UNIVERSITY OF NEW MEXICO—VALENCIA

CERTIFIED NURSING ASSISTANT PROGRAM (8 CREDITS)

ALLIED HEALTH_CNA_101_501_SAMSC

SYLLABUS CNA SPRING, 2016

This course is a wonderful opportunity to gain the skills needed to provide ‘hands on’ patient care under the direct supervision of a nurse. It is also an opportunity to be part of a nursing team and experience the opportunities the healthcare field offers. As this is an I-BEST Course (as listed in the course catalog), you will have a Basic Skills Instructor in the lecture class for support and a supplemental section to the lab to help with any basic skills that may need bolstering.

Hours/Days/Location:
- Lecture: Monday– 1p-5p – Room 115 HS
- Skill Laboratory: Wednesday– 1p-5p – Room 115 HS
- Supplemental Section: Room LRC 119
- Clinica/ Experience: To be determined

Office Hours:
- Carol Sams: M/W – 12:30 – 5:00p/by appt.
- Richard Sylvestre: By Appointment LRC 128

Instructors:
- Carol Sams MSN, RN, FCN
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- Richard Sylvestre MA
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Campus Phone:
- Academic Office: 925-8600
- Weather: 925-SNOW (925-7660)

Textbook and Workbook: “Successful Nursing Assistant Care” 3rd edition, Diane Dugan RN

Course Objectives:
An introduction to basic nursing skills with an opportunity for students to explore a variety of patient needs. Basic nursing skills will be applicable for patients in need of acute or chronic long care. Patient care for those in Home Health, Hospice, Assisted Living, or Mental Health facilities will also be introduced. Successful completion of the course with a score of 80% and being 18 years or older, permits students to take the NM Nursing Assistant Certification Exam.
The 96 hours of classroom and lab skills practice enables students to obtain introductory knowledge of basic theoretical areas: Anatomy & Physiology, Aging, Patient Safety, Communication skills, Cultural Competency, Medical Terminology and a variety of other subjects. This course will also permit students to learn and practice basic nursing skills in a laboratory and healthcare setting. A 32 hour supervised clinical experience in a health care facility permits students to perform safe, basic, patient care skills and utilize the basic nursing knowledge attained.

**WorkKeys Assessment:** Students are required to take the basic WorkKeys Assessment. This is a computerized work-skills assessment that many employers in the state of New Mexico are adopting for hiring and promotion practices; students need to set-up and take this test through Testing Services. The results will be discussed in a one-on-one meeting. If scores on this assessment rate high enough, you may not need any supplemental support and will not be required to attend the Supplemental portion of class (but will still be welcome if you wish to participate in any particular activities like APA formatting or essay work shopping for example).

**Teaching/Learning Strategies:** Instruction methods will vary and include: lecture, discussion, work groups, work book exercises and clinical skills practice. The clinical portion of this course will include demonstration of practical skills. This practical experience will take place in a ‘student to patient’ situation in the clinical facility setting.

**Student Learning Objectives:**

**At the end of this course, students will possess the knowledge to demonstrate:**

1. Basic nursing skills with an emphasis on patient safety.
2. Knowledge of basic medical terminology and documentation
3. Knowledge of basic anatomy and physiology.
4. Knowledge of basic patho-physiology and the correlation with CNA standards and practices.
5. The professionalism and competence commensurate with a basic nursing care provider.
6. The Nursing Process and the basic fundamentals of Nursing Science.
7. Knowledge of local, state and federal guidelines that apply to the healthcare industry.
8. Team-building and communication skills, the basics of good work ethics and job seeking skills
9. Preparation for the state certification exam.
Student Responsibilities:
1. Be present, prepared and punctual for all class sessions—review chapters to be covered prior to class.
2. Complete all activities as directed. [Full credit given for homework submitted by due date.]
3. Academic dishonesty and disciplinary issues: Students will maintain the highest standards of honesty and integrity in accordance with the UNM Student Code of Conduct, page 179-181, 2012-2014 UNM-Valencia Catalog. Students will conduct themselves professionally at all times. Inappropriate language and disruptive behavior is not professional, and will not be tolerated.

Qualifications for attendance to the clinical rotation
Students must:
A. Meet the attendance policy.
B. Achieve 80% in nursing skill exam.
C. Attain 80% or better on homework, exams and class performance.
D. Performance of basic nursing skills in a safe, independent and professional manner.
E. Have necessary equipment required.
F. Obtain a completed Health Form indicating the ability to lift at least 50 pounds without assistance, up to date Immunization record, Tuberculosis test and possess Basic AHA Basic Life Support Certification (online courses will not be accepted).
G. Instructor will indicate date of completion for all documents to be turned in-No Exceptions.

Students With Special Needs: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Equal Access Services at 925-8560 (Student Services Bldg.) It is also imperative that you take the initiative to bring such needs to the instructor’s attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.
Attendance Policy:
No more than 12 hours of absence during Lecture and skills lab. Arrangements must be made by the students to make up the lost work. **ABSOLUTELY NO absence is accepted during the clinical experience.** Tardiness >20 minutes results in the session being counted as an absence; also being tardy at the beginning of class by greater than 5 minutes will accumulate until 20 minutes has been reached. **At that time, one 4 hour session will be removed from the classroom time.**

**Homework Policy:** You will receive partial credit for late homework assignments if turned in the **next** class day - it will not be accepted thereafter.

**Grading Policy:** The CNA course is a Job Skills Program, unlike some courses, students cannot make a high grade simply by achieving high scores on exams and/or homework-basic nurse skill attainment is prudent. Students will be graded as follows:
- Research Paper – 10%
- Homework - 10%
- Group Project - 10%
- Skills Final - 20%
- Quizzes - 10%
- Clinical Experience – 30%
- Final/Workkeys - 10%

**Letter Grading Scheme:**
- A  90-100%
- B  80-89%  **80% IS REQUIRED TO RECEIVE UNM CERTIFICATE (CERTIFICATE REQUIRED FOR STATE CERTIFICATION EXAM)**
- C  70-79%
- D  60-69%
- F  0-59%

**Electronic Devices:** All electronic devices must be turned off during class **including phones.** Any electronic equipment brought to class must be approved by Instructor before use in class. Unsafe, offensive or disruptive behavior in clinical or classroom setting can be grounds for failure of class. PLEASE TURN OFF YOUR CELL PHONE DURING CLASS. **NO CELL PHONE ALLOWED IN THE CLINICAL SETTING. IF YOU HAVE AN EMERGENCY THAT REQUIRES CONTACT WITH YOU, PLEASE ADVISE THE INSTRUCTOR.**
**Patient/Resident Confidentiality** must be maintained at all times during the offsite Clinical Aspect. Failure to do so will result in immediate removal from the CNA program. Confidentiality is required by Federal law under HIPAA Regulations.

Student health requirements: to participate in the laboratory skills or at the clinical experience site, students must be able to lift at least 50 pounds without assistance. Students must return a completed health form signed by a health care provider (Physician, Nurse Practitioner or Physician Assistant) to instructor (date will be on schedule). Students will need a copy of an up to date Immunization record with documentation of the Hepatitis B series, Measles, Mumps, Varicella, Rubella, Tdap, and a current Tuberculosis test.

Clinical settings require that you have a background check. This will be handled by our Community Education office on the second floor of the nursing office. Appointments will be made for all forms to be turned in: immunization record, copy of driver’s license, CPR card, and health form.

**Laboratory Skill practice and Health Care Facility Dress Code:** Students are required to dress professionally. This will include scrub uniforms with white or mostly white closed toe, *clean shoes*. Tattoos must be covered. Jewelry should be *conservative*: a watch, wedding ring or a simple ring on one finger. Earrings (one per ear) should be of the stud nature and not extend beyond the ear lobe. No other rings/studs are allowed (eyebrow, nose, or tongue). For safety reasons, chokers, necklaces, bracelets and dangling earrings shall not be worn. Chewing gum is not acceptable during lab practice or clinical portion. Perfumes, after shave lotions and scented hair sprays are offensive to most patients and should not be worn. Hair, beards, mustaches and sideburns must be neat and trimmed at all times. If hair length touches the collar, it is to be held back and away from collar. *To avoid injury to patients, fingernails are to be short, clean and well manicured and natural.* NO ARTIFICIAL NAILS OR GEL NAILS; NO CHIPPED, PEALING, OR CRACKED POLISH ACCEPTED.
**Clinical and Laboratory skills equipment:**

- Required scrub uniform—must be beige for clinical experience
- White or light colored-closed toe shoes
- Gait belt
- Adult sized blood pressure cuff
- Watch with a second hand
- Stethoscope
- Small notebook and black pen
- UNM Picture ID (UNM-V library)

Upon successful completion of the CNA course (overall grade is 80%), you will be eligible to take the NM State Certification Exam. Payment for the exam **must be in the form of a money order or cashier’s check**, made out to Prometric Testing. *(Personal checks or cash not accepted.)*

The Instructors reserve the right to change/amend the syllabus as needed/required throughout the course.

IN SUMMARY, the following MUST be received by your instructor **well before** clinical experience:

- CPR for HealthCareProviders card, current.
- **Fingerprinting results through the Comm.Edu. office**
- **Completed health form** indicating that you can lift 50 pounds without assistance, a copy of an up to date immunization record with documentation of the Hepatitis B series, 2 Measles, Mumps and Rubella injections, Chicken Pox or Varicella, current Tuberculosis test, flu vaccine and Tdap.