SAN DIEGO CONTINUING EDUCATION

Syllabus Fall 2021

Nurse **Assistant** Training Program

CRN 1-Theory: 75628
CRN 2-Group A Clinical: 75629
CRN 3-Group B Clinical: 75630

Meets Monday-Friday 8am-4pm Online

Clinical Tuesday - Friday 8am-4pm

Skills lab Tuesday & Wednesday 8:30am-11:30am Group A; 12:00pm-2:30pm Group B

During Clinical: Theory every Monday online; Clinical Tuesday-Friday at the clinical site

Table of Contents Organized by page numbers

Professor Kenny Parker, MA, LVN Contact Information: Email kaparker@sdccd.edu

Clinical Instructors: Kenny Parker MA, LVN Email kaparker@sdccd.edu &

Anthony Nuncio BA, MSN, RN, CCRN-K, TNCC Email: anuncio@sdccd.edu

Welcome to SDCE Nurse Assistant Training Program

We are looking forward to working with each of you this semester. All of your Professors have taught this course several times and are always impressed by the quality of work our students produce. We are confident that you will also create a strong collection of professional and clinical skills at the end of this class. Remember, learning new skills is a process and it takes work but being registered for this class is a good step towards becoming a better caregiver.

Mindset: Our past experience shows that students with an open mindset are more likely to reach their academic goals. Essentially, a person with an open mindset believes they can learn (even when it's difficult) and that the key to learning is putting in effort. We will do our best to encourage you to succeed.

Student Hours:
Monday-Friday 8am-4pm
Mon-Fri by Appointment 4:00pm-5:00pm

So, what will I learn?

This is the catalog description for this class, which sums up what this class focuses on:

Student Learning Outcomes (SLO's)

1. Students make appropriate decisions to deliver proper nursing care within the nurse assistant's scope of practice using basic terminology.
2. Student applies the knowledge & skills practiced in skills lab to the clinical setting.
3. Students avoid injury to self and patients by utilizing safety measures prescribed by OSHA and CDC.

Upon completion of this course, the student will be able to:
1. Demonstrate an understanding of patient rights.
2. Explain the role of the Certified Nurse Assistant in California.
3. Perform basic nursing skills to state defined standards.
4. Identify and be able to apply key concepts in infection control, environmental safety, and emergency procedures.
5. Recognize abnormal changes in body functioning and report these changes to a supervisor in both verbal and written forms.
6. Modify and adapt nursing behavior as an appropriate response to the patient behavior, expressed or implied needs.
7. Identify and explain the implications of the developmental tasks associated with the aging process.
8. Communicate effectively and demonstrate appropriate basic nursing care and responses to the cognitively impaired patient.
9. Describe appropriate avenues to resolve grievance and disputes.
10. Provide needed assistance in getting to, and participating in, patient and family groups and other activities.
11. Perform basic restorative services.
12. Search careers and /or colleges on-line.
13. List 3 other allied healthcare occupations, education required, and local institutions where the education or training may be accessed.
14. Describe a job interview, resume and resources used for career development.

What materials do I need?

Times are hard and textbooks are expensive. Good news is you can obtain your materials from San Diego City College (SDCC) bookstore. (Can I get a hi-five?)

1. Textbook for Nursing Assistants: Hartman's Nursing Assistant Care Long-Term Care 4th Edition, Authors: Susan Alvare Hedman, Jetta Fuzy, RN MS and Suzanne Rymer, RN-BC LSW ISBN: 978-1-60425-074-9
   https://www.hartmanonline.com/NursingAssistantCare/index.html
2. Workbook to Accompany Hartman's Nursing Assistant Care Long Term Care 4th Edition; Hartman Publishing, Inc. ISBN: 978-1-60425-075-6
3. Manual blood pressure cuff, stethoscope, gait belt-Loaner supplies available through SDCC bookstore.

How will I log into Canvas?

To be successful in this class you will need to log into CANVAS on a daily basis for additional readings, assignments, handouts, and discussion board activities. We want you know that you will not be successful in this class unless you are checking the site regularly. Here is the link that walks you through how to log on:

- **Access the Canvas Login page:** https://sdccd.instructure.com
- **Type your Username:** 10-digit College Student Identification (ID) number
- **Type your Password:** mm/dd/yyyy (birthdate with no hyphens, slashes, or spaces)
- For example: 0009010101 (ID number used at registration)
             06031980 (password for birthdate June 3, 1980)
- Returning online students, use your current password.
- After logging in, you will see your **Canvas Dashboard** page with your courses listed. Click on the name of the course to access it.
- Online Students: Your instructor expects you to login on the first day of instruction and follow the directions in the Syllabus.

NEED HELP LOGGING IN? For technical assistance, our helpdesk staff are standing by 24/7 to assist you. Call toll-free **(844) 612-7421** or email: support@instructure.com

I have also attached a tutorial link for navigating through CANVAS: https://vimeo.com/74677642

CONVERSATIONS (INBOX)-If you have a personal question, please contact me using the Conversation tool within Canvas. You can access conversations via the Inbox link on the Global Menu. **Watch this video tutorial on how to use the Conversation tool.**

How will my grade be determined? Letter Grade Assignment: Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Grade	Percentage
A	90-100
B	80-89
C	75-79
F	Less than 75

Explanation of assignments:

1. **Homework requirements** –Completion helps with exam prep. Assigned workbook is due before each exam.

2. **Expected Participation**- To learn and master skills and materials, try to give 100% participation. If students not actively participating in lab or group assignments will be asked to leave for the day.

3. **Test:**13 multiple choice tests-25 questions, 2 skills test-25 points & 100 points, 100 question midterm & 125 question Final-multiple choice, matching, T/F. Will need 75% on tests.

4. **Lab Practice/Clinical-** we encourage every student to satisfactorily, competently, and safely perform skills while conducting self in a professional manner per standards of the healthcare industry.

5. **Class Discussions**-Every day, there will a post of either a case scenario or clinical skill with questions. You will need to follow the instructions and submit by the due date. Then respond to two different postings. Remember participation is key.

    a. How do I post a discussion: https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Students/ta-p/383515

6. See Nurse Assistant Handbook for more detail

Completion of Assignments

- Be proactive, contact the instructor before the due date when you need extra time to do an assignment
- Time management will be key to complete and submit homework on time. We would not want your grade may go down for late submission of homework.
- We would like every student to participate in clinical placement. However clinical will be postponed if your workbook is incomplete.

SDCE Diversity Pledge:
As a community, we believe that every person has worth as an individual. Every person is entitled to dignity and respect, regardless of age, class, color, disability, gender, nationality, race, religion, or sexual orientation. Thoughts and acts of prejudice have no place in the San Diego Continuing Education community.

SAN DIEGO CONTINUING EDUCATION

Resources:

DSPS

means

Disability Support
Programs & Services

by allacronyms.com

Please contact the DSPS Counselor at Your Campus for Accommodation Needs

Disabilities are not a reflection of who you are, but of how your brain/body works. Maybe eventually we will not call them 'disabilities" anymore. Understanding how you may learn the material of skills is the first step to reaching your goal. Most people are too afraid to ask for help, if you know or think you have any learning or physical disabilities, you may also get additional resources at http://www.sdce.edu/services/dsps. DSPS services are confidential and voluntary.

COUNSELING/STUDENT SERVICES

With life changing events, especially now with the COVID pandemic you may need help with a personal problem or advice about your studies. If you feel that there potentially maybe a problem, you can make an appointment with a counselor. Remember, a counselor can help you make a plan to reach your goals: improving your English, getting your GED, enrolling in a job training class or attending college. If you need help preparing your resume, you can contact our job developer, Zuri Williams at zwilliams@sdccd.edu. If you need help finding employment, you can contact the Career Development Services Counselor at (619)388-4847 or go to this website -http://cds.sdce.edu.

Is this your first online class? (READ)

If this is your first online class, the Online Education Initiative (Links to an external site.) (OEI) has made available some excellent resources on helping students get ready for the rigors of the online learning environment:

Online Student Readiness Tutorials (Links to an external site.)

As you work through this Canvas course, it is important to think about the word netiquette, which is a mix-up of the words "internet" and "etiquette." It describes guidelines for polite contact online. Below we've presented a visual adaptation of the Core Rules of Netiquette (Links to an external site.). A universally accessible text version of this image is available at http://bit.ly/NetiquetteText (Links to an external site.).

SAN DIEGO CONTINUING EDUCATION

Policy on Academic Honesty, Make up Exams, Late Policy and Attendance

Policy on Academic Honesty

1. Students should actively participate in classroom activities.

2. Our school has rules about academic dishonesty:

   - Students are not permitted to cheat on class assignments or tests.
   - Students are not permitted to use false information.
   - Students may not copy the language or ideas of another person and use them as their own ideas.

3. An instructor will take the following steps if he/she thinks a student has been dishonest in completing a classroom assignment or test:

   - Discuss the situation with the student. Make sure that the student understands why his/her action is dishonest.

   - If the student did not understand that his action was dishonest, the instructor can give the student a warning.

   - If the student knew that his action was dishonest, the instructor can give him/her a failing grade.

Make up Exams

Throughout the course there will be specific days allocated to make-up exams. Please see the schedule.

Late Work Policy

All assignments for this course will be submitted directly to Canvas. Assignments submitted by the given deadline or special permission shall be requested from instructor before the due date. Extensions will be given only under extreme circumstances.

All assignments are to be completed by the assignment due date and time. Late assignments will affect the student's grade. Failure to complete all course requirements will result in no credit given. All work must be current or student will not be admitted to clinical. **See Nurse Assistant Handbook for more detail.**

Class Attendance

Students need to attend class daily. A student can only be absent up to but no more than 10 hours of Theory and Clinical. Missing more than the allotted hours may cause a student to be dropped from class. Nurse Assistant Training is regulated by the California Department of Public Health (CDPH).

Few final words: San Diego Continuing Education

Certified nursing assistants (CNAs) fill a critical gap between patients and nurses – providing quality-of-life care to patients in hospitals, nursing homes, long-term care and hospice facilities, and in residential settings. https://youtu.be/k2ZL9M5AIH8

SAN DIEGO CONTINUING EDUCATION

State Exam information

California State Competency Test-Manual and Written

Cesar Chavez Campus; 1st floor

Date November 3, 2021

Instructions:

1. Be there by 0830
2. Wear uniform, watch, and name tag
3. Bring Social Security Card & Legal Picture ID such as CA driver's license, military ID
4. California Dept. of Health 283B form-signed by instructor and distributed on test day.
5. Lunch
6. Pencils
7. Thumb print will be done on site.
8. Optional- translation dictionary with no writing in it. No Electronic Translators.

National Nurse Aide Assessment Program (NNAAP) Written Exam and Skills Evaluation is $100. Oral Exam is $115. Rescheduling fee is $25.   Money order or cashier's check is made payable to Regional Testing Center.

Regional Testing Center

15744 Golden West Street-Library, Room 16

Huntington Beach, CA 92647

(714) 895-8708

http://regionaltestingcenter.org

SAN DIEGO CONTINUING EDUCATION

Date	Test	Test Points	Chapter & Subject	Your Total Points	Grade % Your Total Pts. Total Possible Points	Total points possible	Your Total Points	Grade % Your Total Points Total Possible Points
	T-1		1,2,3 Intro			25		
			(Need 19pts=76%)					
	T-2		5 Infection			+25		
						=50		
	T-3		4, 8, 20 Communication			+25		
						75		
	T-4		6, 7 Safety			25		
						100		
	T-5		10, 21 Positioning			25		
						125		
	T-6		14 Vital Signs including pain			25		
						150		
	T-7		11, 12 Wt., Ht., Beds, ATD			25		
						175		
	T-8		13 Personal Care Skills			25		
						200		
	T-9		15 Nutrition & Hydration			25		
						225		
	T-10		16, 17 Urinary & Bowel			25		
						250		
	Midterm		**Midterm (Need 75 pts.)**			100		
			Cumulative Total			**350**		
350pts. x 75%= 263 pts. Need 263 points to continue into clinical.								
	Test							
	Skills1		Skills Test 1			25		
						375		
	T-11		Dementia & Death/Dying			25		
						400		
	T-12		9 Healthy Body & 18 Diseases or Disorder			25		
						425		
	T-13		22 Special Skills & Caring for your Career			25		
						450		
	Skill-2		Skills Test #2			100		
						550		
	Final		Final Exam (need 94 pts.-75%)			125		
						675		
675 X 75% = 506 pts. Need 506 pts. To pass theory portion, skills test #2 and meet clinical and nursing lab objectives and standards.								