

UNIVERSITY OF NEW MEXICO
VALENCIA CAMPUS

CERTIFIED NURSING ASSISTANT PROGRAM (8 CREDITS)
SYLLABUS CNA

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: Tuesdays, 8AM—4PM, Wednesday 8AM -4PM, Room H115
Clinical Experience: (Dates TBA) Belen Meadows
Office Hours: By appointment
Instructors: Yvette Wulf, RN, BSN
Contact Information: Phone #: 925-8600
E-mail: ywulf@unm.edu
Weather: 925-SNOW (925-7660)

Textbook and Workbook: “Nursing Assisting A Foundation in Caregiving” 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% or higher, and being 18 years of age, 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: Lecture, discussion, work groups, work book exercises and clinical skills practice will all be utilized. 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:

Upon successful completion of the required courses for each Allied Health program, our students will demonstrate;

1. Workplace skills specific to health care careers
2. Knowledge of local, state and federal guidelines that apply to the healthcare industry
3. Basic knowledge of anatomy and physiology
4. Knowledge of records documentation and basic medical terminology
5. Team building and communication skills; the basics of a good work ethic; and successful job seeking strategies
6. Where applicable, students will be prepared for the certification

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 only.**]
3. Academic dishonesty and disciplinary issues: Students will maintain the highest standards of honesty and integrity in accordance with the UNM Policy on “Dishonesty in Academic Matters” ,2008-2013 UNM-Valencia Catalog. Students will conduct themselves professionally at all times. Inappropriate language, disruptive behavior is not professional and is not permitted in class.

Qualifications for attendance to the clinical experience

1. Meet the attendance policy.
2. Achieve 80% in each basic nursing skill upon practical exam.
3. Attain 80% or better on homework, exams, lab skill and class performance.
4. Performance of basic nursing skills in a safe, independent and professional manner.
5. Possess required equipment.
6. Obtain a completed Health Form indicating the ability to lift at least 50 pounds without assistance, up to date Immunization record, Tuberculosis test, completion of fingerprinting and FBI background evaluation from the NM Department of Health, and possess Basic Cardio Pulmonary Resuscitation for health care providers (no online courses accepted). American Heart Association (AHA) only.
7. ***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.

Equal Opportunity and Discrimination

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see : <https://policy.unm.edu/university-policies/2000/2740.html>.

Attendance Policy:

FOR THE FIRST TWO WEEKS OF CLASS: Any student who has two absences during the first two weeks of class may be dropped at the teachers’ discretion.

No more than 12 hours total of absence is allowed during the semester for the lecture and skills labs,— this is total; if you miss 8 hours of lab days and 4 hours of lecture days, or 4 hours of lecture, and 4 hours of lab, you may be dropped.

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**. Late arrival by 5 minutes will be noted, and can add up to tardiness equaling 20 minutes and thus count as an absence; Be on-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-professionalism, class participation and basic nursing skill attainment is prudent. Students will be graded as follows:

Exams and quizzes-20%

Laboratory skills-25%

Clinical Experience-30%

Class Participation and homework 15%

Final 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 cellular telephones must be turned off in class-you will be asked to leave if any interruption occurs during class resulting in an absence. **NO texting is acceptable during class time!** Any electronic equipment brought to class must be approved by Instructor before use in class. Unsafe, offensive or disruptive behavior in any portion of this course can be grounds for failure of course.

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. This includes discussions outside of the post conference that identify the facility, the staff, the patients/family members, or individual contact with the facility during CNA training.

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 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 \$100.00 for both the finger printing and background check. Students will be given pertinent information regarding background checks. Students are completely responsible for this procedure and the fees.

Dress Code: Students are required to wear scrub uniforms with white or mostly white closed toe shoes during all class and clinical time. Jewelry should be *conservative*: a watch, wedding ring or a simple ring on one finger (rings that protrude can be broken on the equipment as well as injuring patients). Earrings (**one per ear only**) should be of the stud nature and not extend beyond the ear lobe. **No other rings/studs are allowed (eyebrow, nose, or tongue). All tattoos must be covered in skills lab and clinical rotation.** 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 or comes down into face it is to be held back and away from collar and face during entire course.** This means hair must be up and back. **Due to infection control requirements from the Department of Health, no fake fingernails are accepted. Regular nails are to be short, clean, and well manicured. No polish!**

Clinical, Classroom and Laboratory skills equipment:

Required scrub uniform-must be Beige for clinical experience and skills lab.

White or light colored-closed toe shoes

Gait belt

Watch with a second hand

Stethoscope

Small notebook and black pen

Student ID with picture

Blood pressure cuff - adult size.

Upon successful completion of the CNA course (overall grade is 80%), you will be eligible to take the New Mexico State Certification Exam. Payment for the exam must be in the form of money order or cashiers check , made out to Prometric Testing. Personal checks or cash not accepted. Arrangements are to be made by the student.

PLEASE NOTE: *The instructors reserve the right to make changes to this syllabus due to unforeseen circumstances or to better meet student needs.*

