

### Basic Course Information

Semester:	SPRING 2025	Instructor Name:	Aida Valdez
Course Title & #:	Health Assistant – AHP 060	Email:	aida.valdez@imperial.edu
CRN #:	20490	Webpage (optional):	
Classroom:	Theory: IVC classroom 2139/Clinical: PMH Skilled Nursing Facility (PMH SNF) (Brawley)	Office #:	2131
Class Dates:	02/10/2025 – 05/20/2025	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: 07:30 am – 1:00 pm CLINICAL: 07:00 am – 12:05 pm	Emergency Contact:	Contact (TEXT): Instructor 1st (anytime)
Units:	5.50	Daily class information (summary of class syllabus)	See: 'Theory/Clinical Daily calendars spring 2023- Canvas 'Assignment' section (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): <http://www.regionaltestingcenter.org/>

**COURSE REQUIREMENTS:  
STATE OF CALIFORNIA NURSE AIDE MODULE CURRICULUM**

**INCLUDING: HEALTH REQUIREMENTS, UNIFORMS, FEES, EXPENSES, LODGING & TRANSPORTATION (STATE EXAM DAY)**

- A. *ONLY* STUDENT ARE REQUIRED TO MEET ‘ALL’ STATE OF CALIFORNIA MODULE CURRICULUM CONTENTS, PASS ALL’ EXAMS WITH 70% OR BETTER IN THEORY AND MEET CLINICAL REQUIREMENTS ARE QUALIFIED TO SIT AND TAKE THE STATE OF CALIFORNIA NURSE AIDE EXAMINATION SCHEDULED ON JUNE 14, 2024, NO EXCECPTION!
- 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 FOR THE COURSE AT THE STUDENT(S) RISK, NO... REFUNDS!
- D.** STUDENT’S NOT MEETING BEATRIZ TRILLAS ‘HEALTH REQUIREMENTS’ DEADLINES:
1. Student receive a ‘verbal warning ‘to meet ‘Deadline’ for health requirements given by Beatriz and/or instructor
  2. *IF*, ‘Deadline’ is not meet after verbal warning given by instructor
    - a. Student will receive a ‘Write-up’ by instructor the reason health requirements do not meet
      1. Student cannot continue with the course
      2. Student will need to ‘Self-drop’ the course online
  3. *IF*, Student does not ‘Self-drop’ the course online after ‘Write-up’
    - c. *IF*, student does not ‘Self- drop’ the course online
      1. Student will still not be able to continue in the course
      2. Student with receive a letter grade of an ‘F’ at the end of the course
- E. Student’s ‘Must’ be in complete uniform during class (Theory), Lab Skills Practice during class or after appointments for skills practices in the nursing department after class and Clinical rotations
1. NO uniform the student(s) will be asked to leave for the day.
  2. Student(s) will lose class hours and will not be able to continue with the course.
  3. Student(s) will need to drop the course online OR receive a letter grade of an ‘F’ at the end of the course

**COURSE REQUIREMENTS:** (con.t)

**HEALTH REQUIREMENTS**

**F. STUDENT'S NOT MEETING 'COVID-19 REQUIREMENTS' FOR IVC OR CLINICAL HEALTHCARE AGENCY**

A: **Imperial Valley College: see Imperial Valley College Student Health Center Guidelines – see link below**

1. <https://www.imperial.edu/student-support/student-health-center/>

**NO LATE COVID RESULTS ACCEPTED!**

- B. Health requirements and Covid-19: Pioneers Memorial Hospital – Human Resources (PMHD HR) follow requirement guidelines
1. Covid-19: Follow PMHD SNF
  2. Other vaccines, titers, flu-shot, TB clearance and other health requirements
- C. Student will need to 'Self-drop' the course online *IF* NO Covid-19 results or other health requirements, submitted per deadline
- a. Student will still not be able to continue in the course
  - b. Student will receive a letter grade of an 'F' at the end of the course *IF* student(s) does NOT drop the course online

**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 Abuse (DHS Module 17)

**Course Objectives – cont.**

**California Community College Chancellor’s Office**

**Nurse Assistant Model Curriculum**

**Revised December 2018**

**Evaluation: NATAP – Nurse Assistant Training and Assessment Program**

[https://ca-hwi.org/public/uploads/pdfs/CCCCO\\_NA\\_Model\\_Curriculum\\_Introduction\\_and\\_list\\_of\\_modules.pdf](https://ca-hwi.org/public/uploads/pdfs/CCCCO_NA_Model_Curriculum_Introduction_and_list_of_modules.pdf)

**Course Content – State of California Chancellors Office Curriculum – Modules: 1-17**

**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: February 18, 2025 (Tuesday)**

- Student NOT in class 1<sup>st</sup> day as scheduled time, student will be dropped from the course NO exceptions!!

**2. STUDENT(S) NOT HAVING 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 'MUST' PASS ALL EXAMS WITH 70% (LETTER GRADE OF 'C' OR BETTER) ON ALL EXAMS OTHERWISE, THE STUDENT 'MJUST' DROP THE COURSE ONLINE THEMSELVES OR INSTRUCTOR WILL GIVE THE STUDENT A LETTER GRADE OF 'F' AT THE END OF THE COURSE.**

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

- c. LAST DAY TO 'WITHDRAW' TO GET YOUR MONEY BACK FOR THE CNA COURSE:**

**February 18, 2025 (Tuesday) AFTER THIS DATE YOU WILL NOT RECEIVE A REFUND FOR THE COURSE.**

**4. STUDENT(S) MUST HAVE COMPLETED 'ALL HEALTH REQUIREMENTS':**

- Beatriz Trillas sent 'Deadlines' prior to class start date

**5. The course is an 'Accelerated and Short course' requires students':**

1. Self-discipline with reading and studying, memorization skills (skills self-practice/timing) and completing homework
2. Meeting prior clinical Health Requirements including fees and read Covid-19 guidelines on IVC website
  - a. SEARCH: <https://www.imperial.edu/students/student-health-center/>
3. Pass all exams with 70% (C) or better

**Instructor's note – cont.**

**STATE OF CALIFORNIA NURSE AIDE EXAMINATION: FORMS & TEST DATE**

**STATE NURSE AIDE EXAMINATION: SCHEDULED June 12, 2024 (Thursday)**

**GROSSMOUNT HEALTH OCCUPATIONS CENTER – SANTEE, CA.**

**A. NAMES ON 'ALL' FORMS NEED TO MATCH**

1. 283-B FORMS (with instructor's 'BLUE' signature)
2. RTC FORM (SQUARES)
3. DRIVER'S LICENSE AND/OR CA ID
4. SOCIAL SECURITY CARD: ORIGINAL

**NOTE:**

**Student will not be able to participate in the clinical rotation:**

1. student NOT passing any exams including the FINAL EXAM with 70% or better letter grade: C
2. Student is required to provide proof 'ALL' forms have 'SAME NAME' on or before 'Deadline'

**IF, #1 AND #2 ARE NOT MEET:**

1. Student will 'self-drop' online from the course to receive a 'W'

*or*

2. Instructor will give the student a letter grade of 'F' at the end of the course

**NO EXCEPTION!**



**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 DEADLINE SET BY: BEATRIZ TRILLAS
2. THEORY – PASS ALL EXAMS WITH >70% **OR** BETTER – SUBMIT HOMEWORK ON **OR** BEFORE DEADLINES
3. CLINICAL – ABLE TO APPLY THEORY INTO PRACTICE WHILE PROVIDING PATIENT CARE
4. SELF-KNOWLEDABLE (READING/STUDY), SELF-MEMORIZE **ALL (23)** STATE SKILLS STEPS –
  - STATE MANUAL SKILLS EXAMINATION - SELF-PRACTICE/TIMING (STATE 23 SKILLS)
5. REGIONAL TESTING CENTER (RTC) SOUTHERN CALIFORNIA:

<http://www.regionaltestingcenter.org/>

**6. STUDENT RESPONSIBILITY:**

**OWN TRANSPORTATION AND/OR MAKE ARRANGEMENTS TO & FROM CLASS:**

- THEORY
- CLINICAL
- STATE OF CALIFORNIA NURSE AIDE EXAMINATION TESTING SITE – SANTEE, CA.

**GROSSMOUNT HEALTH OCCUPATIONS CENTER – SANTEE, CA.**

**JUNE 12, 2025 (Thursday)**

**WRITTEN EXAM:**



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**MANUAL SKILLS EXAM:**



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**Instructor's note – cont.**

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

**SPRING 2025: OVERVIEW**

1. State of California Chancellor's Office Nurse Assistant Curriculum Modules: 1-17
2. Credentia January 2024 (23) skills – self-practice/time (timing: 5 skills within 20 minutes)
  - Use 'Enlarged' print State of California Nurse Aide Skills (23)
2. Canvas 'Modules' section – Lectures, Homework, exam dates, prior clinical IVC lab/skills practice, ect...
3. Theory Daily Calendar & Clinical Daily Calendar (TBA)
4. Class syllabus
5. Health requirements completed per deadline given by Beatriz Trillas
6. Meet prior requirements including passing 'ALL' exams with 70% or better.
  - Otherwise, student will not be able to proceed with the course.
  - The student's is required to 'Drop Self' from the course or instructor will give the student a letter grade of an 'F' at the end of the course for the semester.
7. State of California Nurse Assistant Examination: FEES (\$120 money order payable to RTC) per Deadline with RTC

**Registration form**

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

**8. READ IVC E-MAILS REGULARY FOR CURRENT INFORMATION FROM:**

**A. Student is responsible to regularly 'READ' their 'Canvas' e-mails given to this address:**

**1. Instructor**

**2. IVC Nursing Office staff – Beatriz Trillas – Allied Health Secretary**

**[beatriz.trillas@imperial.edu](mailto:beatriz.trillas@imperial.edu)**

**3. Regional Testing Center (RTC) Southern CA – STATE NURSE AIDE REGISTRATION SITE**

**4. State of California Nurse Aide Examination: SPRING 2025, SCHEDULED**

- Grossmont Health Occupations – Located in Santee
- State Nurse Aide Examination is scheduled on June 12, 2025 (Thursday)

## Textbooks & Other Resources or Links

1. Hartman’s publishing: Susan Avare Hedman, Jetta Fuzy, RN, MS and Katherine Howard, MS, RN-BC, CNE
  - ‘Nursing Assistant Care’- **Long-Term Care Textbook: ISBN 978-1-60425-137-1 (5<sup>th</sup> edition)**
  
2. ‘Hartman’s Nursing Assistant Care **Long-Term Care**’ **Workbook** Hartman’s Publishing, Inc. (5<sup>th</sup> edition)
  - Workbook: **ISBN 978-160425-513-8-8**
  
3. Hartman’s publishing reading assignment sheet ‘CROSSWALK’: **TEXBOOK READING ASSIGNMENT**  
Meets: California Nurse Assistant Training and Assessment Program – Module/Objectives
  - Sent via Canvas email prior to class starting (see ‘Assignment’ section – per instructor)
  
4. **Regional Testing Center (RTC):** [www.regionaltestingcenter.org/cna.html](http://www.regionaltestingcenter.org/cna.html) - information
  
- 5. Credentia – January 2024** (State Nurse Aide Examination – written & manual skills)
  - a. USE ‘ENLARGED’ VERSION – SENT BY INSTRUCTOR TO YOUR ‘CANVAS’ EMAIL**

**Practice – State of California Nurse Assistant Skills – Self-practice/timing (5 skills in 20 min.)**

**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 2021, instructions)**
  1. Nursing Learning Center (NLC)
  2. Home practice

Santa Barbara community college – State of California Nurse Assistant skills self-practice/timing

1. Self-practice/timing: 5 skills in 20 mins including using Beginning and Ending procedure prior to each skill.
2. Beginning and Ending Steps included in class syllabus spring 2023

<https://www.youtube.com/playlist?list=PLxZd-cDv42ykoTakQOP58DciL5TJLMipl>



School of Nursing: Skills Videos - Santa Barbara City College

[www.sbcc.edu](http://www.sbcc.edu) (search: CNA Videos)

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

**Practice Blood Pressure (B/P)**

**2. 'KOROTKOFF' BLOOD PRESSURE SOUNDS (B/P): (search you-tube audible 'KOROTKOFF' videos) – see some below**

<https://www.youtube.com/shorts/xMx9d3qqrVs>

<https://www.youtube.com/watch?v=MMtXcCjFG-c>

<https://www.youtube.com/watch?v=KnYfreaRQe4>

<https://www.youtube.com/shorts/xMx9d3qqrVs>

- Nursing Learning Center (NLC) – NOT open to students unless scheduled by instructor
- Home practice
- Use B/P handout sent via e-mail by instructor – practice 'READING' the 'dial-meter' of the B/P cuff (**called sphygmomanometer**)

Practice Blood Pressure (B/P) con.t

**PRACTICE SOUNDS OF BLOOD PRESSURE AT HOME**



YOU-TUBE:

Korotkoff sounds listen on 'You Tube' audible videos, see some links pages 9

**'KOROTKOFF' BLOOD PRESSURE SOUNDS**



www.shutterstock.com · 114288850

**Textbooks & Other Resources or Links – cont.**

**BEGINNING & ENDING STEPS (USE PRIOR TO EACH STATE SKILL) SELF-PRACTICE & DATE OF STATE EXAM**

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) REASSURE 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 WASHING 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.**

**BEGINNING & ENDING STEPS (USE PRIOR TO EACH STATE SKILL) SELF-PRACTICE & DATE OF STATE EXAM**

**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**
19. **REMEMBER: WASH YOUR HANDS BEFORE YOU DOCUMENTS ANY RESULTS!!**

Textbooks & Other Resources or Links – cont.

# SKILLS

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



- BEGINNING & ENDING STEPS
- 05 SKILLS IN 20 MINUTES
- MEMORIZE STEP-BY-STEP FOR 'ALL 22 MANUAL SKILLS' PROVIDED BY:  
[www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/) (NNAAP booklet)


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



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



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

1. Read urine output at eye  level

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

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



**Textbooks & Other Resources or Links – cont. – FORM USE STATE EXAM DOCUMENTING 'MEASURABLE SKILLS' DURING THE EXAM**



**RECORDING SHEET FOR MEASUREMENT SKILLS**

Date \_\_\_\_\_

Test Site ID \_\_\_\_\_

Candidate Name \_\_\_\_\_

Candidate ID \_\_\_\_\_

Evaluator Name \_\_\_\_\_

Evaluator ID \_\_\_\_\_

**SAMPLE**

**SKILL TESTED**

One box next to the skill being tested must be marked.

- Blood Pressure
- Radial Pulse
- Respirations
- Urine Output
- Weight (must document the unit of measurement, lb.)

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

CANDIDATE RESULTS	EVALUATOR RESULTS

**Textbooks & Other Resources or Links – cont.**

**Homework: Handout**  
(‘Assignment’ section on Canvas)  
(Deadlines – see daily student calendar 2024)

1. ‘Workbook’ Hartman’s Publishing, Inc: Hartman’s Nursing Care – Long-Term Care, 5<sup>th</sup> Edition
  - a. Complete ‘ALL’ workbook (NO partial accepted) = Letter grade (completed) = 100% A (only)
  - b. NO submissions or incompletes = 0% F (only)
  
2. CNA – **Abbreviations (1-158) brief description** of the ‘Abbreviations’ listed below write in a ‘single sentence’, underline the ‘**Abbreviation**’ used in the sentence structure.
  - a. Single sentence for each ‘**abbreviation**’ –sentence must be medical, or nursing related regarding patient-care in a health-care setting
  - b. Underline the 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.) - 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.**

**ABBREVIATIONS:**

**MEANING:**

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.**

**ABBREVIATIONS:**

**MEANING:**

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 <sub>2</sub> O	Water

**Textbooks & Other Resources or Links – cont.**

**ABBREVIATIONS:**

**MEANING:**

56. H <sub>2</sub> O <sub>2</sub>	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.**

**ABBREVIATIONS:**

**MEANING:**

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 <sub>2</sub>	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.**

**ABBREVIATIONS:**

**MEANING:**

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

**Textbooks & Other Resources or Links – cont.**

**ABBREVIATIONS:**

**MEANING:**

121. q2h, q3h, ect...	Every 2 hours, every 3 hours, ect...
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



**Textbooks & Other Resources or Links – cont.**

**ABBREVIATIONS:**

**MEANING:**

143. Supp	Suppository
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 DUE SEE: THEORY/CLINICAL STUDENT CALENDAR 2025**

**3. THREE RESEARCH PAPERS (MLN FORMAT) ON THE FOLLOWING: with references**

- 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**

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

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

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

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

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

## 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: 136.00 (STUDENT SELF-PRACTICE/SELF-STUDY/SELF-HOMEWORK RESEARCH/OTHER REQUIRED MATERIALS AND/OR OTHER STATE MODULE CURRICULUM REQUIREMENTS INCLUDING REQUIRED BY INSTRUCTOR)**
  4. **NO** absences are allowed due to the short-term CNA Course
  5. **NO** CELL PHONE USE DURING THEORY OR CLINICAL (Hospital) ROTATIONS, SEE DAY #1 OF CLINICAL
  6. 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.
- 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 importance 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](mailto: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](mailto: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 will be dropped by 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. A student whose continuous, unexcused absence 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 04/28/25 to receive 'W' (no refund) this date is prior to Clinical rotation. Students 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. Josue Verduzco in Study Skills Office inside the library for proctoring the exam during times available at the Study Skills Center. **Students are required to inform the instructor on the 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 exam the student will receive an 'F' on the exam(s) including module exams or final exam. Student will not be able to continue or participate in theory or clinical rotation and student will be required to 'self-drop' the course or instructor will give the student a letter grade of an 'F' at the end of the course.
- 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 SPRING CNA 2025 course).
- **STUDENT MUST USE 100 QUESTION SCANTRON – each exam given –CLASSROOM EXAMS ONLY!**
- **Use #2 sharpened pencil with eraser for use on Exams & 'Final' Exam – inclusive**
- **Students MUST sign-in daily prior to class starting – Theory and Clinical rotation**
- **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 the IVC Disciplinary Officer for documentation in the student's file
- **Students who are 'No Shows' for exams will receive a letter grade of 'F' for the exam and not allowed to make-up the exam(s). ALSO, students NOT passing exams with letter grade of 'C' (70% or better) will NOT be able to proceed in theory or clinical (hospital) rotation and be ineligible to take the State Nurses Aide Examination on June 12, 2025.**
- If student does **NOT** self-drop the course within the required date instructor will give the student a letter grade of an 'F' for the CNA course spring 2023. Students can self-drop the course online. If a student requires assistant the student can contact the IVC Admission & Records for staff contact information.
- **DO NOT ASK THE INSTRUCTOR OR IVC NURSING OFFICE STAFF REGARDING FEES**
- **Remember:** expenses accumulated for the 'Health Assistant' course are 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(S) 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 - spring 2022:**

- **ALL EXAMS PASSING – 70% (C) TO PROCEED WITH 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 ‘Credentialia’ JANUARY 2024, ‘ENLARGED’ SKILLS**
  2. **SENT TO YOU ON CANVAS PER INSTRUCTOR PRIOR TO COURSE STARTING**
- **Exams & FINAL EXAM GRADE (pass with >70% or better) OTHERWISE DROP THE CLASS**

**Course Grading Based on Course Objectives – cont.**

**HOMEWORK DUE:**

**1. Research papers (03) – DUE: 03/10/2025 – See Theory Daily Calendar**

e-mail: Beatriz Trillas <[beatriz.trillas@imperial.edu](mailto:beatriz.trillas@imperial.edu)>

(with references)

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

- NO incompletes or partials
- If ‘incomplete’ student will NOT to be able to participate in the clinical (hospital) rotation
- These assignments are REQUIRED prior to clinical (hospital) rotation.

**2. Sentences: 1-158 completed all single sentences NO incomplete or partial sentences:**

(ABBREVIATIONS ONLY – NO MEDICAL TERMS)

- DUE: 05/14/2025 (Wednesday) – see Clinical Daily Calendar
- Give to instructor ‘Completed’ workbook and this date too

**3. COMPLETED WORKBOOK: DUE: 05/14/2025 (Wednesday)- See Clinical Daily Calendar**

- LETTER GRADE ONLY EITHER ‘A’ IF COMPLETED & SUBMITTED ON DEADLINE
- LETTER GRADE ‘F’ IF INCOMPLETE OR NOT SUBMITTED BY DEADLINE
- Give to instructor along with completed sentences 158

**Course Requirements and Instructional Methods – see below**  
**CNA THEORY & CLINICAL SCHEDULES (ASSIGNMENTS)**  
**\*\*\*Tentative, subject to change without prior notice\*\*\***

MONTH: FEB. 2025	DESCRIPTION:	ASSIGNMENT/HOMEWORK/SKILLS AS TIME PERMITS
<p><b>Week 1:</b>  <b>THEORY: DAY #1</b>                      02/10/2025                      (MONDAY)                      07:30 am – 1:00 pm</p>	<p align="center"><b>IVC CLASSROOM: Theory</b></p> <p>Module 1: Introduction</p> <p>Module 2: Resident’s Rights</p> <p>MODULE 3: Communication/Interpersonal Skills (con.t)</p> <p align="center">7:30 am – 1:00 pm</p>	<p><b>Review:</b> Canvas ‘Modules’ Section</p> <ul style="list-style-type: none"> <li>• State Modules/ Objectives (1-17) – Lecture Notes</li> <li>• Credentia – January 2024</li> <li>• Handouts</li> <li>• Homework Assignments</li> <li>• CNA ‘Handbook’ spring 2024</li> <li>• ‘Crosswalk’ Reading assignments</li> <li>• Daily Calendars spring 2025</li> <li>• Other materials</li> </ul> <p>Questions &amp; Answers as time permits</p> <p><b>SEE: DAILY CALENDARS: THEORY/CLINICAL</b></p> <p>1. CONTINUE INFORMATION 2.</p>
<p><b>Week 1:</b>  <b>THEORY: DAY #2</b>                      02/11/2025                      (Tuesday)                      07:30 am – 1:00 pm</p>	<p align="center"><b>IVC CLASSROOM: Theory</b></p> <p>MODULE 3: Communication/Interpersonal Skills</p> <p>Module 4: Safe Environment                      (Prevention Management of Catastrophe and Unusual Occurrences)</p> <p>Module 5: Body Mechanics</p> <p>Module 6: Med/Surg Asepsis (con.t)</p>	<p align="center"><b>Review:</b></p> <p>Other/prior materials as needed                      Questions &amp; Answers as time permits</p> <p><b>SEE: STUDENT DAILY CALENDAR:</b></p> <p>1. CONTINUE INFORMATION</p> <p align="center">Skills as time permits</p>
<p><b>Week 2:</b>  <b>THEORY: DAY #3</b>                      02/18/2025                      (Tuesday)                      07:30 am – 1:00 pm</p>	<p align="center"><b>IVC CLASSROOM: Theory</b></p> <p>Module 6: Med/Surg Asepsis</p> <p>Module 7: Weights and Measures</p> <p>Module 8: Patient Care Skills (con.t)</p> <p><b>Module Exam: 1&amp;2</b></p>	<p align="center"><b>Review:</b></p> <p>Other/prior materials as needed                      Questions &amp; Answers as time permits</p> <p><b>SEE: STUDENT DAILY CALENDAR:</b></p> <p>1. CONTINUE INFORMATION</p> <p align="center">Skills as time permits</p>

<b>MONTH</b> FEB/March 2025	<b>DESCRIPTION</b>	<b>ASSIGNMENTS/HOMEWORK/                      SKILLS AS TIME PERMITS</b>
<b>Week 3:</b> <b>THEORY: DAY #4</b> 02/24/2025 (Monday) 07:30 am – 1:00 pm	<b>IVC CLASSROOM: Theory</b>  Module 8: Patient Care Skills (con.t)  <b>Module Exam: 3 &amp; 4</b>	<b>Review:</b>  Other/prior materials as needed Questions & Answers as time permits  <u><b>SEE DAILY CALENDAR:</b></u>  1. CONTINUE INFORMATION  Skills as time permits
<b>Week 3:</b> <b>THEORY: DAY #5</b> 02/25/2025 (Tuesday) 07:30 am – 1:00 pm	<b>IVC CLASSROOM: Theory</b>  Module 8: Patient Care Skills	<b>Review:</b>  Other/prior materials as needed Questions & Answers as time permits  <u><b>SEE DAILY CALENDAR:</b></u>  1. CONTINUE INFORMATION  Skills as time permits
<b>Week 4</b> <b>THEORY: DAY #6</b> 03/03/2025 (Monday) 07:30 am – 1:00 pm	<b>IVC CLASSROOM: Theory</b>  Module 9: Patient Care Procedures (con.t) <b>Module Exam: 5, 6 &amp; 7</b>	<b>Review:</b>  Other/prior materials as needed Questions & Answers as time permits  <u><b>SEE DAILY CALENDAR:</b></u>  1. CONTINUE INFORMATION Skills as time permits
<b>Week 4</b> <b>THEORY: DAY #7</b> 03/04/2025 (Tuesday) 07:30 am – 1:00 pm	<b>IVC CLASSROOM: Theory</b>  MODULE 9: PATIENT CARE PROCEDURES Module 10: Vital Signs Module 11 – Nutrition (con.t)  <b>Exam Module: 8</b>	<b>Review:</b>  Other/prior materials as needed Questions & Answers as time permits  <u><b>SEE DAILY CALENDAR:</b></u>  1. CONTINUE INFORMATION  Skills as time permits

<b>MONTH</b> March 2024	<b>DESCRIPTION</b>	<b>ASSIGNMENTS/HOMEWORK/                      SKILLS AS TIME PERMITS</b>
<b>Week 5</b> <b>THEORY: DAY #8</b> 03/10/2025 (Monday) 07:30 am – 1:00 pm	<p style="text-align: center;"><b>IVC CLASSROOM: Theory</b></p> Module 11 – Nutrition Module 12 – Emergency Procedures Module 13 – Long Term Resident (cont.)  <p style="text-align: center;"><b>Module Exams: 9, 10 &amp; 11</b></p>	<p style="text-align: center;"><b>DUE:</b></p> <p style="text-align: center;"><b>Three Research Papers</b></p> <ol style="list-style-type: none"> <li>1. Alzheimer’s Disease (AZ)</li> <li>2. Elder Abuse (EA)</li> <li>3. HIPA/Confidentiality</li> </ol> <p style="text-align: center;"><b>BRING TO CLASSROOM:</b></p> <ol style="list-style-type: none"> <li>1. Bring ‘Hard Copy’ to Classroom</li> <li>2. Email; Give to Instructor</li> </ol>
<b>Week 5</b> <b>THEORY: DAY #9</b> 03/11/2025 (Tuesday) 07:30 am – 1:00 pm	<p style="text-align: center;"><b>IVC CLASSROOM: Theory</b></p> Module 13 – Long Term Resident Module 14 – Rehabilitative Nursing Module 15 - Observation & Charting (cont.)	<p style="text-align: center;"><b>Review:</b></p> Other/prior materials as needed Questions & Answers as time permits  <p style="text-align: center;"><b>SEE DAILY CALENDAR:</b></p> <ol style="list-style-type: none"> <li>1. CONTINUE INFORMATION</li> </ol> <p style="text-align: center;">Skills as time permits</p>
<b>Week 6</b> <b>THEORY: DAY #10</b> 03/17/2025 (Monday) 07:30 am – 1:00 pm	<p style="text-align: center;"><b>IVC CLASSROOM: Theory</b></p> Module 15 - Observation & Charting (cont.) Module 16 – Death & Dying (cont.)  <p style="text-align: center;"><b>Module Exams: 13 &amp; 14</b></p>	<p style="text-align: center;"><b>Review:</b></p> Other/prior materials as needed Questions & Answers as time permits  <p style="text-align: center;"><b>SEE DAILY CALENDAR:</b></p> <ol style="list-style-type: none"> <li>1. CONTINUE INFORMATION</li> </ol> <p style="text-align: center;">Skills as time permits</p>
<b>Week 6</b> <b>THEORY: DAY #11</b> 03/18/2025 (Tuesday) 07:30 am – 1:00 pm	<p style="text-align: center;"><b>IVC CLASSROOM: Theory</b></p> Module 16 – Death & Dying (cont.) Module 17: Abuse (cont.)	<p style="text-align: center;"><b>Review:</b></p> Other/prior materials as needed Questions & Answers as time permits  <p style="text-align: center;"><b>SEE DAILY CALENDAR:</b></p> <ol style="list-style-type: none"> <li>1. CONTINUE INFORMATION</li> </ol> <p style="text-align: center;">Skills as time permits</p>


<p><b>MARCH 2025</b></p> <p><b>Week 7</b>  <b>THEORY: DAY #12</b>                  03/24/2025                  (Monday)                  07:30 am – 1:00 pm</p>	<p><b>IVC CLASSROOM: Theory</b></p> <p>Module 17: Abuse (con.t)</p> <p><b>Exam Module: 15, 16 &amp; 17</b></p>	<p><b>Review:</b></p> <p>Other/prior materials as needed                  Questions &amp; Answers as time permits</p> <p><b>SEE DAILY CALENDAR:</b></p> <p>1. CONTINUE INFORMATION CLINICAL</p> <p>Skills as time permits</p>
<p><b>Week 7</b>  <b>THEORY: DAY #13</b>                  03/25/2025                  (Tuesday)                  07:30 am – 1:00 pm</p>	<p><b>IVC CLASSROOM: Theory</b></p> <p><b>FINAL EXAM</b></p> <p><b>LAST DAY OF THEORY</b> 😊</p> <p><b>SEE CLINICAL DAILY CALENDAR</b></p>	<p><b>Review:</b></p> <p>Other/prior materials as needed                  Questions &amp; Answers as time permits</p> <p><b>SEE DAILY CALENDAR:</b></p> <p>1. CONTINUE INFORMATION</p> <p><b>Skills as time permits</b></p>




<p><b>March 2025</b></p> <p><b>Week 7</b>  <b>Clinical: #1</b>  <b>Class Day: 14</b>  <b>03/26/2025</b>          (Monday)          7:00 am – 12:05 pm</p>	<p style="text-align: center;"><b>CLINICAL – 1<sup>ST</sup> DAY</b></p> <p style="text-align: center;">Pioneers Memorial Hospital Skilled Nursing Facility          (PMHD SNF)          320 Cattle Call Dr.          Brawley, CA. 92227</p> <p style="text-align: center;"><b>REMINDER: CNA HANDBOOK</b>  <b>NO CELL PHONE USE DURING CLINICAL (HOSPITAL) ROTATIONS</b></p> <ul style="list-style-type: none"> <li>• If a student is seen using cell phone the student will be asked to leave and the student will be dropped from the course by an instructor.</li> </ul>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <ol style="list-style-type: none"> <li>1. BED BATH, SHAMPOO</li> <li>2. PERI-CARE</li> <li>3. BACK RUB</li> <li>4. MAKING AN OCCUPIED BED</li> <li>5. POSITIONING THE RESIDENT Q 2 hrs.</li> <li>6. HAND/NAIL CARE</li> <li>7. FOOT CARE</li> <li>8. SKIN CARE</li> <li>9. ORAL CARE (BED-BOUND) RESIDENT</li> <li>10. COMBING RESIDENT'S HAIR</li> <li>11. OFFERING BEDPAN/URINAL</li> <li>12. DRESSING RESIDENT</li> <li>13. MONITOR TUBING</li> <li>14. KEEPING I&amp;O FOR PATIENT IN NEED OF FLUID BALANCE</li> <li>15. Maintaining proper body mechanics while providing pt. care</li> <li>16. Remember patient rights as healthcare is provided</li> <li>17. INFECTION CONTROL THROUGHOUT CARE OF THE RESIDENT</li> <li>18. Aware of Environment Safety &amp; observing patient signs &amp; symptoms (S&amp;S)</li> <li>19. REPORT TO CHARGE-NURSE AS NEEDED WHILE GIVING CARE TO THE PATIENT</li> <li>20. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY</li> </ol>
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<p><b>APRIL 2025</b></p> <p><b>Week 8</b>  <b>Clinical: #2</b>  <b>Class Day: 15</b>  <b>04/07/2025</b>                  (Monday)                  7:00 am –12:05 pm</p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p style="text-align: center;">Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <ol style="list-style-type: none"> <li>1. PROVIDING PATIENT CARE SKILLS</li> <li>2. PERFORMING PATIENT CARE PROCEDURES</li> <li>3. PROVIDING NUTRITION USING APPROPRIATE FEEDING METHOD FOR PATIENT ASSIGNED TO STUDENT CARE</li> <li>4. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</li> </ol>
<p><b>Week 8</b>  <b>Clinical: #3</b>  <b>Class Day: 16</b>                  04/08/2025                  (Tuesday)                  7:00 am – 12:05 pm</p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p style="text-align: center;">Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <ol style="list-style-type: none"> <li>1. MONITOR VITAL SIGNS &amp; REPORT ABNORMAL V/S AS NEEDED TO CHARGE NURSE</li> <li>2. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</li> </ol>
<p><b>APRIL 2025</b></p> <p><b>Week 9</b>  <b>Clinical: #4</b>  <b>Class Day: 17</b>                  04/09/2025                  (Wednesday)                  7:00 am - 12:05 pm</p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p style="text-align: center;">Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <ol style="list-style-type: none"> <li>1. PROVIDE REHABILITATIVE &amp; RESTORATIVE CARE AS ORDERD WHILE PROVIDING PATIENT CARE</li> <li>2. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</li> </ol>
<p><b>Week 9</b>  <b>Clinical: #5</b>  <b>Class Day: 18</b>                  04/14/2025                  (Monday)                  7:00 am - 12:05 pm</p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p style="text-align: center;">Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <ol style="list-style-type: none"> <li>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</li> </ol>
<p><b>Week 9</b>  <b>Clinical: #6</b>  <b>Class Day: 19</b>  <b>04/15/2025</b>                  (Tuesday)                  7:00 am - 12:05 pm</p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p style="text-align: center;">Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <ol style="list-style-type: none"> <li>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</li> </ol>



<p><b>Week 10</b>  <b>Clinical: #7</b>  <b>Class Day: 20</b>  <b>04/15/2025</b>  <b>(Wednesday)</b>  <b>7:30 am - 12:30 pm</b></p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p><b>STATE NURSE AIDE EXAMINATION – PRACTICE CNA (23) SKILLS</b></p> <p><b>IVC Lab #3 – See Student Calendar Spring 2025</b></p>
<p><b>Week 10</b>  <b>Clinical: #8</b>  <b>Class Day: 21</b>  <b>04/28/2025</b>  <b>(Monday)</b>  <b>7:30 am - 12:30 pm</b></p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p><b>STATE NURSE AIDE EXAMINATION – PRACTICE CNA (23) SKILLS</b></p> <p><b>IVC Lab #3 – See Student Calendar Spring 2025 (con.t) see daily calendar</b></p>
<p><b>Week 10</b>  <b>Clinical: #9</b>  <b>Class Day: 22</b>  <b>04/29/2025</b>  <b>(Tuesday)</b>  <b>7:00 am - 12:05 pm</b></p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p>
<p><b>Week 11</b>  <b>Clinical: #10</b>  <b>Class Day: 23</b>  <b>04/30/2025</b>  <b>(Wednesday)</b>  <b>7:00 am - 12:05 pm</b></p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> <p style="text-align: center;">See Daily Calendar</p>
<p><b>MAY/Week 11</b>  <b>Clinical: #11</b>  <b>Class Day: 24</b>  <b>05/05/2025</b>  <b>(Monday)</b>  <b>7:00 am - 12:05 pm</b></p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> <p style="text-align: center;">See Daily Calendar</p>
<p><b>Week 11</b>  <b>Clinical: #12</b>  <b>Class Day: 25</b>  <b>05/06/2025</b>  <b>(Tuesday)</b>  <b>7:00 am - 12:05 pm</b></p>	<p style="text-align: center;"><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                  (PMHD SNF)</p> <p style="text-align: center;">320 Cattle Call Dr.                  Brawley, CA. 92227</p>	<p style="text-align: center;"><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> <p style="text-align: center;">See Daily Calendar</p>

<b>MAY 2025</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>
<p>Week 12                      Clinical: #11                      Class Day: 26  <b>05/07/2025</b>                      (Wednesday)                      7:00 am - 12:05 pm</p>	<p><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                      (PMHD SNF)</p> <p>320 Cattle Call Dr.                      Brawley, CA. 92227</p>	<p><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> <p>See Daily Calendar</p>
<p>Week 12                      Clinical: #12                      Class Day: 27                      05/12/2025                      (Monday)                      7:00 am - 12:05 pm</p>	<p><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                      (PMHD SNF)</p>	<p><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> <p>See Daily Calendar</p>
<p>Week 12                      Clinical: #13                      Class Day: 28                      05/13/2025                      (Tuesday)                      7:00 am - 12:05 pm</p>	<p><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                      (PMHD SNF)</p>	<p><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p>
<p>Week 12                      Clinical: #14                      Class Day: 29                      05/14/2025                      (Wednesday)                      7:00 am - 12:05 pm</p>	<p><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                      (PMHD SNF)</p>	<p><b>CLINICAL SKILLS:</b></p> <p><b>Homework Due:</b></p> <p><b>1. Workbook completed: ONLY COMPLETED</b></p> <p><b>2. Sentences - 158 abbreviations: ONLY COMPLETED</b></p> <p><b>NOTE:</b></p> <p>Submit to Instructor- class starts AM  <b>DO NOT SUBMIT TO BEATRIZ</b></p> <p>See Daily Calendar</p>
<p>Week 13                      Clinical: #15                      Class Day: 30                      05/19/2025                      (Monday)                      7:00 am - 12:05 pm</p>	<p><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                      (PMHD SNF)</p>	<p><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p>
<p>Week 13                      Clinical: #16                      Class Day: 31                      05/20/2025                      (Tuesday)                      7:00 am - 12:05 pm</p>	<p><b>CLINICAL</b></p> <p>Pioneers Memorial Hospital Skilled Nursing Facility                      (PMHD SNF)</p> <p><b>CLINICAL: LAST DAY OF CLASS 😊</b></p> 	<p><b>CLINICAL SKILLS:</b></p> <p>1. INCLUDE ALL PREVIOUS SKILLS THROUGHOUT PROVIDING PATIENT CARE - (con.t)</p> <p>See Daily Calendar</p> <p><b>CLINICAL DAILY CALENDAR (pgs. 10 &amp; 11)</b>  <b>STATE NA EXAMINATION INFO. &amp; Other Handouts sent via Canvas email</b></p>

JUNE 2025	STATE NURSES AIDE EXAMINATION	EXAMINATION INCLUDES: BOTH WRITTEN & SKILLS
<p>JUNE 12, 2025</p> <p>*</p>	<p style="text-align: center;"><b><u>State Nurses Aide Examination</u></b></p> <p style="text-align: center;">WRITTEN EXAM:                      MANUAL SKILLS EXAM:</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;"><b>TEST DAY: Thursday</b></p> <p style="text-align: center;"><b>June 12, 2025</b></p> <p style="text-align: center;"><b><u>LOCATION:</u></b></p> <p style="text-align: center;">Grossmont Occupational Health Center</p> <p style="text-align: center;">9368 Oakbourne RD, Santee</p> <p style="text-align: center;">CA 92071</p> <p style="text-align: center;">STUDENTS WILL RECEIVE ADDITIONAL TEST INFORMATION REGARDING TEST</p> <p style="text-align: center;"><b>VIA</b></p> <p style="text-align: center;">PERSONAL E-MAIL <b>OR</b> HOME ADDRESS</p> <p style="text-align: center;"><b>SEE:</b></p> <p style="text-align: center;"><b>CLINICAL CALENDAR: 2025</b></p> <p style="text-align: center;">PAGES 9 &amp; 10 FOR ADDITIONAL INFORMATION</p> <p style="text-align: center;"><b>BEST WISHES 😊</b></p> 	<p style="text-align: center;"><b>SEE DAILY CLINICAL CALENDAR:</b></p> <p><b>1. CONTINUE INFORMATION FOR STATE NURSES AIDE EXAMINATION</b></p> <p style="text-align: center;"><u>State Nurses Aide Examination – ‘other’ information</u></p> <ol style="list-style-type: none"> <li><b>1.</b> 283-B - signed by instructor signed with ‘BLUE’ ink</li> <li><b>2.</b> RTC Registration – BLUE POSTCARD (sent by mail home address)</li> <li><b>3.</b> Take 02 picture IDs: <b>ONE of the IDs is CA ID or CA Driver’s License</b></li> <li><b>4.</b> (02) #2 sharpened pencils with working eraser</li> <li><b>5.</b> Be in uniform &amp; take a 2<sup>nd</sup> hand watch</li> <li><b>6.</b> <u>Time:</u> See (BLUE CARD) for information sent to your home address you wrote on 283-B form – see start time of exam</li> <li><b>7.</b> TAKE YOUR SOCIAL SECURITY CAR</li> <li><b>8.</b>                      <b>REMINDER:</b></li> </ol> <p>NAME HAS TO MATCH <b>ALL</b> DOCUMENTS FOR TESTING, see below</p> <p style="text-align: center;"><b>REMINDER:</b></p> <p style="text-align: center;"><b>NAMES ON ‘ALL’ FORMS NEED TO MATCH</b></p> <ol style="list-style-type: none"> <li>1. 283-B FORMS- TWO FORMS             <ul style="list-style-type: none"> <li>• 283-B signed by instructor with ‘Blue’ ink</li> <li>• 283-B form – DOJ that is NOT signed by the instructor</li> </ul> </li> <li>2. RTC FORM (SQUARES)</li> <li>3. DRIVER’S LICENSE AND/OR CA ID</li> <li>4. SOCIAL SECURITY CARD: ORIGINAL</li> </ol>