

U Personal Care Attendant Syllabus
N 2017-2018
M Los Lunas Schools / UMN Valencia Campus

This course is a wonderful opportunity to gain the skills needed to provide 'hands on' client care. It is also an opportunity to experience the healthcare field.

Instructor: Kay Carnaghi, MSN RN
Email: kcarnaghi@llschools.net
Class Times: VHS M/W/F 1st & 3rd Periods LLHS T/Th/F 6th and 8th Periods
Location: VHS Room 301 LLHS Room 303
Clinical Site: To Be Determined – 16 hours (8 on site, 8- guest speakers)
Message Phone: VHS 565-8755 ext 6357 LLHS 865-4646 ext 6156
Textbook: “Providing Home Care: A Textbook for Home Health Aides”

Students prepare to work as a Personal Care Attendant in home healthcare, Assisted Living, Community Living or as independent contractors/self-employment. Course includes lectures, group learning, video' instruction, demonstrations, skills practice, writing assignments and exams.

Students must also be certified in AHA Healthcare Provider CPR and First Aid, have an up to date Immunization record inclusive of MMR, Tetanus, Tuberculosis test, Varicella, Hepatitis B series, Influenza and be able to pass a basic physical exam, lift a minimum of 50 lbs. (without assistance), prior to entering the clinical setting.

A UNM-Valencia Campus Certificate of Completion is awarded upon successful completion of this course. Lecture and skills Lab: 64 hours; Clinical site experience: 16 hours.

Qualifications for attendance to the clinical Shadow experience:

- Meet the attendance policy.
- Achieve 80% in each laboratory skill.
- Attain a 75% in lecture.
- Performance of skills in a safe, independent and professional manner.
- Have necessary equipment required.
- 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 AHA Healthcare Provider CPR and First Aid card.

*Instructor will indicate date of completion for all documents to be turned in- **No Exceptions***

Student Learning Objectives:

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

- Basic caregiver skills with an emphasis on patient safety.
- Knowledge of basic medical terminology.
- The professionalism and competence commensurate with a Personal Care Attendant.
- Knowledge of basic anatomy and physiology.

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 9258560 (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.

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 PCA 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-PCA skill attainment is prudent. Students will be graded as follows:

Homework-15% Class Participation 10% Exams- 10% Laboratory Skills Practicum 15%
Clinical Job Shadow Experience-25% Comprehensive Written Final Exam 25%

Letter

Grading Scheme:

A-90-100% B-80-89% C-70-79% D-60-69% F-0-59%

To be eligible/or a UNM VC certificate o/Completion, an overall grade 75% is required.

Electronic Devices: All cellular telephones, pagers and beepers must be turned off in class. 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.

Patient/Resident Confidentiality must be maintained at all times during the off site Clinical Aspect. Failure to do so will result in immediate removal from the PCA program. Confidentiality is required by Federal law under HIPAA Regulations.

Laboratory Skill practice and Health Care Facility Dress Code: Students are required to dress professionally. This will include the wearing of scrubs with white or mostly white closed toe, *clean shoes*. 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 up and back away from face. **To avoid injury to patients, fingernails are to be short, clean and well manicured.** Student school ID Badge must also be worn at all times at the Job Shadowing site.

Skill Laboratory Required Equipment- LLHS- Royal Blue scrubs-top and bottom / VHS Red scrub top and Gray scrub bottom; White or mostly white closed toe shoes; Watch with a second hand; Small notebook

Personal Care Attendant

--Acknowledgement Form--

Print Student's Name Here: _____ Period: _____

I have read and understand all of Ms. Carnaghi's requirements for Personal Care Attendant class. I have read both the Course Description and the Syllabus.

If you would like to be contacted via email when questions/issues arise, please write your email address

here: _____

**Please return this form to teacher as soon as possible. Thank you! ☺*

DATE

TEACHER SIGNATURE

DATE

STUDENT SIGNATURE

DATE

PARENT OR GUARDIAN SIGNATURE