

**Master Syllabus**

**COURSE:** HCOR 1211 - NURSING ASSISTANT FUNDAMENTALS

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total):** 3/1/4

**CONTACT HOUR (Lecture/Lab/Total):** 45/30/75

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:** Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing assistant skills which include communication and interpersonal skills; infection control; safety and emergency procedures; promoting clients’/residents' independence; respecting clients’/residents' rights, and meeting the physiological, psychosocial, socio-cultural, and spiritual needs of clients/residents. Infection control information and skills are presented as part of this course. The course incorporates the Omnibus Budget Reconciliation Act (OBRA) guidelines and Louisiana Department of Health training guidelines for nursing assistants.

**PREREQUISITES:** None

## LEARNING OUTCOMES: Upon successful completion of this course, the student will be able to:

1. Demonstrate knowledge and skill in the following criteria identified by the Louisiana Department of Health and the Omnibus Budget Reconciliation Act (OBRA) as guidelines for Nurse Aide Training:
   1. Appropriate communication and interpersonal skills.
   2. Basic concepts of infection control
   3. Safety and emergency procedures, including identifying clients at risk for falls
   4. Basic nursing skills, including but not limited to bed-making, taking vital signs, measuring height and weight, caring for the resident environment, measuring fluid and nutrient intake and output, assisting in the provision of proper nutritional care, ambulating, transferring, using body mechanics, maintaining infection control and safety standards, attaining/maintaining proficiency in CPR, caring for residents when death is imminent and recognizing abnormal signs and symptoms of common diseases and conditions.
   5. Basic personal care skills including, but not limited to bathing, including mouth care, grooming, dressing, toileting, assisting with eating and hydration and skin care.
   6. Basic skills by modifying his/her own behavior in response to clients’ behavior, identifying developmental tasks associated with the aging process and use task analysis, segmenting of those tasks to increase independence, providing training in and the opportunity for self-care according to clients’ capabilities, demonstrating principles of behavior modification by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated, demonstrating skills supporting age-appropriate behavior by allowing the client to make personal choices, providing, and reinforcing other behavior consistent with clients’ dignity, and utilizing clients’ family as a source of emotional support.
   7. Skills which incorporate principles or restorative nursing, including the use of assistive devices in ambulation, eating, and dressing, maintenance of range of motion, proper turning and position both in bed and chair, transferring, bowel and bladder training, enema administration, and care and uses of prosthetic devices, such as hearing aids, artificial eyes, artificial limbs, etc.
   8. Behavior which maintains clients’ rights, including but not limited to: assisting a client to vote, providing privacy and maintenance of confidentiality, allowing the client to make personal choices to accommodate individual needs giving assistance in resolving grievances, providing needed assistance in getting to and participating in client and family groups and other activities, maintaining reasonable care of clients personal possessions providing care which maintains the client free from abuse, mistreatment or neglect, and reporting any instances of such poor care to appropriate facility staff, and maintaining the client’s environment and care so as to minimize the need for physical or chemical restraints.
2. Discuss the responsibilities related to admission, transfer, and discharge of clients receiving care in various healthcare facilities.
3. Discuss the application of basic principles of Standard and Transmission Based Precautions in the lab and clinical settings.
4. Explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in long term care.
5. Demonstrate an understanding of the concepts of assessing biological, psychosocial, socio-cultural, spiritual needs, and/or developmental factors that influence health attainment.
6. Demonstrate an understanding of the concepts of planning and incorporating therapeutic interventions, collaboration as a member of the health team, rehabilitative/restorative care concepts, concepts of death with dignity, and the nursing process in nursing care.
7. Demonstrate an understanding of the concepts of evaluating the effectiveness of nursing care rendered specific to the applied nursing interventions.
8. Demonstrate appropriate documentation techniques for all applicable nursing skills covered in this course.
9. Demonstrate the ability to satisfactorily apply all nursing skills learned in this course.

**ASSESSMENT MEASURES:**

Student assessments will be based upon total points earned on examinations, quizzes, written assignments and skills demonstrations.

**NOTE: Students must pass the course with a grade of ‘C’ (70%) or higher in order to qualify for the Certified Nurse Aide (CAN) Competency Evaluation Program.** **If students plan on entering the practical nurse program, they must pass this course with at least an 80%.**

## TEXTBOOK/S:

Dungan, D. L. (2016). *Nursing Assisting: A Foundation in Caregiving, 4th edition*. Hartman Publishing, Inc. Albuquerque, NM (ISBN 13:  978-1-60425-064-0)

**SUPPLIES AND EQUIPMENT:** N/A

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of “F” for all coursework missed. Absences affect performance in this course and do not reflect well on participation. No student may substitute the attendance of another student. **Online students must be actively participating in online courses to be considered making progress.** **Hybrid students must attend face-to-face meetings as well as complete online assignments.**

Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress

2. Discuss topics and issues with fellow students

3. Turn in assignments, quizzes, and tests

4. Check for any updates, changes or alterations to the course

5. Access all course materials to include presentations, assignments, quizzes, and tests.

## GRADING REQUIREMENTS: Grades will be weighted as follows:

Unit Exams – 60%

Comprehensive Final Exam – 20%

Skills Demonstration – 10%

Misc. – 10% (Quizzes, Written Assignments, etc.)

**GRADING SCALE:**

90-100 A

80-89 B

70-79 C

60-69 D

59 or below F

**Final grades will be not rounded.**

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **\_\_\_\_\_\_\_\_\_\_\_\_\_**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)