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## NRSG 191.01: Special Topics - Certified Nursing Assistant

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**MISSOULA COLLEGE UM**  
**DEPARTMENT OF NURSING**  
**COURSE SYLLABUS**  
**NRSNG 191 Nursing Assistant Course**  
**Fall 2013**

<b>COURSE NUMBER AND TITLE:</b>	NRSNG 191 Certified Nursing Assistant
<b>SEMESTER CREDITS:</b>	4
<b>CONTACT HOURS PER SEMESTER:</b>	92 hours = 57 classroom and 35 lab/clinical hours
<b>Course time and location</b>	HB 15 Tuesday and Thursday 4:00 pm to 8:00 pm
<b>Final</b>	Tuesday Dec 10 5:30 pm to 7:30 pm
<b>Faculty:</b>	Phyllis McCarthy MSN, RN, CNE
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<b>Office Location:</b>	GH 03 Nursing Faculty Building
<b>Office Hours:</b>	Tuesday 2:00 pm to 4:00 pm & by appointment

**COURSE DESCRIPTION:**

The Nursing Assistant curriculum will prepare students for careers in healthcare under the supervision of the licensed nurse. Students learn the basic entry-level nursing skills to work in the health care setting as a Certified Nursing Assistant. Curriculum includes providing or assisting in client care, bathing, dressing, grooming, toileting, ambulation, transferring, feeding, and use of equipment, documenting, and reporting the general well-being of the client. Theory and clinical study will provide necessary information and skills needed in long-term, home care, and acute care settings to take the Montana Department of Health, State Competency Evaluation Examination, which is required for the Nursing Assistant State Registry. The State exam includes written as well as a clinical portion, Examples are available online at: [www.hdmaster.com](http://www.hdmaster.com)

**REQUIRED TEXT:**

Dugan, Diana, *Hartman's Nursing Assisting: A Foundation in Caregiving 3<sup>rd</sup> Edition*. Albuquerque, NM: Hartman Publishing, INC., 2010  
**ISBN: 978-1-60425-030-5**

*Workbook for Nursing Assisting: A Foundation in Caregiving, 3rd Edition (formerly Successful Nursing Assistant Care) Workbook*  
**ISBN: 978-1-60425-031-2**

**Student Performance Objectives:**

Upon Completion of the Nursing Assistant Course, the student will be able to:

- 1) Use medical terminology accurately
- 2) List a client's rights in long term, home care, and acute care settings
- 3) Recognize and report client behavior that reflects unmet human needs.
- 4) Recognize changes in the client's condition and report the changes to the nurse
- 5) Demonstrate effective communication skills for long term care (LTC) patients as well as the cognitively impaired.
- 6) Use standard precautions when caring for all patients
- 7) Practice safe body mechanics during the care of clients
- 8) State the CNS's role in the healthcare team

- 9) Safely demonstrate all the CNA skills requirements as outlined by the State and Federal regulations.
- 10) Maintain a current CPR card and be able to demonstrate CPR and the Heimlich maneuver
- 11) Accurately document and report observations and care given for normal and abnormal conditions
- 12) Demonstrate reliability and responsibility in the CNA role in class and in the Clinical setting
- 13) Work with and under the direction of the LPN or RN in a structured health care setting
- 14) List changes seen and experienced in the aging process as well as pathophysiology, signs and symptoms of common diseases and conditions and how care can be altered to accommodate these changes.

## **COURSE POLICIES AND COURSE:**

1. Please be on time to class. Students must be on time to clinical; it is reflective of professionalism and accountability and will affect your grade. Any unexcused absences in clinical result in a non-passing grade, therefore a non-passing grade for the course. If you know ahead of time you will be absent from class, please let your faculty know via phone or email two hours prior to the starting time.
2. Come to class prepared; please read the content and print off the lecture notes and/or power points if there are any. Make the most of your class time, as it is expected you will be able to participate and have completed all required readings and/or assignments before class. The class will be conducted with this in mind.
3. Students are expected to make a proactive, consistent, active, and responsible effort to attend *all* clinical experiences as part of their professional behavior development.
4. All e-mail correspondence must be done through "mso.umt.edu", "umontana.edu", or "umconnect.umt.edu" accounts. No personal accounts will be responded to.
5. Cell Phones/Pagers/IPods: If the cell phone/pager is not emergency related, **turn them off. If the cell phone interferes with the process of the class, you may be asked to leave the class** .If there is a reason to keep your cell phone active, place on vibrate. If you receive a call, please leave the classroom quietly to take the message.
6. Cell phones, iPads (and other tablets) and pagers must be turned off during exams
7. Assignments/take-home exams are expected to be turned in on time, which is defined as the first 10 minutes following the start time of class, on the day it is due. Late work will not be accepted unless it is an emergency or extenuating circumstance that has been preapproved by the instructor. Frequent requests for course work extensions will affect your professionalism grade.
8. Cell Phones/Pagers/IPods: If the cell phone/pager is not emergency related, **turn them off. If the cell phone interferes with the process of the class, you may be asked to leave the class** . If there is a reason to keep your cell phone active, place on vibrate. If you receive a call, please leave the classroom quietly to take the message.
9. Cell phones, iPads (and other tablets) and pagers must be turned off during exams.
10. Do not let your classmates down. When group work is underway, pull your weight and share the work. Encourage group participation in an equitable fashion. Off-task chatter is distracting to others and NOT considered participation. Please be respectful of your classmates.

11. Academic honesty is a nursing program and professional expectation. In the event that students are suspected of cheating, plagiarism or otherwise misrepresenting their work, they will be subject to procedural due process as stated in the Student Conduct Code.
12. Late work, including exams, will NOT be accepted. WORK MUST BE HANDED IN DURING THE FIRST 10 MINUTES OF CLASS ON THE DAY IT IS DUE. Emergencies and extenuating occurrences will be handled on an individual student basis. Please speak to the instructor BEFORE the due date if you suspect you may not be able to complete the work on time. Faculty has the final decision on whether or not to accept late assignments and circumstances must be extenuating.
13. Nursing students are discouraged from bringing children and pets into the classroom. Faculty are aware that emergency situations may occur and would ask that any student who feels compelled to bring "guests" in to the classroom seek the permission of the classroom instructor before doing so.
14. Laptops are becoming more popular and being used for taking notes and following along with lectures. If faculty feels that student use of a laptop is distracting or a student is "surfing", checking emails or otherwise not engaged in classroom content during class, the laptop will no longer be allowed in the classroom setting.
15. Polite snacking/eating is permissible in the classroom. Smoking or chewing tobacco is not allowed in the classroom, lab or clinical setting.
16. Please bring your sense of humor, wonderment of learning and please NO WHINING; NO DISRUPTING.
17. If you have an issue, take it to the instructor after class.
18. The Missoula College Nursing Program is dedicated to creating and maintaining a civil learning environment that supports respectful behavior and communication, openness to opposing views, dignity toward all, and an unequivocal commitment to student learning and a safe academic environment. As a member of the Missoula College Nursing Program team, I commit to mutual regard, active listening, effective communication, and compliance with norms of respectful interactions. I expect the same from my class.

### **Grading System**

A letter grade will be awarded for this course. The letter grade will be calculated based on the following point system:

25%	Clinical skills lab
15%	Participation
15%	Work book
20%	Quizzes
25%	Midterm/Final
100%	Total

Clinical Skills lab 25% broken down	
45%	Participation
45%	Assignments
10%	Attendance
100%	Total of the 25 %

A = 92 - 100%
B = 83- 91%
C = 75 - 82%
D = 63 - 74%
F = 62% or below

In order to pass this course, the student must:

1. Achieve a passing grade as described above.
2. Student must have a 75 or greater in didactic portion of class to participate in the clinical portion of the class.
3. Achieve an satisfactory rating or better on each item on the clinical evaluation tool
4. Complete all skills check offs in with an 80% or better.

**Failure to achieve any of these will result in a failure in the course. A Passing grade of C or better in this course qualifies the student to take the state exam; however the state exam is not part of the student's grade.**

**Requirements to participate in the clinical portion of the class include:**

1. Students must provide proof of the following health requirements prior to entry into the clinical portion of the program.
  - a. Tuberculosis testing using the PPD or chest x-ray (Positive results requires a physician's letter before a student can work in the clinical setting.)
  - b. Hepatitis B vaccine (HBV) prior to beginning clinical experience with potential exposure to blood borne pathogens (a three injection series is required and may be obtained at Curry Health Center at The University of Montana and other health care providers.)
  - c. Two measles, mumps and rubella (MMR) vaccination are required for any one born after 1957 and a booster for anyone born before 1957.
  - d. Up-to-Date Diphtheria-Tetanus /Pertussis-Tdap vaccination.
  - e. Chickenpox (Varicella-zoster) Immunization. See Student Handbook for exceptions.
  - f. Influenza Virus Vaccine in season.
  - g. Completed background check.
  - h. Minimum 75% average on midterm/Final and classroom quizzes.
  - i. Class assignments complete
  - j. Passing grade in CPR provided during class or current CPR card
2. *In order to be employed by a Healthcare Facility, the applicant must **not** be listed on the Nurse Aide Abuse Registry web site: [http://161.7.8.64/QAD/nurse\\_aide\\_registry.jsp](http://161.7.8.64/QAD/nurse_aide_registry.jsp)*

**Dress Code for class:**

- a. Wear comfortable clothes that you can participate in activities.
- b. If you can see up it down it or through it the apparel is not appropriate for this class.
- c. No bare midriffs
- d. Shirts and shoes are required for this class
- e. Shoes must be closed toed work shoes.
- f. Watch that can measure seconds

**Dress for Clinical:**

- a. Coordinated colored scrubs
- b. Work shoes, Closed toe and heel
- c. Hair must be well groomed off of collar and away from eyes
- d. Watch that can measure seconds
- e. Missoula College ID badge provided by the college
- f. Adhering to the Long Term Care facility's dress code
- g. Nails short and well groomed no artificial nails or bright nail polish

**ACADEMIC INTEGRITY:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php) .

**DISABILITY ACCOMODATION:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please email, call or speak with me during office hours. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disabilities Services website at <http://www.umt.edu/dss/> or call 406-243-2243 (voice/text)

***NOTE: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances. If changes are made to the syllabus, amended copies will be dated and made available to the class.***