

**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. 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 Complement section to the lab to help with any basic skills that may need bolstering.

Hours/Days/Location: Class: Monday and Wednesdays, 8:30AM—1:00PM
Room H115

Clinical Experience: (Dates on Course Outline; location TBA)

Instructors	Yvette Wulf, RN, BSN	Michael Carriere, BA
Contact Information:	Phone #: 925-8600	925-8922
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	Weather: 925-SNOW (925-7660)	

Office Hours: Yvette: By appointment
Michael: By Appointment

Textbook and Workbook: “Nursing Assisting A Foundation in Caregiving” 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% 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;

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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 where applicable **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 UNMValencia 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
7. Current immunization record and Tuberculosis test
8. Completion of fingerprinting and FBI background evaluation from the NM Department of Health
9. Possess Basic Cardio Pulmonary Resuscitation for health care providers (no online courses accepted). American Heart Association (AHA) only.

Instructor will indicate date of completion for all documents to be turned in. There will be 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 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.

Title IX

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 pg 15 -

<http://www2.ed.gov/about/offices/list/ocr/docs/ga-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>

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What are the goals of the IBEST component?

Upon completion of this course, you will demonstrate the following foundational competencies, which are drawn from the National Reporting System's outcome measures for adult learners at the high adult secondary level:

- Can comprehend, explain and analyze information from a variety of literacy works, including primary source materials and professional journals.
- Can show active problem-solving skills
- Show a working understanding of units and conversions
- Writing is cohesive with clearly expressed ideas supported by relevant detail.
- Can use varied and complex sentence structures with few mechanical errors.
- Can read technical information and complex manuals and can comprehend college level books.
- Can read text and explain a procedure about a complex and unfamiliar work procedure.
- Can evaluate new work situations and processes.
- Can work productively and collaboratively in groups and serve as facilitator and reporter of group work.
- Can use common software and learn new software applications.

WHAT ARE THE GOALS OF AN I-BEST'ED CLASS

Integrated Basic Education and Skills Training or I-BEST is designed to boost student foundational reading, writing, math, and study skills so that the student can successfully complete a career-based certificate and secure living wage employment. The I-BEST program provides for 2 instructors, one trained in career content and the other in foundational skills, to work together for your success. As part of this focus on careers and foundational skills, all students will be required to complete a WorkKeys pre-test. A post-test will also be required before the end of the semester (*Date TBA*).

Before you entered this Certified Nursing Assistant class you had to complete a WorkKeys test. WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce" ("WorkKeys," 2014) and is a test used by the City of Albuquerque and other employers to hire employees. After taking this test, you will qualify for a National Career Readiness Certificate, which you can present to current or future employers as proof of your job skills and which is issued at various skill levels, depending on your test performance.

Upon completion of this course, you will demonstrate the following foundational competencies, which are drawn from the National Reporting System's outcome measures for adult learners at the high adult secondary level:

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- Can show active problem-solving skills
- Show a working understanding of units and conversions
- Writing is cohesive with clearly expressed ideas supported by relevant detail
- Can use varied and complex sentence structures with few mechanical errors
- Can read technical information and complex manuals and can comprehend college level books
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REFERENCES

(2014). In *ACT WorkKeys*. Retrieved January 9, 2014, from <https://www.act.org/workkeys/>

(2016). In *Search Jobs by Skills*. Retrieved January 9, 2014, from http://profiles.keytrain.com/profile_search/

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 or skills labs. 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.

RESEARCH PAPER

There will be a research paper assigned in this class on Bloodborne disease. It is worth 100 points. You will turn it in a total of three times, once as a rough draft where it is worth 20 points, a second time as a rewrite where it is worth 20 points, and the final time where it is worth 60 points.

Homework Policy: You will receive **partial** credit for late homework assignments if turned in the **next** class day - it will not be accepted thereafter. If the research paper is not handed in by the next class period, the paper will be worth only a max of half the possible points, this does not take into account what you receive based off the rubric.

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:

Paper	10%
Exams and quizzes	10%
Laboratory skills	20%
Clinical Experience	25%
Class Participation and homework	10%
Group Presentation	15%
Final	10%

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Letter Grading Scheme:

A	90-100%
B	80-89%
C	80% IS REQUIRED TO RECEIVE UNM CERTIFICATE (CERTIFICATE REQUIRED FOR STATE CERTIFICATION EXAM)
D	70-79%-
E	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: This 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!**

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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.*

The University of New Mexico – Valencia Campus

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.

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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:

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- **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

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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

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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>

2018		September				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	01	02
03	04	05	06	07	08	09
Labor Day		Exam 1 Review; Present Elderly Interview (informal presentation); Military Time; HW Chapters 9-11 Reading/Workbook				
10	11	12	13	14	15	16
; Transfers, Bed Baths, Denture Care Exam 1 (Chapters 1-8); Chapters 9-11 Due ; HW Chapters 12-14 Reading/Workbook		Workplace Mathematics; Infectious Disease Paper and presentation assigned ;				
17	18	19	20	21	22	23
Chapters 12-14 Due ; HW Chapters 15-17 Reading/Workbook; ; Peri-Care, Catheter care, Incontinent care		Writing Center Presentation on APA ; Quiz #2 (Abbreviations)				
24	25	26	27	28	29	30
Chapters 15-17 Due ; HW Chapters 18-20 Reading/Workbook; Partial Bed Bath, ROM, Bed Pans, Briefs.		Exam 2 Review, Infectious Disease rough draft due (20 points possible) ; Grammer Lesson; Quiz #3 (Med Term and Abbreviations)				
01	02	Notes:				

2018		October				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01	02	03	04	05	06	07
Chapters 18-20 Due; Exam #2 (Chapters 8-17); HW Chapters 21&25 Reading/Workbook; Group Project assigned; Transferring, I&O Calculations. Weights		Workplace Mathematics				
08	09	10	11	12	13	14
Chapters 21 & 25 Due; HW Chapters 26 & 27; eeding Visually Impaired		Working Day	Fall Break	Fall Break		
15	16	17	18	19	20	21
Chapters 26&27 Due		Infectious disease paper rewrite due; Working Day				
22	23	24	25	26	27	28
Skills Practice		Exam 3 review, Skills Practice				
29	30	31	01	02	03	04
Group Projects Due		Exam 3 (Chapters 18-26); Working Day				
05	06	Notes:				

2018	November								
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY			
29	30	31	01	02	03	04			
05	06	07	08	09	10	11			
Infectious Disease Papers due 60 points possible on paper (presentation)		Infectious Disease Papers due 60 points possible on paper (presentation)							
12	13	14	15	16	17	18			
<i>Skills Final</i>		Skills Final							
19	20	21	22	23	24	25			
Clinical Belen Medows 12:00-8:00 PM		Clinical Belen Medows 6:45 AM--2:45 PM	Thanksgiving Break	Thanksgiving Break					
26	27	28	29	30	01	02			
Clinical Good Life		Clinical Good Life							
03	04	Notes:							

2018	December					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	01	02
03	04	05	06	07	08	09
Final Review		Clinical Experience Paper and Presentation				
10	11	12	13	14	15	16
Final		TABE Post Test				
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	Notes:				

