

UNIVERSITY OF NEW MEXICO—VALENCIA DUAL CREDIT
Valencia High School / Los Lunas High School

CERTIFIED NURSING ASSISTANT PROGRAM (8 CREDITS)

ALLIED HEALTH – CNA 101-502
SYLLABUS CNA SPRING 2019

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.

Hours/Days/Location: Lecture: VHS- M, W 4:00 pm to 8:00pm
Skill Laboratory: VHS- M, W 4:00 pm to 8:00 pm
Clinical Experience: To be determined

Office Hours: By Appointment: VHS- Before class and by appointment

Instructors: VHS / UNM-VC – Nachele Pell, BUS RN, CPN and Kay Russell, MSN RN

Contact Phone # VHS 565-8755 ext. 6205

565-8755 ext. 6357 or 866-8231 ext. 6364

e-mail: npell@llschools.net, chellepellrn@gmail.com

kcarnaghi@llschools.net

Weather: 925-SNOW (925-7660)

Textbook and Workbook: “Successful Nursing Assistant Care” 4th 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.

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 pathophysiology 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, 20012-2014 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 AHA Healthcare Provider CPR 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.**

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:

Homework/class participation-10% (workbook, assignments, group project)

Research Paper - 10%

Exams-15%

Skills Final -20%

Clinical Experience-30%

Final Exam 15%

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. 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 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, Influenza and a current Tuberculosis test.

Clinical facilities require fingerprinting and an FBI background check before entering the facility for the clinical experience. The cost will be approximately \$73.30 and payable to 3M Cogent - none of the fee would go to UNM VC. Students are completely responsible for this procedure and the fees.
UNM/VC will facilitate this.

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- tan top and bottoms	Stethoscope
White or light colored-closed toe shoes	Small notebook and black pen
Gait belt	School picture ID
Watch with a second hand	
Adult size blood pressure cuff	

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 Health Care Providers card, current.
- *Fingerprinting cards* to be submitted for NM DOH Background check
- NM Dept of Health FBI *Background check*
- *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, Tdap and Influenza.

BLOODBORNE PATHOGEN POLICY AND EXPOSURE GUIDELINES

I. Purpose and Policy

The purpose of these guidelines is to reduce the risk of student exposure to bloodborne pathogens, such as, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HBC), and the human immunodeficiency virus (HIV).

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens, regardless of diagnosis. Standard Precautions will be the minimum standard of practice throughout UNM Health Sciences Center. Whenever possible, Body Substance Isolation will be used. Body Substance Isolation takes Universal Precautions one step further and requires the same barrier precautions for all moist body substances and surfaces, not just those associated with the transmission of HIV and HBV. All human blood and body fluids will be handled as if they are infectious.

II. Prevention of Bloodborne Pathogen Exposure

Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC training is required annually. Training can be accessed online through my.unm.edu on Learning Central. Certificates of completion need to be printed and a copy provided to the Allied Health program coordinator as well as the clinical instructor.

III. Methods of Compliance

Students will become familiar and comply with the Bloodborne Pathogen Exposure Plan of the clinical sites to which they are assigned.

IV. General Screening

UNM-Valencia will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his or her private physician, the UNM Student Health Center, or the county health department.

V. Accidental Exposure Incidents

A student in the Allied Health program who has blood exposure while in a clinical agency is treated in a similar manner as any type of accident occurring within the agency

The student should immediately notify the clinical faculty who will then immediately notify the supervisor within the health care facility where the exposure occurred. As much information as possible about the blood donor should be collected (i.e., HBV antigen, HCV, and HIV antibody status). The clinical agency will usually require the completion of an incident report and will usually ask for permission from the client to test for bloodborne pathogens.

The student should report to the UNM Student Health Center within 6 to 8 hours to discuss prophylaxis treatment. If the exposure occurs when the Student Health Center is not open, the exposure may be reported at University Hospital Urgent Care or Emergency Room. The University is not liable for treatment costs.

The exposed student will be encouraged to have testing for HIV at baseline, 6 weeks, 3 months, and 6 months. The decision to have testing or not, however, is the choice of the individual exposed.

The clinical instructor should notify the Allied Health Coordinator and/Program Manager in Community Education when a student has been accidentally exposed. Notification of the Administration is necessary to assist in the protection of the faculty and College in the event of subsequent liability issues or actions occurring following the incident.

When a student experiences a bloodborne pathogen exposure while in a clinical agency, the policy of all agencies mandates that an incident report be filed. While the University will make every effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty will follow the procedure for reporting accidental exposure as outlined above.

VI. Guidelines for Exempting Students from Clinical Assignment to Clients with Bloodborne Diseases:

- **Confirmed Pregnancy**
 - The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.
 - The risk of transmission of other pathogens, such as cytomegalovirus, from

patients with AIDS to pregnant health care workers is unknown but is thought to be low to nonexistent.

- Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with bloodborne diseases.
- Incompetent Immune Systems:
 - The Centers for Disease Control and Prevention (CDC) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Retrospective studies on a number of HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.
 - Based on this information, students with HIV infection need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e., fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.
- Infections:
 - Any student with an infectious process could further compromise the client with an incompetent immunological system. All students with exudative or weeping skin lesions should be restricted from direct client care contact.
 - The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate university faculty/administrators.

VII. Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in bloodborne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments to meet the course objectives.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

VIII. Confidentiality

Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify College authorities is difficult, if not impossible, to enforce and legally challengeable.

Individuals involved with health care-giving services who know they are infected with a bloodborne disease are ethically and legally obligated to conduct themselves responsibly in

accordance with the following protective behaviors.

1. Seek medical advice.
2. Follow College and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about and practice measures to prevent transmission of bloodborne diseases.

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents without the express written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974 and the New Mexico HIV Test Act (Chapter

227) of 1989. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

The University of New Mexico – Valencia Campus
Blood & Body Fluid Exposure/Needle-Stick
OBTAINING MEDICAL CARE FOR EXPOSURES

1. When an exposure occurs:

Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

- 2. Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.

- 3. Medical Evaluation Facilities:** The student should report IMMEDIATELY to UNM Student Health & Counseling (SHAC). SHAC Hours (eff. 8/14/15): Mon. thru Thu., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website [shac.unm.edu] for updates.

Outside of these hours, the student should go IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up can be done at SHAC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred as a result of your employment.)

The student should notify his/her supervisor immediately. The supervisor and student should fill out a *UNM Notice of Incident* / <http://policy.unm.edu/common/documents/6150-exhibit-d.pdf> form. This form should go with the student to his/her evaluation for treatment.

Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation.

- 4. Insurance:** The insurance ID card should be shown when medical evaluation is needed. If the medical facility needs further verification of coverage, they can contact AIG, Educational Markets, at 1-888-622-6001. Their office hours are Mon. through Fri. from 8:00 am to 5:00 pm (Mountain time).

5. Laboratory Testing/Treatment:

- a) To determine whether treatment of the student is necessary, blood must be drawn from the

patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.

- b) If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/donor to Student Health & Counseling (SHAC) with the exposed student for evaluation.

6. For more information on testing and treatment decisions or protocols:

- Dr. Susan Kellie at UNM: (505) 272-6957 or pager (505) 951-1067 — Mon. thru Fri., 8:00 am to 5:00 pm
- PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
- Student Health & Counseling (SHAC): (505) 277-3136 — SHAC Hours eff. 8/14/15: Mon. thru Thurs., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check web [shac.unm.edu] for updates. SHAC Needle-Stick Web Page: <http://shac.unm.edu/medical-services/blood-body-fluid-exposure.htm>