    - Student’s ‘MUST’ be able to read and comprehend e-mails and forms to be downloaded, handouts and [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/) information regarding State of California Nurses Aide given or sent to them regarding information while in the IVC Health Assistant Program
    - Student’s ‘MUST’ be able to read and comprehend assignments given to them to provide patient care
    - Student’s ‘MUST’ be able to read and comprehend lecture, modules, reading assignments, handouts to pass the State of California Nurses Aide Examination: [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)
  - a. Passing score of 70% or better for ‘all’ exams including ‘Final’ exam
  - b. Self-practice and time 22 NNAAP skills for State Nurses Aide Examination per RTC web-site
    1. ‘Pearson Vue’ Skills Booklet, 2016 – sent to you by instructor
    2. Use Santa Barbra CNA skills videos – You-tube – sent to you by instructor
  - c. California Department of Health Services – Skills 276 – A form
  - d. Homework completed
  - e. Meet deadlines given for assignments in theory and prior clinical requirements
  - f. Understand follow verbal and written instructions given to student during theory and clinical areas

**NOTE FROM INSTRUTOR: #4, 6, 7 & 8 (cont.)**

4. Memorization – necessary to pass the State of California Nurses Aide Examination due 22 manual skills required by Regional Testing Center (RTC): [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)
  5. Basic math – required in State of California CNA Modules while providing patient care (Modules 7 & 11)
  6. DSPS student’s requesting extra testing time for exams ‘must’ inform the instructor on the ‘first’ day of class, this is the student’s responsibility.
  7. Basic writing skills – reporting an incident OR patient’s complaint of symptoms while caring for patients in a health care agency (Module 15)
  8. Communication – ‘Safety’ and ‘Patients Rights’ is upmost importance before, during and after providing Patient care. (Mod. 2 and Modules 4/12)  
Student ‘must’ be able to communicate with patients assigned to them as well as reporting to health facility Charge Nurse and/or staff directly assigned to the patient of health care issues which may arise to assigned Patients in the health care facility. (Module 3)
    - Student ‘must’ be able to receive and understand instructions given for assigned patient care of care during the clinical rotation. (Mod. 3)
    - Student ‘must’ ethically follow instructions given to them and give care as instructed and be (Mod. 3) knowledgeable and ask appropriate questions when in doubt to charge nurse of health agency
    - Student ‘must’ be able to communicate with the patient’s while providing health care (Mod. 3)
    - Student ‘must’ be able to report appropriately health care issues that arise while providing care (Mod. 3)
    - Student ‘must’ be able to give report (Module 15) to charge nurse appropriately and complete charting as needed as health care issues arise for patient’s assigned to the student
    - CPR: Student ‘MUST’ be able to pass American Heart Association (BLS) Health Care Provider Course
      1. Signed & date copy of front & back of card submitted to instructor –August 17, 2017
- LIVE SCAN, 283-B form (02), Registration form DUE: August 17, 2017 – Bring to class
  - Complete, sign & date pages 15 & 16 from ‘Health Assistant Handbook ‘DUE: August 17, 2017 – Bring to class
  - Student ‘MUST’ pass their BACKGROUND CHECK – August 17, 2017 – automatically uploaded into ‘Complio’ account online – Student open Complio account on web-site for background check
  - STUDENT ‘MUST’ pass their DRUG SCREEN EXAM – August 17, 2017 - automatically uploaded into ‘Complio’ account online – Student open Complio account on web-site for drug screen check

**NOTE FROM INSTRUCTOR: #9, 10, 11, 12 & 13 (end)**

9. Students are required to complete 'Physical Exam' (PE) & 'Immunizations' (IZ) prior to clinical rotation

- Physical Exam - (TB screening inclusive) - Completed September 6, 2017 (Wednesday)
- CNA program 'Health Requirement Packet & Immunization Cards' to:
  - a. IVC Student Health Center (IVC SHC) room: 1536
  - b. Nurse will review vaccine records and IVC Student Health Center Receptionists will call you to pick up your packet
  - c. The packet will include further instructions for completion of health requirements prior to clinical rotation
  - d. Once your vaccines are completed you need to bring the packet back to IVC SHC receptionists and they will schedule you for a physical exam
- If prior 'Positive' skin test (PPD) bring copy of recent chest x-ray (1-10 years old) in English signed by Radiologist and report from a health care agency in USA.
  - a. See nurse for additional paperwork for TB Clearance – ONLY if prior positive skin test

**IVC SHC LOCATION & HOURS PICK-UP & DROP-OFF HEALTH REQUIREMENT PACKETS - :**

- a. Student is to bring their immunization cards to SHC room 1536 (west side of the library)
- b. Pick-up their health packet
- c. Times: Mondays – Thursdays: 9:00 am – 3:00 pm
- d. SHC receptionists will assist the students as with the process to getting their health requirements completed

10. STUDENT'S ARE REQUIRED TO TAKE THE STATE OF CALIFORNIA NURSES AIDE PROGRAM AS SCHEDULED BY INSTRUCTOR FOR December 14, 2017, NO EXCEPTION

- a. \$100 – Money Order or Official Check payable: RTC – DUE September 18, 2017
- b. 283-b forms (2) form: download, complete and sign – DUE – August 17, 2017
- c. Regional Testing Center (RTC) registration form (boxes or squares): download, complete and sign

DUE: August 17, 2017

11. STUDENT NOT COMPLETING REQUIREMENTS PRIOR TO CLINICAL (HOSPITAL) ROTATION:

- STUDENT WILL NOT BE ABLE TO PROCEED TO CLINICAL ROTATION & RECEIVE A LETTER GRADE OF 'F' IN THE COURSE FOR FALL, 2017

12. STUDENT IS REQUIRED TO OPEN A 'COMPLIO' ACCOUNT TO UPLOAD:

- Background check
- Drug Screen

13. Bring a copy of your AHA BLS (Healthcare Provider Card) to class give to instructor – August 17, 2017

14. MODULES & EXAMS & DATES MAY VARY

**Course Description**

<b>I.</b>	<b>COURSE/CATALOG DESCRIPTION</b>
	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)

**Course Prerequisite(s) and/or Corequisite(s)**

<b>II.</b>	<b>A. PREREQUISITES, if any:</b>
	<b>B. COREQUISITES, if any:</b>
	<b>C. RECOMMENDED PREPARATION, if any:</b> AHP 100

**Student Learning Outcomes**

<b>X.</b>	<b>STUDENT LEARNING OUTCOMES:</b>
	<p>Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate proper body mechanics while moving, turning, and ambulating a patient. (ILO 1, 3, 4)</li> <li>2. Take and accurately record vital signs on a child and adult: blood pressure, pulse, temperature, and oxygen saturation. (ILO 2)</li> <li>3. Identify key menu items or components regarding the diet for a long term care diabetic. (ILO2, ILO3)</li> </ol>

## Course Objectives

### IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

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

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)
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

## Textbooks & Other Resources or Links

### IX. TEXTBOOK(S) AND SUPPLEMENT(S):

- Susan Alvare Hedman 2013. *Hartman's Nursing Assistant Care-Workbook 3*. Hartman Publishing Inc. ISBN: 978-1604250428.
- Susan Alvare Hedman 2013. *Hartman's Nursing Assistant Care 3*. Hartman Publishing Inc. ISBN: 978-1604250411.
- American Heart Association Fundamentals ofBLS (Basic Life Support) for the Healthcare Provider
- Regional Testing Center for Southern California - State of California Nurse Assistant Exam information.  
<http://www.regionaltestingcenter.org/cna.html/>

## Course Grading Based on Course Objectives

<b>III.</b>	<b>GRADING CRITERIA</b>
	Letter Grade Only

### 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 fall Session 2017

1. **Exams & FINAL EXAM GRADE (pass with 70% or better) OTHERWISE, DROP THE CLASS ON YOUR OWN ONLINE BY 10/30/2017.**
2. **Medical Terms or Abbreviation Sentences – 1-158 completed all single sentences NO incomplete partial– Complete = 10 points, if NOT completed student will Get 10 points deducted from ‘Final Class Grade’**
3. **Research papers (03) – Alzheimer’s disease (AD), Elder Abuse & Confidentiality (HIPPA) - NO incomplete partial – Complete = 10 points each (total 30 points) added to ‘Final Class grade’, if incomplete student will not be able to participate in the the clinical (hospital) rotation these assignments are required prior to clinical (hospital) rotation.**
4. **Research Papers (03): Alzheimer’s disease, Elder Abuse and HIPPA**
  - a. **E-mail your 03 research papers to:**
    1. Dolores Hartfield: [dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu)
    2. **DUE: 09-11-2017**
  - b. **DO NOT E-MAIL PAPERS TO INSTRUCTOR**
  - c. **Please bring hard-copy of all 03 research papers to instructor on: 09-11-2017**
    1. **Bring to Classroom**
5. **Homework: Sentences and Workbook DUE:**
  1. **09-24-2017**
  2. **Bring to classroom give to instructor**
  3. **DO NOT E-MAIL SENTENCES TO DOLORES!!**

## Course Grading Based on Course Objectives (continue)

### Homework:

1. **‘Workbook’** Hartman’s Publishing, Inc: Hartmans Nursing Care – Long-Term Care, 3<sup>rd</sup> Edition

a. Complete ‘ALL’ workbook = 10 points

2. CNA – **Medical Terms & Abbreviations (1-158) brief description** of ‘Medical Term or Abbreviation’ used in the ‘single sentence’, underline the ‘Medical Term or Abbreviation’ used in sentence structure.

- Single sentence for each either medical term or abbreviation –sentence must be medical or nursing related
- Underline the medical term or abbreviation used in the single sentence structure

**Example:** Mrs. Jones is complaining of right lower abd pain started approximately 1 hour ago.

3. **Research on the following: Alzheimer’s disease (AD), Elder Abuse (various types) & Confidentiality (privacy) while giving direct patient care and include HIPPA guidelines**

A. Alzheimer’s Disease (AD) – various ‘stages’ for AD

- 1<sup>st</sup> paragraph = introduction
- 2<sup>nd</sup> paragraph = actual research for each ‘stage’ of AD
- 3<sup>rd</sup> paragraph = what you learned during the research of various ‘stages’ of AD as related to direct patient care

B. Elder Abuse – various types of Elder Abuse (ED)

- 1<sup>st</sup> paragraph = introduction ‘all’ types of ‘Elder Abuse’
- 2<sup>nd</sup> paragraph = research for each types of Elder Abuse
- 3<sup>rd</sup> paragraph = what you learned during the research of various types of Elder Abuse related to patient care

C. Confidentiality (privacy) while giving direct patient care and include HIPPA guidelines

- 1<sup>st</sup> paragraph = introduction ‘Confidentiality (privacy) while giving direct patient care
- 2<sup>nd</sup> paragraph = research for ‘Confidentiality’ (privacy) while giving direct patient care and HIPPA guidelines included
- 3<sup>rd</sup> paragraph = what you learned during the research of ‘Confidentiality’ and HIPPA as related to direct patient care
- **Students who ‘No Shows’ for Final Exam will receive a letter grade of ‘F’ for course**

### Course Grading Based on Course Objectives (continue)

- 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 10-30-2017 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. 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. Student is given the opportunity of 02 make-up exams are during the Health Assistant Course, no exceptions.  
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, (If student does **NOT** drop the course on their own student will be given an 'F' for the fall CNA 2017 course).
- **STUDENT MUST USE 100 QUESTION SCANTRON – each exam given**
- **Use #2 sharpened pencil with eraser for use on Exams & 'Final' Exam – inclusive**
- **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
- **Students who are 'No Shows' for exams will receive a letter grade of 'F' for course and will NOT be able to proceed to clinical (hospital) rotation and be ineligible to take the State Nurses Aide Examination**
- **Students who 'No Shows' for Final Exam will receive a letter grade of 'F' for course and will NOT be able to proceed to clinical (hospital) rotation and be ineligible to take the State Nurses Aide Examination**
- **If student does NOT drop the course within the required time to receive a 'W' the instructor will give the student a letter grade of an 'F' for the course fall 2017.**

**Course Grading Based on Course Objectives (continue)**

Out of Class Assignments: 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.

<p><b>VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:</b></p>
<p>Mid-Term/Final Exam(s)                  Module Exams, for each or combination of Modules 1-16</p> <p>Objective</p> <p>Oral Assignments</p> <p>Problem Solving Exercise</p> <p>Quizzes</p> <p>Skill Demonstration</p> <p>Written Assignments</p> <p>Class Activity</p>
<p><b>VII. INSTRUCTIONAL METHODOLOGY:</b></p>
<p>Audio Visual</p> <p>Computer Assisted Instruction</p> <p>Demonstration</p> <p>Discussion</p> <p>Group Activity</p> <p>Individual Assistance</p> <p>Lab Activity</p> <p>Lecture</p> <p>Simulation/Case Study</p> <p>Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.</p> <p>Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.</p>

**Course Requirements and Instructional Methods (end)**

<b>VIII. ASSIGNMENTS:</b>	
	Reading and Writing:
	Write a post-assignment paper that relates to student's clinical experience. Majority of content emphasized is in reading assigned chapters as directed by syllabus and instructor.
	Out-of-class:
	Students to download and study required California Nurse Assistant Candidate Handbook & National Nurse Aide Assessment Program booklet. Provide proof of ability to convert standard time to military time.
<b>V.</b>	<b>CORE CONTENT TO BE COVERED IN ALL SECTIONS:</b>
	CORE CONTENT
	<b>Lecture Outline:</b> <b>Module 1:</b> Introduction to Nursing Assistant
	<b>Lecture Outline:</b> <b>Module 2:</b> Patient/Resident Rights
	<b>Lecture Outline:</b> <b>Module 3:</b> Interpersonal skills
	<b>Lecture Outline:</b> <b>Module 4:</b> Prevention management of catastrophe and unusual occurrences
	<b>Lecture Outline:</b> <b>Module 5:</b> Body Mechanics
	<b>Lecture Outline:</b> <b>Module 6:</b> Medical and Surgical Asepsis
	<b>Lecture Outline:</b> <b>Module 7:</b> Weights and Measures
	<b>Lecture Outline:</b> <b>Module 8:</b> Patient Care Skills
	<b>Lecture Outline:</b> <b>Module 9:</b> Patient Care Procedures
	<b>Lecture Outline:</b> <b>Module 10:</b> Vital Signs
	<b>Lecture Outline:</b> <b>Module 11:</b> Nutrition
	<b>Lecture Outline:</b> <b>Module 12:</b> Emergency Procedures
	<b>Lecture Outline:</b> <b>Module 13:</b> Long Term Care Patient
	<b>Lecture Outline:</b> <b>Module 14:</b> Rehabilitative Nursing
	<b>Lecture Outline:</b> <b>Module 15:</b> Observation and Charting
	<b>Lecture Outline:</b> <b>Module 16:</b> Death and Dying

## WEB-SITES – VIDEOS

**(MANUAL SKILLS SELF-PRACTICE & TIMING)**  
**(COPY WEB-SITE & PASTE ON YOUR COMPUTER BROWSER)**

### YOUTUBE

Use along with 'Pearson Vue Skills Booklet, 2016 (already sent to you by instructor) and Beginning and Ending steps as you practice your skills at Home or NLC

Santa Barbara community college

[http://www.sbccc.edu/nursing/cna/skills\\_videos.php](http://www.sbccc.edu/nursing/cna/skills_videos.php) has videos for CNA to watch re skills. One of the recent students used them and told Dolores they helped a lot.

---



School of Nursing: Skills Videos - Santa Barbara City College

[www.sbccc.edu](http://www.sbccc.edu)

721 Cliff Drive Santa Barbara, CA 93109-2394 Main Campus  
Phone: 805.965.0581 © 2015 Santa Barbara City College

---

### YOUTUBE

Check this website. These are excellent videos the CNAs and HHAs can use to facilitate their skills check-offs

- a. [https://www.youtube.com/results?search\\_query=cna+videos+4+you](https://www.youtube.com/results?search_query=cna+videos+4+you)
- b. <https://www.youtube.com/playlist?list=PLSur9J-qnECdvke2SdTPfnDI1CHudq3wt>

**You can see videos for 'KORAKOFF SOUNDS' BLOOD PRESSURE SOUNDS**

- **PRACTICE LISTENING TO THE SYSTOLIC & DIASTOLIC SOUNDS**

**IMPERIAL VALLEY COLLEGE  
HEALTH ASSISTANT PROGRAM**

**BEGINNING STEPS:**

- 1. KNOCK & PAUSE BEFORE ENTERING THE RESIDENT'S ROOM**
- 2. AS YOU ENTER THE PATIENT'S ROOM 'OBSERVE' THE FOLLOWING (see below)**
  - (OBSERVE 'PATIENT, EQUIPMENT & ROOM' FOR 'SAFETY – 'ALWAYS')
- 2. INTRODUCE YOURSELF (NAME & TITLE)**
- 3. IDENTIFY THE RESIDENT (CHECK ID BRACELET)**
- 4. EXPLAIN THE PROCEDURE TO THE RESIDENT**
- 5. LOCK THE BRAKES TO THE BED, GURNEY OR W/C**
- 6. WASH YOUR HANDS!**
- 7. GATHER THE EQUIPMENT, (IF APPLICABLE)**
- 8. PROVIDE FOR PRIVACY**
- 9. APPLY GLOVES, IF NECESSARY**
- 10. IF GETTING THE RESIDENT OUT OF BED, *APPLY:***

**NON – SKID SHOES!**
- 11. WHEN STARTING THE PROCEDURE ONLY LOWER THE SIDERAIL ON THE OTHER SIDE WHERE YOU ARE WORKING ON & HAVE OPPOSITE SIDERAIL UP**
  - (PREVENT STUDENT FROM FALLING OUT OF BED)
- 14. DO NOT EXPOSE PATIENT WHILE PROVIDING CARE**

**IMPERIAL VALLEY COLLEGE**  
**HEALTH ASSISTANT PROGRAM**  
**ENDING STEPS:**

1. **CLEAN, DRY & RETURN EQUIPMENT & SUPPLIES**
2. **REMOVE GLOVES**
3. **WASH HANDS!**
4. **POSITION THE RESIDENT *COMFORTABLY!***
5. **The patient's head should be positioned up to the top of the bed & the pillow positioned for support**
6. **A bed-bound patient should be positioned with the head of the bed in the semi-fowlers position & the foot of the bed slightly elevated, the cradle position**
7. **LEAVE THE HEAD OF THE BED AT LEVEL WITH THE SIDERAILS!**  

**(NEVER LEAVE THE PATIENT FLAT IN BED!! )**
8. **PLACE THE CALL LIGHT WITHIN EASY REACH!**
9. **LOWER THE BED TO SAFE POSITION FOR THE RESIDENT! (LOWER THE HEIGHT OF THE BED)**
10. **IF RETURNING THE PATIENT BACK TO BED, REMEMBER, REMOVE THE: NON – SKID SHOES!**
11. ***LEAVE ROOM NEAT!***
12. **LEAVE SIDERAILS UP!**
13. **LOCK BRAKES ON THE BED, GURNEY OR W/C!**
14. **WASH YOUR HANDS, AGAIN!**
15. ***THEN DOCUMENT*, if required to do so!**
16. **CHECK FOR TUBING 'SAFETY' & SIDERAIL 'SAFETY'**
17. **Glance (quick 5 – 10 sec) at 'Patient, Equipment and Room' for 'SAFETY' before leaving the patient's door way.**
18. **REPORT ABNORMAL FINDINGS TO THE CHARGE NURSE**

## 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.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- 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.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- State of California CNA Board guidelines student must complete hours as per State of California Nurse Assistant Curriculum – Chancellor's Office.
  - a. Deviations from these hours (negative and/or less hours in theory and/or clinical may result in the student being unable to qualify to take the State of California Examination. Also possibility in receiving college credit for the Health Assistant course currently enrolled.
  - b. If the negative and/or less hours are in Theory the student will NOT be able to participate in the clinical rotation and student will need to drop the course on their own or receive an 'F' in the course

## Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- 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.
- 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.
- IVC SECURITY TEAM WILL BE CALLED TO CLASS ROOM TO ASSISTN WITH DISRUPTIVE STUDENT OR STUDENTS
- **NO** DISCUSSING IN CLASS IN FRONT OF OTHER STUDENT'S
  - a.EXAM(S) RESULTS
  - b. GRADES
  - c.PERSONAL INFORMATION
- WHY YOU SHOULD STAY IN THE CLASS WHEN YOU ARE;  
**(INSTRUCTOR: WILL ASK YOU RELATED TO THE FOLLOWING & OTHER INFORMATION) -**
  - NOT reading your IVC e-mails regarding CNA or RTC information
    - NOT reading your assignments
    - NOT studying your modules, handouts or viewing videos for 22 manual skills review
    - NOT practicing & timing your manual skills (manual skills for State Nurses Aide Exam)
    - NOT PASSING AN EXAM AND OR EXAMS / NOT PASSING 'FINAL' EXAM
    - NO SHOW FOR EXAM OR EXAMS
    - INCOMPLETE HOMEWORK
    - INCOMPLETE PHYSICAL EXAM

### **Classroom Etiquette (end)**

- INCOMPLETE IMMUNIZATION(S)
- INCOMPLETE TB SCREEING
- INCOMPLETE SUBMISSION OF REQUIRED PAPEROWORK TO IVC SHC NURSE
- CONTINUOUS ABSENT or TARDY
- IVC HEALTH ASSISTANT 'HANDBOOK'
- CLASS SYLLABUS
- DAILY STUDENT CALENDAR
- [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/) - CNA INFORMATION TESTING & SKILLS
- Practicing and memorizing or timing yourself for the State of California Nurses Aide Examination
- NOT READ E-MAILS with ATTACHMENTS FROM INSTRUCTOR, NURSING OFFICE OR RTC

### **Online Netiquette**

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

## 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.

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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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.

## 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 Health Services and Counseling

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 counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

## Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

## Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

## Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

## 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.

**Anticipated Class Schedule/Calendar**

Month August	Description:	Assignments/Homework: (As time permits)
<p><b>Monday -Day #1</b> <b>08/14/2017</b></p> <p><b>THEORY</b> <b>Day #1</b> <b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Class introductions</b></p> <p><b>Review course work &amp; handouts</b></p> <p><b>Module 1: Introduction (2 hrs.)</b> <b>Required: 2 hrs. completed</b></p> <p><b>Module 2 Patient Rights (1 hr.) (cont)</b> <b>Pearson Vue Skills booklet: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Reading Assignments (Modules/Objective):</b> <b>Handouts / Home work</b> <b>Grading Scale for exams &amp; homework (handout)</b> <b>Reading assignments</b> <b>Abbreviation Sentences: 158</b> <b>Daily Student Calendar</b> <b>Workbook</b> <b>Research papers:</b></p> <ul style="list-style-type: none"> <li>• Elder Abuse</li> <li>• Alzheimer’s Disease</li> <li>• HIPPA (confidentiality)</li> </ul> <p><b>Review and/or discuss other materials: Class syllabus, RTC information, Daily Student Calendar, ‘Pearson Vue’ State Skills Booklet, 2016, Santa Barbara CNA Videos – You-tube ect....</b></p>
<p><b>Tuesday- Day #2</b> <b>08/15/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 2 Patient Rights (1 hr.)</b> <b>Required: 2 hrs. completed</b></p> <p><b>Mod 3 – Interpersonal Skills Communication (1 hr.) (cont)</b></p> <p><b>Pearson Vue Skills booklet: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review:</b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u></b></p> <ol style="list-style-type: none"> <li>1. Pearson Vue Skills booklet, 2016             <ol style="list-style-type: none"> <li>a. Demo/return demo</li> </ol> </li> <li>2. Work on homework</li> </ol>
<p><b>Wednesday - Day #3</b> <b>08/16/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Mod 3 – Interpersonal Skills Communication (2 hrs.)</b> <b>Required 2 hrs. completed</b></p> <p><b>Module 4/12 Prevention Management of Catastrophe and Unusual Occurrence (1hr.)</b> <b>Required 1 hr. completed</b></p>	<p><b>Review:</b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u></b></p> <ol style="list-style-type: none"> <li>1. Pearson Vue Skills booklet, 2016             <ol style="list-style-type: none"> <li>a. Demo/return demo</li> </ol> </li> <li>2. Work on homework</li> </ol>

**Anticipated Class Schedule/Calendar (continue)**

<p><b>Thursday Day #4</b></p> <p><b>08/17/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module: 5 Body Mechanics</b> <b>Required: 2 hrs. completed</b></p> <p><b>Module: 6 Surgical Asepsis (1hr.) (cont)</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>DUE:</u></b></p> <ol style="list-style-type: none"> <li>1. 02- 283-B forms</li> <li>2. RTC- Registration form</li> <li>3. Live Scan &amp; Drug Screen</li> <li>4. Handbook pages: 15 &amp; 16</li> <li>5. Copy BLS Card – AHA Healthcare Provider Course</li> </ol> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Monday - Day #5</b></p> <p><b>08/21/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module: 6 Surgical Asepsis (1hr.)</b> <b>Required 2 hrs. completed</b></p> <p><b>Module: 7 Weights &amp; Measures</b> <b>Required: 1 hr. completed</b></p> <p><b>Module 8 Patient Care Skills (1 hr.) (cont)</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Tuesday - Day #6</b></p> <p><b>08/22/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Modules Exam: 1 &amp; 2</b></p> <p><b>Module 8 Patient Care Skills (3 hrs.) (cont)</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Wednesday - Day #7</b></p> <p><b>08/23/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 8 Patient Care Skills (3 hrs.) (cont)</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>

**Anticipated Class Schedule/Calendar (continue)**

Month August	Description:	Assignments/Homework: (As time permits)
<p><b>Monday #8</b>  08/28/2017  5:00 – 8:00 pm  <u>3 hrs.</u></p>	<p><b>Modules &amp; Handouts</b>  <b>Modules exam: 3 &amp; 4</b>  Module 8 Patient Care Skills (3 hrs.) (cont)</p>	<p><b><u>Review:</u></b>  Modules &amp; Objective; other materials as needed  <b><u>As time permits:</u> Demo/return demo</b>  Pearson Vue Skills booklet, 2016  Work on homework</p>
<p><b>Tuesday - Day #9</b> 08/29/2017  5:00 – 8:00 pm  <u>3 hrs.</u></p>	<p><b>Modules &amp; Handouts</b>  Module 8 Patient Care Skills (3 hrs.) (cont)</p>	<p><b><u>Review:</u></b>  Modules &amp; Objective; other materials as needed  <b><u>As time permits:</u> Demo/return demo</b>  Pearson Vue Skills booklet, 2016  Work on homework</p>
<p><b>Wednesday #10</b> 08/30/2017  5:00 – 8:00 pm  <u>3 hrs.</u></p>	<p><b>Modules &amp; Handouts</b>  Module 8 Patient Care Skills (1 hr.) <b>Required 14 hrs. completed</b>  Module 9: Patient Care Procedures (2 hrs.) (cont)</p>	<p><b><u>Review:</u></b>  Modules &amp; Objective; other materials as needed  <b><u>As time permits:</u> Demo/return demo</b>  Pearson Vue Skills booklet, 2016  Work on homework</p>

**Anticipated Class Schedule/Calendar (continue)**

Month September	Description:	Assignments/Homework: (As time permits)
<p><b>Tuesday - Day #11</b> <b>09/05/2017</b></p> <p><b>5:00– 8:00 pm</b> <b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Modules exam: 5, 6 &amp; 7</b></p> <p><b>Module 9: Patient Care Procedures (3 hrs.) (cont)</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Wednesday - Day #12</b> <b>09/06/2017</b></p> <p><b>5:00 – 8:00 pm</b> <b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 9: Patient Care Procedures (2 hrs.)</b></p> <p><b>Required 7 hrs. completed</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Thursday - Day #13</b> <b>09/07/2017</b></p> <p><b>5:00– 8:00 pm</b> <b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module exam: 8</b></p> <p><b>Module 10: Vital Signs 3 hrs.</b></p> <p><b>Required 3 hrs. completed</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>

**Anticipated Class Schedule/Calendar (continue)**

Month September	Description:	Assignments
<p><b>Monday - Day #14</b> <b>09/11/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Modules exam: 9, 10 &amp; 11</b></p> <p><b>Module 11: Nutrition (1 hr.)</b> <b>Require 1 hr. completed</b></p> <p><b>Module 12: Emergency Procedures (2 hrs.)</b> <b>Required 2 hrs. completed</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Tuesday - Day #15</b> <b>09/12/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 13: Long-Term Care Resident (2 hrs.)</b> <b>Required 2 hrs. completed</b></p> <p><b>Module 14: Rehabilitative Nursing (1 hr.) (cont)</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Wednesday - Day #16</b> <b>09/13/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Modules exam: 13 &amp; 14</b></p> <p><b>Module 14: Rehabilitative Nursing (1 hr.)</b> <b>Required 2 hrs. completed</b></p> <p><b>Module 15: Observation &amp; Charting (2hrs.)</b> <b>Required 2 hrs. completed</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>
<p><b>Thursday - Day #17</b> <b>09/14/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 16: Death &amp; Dying 1 hr.</b> <b>Required 1 hr. completed</b></p> <p><b>Modules 1-16: Review (Q&amp;A)</b> <b>As time permits</b></p>	<p><b><u>Review:</u></b></p> <p><b>Modules &amp; Objective; other materials as needed</b></p> <p><b><u>As time permits:</u> Demo/return demo</b></p> <p><b>Pearson Vue Skills booklet, 2016</b></p> <p><b>Work on homework</b></p>

**Anticipated Class Schedule/Calendar (continue)**

Month September	Description:	Assignments
<p>Monday - Day #18 09/18/2017</p> <p>5:00 – 8:00 pm</p> <p><u>3 hrs.</u></p>	<p>Modules &amp; Handouts</p> <p><b>Modules exam: 15 &amp; 16</b></p> <p>Modules 1-16: Review (Q&amp;A) As time permits</p> <p>1. \$100 due a. Cashier's check or Money Order</p> <p>Payable: RTC Make copy before submitting to instructor</p>	<p><u>Review:</u></p> <p>Modules &amp; Objective; other materials as needed</p> <p><u>As time permits:</u> Demo/return demo</p> <p>Pearson Vue Skills booklet, 2016</p> <p>Work on homework</p>
<p>Tuesday - Day #19 09/19/2017</p> <p>5:00 – 8:00 pm</p> <p><u>3 hrs.</u></p>	<p>Modules &amp; Handouts</p> <p>Modules 1-16: Review (Q&amp;A) As time permits</p>	<p><u>Review:</u></p> <p>Modules &amp; Objective; other materials as needed</p> <p><u>As time permits:</u> Demo/return demo</p> <p>Pearson Vue Skills booklet, 2016</p> <p>Work on homework</p>
<p>Wednesday - Day #20 09/23/2017</p> <p>5:00 – 8:00 pm</p> <p><u>3 hrs.</u></p>	<p>Self- Practice State Skills NLC</p> <p>Schedule appointment</p> <p>Modules review: 1-16 (Q&amp;A)</p>	<p><u>Review:</u></p> <p>Modules &amp; Objective; other materials as needed</p> <p><u>As time permits:</u> Demo/return demo</p> <p>Pearson Vue Skills booklet, 2016</p> <p>Work on homework</p>
<p>Thursday - Day #21 09/23/2017</p> <p>5:00 – 8:00 pm</p> <p><u>3 hrs.</u></p>	<p>Self- Practice State Skills NLC</p> <p>Schedule appointment</p> <p><b>FINAL EXAM</b></p> <p><b>LAST DAY OF THEORY</b></p>	<p><u>Review:</u></p> <p>Modules &amp; Objective; other materials as needed</p> <p><u>As time permits:</u> Demo/return demo</p> <p>Pearson Vue Skills booklet, 2016</p> <p>Work on homework</p>

**Anticipated Class Schedule/Calendar (continue)**

Month September	Description:	Assignments
<p><b>Saturday - Day #22</b>  <b>Clinical Day: 1</b>  <b>(continue)</b></p> <p><b>09/23/2017</b></p> <p><b>7:00 – 5:30 pm</b>  <b>(1/2 hr. break)</b></p> <p><b><u>10 hrs.</u></b></p>		<p><b>MODULE 2: Body Resident's Rights</b>  <b>(1 Hour Clinical) Completed</b></p> <ol style="list-style-type: none"> <li>1) Knocks on door before entering</li> <li>2) Pulls privacy curtains during personal care</li> <li>3) Keeps resident information confidential</li> <li>4) Treats resident with respect and dignity</li> <li>5) Encourages resident to make choices</li> <li>6) Explains procedure to resident</li> </ol> <p><b>MODULE 5: Body Mechanics</b>  <b>(4 Hours Clinical) Completed</b></p> <ol style="list-style-type: none"> <li>1) Use of gait belt</li> <li>2) Helping the helpless resident up to the head of the bed with two assistants</li> <li>3) Turning and positioning the resident <ul style="list-style-type: none"> <li>• Supine</li> <li>• Side-lying</li> <li>• Use of lift sheet</li> </ul> </li> <li>4) Assisting transfer from bed to chair or wheelchair</li> <li>5) Assisting transfer from chair or wheelchair to bed</li> <li>6) Mechanical lift</li> </ol> <p><b>Modules: 4/12 &amp; 7 pg. 20</b>  <b>Clinical Day #1</b></p>

**Anticipated Class Schedule/Calendar (continue)**

Month September	Description:	Assignments
<p><b>Saturday - Day #22</b>  <b>Clinical Day: 1</b>  <b>(continue)</b></p> <p><b>09/23/2017</b></p> <p><b>7:00 – 5:30 pm</b>  <b>(1/2 hr. break)</b></p> <p><b><u>10 hrs.</u></b></p>	<p><b>Imperial Heights – LTC</b></p> <p><b>320 West Cattle Call Dr.</b></p> <p><b>Brawley, CA. 92227</b></p>	<p><b>MODULES 4 and 12: Emergency Procedures and Prevention of Catastrophe (2 Hours Clinical) Completed</b></p> <ol style="list-style-type: none"> <li>1) Applying postural supports (safety devises)</li> <li>2) Applying soft wrist/ankle restraint as safety device</li> <li>3) Heimlich maneuver for the conscious resident</li> <li>4) Heimlich maneuver for the unconscious resident</li> <li>5) Positioning of call light</li> <li>6) Demonstrates fire/disaster procedures</li> <li>7) Handles O2 safely</li> <li>8) Use of fire extinguisher</li> </ol> <p><b>MODULE 7: Weights and Measures (1 Hour Clinical) Completed</b></p> <ol style="list-style-type: none"> <li>1) Measuring oral intake</li> <li>2) Measuring urinary output</li> <li>3) Measuring the height of resident in bed</li> <li>4) Weighing the resident in bed</li> <li>5) Measuring and weighing the resident using an upright scale</li> <li>6) Documents in military time</li> </ol>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Saturday - Day #22</b>  <b>Clinical Day: 1</b>  <b>(completed)</b></p> <p><b>09/23/2017</b></p> <p><b>7:00 – 5:30 pm</b>  <b>(1/2 hr. break)</b></p> <p><b><u>10 hrs.</u></b></p>	<p><b>Imperial Heights – LTC</b></p> <p><b>320 West Cattle Call Dr.</b></p> <p><b>Brawley, CA. 92227</b></p>	<p><b>MODULE 6: Medical and Surgical Asepsis (2 of 8 Hours Clinical)</b>  <b>Need 6 hrs.</b></p> <p>1) Hand washing</p> <p>2) Proper handling of linen</p>
<p><b>Monday - Day #23</b>  <b>Clinical Day: 2</b></p> <p><b>09/25/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Imperial Heights – LTC</b></p> <p><b>320 West Cattle Call Dr.</b></p> <p><b>Brawley, CA. 92227</b></p>	<p><b>MODULE 11: Nutrition (3 of 6 Hours Clinical)</b>  <b>Need 3 hrs.</b></p> <p>1) Feeding the helpless resident</p> <p>2) Assisting the resident who can feed self</p>
<p><b>Tuesday - Day #24</b>  <b>Clinical Day: 3</b></p> <p><b>09/26/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Imperial Heights – LTC</b></p> <p><b>320 West Cattle Call Dr.</b></p> <p><b>Brawley, CA. 92227</b></p>	<p><b>MODULE 8: Patient Care Skills (3 of 44 Hours Clinical)</b>  <b>Need 41 hrs.</b></p> <p>1) Back rub</p> <p>2) Bed bath/partial bath</p> <p>3) Tub bath</p> <p>4) Shower</p>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Wednesday - Day #25</b> <b>Clinical Day: 4</b></p> <p><b>09/27/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Imperial Heights – LTC</b></p> <p><b>320 West Cattle Call Dr.</b></p> <p><b>Brawley, CA. 92227</b></p>	<p><b>MODULE 9: Resident Care Procedures</b> <b>(3 of 20 Hours Clinical)</b> <b>Need 17 hrs.</b></p> <p>1) Collect and identify specimen</p> <ul style="list-style-type: none"> <li>• Sputum specimen</li> <li>• Urine specimen: clean catch</li> <li>• Stool specimen</li> </ul>
<p><b>Thursday - Day #26</b> <b>Clinical Day: 5</b></p> <p><b>09/28/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Imperial Heights – LTC</b></p> <p><b>320 West Cattle Call Dr.</b></p> <p><b>Brawley, CA. 92227</b></p>	<p><b>MODULE 14: Rehabilitative/Restorative Care</b> <b>(3 of 4 Hours Clinical)</b> <b>Need 1 hr.</b></p> <p>1) Range of motion exercises</p> <p>2) Assisting the resident to ambulate with gait belt</p> <p>3) Assisting the resident to ambulate with walker</p>
<p><b>Friday - Day #27</b> <b>Clinical Day: 6</b></p> <p><b>09/29/2017</b></p> <p><b>7:00 – 5:30 pm</b> <b>(1/2 hr. break)</b></p> <p><b><u>10 hrs.</u></b></p>	<p><b>Pioneers Memorial Healthcare District (PMHD)</b></p> <p><b>207 West Legion Road</b></p> <p><b>Brawley, CA. 92227</b></p>	<p><b>MODULE 6: Medical and Surgical Asepsis (2 of 6 Hours Clinical)</b> <b>Need 4 hrs.</b></p> <p>3) Universal precautions</p> <ul style="list-style-type: none"> <li>• Gloving</li> <li>• Gowning</li> <li>• Apply mask</li> </ul> <p>4) Double bagging trash/waste</p>

Anticipated Class Schedule/Calendar (continue)		
<p><b>Friday - Day #27</b>  <b>Clinical Day: 6</b>  <b>(continue)</b>  <b>09/29/2017</b></p> <p><b>7:00 – 5:30 pm</b>  <b>(1/2 hr. break)</b></p> <p><b><u>10 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b></p> <p>5) Assisting with oral hygiene</p> <p>6) Mouth care of the unconscious resident</p> <p>7) Denture care</p> <p>8) Nail care</p> <p><b>MODULE 10: Vital Signs (2 of 6 Hours Clinical)</b>  <b>Need 4 hrs.</b></p> <p>1) Temperature</p> <ul style="list-style-type: none"> <li>• Oral</li> <li>• Axillary</li> <li>• Rectal</li> <li>• Electronic</li> </ul> <p><b>MODULE 11: Nutrition (1 of 3 Hours Clinical)</b>  <b>Need 2 hrs.</b></p> <p>3) Verifying that resident has been given correct diet tray</p> <p>4) Use of feeding assistance devices</p> <p><b>MODULE 9: Resident Care Procedures (1 of 17 Hours Clinical)</b>  <b>Need 16 hrs.</b></p> <p>2) Occupied bed making</p> <p>3) Unoccupied bed making</p>

Anticipated Class Schedule/Calendar (continue)		
<p><b>Saturday - Day #28</b>  <b>Clinical Day: 7</b>  <b>Completed</b>  <b>09/29/2017</b></p> <p><b>7:00 – 5:30 pm</b>  <b>(1/2 hr. break)</b></p> <p><b><u>10 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 11: Nutrition</b>  <b>(2 of 2 Hours Clinical)</b>  <b>Completed</b></p> <ol style="list-style-type: none"> <li>1) Feeding the helpless resident</li>   <li>2) Assisting the resident who can feed self</li>   <li>3) Verifying that resident has been given correct diet tray</li>   <li>4) Use of feeding assistance devices</li> </ol> <p><b>MODULE 6: Medical and Surgical Asepsis (4 of 4 Hours Clinical)</b>  <b>Completed</b></p> <ol style="list-style-type: none"> <li>1) Hand washing</li>   <li>2) Proper handling of linen</li>   <li>3) Universal precautions</li>   <li>• Gloving</li>   <li>• Gowning</li>   <li>• Apply mask</li>   <li>4) Double bagging trash/waste</li> </ol> <p><b>MODULE 14: Rehabilitative/Restorative Care (1 of 4)Hours Clinical)</b>  <b>Completed</b></p> <ol style="list-style-type: none"> <li>4) Assisting the resident to ambulate with cane</li>   <li>5) Rehabilitative devises</li> </ol> <p><b>MODULE 10: Vital Signs (3 of 4 Hours Clinical)</b>  <b>Need 1 hr.</b></p> <ol style="list-style-type: none"> <li>2) Pulse: radial</li>   <li>3) Pulse: apical</li> </ol>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Monday - Day #29</b> <b>Clinical Day: 8</b></p> <p><b>10/02/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 10: Vital Signs</b> <b>(1 of 1 Hours Clinical)</b> <b>Completed</b></p> <p>4) Respiration</p> <p>5) Blood pressure</p> <p><b>MODULE 15: Observation and Charting (2 of 4 Hours Clinical)</b> <b>Need 2 hrs.</b></p> <p>1) Reports appropriate information to change nurse</p> <p>2) Documents V/S, ADLs timely/correctly</p>
<p><b>Tuesday - Day #30</b> <b>Clinical Day: 9</b></p> <p><b>10/03/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 15: Observation and Charting</b> <b>(2 of 2 Hours Clinical)</b> <b>Completed</b></p> <p>3) Documents changes in resident's body functions/behavior</p> <p>4) Participates in resident care planning</p> <p><b>MODULE 8: Patient Care Skills</b> <b>( 1 of 41 Hours Clinical)</b> <b>Need 40 hrs.</b></p> <p>9) Combing the resident's hair</p> <p>10) Shampoo of bedridden resident</p> <p>11) Shampoo with shower or tub bath</p> <p>12) Medicinal shampoo</p>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Wednesday - Day #31</b> <b>Clinical Day: 11</b></p> <p><b>10/04/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 9: Resident Care Procedures</b> <b>(3 of 16 Hours Clinical)</b> <b>Need 13 hrs.</b></p> <p>4) Administering the commercially prepared cleansing enema</p> <p>5) Administering enemas – tap water, soap suds</p> <p>6) Administering laxative suppository</p>
<p><b>Thursday - Day #32</b> <b>Clinical Day: 10</b></p> <p><b>10/05/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 40 Hours Clinical)</b> <b>Need 37 hrs.</b></p> <p>13) Shaving – electrical shaver</p> <p>14) Shaving – razor blade</p>
<p><b>Friday - Day #33</b> <b>Clinical Day: 11</b></p> <p><b>10/06/2017</b></p> <p><b>7:00 – 2:30 pm</b> <b>(1/2 hr. break)</b></p> <p><b><u>7 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 9: Resident Care Procedures</b> <b>(3 of 13 Hours Clinical)</b> <b>Need 10 hrs.</b></p> <p>7) Empty urinary bags</p> <p><b>MODULE 8: Patient Care Skills</b> <b>( 4 of 37 Hours Clinical)</b> <b>Need 33 hrs.</b></p> <p>15) Dressing and undressing the resident</p> <p>16) Changing the clothes of resident with IV</p>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Monday - Day #34</b> <b>Clinical Day: 12</b></p> <p><b>10/09/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 33 Hours Clinical)</b> <b>Need 30 hrs.</b></p> <p>17) Assist in the use of urinal</p> <p>18) Assist in the use of the bedpan</p>
<p><b>Tuesday - Day #35</b> <b>Clinical Day: 13</b></p> <p><b>10/10/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 9: Resident Care Procedures</b> <b>(3 of 10 Hours Clinical)</b> <b>Need 7 hrs.</b></p> <p>8) Care of resident with tubing</p> <ul style="list-style-type: none"> <li>• Oxygen</li> <li>• IV</li> <li>• Gastrostomy</li> <li>• Nasogastric</li> <li>• Urinary catheter</li> </ul>
<p><b>Wednesday - Day #36</b> <b>Clinical Day: 14</b></p> <p><b>10/11/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 30 Hours Clinical)</b> <b>Need 27 hrs.</b></p> <p>19) Assisting resident to commode/toilet</p>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Thursday - Day #37</b> <b>Clinical Day: 15</b></p> <p><b>10/12/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 9: Resident Care Procedures</b> <b>(3 of 7 Hours Clinical)</b> <b>Need 4 hrs.</b></p> <p>9) Antiembolic hose, elastic stockings (TED Hose)</p>
<p><b>Monday - Day #38</b> <b>Clinical Day: 16</b></p> <p><b>10/16/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 27 Hours Clinical)</b> <b>Need 24 hrs.</b></p> <p>19) Assisting resident to commode/toilet</p> <p>20) Bladder retraining</p> <p>21) Bowel retraining</p> <p>22) Perineal care</p>
<p><b>Tuesday - Day #39</b> <b>Clinical Day: 17</b></p> <p><b>10/17/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 9: Resident Care Procedures</b> <b>(3 of 4 Hours Clinical)</b> <b>Need 1 hr.</b></p> <p>10) Admitting the resident</p> <p>11) Transferring the resident</p> <p>12) Discharging the resident</p>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Wednesday - Day #40</b>  <b>Clinical Day: 18</b></p> <p><b>10/18/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 9: Resident Care Procedures</b>  <b>(1 of 1 Hours Clinical)</b>  <b>Completed</b></p> <p>13) Application of nonsterile dressing</p> <p>14) Application of nonlegend topical ointments</p>
<p><b>Thursday - Day #41</b>  <b>Clinical Day: 19</b></p> <p><b>10/19/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b>  <b>( 3 of 24 Hours Clinical)</b>  <b>Need 21hrs.</b></p> <p>23) Artificial limbs</p>
<p><b>Friday - Day #42</b>  <b>Clinical Day: 20</b></p> <p><b>10/20/2017</b></p> <p><b>1:00 – 5:00 pm</b></p> <p><b><u>4 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b>  <b>( 4 of 21 Hours Clinical)</b>  <b>Need 17hrs.</b></p> <p>24) Splints</p>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Monday - Day #43</b> <b>Clinical Day: 21</b></p> <p><b>10/23/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 17 Hours Clinical)</b> <b>Need 14 hrs.</b></p> <p>25) Applying a behind-the-ear hearing aid</p> <p>26) Removing a behind-the-ear hearing aid</p>
<p><b>Tuesday - Day #44</b> <b>Clinical Day: 22</b></p> <p><b>10/24/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 17 Hours Clinical)</b> <b>Need 14hrs.</b></p>
<p><b>Wednesday - Day #45</b> <b>Clinical Day: 23</b></p> <p><b>10/25/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 14 Hours Clinical)</b> <b>Need 11hrs.</b></p> <p>27) Removing, cleaning, and reinserting an artificial eye</p>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<p><b>Thursday - Day #46</b>  <b>Clinical Day: 24</b></p> <p><b>10/26/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b>  <b>( 3 of 11 Hours Clinical)</b>  <b>Need 8 hrs.</b></p> <ol style="list-style-type: none"> <li>1) Back rub</li> <li>2) Bed bath/partial bath</li> <li>3) Tub bath</li> <li>4) Shower</li> <li>5) Assisting with oral hygiene</li> <li>6) Mouth care of the unconscious resident</li> <li>7) Denture care</li> <li>8) Nail care</li> <li>9) Combing the resident's hair</li> <li>10) Shampoo of bedridden resident</li> <li>11) Shampoo with shower or tub bath</li> <li>12) Medicinal shampoo</li> <li>13) Shaving – electrical shaver</li> <li>14) Shaving – razor blade</li> <li>15) Dressing and undressing the resident</li> <li>16) Changing the clothes of resident with IV</li> </ol>

Anticipated Class Schedule/Calendar (continue)		
		17) Assist in the use of urinal  18) Assist in the use of the bedpan  19) Assisting resident to commode/toilet  20) Bladder retraining  21) Bowel retraining  22) Perineal care  23) Artificial limbs  24) Splints  25) Applying a behind-the-ear hearing aid  26) Removing a behind-the-ear hearing aid  27) Removing, cleaning, and reinserting an artificial eye
<p><b>Friday - Day #47</b>  <b>Clinical Day: 25</b></p> <p><b>10/27/2017</b></p> <p><b>7:00 – 2:30 pm</b></p> <p><b><u>7 hrs.</u></b></p>	<p><b>(PMHD)</b></p>	<p><b>MODULE 8: Patient Care Skills</b>  <b>( 3 of 8 Hours Clinical)</b>  <b>Need 5 hrs.</b></p> <p>1) Back rub</p> <p>2) Bed bath/partial bath</p> <p>3) Tub bath</p> <p>4) Shower</p> <p>5) Assisting with oral hygiene</p>

**Anticipated Class Schedule/Calendar (continue)**

		<p>6) Mouth care of the unconscious resident</p> <p>7) Denture care</p> <p>8) Nail care</p> <p>9) Combing the resident's hair</p> <p>10) Shampoo of bedridden resident</p> <p>11) Shampoo with shower or tub bath</p> <p>12) Medicinal shampoo</p> <p>13) Shaving – electrical shaver</p> <p>14) Shaving – razor blade</p> <p>15) Dressing and undressing the resident</p> <p>16) Changing the clothes of resident with IV</p> <p>17) Assist in the use of urinal</p> <p>18) Assist in the use of the bedpan</p> <p>19) Assisting resident to commode/toilet</p> <p>20) Bladder retraining</p> <p>21) Bowel retraining</p> <p>22) Perineal care</p> <p>23) Artificial limbs</p>
--	--	---

Anticipated Class Schedule/Calendar (continue)		
		<p>24) Splints</p> <p>25) Applying a behind-the-ear hearing aid</p> <p>26) Removing a behind-the-ear hearing aid</p> <p>27) Removing, cleaning, and reinserting an artificial eye</p>
<p><b>Monday - Day #47</b> <b>Clinical Day: 26</b></p> <p><b>10/30/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>		<p><b>MODULE 8: Patient Care Skills</b> <b>( 3 of 5 Hours Clinical)</b> <b>Need 2 hrs.</b></p> <p>1) Back rub</p> <p>2) Bed bath/partial bath</p> <p>3) Tub bath</p> <p>4) Shower</p> <p>5) Assisting with oral hygiene</p> <p>6) Mouth care of the unconscious resident</p> <p>7) Denture care</p> <p>8) Nail care</p> <p>9) Combing the resident's hair</p> <p>10) Shampoo of bedridden resident</p> <p>11) Shampoo with shower or tub bath</p>

**Anticipated Class Schedule/Calendar (continue)**

		<p>12) Medicinal shampoo</p> <p>13) Shaving – electrical shaver</p> <p>14) Shaving – razor blade</p> <p>15) Dressing and undressing the resident</p> <p>16) Changing the clothes of resident with IV</p> <p>17) Assist in the use of urinal</p> <p>18) Assist in the use of the bedpan</p> <p>19) Assisting resident to commode/toilet</p> <p>20) Bladder retraining</p> <p>21) Bowel retraining</p> <p>22) Perineal care</p> <p>23) Artificial limbs</p> <p>24) Splints</p> <p>25) Applying a behind-the-ear hearing aid</p> <p>26) Removing a behind-the-ear hearing aid</p> <p>27) Removing, cleaning, and reinserting an artificial eye</p>
--	--	---

Anticipated Class Schedule/Calendar (continue)		
<p style="text-align: center;"> <b>Tuesday - Day #48</b>  <b>Clinical Day: 27</b> </p> <p style="text-align: center;"> <b>10/31/2017</b> </p> <p style="text-align: center;"> <b>5:00 – 8:00 pm</b> </p> <p style="text-align: center;"> <u><b>3 hrs.</b></u> </p> <p style="text-align: center; background-color: yellow;"> <b>Last Day of CLASS 😊</b> </p>		<p> <b>MODULE 8: Patient Care Skills</b>  <b>( 2of 2 Hours Clinical)</b>  <b>Completed &amp;</b>  <b>Review ALL previous skills 1 hr.</b> </p> <ol style="list-style-type: none"> <li>1) Back rub</li> <li>2) Bed bath/partial bath</li> <li>3) Tub bath</li> <li>4) Shower</li> <li>5) Assisting with oral hygiene</li> <li>6) Mouth care of the unconscious resident</li> <li>7) Denture care</li> <li>8) Nail care</li> <li>9) Combing the resident's hair</li> <li>10) Shampoo of bedridden resident</li> <li>11) Shampoo with shower or tub bath</li> <li>12) Medicinal shampoo</li> <li>13) Shaving – electrical shaver</li> <li>14) Shaving – razor blade</li> <li>15) Dressing and undressing the resident</li> <li>16) Changing the clothes of resident with IV</li> </ol>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
		<p>17) Assist in the use of urinal</p> <p>18) Assist in the use of the bedpan</p> <p>19) Assisting resident to commode/toilet</p> <p>20) Bladder retraining</p> <p>21) Bowel retraining</p> <p>22) Perineal care</p> <p>23) Artificial limbs</p> <p>24) Splints</p> <p>25) Applying a behind-the-ear hearing aid</p> <p>26) Removing a behind-the-ear hearing aid</p> <p>27) Removing, cleaning, and reinserting an artificial eye</p>

**Anticipated Class Schedule/Calendar (continue)**

<p><b>Month</b> <b>November</b></p>	<p><b>Description:</b></p>	<p><b>Assignments</b></p>
<p><b>Wednesday</b>  <b>01/01/2017</b></p>		<p>Self -Practice State Skills</p> <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<p><b>Thursday</b>  <b>11/02/2017</b></p>		<p>Self -Practice State Skills</p> <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<p><b>Monday</b>  <b>11/06/2017</b></p>		<p>Self -Practice State Skills</p> <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<p><b>Tuesday</b>  <b>11/07/2017</b></p>		<p>Self -Practice State Skills</p> <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<p><b>Wednesday</b>  <b>01/08/2017</b></p>		<p>Self -Practice State Skills</p> <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<p><b>Thursday</b>  <b>01/09/2017</b></p>		<p>Self -Practice State Skills</p> <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>

**Anticipated Class Schedule/Calendar (continue)**

<b>Month November</b>	<b>Description:</b>	<b>Assignments</b>
<b>Monday 01/13/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Tuesday 11/14/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Wednesday 11/15/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Thursday 11/16/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Monday 01/27/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Tuesday 01/28/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>

<b>Anticipated Class Schedule/Calendar (continue)</b>		
<b>Month</b> November/December	<b>Description:</b>	<b>Assignments</b>
<b>Wednesday</b>  <b>01/29/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Thursday</b>  <b>11/30/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Monday</b>  <b>12/04/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Tuesday</b>  <b>12/05/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Wednesday</b>  <b>12/06/2017</b>		Self -Practice State Skills <ul style="list-style-type: none"> <li>• NLC or Home</li> <li>• SB – CNA Videos</li> <li>• Pearson Vue – Skills booklet</li> </ul>
<b>Thursday</b>  <b>12/14/2017</b>	<b>BEST WISHES ☺</b>	State Examination: Grossmont Health Occupations Center, Santee, CA. <b>Take:</b> <ol style="list-style-type: none"> <li>1. 02 forms of Picture ID</li> <li>2. Social Security Card (same name on forms submitted)</li> <li>3. 02 – Sharpened Pencils with workable erasers</li> <li>4. Be in full uniform</li> <li>5. Take card sent by RTC – you receive in your mail</li> </ol>

\*\*\*Tentative, subject to change without prior notice\*\*\*