

CERTIFIED NURSING ASSISTANT PROGRAM (8 CREDITS)

ALLIED HEALTH – CNA 101-502
SYLLABUS CNA FALL 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: **LLHS- M- W 1600-2000**
Skill Laboratory: **LLHS- As above**
Clinical Experience: To be determined (Dec 2019)

Office Hours: By Appointment: **LLHS- After school M, W, F**
Instructor: LLHS / UNM-VC - Kay Russell, MSN RN
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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.

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, 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 (Skills Final).
- 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).

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 **16 hours** of absence during Lecture and skills lab. Arrangements must be made by the students to make up missed work. **ABSOLUTELY NO ABSENCE IS ALLOWED DURING CLINICAL** **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.

Lab Fees: Per UNM-VC Course Catalog

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 Allied Health Dept Staff at UNM-VC. Students will also need to take 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, and Drug Screen (See UNM-VC Handbook for details) for review by Allied Health Dept Staff at UNM-VC.

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 Gemalto (payee subject to change)- 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	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, specifics regarding payment to follow. **(Personal checks or cash not accepted.)**

IN SUMMARY, the following MUST be maintained in a portfolio to be kept by the student. The student is responsible for taking portfolio to the clinical setting. The portfolio will be periodically checked by your instructor prior to clinical experience:

- *CPR* for HealthCareProviders (BLS) 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 (LLS Sports Physical is acceptable), a copy of an up to date immunization record with documentation of the Hepatitis B series, 2 Measles, Mumps and Rubella (MMR) injections, 2 Varicella (Chicken Pox), current Tuberculosis test, Tdap and Influenza. Current Drug Screen.

The Instructor reserves the right to change/amend the syllabus as needed/required throughout the course