

OLYMPIC COLLEGE NURSING ASSISTANT PROGRAM

H-OCC 114—Fundamentals of Nursing Assistant 3 CREDITS

Spring Quarter 2009 - Bremerton

LOCATION: Health Occupations Building Room 141

DAYS/TIMES: April 14 – April 28, 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 114 provides the basic nursing assistant classroom content as required by federal and state laws. Successful completion of the NA 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

- Demonstrate knowledge of and responsiveness to the laws and regulations which effect nursing assistant practice.
- Identify the scope and limitations of the role of Nursing Assistant;
- Recognize behavior which maintains and respects clients' rights and promotes clients' independence;
- Recognize and respect the client's need for privacy and maintenance of confidentiality;
- Explain the purpose of the Health Insurance Portability & Accountability Act (HIPAA) of 1996; and
- Promote and respect the client's right to make personal choices to accommodate their needs.

The student will be able to

- Apply principles of human growth and development and the aging process while caring for clients;
- Identify common basic human needs; and
- Recognize and report abnormal signs and symptoms of common diseases and conditions.

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The student will be able to:

- Identify procedures and techniques to prevent the spread of microorganisms;
- Describe signs & symptoms of pain;
- Describe role of Nursing Assistant for reporting pain;
- Identify safety measures and emergency procedures; and
- Identify factors in the client's environment that will promote safety and comfort.

The student will be able to discuss ways to provide and encourage good nutrition.

The student will be able to:

- Utilize medical terminology and abbreviations in communications;
- Explain the role of the Nursing Assistant in the care planning process; and
- Identify when and how to report and document information.

The student will be able to:

- Demonstrate the ability to meet the mental health and psychosocial needs of clients ;
- Demonstrate modification of his/her behavior in response to the behavior of cognitively impaired clients;
- Demonstrate methods that are beneficial in directing and assisting cognitively impaired clients with activities of daily living;
- Define developmental disability;
- Define the habilitation model used in the care of clients with developmental disabilities; and
- Describe services provided in various types of long term care facilities.

The student will be able to:

- Identify his/her own feelings and reactions related to death and dying;
- Begin to develop an understanding of the needs of the dying client and family; and
- Identify the imminent signs of death.

The student will be able to:

- Demonstrate effective communication skills both written and oral
- Use basic math skills to solve job related problems

The student will be able to:

- Demonstrate knowledge of content related to caregiving specific to Revised Fundamentals of Caregiving

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.

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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**.
- 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**.

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GRADING:

To successfully complete the class, a **2.3 grade point** must be earned in **HOCC 114**. Points will be deducted for attendance infractions. (See Student Handbook.). In addition, students must comply with the requirements in the “Olympic College Nursing Assistant Student Letter of Agreement”. 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 114. *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 114 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. 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.

The grading scale for HOCC 114 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 114 Assessment Breakdown:

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| • Workbook assignments (3—2 @ 5 points, 1 @ 10 points) | 20 points |
| • Quizzes (3) | 60 points |
| • Journals (4 @ 5 points) | 20 points |

Total points

100 points

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Date	Topics	Readings & Assessment
4/14/2009	Scope and limitations of the role of NAC	
4/15/2009 9:00am-12:00pm	Basic Skills Lab (optional)	<i>Test Anxiety Workshop</i>
4/20/09 9:00am-5:00pm	Resident rights and HIPAA laws Growth and development Body structure and function, aging process and related health problems <ul style="list-style-type: none"> Integumentary system Musculoskeletal system Respiratory disorders Cardiovascular disorders 	Carter Ch. 1, 2 & 5; handouts Carter Ch., 7 (p. 107-129) & 8 (p. 161-182), RFOC Module 2, Module 7 (lesson 1) <i>Journal</i> <i>**NOTE**</i> <i>Not all parts of the workbook will be completed; assignments will be announced in class</i>
4/21/09 9:00am-5:00pm	Body structure and function, aging process and related health problems <ul style="list-style-type: none"> Urinary disorders Reproductive disorders Endocrine disorders Digestive disorders Nutrition Prevention and control of infection	Carter Ch. 4 (p. 68- 73), 7 (139-155), 8 (p. 191-200), 10, 21 & 28; Appendix B; Glossary RFOC Module 4, p. 60-70, Module 8 (lessons 1 & 2), Module 9 (lesson 1) <i>Workbook Ch. 1, 2, 5, 7, 8</i> <i>Journal</i> <i>Food Pyramid Potluck Lunch</i> <i>Quiz</i>
4/22/09 9:00am-12:00pm	Basic Skills Lab (optional)	
4/27/09 9:00am-5:30pm	Growth and development, aging process and related health problems <ul style="list-style-type: none"> Nervous system disorders Sensory disorders Mental health disorders Dementia Developmental disabilities	Carter Ch. 7 (130-138), 8 (p. 183-190, 200-205), Ch. 26 & 27; handouts <i>Workbook Ch.4, 7, 8, 21 & 28</i> <i>Journal</i> <i>Quiz</i>
4/28/09 9:00am-5:30pm	Safety and emergency care End of life issues Pain, comfort, sleep Documentation CASAS Testing	Carter Ch. Ch. 6 (p. 93-96), 11, 12, 13 (p. 296-306) 24, 25 RFOC Module 11, lesson 2 <i>Workbook Ch.6, 7, 8, 12, 13, 24, 25, 26, 27</i> <i>Journal</i> <i>Quiz</i>
4.29/09	Basic Skills Lab (optional)	

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