

OLYMPIC COLLEGE NURSING ASSISTANT PROGRAM

H-OCC 112—Tools for Success 2 CREDITS

Spring Quarter 2009 - Bremerton

LOCATION: Health Occupations Building Room 141

DAYS/TIMES: April 8 – April 14, 2009
Please see schedule for specific class times and dates.

Director: **Mary Polensky, RN, BSN** Nursing Assistant Program Director
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COURSE DESCRIPTION:

HOCC 112 provides students with interpersonal and intrapersonal tools for success in the workplace. Successful completion of the NAC courses will prepare students for employment as a Certified Nursing Assistant (NAC). In order to pass, students must complete each course with a minimum grade of **2.3** or above. Students earning 2.2 or below will receive a grade of 0.0.

The Olympic College Nursing Assistant Course meets and exceeds the requirements for Nursing Assistant Certified training mandated by the state of Washington. It includes 110 hours of classroom and skills lab learning and 80 hours of clinical education. **All five NA classes (110, 112, 114, 116 & 118) must be completed within one year to test for certification.**

LEARNING OUTCOMES:

The student will be able to identify own learning style and use skills of “learning how to learn”.

The student will be able to:

- Identify the scope of practice in the role of Nursing Assistant Certified;
- Use effective verbal, listening, and written communication skills;
- Use language and behavior that demonstrates respect for individual differences;
- Apply a problem solving process to manage a work-related issue or conflict.

The student will be able to:

- Collaboratively work as a team member to complete a task or project;
- Apply personal values to an ethical decision making process;
- Demonstrate self-awareness and self-management;
- Demonstrate a sense of “wellness” through physical, social, and emotional growth.

The student will be able to:

- Demonstrate effective job search skills.

TEXTBOOKS:

Carter, Pamela (2008). *Lippincott's Essentials for Nursing Assistants* (textbook), Lippincott, Williams & Wilkins.

Carter, Pamela (2008). *Workbook to Accompany Lippincott's Essentials for Nursing Assistants* (workbook), Lippincott, Williams & Wilkins.

Revised Fundamentals of Caregiving, Washington State DSHS/ADSA, Second Edition, July 2005.

STUDENT RESPONSIBILITIES:

- Be here to enjoy, discover, think, participate, contribute, and learn!
- Attend ALL class sessions. (Please refer to the Letter of Agreement found in the Nursing Assistant Student Handbook, p.17) You will be counted tardy if you are more than 5 minutes late.
- Read and study assigned material and complete assignments before class.
- Complete and turn in assignments on time.
- Participate in class discussions and activities.
- Turn off cell phone during class.
- Listen to, respect, and learn from others in the class. *See class contract for additional information!*

SKILLS WORKSHOP (optional):

This optional workshop is for students to brush up or learn basic skills in areas such as writing, math, computer literacy, and reading. Students may attend partial days. Workshop topics will be determined by the students in accordance with their needs.

AVAILABLE SUPPORT SERVICES:

Counseling Services: The Counseling Team provides support for the educational and personal development of students. To assist students, a variety of services are offered, which include personal, career and educational counseling, teaching classes and workshops, and providing consultation and referral services to faculty and staff. Counselors provide a wide variety of services designed to help students deal with problems that can get in the way of success in college. Stop by College Services Center, 3rd floor or call 360-475-7530 for an appointment or go to <http://www.olympic.edu/Students/StudentServices/CounselingServices>. **Note:** If you are experiencing a psychological crisis and cannot wait until we are open, please call the **Crisis Clinic** at 479-3033 in Kitsap County and 586-2800 in Mason County.

The Writing Center: The Writing Center provides assistance with writing, reading, assignment interpretation, and critical thinking. Stop by Humanities Bldg., room 115 to make an appointment.

Student Computing Lab: Enter through Humanities Bldg., room 118. Go to <http://www.olympic.ctc.edu/> for current lab hours and information.

Access Services: If you are a student with a permanent or temporary disability and would like to request accommodations, please contact the Access Services office, located in Humanities Bldg., room 114. You may also call 475-7540 to schedule an appointment or go to <http://www.oc.ctc.edu/StudServ/Access/index.html>.

Haselwood Library: The Haselwood Library offers students and the community the opportunity to study, conduct research, and learn outside the classroom. An integral part of the college experience, the library offers a wide variety of resources, guidance, and a quiet place for study and reflection. Call 475-7266 for hours or go to <http://www.oc.ctc.edu/CampRes/Lib/index.html> for online catalog, databases, and resources.

Media Services: Located in the Haselwood Library is available to students for production assistance and audio-visual equipment. Call 475-7770 or go to <http://www.oc.ctc.edu/CampRes/MediaServ/index.html>.

Internet access: All students are required to have an email account and to check it regularly. The following are the steps for setting up and logging into your Outlook Web access account:

- Enter your username in the space labeled **User Name**. Your username is your first and last name. For example, if your name is James Percy Smithers, your username is **JamesSmithers**.

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- Enter your password. It should be the same password you use for your student account.*
* (If you are using Windows 98 or older, enter INSTRUCTION in the domain box.)
- Never check the checkbox labeled **Remember my password**.

Your email address is your first and last name with **@inst.oc.ctc.edu** appended to it. For example, if your name is James Percy Smithers, your email address would be **JamesSmithers@inst.oc.ctc.edu**.

GRADING:

To successfully complete the class, a 2.3 grade point must be earned in HOCC 112. Attendance is mandatory and points will be deducted for attendance infractions. Ten (10) points will be deducted for each absence and five (5) points will be deducted for each tardy. **Absence/tardiness is to be reported before class begins via phone to Mary Polensky, Program Director**, at (360) 475-7764. Content and materials missed in class are the responsibility of the student. In addition, students must comply with the requirements in the "Olympic College Nursing Assistant Student Letter of Agreement" (See Student Handbook). Successful completion of *all* portions of the NA Program within one year is required in order to be eligible to take the Washington State Nursing Assistant Certification examination.

Academic Honesty:

Students are expected to comply with The Code of Student Conduct: WAC 132C-120. If any academic dishonesty occurs, a grade of 0.0 will be assigned for the course. Printed copies or excerpts may be found in many of OC's publications or you may go to the website:

<http://www.leg.wa.gov/wac/index.cfm?fuseaction=chapterdigest&chapter=132C-120>. All forms of dishonesty are prohibited, including cheating, plagiarism, knowingly furnishing false information to the college, and forgery.

There is a total of 100 points for HOCC 112. Late assignments will have 25% of points deducted for each day late after due date. Students must earn a minimum of **75 points** (2.3 grade point) in HOCC 112 to successfully pass the course. **Attendance is mandatory and points will be deducted for attendance infractions.** Ten (10) points will be deducted for each absence and five (5) points will be deducted for each tardy. **Absence/tardiness is to be reported before class begins via phone to Mary Polensky, Program Director**, at (360) 475-7764. Content and materials missed in class are the responsibility of the student.

The grading scale for HOCC 112 is as follows:

4.0 Scale	From	To	4.0 Scale	From	To	4.0 Scale	From	To
4.0	98.6	100	3.3	88.6	89.9	2.6	78.6	79.5
3.9	97	98.5	3.2	87	88.5	2.5	77	78.5
3.8	95.6	96.9	3.1	85	86.9	2.4	76	76.9
3.7	94	95.5	3.0	83.8	84.9	2.3	75	75.9
3.6	92.6	93.9	2.9	82.6	83.7	0.0	0	74.9
3.5	91.2	92.5	2.8	81	82.5			
3.4	90	91.1	2.7	79.6	80.9			

HOCC 112 Assessment Breakdown:

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|---------------------|-----------|
| • Journal entries | 30 points |
| • Team Presentation | 20 points |
| • Team Analysis | 5 points |
| • Career Portfolio | 25 points |
| • Quiz | 20 points |

Total points

100 points

Assignments

Journal Reflections – These will be completed daily in class and should be at least one page, hand-written, with much thought and reflection on the prompts given. These are designed for you to utilize effective written communication skills, demonstrate self-awareness and critical thinking skills. **10 points available for each reflection activity.**

Team Presentation – Participate in a small group presentation. With a team of four or five classmates, prepare a presentation on a topic related to selected aspects of human relations in the workplace. Topics for presentation must be approved by the faculty. Presentation should be 15-20 minutes and will be made to the entire class. Originality and creativity should be stressed. **See rubric for grading expectations.**

Team Analysis – Following your group presentation, prepare a written analysis of your team's development and task completion process. Include in your analysis a description of the roles each member took on and an assessment of your individual and team effectiveness during this project, as well as suggestion of how the process could have been improved. **Form for team analysis will be handed out in class.**

Career Portfolio – Prepare a resume and cover letter in a standard business format. These documents should accurately reflect your current skills and experience and should be written in response to an *actual job position* for which you are applying. Each document should be one page. Be sure to include a copy of the job announcement, ad, or description used to draft the resume and cover letter. Also include a list of references, copies of your immunization records, CPR & HIV/AIDS Certificates and any other pertinent awards, licenses or certifications that you possess, as well as a handwritten interview thank you note. Each of these pieces needs to be included to make the portfolio complete. **See rubric for grading expectations.**

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Date	Topics	Readings & Assessment
4/8/09 9:00am-4:30pm	Learning styles and “learning how to learn” Scope of practice in the role of Nursing Assistant Certified Job search tips/techniques Teamwork and communication Library “field trip”	Carter Ch. 2 & 4 RFOC Module 3, 6 <i>Learning Styles Inventories</i> <i>In-class Journal reflection</i>
4/9/09 9:00 am-12:00pm	Skills Workshop (optional)	
4/13/09 9:00am-4:30pm	Personality Types Workshop Diversity Mock Interviews Conflict resolution & group problem-solving skills Ethics Stress Management	Carter Ch. 3; Ch. 5 p. 87-89 RFOC Module 11/Lesson 1 <i>Career Portfolio due</i> <i>In-class Journal reflection</i>
4/14/09 9:00am-3:30pm	Cultural Diversity Team presentations <ul style="list-style-type: none"> • Communication skills and customer satisfaction • Job search tips • Ethics • Motivation & empowering others • Stress and time management • Cultural diversity 	<i>In-class Journal reflection</i> <i>Team Presentations due</i> <i>Team analysis due—to be completed in class</i> <i>Cumulative Quiz</i> <i>Evaluations</i>
4/15/09 9:00am-12:00pm	Skills Workshop (optional)	

This syllabus is a guide and may change during the quarter; students will be notified of changes.