

Basic Course Information

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|-------------------|---|---------------------|---|
| Semester: | Fall 2018 | Instructor Name: | Aida Valdez |
| Course Title & #: | Home Health Aide (AHP 62) | Email: | aida.valdez@imperial.edu |
| CRN #: | 11368 | Webpage (optional): | |
| Classroom: | 2135 | Office #: | 2155 |
| Class Dates: | Theory: 11/5-26/18 Clinical: 11/27/18 & 12/3-10/18 | Office Hours: | |
| Class Days: | Theory: M/T Clinical: T/W (Mon. 10th- last day of class) | Office Phone #: | Cell: (760) 473-1673: text your name with message. Instructor will call you back soon as possible. |
| Class Times: | Theory: 0700-1300 Clinical: 0730 – 1330 | Emergency Contact: | Dolores Hartfield: (760) 355-6468 |
| Units: | 1.5 | | |

Course Description

This course will prepare the student for certification by the State of California as a home health aide. The curriculum is structured to provide the theory and practice skills needed to care for individuals in the home environment. (Nontransferable, nondegree applicable)

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

Certification as a Health Assistant and
Current American Heart Association healthcare provider Basic Life Support card and
Successful completion of required clearances and physical exam (within 1 year) vaccinations including flu shot prior to attending off-campus clinical sites. Contact nursing and allied health department for current details. Copy of clearances, physical exam, vaccinations and flu shot to IVC Nursing Office (Bldg. 2100 room #2155) – Allied Health Secretary

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Describe the common observations and documentation required by the Home Health Aide. (ILO 1, 2, 3, 4)
2. Describe the role and responsibilities of the certified Home Health Aide and how it differs from those of a CNA (ILO 1, 2, 3, 4, 5)

Course Objectives

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

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

explain the role of the Home Health Aide and agencies providing home care.

interpret medical and social needs of persons/families receiving home care.

perform personal care skills at an acceptable level.

provide food service to patients receiving home care: Meals on wheels or preparation of basic food needs.

perform cleaning and home care tasks required for home care services.

*Criteria for satisfactory completion is found in State of California Module Curriculum for Home Health Aide by California Community College Chancellor's Office.

Textbooks/Workbook

- William Leahy, Jetta Fuzy, and Julie Grafe 2018. Providing Home Care 5th. Hartman Publishing ISBN: 978-1-60425-067-1.
- William Leahy, Jetta Fuzy, and Julie Grafe 2018. Workbook: Providing Home Care 5th . Hartman Publishing ISBN: ISBN 978-1-60425-068-8.

Course Requirements and Instructional Methods

Lecture Outline

Unit 1: Introduction to Home Health Aide & Agency Roles

Unit 2: Interpretation of Medical and Social Needs of Persons Receiving Home Health Services

Unit 3: Personal Care services

Unit 4: Food Services for Patients at Home

Unit 5: Cleaning and Care Tasks in the Home

Class Activity

Units: 1-5 exams/Final Exam

Instructional Methods:

Lecture

Class activity/Lab skills practice

Discussion

Objectives

Problem Solving Exercises

Demonstration

Reading/Homework assignments

Out-of-class:

OUT OF CLASS HRS: 36.00

Independent and group exercises and learning center activities may be assigned and are required. Students may be referred back to the nursing learning center tutor if needed to support the learning environment. Students are expected to increase participation and readiness for class as the semester progresses. Participation includes class discussions, asking/answering questions, and group project work. Similarly, the expectation of class content knowledge will increase as the semester progresses. Student is responsible for completion of all homework assignments.

Course Grading Based on Course Objectives

Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%

To pass this course, must achieve a 70% or higher on each exam/final exam

- D 60-69% of total points
- F less than 60% of total points.

Grades are based on the successful completion of the following types of assignments

| Assignment | Frequency |
|--------------------|--|
| • Unit Exams (1-5) | 5 – Unit exams |
| • Final Exam | 1 – 100 Qs - State of California Home Health Aide Curriculum (units 1-5) |
| • Workbook: | 1 workbook (completed) |

1. **Testing:**

- Each exam and final exam must be passed with a 70% or higher.
- Student NOT passing unit exams and/or final exam with 70% or higher will NOT be able to participate in Clinical rotation and must self-withdraw from the course online
- NO MAKE-UP EXAMS/FINAL EXAM
- Student must use 100 question Scantron and a #2 pencil with a workable eraser for each exam given
- If student is a 'NO SHOW' for any exam/final exam will receive an 'F' on exam including the unit or units. Student will not be able to participate in clinical rotation.

2. **Workbook:**

- LETTR GRADE OF COMPLETED 100%=A; INCOMPLETE or PARTIAL – 0% = F

NOTE:

If the student withdraws from the course the student must withdraw online by November 6, 2018, for refund and/or December 2, 2018, no refund OR receive a letter grade of an 'F' after the course has ended on 12/10/2018.

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.
- Student is required to meet minimum classroom 20 hours and clinical 20 hours.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.
- Students are to use bathroom services if needed prior to any exam.

Online Netiquette

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

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

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

Extended Opportunity Program and Services (EOPS)

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

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

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

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

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

Student Equity Program

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

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

| Date: | Description: | Assignments: |
|---|---|---|
| Week 1/Day 1 THEORY: Day #1 November: 5 (Monday) 7:00 – 1:00 pm 6 hrs. | Unit1 1- Introduction to Home Health Aide and Agency roles Unit 2 - Interpretation of Medical and Social Needs of Persons Receiving Home Health Services Lecture Unit 1 – 2 hrs. Unit 2 – 4 hrs. | Review handouts Review Homework assignment Review Reading Handout units 1-5 Review: Home Health Aide Application Review prior clinical requirements Discussion: Q & A period |
| Week 1/Day 2 THEORY: Day #2 November: 6 (Tuesday) 7:00 – 1:00 pm 6 hrs. | Unit 2 - Interpretation of Medical and Social Needs of Persons Receiving Home Health Services Unit 3: Personal Care Services Lecture Unit 2 – 1 hr. Unit 3 – 5 hrs. | Review Handouts & previous information as needed Discussion: Q & A period |
| Week 2/Day 3 THEORY: Day #3 November: 13 (Tuesday) 7:00 – 1:00 pm 6 hrs. | Unit 4 : Food Services for Patients at Home Unit 5: Cleaning and Care Tasks in the Home Lecture Unit 4 - 5 hrs. Unit 5- 1 hr. Units Exam: 1, 2 & 3 HHA skills practice as time permits | Review Handouts & previous information as needed Discuss Meal Presentation Discussion: Q & A period |

| Date: | Description: | Assignments: |
|--|--|---|
| <p>Week 3/Day 4 THEORY: Day #4</p> <p>November: 26 (Monday)</p> <p>7:00 – 1:00 pm 6 hrs.</p> | <p>Unit 5: Cleaning and Care Tasks in the Home</p> <p>Lecture Unit 5 – 2 Units Exam: 4 & 5</p> <p>Meal presentations</p> <p>HHA skills practice as time permits</p> | <p>Review Handouts & previous information as needed</p> <p>Discussion: Q & A period</p> |
| <p>Week 3/ Day 5 THEORY: Day #5</p> <p>November: 27 (Tuesday)</p> <p>7:00 – 1:00 pm 6 hrs.</p> | <p>Final Exam</p> <p>&</p> <p>Lab Skills Practice</p> <p>LAST DAY OF THEORY</p> | <p>Review HHA Skills</p> |
| <p>Week 3/Day 5 Clinical: Day #1</p> <p>November: 28 (Wednesday)</p> <p>7:00 – 1:30 pm 6 hrs. & 30 min.</p> | <p>START CLINICAL:</p> <ol style="list-style-type: none"> Only student assigned to <u>Accent Care</u> go to Home Health agency <u>OTHERS go to PMHD</u> <p>Accent Care: 7:30 am – 1:30 pm</p> <p>2344 2nd ST. Suite 'A' EL Centro, CA. 92243 Note: Pass Home Depot & Gym heading east towards new buildings</p> <p>*****</p> <p>Pioneers Healthcare District: PMHD 207 West Legion RD. Brawley, CA. 92227</p> | <p>Unit1: Introduction to Home Health Aide and Agency roles</p> <p>Unit 2: Interpretation of Medical and Social Needs of Persons Receiving Home Health Services</p> <p>Units 3: Personal Care Services</p> <p>Unit 4: Nutrition</p> <p>Unit 5: Cleaning and Care Task in the Home</p> |

| Date: | Description: | Assignments: |
|---|---|---|
| <p>Week 4/Day 6 Clinical: Day #2</p> <p>December: 4 (Tuesday)</p> <p>7:00 – 1:30 pm</p> <p>6 hrs. & 30 min</p> | <p><u>CLINICAL:</u></p> <p>1. Only student assigned to <u>Accent Care</u> go to Home Health agency</p> <p>2. <u>OTHERS</u> go to PMHD</p> <p><u>Accent Care:</u> 7:30 am – 1:30 pm 2344 2nd ST. Suite 'A' EL Centro, CA. 92243 Note: Pass Home Depot & Gym heading east towards new buildings</p> <p>*****</p> <p>Pioneers Healthcare District: PMHD 207 West Legion Road Brawley, CA. 92227</p> <p><u>HOMEWORK DUE:</u></p> | <p>Unit1: Introduction to Home Health Aide and Agency roles</p> <p>Unit 2: Interpretation of Medical and Social Needs of Persons Receiving Home Health Services</p> <p>Units 3: Personal Care Services</p> <p>Unit 4: Nutrition</p> <p>Unit 5: Cleaning and Care Task in the Home</p> |
| <p>Week 4/Day 7 Clinical: Day #3 (Wednesday)</p> <p>December: 5 7:00 – 1:30 pm</p> <p>6 hrs. & 30 min</p> | <p><u>CLINICAL:</u></p> <p>1. Only student assigned to <u>Accent Care</u> go to Home Health agency</p> <p>2. <u>OTHERS</u> go to PMHD</p> <p><u>Accent Care:</u> 7:30 am – 1:30 pm 2344 2nd ST. Suite 'A' EL Centro, CA. 92243 Note: Pass Home Depot & Gym heading east towards new buildings</p> <p>*****</p> <p>Pioneers Healthcare District: PMHD 207 West Legion Road Brawley, CA. 92227</p> | <p>Unit 1: Introduction to Home Health Aide and Agency roles</p> <p>Unit 2: Interpretation of Medical and Social Needs of Persons Receiving Home Health Services</p> <p>Units 3: Personal Care Services</p> <p>Unit 4: Nutrition</p> <p>Unit 5: Cleaning and Care Task in the Home</p> |

| Date: | Description: | Assignments: |
|---|--|--|
| <p>Week 5/Day 8 Clinical: Day #4</p> <p>December: 10 (Monday)</p> <p>7:00 – 1:30 pm</p> <p>6 hrs. & 30 min</p> | <p><u>CLINICAL:</u></p> <p>1. Only student assigned to <u>Accent Care</u> go to Home Health agency</p> <p>2. <u>OTHERS</u> go to PMHD</p> <p><u>Accent Care:</u> 7:30 am – 1:30 pm 2344 2nd ST. Suite 'A' EL Centro, CA. 92243 Note: Pass Home Depot & Gym heading east towards new buildings</p> <p>*****</p> <p>Pioneers Healthcare District: PMHD 207 West Legion Road Brawley, CA. 92227</p> <p style="text-align: center;"><u>LAST DAY OF CLASS</u></p> <p style="text-align: center;">☺</p> | <p>Unit 1: Introduction to Home Health Aide and Agency roles</p> <p>Unit 2: Interpretation of Medical and Social Needs of Persons Receiving Home Health Services</p> <p>Units 3: Personal Care Services</p> <p>Unit 4: Nutrition</p> <p>Unit 5: Cleaning and Care Task in the Home</p> |

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