

Basic Course Information

| | | | |
|-------------------|--|---|---|
| Semester: | SPRING 2022 | Instructor Name: | Aida Valdez |
| Course Title & #: | Health Assistant – AHP 060 | Email: | aida.valdez@imperial.edu |
| CRN #: | 20996 | Webpage (optional): | |
| Classroom: | Theory: IVC classroom 3112/Clinical: Imperial Heights (Brawley) | Office #: | 2155 |
| Class Dates: | 02/14/2022 – 05/18/2022 | Office Hours: | |
| Class Days: | THEORY – MT/CLINICAL – MTW | Office Phone #: | Instructor cell: (760) 473-1673:TEXT ONLY Instructor: WILL TEXT OR CALL BACK 1. Text your name 2. Text your question |
| Class Times: | THEORY: 07:25 am – 1:00 pm CLINICAL: 07:00 am – 12:05 pm | Emergency Contact: | Contact (TEXT): Instructor 1st (anytime) |
| Units: | 5.50 | Daily class information (brief summary of class syllabus) | See: 'Theory/Clinical Daily calendars spring 2022 (sent by instructor via 'Canvas' e-mail) |

Course Description

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

State of California Nurse Aide Examination:

Regional Testing Center (RTC): <http://www.regionaltestingcenter.org/>

COURSE REQUIREMENTS: (con.t)

MEET COVID-19 REQUIREMENTS: Dr. Vo 'Covid Testing' schedule spring 2022

Questions: (760) 353-2551

- A. *ONLY* STUDENT ARE REQUIRED TO MEET 'ALL' STATE OF CALIFORNIA MODULE CURRICULUM CONTENTS, PASS ALL' EXAMS WITH 70% OR BETTER IN THEORY AND MEET CLINICAL REQUIREMENTS ARE QUALIFIED TO SIT AND TAKE THE STATE OF CALIFORNIA NURSE AIDE EXAMINATION SCHEDULED ON JUNE 25, 2022, NO EXCEPTION!
- B. FEES, EXPENSES AND SELF-TRANSPORTATION TO AND FROM THEORY, CLINICAL AND REGIONAL TESTING CENTER (RTC) ARE REQUIRED IN THE COURSE BEFORE, DURING AND AFTER THE COURSE (for State of California Nurse Aide Examination).
- C. IT'S THE STUDENT(S) RESPONSIBILITY TO MEET COST REQUIREMENTS FOR THE COURSE AT THE STUDENT(S) RISK, NO... REFUNDS!
- D.** STUDENT'S NOT MEETING BEATRIZ TRILLAS 'HEALTH REQUIREMENTS' DEADLINES:
1. Student receive a 'verbal warning 'to meet 'Deadline' for health requirements given by Beatriz and/or instructor
 2. *IF*, 'Deadline' is not meet after verbal warning given by instructor
 - a. Student will receive a 'Write-up' by instructor the reason health requirements do not meet
 1. Student cannot continue with the course
 2. Student will need to 'Self-drop' the course online
 3. *IF*, Student does not 'Self-drop' the course online after 'Write-up'
 - c. *IF*, student does not 'Self- drop' the course online
 1. Student will still not be able to continue in the course
 2. Student with receive a letter grade of an 'F' at the end of the course

COURSE REQUIREMENTS: (con.t)

MEET COVID-19 REQUIREMENTS: IVC & IMPERIAL HEIGHTS HEALTHCARE & WELLNESS

E. STUDENT'S NOT MEETING 'COVID-19 REQUIREMENTS' FOR IVC OR CLINICAL HEALTHCARE AGENCY

A: Imperial Valley College: see Imperial Valley College Student Health Center Guidelines – see link below

1. <https://www.imperial.edu/student-support/student-health-center/>

B. CLINICAL: IMPERIAL HEALTHCARE & WELLNESS, BRAWLEY- FOLLOW COVID GUIDELINES

1. TAKE COVID-19 TEST ON 'THURSDAYS' PRIOR TO CLINICAL ON MONDAYS

a. DR. VO'S: SEE HANDOUT PIC – **call (760) 352-2551 for locations**



C. Student is 'Required' to bring 'Hard Copy' of Covid-19 results early (PRIOR TO CLINICAL) Monday mornings – GIVE 'COPY' OF COVID-19 PAPER RESULTS TO INSTRUCTOR

NO LATE COVID RESULTS ACCEPTED!!

- a. *IF*, 'Deadline' is not met any Clinical Monday morning,
 - 1. Student will be sent home immediately, NO Exceptions!
- b. Student cannot continue with the course
- c. Student will need to 'Self-drop' the course online

3. *IF*, Student does not 'Self-drop' the course

- a. Student will still not be able to continue in the course
- b. Student will receive a letter grade of an 'F' at the end of the course

COURSE REQUIREMENTS: (con.t)

CLINICAL ROTATION

MEET COVID-19 REQUIREMENTS: Dr. Vo ‘Covid Testing’ schedule spring 2022

Questions: (760) 353-2551

| DAYS: | TIME: | LOCATION: |
|--------------|---------------------------------|-----------------------------------|
| M-F | 8 am – 3:00 pm | STRIKE-ZONE IV - (PARKING LOT) |
| M-F | 3:00 – 8:00 pm (testing con.t) | Dr. Vo (EL Centro Medical Office) |
| M-F | 3:00 – 8:00 pm (testing con.t) | DR. VO (Calexico Medical Office) |
| M-F | 3: 00 – 8:00 pm (testing con.t) | DR. VO (Brawley Medical Office) |
| SAT. | 8:00 am – 12:00 pm | DR. VO (Calexico Medical Office) |
| SAT. | 12:00 – 4:00 pm | DR. VO (EL Centro Medical Office) |
| SUN. | 8:00 am – 12:00 pm | DR. VO (Calexico Medical Office) |
| SUN. | 12:00 – 4:00 pm | DR. VO (EL Centro Medical Office) |

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

INSTRUCTOR RECOMMENDS:

BASIC READING, MATH, WRITING SKILLS AND ENGLISH COMMUNICATION SKILLS

Modules: 3, 7, 8, 9, 11 and 15

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. Demonstrate proper body mechanics while moving, turning, and ambulating a patient. (ILO 1, 3, 4)
2. Take and accurately record vital signs on a child and adult: blood pressure, pulse, temperature, and oxygen saturation. (ILO 2)
3. Identify key menu items or components regarding the diet for a long- term care diabetic. (ILO2, ILO3)

Course Objectives

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

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

Complete an introduction to Nursing Assistant (DHS Module 1)

Discuss and demonstrate Patient/Resident Rights (DHS Module 2)

Discuss and demonstrate interpersonal skills (DHS Module 3)

Discuss and demonstrate prevention management of catastrophe and unusual occurrence in long term care (DHS Module 4)

Demonstrate proper body mechanics (DHS Module 5)

Discuss and demonstrate Medical and Surgical Asepsis (DHS Module 6)

Discuss and demonstrate weights and measures of clients (DHS Module 7)

Discuss and demonstrate patient care skills (DHS Module 8)

Discuss and demonstrate patient care procedures (DHS Module 9)

Demonstrate proper technique and documentation of vital signs (DHS Module 10)

Discuss and provide proper nutrition for the long-term care client (DHS Module 11)

Discuss and demonstrate emergency procedure (DHS Module 12)

Discuss and demonstrate care for the long-term care patient (DHS Module 13)

Discuss and demonstrate rehabilitative nursing (DHS Module 14)

Demonstrate proper patient/client observation and charting (DHS Module 15)

Discuss the nurse's aide role and demonstrate care for patients dying or requiring post-mortem care. (DHS Module 16)

Discuss Abuse (DHS Module 17)

Course Objectives – cont.

California Community College Chancellor’s Office

Nurse Assistant Model Curriculum

Revised December 2018

Evaluation: NATAP – Nurse Assistant Training and Assessment Program

https://ca-hwi.org/public/uploads/pdfs/CCCCO_NA_Model_Curriculum_Introduction_and_list_of_modules.pdf

Course Content – State of California Chancellors Office Curriculum – Modules: 1-17

Lecture Outline

1. Introduction to Nursing Assistant
2. Patient/Resident Rights
3. Interpersonal Skills
4. Prevention management of catastrophe and unusual occurrences
5. Body Mechanics
6. Medical and Surgical Asepsis
7. Weights and Measures
8. Patient Care Skills
9. Patient Care Procedures
10. Vital Signs
11. Nutrition
12. Emergency Procedures
13. Long Term Care Patient
14. Rehabilitative Nursing
15. Observation and Charting
16. Death and Dying
17. Abuse

Instructor's note: PRIOR CLINICAL REQUIREMENTS

1. LAST DAY TO ADD CNA COURSE: February 22, 2022 (Tuesday)

- Student NOT in class 1st day as scheduled time, student will be dropped from the course NO exceptions!!

2. STUDENT(S) NOT HAVING THEORY OR CLINICAL REQUIREMENTS MUST SELF 'WITHDRAW' FROM THE CNA COURSE ONLINE OR RECEIVE A LETTER GRADE OF AN 'F' AT THE END OF THE COURSE.

- a. Student 'MUST' PASS ALL EXAMS WITH 70% (LETTER GRADE OF 'C' OR BETTER) ON ALL EXAMS OTHERWISE, THE STUDENT 'MUST' DROP THE COURSE ONLINE THEMSELVES OR INSTRUCTOR WILL GIVE THE STUDENT A LETTER GRADE OF 'F' AT THE END OF THE COURSE.
- b. STUDENT IS TO NOTIFY COURSE INSTRUCTOR VIA E-MAIL THEY HAVE 'WITHDRAWN' FROM THE COURSE NO REASON NEEDS TO BE GIVEN
- c. LAST DAY TO 'WITHDRAW' TO GET YOUR MONEY BACK FOR THE CNA COURSE:

February 21, 2022 (Monday) AFTER THIS DATE YOU WILL NOT RECEIVE A REFUND FOR THE COURSE.

4. STUDENT(S) MUST HAVE COMPLETED 'ALL HEALTH REQUIREMENTS':

- Beatriz Trillas sent 'Deadlines' prior to class start date

5. The course is an 'Accelerated and Short course' requires students':

1. Self-discipline with reading and studying, memorization skills (skills self-practice/timing) and completing homework
2. Meeting prior clinical requirements including fees and read Covid-19 guidelines on IVC website
 - a. SEARCH: <https://www.imperial.edu/students/student-health-center/>
3. Pass all exams with 70% (C) or better

Instructor's note – cont.

HEALTH REQUIREMENTS: IVC SHC RECEPTIONISTS/NURSE: ROOM 1536

IVC STUDENT HEALTH CENTER (IVC SHC) CONTACT INFORMATION 'CLICK' ON LINK BELOW

INCLUDING: COVID-19 ON CAMPUS 'ASSESSMENT' FORM PRIOR TO COMING ON TO CAMPUS

<https://www.imperial.edu/students/student-health-center/>

Instructor's note – cont.

STATE OF CALIFORNIA NURSE AIDE EXAMINATION: FORMS & TEST DATE

STATE NURSE AIDE EXAMINATION: SCHEDULED JANUARY 24, 2022 (FRIDAY)

GROSSMOUNT HEALTH OCCUPATIONS CENTER – SANTEE, CA.

A. NAMES ON 'ALL' FORMS NEED TO MATCH

1. 283-B FORMS (with instructor's 'BLUE' signature)
2. RTC FORM (SQUARES)
3. DRIVER'S LICENSE AND/OR CA ID
4. SOCIAL SECURITY CARD: ORIGINAL

NOTE:

Student will not be able to participate in the clinical rotation:

1. student NOT passing any exams including the FINAL EXAM with 70% or better letter grade: C
2. Student is required to provide proof 'ALL' forms have 'SAME NAME' on or before 'Deadline'

IF, #1 AND #2 ARE NOT MEET:

1. Student will 'self-drop' online from the course to receive a 'W'

or

2. Instructor will give the student a letter grade of 'F' at the end of the course

NO EXCEPTION!

Instructor's note – cont.

STUDENT IS 'RESPONSIBLE' TO READ, BE SELF-DISCIPLINE/SELF-MOTIVATION & HAVE MEMORIZATION SKILLS

ALL STUDENT(S) MUST MEET/QUALIFY REQUIREMENTS:

1. HEALTH REQUIREMENTS DEADLINE SET BY: BEATRIZ TRILLAS
2. THEORY – PASS ALL EXAMS WITH >70% **OR** BETTER – SUBMIT HOMEWORK ON **OR** BEFORE DEADLINES
3. CLINICAL – ABLE TO APPLY THEORY INTO PRACTICE WHILE PROVIDING PATIENT CARE
4. SELF-KNOWLEDABLE (READING/STUDY), SELF-MEMORIZE **ALL (23)** STATE SKILLS STEPS –
 - STATE MANUAL SKILLS EXAMINATION - SELF-PRACTICE/TIMING (STATE 23 SKILLS)
5. REGIONAL TESTING CENTER (RTC) SOUTHERN CALIFORNIA:

<http://www.regionaltestingcenter.org/>

<https://www.calhr.ca.gov/state-hr-professionals/pages/8185.aspx>

6. STUDENT RESPONSIBILITY:

OWN TRANSPORTATION AND/OR MAKE ARRANGEMENTS TO & FROM CLASS:

- THEORY
- CLINICAL
- STATE OF CALIFORNIA NURSE AIDE EXAMINATION TESTING SITE – SANTEE, CA.

GROSSMOUNT HEALTH OCCUPATIONS CENTER – SANTEE, CA.

WRITTEN EXAM:



This Photo by Unknown Author is

MANUAL SKILLS EXAM:



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Unknown
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Instructor's note – cont.

**STUDENT IS 'RESPONSIBLE' TO READ, BE SELF-DISCIPLINE/SELF-MOTIVATION & HAVE MEMORIZATION SKILLS
SPRING 2022: OVERVIEW**

1. State of California Chancellor's Office Nurse Assistant Curriculum Modules: 1-17
2. Pearson Vue July 1, 2018 (23) skills – self-practice/time (timing: 5 skills within 20 minutes)
 - Use 'Enlarged' print State of California Nurse Aide Skills (23)
2. Canvas 'Modules' section – Lectures, Homework, exam dates, prior clinical IVC lab/skills practice, ect...
3. Theory Daily Calendar & Clinical Daily Calendar (TBA)
4. Class syllabus
5. Health requirements completed per deadline given by Beatriz Trillas
6. Meet prior requirements including passing 'ALL' exams with 70% or better.
 - Otherwise, student will not be able to proceed with the course.
 - The student's is required to 'Drop Self' from the course or instructor will give the student a letter grade of an 'F' at the end of the course for the semester.
7. State of California Nurse Assistant Examination: FEES (\$100 money order payable to RTC) per Deadline
 - STATE OF CALIFORNIA NURSE AIDE TESTING THROUGH REGIONAL TESTING CENTER (RTC)
SOUTHERN CALIFORNIA
8. READ IVC E-MAILS REGULARY FOR CURRENT INFORMATION FROM:
 - A. Student is responsible to regularly 'READ' their 'Canvas' e-mails given to this address:
 1. Instructor
 2. IVC Nursing Office staff – Beatriz Trillas – Allied Health Secretary
beatriz.trillas@imperial.edu
 3. Regional Testing Center (RTC) Southern CA – STATE NURSE AIDE REGISTRATION SITE
 4. State of California Nurse Aide Examination: SPRING 2022, SCHEDULED
 - Grossmont Health Occupations – Located in Santee
 - State Nurse Aide Examination is scheduled on June 24, 2022 (Friday)

Textbooks & Other Resources or Links

1. Hartman’s publishing: Susan Avare Hedman, Jetta Fuzy, RN, MS and Suzanne Rymer, MSTE, RN-BC, LSW
 - ‘Nursing Assistant Care’- **Long-Term Care Textbook: ISBN 978-1-60425-074-9 (4th edition)**

2. ‘Hartman’s Nursing Assistant Care **Long-Term Care**’ **Workbook** Hartman’s Publishing, Inc. (4th edition)
 - Workbook: **ISBN 978-1-60425-075-6**

3. Hartman’s publishing reading assignment sheet ‘CROSSWALK’: **TEXBOOK READING ASSIGNMENT**
Meets: California Nurse Assistant Training and Assessment Program – Module/Objectives

4. **Regional Testing Center (RTC):** www.reginonaltestingcenter.org/cna.html - information

5. **Pearson Vue Booklet – July 1, 2018** (State Nurse Aide Examination – written & manual skills)
 - a. **USE ‘ENLAREGED’ VERSION – SENT BY INSTRUCTOR TO YOUR ‘CANVAS’ EMAIL**

Practice – State of California Nurse Assistant Skills – Self-practice/timing (5 skills in 20 min.)

OTHER ONLINE LINKS: ASSIST PRACTICE CNA MANUAL SKILLS

1. Santa Barbra College you-tube CNA videos – (search link below or google)

- **Self-practice continuously after Theory completed – (see daily calendar spring 2021, instructions)**
 1. Nursing Learning Center (NLC)
 2. Home practice

Santa Barbara community college – State of California Nurse Assistant skills self-practice/timing

1. Self-practice/timing: 5 skills in 20 mins including using Beginning and Ending procedure prior to each skill.
2. Beginning and Ending Steps included in class syllabus spring 2021

<https://www.youtube.com/playlist?list=PLxZd-cDv42ykoTakQOP58DciL5TJLMiPL>



School of Nursing: Skills Videos - Santa Barbara City College

www.sbccc.edu

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

Practice Blood Pressure (B/P)

2. 'KOROTKOFF' BLOOD PRESSURE SOUNDS (B/P): (search you-tube audible 'KOROTKOFF' videos) – see some below

<https://www.youtube.com/watch?v=MMtXcJFG-c>

https://media.ed.ac.uk/media/Korotkoff+Sounds+Annotated+Video/1_mds0ugmt

<https://www.practicalclinicalskills.com/taking-blood-pressure-practice-drill>

- Nursing Learning Center (NLC) – NOT open to students unless scheduled by instructor
- Home practice
- Use B/P handout sent via e-mail by instructor – practice 'READING' the 'dial-meter' of the B/P cuff (**called sphygmomanometer**)

Practice Blood Pressure (B/P) con.t

PRACTICE SOUNDS OF BLOOD PRESSURE AT HOME



YOU-TUBE:

Korotkoff sounds listen on 'You Tube' audible videos, see some links pages 9

'KOROTKOFF' BLOOD PRESSURE SOUNDS



www.shutterstock.com · 114288850

Textbooks & Other Resources or Links – cont.

BEGINNING & ENDING STEPS (USE PRIOR TO EACH STATE SKILL) SELF-PRACTICE & DATE OF STATE EXAM

IMPERIAL VALLEY COLLEGE
HEALTH ASSISTANT PROGRAM

BEGINNING STEPS:

1. WASH HANDS BEFORE STARTING ‘ALL’ PROCEDURES!!
2. **KNOCK & PAUSE** BEFORE ENTERING THE RESIDENT’S ROOM
 - a. AS YOU ENTER THE PATIENT’S ROOM ‘OBSERVE’ THE FOLLOWING.
 1. OBSERVE ‘PATIENT’ PHYSICAL & MENTAL CONDITION
 2. EQUIPMENT & ROOM’ FOR ‘SAFETY’ – ALWAYS!
3. INTRODUCE YOURSELF (NAME & TITLE)
4. IDENTIFY THE RESIDENT (CHECK ID-BRACELET LOCATED AT THE PATIENT’S WRIST)
5. **EXPLAIN** THE PROCEDURE TO THE RESIDENT;
 - a. BEFORE & DURING PROVIDING PATIENT CARE
 - b. IF YOU **DO NOT KNOW** THE ANSWER TO PATIENT’S QUESTION(S) REASSURE THE PATIENT YOU WILL GO FIND OUT & RETURN TO THEM WITH AN ANSWER TO THEIR QUESTION(S)
 - c. GO TO ‘CHARGE NURSE’ TO GET ANSWER FOR PATIENT’S QUESTION(S)
6. LOCK THE BRAKES TO THE BED, GURNEY OR W/C
7. **WASH YOUR HANDS!** REMEMBER:
 - a. WASH HAND BEFORE STARTING ANY SKILLS – STATE EXAM & WHILE WORKING
 - b. AFTER APPLYING GLOVES
 - c. BEFORE & AFTER EACH SKILLS
 - d. BEFORE WRITING RESULTS - ‘Measurable-Skills’ – REMEMBER: 05 OF THESE SKILLS
 - e. ANYTIME HAND WASHING IS NEEDED DURING THE (23) STATE MANUAL SKILLS
8. GATHER THE EQUIPMENT, (IF APPLICABLE)
9. **PROVIDE FOR PRIVACY AS YOU PROVIDE CARE– ALWAYS!**
10. APPLY GLOVES, AS NECESSARY
11. IF GETTING THE RESIDENT OUT OF BED, **APPLY:**

NON – SKID SHOES! *Before getting patient out of bed*
12. WHEN STARTING THE PROCEDURE ONLY LOWER THE SIDERAIL WHERE YOU ARE WORKING ON & HAVE OPPOSITE SIDERAIL UP WITH PILLOW PROPPED AGAINST THE SIDE-RAIL TO PREVENT INJURY TO THE PATIENT WHEN TURNING POSITIONING THEM IN BED!

NOTE:
PUT BOTH SIDERAILS UP WHEN YOU HAVE COMPLETED YOUR PATIENT-CARE PROCEDURE!
PREVENT PATIENT FALLING OUT OF BED
13. DO **NOT** EXPOSE PATIENT WHILE PROVIDING CARE
14. **CHECK FOR PATIENT & ENVIRONMENT SAFETY – ALWAYS!!**

Textbooks & Other Resources or Links – cont.

BEGINNING & ENDING STEPS (USE PRIOR TO EACH STATE SKILL) SELF-PRACTICE & DATE OF STATE EXAM

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:**
 - a. **Pillow positioned for support**
 - b. **HEAD OF BED (HOB) ELEVATED AT 30-degree angle**
6. **A bed-bound patient should be positioned:**
 - a. **Head of the bed in the semi-fowlers – 30-degree angle 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: EXPLAIN TO PATIENT HOW TO USE CALL-LIGHT & TV CONTROL BEFORE LEAVING PATIENT'S BEDSIDE!**
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 NON – SKID SHOES PRIOR TO LAYING PATIENT BACK DOWN IN BED!**
11. **LEAVE ROOM NEAT!**
12. **LEAVE SIDERAILS UP!**
13. **LOCK BRAKES - THE BED, GURNEY & W/C!**
14. **WASH YOUR HANDS, AGAIN!**
15. **THEN DOCUMENT, if required to do so!**
16. **CHECK FOR TUBING 'SAFETY' (FOLEY-CATHETER, G-TUBE, NG-TUBE, IVs, ect..) & SIDE-RAIL 'SAFETY'**
17. **Glance quick 5 – 10 sec at 'Patient, Equipment and Room' –**
 - a. **'SAFETY' before leaving the patient's room**
18. **REPORT: ABNORMAL FINDINGS TO THE CHARGE NURSE**
19. **REMEMBER: WASH YOUR HANDS BEFORE YOU DOCUMENTS ANY RESULTS!!**

Textbooks & Other Resources or Links – cont.

SKILLS

- **REMEMBER: ALWAYS 'WASH HANDS' BEFORE, DURING & AFTER PROCEDURE**



1. **BEGINING & ENDING STEPS**
2. **05 SKILLS IN 20 MINUTES**
3. **MEMORIZE STEP-BY-STEP FOR 'ALL 22 MANUAL SKILLS' PROVIDED BY:**
www.regionaltestingcenter.org/cna.html/ (NNAAP booklet)

a. Emphasis on **BOLD LETTERING** – example:



b. Some skills require 'writing in results' such as:



- **Vital signs – blood pressure (B/P), pulse (P) & respirations (R)**
- **Intake & Output (I&O) example: measure 'urine output' (cc)**

1. Read urine output at eye  level

2. Wash hands before documenting (writing) your urine output results

- **Measure: weight (LBS)**
- **PULSE – 01 FULL MINUTE**
- **RESPIRATIONS – 01 FULL MINUTE**

Textbooks & Other Resources or Links – cont. – FORM USE STATE EXAM DOCUMENTING 'MEASURABLE SKILLS' DURING THE EXAM



RECORDING SHEET FOR MEASUREMENT SKILLS

Date _____

Test Site ID _____

Candidate Name _____

Candidate ID _____

Evaluator Name _____

Evaluator ID _____

SAMPLE

This sheet will be used to record the results of the following measurement skills:

- Measures and Records Blood Pressure
- Measures and Records Weight of Ambulatory Client
- Measures and Records Urinary Output
- Counts and Records Radial Pulse
- Counts and Records Respirations

| | |
|--|---|
| SKILL TESTED | |
| One box next to the skill being tested must be marked. | |
| <input type="checkbox"/> | Blood Pressure |
| <input type="checkbox"/> | Radial Pulse |
| <input type="checkbox"/> | Respirations |
| <input type="checkbox"/> | Urine Output |
| <input type="checkbox"/> | Weight (must document the unit of measurement, lb.) |
| CANDIDATE RESULTS | EVALUATOR RESULTS |
| | |

Textbooks & Other Resources or Links – cont.

Homework:

(Deadlines – see daily calendar 2021)

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

a. Complete ‘ALL’ workbook = 10 points

2. CNA – **Abbreviations (1-158) brief description** of the ‘Abbreviations’ listed below write in a ‘single sentence’, underline the ‘**Abbreviation**’ used in the sentence structure.

- a. Single sentence for each ‘**abbreviation**’ –sentence must be medical, or nursing related regarding patient-care in a health-care setting
- b. Underline the abbreviation used in the single sentence structure

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

c. **ABBREVIATIONS (abbrev.) - DEFINITIONS**

ABBREVIATIONS:

1. abd

2. a.c.

3. ADL

4. Ad Lib

5. ADM (adm)

6. AM (am)

7. amb

8. ap

9. approx.

10. assist

11. ax

12. AROM

MEANING:

Abdomen

Before meals

Activities of Daily Living

As desired

Admitted or admission

Morning

Ambulatory

Apical

Approximately

Assistance

Axilla or axillary / underarm

Active-Range-of-Motion

Textbooks & Other Resources or Links – cont.

| | |
|--------------------|---|
| 13. Acute | Short-Term (example: elevated fever/short-term illness) |
| 14. b.i.d. | Twice a day |
| 15. BM (bm) | Bowel Movement |
| 16. BP | Blood Pressure |
| 17. BRP | Bathroom Privileges |
| 18. \overline{c} | With |
| 19. Ca | Cancer |
| 20. Cath | Catheter |
| 21. CBC | Complete Blood Count |
| 22. CBR | Complete Bed Rest |
| 23. cc | Cubic Centimeter |
| 24. CCU | Coronary Care Unit |
| 25. c/o | Complaint of |
| 26. CPR | Cardiopulmonary Resuscitations |
| 27. C/S | Culture and Sensitivity |
| 28. CVA | Cerebrovascular Accident, Stroke |
| 29. CNA | Certified Nursing Assistant |
| 30. Cardio/Cardi | Cardiac (Heart) system related |
| 31. Chronic | Long-Term (example: diabetes/long-term illness) |
| 32. dc (d/c) | Discontinue |
| 33. DOA | Dead on Arrival |
| 34. DON | Director of Nurses |

Textbooks & Other Resources or Links - cont.

| | |
|---------------|---|
| 35. DR. | Doctor |
| 36. dr | Dram |
| 37. drsg | Dressing |
| 38. Dx | Diagnosis |
| 39. Derm. | Dermatology (skin) system related |
| 40. ECG (EKG) | Electrocardiogram |
| 41. EEG | Electroencephalogram |
| 42. ER | Emergency Room |
| 43. ENT | Ear, Nose & Throat |
| 44. F | Fahrenheit |
| 45. FBS | Fasting Blood Sugar |
| 46. FF | Force Fluids (encourage <u>fluids</u>) |
| 47. fld | Fluid |
| 48. foley/fc | Urinary Catheter (Foley Catheter) |
| 49. ft | Foot or Feet |
| 50. FNP | Family Nurse Practitioner |
| 51. gal | Gallon |
| 52. Glucose | Sugar (sugar in the body) |
| 53. GI | Gastrointestinal |
| 54. h (hr.) | Hour |
| 55. H O | Water |

Textbooks & Other Resources or Links – cont.

| | |
|-----------------------------------|---------------------------|
| 56. H ₂ O ₂ | Hydrogen Peroxide |
| 57. H.S. (h.s.) | Hour of Sleep |
| 58. ht | Height |
| 59. HCP | Health Care Provider |
| 60. ICU | Intensive Care Unit |
| 61. in. | Inch |
| 62. I & O | Intake and Output |
| 63. IV | Intravenous |
| 64. KG | Kilogram |
| 65. L | Liter |
| 66. Lab | Laboratory |
| 67. LBS | Pound |
| 68. liq | Liquid |
| 69. LLQ | Left Lower Quadrant |
| 70. LMP | Last Menstrual Period |
| 71. LPN | Licensed Practical Nurse |
| 72. LT | Left |
| 73. LVN | Licensed Vocational Nurse |
| 74. LUQ | Left Upper Quadrant |
| 75. LTC | Long-Term Care |
| 76. meds | Medications |
| 77. MG | Milligram |

Textbooks & Other Resources or Links – cont.

| | |
|--------------|--------------------------------------|
| 78. MI | Myocardial Infarction (Heart Attack) |
| 79. mid- noc | Midnight |
| 80. min | Minute |
| 81. ml | Milliliter |
| 82. MD | Medical Doctor |
| 83. NA | Nursing Assistant |
| 84. neg | Negative |
| 85. nil | None |
| 86. no | Number |
| 87. noc | Night |
| 88. NPO | Nothing by Mouth |
| 89. Neuro | Nervous system related |
| 90. O 2 | Oxygen |
| 91. OB | Obstetrics |
| 92. OD | RT eye |
| 93. OJ | Orange Juice |
| 94. OOB | Out of Bed |
| 95. OR | Operating Room |
| 96. Ord | Orderly (male Nursing Assistant) |
| 97. OS | LT eye |
| 98. Osteo | Bone |
| 99. OT | Occupational Therapy |

Textbooks & Other Resources or Links – cont.

| | |
|------------------------------|--------------------------------------|
| 100. OU | Both eyes |
| 101. Oz (oz) | Ounce |
| 102. PAR | Post Anesthesia Room |
| 103. p.c. | After meals |
| 104. PCP | Patient Care Plan |
| 105. Peds | Pediatrics |
| 105. per | by, through |
| 106. PM (pm) | Afternoon |
| 107. Pneumo/Resp. | Lung or Respiratory system related |
| 108. p.o. (per so) | By mouth |
| 109. post – op / (post op) | Postoperative |
| 110. pre-op / (pre op) | Preoperative |
| 111. prep | Preparation |
| 112. PROM | Passive-Range-of-Motion |
| 113. p.r.n. | When necessary |
| 114. Psych | Related to Psychology |
| 115. Pt (pt) | Patient |
| 116. PT | Physical Therapy |
| 117. PHCP | Personal Health Care Provider |
| 118. q | Every |
| 119. q.d. | Every day |
| 120. q.h. | Every hour |
| 121. q2h, q3h, ect... | Every 2 hours, every 3 hours, ect... |

Textbooks & Other Resources or Links – cont.

| | |
|------------------------|-------------------------------|
| 122. q.h.s. | Every night at bedtime |
| 123. q.i.d. | Four times a day |
| 124. q.o.d. | Every other day |
| 125. R | Rectal Temperature |
| 126. RA | Restorative Nursing Assistant |
| 127. RLQ | Right Lower Quadrant |
| 128. RN | Registered Nurse |
| 129. ROM | Range of Motion |
| 130. RR | Recovery Room |
| 131. RT | Right |
| 132. RUQ | Right Upper Quadrant |
| 133. RX | Prescription |
| 134. RBC | Red Blood Cell Count |
| 135. S/A | Sugar and Acetone |
| 136. $\frac{\quad}{s}$ | Without |
| 137. Spec (spec) | Specimen |
| 138. SSE | Soap Suds Enema |
| 139. ss | One half ($\frac{1}{2}$) |
| 140. STAT (stat) | At once, immediately |
| 141. Sub-Q | Subcutaneous |
| 142. Surg | Surgery |
| 143. Supp | Suppository |

Textbooks & Other Resources or Links - cont.

| | |
|--------------------|-------------------------------------|
| 144. tbsp | Tablespoon |
| 145. t.i.d. | Three times a day |
| 146. TLC | Tender Loving Care |
| 147. TPR | Temperature, Pulse and Respirations |
| 148. Tab | Tablet |
| 149. TWE | Tap Water Enema |
| 150. tsp | Teaspoon |
| 151. UNG | Ointment |
| 152. U/A (u/a) | Urinalysis |
| 153. UTI | Urinary Tract Infection |
| 154. URI | Upper Respiratory Infection |
| 155. VS (V/S, v/s) | Vital Signs |
| 156. WBC | White Blood Cell Count |
| 157. w/c | Wheelchair |
| 158. wt | Weight |

Textbooks & Other Resources or Links – cont.

Homework DUE SEE: THEORY CALENDAR 2022

3. THREE RESEARCH PAPERS (MLN FORMAT) ON THE FOLLOWING: with references

- 1. Alzheimer’s disease (AD)**
- 2. Elder Abuse (various types)**
- 3. Confidentiality (privacy) while giving direct patient care and include HIPPA guidelines**

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

- 1st paragraph = introduction
- 2nd paragraph = actual research for each ‘stage’ of AD
- 3rd 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)

- 1st paragraph = introduction ‘all’ types of ‘Elder Abuse’
- 2nd paragraph = research for each types of Elder Abuse
- 3rd 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

- 1st paragraph = introduction ‘Confidentiality (privacy) while giving direct patient care
- 2nd paragraph = research for ‘Confidentiality’ (privacy) while giving direct patient care and HIPPA guidelines included
- 3rd paragraph = what you learned during the research of ‘Confidentiality’ and HIPPA as related to direct patient care

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.
- **IMPERIAL COMMUNITY COLLEGE DISTRICT - IMPERIAL VALLEY COLLEGE COURSE OUTLINE-OF-RECORD:**
 1. **Theory: 63 hrs. / Clinical/Lab: 108 hrs. = 171 hrs.**
 2. Clinical/Clinical/Lab: 171 hrs. and
 3. **OUT OF CLASS HRS: 126.00 (STUDENT SELF-PRACTICE/SELF-STUDY/SELF-HOMEWORK RESEARCH/OTHER REQUIRED MATERIALS AND/OR OTHER STATE MODULE CURRICULUM REQUIREMENTS INCLUDING REQUIRED BY INSTRUCTOR)**
 4. **NO** absences are allowed due to the short-term CNA Course
 5. **NO** CELL PHONE USE DURING THEORY OR CLINICAL (Hospital) ROTATIONS, SEE DAY #1 OF CLINICAL
 6. Student **MUST** meet Theory and Clinical hours to complete the Health Assistant course and qualify to take the State of California Nurse Aide Examination, two parts written and manual skills exam.

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, only students enrolled in the class may attend; children are not allowed.
- Student(s) are to use bathroom/personal necessities prior to entering the classroom or clinical rotation

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 importance 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 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 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.

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.

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.

Course Grading Based on Course Objectives

- A student who fails to attend the first-class meeting will be dropped by the instructor. It is the student's 'official' responsibility to drop or withdraw from the class – see Catalog for details.
- SEE ATTENDANCE - Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absence 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 05/01/22 to receive 'W' (no refund) this date is prior to Clinical rotation. 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. Josue Verduzco in Study Skills Office inside the library for proctoring the exam during times available at the Study Skills Center. **Student is required to inform instructor on first day of class if they will need the use of time and half for taking exams.** If student does not show up for any exam including Make-up exam, they will receive an 'F' on exams including modules or final exam. Student will not be able to participate in clinical rotation and student will is required to 'self-drop' the course or instructor will give the student a letter grade of an 'F' at the end of the course.
DUE: TO COVID RESTRICTIONS OTHER ARRANGMENT 'MUST' BE MADE TESTING IN THE STUDY SKILLS OFFICE.
- 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 SPRING CNA 2022 course).
- **STUDENT MUST USE 100 QUESTION SCANTRON – each exam given –CLASSROOM EXAMS ONLY!**
- **Use #2 sharpened pencil with eraser for use on Exams & 'Final' Exam – inclusive**
- **Students MUST sign-in daily prior to class starting – Theory and Clinical rotation**
- **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 the exam and not allowed to make-up the exam(s). ALSO, student NOT passing exams with letter grade of 'C' (70% or better) will NOT be able to proceed in theory or clinical (hospital) rotation and be ineligible to take the State_Nurses Aide Examination in June 25, 2022.**
- If student does **NOT** self-drop the course within the required date instructor will give the student a letter grade of an 'F' for the CNA course spring 2022. Student can self-drop the course online. If student requires assistant the student can contact the IVC Admission & Records for staff contact information.

Course Grading Based on Course Objectives – cont.

- **DO NOT ASK THE INSTRUCTOR OR IVC NURSING OFFICE STAFF REGARDING FEES**
- **Remember:** expenses accumulated for the ‘Health Assistant’ course are at the student’s risk and no reimbursements or credit balances.
- **DO NOT ASK THE IVC NURSING OFFICE STAFF ABOUT STAYING IN THE CLASS
IF YOU DID NOT PASS AN EXAM(s) WITH < 70% **OR** ANY OTHER CLASS RELATED ISSUES**
 1. THE IVC NURSING OFFICE STAFF - **DO NOT MAKE THE EXAMS OR THE CLASS SYLLABUS**

Course Grading Based on Course Objectives – cont.

Grading System:

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

NOTE:

FINAL CLASS GRADE - spring 2022:

- **ALL EXAMS PASSING – 70% (C) TO PROCEED WITH THE COURSE**
- **STUDENT ABLE TO APPLY THEORY INTO CLINICAL ROTATION PROVIDING PATIENT CARE**
- **COMPLETE HOMEWORK ASSIGNMENT SUBMITTED ON OR BEFORE DEADLINE**
- **SELF-PRACTICING – STATE MANUAL 23 SKILLS, SEE BELOW**

1. USE ‘PEARSON VUE BOOKLET’ JULY 1, 2018

Exams & FINAL EXAM GRADE (pass with >70% or better) OTHERWISE DROP THE CLASS

Course Grading Based on Course Objectives – cont.

HOMEWORK DUE:

1. Research papers (03) – DUE: 03/14/2022

e-mail: Beatriz Trillas <beatriz.trillas@imperial.edu>
(with references)

- a. Alzheimer’s disease (AD)
- b. Elder Abuse
- c. Confidentiality/(HIPPA)

- **NO** incompletes or partials
- If ‘incomplete’ student will **NOT** to be able to participate in the clinical (hospital) rotation
- These assignments are **REQUIRED** prior to clinical (hospital) rotation.

2. Sentences: 1-158 completed all single sentences NO incomplete or partial sentences:

(ABBREVIATIONS ONLY – NO MEDICAL TERMS)

- **DUE: 05/09/2022 (Monday)**
- Give to instructor ‘Completed’ workbook and this date too

3. COMPLETED WORKBOOK: DUE: 05/09/2022 (Monday)

- LETTER GRADE ONLY EITHER ‘A’ IF COMPLETED & SUBMITTED ON DEADLINE
- LETTER GRADE ‘F’ IF INCOMPLETE OR NOT SUBMITTED BY DEADLINE
- Give to instructor along with completed sentences 158

| Course Requirements and Instructional Methods – see below CNA THEORY & CLINICAL SCHEDULES (ASSIGNMENTS) ***Tentative, subject to change without prior notice*** | | |
|--|--|--|
| MONTH: FEB. 2022 | DESCRIPTION: | ASSIGNMENT/HOMEWORK/SKILLS AS TIME PERMITS |
| Week 1: THEORY: DAY #1 02/14/2022 (MONDAY) 07:25 am – 1:00 pm | IVC CLASSROOM: Theory Module 1: Introduction Module 2: Resident’s Rights MODULE 3: Communication/Interpersonal Skills (con.t) | Review: Canvas ‘Modules’ Section <ul style="list-style-type: none"> • State Modules/ Objectives (1-17) – Lecture Notes • Pearson Vue Booklet – July 1, 2018 • Handouts • Homework Assignments • CNA ‘Handbook’ spring 2022 • ‘Crosswalk’ Reading assignments • Daily Calendars spring 2022 • Other materials Questions & Answers as time permits <u>SEE DAILY CALENDARS: THEORY/CLINICAL</u> 1. CONTINUE INFORMATION |
| Week 1: THEORY: DAY #2 02/15/2022 (Tuesday) 07:25 am – 1:00 pm | IVC CLASSROOM: Theory MODULE 3: Communication/Interpersonal Skills Module 4: Safe Environment (Prevention Management of Catastrophe and Unusual Occurrences) Module 5: Body Mechanics Module 6: Med/Surg Asepsis (con.t) | Review: Other/prior materials as needed Questions & Answers as time permits <u>SEE DAILY CALENDAR:</u> 1. CONTINUE INFORMATION Skills as time permits |
| Week 2: THEORY: DAY #3 02/22/2022 (Tuesday) 07:25 am – 1:00 pm | IVC CLASSROOM: Theory Module 6: Med/Surg Asepsis Module 7: Weights and Measures Module 8: Patient Care Skills (con.t) Module Exam: 1&2 | Review: Other/prior materials as needed Questions & Answers as time permits <u>SEE DAILY CALENDAR:</u> 1. CONTINUE INFORMATION Skills as time permits |

| MONTH FEB/March 2022 | DESCRIPTION | ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS |
|--|--|---|
| Week 3: THEORY: DAY #4 02/28/2022 (Monday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>Module 8: Patient Care Skills (con.t)</p> <p>Module Exam: 3 & 4</p> | <p style="text-align: center;">Review:</p> <p>Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p>1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> |
| Week 3: THEORY: DAY #5 03/01/2022 (Tuesday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>Module 8: Patient Care Skills</p> | <p style="text-align: center;">Review:</p> <p>Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p>1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> |
| Week 4 THEORY: DAY #6 03/07/2022 (Monday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>Module 9: Patient Care Procedures (con.t)</p> <p>Module Exam: 5, 6 & 7</p> | <p style="text-align: center;">Review:</p> <p>Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p>1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> |
| Week 4 THEORY: DAY #7 03/08/2022 (Tuesday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>MODULE 9: PATIENT CARE PROCEDURES Module 10: Vital Signs Module 11 – Nutrition (con.t)</p> <p>Exam Module: 8</p> | <p style="text-align: center;">Review:</p> <p>Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p>1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> |


| MONTH March 2022 | DESCRIPTION | ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS |
|--|---|--|
| Week 5 THEORY: DAY #8 03/14/2022 (Monday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>Module 11 – Nutrition Module 12 – Emergency Procedures Module 13 – Long Term Resident (con.t)</p> <p style="text-align: center;">Module Exams: 9, 10 & 11</p> <p style="text-align: center;">Review:</p> <p style="text-align: center;">Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p style="text-align: center;">1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> | <p style="text-align: center;">DUE:</p> <p style="text-align: center;">Three Research Papers</p> <ol style="list-style-type: none"> 1. Alzheimer’s Disease (AZ) 2. Elder Abuse (EA) 3. HIPA/Confidentiality <p style="text-align: center;">E-mail Research papers:</p> <ol style="list-style-type: none"> 1. Beatriz Trillas beatriz.trillas@imperial.edu <p style="text-align: center;">BRING TO CLASSROOM:</p> <ol style="list-style-type: none"> 1. Bring ‘Hard Copy’ to Classroom 2. Give to Instructor |
| Week 5 THEORY: DAY #9 03/15/2022 (Tuesday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>Module 13 – Long Term Resident Module 14 – Rehabilitative Nursing Module 15 - Observation & Charting (con.t)</p> | <p style="text-align: center;">Review:</p> <p style="text-align: center;">Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p style="text-align: center;">1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> |
| Week 6 THEORY: DAY #10 03/21/2022 (Monday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>Module 15 - Observation & Charting (con.t) Module 16 – Death & Dying (con.t)</p> <p style="text-align: center;">Module Exams: 13 & 14</p> | <p style="text-align: center;">Review:</p> <p style="text-align: center;">Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p style="text-align: center;">1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> |
| Week 6 THEORY: DAY #11 03/22/2022 (Tuesday) 07:25 am – 1:00 pm | <p style="text-align: center;">IVC CLASSROOM: Theory</p> <p>Module 16 – Death & Dying (con.t) Module 17: Abuse (con.t)</p> | <p style="text-align: center;">Review:</p> <p style="text-align: center;">Other/prior materials as needed Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p style="text-align: center;">1. CONTINUE INFORMATION</p> <p style="text-align: center;">Skills as time permits</p> |


| | | |
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| <p>MARCH 2022</p> <p>Week 7 THEORY: DAY #12 03/28/2022 (Monday) 07:25 am – 1:00 pm</p> | <p>IVC CLASSROOM: Theory</p> <p>Module 17: Abuse (cont)</p> <p>Exam Module: 15, 16 & 17</p> | <p>DUE:</p> <p>Money Order: ORIGINAL (\$100)</p> <ol style="list-style-type: none"> 1. COMPLETED – ADDRESS, SIGN & DATED 2. <u>SECTION 'PAYABLE': RTC</u> 3. COMPLETE: <u>RTC FORM</u> <ol style="list-style-type: none"> a. REGISTRATION FORM (SQUARES) <p>MAKE A COPIES PRIOR TO SUBMITTING TO INSTRUCTOR IN CLASSROOM:</p> <ol style="list-style-type: none"> 1. MONEY ORDER 2. RTC FORM (SQUARES) <p>Review:</p> <p>Other/prior materials as needed Questions & Answers as time permits</p> <p><u>SEE DAILY CALENDAR:</u></p> <p>1. CONTINUE INFORMATION CLINICAL:</p> <p>Skills as time permits</p> |
| <p>Week 7 THEORY: DAY #13 03/29/2022 (Tuesday) 07:25 am – 1:00 pm</p> | <p>IVC CLASSROOM: Theory</p> <p>FINAL EXAM</p> <p>LAST DAY OF THEORY 😊</p> <p>SEE CLINICAL DAILY CALENDAR</p> | <p>Review:</p> <p>Other/prior materials as needed Questions & Answers as time permits</p> <p><u>SEE DAILY CALENDAR:</u></p> <p>1. CONTINUE INFORMATION</p> <p>Skills as time permits</p> |

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| <p>APRIL 2022</p> <p>Week 8 Clinical: #1 Class Day: 14 04/04/2022 (Monday) 7:00 am – 12:05 pm</p> | <p style="text-align: center;">CLINICAL – 1ST DAY</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> <p style="text-align: center;">REMINDER: CNA HANDBOOK NO CELL PHONE USE DURING CLINICAL (HOSPITAL) ROTATIONS</p> <ul style="list-style-type: none"> • If student is seen using cell phone the student will be asked to leave and the student will be dropped from the course by instructor. | <p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. BED BATH, SHAMPOO 2. PERI-CARE 3. BACK RUB 4. MAKING AN OCCUPIED BED 5. POSITIONING THE RESIDENT Q 2 hrs. 6. HAND/NAIL CARE 7. FOOT CARE 8. SKIN CARE 9. ORAL CARE (BED-BOUND) RESIDENT 10. COMBING RESIDENT'S HAIR 11. OFFERING BEDPAN/URINAL 12. DRESSING RESIDENT 13. MONITOR TUBING 14. KEEPING I&O FOR PATIENT IN NEED OF FLUID BALANCE 15. Maintaining proper body mechanics while providing pt. care 16. Remember patient rights as healthcare is provided 17. INFECTION CONTROL THROUGHOUT CARE OF THE RESIDENT 18. Aware of Environment Safety & observing patient signs & symptoms (S&S) 19. REPORT TO CHARGE-NURSE AS NEEDED WHILE GIVING CARE TO THE PATIENT 20. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY |
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| <p>APRIL 2022 (con.t)</p> <p>Week 8 Clinical: #2 Class Day: 15 04/05/2022 (Tuesday) 7:00 am – 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. PROVIDING PATIENT CARE SKILLS 2. PERFORMING PATIENT CARE PROCEDURES 3. PROVIDING NUTRITION USING APPROPRIATE FEEDING METHOD FOR PATIENT ASSIGNED TO STUDENT CARE 4. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t) |
| <p>Week 8 Clinical: #3 Class Day: 16 04/06/2022 (Wednesday) 7:00 am – 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. MONITOR VITAL SIGNS & REPORT ABNORMAL V/S AS NEEDED TO CHARGE NURSE 2. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t) |
| <p>APRIL 2022 Week 9 Clinical: #4 Class Day: 17 04/11/2022 (Monday) 7:00 am – 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. PROVIDE REHABILITATIVE & RESTORATIVE CARE AS ORDERD WHILE PROVIDING PATIENT CARE 2. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t) |
| <p>Week 9 Clinical: #5 Class Day: 18 04/12/2022 (Tuesday) 7:00 am – 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t) |
| <p>Week 9 Clinical: #6 Class Day: 19 04/13/2022 (Wednesday) 7:00 am – 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <ol style="list-style-type: none"> 1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t) |

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| <p>Week 10 Clinical: #7 Class Day: 20 04/25/2022 (Monday) 7:00 am - 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| <p>Week 10 Clinical: #8 Class Day: 21 04/26/2022 (Tuesday) 7:00 am - 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| <p>Week 10 Clinical: #9 Class Day: 22 04/27/2022 (Wednesday) 7:00 am - 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| <p>MAY 2022</p> <p>Week 11 Clinical: #10 Class Day: 23 05/02/2022 (Monday) 7:00 am - 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| <p>Week 11 Clinical: #11 Class Day: 24 05/03/2022 (Tuesday) 7:00 am - 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| <p>Week 11 Clinical: #12 Class Day: 25 05/04/2022 (Wednesday) 7:00 am - 12:05 pm</p> | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |

| MAY 2022 (con.t) | DESCRIPTION | ASSIGNMENTS |
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| Week 12 Clinical: #11 Class Day: 26 05/09/2022 (Monday) 7:00 am - 12:05 pm | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p style="text-align: center;">Homework Due:</p> <p>1. Workbook completed: ONLY COMPLETED</p> <p>2. Sentences - 158 abbreviations: ONLY COMPLETED</p> <p style="text-align: center;">*****</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| Week 12 Clinical: #12 Class Day: 27 05/10/2022 (Tuesday) 7:00 am - 12:05 pm | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| Week 12 Clinical: #13 Class Day: 28 05/11/2022 (Wednesday) 7:00 am - 12:05 pm | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| Week 13 Clinical: #14 Class Day: 29 05/16/2022 (Monday) 7:00 am - 12:05 pm | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| Week 13 Clinical: #15 Class Day: 30 05/17/2022 (Tuesday) 7:00 am - 12:05 pm | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> |
| Week 13 Clinical: #16 Class Day: 31 05/18/2022 (Wednesday) 7:00 am - 12:05 pm | <p style="text-align: center;">CLINICAL</p> <p style="text-align: center;">LAST DAY OF CLASS 😊</p>  | <p style="text-align: center;">CLINICAL SKILLS:</p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> <p style="text-align: center;">SEE: PAGE 44</p> <p style="text-align: center;">ALSO, SEE: THEORY & CLINICAL CALENDARS STATE NURSE AIDE EXAMINATION INFORMATION</p> |

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| <p>JUNE 2022</p> | <p align="center">STATE NURSES AIDE EXAMINATION</p> | <p align="center">EXAMINATION INCLUDES: BOTH WRITTEN & SKILLS:</p> |
| <p>JUNE 24, 2022</p> | <p align="center"><u>State Nurses Aide Examination</u></p> <p align="center">TEST DAY: June 24, 2021</p> <p align="center">LOCATION:</p> <p align="center">Grossmont Occupational Health Center 9368 Oakbourne RD, Santee CA 92071</p> <p align="center">STUDENTS WILL RECEIVE ADDITIONAL TEST INFORMATION REGARDING TEST</p> <p align="center">VIA</p> <p align="center">PERSONAL E-MAIL OR HOME ADDRESS</p> <p align="center">SEE:</p> <p align="center">CLINICAL CALDENDAR: 2022</p> <p align="center">PAGES 5 & 6 FOR ADDITIONAL INFORMATION</p> <p align="center">BEST WISHES 😊</p>  | <p align="center">SEE DAILY CLINICAL CALENDAR:</p> <p>1. CONTINUE INFORMATION FOR STATE NURSES AIDE EXAMINATION</p> <p align="center"><u>State Nurses Aide Examination – ‘other’ information</u></p> <p>1. 283-B - signed by instruct</p> <p>2. RTC Registration – BLUE POSTCARD (sent by mail)</p> <p>3. Take 02 picture IDs: ONE of the IDs is CA ID or CA Driver’s License</p> <p>4. (02) #2 sharpened pencils with working eraser</p> <p>5. Be in uniform & take a 2nd hand watch</p> <p>6. Time: See (BLUE CARD) for information sent to your home address you wrote on 283-B form – see start time of exam</p> <p>7. TAKE YOUR SOCIAL SECURITY CAR</p> <p>8. REMINDER:</p> <p>NAME HAS TO MATCH ALL DOCUMENTS FOR TESTING, see below</p> <p align="center">REMINDER:</p> <p align="center">NAMES ON ‘ALL’ FORMS NEED TO MATCH</p> <p>1. 283-B FORMS- TWO FORMS</p> <ul style="list-style-type: none"> • 283-B signed by instructor with ‘Blue’ ink • 283-B form – DOJ that is NOT signed by the instructor <p>2. RTC FORM (SQUARES)</p> <p>3. DRIVER’S LICENSE AND/OR CA ID</p> <p>4. SOCIAL SECURITY CARD: ORIGINAL</p> |

