

Basic Course Information

Semester	Fall 2016	Instructor's Name	Aida Valdez
Course Title & #	Health Assistant – AHP 060	Instructor's Email	aida.valdez@imperial.edu
CRN #	10992	Webpage (optional)	
Room	2137	Office	2155
Class Dates	08/15/2016 - 12/09/2016	Office Hours	
Class Days	Vary – Monday – some Fridays & some Saturdays	Office Phone #	Personal cell: (760) 473-1673 – text only – Instructor: will text or call you back 1. Text your name 2. Text your question
Class Times	Mon. – Thurs.: Times: 5:00 pm – 8:00 pm 3 hrs. Clinical: Saturdays Times: 7:00 am – 5:05 pm (1/2 hour lunch) = 9:35 hrs.	Who students should contact if emergency ***** Student's Expenses: IVC Health Assistant Program	Dolores Hartfield – IVC Nursing Allied Health Secretary – e-mail: dolores.hartfield@imperial.edu ***** 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'
Units	5.5 Units		

Nurse Assistant Introduction/Overview (page 7of 16)

California Community College

**Chancellor's Office
Model Curriculum
For
Nurse Assistant
Revised September, 2013**

Evaluation: NATAP – Nurse Assistant Training and Assessment Program

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

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

1. The IVC Health Assistant Course is an ‘accelerated’ course – FINAL EXAM SCHEDULED - 09-22-2016

- State of California Module Curriculum for Nurses Assistant Training Modules (1-16) – pass ‘all’ exams including ‘Final Exam’ with 70% or better
- Reading Assignments – per handout given by instructor
- Homework – complete ‘all’ homework as assigned date given by instructor
- Self-Reading passing IVC Health Assistant Program written & clinical rotation (hospital)
- Self-Practice & Timing of 22 Manual Skills for State Nurses Aide Examination scheduled 04/28/2016
- Patient ‘Safety’ is of upmost important before, during and after patient care in clinical (hospital) Rotations
- Complete Physical Exam, Immunizations and TB screening as dates scheduled in syllabus below

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

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

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

- Student’s ‘MUST’ be able to read and comprehend to pass the IVC Health Assistant Program
- Student’s ‘MUST’ be able to read and comprehend the ‘IVC Health Assistant Program Handbook’ sent to student’s via e-mail with program information necessary to course completion
- Students ‘MUST’ be able to read and comprehend 1. Class Syllabus 2. Daily Student Calendar 3. Other materials
- Student’s ‘MUST’ be able to read and comprehend e-mails and forms to be downloaded, handouts and www.regionaltestingcenter.org/cna.html/ 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/
 - 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 – all assignments
 - e. Meet deadlines given for assignments in theory and prior clinical requirements
 - f. Student must understand follow verbal and written instructions can affect patient care

- 4. Memorization – necessary to pass the State of California Nurses Aide Examination due 22 manual skills required by Regional Testing Center (RTC): www.regionaltestingcenter.org/cna.html/**
- 5. Basic math – required in State of California CNA Modules while providing patient care (Modules 7 & 11)**
- 6. DSPS student’s requesting extra testing time for exams ‘must’ inform the instructor on the ‘first’ day of class, this is the student’s responsibility.**
- 7. Basic writing skills – reporting an incident OR patient’s complaint of symptoms while caring for patients in a health care agency (Module 15)**
- 8. Communication –‘Safety’ and ‘Patients Rights’ is utmost importance before, during and after providing Patient care. (Mod. 2 and Modules 4/12)
Student ‘must’ be able to communicate with patients assigned to them as well as reporting to health facility Charge Nurse and/or staff directly assigned to the patient of health care issues which may arise to assigned Patients in the health care facility. (Module 3)**
 - **Student ‘must’ be able to receive and understand instructions given for assigned patient care of care during the clinical rotation. (Mod. 3)**
 - **Student ‘must’ ethically follow instructions given to them and give care as instructed and be (Mod. 3) knowledgeable and ask appropriate questions when in doubt to charge nurse of health agency**
 - **Student ‘must’ be able to communicate with the patient’s while providing health care (Mod. 3)**
 - **Student ‘must’ be able to report appropriately health care issues that arise while providing care (Mod. 3)**
 - **Student ‘must’ be able to give report (Module 15) to charge nurse appropriately and complete charting as needed as health care issues arise for patient’s assigned to the student**
 - **CPR: Student ‘MUST’ be able to pass American Heart Association (BLS) Health Care Provider Course prior to clinical (hospital rotation)**
 - 1. Signed & date copy of front & back of card uploaded into Complio– before August 31, 2016, Wednesday.**
- **LIVE SCAN and 283-B forms (02), Registration form: Before Tuesday August 16, 2016– Bring to class**
- **Complete, sign & date pages 17 & 18 from ‘Health Assistant Handbook: August 16, 2016 – Bring to class**
- **Student ‘MUST’ pass their BACKGROUND CHECK – before August 31, 2016– automatically uploaded into ‘Complio’ account online – Student can call the ‘800’ number provided by Complio and talk with staff.**

NOTE FROM INSTRUTOR: #9, 10, 11, 12 & 13 (cont.)

- STUDENT ‘MUST’ pass their DRUG SCREEN EXAM – before August 31, 2016 - automatically uploaded into ‘Complio’ account online – Student can call the ‘800’ number provided by Complio and talk with staff.

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

- Physical Exam - (TB screening inclusive) - Completed August 31, 2016 (Wednesday)
- Bring immunization cards to nurse on the following days of the week & times listed in #1 (below)
 - a. Immunization: Completed by August 31, 2016 (Wednesday)
- 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 – **NO MORNINGS** ‘only’ afternoon **TIMES: (1:30 pm – 3:00 pm)**
 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.

10. STUDENT’S ARE REQUIRED TO TAKE THE STATE OF CALIFORNIA NURSES AIDE PROGRAM AS SCHEDULED BY INSTRUCTOR FOR Fall, 2016, NO EXCEPTION

- a. \$100 – Money Order or Official Check payable: RTC – Due on September 21, 2016
- b. 283-b forms (2) form: download, complete and sign – on August 16, 2016 (2nd day of school)
 1. Live Scan completed on August 16, 2016.
- c. Regional Testing Center (RTC) registration form (boxes or squares): download, complete and sign
DUE on August 16, 2016 (2nd day of school)

NOTE FROM INSTRUTOR: #11, 12 & 13 (cont.)

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

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

12. STUDENT IS REQUIRED TO OPEN A 'COMPLIO' ACCOUNT TO UPLOAD HEALTH CARE INFORMATION: www.complio.com

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

NOTE:

- **NON-COMPLETION OF ANY PRIOR CLINICAL REQUIREMENTS BY SEPTEMBER, 15, 2016 AND CLEARED BY COMPLIO STUDENT WILL NOT BE ABLE TO PARTICIPATE IN HOSPITAL ROTATION.**
- **STUDENT MUST DROP THE COURSE THEMSELVES OR RECEIVE A LETTER GRADE OF 'F' AT THE END OF THE COURSE.**

13. 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/, 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 hand washing 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, 3rd 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 - 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
- DVDs LIST FOR CNA STUDENT WILL BE SENT TO STUDENTS BY INSTRUCTOR VIA IVC E-MAIL ADDRESS
 - a. THIS LIST OF DVDs CAN BE VIEWED AT THE NURSING LEARNING CENTER (NLC)

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/ (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.sbcc.edu/nursing/cna/skills_videos.php has videos for CNA to watch re skills. One of the recent students used them and told Dolores they helped a lot.



School of Nursing: Skills Videos - Santa Barbara City College

www.sbcc.edu

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

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/results?search_query=cna+videos+4+you

<http://www.practicalclinicalskills.com/>

<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**

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 POSTION 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**

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) ****

Homework:

1. 'Workbook' Hartman's Publishing, Inc: Hartmans Nursing Care – Long-Term Care, 3rd 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

- 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

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 08/27/2016 to receive 'W' to receive refund and November 4, 2016, without a refund. Student can go online to drop the course or in person at IVC office of 'Admissions and Records'.
- Testing: Every student is responsible for taking all examinations. Make up exams may be multiple choice, true or false, fill-in or combination of these questions. Instructor will make arrangements with Josue Verduzco in Study Skills Office inside the library for proctoring the exam during times available at the Study Skills Center. Make up exams are only when student did not pass prior module(s) exam with 70% or better. Student is given the opportunity of 02 make-up exams are during the Health Assistant Course, no exceptions.
If student does not show up for any exam including Make-up exam they will receive an 'F' on exam including the module or modules. Student will not be able to participate in clinical rotation.
- The instructor may include additional unannounced quizzes on reading/handouts material previously covered, (If student does **NOT** drop the course on their own student will be given an 'F' for the fall CNA 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 Fall, 2016.**

Course Grading Based on Course Objectives - continue

- **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. Remember: expenses accumulated are at the student’s risk – see top of page 1 of syllabus.**

- **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 (11/07/2016) STUDENT WILL RECEIVE ‘W’ & NOT AN ‘F’ IN THE COURSE IF STUDENT DOES NOT DROPS THE CLASS ON OR BEFORE November 4, 2016 – NO REFUND.

 2. AFTER THE DATE (11/04/2016) 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 Spring Session 2016

1. Exams & FINAL EXAM GRADE (pass with 70% or better) OTHERWISE, DROP THE CLASS ON YOUR OWN ONLINE BY 11/04/2016, NO REFUND.
2. Medical Terms or Abbreviation Sentences – 1-142 completed all single sentences NO incomplete partial– Complete = 10 points, if NOT completed student will Get 10 points deducted from ‘Final Class Grade’. Due 09/21/2016
3. Research papers (03) – Alzheimer’s disease (AD), Elder Abuse & Confidentiality (HIPPA) - NO incomplete partial – Complete = 10 points. Due 09/19/2016 & scan or E-mail to: Dolores Hartfield <dolores.hartfield@imperial.edu>
 - a. Research papers due on 09/19/2016, and scan or e-mailed to Dolores Hartfield and bring originals to classroom for instructor.
 - b. Scan or e-mail Research papers to the following:
Dolores Hartfield: dolores.hartfield@imperial.edu
 - c. Bring the originals to the classroom for instructor
4. Workbook – Completed (only) Letter grade of 100% = A ; incomplete or partials letter grade 0% = F
5. Remaining homework due: September 21, 2016 – workbook and sentences

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

Classroom Etiquette: # 5-9 - continue

5. WHY YOU SHOULD STAY IN THE CLASS WHEN YOU ARE;

(INSTRUCTOR: WILL ASK YOU RELATED TO THE FOLLOWING & OTHER INFORMATION) - continue

- 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
- MEET YOUR DEADLINES AND PRIOR HEALTH REQUIRMENTS CLEARED BY 'COMPLIO'

6. NOT READING:

- IVC HEALTH ASSISTANT 'HANDBOOK'
- CLASS SYLLABUS
- DAILY STUDENT CALENDAR
- IVC E-MAIL FOR UPDATES
- www.regionaltestingcenter.org/cna.html/ - information regarding NNAAP
- Practicing and memorizing or timing yourself for the State of California Nurses Aide Examination

Classroom Etiquette: #7-9

7. NOT READ E-MAILS with ATTACHMENTS FROM:

NOTE:

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

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**
- **E-MAILS SENT TO STUDENT SENDER WILL RECEIVE NOTICE IF ONE OR MORE STUDENTS DID NOT RECEIVE E-MAIL**
- **OCCASIONALLY E-MAILS SENT TO STUDENTS MIGHT GO TO STUDENTS SPAM OR JUNK MAIL**
- **STUDENT IS RESPONSIBLE TO CHECK REGULAR IVC E-MAIL, SPAM OR JUNK MAIL FOR ANY E-MAILS SENT FROM INSTRUCTOR OR OTHER PERSONEL INVOLVED TO SEND INFORMATION TO STUDENT REGARDING CLASSROOM OR STATE OF CALIFORNIA NURSING ASSISTANT EXAMINATION TESTING INFORMATION.**

- 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.

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**
 - 8. NO TAKING PICTURES WITH CELL PHONE OR ANY OTHER ELECTRICAL DEVICE IN CLASSROOM**
 - 9. NO TALKING ON CELL PHONE OR ANY OTHER ELECTRICAL DEVICE IN CLASSROOM**

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 will use approved ‘You Tube’ CNA videos for assisting with 22 manual skills for State of California Nursing Assistant Examination, example below and previous videos on ‘You-Tube’

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. <http://www.practicalclinicalskills.com/>



**Practical
Clinical Skills**

ECG | EKG | Heart Sounds - Practical Clinical Skills

www.practicalclinicalskills.com

Practical Clinical Skills provides free training and reference guides. Our simulation-based case studies cover heart sounds, murmurs, lung sounds, carotid bruit ...

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, Room: 1536
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

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/>

DEADLINE DATES:  **AUGUST 16, 2016 (TUESDAY)**

1. (02) 283-B FORMS
2. REGIONAL TESTING CENTER – REGISTRATION FORM
3. LIVE SCAN COMPLETED
4. **SIGNED & COMPLETED PAGES: 17 & 18 - 'CNA Handbook'**

AUGUST 31, 2016 (WEDNESDAY) – COMPLIO UPLOADS

1. PHYSICAL EXAM
2. IMMUNIZATIONS / TB SCREENING
3. AHA CPR HEALTH CARE PROVIDER COURSE (BLS) CARD SIGNED
4. BACKGROUND CHECK
5. DRUG SCREEN
6. FLU SHOT (WHEN AVAILABLE)

A. SEPTEMBER 12, 2016 (MONDAY) – IVC ID BADGES FOR CLINICAL ROTATION

1. START CALLING TODAY (09-12-2016) NOT BEFORE THIS DATE
(760) 355-6358, LOCATION 'CASBAH ROOM' NEXT TO THE CAFETERIA

B. SEPTEMBER 12, 2016 (MONDAY) – COMPLETE UNIFORMS

2. UNIFORM PURCHASE COMPLETED INCLUDES: SHOES, 2ND WATCH, PAPER – PAD & BLACK INK PEN (NO GEL PENS) – NO EXCESSIVE MAKE-UP, NO JEWELRY, NO LONG FINGER NAIL, NAIL COLOR NATURAL AS POSSIBLE, NO VISIBLE MARKINGS ON BODY & NO NOTABLE BODY PIERCING & HAIR MUST BE WORN UP OFF SHOULDER FOR HOSPITAL ROTATIONS.

A. SEPTEMBER 19, 2016 (MONDAY);

1. (03) RESEARCH PAPERS COMPLETED, SCAN OR E-MAIL TO: Dolores Hartfield <dolores.hartfield@imperial.edu>
2. BRING ORIGINALS TO CLASSROOM GIVE TO INSTRUCTOR

B. SEPTEMBER 19, 2016 (MONDAY);

1. COMPLIO CLEARANCE REQUIRED ON THIS DATE
2. STUDENT WILL NOT ATTEND CLINICAL ROTATION
3. STUDENT MUST DROP COURSE OR RECEIVE A LETTER GRADE OF 'F' AT END OF COURSE

SEPTEMBER 21, 2016 (WEDNESDAY)

1. \$100 – MONEY ORDER OR CASHIER'S CHECK MADE PAYABLE TO: Regional Testing Center (RTC)
 - a. If you do not know how to complete a money please find a relative or friend to assist you
 - b. Once your Money Order or Cashier's Check is completed make 02 copies front and back and bring to classroom on this date on 09-21-2016
2. REMAINING HOME WORK DUE:
 - a. WORKBOOK – COMPLETED
 - b. SENTENCES (142) – COMPLETED

Course Requirements and Instructional Methods

Month AUGUST	Description:	Assignments/Homework: (As time permits)
<p style="text-align: center;">1st week</p> <p style="text-align: center;">MONDAY -Day #1 08/15/2016</p> <p style="background-color: #00FF00; color: black; text-align: center;">FIRST DAY THEORY</p> <p style="text-align: center;">5:00 pm – 8:00 pm</p> <p style="text-align: center; background-color: #FFFF00;">3 hrs.</p>	<p>Class introductions</p> <p>Review course work & handouts</p> <p>Module 1: Introduction Required: 2 hrs. completed</p> <p>Module 2 Patient Rights Completed: 1 hr. Skills: Demo & return demo Q/A</p>	<p>Reading Assignments (Module/Objective): Handouts / Home work</p> <ol style="list-style-type: none"> 1. Reading assignments 2. Abbreviation Sentences: 142 3. Workbook 4. Research papers: <ul style="list-style-type: none"> • Elder Abuse • Alzheimer’s Disease • HIPPA (confidentiality) 5. Review other materials: Class syllabus, RTC information, Daily Student Calendar, ect.... <p>IVC E-MAILS DAILY FOR UPDATES</p>
<p style="text-align: center;">TUESDAY - Day #2 08/16/2016</p> <p style="text-align: center;">5:00 pm – 8:00 pm</p> <p style="text-align: center; background-color: #FFFF00;">3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 2 Patient Rights Completed 1 hr. total 2 hrs. completed</p> <p>Mod 3 – Interpersonal Skills (Communication)</p> <p>Required 2 hrs. completed</p> <p>Skills (Communication) Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current</p> <p>Modules Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – as time permits</p> <p style="text-align: center;"> <b style="background-color: #00FFFF; color: black;">DEADLINE: COMPLETE</p> <ol style="list-style-type: none"> 1. 02 – 283-B FORMS BRING TO CLASS2. 2. RTC – REGISTRATION FORM 2. LIVE SCAN COMPLETED 3. SIGNED & COMPLETED PAGES: 17 & 18 - ‘CNA Handbook’
<p style="text-align: center;">WEDNESDAY #3 08/17/2016</p> <p style="text-align: center;">5:00 pm – 8:00 pm</p> <p style="text-align: center; background-color: #FFFF00;">3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 4/12 Prevention Management of Catastrophe and Unusual Occurrence</p> <p>Required 1 hr. completed</p> <p>Module 5 Body Mechanics</p> <p>Required: 2 hrs. completed</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits</p> <p>Work on homework – time permits</p>

Course Requirements and Instructional Methods (cont)

Month AUGUST	Description:	Assignments/Homework: (As time permits)
<p>THURSDAY Day #4 08/18/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module: 6 Surgical Asepsis Required: 2 hrs. completed</p> <p>Module: 7 Weights & Measures</p> <p>Required: 1 hr. completed</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current</p> <p>Modules</p> <p>Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits</p> <p>Work on homework – time permits</p>
<p>MONDAY - Day #5 08/22/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 8 Patient Care Skills Completed: 3 hrs.</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits</p> <p>Work on homework – time permits</p>
<p>TUESDAY - Day #6 08/23/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 8 Patient Care Skills Completed: 3 hrs.</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits</p> <p>Work on homework – time permits</p>
<p>WEDNESDAY – Day #7</p> <p>08/24/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 8 Patient Care Skills Completed: 3 hrs.</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits</p> <p>Work on homework – time permits</p>
<p>THURSDAY - Day #8 08/25/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 8 Patient Care Skills Completed: 3 hrs.</p>	<p>Review</p> <p>Textbook related to previous & current Modules</p> <p>Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules – as time permits</p> <p>Work on homework – time permit</p>

Course Requirements and Instructional Methods (con't)

Month AUGUST	Description:	Assignments/Homework: (As time permits)
Monday- Day #9 08/29/2016 5:00 pm – 8:00 pm 3 hrs.	Modules & Handouts Module 8 Patient Care Skills Completed: 2 hrs. Required 14 hrs. Mod.8 completed Module 9 Patient Care Procedures Completed 1hrs. Modules Exam: 1&2	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 Skills: Demo & return demo Q/A
Tuesday- Day #10 08/30/2016 5:00 pm – 8:00 pm 3 hrs.	Modules & Handouts Module 9 Patient Care Procedures 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
Wednesday- Day #11 08/31/2016 5:00 pm – 8:00 pm 3 hrs.	Modules & Handouts Module 9 Patient Care Procedures Completed 3 hrs. Required 7 hrs.-Mod. 9 completed 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  COMPLIO DEADLINE: SEE PAGE #24 FOR INFORMATION
<u>SEPTEMBER</u> Thursday- Day #12 09/01/2016 5:00 pm – 8:00 pm 3 hrs.	Modules & Handouts Module 10 Vital Signs Complete 3 hrs. Required 3 hrs. Mod. 10 completed Modules Exam: 3&4	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

Course Requirements and Instructional Methods (con't)

<p>Month SEPTEMBER</p>	<p>Description:</p>	<p>Assignments/Homework: (As time permits)</p>
<p>TUESDAY - Day #13 09/06/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 11: Nutrition Completed 2 hrs.</p> <p>Required 2 hrs. Mod. 11 completed</p> <p>Module 12 Emergency Procedures Completed 1 hr. Mod. 12</p> <p>Modules Exam: 5, 6 & 7</p>	<p>Review</p> <p>Textbook related to previous & current 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>WEDNESDAY - Day #14 09/07/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 12 Emergency Procedures Completed 1 hr. Mod. 12 Required 2 hrs. Mod. 12 completed</p> <p>Module 13: Long-Term Care Resident Required 2 hrs. completed</p>	<p>Review</p> <p>Textbook related to previous & current 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><u>SEPTEMBER</u></p> <p>THURSDAY - Day #15 09/08/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 14: Rehabilitative Nursing 2 hrs. completed Required 2 hrs. completed</p> <p>Module 15: Observation & Charting Completed 1 hr.</p> <p>Module Exam: 8</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>Skills: Demo & return demo Q/A</p>

Course Requirements and Instructional Methods (con't)

Month SEPTEMBER	Description:	Assignments
<p>MONDAY - Day #16 09/12/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 15: Observation & Charting Completed 3 hrs. Mod. 15 Required 4 hrs. Mod. 15 Completed</p> <p>Modules Exam: 9, 10 & 11</p>	<p>Review</p> <p>Modules Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits</p> <p> DEADLINE: COMPLETE</p> <p>SEE PAGE #24</p>
<p>TUESDAY - Day #17 09/13/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 16: Death & Dying Completed 2 hr. Required 2 hrs. completed</p> <p>REVIEW MODULES: 1-16</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Modules Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p>
<p>WEDNESDAY- Day #18 09/14/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>Module 16: Death & Dying Completed 1 hr. Required 2 hrs. completed</p> <p>REVIEW MODULES: 1-16</p> <p>Skills: Demo & return demo Q/A</p>	<p>Review</p> <p>Modules Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules</p> <p>Work on homework – time permits</p>
<p>THURSDAY- Day #20 09/15/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>REVIEW MODULES: 1-16</p> <p>Skills: Demo & return demo Q/A</p> <p>Modules Exam: 12 & 13</p>	<p>Review</p> <p>Modules Reading assignment</p> <p>Classroom # 2137 / Lab #1 – Skills = related previous modules Work on homework – time permits</p>

Course Requirements and Instructional Methods (con't)

Month SETEMBER	Description:	Assignments
<p>MONDAY- Day #20 09/19/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>REVIEW MODULES: 1-16</p> <p>Skills: Demo & return demo Q/A</p> <p>Modules Exam: 13 & 14</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> DEADLINE: COMPLETE</p> <p>SEE PAGE #24</p>
<p>TUESDAY- Day #21 09/20/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>REVIEW MODULES: 1-16</p> <p>Skills: Demo & return demo Q/A</p> <p>Modules Exam: 15 & 16</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>WEDNESDAY- Day #22 09/21/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>Modules & Handouts</p> <p>REVIEW MODULES: 1-16</p> <p>Skills: Demo & 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> DEADLINE: COMPLETE</p> <p>SEE PAGE #24</p>
<p>THURSDAY- Day #23 09/22/2016</p> <p>5:00 pm – 8:00 pm</p> <p>3 hrs.</p>	<p>MODUL 1-15</p> <p>FINAL EXAM</p> <p>LAST DAY OF THEORY</p>	<p>Classroom # 2137 / Lab #1 – Skills – related to current and previous Modules</p> <p>Skills: Demo & return demo Q&A</p> <p>NO COMPLIO CLEARANCE = NO CLINICAL ROTATION</p>

Course Requirements and Instructional Methods (con't)

<p align="center">Month SEPTEMBER</p>	<p align="center">Description:</p>	<p align="center">Assignments</p>
<p>Clinical Day 1 DAY #24 FIRST DAY CLINICAL (HOSPITAL)</p> <p align="center">09/24/2016</p> <p align="center">SATURDAY</p> <p align="center">7:00 am – 5:05 pm</p> <p align="center">(1/2 hr. lunch break)</p> <p align="center">9:35 hrs.</p>	<p align="center">Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p align="center">(includes Orientation)</p> <p align="center">Modules: 2, 4/12, 5, 6, 11 & 9</p>	<p>Students MUST be in COMPLETE UNIFORM For 'ALL' Clinical (hospital) rotations.</p> <p><u>CHECK OFF:</u></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. INFECTION CONTROL THROUGHOUT CARE OF THE RESIDENT 15. REPORT TO CHARGE-NURSE AS NEEDED WHILE GIVING CARE TO THE RESIDENT 16. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY <p align="center">time permits</p>

<p>Clinical Day 2 DAY #25</p> <p>10/01/2016</p> <p>SATURDAY</p> <p>7:00 am – 5:05 pm</p> <p>(1/2 hr. lunch break)</p> <p>9:35 hrs.</p>	<p>Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p>Modules: 6, 7, 11, 13, 14 & 15</p>	<p>CHECK OFF: (CON'T)</p> <ol style="list-style-type: none"> 1. PREVIOUS DAY SKILLS - CONTINUED 2. SHOWERS 3. FEEDING THE RESIDENT 4. TRANSFERRING THE RESIDENT FROM BED TO W/C 5. MAKING AN UNOCCUPIED BED 6. TAKE PATIENT TO ACTIVITIES OR PT 7. VITAL SIGNS 8. SHAVING 9. INTAKE & OUTPUT 10. CHARTING AS NEEDED 10. CARE OF FOLEY CATHETER 11. EMPTYING FOLEY CATHETER 12. KEEP ROOM CLEAN, CLUTTER-FREE 12. WATER WITHIN REACH OF PATIENT (IF, Pt able to drink fluids – CHECK WITH NURSE) 13. CALL-LIGHT WITHIN REACH OF PATIENT 14. BED LOWEST POSITION BEFORE LEAVING THE PATIENT'S ROOM <p>time permits</p>
<p>Clinical Day 3 DAY #26</p> <p>10/08//2016</p> <p>SATURDAY</p> <p>7:00 am – 5:05 pm</p> <p>(1/2 hr. lunch break)</p> <p>9:35 hrs.</p>	<p>Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p>Module: 8</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>

<p>Clinical Day 4 DAY #27</p> <p>10/15//2016</p> <p>SATURDAY</p> <p>7:00 am – 5:05 pm</p> <p>(1/2 hr. lunch break)</p> <p>9:35 hrs.</p>	<p>Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p>Module: 8</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>
<p>Clinical Day 5 DAY #28</p> <p>10/22//2016</p> <p>SATURDAY</p> <p>7:00 am – 5:05 pm</p> <p>(1/2 hr. lunch break)</p> <p>9:35 hrs.</p>	<p>Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p>Module: 8</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>
<p>Clinical Day 6 DAY #29</p> <p>10/29//2016</p> <p>SATURDAY</p> <p>7:00 am – 5:05 pm</p> <p>(1/2 hr. lunch break)</p> <p>9:35 hrs.</p>	<p>Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243</p> <p>Module: 8</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>

Course Requirements and Instructional Methods (con't)

<p>Clinical Day 7 DAY #30 11/05//2016 SATURDAY 7:00 am – 5:05 pm (1/2 hr. lunch break) 9:35 hrs.</p>	<p>Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243</p> <p>Module: 8</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>
<p>Clinical Day 8 DAY #31 11/12//2016 SATURDAY 7:00 am – 5:05 pm (1/2 hr. lunch break) 9:35 hrs.</p>	<p>Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243</p> <p>ALL MODULES</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>
<p>Clinical Day 9 DAY #32 11/19//2016 SATURDAY 7:00 am – 5:05 pm (1/2 hr. lunch break) 9:35 hrs</p>	<p>Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243</p> <p>ALL MODULES</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>
<p>Clinical Day 10 DAY #33 12/03//2016 SATURDAY 7:00 am – 5:05 pm (1/2 hr. lunch break) 9:35 hrs</p>	<p>Pioneers Memorial Hospital District (PMHD) 207 West Legion Road Brawley, CA. 92243</p> <p>ALL MODULES</p> <p>LAST DAY CLINICAL</p>	<p>(CONTINUE)</p> <p>PREVIOUS SKILLS</p>

Course Requirements and Instructional Methods (con't)

MONTH DECEMBER	Description:	Assignments:
<p>DATE: 12-22-2016</p> <p>STATE OF CALIFORNIA NURSES AIDE EXAMINATION</p>	<p>YOU WILL RECEIVE INFORMATION BY MAIL TO THE 'PHYSICAL ADDRESS' YOU PROVIDED ON THE RTC REGISTRTION FORM</p> <p>USUALLY POSTCARD COLOR IS 'BLUE' WITH INSTRUCTIONS FOR THE STATE EXAM</p> <p>BEST TO GO IN UNIFORM</p> <p>BEST TO GO UP THE DAY BEFORE OVERNIGHT IF POSSIBLE WITH YOU SCHEDULES – BETTER RESTED FOR THE EXAM</p> <p>REMEMBER: QUESTIONS REGARDING</p> <p>1. CONTINUING EDUCATION UNITS FOR LICENSE RENEWAL</p> <p>2. LICENSE INFORMATION</p> <p>3. CONTACT: cna@ca.gov</p> <p>4. DO NOT CONTACT IVC NURSING STAFF</p> <ul style="list-style-type: none"> • THEY DO NOT HAVE THE INFORMATION YOU ARE REQUESTING REGARDING YOU CNA LICENSE or CEU's 	<p>1. Post card from RTC will arrive to the 'Home Address' you provided on your: 283-b form & RTC form</p> <p>2. DO NOT CONTACT IVC NURSING STAFF FOR STATE EXAM INFO.</p> <p>4. SEE RTC WEB-SITE: for QUESTIONS www.regionaltestingcenter.org/cna.html/</p> <p>5. Questions STATE EXAM: e-mail RTC</p> <p>6. STATE EXAM DATE: 12-22-2016</p> <p>7. SELF-PRACTICE & TIME 22 NNAAP SKILLS FOR STATE EXAM</p> <p>9. REMEMBER:</p> <ul style="list-style-type: none"> • PROPER DOCUMENTATION TO TAKE EXAM • 283-B FORM – SIGNED BY INSTRUCTOR – GIVEN TO YOU ON LAST DAY OF CLASS <p>8. BEST WISHES ON YOUR STATE EXAM ☺</p>