NURSING ASSISTANT ONLINE CLAS SYLLABUS # 3905 HO 100  7 Credits

Instructor  Kerri Finkbiner, RN, BSN
Contact Information  (509) 876-6547  kerri.finkbiner@wwcc.edu

Class Time/Days  Online daily (Monday- Friday)
Lab Time/Days  See class calendar or online Modules for schedule for specific times and locations and exceptions
Lab Location  Health Sciences Buildings
Clinical Site  See calendar

Fall 2014

COURSE GOALS AND OBJECTIVES

The Nursing Assistant program provides training in basic nursing care under state and federal guidelines. The general objective for the Nursing Assistant Program is to provide basic online classroom, skills lab and clinical training to enable the student to function as a Nursing Assistant as defined by OBRA and Washington State law. (See Nursing Student Handbook – Competencies of the WWCC Nursing Assistant Graduate) At the completion of this course, the student will demonstrate competency in three fundamental concepts:

Critical Thinking such as:

• Basic understanding of healthcare, the role of the nursing assistant and the roles of the various members of the healthcare team.
• Basic techniques needed for general health assessment and daily care of residents.
• Basic understanding of the effect of various disease processes and the interventions needed for wellness promotion, prevention of illness, injury, and restorative care.

Caring:

• Effective communication skills with clients, family, and other healthcare team members.
• Basic understanding of needs for safety and infection prevention and control in the healthcare environment.
• Cultural awareness in all aspects of care and building on student’s own cultural strengths.
• English language competence for workplace communication / documentation.

Professional Behavior:

• Basic knowledge of emotional intelligence and continuing education needed to uphold the nursing assistant profession.
REQUIRED Class Textbook and Materials

• **Online Textbook  Health Center 21**  
  o Purchase online access at the bookstore. Bring receipt to class in order to receive the class CODE to online textbook.
• **NACES Skills Handbook**  
  o Washington Nursing Assistant Candidate Handbook (Provided by Instructor)
• **HIV/AIDS KNOW Workbook**  
  o Available online in the class assignments
• **WWCC Nursing Assistant Student Handbook**  
  o Available in online class content or may be purchased at the WWCC bookstore

EXPECTATIONS OF THE INSTRUCTORS:

- Be prepared for class, labs, and/or clinical
- Arrive on time or be early for class, labs, and/or clinical
- Keep you updated on your progress in class, labs, and/or clinical
- Treat you with respect
- Listen to you and answer any questions you may have regarding the class
- Provide you with the information you need to achieve the knowledge, skill, and motivation to successfully complete the course

Teaching methods will include:

- Online class lectures, assignments, and quizzes
- Experiential learning opportunities
- Videos and computer activities
- Return demonstrations

How to Contact your Instructor:

- The best way to contact the instructor is to use the online class e-mail. You click on the Inbox on the top right of your class page. If Canvas is not working use college e-mail.
- If you need a quicker response call 509-876-6547 between 9 am to 9 pm Monday thru Thursday and 9-1 on Friday. Please write this number down or put it in your phone because if you can't login to Canvas you will have it.
- Instructor will respond to:
  - E-mails within 24 hours on work days and 48 hours on weekends
  - Phone calls immediately or messages within 24 hours during work days and 48 hours on weekends

EXPECTATIONS OF STUDENTS

There are a number of expectations to achieving the goals of this course and successfully passing the State certification exam. They include:

Attendance:

- Students will meet in the Health Science building Computer Room #1718 or as indicated on the class Calendar, for the first day of class, for the Midterm and Final Proctored Exam and the Last day of class. There is also a Transfer Lab at the General Hospital. Skills labs meet weekly. Attendance is taken at each meeting time.
Students are responsible for all information provided on the Canvas class Modules.

- Students should log into the class course daily and complete assignments for each weekly Module.
- It is advisable to check the website frequently or set the notifications to keep up with any changes or additions to the class Modules.
- Students may access the website 24 hours a day, 7 days a week.

All online assignments and quizzes have a due date and time.

There are no provisions for missed skills lab or clinical practice.

- See the Nursing Assistant Handbook – Attendance for definition of excused and unexcused absences.

Punctuality to class and labs is important. Entering late is disruptive and you will lose points and get a Statement of Concern (SOC).

Active participation in class and online discussions and assignments is expected. You will be encouraged to join in on class discussions, share relevant experiences, and ask questions of your online and lab instructors.

Student Conduct:

1. Each student is responsible for his/her own learning and personal integrity in the learning process. Cheating is receiving inappropriate assistance from another person such as answers to test questions, copying someone’s homework, or helping in skills testing, etc. all work you turn in should be your own. If you find that you are having difficulty at any time, you are encouraged to seek help from the instructors for additional tutoring. Any student found to be cheating on any coursework will receive zero (0) points for that assignment. Any subsequent cheating will result in further disciplinary action and may jeopardize your class standing.

2. Cell phones and pagers are required to be in the off position during class time and put away off the desk/table during class/skills time. During clinical, cell phones need to be left in a safe place. They are not to be carried onto the nursing units. Personal calls and trips to the bathroom should be taken at the break time provided. You may give the clinical instructor’s number and/or the clinical facility number as an emergency contact number.

3. Students are expected to participate in an orderly manner, use language that is respectful to others and not use profanity, and be accurate and truthful in all verbal communications.

4. Personal calls and trips to the bathroom should be taken at the break time provided.

5. Students whose behavior distracts from the learning process (as mentioned above) will be asked to leave for the day and will count as an absence. Misconduct without resolution will result in further disciplinary action decided by the student conduct committee.

6. Students are to strive for a professional appearance by adhering to the dress code.

7. Students are expected to refrain from alcohol or mind-altering substance before and during care of client. (See the Nursing Assistant Student Handbook – Substance Abuse Policy.)

The Instructor may ask a student to leave the program at any time for infraction of rules. Such infractions may include but are not limited to: absenteeism, chronic tardiness, failure to complete assignments, reluctance and/or refusal to perform clinical tasks, disruptive behavior, inability to learn, test failures, drug or alcohol use, and/or the judgment of the Instructor that the healthcare field is not the appropriate field for the student.

To request accommodations related to a disability, contact Claudia Angus, Ph.D., Coordinator of Disability Support Services, at 527-4262 or email claudia.angus@wwcc.edu as early as possible in the course.

COURSE ASSIGNMENTS AND QUIZZES

- The weekly assignments are due by Friday noon. The lectures and assignments will remain visible for study purposes and the new week will open at the same time for you to start that week’s work.
• Read all online assignment in each module before taking the online quizzes. Due dates are as posted for each quiz.
• All online course work should be submitted by the assigned time and date due.
• If you fail to submit an assignment by the due date, this assignment will receive 50% off the points earned for the assignment if done within three (3) days of the due date, after that you will receive no points (0%) for the assignment.

TESTING includes both Proctored Written Exams and Skills Testing:
  o Midterm Proctored Exam*
  o Skills Midterm Test
  o Final Proctored Exam*
  o Skills Final Test

*Proctored Exams will occur in an assigned campus computer lab
*Proctored Midterm and Final Exam need to be passed with a 75% grade in order to continue in the class.
*Failure to take a proctored exam at the scheduled time will result in an automatic reduction of 10% of the available score from the earned score. Any exam missed due to an excused absence must be taken within two working days of a return to school – this includes the day the student returns to class, clinical or skills practice lab. An exam missed due to an unexcused absence will receive a score of 0%.

GRADING  Grading will be completed and ready for student viewing no later than one week from when it is turned in.

Your grade is determined by the combined total points for each section of coursework:

  Section I  Class work – assignments, quizzes, and exams
  Section II  Midterm and Final Written – Includes written or oral test and retakes if any
  Section III  Mid Term and Final Skills testing and retakes
  Section IV  Skills Lab grade– skills practice labs, and skills assignments
  Section V  Clinical – Clinical performance evaluation and assignments

The grades in each section will be averaged for your total grade. Seventy-five percent (75%) is required to pass the course in each of the following sections of coursework

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<th>GRADE</th>
<th>SCORE-%</th>
<th>POINT</th>
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<tr>
<td>A</td>
<td>94-100%</td>
<td>4.0</td>
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<tr>
<td>A-</td>
<td>90-93%</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<td>F</td>
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<td>0.0</td>
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<tr>
<td>I</td>
<td>Incomplete***</td>
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4
*Students with a cumulative class work or skills grade less than 75% are not eligible to participate in clinical.*

Inability to complete any of the requirements prior to the start date of the student’s scheduled clinical will disqualify students from entering the clinical environment at any time and result in a failing grade. Students will not be eligible for an “I” Incomplete grade.

**Students who drop the class are recommended to go to admissions and withdraw from the class. Failure to do this will result in a grade of “F” and affect your grade point average. Please let the instructor know that you are dropping the class.**

***The grade of “I” meaning incomplete may be assigned only upon the request of the student and with the agreement of the instructor. An Incomplete grade is given to the student who is doing passing work and has completed at least two-thirds of the course work when a circumstance arises that prevents normal completion. No lateness in completing work, such as being unable to get immunizations and screenings on time for clinical, nor the desire to do extra work to raise a poor grade are considered an extenuating circumstance. NOTE: A student must obtain an Incomplete Grade Contract from the Admission Office and negotiate the formal agreement with the instructor specifying the work done, the work remaining to complete the course and the time allowed to do the work.***

**ACADEMIC WARNING, PROBATION, or SUSPENSION**  The Nursing Assistant Program follows the academic warning and suspension policy as outlined in the College Student Handbook.

http://www.wwcc.edu/CMS/index.php?id=426

**SKILLS LAB**

Attendance at each practice lab and skills exam is expected. Competency in all skills is expected and all skills must be practiced before progressing on to the clinical experience. Each skills lab practiced skill is worth 5 points. These skills are the same ones required for certification as a nursing assistant in the State of Washington. See the Skills NACES Book for list of skills. Be sure to check your online schedule and lessons to know how to prepare for your skills labs.

Skills Lab participation will consist of practicing all skills as written in the NACES handbook. Be prepared to volunteer as a patient for selected skills. Wear scrub uniform and slip on shoes to practice. Bring your Skills Sign Off Sheet to each lab. All skills are required to be performed in lab before attending clinical. (See the Nursing Assistant Handbook - Clinical Expectation and Skills Practice Lab Expectations).

If you are absent from a lab, the assigned skills **must be practiced**, with a student that did not miss the lab, during “open lab times” (see Calendar on the Nursing Lab Bulletin Board or check with the program assistant Angelica Can 509-527-4589). Extra lab time is not guaranteed to be available. The points for the missed skills lab cannot be made up.

Students will participate in the **maintenance of the lab**, making sure to return all equipment to its proper storage place. This includes but is not limited to re-making beds, returning manikins back to bed, and re-folding dry clean linen.

**Moving Mannequins:** Any transfer of the mannequins must be performed under the guidance and the presence of an instructor. Transferring a mannequin will be done by placing a bath blanket under the mannequin’s entire body, using two people to transfer the mannequin onto a flat surface. For instance, tables, counter tops or gurney in rooms. Mannequins are not to be placed in a chair, on the floor, or in a wheelchair at any time.

**Items needed for skills lab and clinical:**

- Scrub uniform that is neat and clean
- Slip on shoes for skills lab and closed toe shoes for clinical
- Name tag – provided on the first day of class
• Wrist watch with second hand (must have for each lab and skills test)
• Transfer belt
• BP cuff and stethoscope
• Pen and small pad of paper

Skills Lab and Clinical Dress Code:

Wear scrubs uniform and nametag. Be clean, neat, and professional in appearance. Hair needs to be pulled back to avoid drooping into eyes, around the face or on your shoulders. Avoid odors that could be offensive. Avoid smells on your person of tobacco, foods with strong odors, strongly scented hygiene items, strong perfumes, etc.

Fingernails are to be kept clean and well groomed. Artificial nails, overlays, etc. are discouraged. Minimal jewelry should be worn. No dangling or hoop earrings, necklaces, eyebrow earrings or other facial piercing are to be worn during clinical. Tattoos must be covered by a garment preferably.

CLINICAL Clinical Internship will be conducted at a long-term care facility.

• A total of 56 hours (7 clinical days) of clinical is required.
  o Students are expected to arrange time off work, and increase needs in childcare.
  o Students are expected to arrange for their own transportation to their clinical sites. Directions will be provided for you.
• Progression to the clinical experience in the Nursing Assistant program is dependent upon the student’s cumulative grade point average (GPA), which is based on a 4.0 scale.
  • Students with a cumulative grade of less than 75% in the classroom work or skills lab are not eligible to participate in clinicals and will not successfully complete the course.
  • Evidence of completion of class requirements in your student file prior to clinicals includes:
  ➢ Criminal History clearance
  ➢ HIV - KNOW 7 hour certification
  ➢ CPR Certification
  ➢ Required program Immunizations and TB screening*

*Students requiring a religious or medical exemption are required to meet with the Nursing Assistant Program Coordinator and provided titer results of immunity to disease where appropriate. Students exempt from immunizations and showing no immunity through titer verification will be required to leave the clinical area for an undetermined amount of time in the event of an outbreak of any of the vaccine preventable diseases.

Grievance Procedure: Faculty decisions and application of program policy are final. WWCC policy allows students redress by filing a formal grievance. The grievance must be presented in writing and orally within 5 days of the decision or occurrence. The grievance steps should occur in the following order:

1. Meet with the Instructor
2. Meet with the Nursing Assistant Program Coordinator and Allied Health Coordinator
3. Meet with the Allied Health Coordinator and Health Science Division Director
4. Meet with the Vice President of Professional/Technical Education

Upon successful completion of the Nursing Assistant Program, you will receive the following:

• DSHS Nursing Assistant Training Certificate of Completion
• HIV/AIDS KNOW 7 hour Training Certificate
• American Heart Association Healthcare Provider CPR card
ONLINE NURSING ASSISTANT PROGRAM
AGREEMENT OF UNDERSTANDING

I have read and understand the course objectives, expectations and grievance policy outlined in the online nursing assistant course syllabus.

I agree to comply with all the requirements to maintain my placement in class.

I agree to inform the instructor in person or by phone if I should have difficulty with meeting any of the expectations of attendance and course work.

_________________________  _________________________
Class #                      Quarter/Year

_________________________
Student Name (Print)

_________________________
Student Signature

_________________________
Date
INFORMED CONSENT AND
ACKNOWLEDGMENT OF INSURANCE AVAILABILITY

I am aware that during the practicum and/or lab experience in which I am participating under the arrangements of Walla Walla Community College, certain dangers may occur, including, but not limited to, the following:

- Infectious conditions
- Needle punctures
- Allergic reactions
- Muscular-skeletal injuries, etc...

In consideration, and as part payment for the right to participate in this clinical and/or laboratory experience and the other services of Walla Walla Community College, I have and do hereby assume all the risks involved and will hold the State of Washington, Walla Walla Community College, its employees, agents, and assigns, harmless from any and all liability actions, causes of action, debts, claims, demands of every kind and nature whatsoever, which may arise from or in connection with participation in any activities arranged for me by Walla Walla Community College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed and further that I understand that I should have either personal health insurance prior to enrolling in this program or that I should enroll in student health insurance. My preference is shown by my initials in the boxes next to the choices below:

- [ ] Personal Health Insurance
- [ ] Student Health Insurance
- [ ] I am refusing to enroll in any health insurance program even though I am fully aware of the risks and dangers to my personal health, which may occur during my practicum/laboratory experience arranged for me by Walla Walla Community College.

__________________________  _____________________________
Date                              Signature of Student

__________________________
Printed Name of Student
NURSING ASSISTANT STUDENT ACCEPTANCE STATEMENT

Having read all of the WWCC Nursing Assistant Student Handbook program policies, I understand and accept the responsibilities of my role as a nursing assistant student at Walla Walla Community College.

I agree to abide and be bound by these policies as a condition of enrollment in and completion from the program.

I have had an opportunity to have my questions satisfactorily answered by a Nursing Assistant Instructional Team member or the Nursing Assistant Program Coordinator.

__________________________________________  _______________________
Class #                                      Quarter/Year

__________________________________________
Student Name (Print)

__________________________________________
Student Signature

__________________________________________
Date
WWCC Model Release Form

I grant permission to the Walla Walla Community College Board of Trustees, on behalf of WWCC and its agents or employees, to use photographs and video taken of me on the campus of WWCC for publication in college publications such as recruiting brochures, newsletters, and magazines, and to use the photographs and video on display boards, websites, radio, television, and to offer them for publication in other non-college newspapers, magazines and websites, without notification or payment.

I hereby waive any right to inspect or approve the finished photographs and video or printed matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown.

I hereby agree to release, defend, and hold harmless the WWCC Board of Trustees, on behalf of WWCC and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, from and against any claims, damages or liability arising from or related to the use of the photographs and video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or in the taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release, I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledge acceptance of the terms of this release.

Walla Walla Community College, Walla Walla, Wa_99362

________________________________________________________________________

Name (please print)

________________________________________________________________________

Signature