Course Syllabus

PS Number: 88602  Semester: Spring  Year: 2016

Faculty Name: Heather Dales  Title: Instructor

Course Prefix and Number: NAA 100  Course Credit Hours: 3.00

Course Prerequisites: None

Course Title: Nursing Assistant Skills I

Catalog Course Description: Provides knowledge and skills for nurse aides to assume the role and responsibility required in a long term care setting. The focus is communication, infection control, safety, resident/patient rights, and basic nursing skills. Note: Faculty and clinical sites must comply with applicable Federal and Kentucky laws and regulations including but not limited to 42 USC 1396r and 907 KAR 1:450. Lecture: 2 Credits; Laboratory: 1 Credit

Note: The Department for Medicaid Services dictates that this “basic course” consists of a minimum of seventy-five (75) hours with a minimum of sixteen (16) hours of supervised practical training.

*Business and Industry training credit is given for the BSCTC program. Acceptance is dependent on the discretion of individual institutions.

Instructor Contact Information:

Campus Location: Pikeville  Building & Room: S229

Office Hours: To be announced

Office Phone Number: 606-218-1256  Alternate Number:

Best Times to Call: 8:00 a.m. – 9:00 p.m.

KCTCS Email: Hdales0001@kctcs.edu

Special Instructions: Not applicable
**Supervisor Contact Information:**

Name: Marsha McKenzie

Campus Location: Prestonsburg  
Building & Room: Campbell, Room C120K

Office Phone Number: (606) 886-3863, Ext. 64745

KCTCS Email: Mmckenzie0023@kctcs.edu

**Text and Supplies:**


[www.cdc.gov/mmwr/preview/mmwrhtml/00001450.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/00001450.htm)

Liability Insurance

Stethoscope

Blood Pressure Kit

Clinical Uniform

Shoes

Watch with a Second Hand

**KCTCS General Education Competencies**

Students should prepare for twenty-first century challenges by gaining:

**A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.**

*Method to Achieve Competency:*

Reading assignments, lecture, and interaction with peers and patients.

**B. Intellectual and practical skills, including**

- inquiry and analysis
- critical and creative thinking
• written and oral communication
• quantitative literacy
• information literacy
• teamwork and problem solving

Method to Achieve Competency:
Communicating through lecture, lab/skill demonstrations, and clinical practicum.

C. Personal and social responsibility, including
• civic knowledge and engagement (local and global)
• intercultural knowledge and competence
• ethical reasoning and action
• foundations and skills for lifelong learning

Method to Achieve Competency:
Reading assignments, homework assignments, skill practice, and clinical practicum.

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Method to Achieve Competency:
Applying knowledge learned in lecture, lab and skill demonstrations, and clinical practicum.

Course Specific Competencies (Student Outcomes):
I. Introduction: The 1987 Omnibus Reconciliation Act (OBRA)
II. Sixteen (16) hours of training in the following areas are required prior to any direct contact with the resident:
   A. Communication and Interpersonal Skills
   B. Infection Control
   C. Safety/Emergency Procedures, including clearing the obstructed airway-conscious adult
   D. Promoting Resident’s Independence
   E. Respecting Resident’s Rights
      1. Providing privacy and maintenance of confidentiality
      2. Promoting the resident’s rights to make personal choices to accommodate their needs
      3. Giving assistance in resolving grievances and disputes
      4. Providing needed assistance in getting to and participating in resident and family groups and other activities
      5. Maintaining care and security of resident’s personal possessions
      6. Promoting the resident’s right to be free from abuse, mistreatment, and neglect, and the need to report any instances of such treatment to appropriate facility staff
      7. Avoiding the need for restraints in accordance with current professional standards

Lab Competencies (Student Outcomes): (Enter N/A if this does not apply.)
A. Personal Care Skills
   1. Transfers, positioning, and turning
   2. Caring for the resident’s environment
   3. Bathing
   4. Grooming, including mouth care
   5. Dressing
6. Skin Care

7. Bedmaking
8. Assisting with eating and hydration
9. Proper feeding techniques
10. Toileting, including specimen collection

B. Basic Nursing Skills
1. Taking and recording vital signs
2. Measuring and recording height and weight
3. Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor

C. Mental Health and Social Service Needs
1. Modifying aide’s behavior in response to resident’s behavior
2. Awareness of developmental tasks associated with the aging process
3. How to respond to resident behavior
4. Allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the resident’s dignity
5. Using the resident’s family as a source of emotional support

D. Care of the Cognitively Impaired Residents
1. Techniques for addressing the unique needs and behaviors of individuals with dementia
2. Communicating with cognitively impaired residents
3. Understanding the behavior of cognitively impaired residents
4. Appropriate responses to the behavior of cognitively impaired residents
5. Methods of reducing the effects of cognitive impairments

E. Basic Restorative Services
1. Training the resident in self-care according to the resident’s abilities
2. Use of assistive devices in transferring, ambulation, eating, and dressing
3. Maintenance of range of motion
4. Proper turning and positioning in bed and chair
5. Bowel and bladder training
6. Care and use of prosthetic and orthotic devices

F. Caring for Residents when death is imminent

Course Outline:
March 14, 2016 10:00 a.m.-2:00 p.m. Introduction to NAA 100
Chapter 1: The Nursing Assistant Working in Long-Term Care
Chapter 2: Resident’s Rights, Ethics, and Laws
Chapter 4: Communicating With the Health Team
Workbook: Chapter 3: Work Ethics; p.13-15, Questions 1-1-46, 52-64 & crossword
Due: March 21
March 16, 2016  10:00 a.m.-2:00 p.m.  Chapter 5: Assisting With the Nursing Process  
Chapter 6: Understanding the Resident  
Chapter 8: The Older Person  
**Workbook:** Chapter 7: Body Structure and Function; p.32-39, Questions 1-142  
**Due:** March 23  
**Skills:** Clearing the obstructed airway & Helping a person to walk

March 18, 2016  10:00 a.m.-2:00 p.m.  Chapter 9: Sexuality  
Chapter 10: Safety  
Chapter 11: Preventing Falls  
Chapter 13: Preventing Infection  
**Skills:** Hand Washing, Donning and Doffing PPE

March 21, 2016  10:00 a.m.-2:00 p.m.  Chapter 12: Restraint Alternatives and Safe Restraint Use  
Chapter 14: Body Mechanics and Safe Resident Handling, Positioning, and Transfers  
Chapter 15: The Resident’s Unit  
**Skills:** Positioning & Alignment, Transfer from Bed to Wheelchair

March 23, 2016  10:00 a.m.-2:00 p.m.  **Exam I (Ch. 1-15)**  
Chapter 16: Bedmaking  
**Skill:** Bedmaking: Occupied/unoccupied

March 25, 2016  10:00 a.m.-12:00 p.m.  Chapter 23: Exercise and Activity  
Chapter 24: Comfort, Rest, and Sleep  
**Skills:** ROM Exercises

March 28, 2016  10:00 a.m.-2:00 p.m.  Chapter 17: Hygiene  
Chapter 18: Grooming  
**Skills:** Bed Bath (Partial), Assist with Dressing & Undressing

March 30, 2016  10:00 a.m.-2:00 p.m.  Chapter 19: Nutrition and Fluids  
Chapter 20: Nutritional Support and IV Therapy  
**Skills:** Full Bed Bath

April 1, 2016  10:00 a.m.-2:00 p.m.  Chapter 21: Urinary Elimination  
Chapter 22: Bowel Elimination  
Chapter 28: Collecting and Testing Specimens  
**Skills:** Giving Female and Male perineal care, Catheter Care
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| April 6, 2016| 10:00 a.m.-2:00 p.m. | Chapter 25: Oxygen Needs and Respiratory Therapies  
Chapter 26: Measuring Vital Signs  
Skills: Vital Signs |
| April 8, 2016| 10:00 a.m.-2:00 p.m. | Chapter 26: Measuring Vital Signs (Continued)  
Chapter 27: Assisting With the Physical Examination  
Skills: Vital Signs (Continued), Height & Weight |
| April 11, 2016| 10:00 a.m.-2:00 p.m. | Chapter 29: Admissions, Transfers, and Discharges  
Chapter 30: Wound Care  
Chapter 31: Pressure Ulcers  
Skills: Applying Anti-Embolism Stockings |
| April 13, 2016| 10:00 a.m.-2:00 p.m. | **Exam II (Chapters 16-31, except 28)**  
Chapter 32: Hearing, Speech, and Vision Problems  
Chapter 33: Cancer, Immune System, and Skin Disorders  
Chapter 34: Nervous System and Musculo-Skeletal Disorders  
Skills: Nail Care |
| April 15, 2016| 10:00 a.m.-2:00 p.m. | **(Deadline for Clinical Paperwork)**  
Chapter 35: Cardiovascular and Respiratory Disorders  
Chapter 36: Digestive and Endocrine Disorders  
Chapter 37: Urinary and Reproductive Disorders  
Skills: Mouth care for Unconscious Adult |
| April 18, 2016| 10:00 a.m.-2:00 p.m. | Chapter 38: Mental Health Disorders  
Chapter 39: Confusion and Dementia  
Chapter 40: Developmental Disabilities  
Skills: Giving a Bedpan |
| April 20, 2016| 10:00 a.m.-2:00 p.m. | Chapter 41: Rehabilitation and Restorative Nursing Care  
Chapter 43: Basic Emergency Care  
Chapter 44: End-of-Life Care  
Skills: Denture Care |
April 22, 2016 10:00 a.m.-2:00 p.m.  Exam III (Chapters 32-44)

April 25, 2016 10:00 a.m.-2:00 p.m.  Clinical (Location to be announced)

April 27, 2016 10:00 a.m.-2:00 p.m.  Clinical (Location to be announced)

April 29, 2016 10:00 a.m.-2:00 p.m.  Clinical (Location to be announced)

May 2, 2016 10:00 a.m.-2:00 p.m.  Clinical (Location to be announced)

Mandatory – Watch Mosby’s Nursing Assistant CD Procedures & Video Skills Prior to Lab Practice.

Homework: Will be assigned and expected to be handed in on assigned date. Workbooks will be completed and discussed in class at an assigned time.

Lab Practice: Will be as often as time allows.

Note 1: Clinical Days are mandatory.

Note 2: The instructor reserves the right to change the above schedule as necessary for the benefit of the student(s) and/or due to unforeseen circumstances.

Course Structure:
The didactic portion of the course may be taught using a combination of lectures, small group assignments, class presentations, class assignments, out-of-class assignments, independent study, and guest speakers.

Technology/Media Component:
Audio-visuals, the computer, and various pieces of medical equipment may be utilized in this course.

Starfish is a software program that allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, “flags” can be issued with suggested improvements. “Referrals” to academic support services can be made and positive comments, called “kudos”, may also be issued. These Starfish notices will be sent to students’ college email addresses only.

Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard. Students may also be able to sign up for conferencing appointments with their instructors in order to discuss course progress using the Starfish calendar feature.

Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about the program. Students will be introduced to Starfish through new student orientation and through the FYE course.

Students may expect to receive Starfish communications from the following email addresses.
Kudos will be sent from the instructor’s email
Service-Learning:
Not applicable.

Course Requirements and Evaluation:
The student is required to attend and participate in all lecture, lab, and clinical activities to be eligible to pass the course. A minimum of three multiple-choice exams will be given in this course. Quizzes will be given and homework will be assigned. All tests will be averaged together and a 70% minimum average is required to take the state exam. Upon successful completion of this course, the student will be required to take the Kentucky Medicaid Nurse Aide exam. Any extra credit or bonus points given will only be added to your grade if you achieve a 70% average or higher on your exams.

Grading Policy:
The scale below shows the relationship between your semester percent average and the letter grade you will receive. Slight deviations from this scale are possible if they seem advisable.

A = 90 – 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
E = 0 - 59

Skill Evaluations: Satisfactory/Unsatisfactory
Clinical Evaluations: Satisfactory/Unsatisfactory
Note: The student must receive a 70% or higher to receive college credit for this course.

Attendance Policy:
The student must attend all lecture, lab, and clinical activities to complete this course. When a student is absent, the instructor is not required to spend extra time making up for the student’s absence. The Department for Medicaid Services dictates that this “basic course” consists of a minimum of seventy-five (75) hours with a minimum of sixteen (16) hours of supervised practical training. Therefore, the number of hours are recorded that the student is in attendance. Students are not eligible to sit for the Kentucky Medicaid Nurse Aide exam without completing a minimum of 16 hours of clinical contact hours and a minimum of 75 total contact hours.

Missed Exam Policy:
Making up missed exams is at the discretion of the instructor.

Late Assignment Policy:
Acceptance of late assignments is at the discretion of the instructor.

Withdrawal Policy:
A student may withdraw from this class up to and including the date of last day to withdraw (see BSCTC Academic Calendar) with a “W” grade without the signature of the instructor. The student must adhere
to Big Sandy Community and Technical College’s withdrawal policy. To officially withdraw from this class, a student must obtain a drop/add form from the Admissions and Records Office on the Paintsville, Pikeville, or Prestonsburg Campus, complete the drop/add form, obtain any signatures, if necessary, and return the drop/add form to the Admissions and Records Office.

Additional information can be found at the following site:
http://www.bigsandy.kctcs.edu/en/Academics/Office_Hours_Schedules_and_Syllabi.aspx