



**CERTIFIED NURSING ASSISTANT
WEEKDAY CLASS
TRAINING SYLLABUS**

INSTRUCTOR:

Dee Stroud, LPN

AVAILABILITY and OFFICE HOURS:

Monday through Thursday 8AM to 5PM

Fridays from 9:00 AM to 1:30 PM by appointment, or by special arrangement.

CONTACT INFORMATION:

Phone: 253-874-0516

Email: cnamyway@gmail.com

CLASS TIMES:

Day classes: 8:00 AM to 2:30 PM; Eve classes: 4:00 PM to 10:30 PM

For 2 weeks Monday through Thursday

CLINICAL TIMES:

Day clinicals: 6:00 AM to 2:30 PM; Eve clinicals 2:00 PM to 10:30PM

For 1 week Monday through Friday

CLASS BREAKDOWN (general)

Daily Routine - Monday through Thursday (Weeks 1 and 2)	Total Instruction Times
<p align="center">Quiz 2 hours Theory <i>15 minute break</i> 2.5 hours Theory <i>30 minute Lunch</i> 1.5 hours Skills Lab</p> <p><i>Note: this routine may change slightly esp. in the final few days of classes, as you take your final exams!</i></p>	<ul style="list-style-type: none"> ● 35 hours theory <ul style="list-style-type: none"> ○ This includes mandatory HIV/AIDS Training (7 hours) ● 13 hours skills lab clinicals (at school) ● 40 hours clinicals (at facility) <p align="center">TOTAL: 88 HOURS</p>

See training schedule for breakdown of course content on specific days

CLASS RULES/PROCEDURES:

- Follow the Student Code of Conduct signed at time of registration.
- Phones must be switched to silent by the start of class, and shall be used only as allowed by instructors for educational purposes.
- Return any equipment to its area when finished.
- Be respectful of your fellow trainees and staff.

ATTENDANCE POLICY:

As stated in the Crystal Point Catalog, 95% attendance in classroom and laboratory instruction is mandatory; otherwise, you cannot graduate with a Certificate of Completion because you lack the sufficient number of hours needed to graduate. If you are more than an hour late for class, you will be considered absent. Students will need to make up the missed hours before the clinical rotation for your class. There is no room for making up more than one day missed. The program would need to be repeated and repaid. There is also an option to join the next class or pay for private instruction at the rate of \$30.00/hr. for each hour that you need to make up. This is per student and not a group rate. Your student hours of attendance is to be with your class and not during tutoring time or during the instructor's day off. A \$25.00 administration fee will be charged for students that must graduate with the next class.

The following recording system will be in use for tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late, **and is marked as an absence**

If you are late to clinical rotation outside of the classroom, at facility, for more than one hour, you will also be considered absent. If a clinical day is missed, the day will need to be made up on the basis of space availability and approved by program manager. If more than one day is missed, the program would need to be repeated and repaid.

The course is a total of 13 days that should be completely reserved, each day for school.

MAIN STUDENT TEXTS:

Modules:

*Nursing Assistants: A Basic Study Guide. Beverly **Robertson and Kim Price.** First Class Books, Inc. 2016.*

CPR Training:

Basic Life Support Provider Manual. American Heart Association. 2016.

HIV/AIDS Training:

KNOW HIV Prevention Education for Health Facility Employees. Washington State Department of Health. 2014 Revised Edition.

Skills:

Washington Nursing Assistant Written (or Oral) Examination Candidate Handbook. Pearson Vue/Washington National Nurse Aide Assessment Program. 2016.

COURSE OBJECTIVES:

1. The Nursing Assistant will demonstrate knowledge and support of scope of practice, legal, and ethical responsibilities.
2. The Nursing Assistant will demonstrate behaviors which respect the resident's rights and promotion of the resident's independence regardless of race, culture, religion, lifestyle, disease, sexual preference, or the ability to pay for services rendered.

3. The Nursing Assistant will demonstrate knowledge and skill in the use of communication techniques and interpersonal skills in performing resident care and functioning as a care team member.
4. The Nursing Assistant will demonstrate knowledge and skill of the procedures and techniques in support of infection control, universal precaution, control of blood borne pathogens, and the prevention and control of the spread of microorganisms.
5. The Nursing Assistant will demonstrate knowledge and skill in the timely identification and implementation of procedures for safety and emergency, to include immediate relief measures for choking, and measures supporting environmental safety and comfort.
6. The Nursing Assistant will demonstrate personal care skills which facilitate an optimum level of functioning for the resident, recognize abnormal changes in body functioning, recognize individual culture and religious diversity, and provide nursing care for the resident when death is imminent.
7. The Nursing Assistant will demonstrate competency in the performance of basic technical skills including measurement of the Patient's vital signs.
8. The Nursing Assistant will incorporate the principles and skills of basic restorative services in providing nursing care.
9. The Nursing Assistant will demonstrate knowledge and skill of the mental health and social service needs of residents, identify the psychological characteristics of the mentally impaired, and demonstrate skill in caring for the cognitively impaired resident.
10. The Nursing Assistant will demonstrate knowledge of the disease process known as Acquired Immunodeficiency Syndrome (AIDS), and AIDS related topics.
11. The Nursing Assistant will demonstrate competency in the skill of Cardio-Pulmonary Resuscitation (covered as a Basic Technical Skill).

EVALUATION METHODS:

Methods used to evaluate and report students' grades:

Evaluation during class/theory accomplished by:

- Five quizzes on class content (passing score of 80% accumulated)
- HIV/AIDS quiz passing score of 75%
- Demonstration of all skills is pass/fail (all skills must be passed by the time for clinicals)
- Mock Test 80% (pass 4 out of 5 skills attempted)
- Comprehensive Exam with a passing score of 80%

Clinical evaluation is pass/fail and accomplished by:

- An observation of skill techniques during clinical laboratory period. Skill inventory of requirements and five randomly selected competencies completed by the end of the clinical hours.

GRADING:

As also stated in the Crystal Point Catalog, you must pass all instructional and clinical courses with a score **of 80% or above** to be issued a Certificate of Completion for the NAC Program and allowed to take the state Board Exams. Students who do not graduate for unsatisfactory grades will be considered for re-entrance to the next scheduled class at 100% tuition fees upon submitting proof of adequate preparation to successfully complete the program.

Up to one make-up test is allowed for one quiz during the course. ***No make-up testing is allowed for the final exam, so please come to class and make sure to study!***

The course is not graded on a curve.

Skills Grading

- There are twenty-two practical skills that you will learn during the skills labs. To pass the course, you will demonstrate all the skills and your instructor will check off on a form documenting your mastery of all steps of the skill you are being tested on at the time.
- During your certification testing, you will be asked to perform 5 skills out of the 22 you will learn. Skill proficiencies are graded on a pass/fail basis, so use the opportunity during your skills labs to **PRACTICE!**

REQUIREMENTS FOR CLINICALS:

- Trainees must provide or complete a 2-step Tuberculin skin test (PPD) by the time clinicals begin. Results must be negative or chest x ray results, less than 5 years old, provided.
- On the last day of class, before clinical, students must wear scrubs, gait belt, watch and name tag.
- Additional details on Clinicals Week will be on the last day of classroom attendance.
- Complete background check given at registration.
- Clinical clearance from Office Manager (completed documentation)
- School costs paid in full. A late fee of \$50.00 will be assessed on all balances remaining unpaid past the due date.

MATERIALS NEEDED BEFORE CLASS STARTS:

- Notebook and pen or pencil for taking notes
- A dictionary (electronic devices with dictionary apps are fine)
- (*Recommended*) A binder with organizers or file folders
- Uniform (burgundy scrubs, top and bottom)
- Closed toe tennis or nursing shoes
- Watch with a second hand
- Gait belt (*may be purchased at our office or elsewhere*)
- Gloves for skills practice
- Current CPR card (or register for our CPR class)