



## IVC HEALTH ASSISTANT PROGRAM (AHP 60)

### Basic Course Information

Semester:	<b>FALL 2024</b>	Instructor Name:	<b>Lisette Campos</b>
Course Title & #:	<b>HEALTH ASSISTANT</b>	Email:	<b>Lisette.campos@imperial.edu</b>
CRN #:		Webpage (optional):	<b>N/A</b>
Classroom:	<b>2139</b>	Office #:	<b>N/A</b>
Class Dates:	<b>08/15/2023-09/13/2023</b>	Office Hours:	<b>N/A</b>
Class Days:	<b>THEORY: M-TH / CLINICAL: T-TH</b>	Office Phone #:	
Class Times:	<b>THEORY:</b> <b>8/12-09/13 18:00-21:05 M-TH</b> <b>CLINICAL:</b> <b>9/16-10/18 M-W 17:30-21:30</b> <b>Sundays 0600am/18:30</b>	Emergency Contact:	<b>Call instructor – Lisette Campos cell phone: (760) 440-7688; TEXT ME, IS THE FASTEST &amp; EASIEST. PLEASE STATE YOUR NAME &amp; REASON. I WILL TEXT OR CALL ASAP or RESPOND BY CANVAS TO ALL STUDENTS.</b>
Units:	<b>5.5</b>	Class Format:	State of California Chancellor’s Office Nurse Aide Curriculum; Pearson Vue Booklet July 1, 2018; Regional Testing Center (RTC) Coordinates scheduling students for the examination

### 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)

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

NONE

### 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.
2. Take and accurately record vital signs on a child and adult: blood pressure, pulse, temperature, and oxygen saturation.
3. Identify key menu items or components regarding the diet for a long-term care diabetic.

## 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 postmortem care. (DHS Module 16)
- Discuss the nurse's aide role in preventing, recognizing, and reporting instances of resident abuse. (DHS Module 17)

#### State of California Nurse Aide Model Curriculum:

##### 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

## Course Objectives – con.t

### State of California Nurse Aide Model Curriculum:

#### Lecture Outline (con.t)

12. Emergency Procedures
13. Long Term Care Patient
14. Rehabilitative Nursing
15. Observation and Charting
16. Death and Dying
17. Abuse

## Textbooks & Other Resources or Links

Hartman's Nursing Assistant Care: Long-Term Care, 5th Edition. Textbook Paperback. ISBN: 978-1-60425-137-1

Hartman's Nursing Assistant Care-Workbook 5<sup>th</sup> edition. ISBN: 978-16042-513-8-8

American Heart Association Fundamentals of BLS (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/>

Health Workforce Initiative – State of California Nurse Aide Curriculum  
<https://ca-hwi.org/curriculum/access-curriculum/>  
(STATE MODULES: 1-17)

<https://ca-hwi.org/students/cna-certification-testing/>  
(STATE MANUAL SKILLS VIDEOS): State of California CNA (23) Video – Self-Practice State Manual Skills (5 skills = 20 mins.)

Santa Barbara City College – State of California CNA (23) Video – Self-Practice State Manual Skills (5 skills = 20 mins.)  
<https://www.sbccc.edu/nursing/cna/skillsvideos.php>  
(STATE MANUAL SKILLS VIDEOS)



## Course Requirements and Instructional Methods

### Objective

**Student is required to self-participate: OUT OF CLASS HRS: 126.00** – during the course/does not include studying/self-practice for State Nurse Aide Examination after the course is over

### ASSIGNMENTS:

#### Out-of-class

Students 'MUST' meet program deadlines, self-reading and writing, complete homework, and read IVC Canvas emails regularly. Students 'MUST' demonstrate self-study, self-discipline, dependable, responsible, organizational study skills for Theory, State Skills Practice and be able to self-prepare to practice State skills for State Nurse Aide Examination 'Skills' portion of the exam. Student 'MUST' be able to apply knowledge from Theory into direct patient care skills 'Safely' in the clinical setting. Student 'MUST' demonstrate being confidential, conscientious, empathetic during patient care, be caring, ability to communication while providing patient care in the clinical setting demonstrate teamwork with other classmates and clinical staff employees.

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.

#### 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.

Module Exams, for each or combination of Modules 1-17 and Final Exam – MUST pass all exams and final exam with 70% or better. Otherwise, student is unable to continue with the course – NO make-up exams and NO missing class on exam days the student will not be able to continue with the course and 'MUST' self-drop from the course or get an 'F' at the end of the course.

The course is an 'Accelerated' course and requires memorization reading skills, self-discipline, self-organizational daily skills for studying, practicing for the 'State of California Nurse Aide Examination' and basic math, reading and writing skills.

During clinical rotation occasionally requires for students to stay at clinical past class time on the class roster to continue with patient care for 'Safety' reasons. The students are to stay with the patient until a qualified staff member can continue the patient care. Then the entire class can leave the clinical site premises for the day.

The course requirements cost money at the students expense if completes the course or withdraws from the course.



## Course Requirements and Instructional Methods – con.t

Oral Assignments – participate in class

Problem Solving Exercise – Discuss examples related to patient care issues that may arise in a hospital setting

Skills Demonstration – State of California Nurse Aide Manual Skills using 'Pearson Vue Booklet July 1, 2018

Written Assignments (completed) related to resident/patient healthcare: Workbook, abbreviation sentences, three research papers: Alzheimer's Disease, Elder Abuse & HIPPA/Confidentiality (research papers due prior to starting clinical/hospital rotation

Class Activity – Participate in self-practice return demonstration for State Manual Skills (Pearson Vue Booklet July 1, 2018) and clinical/hospital rotation completing required clinical/hospital hours credit for the course

State of California Nurse Aide Model Curriculum, California Department of Public Health (CDPH) Nurse Aide information/forms

[https://www.cdph.ca.gov/Pages/results.aspx?k=#Default=%7B%22k%22%3A%22cna%20information%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTopic%22%2C%22t%22%3A%5B%22string\(%5C%22L0%7C%23099dacca9-2d4c-4265-a00c-9e0a4ab11105%7CCertified%20Nursing%20Assistant%5C%22\)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D](https://www.cdph.ca.gov/Pages/results.aspx?k=#Default=%7B%22k%22%3A%22cna%20information%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTopic%22%2C%22t%22%3A%5B%22string(%5C%22L0%7C%23099dacca9-2d4c-4265-a00c-9e0a4ab11105%7CCertified%20Nursing%20Assistant%5C%22)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D), Pearson Vue Booklet July 1, 2018,

Regional Testing Center (RTC)/Southern California <http://www.regionaltestingcenter.org/> and Nurse Aide Testing Assessment Program (NATAP) Testing information,

Health Workforce Initiative (HWI) <https://ca-hwi.org/curriculum/access-curriculum/> State Modules and Santa Barbra City College ([www.sbccc.edu](http://www.sbccc.edu)) CNA Aide Skills Videos are used in the course to prepare the students to qualify for State of California Nurse Aide Examination.



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## Course Grading Based on Course Objectives

### GRADING CRITERIA

#### Letter Grade Only

#### 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)

Students must pass all exam including the Final Exam with a 70% or better.

Students not passing any exams including the Final Exam the student will NOT be allowed to continue with the course or attend clinical rotation.

Student must self-drop the course online or receive a letter grade of an 'F' at the end of the course.

Student DO NOT go to instructor to try and stay in the course. Student may need additional courses with basic reading, writing, math skills and/or memorization skills.

Student advised make an appointment with IVC Academic Counselor.

Homework completed will receive extra credit.  
(Student will not submit 'incomplete' homework)

## Course Policies

### ABSENCES: NOT ALLOWED

Student MUST attend 'ALL' days of class to receive credit hours for the course – NO ABSENCES ALLOWED – NO EXCUSES!

Student must be in complete uniform during class, clinical rotation or attending IVC for lab skills practice.

Student must be respectful of others in classroom and clinical rotation including hospital staff.

Student must text instructor if student is going to be late for any reason.

Student must behavior in a professional behavior during class and clinical rotation.

NO student will be allowed to be absent (NO Excuses!) on exam day or final exam day. If student is absent student will be asked to leave the classroom, withdraw class online or receive a letter grade of an 'F' at the end of the course.

Student will know if they are passing the course. If student is not passing the course the student will need to withdraw the course online or receive a letter grade of an 'F' at the end of the course. The instructor will not be able to help the student as the student receives all the materials needed to help them through the course. The student may need to take extra English, reading, math or memorization courses prior to taking the course. The State of California Nurse Aide Model Curriculum requires reading in English, math calculations and memorization for manual skills.



## Other Course Information

Student must meet all requirement deadlines given by Beatriz Trillas or student will be unable to continue in the course.

Student must pass all exam including Final Exam with 70% or better (letter grade of C) to continue with the course.

All Homework deadlines must be submitted on the deadline date.

The research three papers emailed to Beatriz Trillas: [beatriz.trillas@imperial.edu](mailto:beatriz.trillas@imperial.edu) and given hard copy to instructor in class. These will be due prior to clinical rotation.

Workbook and sentences given to instructor on deadline date. These are due towards end of the course submitted morning of deadline due date, see 'Student Daily Calendar'.

Student must submit \$120 money order or cashier's check (bank only) to Beatriz Trillas. If the student is to pay the fee to Regional Testing Center (RTC) for the exam fee on deadline and complete the RTC Registration form per deadline.

Please make sure ALL your ID cards and program forms requiring your name, date of birth and social security number MATCH or you will NOT be able to take the State of California Nurse Aide Examination as scheduled.

Student must be self-disciplined to read, complete homework, memorize, self-practice skills. The program requires 126 hours outside of class for the student to successfully pass the course and the State of California Nurse Aide Examination.

Student who are caught cheating in the class will be asked to leave the class and talk with the Student Affairs Director. The student will not be allowed back in class and must withdraw the course online themselves. Otherwise, the student will receive a letter grade of an 'F' at the end of the course.

Students are not to call the IVC Nursing office or email Beatriz or any other IVC nursing office staff or IVC staff at any other department for questions or concerns. The student is required to contact the instructor first by sending a text to the instructor with the student's name and reason for the text.

Student's not following this requirement will be sent to IVC Dean of Student Affairs.

Student for unforeseen reason such as 'positive covid' results, personal reasons, not pass the course exams or meeting other course requirements must withdraw from the course online. Otherwise, the student will receive a letter grade of an 'F' at the end of the course.

Student is not allowed to use cell phone in class and clinical rotation at any time. If student uses cell phone in class or clinical rotation the student will be asked to leave the class and will not be allowed to return to class or clinical rotation. This includes if a hospital administrator or administrative staff member informs me the student was seen using the cell phone in the hospital.

Student will not gossip about other students in class, hospital staff or anyone during classroom or clinical rotation. Student who is gossiping will be sent to Student Affairs Director and will not be allowed back in class and must withdraw from the course online or receive a letter grade of an 'F' at the end of the course.

Student is responsible to continuously read their Canvas emails from instructor, IVC nursing office from Beatriz or Regional Testing Center (RTC).

Student is required to follow IVC policy, procedures, and Covid-19, IVC and healthcare agency guidelines.



## Other Course Information – con.t

### **Covid-19: Clinical Site (Imperial Heights):** (SUBJECT TO CHANGE)

Student must follow IVC Covid-19 requirements and healthcare facility requirements during clinical rotation. Otherwise, the students will be asked to leave class and class hour(s) credit will not be given. The student will need to drop the course online or receive a letter grade of an 'F' at the end of the course for fall 2022.

### **REGARDING: IVC CNA STUDENT: FALL 2024**

**Currently all students need to be fully vaccinated, including the booster.**

Angela Gomez, LVN, DSD

Imperial Heights Healthcare & Wellness Centre

320 Cattle Call Dr.

Brawley, Ca 92227

## Resources: State of California Nurse Aide Standards

Student must follow all State of California Nurse Aide standards

<https://ca-hwi.org/curriculum/access-curriculum/>

Nurse Aide Training Assessment guidelines and Pearson Vue Booklet July 1, 2018, see link

<https://home.pearsonvue.com/getattachment/2af34671-1fc2-4f99-86b1f05170149286/California%20Nurse%20Assistant%20Candidate%20Handbook.aspx>

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

Self- Practice State CNA Skills Videos: <https://www.sbcc.edu/nursing/cna/skillsvideos.php>

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas



DATE	Assignments	Instruction
<p><b>Week 1</b>  <b>THEORY: DAY 1-4</b>            08/12-15            (Monday-Thursday)</p> <p><b>TIME: 06:00-09:15</b></p> <p><b>Room: 2139</b></p>	<p>IVC CLASSROOM- <b>Theory</b></p> <p>Module 1: Introduction to Nurse Assistant (2)            Module 2: Resident's Rights (3)            Module 3: Communication (2)            Module 4: Prevention and Management of Catastrophe and Unusual Occurrence (3)            Module 5: Body Mechanics (2)</p> <p><b>DEADLINE:</b></p> <p>If <b>NOT</b> meet you will be dropped from the course:  <b>NO EXCEPTION!</b></p> <ol style="list-style-type: none"> <li>1. Health Requirements</li> <li>2. Background Check</li> <li>3. Drug Screen</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. <u>'NAME' ON ALL FORMS MUST MATCH YOUR:</u> <ol style="list-style-type: none"> <li>a. SOCIAL SECURITY NUMBER ON YOUR SS CARD</li> <li>b. CA Driver's License or CA ID</li> <li>c. 283-B form – 'Blue' ink signature by instructor</li> <li>d. RTC registration form</li> <li>e. Live Scan</li> <li>f. Drug Screening</li> <li>g. Self-addressed &amp; stamped envelope take on the day of your State Nurse Aide Examination</li> </ol> </li> <li>2. OTHERWISE, YOU WILL <u>NOT</u> BE ELIGIBLE TO TAKE THE STATE NA EXAMINATION</li> </ol> <p><b>STUDENT RESPONSIBLE:</b></p> <ol style="list-style-type: none"> <li>1. Read:           <ol style="list-style-type: none"> <li>a. <u>Daily Calendar/Syllabus</u></li> <li>b. Canvas emails (meet deadlines)</li> <li>c. Homework Assignment Handout (meet deadlines)</li> </ol> </li> </ol>	<p>Review:</p> <ul style="list-style-type: none"> <li>• State Modules/ Objectives (1-17)</li> <li>• Pearson Vue Booklet July 1, 2018</li> <li>• Homework Assignment 'Handout'</li> <li>• Other Handouts</li> <li>• CNA Handbook</li> <li>• Reading assignments 'Crosswalk' handout</li> <li>• Daily Calendar Fall 2023</li> <li>• Student is responsible to read all Canvas emails</li> <li>• Student is responsible to read 'Daily Calendar' daily</li> <li>• Student is responsible to read 'HOMEWORK ASSIGNMENT' HANDOUT daily</li> <li>• Student is responsible to read &amp; self-practice skills</li> <li>• Student needs to practice with 'Memorization Skills' required for State Nurse Aide Examination</li> <li>• Additional other materials</li> </ul> <p><b>SEE DAILY CALENDAR:</b></p> <ul style="list-style-type: none"> <li>• Outline of class syllabus</li> </ul> <p>Questions &amp; Answers as time permits</p>



	<p>2. Follow Covid-19 guidelines for Imperial Heights healthcare facility during clinical rotation</p> <p>3. Self-study &amp; Self-practice skills for State Nurse Aide Examination schedule for December 09, 2022.</p> <p>4. Student to make own arrangements to get to &amp; from the State NA Examination scheduled TBD Grossmont Health Occupations Center Santee, CA (San Diego), includes two portions:</p> <ol style="list-style-type: none"> <li>1. Written Examination</li> <li>2. Manual Skills</li> </ol> <p><b>Modules Exam:1-2 Wednesday</b> <b>Modules Exam:3-4 Thursday</b></p>	
<p><b>Week 2</b> <b>THEORY: DAY 5-8</b></p> <p>08/19-08/23 (Monday-Thursday)</p> <p><b>TIME: 0600-09:15</b></p>	<p style="text-align: center;">IVC CLASSROOM – <b>Theory</b></p> <p>Module 6: Medical and Surgical Asepsis (2) Module 7: Weights &amp; Measures (1) Module 8: Patient Care Skills (9)</p> <p><b>Module Exam: 5-7 Tuesday</b></p> <p style="text-align: center;"><b>*DUE:</b></p> <ol style="list-style-type: none"> <li>1. <b>Two (02) 283-B form</b> <ol style="list-style-type: none"> <li>a. <b>One of the 283-B form requires instructor signature in 'Blue' ink. The student is required to the form on the date of their scheduled 'State Nurse Aide Exam'</b></li> </ol> </li> <li>2. <b>283-B form 'without' instructor signature and copy of 'Live Scan' both</b> <ol style="list-style-type: none"> <li>a. <b>Both forms will be given to Beatriz to mail To appropriate agency</b></li> </ol> </li> </ol>	<p>Review:</p> <ul style="list-style-type: none"> <li>• Prior Module as needed.</li> <li>• Other/prior materials as needed.</li> <li>• Homework: as time permits</li> </ul> <p>Questions &amp; Answers as time permits.</p>



<p><b>Week 3</b>  <b>THEORY: DAY 9-12</b>  08/26-29  (Monday-Thursday)  <b>TIME: 06:00-09:15</b></p>	<p style="text-align: center;">IVC CLASSROOM – <b>Theory</b></p> <p>Module 8: Patient Care Skills Cont. (3)  Module 9: Patient Care Procedures (7)  Module: 10: Vital Signs (2)</p> <p><b>Modules Exam: 8 Tuesday</b></p> <p style="text-align: center;"><b>*THREE RESEARCH PAPERS DUE:</b></p> <p style="text-align: center;"><b>Alzheimer’s Disease, HIPPA &amp; PATIENT ABUSE</b></p> <p style="text-align: center;">(SEE CLASS SYLLABUS &amp; HOMEWORK HANDOUT)</p> <ol style="list-style-type: none"> <li><b>1. EMAIL TO: beatriz.trillas @imperial.edu</b></li> <li><b>2. Bring a hard copy to class give to instructor when class begins in the morning.</b></li> <li><b>3. <u>NO EXCUSES OR YOU WILL BE DROPPED FROM THE COURSE</u></b> <ol style="list-style-type: none"> <li>a. Student if required to drop yourself from the course <b>OR</b> you will receive a letter grade of an ‘F’ at the end of the course.</li> </ol> </li> <li><b>4. The 03 Research Papers are required!</b> <ol style="list-style-type: none"> <li>a. Otherwise, the student cannot proceed in the course</li> </ol> </li> </ol>	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Prior Module as needed.</li> <li>• Other/prior materials as needed.</li> <li>• Homework: as time permits</li> </ul> <p>Questions &amp; Answers as time permits.</p>
<p><b>Week 4</b>  <b>THEORY: DAY 13-15</b>  09/03-05  (Tuesday-Thursday)  <b>MONDAY HOLIDAY</b>  <b>TIME: 06:00-09:15</b></p>	<p style="text-align: center;">IVC CLASSROOM – <b>Theory</b></p> <p>Module: 11: Nutrition (1)  Module: 12: Emergency Procedures (2)  Module:13 Long Term Care Patient (5)  Module 14: Rehabilitative Nursing (2)</p> <p><b>Modules Exam: 9-11 Wednesday</b></p>	<p style="text-align: center;"><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Prior Module as needed.</li> <li>• Other/prior materials as needed.</li> <li>• Homework: as time permits</li> </ul> <p>Questions &amp; Answers as time permits.</p> <p>Skills as time permits &amp; if room available.</p>

<p><b>Week 5</b>  <b>THEORY: DAY 16-19</b>          (Class day 10)          09/09-12          (Monday-Wednesday)</p> <p><b>TIME: 06:00-09:15</b></p> <p><b>Room: 2139</b></p>	<p>Module 15: Observation &amp; Charting (4)          Module 16: Death &amp; Dying (2)          Module 17: Abuse (6)  <b>Modules Exam: 13-14 Monday</b></p> <p><b>Jeopardy- Wednesday</b></p> <p><b>FINAL EXAM Thursday</b></p> <p><b>Modules Review: 1-17</b></p> <p><b>REMINDER:</b></p> <p><b>STUDENTS MUST PASS 'FINAL EXAM' TO BE ABLE TO PARTICIPATE IN THE CLINICAL ROTATION NEXT WEEK ON 09-16-2024 (MONDAY)</b></p> <p><b>LAST DAY OF THEORY 😊</b></p>	<p><b>Review:</b></p> <ul style="list-style-type: none"> <li>• Prior Module as needed.</li> <li>• Other/prior materials as needed.</li> <li>• Homework: as time permits</li> </ul> <p>Questions &amp; Answers as time permits.</p> <p>Skills as time permits &amp; if room available.</p> <p><b>*DUE:</b>  <b>STATE NURSE AIDE TESTING FEES &amp; RTC FORM</b></p> <p><b>1. RTC MONEY ORDER: \$120</b>          a. <b>PAYABLE: RTC</b>          b. <b>MAKE COPY FOR YOURSELF</b>          c. <b>GIVE 'Money Order' to Instructor (Keep copy)</b>          d. <b>RTC REGISTRATION FORM (Completed)</b> 2. <b>Instructor will take both forms to Beatriz:</b>          a. <b>Beatriz will mail both the money order and RTC form for students scheduling at Grossmont Health Occupations Center, Santee, CA. (12-09-2022) Friday</b></p> <p>Skills as time permits &amp; if room available</p>
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\*\*\*Subject to change without prior notice\*\*\*

**THIS IS NOT A FINAL SCHEDULE**

<b>SEPTEMBER CLINICAL</b>		
<b>SEPTEMBER</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT/OTHER INFO</b>
<b>CLINICAL: DAY #1</b>  09/14/2024 (Sunday)  <b>TIME: 06:30am-7:00pm</b>	<b>CLINICAL:</b>  IVC Clinical Lab 3	<b>CLINICAL SKILLS:</b>  1. PROVIDING PATIENT CARE SKILLS  2. PERFORMING PATIENT CARE PROCEDURES  3. PROVIDING NUTRITION USING APPROPRIATE FEEDING METHOD FOR PATIENT ASSIGNED TO STUDENT CARE  <b>INCLUDE ALL PREVIOUS SKILLS            THROUGHOUT PROVIDING PATIENT CARE</b>
<b>CLINICAL: DAY #2</b>  09/16/2024 (Monday)  <b>TIME: 05:30-09:30PM</b>	<b>CLINICAL:</b>  IVC Clinical Lab 3	<b>CLINICAL SKILLS:</b>  1. PERI-CARE  2. BACK RUB  3. MAKING AN OCCUPIED BED  4. POSITIONING THE RESIDENT Q 2 hrs.  <b>INCLUDE ALL PREVIOUS SKILLS            THROUGHOUT PROVIDING PATIENT CARE</b>  CLINICAL SKILLS (con.t)
<b>CLINICAL: DAY #3</b>  09/18/2024 (Wednesday)  <b>TIME: 05:30-09:30PM</b>	<b>CLINICAL:</b>  IVC Clinical Lab 3	<b>CLINICAL SKILLS:</b>  1. HAND/NAIL CARE  2. FOOT CARE

		<p>3. SKIN CARE</p> <p><b>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</b></p> <p>CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #4</b> 09/22/2024 (Sunday) <b>TIME: 06:30am-7:00pm</b></p>	<p><b>CLINICAL:</b> Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p><b>CLINICAL SKILLS</b></p> <ol style="list-style-type: none"> <li>1. ORAL CARE (BED-BOUND) RESIDENT</li> <li>2. COMBING RESIDENT'S HAIR</li> <li>3. OFFERING BEDPAN/URINAL</li> <li>4. DRESSING RESIDENT</li> <li>5. MONITOR TUBING</li> <li>6. KEEPING I&amp;O FOR PATIENTIN NEED OF FLUID BALANCE</li> <li>7. Maintaining proper body mechanics while providing patient care</li> </ol> <p><b>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</b></p> <p>CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #5</b> 09/23/2024 (Monday) <b>TIME: 05:30-09:30PM</b></p>	<p><b>CLINICAL:</b> IVC Clinical Lab 3</p>	<p><b>CLINICAL SKILLS</b></p> <ol style="list-style-type: none"> <li>1. ORAL CARE (BED-BOUND) RESIDENT</li> <li>2. COMBING RESIDENT'S HAIR</li> <li>3. OFFERING BEDPAN/URINAL</li> <li>4. DRESSING RESIDENT</li> <li>5. MONITOR TUBING</li> <li>6. KEEPING I&amp;O FOR PATIENTIN NEED OF FLUID BALANCE</li> <li>7. Maintaining proper body mechanics while providing patient care</li> </ol> <p><b>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</b></p> <p>CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #6</b> 09/25/2024 (Wednesday) <b>TIME: 05:30-09:30PM</b></p>	<p><b>CLINICAL:</b> IVC Clinical Lab 3</p>	<p><b>CLINICAL SKILLS</b></p> <ol style="list-style-type: none"> <li>1. REPORT TO CHARGE-NURSE ASNEEDED GIVING CARE TO THE PATIENT</li> </ol>

		<p>2. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY</p> <p>3. PROVIDE REHABILITATIVE &amp; RESTORATIVE CARE AS ORDERD WHILE PROVIDING PATIENT CARE</p> <p><b>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE</b></p> <p>CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #7</b> 09/29/2024 (Sunday)</p> <p><b>TIME: 06:30am-7:00pm</b></p>	<p><b>CLINICAL:</b> IVC Clinical Lab 3</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #8</b> 09/30/2024 (Monday)</p> <p><b>TIME: 05:30-09:30PM</b></p>	<p><b>CLINICAL:</b> IVC Clinical Lab 3</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<b>October Clinical</b>		
<p><b>CLINICAL: DAY #9</b> 10/02/2024 (Wednesday)</p> <p><b>TIME: 05:30-09:30PM</b></p>	<p><b>CLINICAL:</b> IVC Clinical Lab 3</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #10</b> 10/06/2024 (Sunday)</p> <p><b>TIME: 06:30am-7:00pm</b></p>	<p><b>CLINICAL:</b> Imperial Heights</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #11</b> 10/07/2024 (Monday)</p> <p><b>TIME: 05:30-09:30PM</b></p>	<p><b>CLINICAL:</b> IVC Clinical Lab 3</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #12</b> 10/09/2024 (Wednesday)</p> <p><b>TIME: 05:30-09:30PM</b></p>	<p><b>CLINICAL:</b> IVC Clinical Lab 3</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #13</b> 10/13/2024 (Sunday)</p> <p><b>TIME: 06:30am-7:00pm</b></p>	<p><b>CLINICAL:</b> Imperial Heights</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #14</b> 10/14/2024</p>	<p><b>CLINICAL:</b></p>	<p><b>CLINICAL SKILLS</b></p>



<p>(Monday)</p> <p><b>TIME: 05:30-09:30PM</b></p>	<p>IVC Clinical Lab 3</p>	<p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t)</p>
<p><b>CLINICAL: DAY #19</b> 10/16/2024 (Wednesday)</p> <p><b>TIME: 05:30-09:30PM</b></p>	<p>IVC Clinical Lab 3</p> <p><b>LAST DAY OF CLASS</b> 😊</p>	<p><b>CLINICAL SKILLS</b> INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE CLINICAL SKILLS (con.t) ***** <b>STUDENT(S) CONTINUE:</b></p> <ol style="list-style-type: none"> <li><b>1.</b> STUDY &amp; RE-READ MODULES (1-17) &amp; HANDOUTS</li> <li><b>2.</b> SELF-PRACTICE STATE (23) SKILLS</li> </ol>

**\*\*\*Subject to change without prior notice\*\*\***



**WRITTEN EXAM:**



[This Photo](#) by Unknown Author is

**MANUAL SKILLS EXAM:**



[This Photo](#) by  
Unknown  
Author is  
[https://www.shutterstock.com](#)

**BEST WISHES 😊**



You will receive information to your home address you provided on the 283-B form

**BRING ON TEST DAY:**

1. **283-B – signed ‘BLUE-INK’ by instructor**
2. **RTC Registration – BLUE POSTCARD (sent by mail)**
3. **Take 02 picture IDs: NAMES ‘MUST’ MATCH**
  - a. **Social Security Card**
  - b. **ONE of the IDs is CA ID or CA Driver’s License**
  - c. **‘ALL’ NAMES ‘MUST MATCH’ ON DOCUMENTS SUBMITTED**
4. **(02) #2 sharpened pencils with working eraser**
5. **STAMP & SELF-ADDRESSED (YOUR HOME ADDRESS) MAILING ENVELOPE – GIVE TO ‘GROSSMOUNT HEALTH OCCUPATIONS TESTING ‘PROCTOR’**
  - a. **So you can receive the testing results at the address on the envelope you provided on the date of your State Nurse Aide Examination & gave to Proctor**
6. **Be in uniform & take a 2<sup>nd</sup> hand watch**
7. **TIME: YOU WILL RECEIVE ADDITIONAL INFORMATION BY MAIL (HOME ADDRESS)**
8. **TAKE YOUR SOCIAL SECURITY CARD ‘Original’ with you**
9. **REMINDER: NAME HAS TO MATCH ALL DOCUMENTS FOR TESTING**
10. **Possible other requirements due to Covid-19 – review emails & regular mail daily**

**SELF-ADDRESSED & SELF-STAMPED ENVELOPE: TAKE WITH YOU ON STATE EXAM DATE**



**BEST WISHES** 😊



**QUESTIONS AFTER COURSE IS 'OVER' CONTACT: STATE OF CALIFORNIA [CDPH \(website\) www.cdph.ca.gov](http://www.cdph.ca.gov)**

**DO NOT 'CONTACT':** IVC NURSING DEPARTMENT- THEY DO NOT HAVE YOUR LICENSES OR RENEWAL OR CEU'S INFORMATION

**QUESTIONS: REGARDING CNA OR HOME HEALTH AIDE LICENCES, CONTINUING EDUCATION (CEU'S) OR RENEWAL CONTACT:**

**DO NOT CONTACT IVC NURSING DEPARTMENT ADMINISTRATION AND/OR STAFF OR INSTRUCTOR ONLY [CDPH](http://www.cdph.ca.gov) CAN HELP YOU WITH THESE CONCERNS!**

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH)

LICENSING AND CERTIFICATION PROGRAM (L&C)

AIDE AND TECHNICIAN CERTIFICATION SECTION (ATCS)

MS 3301, P.O. BOX 997416

SACRAMENTO, CA. 95899-7416

**\*\*PHONE: (916) 327-2445: Listen to pre-recorded, then a robot-like voice, then pressed 'ZERO' (0) \*\***

(HOPEFULLY, A PERSON ANSWERS PHONE. If NOT then TRY... AGAIN... UNTIL YOU GET A 'REAL PERSON' ON THE PHONE)

**FAX: (916) 552-8785**

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MAIL/FAX/CALL: **'FAXING' IS BETTER** - WHEN **'FAXING'**/LEAVING A 'PHONE MESSAGE' IMPORTANT INCLUDE YOUR:

1. NAME
2. Date of Birth (DOB)
3. LAST 4 OF SOCIAL SECURITY NUMBER
4. INCLUDE 'LICENSE NUMBER' IF A RENEWAL OR IF... CURRENT 'NEW LICENSE' DATE OF STATE NURSE AIDE EXAMINATION & LOCATION OF THE EXAM
  - a. Write your question or concerns regarding license(s) and/or Continuing Education Units (CEU'S) required for license(s) 'RENEWAL'
  - b. INCLUDE YOUR RETURN 'CONTACT INFORMATION':
    1. HOME ADDRESS
    2. CELL PHONE
    3. PERSONAL EMAIL

**NOTE: SUGGESTION DO BOTH - MAIL & FAX**