

Basic Course Information			
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Semester	Winter 2016	Instructor's Name	Aida Valdez
Course Title & #	Health Assistant – AHP 060	Instructor's Email	aida.valdez@imperial.edu
CRN #	15007	Webpage (optional)	
Room	2137	Office	2155
Class Dates	01/05/2016 - 02/11/2016	Office Hours	
Class Days	Vary – Monday – Fridays & some Saturdays	Office Phone #	Personal cell: (760) 473-1673 – text only – Instructor will text /call you back 1. Text your name 2. Text your question
Class Times	Varies Mon.–Thurs. – 5– 8:00 pm Fridays: 1:30 – 8:00 pm Clinical: 7:00 am – 8:00 pm Clinical: 5:00 pm – 8:00 pm  Some Fridays & Saturdays Some Mondays – Thursdays	Who students should contact if emergency ***** <b>Student's Expenses: IVC Health Assistant Program</b>	Dolores Hartfield – IVC Nursing Allied Health Secretary – e-mail: <a href="mailto:dolores.hartfield@imperial.edu">dolores.hartfield@imperial.edu</a>  ***** <b>Student's may accumulate expenses and NOT complete the course due to NOT meeting requirements. Expenditures are at student's risk. IVC is NOT responsible to compensate the student's for expenditures student's spent while enrolled in the IVC Health Assistant Program. Expenditures are at student's own 'Risk'</b>
Units	5.5 Units		

<b>NOTE FROM INSTRUTOR:</b>
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**1. The IVC Health Assistant Course is an 'accelerated' course – FINAL EXAM IS ON JANUARY 27, 2016**

- 1-16 State Modules – pass 'all' exams including 'Final Exam' with 70% or better
- Reading Assignments – per handout given by instructor
- Homework – complete 'all' homework as assigned date given by instructor
- Self-Reading passing IVC Health Assistant Program written & clinical rotation (hospital)
- Self-Practice & Timing of 22 Manual Skills for State Nurses Aide Examination scheduled 02/18/2016
- Patient 'Safety' is of utmost important before, during and after patient care in clinical (hospital) Rotations
- Complete Physical Exam, Immunizations and TB screening as dates scheduled in syllabus below

**2. Student's 'must' be self-motivated due to the materials covered required by the State of California  
Preparing the student's to take the State of California - Nurse's Aide Examination**

**3. The following recommended to assist you with the IVC Health Assistant course and STATE NURSES AIDE EXAM**

**a. Reading & Comprehension – preferably 8<sup>th</sup> grade reading level: Patient Safety, pass IVC course and State Exam**

- Student's 'MUST' be able to read and comprehend to pass the IVC Health Assistant Program
- Student's 'MUST' be able to read and comprehend the 'IVC Health Assistant Program Handbook' sent to student's via e-mail with program information necessary to course completion

**NOTE FROM INSTRUTOR: #3, 4, 5, 6, 7, 8, 9 & 10 (cont.)**

- Students ‘MUST’ be able to read and comprehend 1. Class Syllabus 2. Daily Student Calendar 3. Other materials
  - Student’s ‘MUST’ be able to read and comprehend e-mails and forms to be downloaded, handouts and [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/) information regarding State of California Nurses Aide given or sent to them regarding information while in the IVC Health Assistant Program
  - Student’s ‘MUST’ be able to read and comprehend assignments given to them to provide patient care
  - Student’s ‘MUST’ be able to read and comprehend lecture, modules, reading assignments, handouts to pass the State of California Nurses Aide Examination: [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)
    - a. Passing score of 70% or better for ‘all’ exams including ‘Final’ exam
    - b. Self-practice and time 22 NNAAP skills for State Nurses Aide Examination per RTC web-site
    - c. California Department of Health Services – Skills 276 – A form
    - d. Homework completed
    - e. Meet deadlines given for assignments in theory and prior clinical requirements
    - f. Understand follow verbal and written instructions given to student
  - b. Memorization – necessary to pass the State of California Nurses Aide Examination due 22 manual skills required by Regional Testing Center (RTC): [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)
  - c. Basic math – required in State of California CNA Modules while providing patient care (Modules 7 & 11)
- 4. Basic writing skills – reporting an incident while caring for patients in a health care agency (Module 15)**
- 5. Communication – ‘Saftey’ is utmost importance before, during and after providing patient care.**  
Student ‘must’ be able to communicate with patients assigned to them as well as reporting to health facility staff (Charge Nurse) of health care issues which may arise with the patient’s to the during patient care.
- Student ‘must’ be able to receive instructions of care the patient’s need during the clinical rotation.
  - Student ‘must’ ethically follow instructions given to them and give care as instructed and be knowledgeable and ask appropriate questions when in doubt to charge nurse of health agency
  - Student ‘must’ be able to communicate with the patient’s while providing health care
  - Student ‘must’ be able to report appropriately health care issues that arise while providing care

**NOTE FROM INSTRUTOR: #5, 6, 7, 8, 9 & 10 (cont.)**

- Student ‘must’ be able to give report (Module 15) to charge nurse appropriately and complete charting as needed as health care issues arise for patient’s assigned to the student
- CPR: Student ‘MUST’ be able to pass American Heart Association (BLS) Health Care Provider Course prior to clinical (hospital rotation)

1. Signed & date copy of front & back of card submitted to instructor – January 14, 2016

- Student ‘MUST’ pass their BACKGROUND CHECK – JANUARY 14, 2016
- STUDENT ‘MUST’ pass their DRUG SCREEN EXAM – JANUARY 14, 2016

**6. Students are required to complete ‘Physical Exam’ (PE) & ‘Immunizations’ (IZ) prior to clinical rotation**

- Physical Exam - (TB screening inclusive) - Completed by January 6 or 13, 2016 (Wednesdays)
- Bring immunization cards to nurse on the following days of the week & times listed in #1 (below)
  - a. Immunization: Completed by January 14, 2016 (Thursday @ 3:00 pm)
- If prior ‘Positive’ skin test (PPD) bring copy of recent chest x-ray
- Report to IVC Student Health Center (IVC SHC) nurse, room: 1536 – see days of week & times, below

**1. IVC SHC Nurse (room 1536) can ‘ONLY’ review IZ records on the following days:**

**DAYS OF THE WEEK:**

**TUESDAY, WEDNESDAY (AFTERNOON ONLY) & THURSDAYS**

1. Tuesdays - **TIMES:** 9:00 am – 11:00 am or 1:30 pm – 3:00 pm
2. Wednesdays – **TIMES: (1:30 pm – 3:00 pm – ONLY) NO MORNINGS**
3. Thursdays – **TIMES:** 9:00 am – 11:00 am or 1:30 pm – 3:00 pm
4. **NO MONDAYS & NO FRIDAYS**
5. **NO EXCEPTIONS!!**

- Nurse will schedule you for a ‘Physical Exam’ (PE) after she reviews your immunization records
- **NO** completion or submission of required paperwork to IVC SHC nurse for Physical Exam, Immunizations and TB screening student will NOT attend clinical (hospital) rotation, student will NOT complete the IVC Health Assistant Program, receive an ‘F’ in the course and NOT be eligible to take the State of California Nurses Aide Examination.

**NOTE FROM INSTRUCTOR: #7, 8, 9 & 10 (cont.)**

**7. STUDENT'S ARE REQUIRED TO TAKE THE STATE OF CALIFORNIA NURSES AIDE PROGRAM AS SCHEDULED BY INSTRUCTOR FOR WINTER 2016, NO EXCEPTION**

- a. \$100 – Money Order or Official Check payable: RTC – DUE January 25, 2016
- b. 283-b forms (2) form: download, complete and sign – DUE – January 7, 2016 (1<sup>st</sup> week of school)
- c. Regional Testing Center (RTC) registration form (boxes or squares): download, complete and sign  
DUE: January 7, 2016 (1<sup>st</sup> week of school)

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

- **STUDENT WILL NOT BE ABLE TO PROCEED TO CLINICAL ROTATION & RECEIVE A LETTER GRADE OF 'F' IN THE COURSE FOR WINTER 2016**

**9. STUDENT IS REQUIRED TO OPEN A 'COMPLIO' ACCOUNT TO UPLOAD HEALTH CARE INFORMATION: [www.complio.com](http://www.complio.com)**

- **AMERICAN DATA BANK PERSONNEL WILL ELECTRONICALLY REVIEW 'ALL' SUBMITTED PAPERWORK FOR**
- **AMERICAN DATA BANK PERSONNEL 'APPROVAL' IS REQUIRED BEFORE STUDENT PARTICIPATES IN CLINICAL (HOSPITAL) ROTATION**

**10. MODULES & EXAMS & DATES MAY VARY**

**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, Regional Testing Center (RTC): [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/), see 'Note from Instructor' information inclusive, Additional materials fee apply at student's own 'risk' please read 'Note from Instructor' above (Nontransferable, AA/AS degree only) Recommended preparation AHP 100

**Student Learning Outcomes**

1. Demonstrate proper body mechanics while moving, turning, and ambulating a patient. (ILO 1, 3, 4)
2. Demonstrate proper handwashing technique to prevent spread of infection. (ILO 3, 4, 5)
3. Take and accurately record blood pressure, pulse, and temperature on a child and adult. (ILO 2)

## Course Objectives

1. Complete an introduction to Nursing Assistant (DHS Module 1)
2. Discuss and demonstrate Patient/Resident Rights (DHS Module 2)
3. Discuss and demonstrate interpersonal skills (DHS Module 3)
4. Discuss and demonstrate prevention management of catastrophe and unusual occurrence in long term care (DHS Module 4)
5. Demonstrate proper body mechanics (DHS Module 5)
6. Discuss and demonstrate Medical and Surgical Asepsis (DHS Module 6)
7. Discuss and demonstrate weights and measures of clients (DHS Module 7)
8. Discuss and demonstrate patient care skills (DHS Module 8)
9. Discuss and demonstrate patient care procedures (DHS Module 9)
10. Demonstrate proper technique and documentation of vital signs (DHS Module 10)
11. Discuss and provide proper nutrition for the long term care client (DHS Module 11)
12. Discuss and demonstrate emergency procedure (DHS Module 12)
13. Discuss and demonstrate care for the long-term care patient (DHS Module 13)
14. Discuss and demonstrate rehabilitative nursing (DHS Module 14)
15. Demonstrate proper patient/client observation and charting (DHS Module 15)
16. Discuss the nurse's aide role and demonstrate care for patients dying or requiring post mortem care (DHS Module 16)

## Textbooks & Other Resources or Links

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 978-1-60425-041-1**
2. 'Workbook' Hartman's Publishing, Inc.: Hartmans Nursing Care – Long-Term Care, 3<sup>rd</sup> Edition
  - Workbook: **ISBN 978-1-60425-042-8**
3. Hartman's publishing reading assignment sheet (Textbook and Workbook packets):  
California Nurse Assistant Training and Assessment Program – Module/Objective
4. Regional Testing Center (RTC): [www.reginonaltestingcenter.org/cna.html](http://www.reginonaltestingcenter.org/cna.html) - information

## 5. IVC HEALTH ASSISTANT PROGRAM

### MANUAL SKILLS PRACTICE & WEB-VIDEOS

#### ASSIST YOU WITH SELF-PRACTICE & TIMING OF SKILLS

- MANUAL SKILLS VIDEOS ASSIST YOU WITH PRACTICING SKILLS IN YOUR OWN HOME
- HELP PREPARE YOU FOR YOUR STATE OF CALIFORNIA NURSES AIDE EXAMINATION  
MANUAL SKILLS PORTION OF THE EXAM
- COPY & PASTE WEB-SITE ONTO YOUR COMPUTER BROWSER

**Textbooks & Other Resources or Links: #5 (cont)**

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



1. **BEGINNING & 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/](http://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)
- Measure: Height (ft. & in.)

## **WEB-SITES – VIDEOS**

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

### **1.**

Santa Barbara community college

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

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School of Nursing: Skills Videos - Santa Barbara City College

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

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

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### **2. YOUTUBE**

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

<https://www.youtube.com/playlist?list=PLSur9J-qnECdvke2SdTPfnDI1CHudq3wt>

**IMPERIAL VALLEY COLLEGE  
HEALTH ASSISTANT PROGRAM**

**BEGINNING STEPS:**

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

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

IMPERIAL VALLEY COLLEGE  
HEALTH ASSISTANT PROGRAM

**ENDING STEPS:**

1. **CLEAN, DRY & RETURN EQUIPMENT & SUPPLIES**
2. **REMOVE GLOVES**
3. **WASH HANDS!**
4. **POSITION THE RESIDENT *COMFORTABLY!***
5. **The patient's head should be positioned up to the top of the bed & the pillow positioned for support**
6. **A bed-bound patient should be positioned with the head of the bed in the semi-fowlers position & the foot of the bed slightly elevated, the cradle position**
7. **LEAVE THE HEAD OF THE BED AT LEVEL WITH THE SIDERAILS!**  
(**NEVER LEAVE THE PATIENT FLAT IN BED!!** )
8. **PLACE THE CALL LIGHT WITHIN EASY REACH!**
9. **LOWER THE BED TO SAFE POSITION FOR THE RESIDENT! (LOWER THE HEIGHT OF THE BED)**
10. **IF RETURNING THE PATIENT BACK TO BED, REMEMBER, REMOVE THE: NON – SKID SHOES!**
11. ***LEAVE ROOM NEAT!***
12. **LEAVE SIDERAILS UP!**
13. **LOCK BRAKES ON THE BED, GURNEY OR W/C!**
14. **WASH YOUR HANDS, AGAIN!**
15. ***THEN DOCUMENT*, if required to do so!**
16. **CHECK FOR TUBING 'SAFETY' & SIDERAIL 'SAFETY'**
17. **Glance (quick 5 – 10 sec) at 'Patient, Equipment and Room' for 'SAFETY' before leaving the patient's door way.**
18. **REPORT ABNORMAL FINDINGS TO THE CHARGE NURSE**

**IVC HEALTH ASSISTANT PROGRAM  
'NNAAP BOOKLET'**

**MUST READ 'ALL' NNAAP BOOKLET**

**NNAAP: NATIONAL NURSES AIDE ASSESSEMENT PROGRAM (PEARSON VUE)**

<C:\Users\Aida\Documents\CNA - Booklet January 2016.pdf>

- **COPY & PASTE ON YOUR COMPUTER BROWSER TO VIEW**

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**NNAAP 'Booklet': RECORDING SHEET**

1. **SEE 'FORM' TITLED: REQUIRED 'FORM' FOR DOCUMENTATION – STATE EXAM**

**'RECORDING SHEET FOR MEASUREMENTS SKILLS'**

- a. **USE THIS FOR TO 'WRITE-IN' RESULTS FOR THE FOLLWING:**

1. **Blood Pressure (B/P)**
2. **Pule (P)**
3. **Respirations (R)**
4. **Weight (LBS)**
5. **Urine Output (cc) \*\*- REMEMBER.....**

**\*\* (Wash your hands before recording urine output) \*\***

## Course Requirements and Instructional Methods

### Homework:

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

- a. Complete 'ALL' workbook = letter grade either 'A' (completed) or 'F' (incomplete = partial or total)

**2. CNA – Medical Terms & Abbreviations (1-142) brief description** of 'Medical Term or Abbreviation' used in the 'single sentence', underline the 'Medical Term or Abbreviation' used in sentence structure.

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

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

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

**A. Alzheimer's Disease (AD) – various 'stages' for AD**

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

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

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

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

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

## Course Grading Based on Course Objectives

- A student who fails to attend the first class meeting will be dropped by the instructor. It is the student's 'official' responsibility to drop or withdraw from the class – see Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceeds the number of hours the class is scheduled to meet per week may be dropped.
- Student **MUST** drop the course by drop date of 01/11/2016 to receive 'W', student can go online to drop the course or in person at IVC office of 'Admissions and Records'.
- **Testing:** Every student is responsible for taking all examinations. **THERE ARE NO MAKE UP exams (DO NOT ask instructor)** unless prior arrangements are made with the instructor. 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 winter CNA 2016 course).
- **STUDENT MUST USE 100 QUESTION SCANTRON – each exam given**
- **Use #2 sharpened pencil with eraser for use on Exams & 'Final' Exam – inclusive**
- **Students MUST sign-in daily prior to class starting**
- **NO** other student can sign-in for another student – student signing in for another student will be dropped from the course and receive an 'F' in the course. The matter will be taken to IVC Disciplinary Officer for documentation in student's file
- **Students who are 'No Shows' for exams will receive a letter grade of 'F' for course and will NOT be able to proceed to clinical (hospital) rotation and be ineligible to take the State Nurses Aide Examination**
- **Students who 'No Shows' for Final Exam will receive a letter grade of 'F' for course and will NOT be able to proceed to clinical (hospital) rotation and be ineligible to take the State Nurses Aide Examination**
- **If student does NOT drop the course within the required time to receive a 'W' the instructor will give the student a letter grade of an 'F' for the course winter 2016**
- **DO NOT ASK THE INSTRUCTOR OR IVC NURSING OFFICE STAFF REGARDING FEES PLEASE VISIT THE IVC BUSINESS OFFICE –EAST- SIDE WINDOWS TO IVC BUILDING #10, MUST WALK-IN TO IVC.**
- **DO NOT ASK THE IVC NURSING OFFICE STAFF INFORMATION REGARDING MATERIALS COVERED IN THE IVC HEALTH ASSISTANT PROGRAMM**
  1. **THE IVC NURSING STAFF SECRETARIES ARE NOT FAMILIAR WITH MATERIALS COVERED DURING THE COURSE OR WHAT MATERIALS WILL BE COVERED DURING THE COURSE**
- **DO NOT ASK THE IVC NURSING OFFICE STAFF ABOUT STAYING IN THE CLASS IF YOU DID NOT PASS AN EXAM WITH 70% OR ANY OTHER CLASS RELATED INFO.**
- **THEY DO NOT MAKE THE EXAMS OR THE CLASS SYLLABUS OR WORK WITH STATE OF CALIFORNIA NURSES AIDE REQUIREMENTS FOR THE PROGRAM OR EXAMINATION.**
  1. **YOU JUST NEED TO DROP THE CLASS ONLINE WITHIN TIME (01/11/2016) STUDENT WILL RECEIVE 'W' & NOT AN 'F' IN THE COURSE IF STUDENT DOES NOT DROPS THE CLASS ON OR BEFORE JANUARY 11, 2016**
  2. **AFTER THE DATE (01/11/2016) STUDENT WILL RECEIVE AN 'F' FOR THE COURSE**

## Course Grading Based on Course Objectives (cont.)

### Grading System:

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

### NOTE FINAL CLASS GRADE FOR WINTER SESSION 2016

1. Exams & FINAL EXAM GRADE (pass with 70% or better) OTHERWISE, DROP THE CLASS ON YOUR OWN ONLINE BY 01/11/2016.
2. Medical Terms or Abbreviation Sentences – 1-142 completed all single sentences **NO** incomplete partial or total will be accepted student will receive a letter grade of an 'F' for sentence assignments
3. Research papers (03) – Alzheimer's disease (AD), Elder Abuse & Confidentiality (HIPPA) - **NO** incomplete partial or total will be accepted student will receive a letter grade of an 'F' for research assignments
4. Workbook – Completed – **NO** incomplete partial or total will be accepted student will receive a letter grade of an 'F' for workbook assignments

## 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.

## Classroom Etiquette: # 1-9

1. Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
2. Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
3. Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
  - IVC SECURITY TEAM WILL BE CALLED TO CLASS ROOM TO ASSISTN WITH DISRUPTIVE STUDENT OR STUDENTS
4. **NO** DISCUSSING IN CLASS IN FRONT OF OTHER STUDENT'S
  - a. EXAM(S) RESULTS
  - b. GRADES
  - c. PERSONAL INFORMATION

**OR**

5. **WHY YOU SHOULD STAY IN THE CLASS WHEN YOU ARE;**  
(INSTRUCTOR: WILL ASK YOU RELATED TO THE FOLLOWING & OTHER INFORMATION)
  - NOT reading your IVC e-mails regarding CNA or RTC information
  - NOT reading your assignments
  - NOT studying your modules, handouts or viewing videos for 22 manual skills review
  - NOT practicing & timing your manual skills (manual skills for State Nurses Aide Exam)
  - NOT PASSING AN EXAM AND OR EXAMS / NOT PASSING 'FINAL' EXAM
  - NO SHOW FOR EXAM OR EXAMS
  - INCOMPLETE HOMEWORK
  - INCOMPLETE PHYSICAL EXAM
  - INCOMPLETE IMMUNIZATION(S)
  - INCOMPLETE TB SCREEING
  - INCOMPLETE SUBMISSION OF REQUIRED PAPEROWORK TO IVC SHC NURSE
  - CONTINOUS ABSENT or TARDY

## Classroom Etiquette: #5, 6, 7, 8 & 9 (cont)

- STUDENT HAS NOT ATTENDED IVC NURSING LEARNING CENTER (NLC) DURING THE DAY TO VIEW THE BLOOD PRESSURE (B/P) VIDEO: 2-3 HOURS
  - a. STUDENT E-MAIL: [rebeca.solache@imperial.edu](mailto:rebeca.solache@imperial.edu) schedule a date & time to view B/P video – NO phone call or visiting in person ONLY make appointment via IVC e-mail address
  - b. Rebeca will contact you by your IVC e-mail with date & time for your appointment
  - c. ONLY student(s) schedule on the date & time Rebeca gave you will be able to attend on scheduled date & time to view B/P video
  - d. Rebeca will have the class roster to check of students as they complete this assignment in the NLC

### 6. NOT READING:

- IVC HEALTH ASSISTANT ‘HANDBOOK’
- CLASS SYLLABUS
- DAILY STUDENT CALENDAR
- [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/) - information regarding NNAAP
- Practicing and memorizing or timing yourself for the State of California Nurses Aide Examination

### 7. NOT READ E-MAILS with ATTACHMENTS FROM:

#### NOTE:

- Dolores Harfield – IVC Allied Health Secretary: ([dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu))
- Regional Testing Center (RTC): [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)
- Grossmont Occupational Health Occupation Center – SD (Joyce Bowden)
- IVC CNA Instructor: phone text or e-mail

### 8. STUDENT ARE RESPONSIBLE TO OBTAIN AN ‘IVC E-MAIL ADDRESS’

- STUDENT IS RESPONSIBLE TO REGULARLY READ THEIR ‘IVC E-MAILS’ FOR INFORMATION REGARDING IVC HEALTH ASSISTANT CLASS

## Classroom Etiquette: #9 (cont)

9. Children in the classroom: Due to college rules and state laws, **no** one who is not enrolled in the class may attend, including children.

- EXCEPT, crashers who are willing to attend class everyday starting January 5, 2016 taking exams with regular enrolled students.
- Crashers have possible enrollment in the winter 2016 class before or on January 11, 2016 depending if regular enrolled students do NOT pass exams with 70% or better in time frame Starting January 5, 2016 thru January 11, 2016.

## Academic Honesty

- **Plagiarism** is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service
- **NO TAKING PICTURES OF EXAMS OR SCANTRONS – STUDENT'S WILL BE AUTOMATICALLY DROPPED FROM THE COURSE AND RECEIVE AN 'F' IN THE COURSE, NO EXCEPTIONS!!**
  1. Immediately, you will be asked by instructor to leave the classroom
  2. IVC Security Team will be called for assistance

## Academic Honesty (cont)

- **NO GLANCING OVER, EYE CONTACT OR GESTURING TO OTHER STUDENT'S DURING AN EXAM(S) OR AT ANYTIME DURING CLASS**
  1. **STUDENT NEEDS TO KEEP YOUR EYES & EXTREMITIES (GESTURES) TO YOURSELF WHILE IN CLASS, BEFORE-DURING & AFTER TAKING AN EXAM**
  2. **STUDENT NEEDS TO USE BATHROOM PRIOR TO TAKING YOUR EXAM(S)**
  3. **STUDENT NEEDS TO USE BATHROOM BEFORE CLASS STARTS**
  4. **STUDENT NEEDS SHARPEN #2 PENCIL OR PENCILS BEFORE EXAM(S) START**
  5. **STUDENT NO CELL PHONE USE DURING CLASS AT ANYTIME**
  6. **NO CHECKING CELL PHONE FOR MESSAGES DURING CLASS**
  7. **NO CHECKING CELL PHONE FOR MESSAGES WHILE TAKING EXAM(S)**
    - a. **INCLUDES LEAVING THE CLASSROOM TO CHECK ON PHONE OR TEXT MESSAGES**

## Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.
- **STUDENT NEEDS TO ATTEND IVC NURSING LEARNING CENTER (NLC) DURING THE DAY TO VIEW & LISTEN B/P SOUNDS IN NLC COMPUTER LAB: 2-3 HOURS.**

### OBJECTIVE:

1. STUDENT NEEDS TO AUDIABLY LISTEN TO BLOOD PRESSURE SOUNDS FOR SYSTOLIC & DIASTOLIC B/P READINGS
2. STUDENT WILL BE ABLE TO DIFFENIATE BETWEEN THE SYSTOLIC AND DIASTOIC SOUNDS WHILE TAKING B/P ON A PATIENT IN A HEALTH CARE SETTING
3. STUDENT WILL BE ABLE TO REPORT TO CHARGE NURSE ABNORMAL B/P READING RESULTS
  - a. STUDENT E-MAIL: [rebeca.solache@imperial.edu](mailto:rebeca.solache@imperial.edu) schedule an appointment
  - b. **NO** phone calls or visiting in person **ONLY** make appointment via IVC e-mail address
  - c. Rebeca will contact you by your IVC e-mail with date, time and room number for your scheduled appointment
  - d. **ONLY** student(s) schedule on the date & time Rebeca gave you will be able to attend on this date and time asscheduled to view B/P video
  - f. Rebeca will have the class roster as student completes this assignment in the NLC – student will be check-off completed
  - g. PLEASE DO NOT ASK REBECA ANY QUESTIONS REGARDING B/P VIDEO B/P SOUNDS OR QUIZZES YOU TAKE ON COMPUTER RERGDING B/P READINGS
    1. Rebeca is NOT responsible for answering questions regarding the B/P video
    2. Student can ask instructor in the class room if any questions occur just make sure you write your question(s) and bring to class for review with instructor

## Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

## Student Counseling and Health Services

IVC Students have health services: Medical/Nursing and mental health counseling available, provided by the pre-paid Student Health Fee. IVC SHC nurse is available for medical care needs.

For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center (IVC SHC) is located on the 'Westside' of the IVC Library building 1500 in Room 1536, telephone 760-355-6310. **Vaccine(S), and TB Screening questions call nurse directly: (760) 355-6128**

## Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

## Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

## SCHEDULE

### Overview:

Rm	Date	Time	Days	Days	
2137	01/05-01/28	5-8pm	MTWR	5,6,7 (9 hrs) + 11,12,13,14 (12 hrs) + 19,20,21 (9 hrs) + 25,26,27,28 (12 hrs)	<b>42 hrs</b>
2137	01/08-01/22	1:30-8pm	F	8 (6.8 hrs), + 15 (6.8 hrs), + 22 (6.8 hrs)	<b>20.4 hrs</b>
CLIN	01/29-02/06	7 am-8pm	FS	29,30 (26 hrs) + 5,6 (26 hrs)	<b>52 hrs</b>
CLIN	02/01-02/03	5-8pm	MTW	1,2,3	<b>09 hrs</b>
CLIN	02/04-02/04	7am-8pm	R	4	<b>13 hrs</b>
CLIN	02/08-02/10	7am-8pm	MTW	8,9,10	<b>39 hrs</b>

**Lecture: 62.4 hours    Clinical: 113.0 hours (105 at bedside)**

### Detailed Schedule:

Course Requirements and Instructional Methods		
DATE	Description:	Assignments/Homework:
<b>1<sup>st</sup> week</b>  <b>Tuesday -Day #1</b> <b>01/05/2016</b>  <b>FIRST DAY THEORY</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Class introductions Review course work & handouts Module 1: Introduction <b>Required: 2 hrs. completed</b> Module 2 Patient Rights Completed: 1 hr. Skills: Demo & return demo Q/A	Reading Assignments (Module/Objective): Handouts / Home work 1. Reading assignments 2. Abbreviation Sentences: 142 3. Workbook 4. Research papers: <ul style="list-style-type: none"> <li>• Elder Abuse</li> <li>• Alzheimer’s Disease</li> <li>• HIPPA (confidentiality)</li> </ul> 5. Review other materials: Class syllabus, RTC information, Daily Student Calendar, etc.
<b>DATE</b>  <b>Wednesday- Day #2</b> <b>01/06/2016</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Modules & Handouts Module 2 Patient Rights Completed 1 hr. total 2 hrs. Mod 3 – Interpersonal Skills (Communication) <b>Required 2 hrs. completed</b> Skills (Communication) Skills: Demo & return demo Q/A	Review Textbook related to previous & current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills
<b>DATE</b>  <b>Thursday - Day #3</b> <b>01/07/2016</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Modules & Handouts Module 4/12 Prevention Management of Catastrophe and Unusual Occurrence <b>Required 1 hr. completed</b> Module 5 Body Mechanics <b>Required: 2 hrs. completed</b> Exam Modules: 1 & 2 Skills: Demo & return demo Q/A	Review Textbook related to previous & current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits  <b>NOTE: STUDENT LAST DAY TO DROP</b>

DATE	Description:	Assignments/Homework:
<p><b>Friday - Day #4</b> <b>01/08/2016</b></p> <p><b>1:30 pm – 8:00 pm</b> <b>6.8 hours</b></p>	<p>Modules &amp; Handouts Break: ½ hr. Module 5 Body Mechanics <b>Required: 2 hrs. completed</b> Module: 6 Surgical Asepsis <b>Required: 2 hrs. completed</b> Module: 7 Weights &amp; Measures <b>Required: 1 hr. completed</b> Module 8: Patient Care Skills Completed: 1 hr. <b>Exam Modules: 3 &amp; 4</b> Skills: Demo &amp; return demo Q/A</p> <p style="text-align: center;"><u>DEADLINE:</u></p> <p>Background Check Drug Screen Physical Exam Immunizations (completed) Submit 283-B form Submit RTC – form (Regional Testing Center)</p>	<p>Review Textbook related to previous &amp; current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits</p>
DATE	Description:	Assignments/Homework:
<p><b>Monday - Day #5</b> <b>01/11/2016</b></p> <p><b>5:00 pm – 8:00 pm</b> <b>3 hours</b></p>	<p>Modules &amp; Handouts Module 8 Patient Care Skills Completed: 3 hrs. <b>Exam Modules: 5, 6 &amp; 7</b> Skills: Demo &amp; return demo Q/A</p>	<p>Review Textbook related to previous &amp; current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits <b>NOTE: STUDENT LAST DAY DROP ‘W’ TODAY</b></p>
DATE	Description:	Assignments/Homework:
<p><b>Tuesday- Day #6</b> <b>01/12/2016</b></p>	<p>Modules &amp; Handouts Module 8 Patient Care Skills Completed 3 hrs.</p>	<p>Review Textbook related to previous &amp; current Modules Reading assignment</p>

<b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Skills: Demo & return demo Q/A	Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<b>Wednesday- Day #7</b> <b>01/13/2016</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Modules & Handouts Module 8 Patient Care Skills Completed 3 hrs. Skills: Demo & return demo Q/A	Review Textbook related to current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<b>Thursday- Day #8</b> <b>01/14/2016</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Modules & Handouts Module 8 Patient Care Skills Completed 3 hrs. Skills: Demo & return demo Q/A	Review Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits <b><u>DUE: COMPLETED</u></b> 1. Physical Exams – Uploaded into ‘Complio’ 2. Immunizations 3. TB Screening 4. American Heart Healthcare Provider (BLS) <ul style="list-style-type: none"> <li>• Sign back of card</li> <li>• Give copy to Instructor</li> </ul>
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<b>Friday- Day #9</b> <b>01/15/2016</b>  <b>1:30 pm – 8:00 pm</b> <b>6.8 hours</b>	Modules & Handouts Break ½ hr. Module 8 Patient Care Skills Completed 1hr. <b>Required 14 hrs. completed</b> Module 9 Patient Care Procedures Completed 5 hrs. Skills: Demo & return demo Q/A	Review Textbook related to previous & current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>Monday - HOLIDAY</b>		

DATE	Description:	Assignments/Homework:
<b>Tuesday - Day #10</b> <b>01/19/2016</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Modules & Handouts Module 9 Patient Care Procedures Completed 2 hrs. <b>Required 7 hrs. completed</b> Module 10 Vital Signs Completed 1 hr. <b>Exam Module: 8</b> Skills: Demo & return demo Q/A	Review Textbook related to previous & current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>Wednesday - Day #11</b> <b>01/20/2016</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Modules & Handouts Module 10 Vital Signs Completed 2 hr. <b>Required 3 hrs. completed</b> Module 11: Nutrition Completed 1 hr. <b>Exam Module: 9</b> Skills: Demo & return demo Q/A	Review Textbook related to previous & current Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>Thursday - Day #12</b> <b>01/21/2015</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Modules & Handouts Module 11: Nutrition Completed 1 hr. <b>Required 2 hrs. completed</b> Module 12 Emergency Procedures <b>Required 2 hrs. completed</b> Skills: Demo & return demo Q/A	Review Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>Friday - Day #13</b> <b>01/22/2015</b>  <b>1:30 pm – 8:00 pm</b>	Modules & Handouts Break ½ hr. Module 13: Long-Term Care Resident	Review Modules Reading assignment Classroom # 2137 / Lab #1 – Skills – related to current

<p><b>6.8 hours</b></p>	<p><b>Required 2 hrs. completed</b> Module 14: Rehabilitative Nursing</p> <p><b>Required 2 hrs. completed</b> Module 15: Observation &amp; Charting</p> <p>Completed 2 hrs.</p> <p><b>Exam Modules: 10 &amp; 11</b></p> <p>Skills: Demo &amp; return demo Q/A</p>	<p>and previous Modules</p> <p>Work on homework – time permits</p> <p><b>DUE:</b></p> <p>1. IVC HEALTH ASSISTANT ID BADGE:</p> <ul style="list-style-type: none"> <li>• Call: (760) 355-6358</li> <li>1. Call before going to ID – availability</li> <li>• Located: Casbah Room</li> </ul> <p>(room next to Cafeteria where student’s seat)</p> <p>2. COMPLETE UNIFORM – PHOENIX UNIFORMS</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Hand Watch</li> <li>• Small Pad</li> <li>• Black Ink Pen</li> <li>• White Tennis Shoes</li> </ul>
DATE	Description:	Assignments/Homework:
<p><b>Monday - Day #14</b> <b>01/25/2016</b></p> <p><b>5:00 pm – 8:00 pm</b> <b>3 hours</b></p>	<p>Modules &amp; Handouts</p> <p>Module 15: Observation &amp; Charting</p> <p>Completed 2 hrs.</p> <p><b>Required 4 hrs. completed</b></p> <p>Module 16: Death &amp; Dying</p> <p>Completed 1 hr.</p> <p><b>Exam Modules: 13 &amp; 14</b></p> <p>Skills: Demo &amp; return demo Q/A</p>	<p>Review</p> <p>Modules</p> <p>Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p> <p><b>DUE:</b></p> <p>1. \$100 – Money Order or Cashier’s Check</p> <ol style="list-style-type: none"> <li>a. Payable: RTC</li> <li>b. Sign and date</li> <li>c. Student make copy before submitting to Instructor in classroom</li> </ol> <p>2. 283-B FORM – COMPLETED, SIGN &amp; DATED</p> <p>3. REGIONAL TESTING CENTER FORM - boxes</p>
DATE	Description:	Assignments/Homework:
<p><b>Tuesday - Day #15</b> <b>01/26/2016</b></p> <p><b>5:00 pm – 8:00 pm</b> <b>3 hours</b></p>	<p>Modules &amp; Handouts</p> <p>Module 16: Death &amp; Dying</p> <p>Completed 1 hr.</p> <p><b>Required 2 hrs. completed</b></p> <p><b>Exam Modules: 15 &amp; 16</b></p> <p><b>Review: Modules 1-16 for</b></p>	<p><u>HOMEWORK DEADLINE:</u></p> <p>1. Abbreviation sentences: 1-142</p> <p>2. Workbook</p> <p>3. Research Papers:</p> <ul style="list-style-type: none"> <li>• Elder Abuse</li> <li>• Alzheimer’s Disease</li> </ul>

	<b>FINAL EXAM</b> Skills: Demo & return demo Q/A	<ul style="list-style-type: none"> <li>HIPPA (confidentiality)</li> </ul> Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<b>WEDNESDAY - Day #16</b> <b>01/27/2016</b>  <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	REVIEW MODULES: 1-16 Skills: Demo & return demo Q/A	Review Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits <b>DUE:</b> <ol style="list-style-type: none"> <li>ALL CLINICAL REQUIREMENTS COMPLETED</li> <li>&amp; UPLOADED INTO ‘COMPLIO’ ACCOUNT</li> <li>PAPERWORK SUBMITTED TO IVC SHC NURSE IN ROOM 1536</li> <li><b>STUDENT CLEARED BY AMERICAN DATABANK PERSONNEL</b></li> </ol>
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<b>THURSDAY - Day #17</b> <b>01/28/2016</b> <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	REVIEW MODULES: 1-16 Skills: Demo & return demo Q/A	Review Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits
<b>CLINICAL DATES</b>		
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<b>Friday- Day #18</b> <b>01/29/2016</b>  <b>Clinical Day 1</b>  <b>FIRST DAY CLINICAL (HOSPITAL)</b> <b>7:00 am – 8:00 pm</b> <b>13 hours</b>	<b>Imperial Heights – LTC</b> <b>320 West Cattle Call Dr.</b> <b>Brawley, CA. 92227</b> <b>(includes Orientation)</b> Modules: 2, 4/12, 5, 6, 11 & 9	<b>Students MUST be in COMPLETE UNIFORM</b> For ‘ALL’ Clinical (hospital) rotations. <u>CHECK OFF:</u> <ol style="list-style-type: none"> <li>Bed bath, shampoo,</li> <li>Peri-care</li> <li>Back rub</li> <li>Making an occupied bed</li> <li>Positioning the resident q 2 hrs.</li> <li>Hand/nail care</li> <li>Foot care</li> <li>Skin care</li> <li>Oral care (bed-bound) resident</li> <li>Combing resident’s hair</li> <li>Offering bedpan/urinal</li> <li>Dressing resident</li> </ol>

		<p>13. Monitor tubing</p> <p>14. Infection control throughout care of the resident</p> <p>15. Report to charge–nurse as needed while giving care to the resident</p> <p>16. Give report to charge-nurse before leaving for day</p>
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<p><b>Saturday - Day #19</b></p> <p><b>01/30/2016</b></p> <p><b>Clinical Day 2</b></p> <p><b>7:00 am – 8:00 pm</b></p> <p><b>13 hours</b></p>	<p>Imperial Heights – LTC</p> <p>320 West Cattle Call Dr.</p> <p>Brawley, CA. 92227</p> <p>Modules: 6, 11, 14 &amp; 15</p>	<p><u>CHECK OFF:</u> (CON'T)</p> <p>1. Previous day skills - continued</p> <p>2. Showers</p> <p>3. Feeding the resident</p> <p>4. Transferring the resident from bed to w/c</p> <p>5. Making an unoccupied bed</p> <p>6. Take patient to activities or pt</p> <p>7. Vital signs</p> <p>8. Shaving</p> <p>9. Intake &amp; output</p> <p>10. Charting as needed</p> <p>10. Care of foley catheter</p> <p>11. Emptying foley catheter</p> <p>12. Keep room clean, clutter-free water within reach of patient (if, pt able to drink fluids – check with nurse)</p> <p>13. Call-light within reach of patient</p> <p>14. Bed lowest position before leaving patient’s room</p>
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<p><b>Monday- Day #20</b></p> <p><b>02/01/2016</b></p> <p><b>Clinical Day 3</b></p> <p><b>5:00 pm – 8:00 pm</b></p> <p><b>3 hours</b></p>	<p>Imperial Heights – LTC</p> <p>320 West Cattle Call Dr.</p> <p>Brawley, CA. 92227</p> <p>Module: 8</p>	<p>PREVIOUS SKILLS</p>
<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<p><b>Tuesday - Day #21</b></p> <p><b>02/02/2016</b></p> <p><b>Clinical Day 4</b></p> <p><b>5:00 pm – 8:00 pm</b></p> <p><b>3 hours</b></p>	<p>Imperial Heights – LTC</p> <p>320 West Cattle Call Dr.</p> <p>Brawley, CA. 92227</p> <p>Module: 8</p>	<p>PREVIOUS SKILLS</p>

<b>DATE</b>	<b>Description:</b>	<b>Assignments/Homework:</b>
<b>Wednesday- Day #22</b> <b>02/03/2016</b> <b>Clinical Day 5</b> <b>5:00 pm – 8:00 pm</b> <b>3 hours</b>	Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227 Module: 8	PREVIOUS SKILLS
<b>Thursday- Day #23</b> <b>02/04/2016</b> <b>Clinical Day 6</b> <b>7:00 Am – 8:00 pm</b> <b>13 hours</b>	<b>Pioneers Memorial Hospital</b> <b>District (PMHD)</b> <b>207 West Legion Road</b> <b>Brawley, CA. 92227</b> (includes Orientation) Modules: 6, 7, 9, 10 & 11	PREVIOUS SKILLS
<b>Friday- Day #24</b> <b>02/05/2016</b> <b>Clinical Day 7</b> <b>7:00 am – 8:00 pm</b> <b>13 hours</b>	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92227 (includes Orientation) Modules: 6, 7, 9, 10 & 11	PREVIOUS SKILLS
<b>Saturday- Day # 25</b> <b>02/06/2016</b> <b>Clinical Day 8</b> <b>7:00 am – 8:00 pm</b> <b>13 hours</b>	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92227 Modules: 8, 9 & 10	PREVIOUS SKILLS
<b>Monday- Day # 26</b> <b>02/08/2016</b> <b>Clinical Day 9</b> <b>7:00 am – 8:00 pm</b> <b>13 hours</b>	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92227 Modules: 8, 9 & 10	PREVIOUS SKILLS

DATE	Description:	Assignments/Homework:
<b>Tuesday- Day # 27</b> <b>02/09/2016</b> <b>Clinical Day 10</b> <b>7:00 am – 8:00 pm</b> <b>13 hours</b>	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92227 Modules: 8 & 9	PREVIOUS SKILLS
DATE	Description:	Assignments/Homework:
<b>Wednesday- Day # 28</b> <b>02/10/2016</b> <b>Clinical Day 11</b> <b>7:00 am – 8:00 pm</b> <b>13 hours</b>	Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92227 Modules: 8 & 9	PREVIOUS SKILLS <b>LAST DAY OF CNA CLASS</b> ☺ ☺ ☺ ☺ <b>NOTE:</b> <b>1. Post card from RTC will arrive to the ‘Home Address’ you provided on your: 283-b form &amp; RTC form</b> <b>2. DO NOT CONTACT IVC NURSING STAFF FOR STATE EXAM INFO.</b> <b>4. SEE RTC WEB-SITE: for QUESTIONS</b> <a href="http://www.regionaltestingcenter.org/cna.html/">www.regionaltestingcenter.org/cna.html/</a> <b>5. Questions STATE EXAM: e-mail RTC</b> <b>6. STATE EXAM DATE: 02/18/2016</b> <b>7. SELF-PRACTICE &amp; TIME 22 NNAAP SKILLS FOR STATE EXAM</b> <b>8. BEST WISHES ON YOUR STATE EXAM</b> ☺ ☺