

Basic Course Information

Semester:	FALL 2019	Instructor Name:	Aida Valdez
Course Title & #:	Health Assistant – AHP 060	Email:	aida.valdez@imperial.edu
CRN #:	100992	Webpage (optional):	
Classroom:	2135	Office #:	2155
Class Dates:	08/19/2019 – 10/30/2019	Office Hours:	
Class Days:	THEORY – MT/CLINICAL - MTW	Office Phone #:	Instructor cell: (760) 473-1673:TEXT ONLY Instructor: WILL TEXT OR CALL BACK 1. Text your name 2. Text your question
Class Times:	THEORY: 4:00 – 8:05 pm CLINICAL: 07:00 am – 3:00 pm (hours may vary)	Emergency Contact: Instructor 1 st per cell phone	Contact: Instructor per cell phone (see Office Phone Number for info.)
Units:	5.50	Daily class information (brief summary of class syllabus)	See daily calendar fall 2019 (sent by instructor via 'Canvas' e-mail)

Course Description

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

State of California Nurse Aide Examination:

Regional Testing Center (RTC): www.regionaltestingcenter.org/cna.html/

- a. **ONLY STUDENT MEETING ALL THEORY & CLINICAL REQUIREMENTS ARE QUALIFIED TO TAKE THE EXAM!**
- b. **FEES, EXPENSES AND SELF-TRANSPORTATION TO AND FROM THEORY, CLINICAL AND REGIONAL TESTING CENTER (RTC) ARE REQUIRED IN THE COURSE BEFORE, DURING AND AFTER THE COURSE (for State of California Nurse Aide Examination).**
- c. **IT'S THE STUDENT(S) RESPONSIBILITY TO MEET COST REQUIREMENTS AT THE STUDENT(S) RISK!**

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

INSTRUCTOR RECOMMENDS:

BASIC READING, MATH, WRITING SKILLS AND ENGLISH COMMUNICATION SKILLS

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

Student Learning Outcomes

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

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

Course Objectives

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

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

Complete an introduction to Nursing Assistant (DHS Module 1)

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

Discuss and demonstrate interpersonal skills (DHS Module 3)

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

Demonstrate proper body mechanics (DHS Module 5)

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

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

Discuss and demonstrate patient care skills (DHS Module 8)

Discuss and demonstrate patient care procedures (DHS Module 9)

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

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

Discuss and demonstrate emergency procedure (DHS Module 12)

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

Discuss and demonstrate rehabilitative nursing (DHS Module 14)

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

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

Discuss preventing, recognizing and reporting instances of resident 'Abuse'
(DHS Modul 17)

Course Objectives – cont.

**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.

ALL STUDENT(S) MUST MEET STATE OF CALIFORNIA NURSE AIDE REQUIREMENTS IN THEORY AND CLINICAL ROTATION INCLUDING REGIONAL TESTING CENTER (RTC) REQUIREMNTS TO QUALIFY TO TAKE THE STATE OF CALIFORNIA NURSE AIDE EXAMINATION AT THE END OF THE COURSE.

Course Content – State of California Chancellors Office Curriculum – Modules: 1-16

CORE CONTENT TO BE COVERED IN ALL SECTIONS:

Lecture Outline

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

Instructor's note: PRIOR CLINICAL REQUIREMENTS

1. LAST DAY TO ADD **CNA** COURSE: August 27 (Tuesday)

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

a. STUDENT IS TO NOTIFY COURSE INSTRUCTOR VIA E-MAIL THEY HAVE 'WITHDRAWN' FROM THE COURSE **NO** REASON NEEDS TO BE GIVEN

b. LAST DAY TO **'WITHDRAW'** TO GET YOUR MONEY BACK FOR THE **CNA** COURSE IS:
August 27 (Tuesday)

4. **STUDENT(S) MUST** HAVE **'HEALTH REQUIREMENTS'**: PHYSICAL EXAM, TB TESTING AND IMMUNIZATIONS REQUIREMENTS COMPLETED:

a. ALL **'HEALTH' REQUIREMENTS' DUE** – FIRST WEEK OF CLASS – BEATRIZ TRILLAS IN NURSING OFFICE ROOM #2155

b. TAKE YOU'RE IMMUNIZATION CARD(S) AND *IF ONLY PRIOR* POSITIVE SKIN TEST (PPD) TAKE COPY OF CURRENT (1-10 yrs.)

COPY OF CHEST X-RAY REPORT IN ENGLISH ON HEALTH CARE AGENCY LETTER HEAD TO:

IVC SHC NURSE RECEPTIONISTS – ROOM #1536

5. **IVC ID BADGE: FIRST WEEK OF CLASS - scheduled appointment times**

IVC 'HEATH ASSISTANT' ID BADGE

- 'Cashbah' room – next to cafeteria in student lounge
- (760) 355-6358

6. Uniform (completed) with badge **DUE** FIRST WEEK OF CLASS and **MUST** to wear to class or lab practice.

Instructor's note – cont.

HEALTH REQUIREMENTS: IVC SHC RECEPTIONISTS/NURSE: ROOM 1536

IVC SHC RECEPTIONISTS WILL GIVE YOU A 'HEALTH PACKET' AND GIVE YOU ADDITIONAL INSTRUCTIONS TO HELP YOU

COMPLETE YOUR 'HEALTH REQUIREMENTS' PRIOR TO DEADLINE: 1st WK OF CLASS

1. IVC STUDENT HEALTH CENTER (IVC SHC) LOCATED: ROOM 1536 – 'WEST' SIDE OF THE LIBRARY

2. IVC SHC TIMES (OPEN-CLOSE): 9:00 am – 3:30 pm

a. Nurse Practitioner (NP) *ONLY COMPLETES PHYSICAL EXAMS (PE) ON WEDNESDAYS MORNING TIMES:*

9:00 – 11:00 am (IVC SHC): 1536 **'WEST'** SIDE OF THE LIBRARY

b. THE IVC SHC RECEPTIONISTS PHONE NUMBER: (760) 355-6310 – GENERAL QUESTIONS

c. THE IVC SHC NURSE PHONE NUMBER: (760) 355-6128: IMMUNIZATION(S) OR SKIN TEST OR TB TESTING QUESTIONS

d. THERE IS **'FREE' 30 MINUTE PARKING BEHIND THE 2100 BUILDING – GIVES YOU TIME TO PICK UP OR DROP OFF YOUR**

HEALTH INFORMATION MAYBE **NOT** ENOUGH TIME ON THE DAY YOUR SCHEDULED FOR YOUR PHYSICAL EXAM (PE)

3. UPON COMPLETION OF YOUR 'HEALTH REQUIREMENTS' THE IVC SHC NURSE WILL GIVE YOU A COPY OF YOUR

'HEALTH PACKET' - YOU WILL NEED TO TAKE THE COPY TO: INSTRUCTOR IN CLASS – ONLY COMPLETED COPIES

- INSTRUCTOR WILL SUBMIT TO IVC NURSING OFFICE NURSING SECRETARY – ANALISA VELIZ #2155 for review and storage

- **HEALTH REQUIREMENTS:**

1. PHYSICAL EXAM – DOCTOR OR NURSE PRACTITIONER (NP) COMPLETED & SIGNED

2. TB SCREENING –

a. SKIN TEST (STEP-2)

IF CURRENT OR PRIOR POSITIVE

1. CURRENT CXR (1-10 years)

2. NEGATIVE SIGNS/SYMPTOMS REVIEW FORM COMPLETED BY IVC SHC NURSE

3. REQUIRED VACCINES

4. CURRENT FLU SHOT (IF AVAILABLE)

Instructor's note – cont.

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

ALL STUDENT(S) MUST MEET/QUALIFY REQUIREMENTS:

1. HEALTH REQUIREMENTS – **DUE:** FIRST WEEK OF CLASS – copy to instructor including TB clearance & FLU SHOT
2. THEORY – PASS ALL EXAMS WITH >70% **OR** BETTER
 - a. Qualify to take the State Nurse Aide Examination – pass written/pass skills to receive CNA State Certification
3. SUBMIT HOMEWORK ON **OR** BEFORE DEADLINES
4. CLINICAL – ABLE TO APPLY THEORY INTO PRACTICE WHILE PROVIDING PATIENT CARE
5. SELF-KNOWLEDABLE (READING) AND SELF-MEMORIZE ALL (23) STATE SKILLS STEPS – STATE MANUAL SKILLS EXAMINATION
6. REGIONAL TESTING CENTER (RTC) SOUTHERN CALIFORNIA
7. STATE OF CALIFORNIA STATE NURSE AIDE EXAMINATION:

www.regionaltestingcenter.org/cna.html/

(Southern California)

CONTACT PERSON: RONDA ROGERS

8. STUDENT RESPONSIBILITY – OWN TRANSPORTATION AND/OR MAKE ARRANGEMENTS TO & FROM CLASS:
 - THEORY
 - CLINICAL
 - NURSING LEARNING CENTER (NLC) PRACTICE SKILLS
 - STATE OF CALIFORNIA NURSE AIDE EXAMINATION TESTING SITE
 1. SHERI SARETSKY (SD) – STATE OF CALIFORNIA NURSE AIDE EXAMINATION CORDINATOR SOUTHERN CALIFORNIA

Instructor's note – cont.

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

OVERVIEW

1. 'DAILY CALENDAR'- FALL 2019: THEORY & CLINICAL

a. CNA REQUIREMENTS PRIOR TO CLINICAL ROTATION – DEADLINES

b. HEALTH REQUIREMENTS: PHYSICAL EXAM (PE), IMMUNIZATIONS AND TB CLEARANCE – DEADLINE

c. HOMEWORK – DEADLINES

d. EXAM DATES INCLUDING FINAL EXAMS AND OTHER INFORMATION SUCH AS FEES:

- STATE OF CALIFORNIA NURSE AIDE TESTING THROUGH REGIONAL TESTING CENTER (RTC) SOUTHERN CALIFORNIA

f. STATE OF CALIFORNIA NURSE AIDE EXAMINATION INFORMATION – SCHEDULED DATE

g. STATE OF CALIFORNIA NURSE AIDE SKILLS SELF-PRACTICE AT HOME OR NURSING (NLC) INFORMATION

2. CLASS SYLLABUS – FALL 2019

3. STATE OF CALIFORNIA CHANCELLORS OFFICE CURRICULUM MODULES: 1-17

4. State of California Nurse Aide Manual Skills – Pearson Vue Booklet – July 1, 2018

5. Large print State of California Nurse Aide Skills (23)

- Instructor from Pearson Vue Booklet – July 1, 2018

7. READ IVC E-MAILS REGULARLY FOR CURRENT INFORMATION FROM:

A. Student is responsible for uploading their IVC e-mail address for 'Canvas' use – receive e-mails:

a. Instructor

b. IVC Nursing Office staff

c. Regional Testing Center (RTC) Southern CA: RONDA ROGERS and/or other staff

d. SHERI SARETSKY (SD) and/ or other staff – State Nurse Aide Test Site Information

- \$100 RTC TESTING FEE IS: NON-REFUNDABLE

Textbooks & Other Resources or Links

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

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

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

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

5. **Pearson Vue Booklet – July 1, 2018** (State Nurse Aide Examination – written & manual skills)

OTHER ONLINE LINKS: ASSIST PRACTICE CNA MANUAL SKILLS

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

- Self-practice continuously after Theory completed – (see daily calendar spring 2019, instructions)
 1. Nursing Learning Center (NLC)
 2. Home practice

Santa Barbara community college

http://www.sbccc.edu/nursing/cna/skills_videos.php has videos for CNA to watch re skills.



School of Nursing: Skills Videos - Santa Barbara City College

www.sbccc.edu

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

2. 'KOROTKOFF' BLOOD PRESSURE SOUNDS (B/P): (search you-tube 'KOROTKOFF' videos)

PRACTICE SOUNDS OF BLOOD PRESSURE (B/P)

(self-practice continuously – see daily calendar spring 2019, instructions)

- Nursing Learning Center (NLC)
- Home practice: Retain 'Korotkoff' sounds & READ: Manometer (see pic page 11)
- Use B/P handout sent via e-mail by instructor – practice 'READING' the 'dial-meter' of the B/P cuff (**called sphygmomanometer**)



YOU-TUBE: ([LISTEN ON YOUR COMPUTER](#))

'KOROTKOFF' BLOOD PRESSURE SOUNDS



www.shutterstock.com · 114288850

Textbooks & Other Resources or Links – cont.

**IMPERIAL VALLEY COLLEGE
HEALTH ASSISTANT PROGRAM**

BEGINNING STEPS:

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

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

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

Textbooks & Other Resources or Links – cont.

IMPERIAL VALLEY COLLEGE

HEALTH ASSISTANT PROGRAM

ENDING STEPS:

1. **CLEAN, DRY & RETURN EQUIPMENT & SUPPLIES**
2. **REMOVE GLOVES**
3. **WASH HANDS!**
4. **POSITION THE RESIDENT *COMFORTABLY!***
5. **The patient's head should be positioned up to the top of the bed:**
 - a. Pillow positioned for support
 - b. **HEAD OF BED (HOB) ELEVATED AT 30-degree angle**
6. **A bed-bound patient should be positioned:**
 - a. **Head of the bed in the semi-fowlers – 30-degree angle position & the foot of the bed slightly elevated, the cradle position**
7. **LEAVE THE HEAD OF THE BED AT LEVEL WITH THE SIDERAILS! (NEVER LEAVE THE PATIENT FLAT IN BED!)**
8. **PLACE THE CALL LIGHT WITHIN EASY REACH: EXPLAIN TO PATIENT HOW TO USE CALL-LIGHT & TV CONTROL BEFORE LEAVING PATIENT'S BEDSIDE!**
9. **LOWER THE BED TO SAFE POSITION FOR THE RESIDENT!
(LOWER THE HEIGHT OF THE BED!!)**
10. **IF RETURNING THE PATIENT BACK TO BED, **REMEMBER:** REMOVE NON – SKID SHOES PRIOR TO LAYING PATIENT BACK DOWN IN BED!**
11. **LEAVE ROOM NEAT!**
12. **LEAVE SIDERAILS UP!**
13. **LOCK BRAKES - THE BED, GURNEY & W/C!**
14. **WASH YOUR HANDS, AGAIN!**
15. **THEN DOCUMENT, if required to do so!**
16. **CHECK FOR TUBING 'SAFETY' (FOLEY-CATHETER, G-TUBE, NG-TUBE, IVs, ect..) & SIDE-RAIL 'SAFETY'**
17. **Glance quick 5 – 10 sec at 'Patient, Equipment and Room' –**
 - a. **'SAFETY'** before leaving the patient's room
18. **REPORT: ABNORMAL FINDINGS TO THE CHARGE NURSE**

Textbooks & Other Resources or Links – cont.

SKILLS

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



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

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



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



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

1. Read urine output at eye  level

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

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

Textbooks & Other Resources or Links – cont.



**RECORDING SHEET FOR
MEASUREMENT SKILLS**

Date _____

Test Site ID _____

Candidate Name _____

Candidate ID _____

Evaluator Name _____

Evaluator ID _____

SAMPLE

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

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

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

Textbooks & Other Resources or Links – cont.

Homework:

(Deadlines – see daily calendar 2019)

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

a. Complete ‘ALL’ workbook = Letter Grade completed = 100% A

2. CNA – **Abbreviations (1-158) brief descriptions**

used in the ‘single sentence’, underline the ‘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.

c. **ABBREVIATIONS (abbrev.) - MEDICAL TERMS & DEFINITIONS**

ABBREVIATIONS:

MEANING:

1. abd	Abdomen
2. a.c.	Before meals
3. ADL	Activities of Daily Living
4. Ad Lib	As desired
5. ADM (adm)	Admitted or admission
6. AM (am)	Morning
7. amb	Ambulatory
8. ap	Apical
9. approx.	Approximately
10. assist	Assistance
11. ax	Axilla or axillary / underarm
12. AROM	Active-Range-of-Motion

Textbooks & Other Resources or Links – cont.

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

Textbooks & Other Resources or Links - cont.

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

Textbooks & Other Resources or Links – cont.

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

Textbooks & Other Resources or Links – cont.

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

Textbooks & Other Resources or Links – cont.

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

Textbooks & Other Resources or Links – cont.

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

Textbooks & Other Resources or Links – cont.

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

Textbooks & Other Resources or Links – cont.

Homework: (con.t)

(Deadlines – see daily calendar 2019)

3. THREE RESEARCH PAPERS ON THE FOLLOWING: MLN format with 3 references for each topic

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

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

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

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

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

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

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

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- **IMPERIAL COMMUNITY COLLEGE DISTRICT - IMPERIAL VALLEY COLLEGE COURSE OUTLINE-OF-RECORD:**
 1. **Theory: 63 hrs. / Clinical/Lab: 108 hrs. = 171 hrs.**
 2. Clinical/Clinical/Lab: 171 hrs. and
 3. **OUT OF CLASS HRS: 126.00**
 4. NO absences are allowed due to the short-term CNA Course
 5. Student MUST meet Theory and Clinical hours to complete the Health Assistant course and qualify to take the State of California Nurse Aide Examination, two parts written and manual skills exam.

Classroom Etiquette

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

Online Netiquette

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

Academic Honesty

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

Course Grading Based on Course Objectives

- A student who fails to attend the first-class meeting may be dropped from the course at the discretion of the instructor. It is the student's 'official' responsibility to drop or withdraw from the class – see Catalog for details.
- SEE ATTENDANCE - Regular attendance in all classes is expected of all students NO ABSENCES ALLOWED. If student is absence date the student must drop the course online or receive a letter grade of an 'F' at the end of the course. STUDENT'S DO NOT CALL IVC NURSING OFFICE STAFF CONTACT INSTRUCTOR PER CELL PHONE AS INSTRUCTED ON PAGE #1 OF SYLLABUS.
- Student MUST drop the course by drop date of 10/09/209 to receive 'W' (no refund) this date is prior to Clinical rotation. Student can go online to drop the course or in person at IVC office of 'Admissions and Records'.
- Testing: Every student is responsible for taking all examinations, NO MAKE-UP EXAMS ALLOWED! Josue Verduzco in Study Skills Office inside the library for proctoring the exam during times available at the Study Skills Center. **Student is required to inform instructor on first day of class if they will need the use of time and half for taking exams.** If student does not show up for any, 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 2019 course).
- **STUDENT MUST USE 100 QUESTION SCANTRON – each exam given**
- **Use #2 sharpened pencil with easer for use on Exams & 'Final' Exam – inclusive**
- **NO** other student can sign-in for another student – student signing in for another student will be dropped from the course and receive an 'F' in the course. The matter will be taken to IVC Disciplinary Officer for documentation in student's file
- **Students who are 'No Shows' for exams will receive a letter grade of 'F' for the exam. The student will NOT be able to proceed in theory or 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 to receive a 'W' the instructor will give the student a letter grade of an 'F' for the CNA course fall 2019.**

Course Grading Based on Course Objectives – cont.

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

Course Grading Based on Course Objectives – cont.

Grading System:

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

NOTE:

FINAL CLASS GRADE - FALL 2019: NO MAKE-UP EXAMS, NO EXCEPTIONS!

- **ALL EXAMS PASSING – >70% or better (<70% exam score student ‘Must’ drop the course)**
- **STUDENT ABLE TO APPLY THEORY INTO CLINICAL ROTATION PROVIDING PATIENT CARE**
- **COMPLETE HOMEWORK ASSIGNMENT SUBMITTED ON OR BEFORE DEADLINE**
- **SELF-PRACTICING – STATE MANUAL 23 SKILLS, SEE BELOW**

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

HOMEWORK:

1. Research papers (03)–

- **REQUIRED** prior to clinical (hospital) rotation,
- **E-MAIL:** beatriz.trillas@imperial.edu
- **BRING ORIGINAL TO CLASS: GIVE TO INSTRUCTOR**

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

2. WORKBOOK (WITH YOUR NAME only): SEE DAILY CALENDAR FOR DEADLINE

- **BRING TO CLASS GIVE TO INSTRUCTOR**
- **DO NOT E-MAIL TO BEATRIZ**
- **BRING TO CLASS GIVE TO INSTRUCTOR**
- **NO incomplete partial- RECEVICE 0% =**
- **ONLY Completed = 100% = A**

3. Sentences: 1-158 completed all single sentences - see Daily Calendar for deadline

- **NO incomplete or partial sentences accepted if submitted will receive letter grade of 0% = F**
- **Complete = 10 points**
- **BRING TO CLASS GIVE TO INSTRUCTOR**

Course Requirements and Instructional Methods – see below
CNA THEORY & CLINICAL SCHEDULES (ASSIGNMENTS)

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

MONTH AUGUST 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p>Week 1: THEORY: DAY #1 08/19/2019 (Monday)</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 1: Introduction</p> <p>Module 2: Resident’s Rights (con.t)</p> <p style="text-align: center;"><u>DUE:</u></p> <p><u>Student needs - buy packages:</u> (see CNA ‘Handbook’) (Health Care & DOJ agencies uploading)</p> <p><i>Background (Live Scan) & Drug Screen results are uploaded into your ‘Complio’ account.</i></p> <p>1. ‘Complio’ student account</p> <ul style="list-style-type: none"> • American Data Bank <p>2. American Data Bank used for results of:</p> <ul style="list-style-type: none"> • Live Scan – Background Check • Drug Screen results <p style="text-align: center;">Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • State Modules/ Objectives (1-17) • Pearson Vue Booklet – July 1, 2018 • Handouts • Homework Assignments • CNA ‘Handbook • Reading assignments • Daily Calendar Fall 2019 • Other materials <p style="text-align: center;">Questions & Answers as time permits</p> <p style="text-align: center;"><u>SEE DAILY CALENDAR:</u></p> <p>1. CONTINUE INFORMATION</p> <p>2. ALWAYS, CHECK FOR LAB #1 AVAILABILITY, CALL NLC</p> <p>a. Student responsibility while enrolled in course & after class has ended to make arrangement for skills practice</p> <p>3. Lab #1 State (23) Skills practice in</p> <ul style="list-style-type: none"> • See Daily Calendar for info.

<p>MONTH AUGUST 2019</p>	<p>DESCRIPTION</p>	<p>ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS</p>
<p>Week 1: (con.t) THEORY: DAY #2 08/20/2019 (Tuesday)</p> <p>TIME:</p> <p>4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 2: Resident’s Rights</p> <p>Module 3: Communication/Interpersonal</p> <p>Module 4: Safe Environment (Prevention Management of Catastrophe & Unusual Occurrences)</p> <p style="text-align: center;"><u>DUE:</u></p> <p style="text-align: center;"><u>BRING SIGNED & DATED COPIES TO INSTRUCTOR</u></p> <p style="text-align: center;"><u>‘PRIOR CLINICAL REQUIREMENTS’</u></p> <ol style="list-style-type: none"> 1. TWO - 283-B FORMS 2. RTC (Registration form with squares) & Live Scan (with testing agency info.) copy instructor 3. TWO PAGES - CNA ‘Handbook’ forms pgs. 17 – 20 to Instructor completed – signed & dated 4. AHA – CPR BLS – Health care provider course – ‘signed’ copy to instructor 5. DRUG SCREEN COPY OF COMPLETION – to instructor <p style="text-align: center;">Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: as time permits <p>Questions & Answers as time permits</p>

MONTH AUGUST 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p>Week 1 (con.t) THEORY: DAY #3 08/21/2019 (Wednesday)</p> <p>TIME:</p> <p>4:00 – 8:05pm</p> <p>(4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 5: Body Mechanics</p> <p>Module 6: Med/Surg Asepsis</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>

MONTH AUGUST 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p>Week 2 (con.t) THEORY: DAY #4 08/26/2019 (Monday)</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 7: Weights & Measures</p> <p>Module 8: Patient Care Skills (con.t)</p> <p>EXAM MODULES: 1 & 2</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>
<p>Week 2 (con.t) THEORY: DAY #5 08/27/2019 (Tuesday)</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 8: Patient Care Skills (con.t)</p> <p>EXAM MODULES: 3 & 4</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed <p>Questions & Answers as time permits</p>

MONTH September 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p>Week 3 THEORY: DAY #7 (Tuesday) 09/03/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 8: Patient Care Skills</p> <p>Module 9: Patient Care Procedures (con.t)</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>

MONTH September 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p>Week 3 (con.t) THEORY: DAY #8 (Wednesday) 09/04/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 9: Patient Care Procedures (con.t)</p> <p>EXAM MODULES: 5, 6 & 7</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>

MONTH September 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p>Week 4 THEORY: DAY #9 (Monday) 09/09/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 9: Patient Care Procedures</p> <p>Module 10: Vital Signs (con.t)</p> <p>EXAM MODULES: 8</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>
<p>Week 4 (con.t) THEORY: DAY #10 (Tuesday) 09/10/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 10: Vital Signs</p> <p>Module 11: Nutrition</p> <p>Module: 12: Emergency Codes (con.t)</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>
<p>Week 4 (con.t) THEORY: DAY #11 (Wednesday) 09/11/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 12: Emergency Codes</p> <p>Module 13 Long Term Care Patient</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>

MONTH September 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p>Week 5 THEORY: DAY #12 (Monday) 09/16/2019</p> <p>TIME: 4:00 – 8:05pm</p> <p>(4 hrs. 05 min.)</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 14: Rehabilitative Nursing</p> <p>Module 15: Observation & Charting</p> <p>Exam Modules: 13 & 14</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>
<p>Week 5 (con.t) THEORY: DAY #13 (Tuesday) 09/17/2019</p> <p>TIME: 4:00 – 8:05pm</p> <p>(4 hrs. 05 min.)</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 15: Observation & Charting</p> <p>Module 16: Death & Dying</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed • Homework: As time permits <p>Questions & Answers as time permits</p>

<p>Week 5 (con.t) THEORY: DAY #14 (Wednesday) 09/18/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 17: Abuse (con.t)</p> <ul style="list-style-type: none"> • Research Paper • Alzheimer Handout • Review: Module 14 • Review: Student Reading Assignment 'Crosswalk' <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed <p>DEMENTIA Review Handout – EXAMPLE: Case Study</p> <p>DEMENTIA: Special needs of persons with developmental and mental disorders, including intellectual disability, Alzheimer's disease, cerebral palsy, epilepsy, dementia, Parkinson's disease, and mental illness.</p> <p>Questions & Answers as time permits</p>
<p>Week 6 THEORY: DAY #15 (Monday) 09/23/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 17: Abuse</p> <p>DUE: BRING TO CLASS COMPLETED</p> <p>'Cashier's check OR Money Order; ORIGINAL</p> <ol style="list-style-type: none"> 1. COMPLETED – ADDRESS, SIGN & DATED 2. SECTION 'PAYABLE': RTC 3. PRIOR TO SUBMITTING TO INSTRUCTOR <ul style="list-style-type: none"> • MAKE A COPY FOR YOURSELF PRIOR TO SUBMITTING TO INSTRUCTOR IN CLASS 4. MONEY ORDER <ul style="list-style-type: none"> • ATTACHED TO REGISTRATION FORM (SQUARES) • INSTRUCTOR WILL SUBMIT TO ANALISA VELIZ <p>TO SEND TO RTC – PAYMENT FOR TESTING</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed <p>DEMENTIA Review Handout – EXAMPLE: Case Study</p> <p>DEMENTIA: Special needs of persons with developmental and mental disorders, including intellectual disability, Alzheimer's disease, cerebral palsy, epilepsy, dementia, Parkinson's disease, and mental illness.</p> <p>Questions & Answers as time permits</p>
<p>Week 6 (con.t) THEORY: DAY #16 (Tuesday) 09/24/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>REVIEW: FINAL EXAM</p> <p>EXAM MODUES: 15, 16 & 17</p> <p>Skills as time permits</p>	<p>Review:</p> <ul style="list-style-type: none"> • Prior Module as needed • Other/prior materials as needed
<p>Week 6 (con.t) THEORY: DAY #17 (Wednesday) 09/25/2019</p> <p>TIME: 4:00 – 8:05pm (4 hrs. 05 min.)</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>FINAL EXAM</p> <p>LAST DAY OF THEORY</p>	<p>Skills as time permits</p>

MONTH September/ October 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p> Week 7 CLINICAL: DAY #1 (Monday) 09/30/2019 TIME: 7:00 am – 3:00 pm (8 hrs.) </p>	<p> CLINICAL: Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227 </p>	<p> CLINICAL SKILLS: 1. PROVIDING PATIENT CARE SKILLS 2. PERFORMING PATIENT CARE PROCEDURES 3. PROVIDING NUTRITION USING APPROPRIATE FEEDING METHOD FOR PATIENT ASSIGNED TO STUDENT CARE 4. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - 2. PERI-CARE 3. BACK RUB 4. MAKING AN OCCUPIED BED 5. POSITIONING THE RESIDENT Q 2 hrs. 6. HAND/NAIL CARE 7. FOOT CARE 8. SKIN CARE 9. ORAL CARE (BED-BOUND) RESIDENT 10. COMBING RESIDENT'S HAIR 11. OFFERING BEDPAN/URINAL 12. DRESSING RESIDENT 13. MONITOR TUBING 14. KEEPING I&O FOR PATIENT IN NEED OF FLUID BALANCE 15. Maintaining proper body mechanics while providing pt care CLINICAL SKILLS (con.t) </p>

<p>Week 7 (con.t) CLINICAL: DAY #2 (Tuesday) 10/01/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>16. Remember patient rights as healthcare is provided</p> <p>17. INFECTION CONTROL THROUGHOUT CARE OF THE RESIDENT</p> <p>18. Aware of Environment Safety & observing patient signs & symptoms (S&S)</p> <p>19. REPORT TO CHARGE-NURSE AS NEEDED WHILE GIVING CARE TO THE PATIENT</p> <p>20. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY</p> <p>21. PROVIDE REHABILITATIVE & RESTORATIVE CARE AS ORDERD WHILE PROVIDING PATIENT CARE</p> <p>22. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 7 (con.t) CLINICAL: DAY #3 (Wednesday) 10/02/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 8 CLINICAL: DAY #4 (Monday) 10/07/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 8 (con.t) CLINICAL: DAY #4 (Monday) 10/07/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>

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<p>Week 8 (con.t) CLINICAL: DAY #5 (Tuesday) 10/08/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 8 (con.t) CLINICAL: DAY #6 (Wednesday) 10/09/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 9 CLINICAL: DAY #7 (Monday) 10/14/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 9 (con.t) CLINICAL: DAY #8 (Tuesday) 10/15/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 9 (con.t) CLINICAL: DAY #9 (Wednesday) 10/16/2019</p> <p>TIME: 7:00 am – 3:00 pm (8 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>

MONTH October 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMIT
<p>Week 10 CLINICAL: DAY 10 (Monday) 10/21/2019</p> <p>TIME: 7:30 am – 1:30 pm</p> <p>(6 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 10 (con.t) CLINICAL: DAY 11 (Tuesday) 10/22/2019</p> <p>TIME: 7:30 am – 1:30 pm</p> <p>(6 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
<p>Week 10 (con.t) CLINICAL: DAY 12 (Wednesday) 10/22/2019</p> <p>TIME: 7:30 am – 1:30 pm</p> <p>(6 hrs.)</p>	<p>CLINICAL:</p> <p>Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p>CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>

MONTH October 2019	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
Week 11 CLINICAL: DAY 13 (Monday) 10/28/2019 TIME: 7:30 am – 1:30 pm (6 hrs.)	<p style="text-align: center;">CLINICAL:</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p style="text-align: center;">CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
Week 11 (con.t) CLINICAL: DAY 14 (Tuesday) 10/29/2019 TIME: 7:30 am – 1:30 pm (6 hrs.)	<p style="text-align: center;">CLINICAL:</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p>	<p style="text-align: center;">CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>
Week 11 (con.t) CLINICAL: DAY 14 (Wednesday) 10/30/2019 TIME: 7:30 am – 1:30 pm (6 hrs.)	<p style="text-align: center;">CLINICAL:</p> <p style="text-align: center;">Imperial Heights 320 Cattle Call Dr. Brawley, CA. 92227</p> <p style="text-align: center;">LAST DAY OF CLASS 😊</p>	<p style="text-align: center;">CLINICAL SKILLS:</p> <p>INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE & Skills on form 276 C (con.t)</p>

NOVEMBER 2019	
STATE OF CALIFORNIA NURSE AIDE EXAMINATION INFORMATION	
FRIDAY	TESTING 'OTHER' INFORMATION
<p>1 <u>State Nurses Aide Examination</u></p> <p style="text-align: center;">TEST DAY</p> <p style="text-align: center;"><u>LOCATION:</u></p> <p>International Health Group 8787 Complex Drive, Ste 130 San Diego, CA 92123</p>	<p><u>State Nurses Aide Examination – 'other' information</u></p> <p>You will receive information to your home address you provided:</p> <ol style="list-style-type: none"> 1. 283-B - signed by instructor 2. RTC Registration – BLUE POSTCARD (sent by mail) 3. Take 02 picture IDs: <ul style="list-style-type: none"> • ONE of the IDs is CA ID or CA Driver's License 4. (02) #2 sharpened pencils with working eraser 5. Be in uniform & take a 2nd hand watch 6. Time: See information sent to your home address for more accurate information <ul style="list-style-type: none"> • Be on time (BLUE CARD) starts @ 8:00 am 7. TAKE YOUR SOCIAL SECURITY CARD with you 8. REMINDER: <ul style="list-style-type: none"> • NAME HAS TO MATCH ALL DOCUMENTS FOR TESTING <p style="text-align: center;">BEST WISHES 😊</p>