



NURSING ASSISTANT CLASS SYLLABUS/ACADEMIC YEAR 2022-2023

Last updated August 24, 2022

INSTRUCTOR INFORMATION

Instructor & Program Director: Gwen Pilon, MN, RN (pilongs@mukilteo.wednet.edu)

Clinical Instructor: Laura Jackson, BSN, RN (jacksonlj@mukilteo.wednet.edu)

Office Hours: 1:40 pm – 2:30 pm M-F, or by appointment

Office/Class Location: Building 1, Room 135

Phone: 425-348-2227

ParentSquare message or e-mail is best way to contact me. I attempt to answer emails within 24 hours Monday-Friday, on school days.

COURSE DESCRIPTION

This course is designed to prepare students for employment with the entry-level skills of a certified nursing assistant in nursing homes, hospitals, clinics, long-term care facilities, home or community health agencies, or other healthcare facilities.

The program criteria are dictated by the Washington State Department of Social and Health Services (DSHS) for a standard CNA program, and the National Healthcare Foundation Standards and Accountability Criteria. (State Framework for Nursing Assistant Programs 2020)

The curriculum is in accordance with the National Nurse Aide Assessment program (NNAAP) for the Washington State Certification Exam.

The Nursing Assistant program is a one-year course for 11th or 12th grade students.

Prerequisites: Health and Biology

Session Times: Monday-Friday: AM Session 7:55 -10:25 AM; PM Session 11:10 AM to 1:40 PM

Credits: 1.5 credits per semester, 3 credits per year. Credits may be allocated as decided by home high school. May be used as elective credits, CTE credits and/or 1 Lab Science credit (equivalency).

CTE Dual Credit: B average (80% or higher) required

Bellevue College: 22 credits

Edmonds College: 14 credits

Clinical Internship (second semester): *Tentative schedule, subject to change based on clinical site availability* -Friday, Saturday, and Sunday, 8.5 hour shifts (including meal break, does not include transportation time). May be assigned to day shift or evening shifts.

Clinical days will occur between February 1 and May 31. Total 40 hours.

CERTIFICATE OPPORTUNITIES

Healthcare Provider CPR certification
Washington State Nursing Assistant – Certified
OSHA 10 (including Bloodborne Pathogens)

COURSE CONTENT

Content covered in class will include, but is not limited to: human anatomy & physiology; communication: interpersonal, cultural and digital; information technology in healthcare; healthcare systems; career development and employability; legal and ethical concerns in healthcare; applicable state and federal rules and regulations; safety, emergency situations, infection control and prevention, personal care skills, mental health and social service needs, care of cognitively impaired patients, basic restorative services.

Skills:

Students will learn and return demonstrate at least the 22 required hands-on skills for state CNA testing, additional skills may be added per instructor judgement.

Clinical Experience:

To be eligible to participate in the clinical rotation, students must have:

- ✓ completed and submitted a copy of all required immunizations
- ✓ complete CPR certification
- ✓ maintain a “B” Average (minimum 80%)
- ✓ successfully demonstrate competence for all 22 required patient skills

Students must submit immunization information, TB test results, drug screening results and complete a criminal background check. (Refer to *Clinical Requirements* document for more detailed information.)

Students will complete a 40-hour clinical internship caring for residents in a clinical facility, paired with a CNA staff member while under the supervision of a Sno-Isle Instructor. Students will care for and see patients, male and female, in all stages of dress and undress.

Students will complete their clinical hours during a two-week Friday, Saturday, and Sunday rotation during the 2nd semester. Students will be responsible for their own transportation to Sno-Isle TECH Skills Center and then be transported in the school van to the clinical site.

Ultimately it is the decision of the instructor to approve participation in the clinical rotation.

State Certification Exam for Nursing Assistant – Certified:

Students who have completed all state requirements, including the 40 completed hours of clinical experience will be eligible to sit for the Washington State Certification Exam. This is optional.

Ultimately it is the decision of the instructor to approve eligibility for the state Nursing Assistant Certification exam.

LEARNING OBJECTIVES

Upon completion of this course, student will:

- Safely and correctly perform 22 required skills, and have completed necessary coursework to qualify for state certification testing.
- Safely and accurately perform other clinical skills (in addition to the state tested skills) relevant to patient care.
- Describe the role and scope of practice for a Certified Nursing Assistant, as well as the other members of the healthcare team and explain how this informs their professional practice.
- Demonstrate understanding of the major body systems, common diseases and disorders, and how the understanding of anatomy and physiology informs their care of patients.
- Demonstrate a working knowledge of safety, infection control and emergency procedures by explaining how they would respond in a given clinical situation.
- Understand and communicate in the clinical setting using appropriate medical terminology and abbreviations.
- Identify clinical and ethical concerns in the patient care setting and discuss how to handle these situations professionally.
- Demonstrate or discuss appropriate strategies and methods of caring for patients who are impaired or have special needs.
- Explain and carry out the steps for applying for a job, how to interview and complete a work portfolio to include a cover letter and resume.
- Successfully complete: OSHA 10 training and Certification in CPR for the healthcare provider

COURSE MATERIALS

Provided by Sno-Isle TECH

***Nursing Assisting: A Foundation in Caregiving, 5th Edition* by Diana L. Dugan, RN Vaughn [must be returned at end of year, no writing/highlighting in textbook]**

Workbook for *Nursing Assisting: A Foundation in Caregiving, 5th Edition* [student may write on pages]

***Medical Terminology 350: Learning Guide* by Dean Vaughn [must be returned at end of year, no writing in workbook]**

LMS: Online course teaching and materials will be based in **Schoology**
Career Safe – OSHA 10 Online Workplace Safety Training

A variety online and multimedia resources will be utilized to supplement the primary text

Provided by student

1 or 2 inch 3 ring binder

Earbuds with standard adapter to use with computer (3.5 mm plug in)

Notebook or loose-leaf paper for note taking

Pens, pencils, and highlighters for note taking/assignments

Flash cards (student choice of paper flash cards and/or electronic flash cards such as Quizlet)

Loose fitting pants or shorts and tank top (for being in the patient role during skills practice)

Professional scrubs for all classroom and clinical days (for details, see separate *Professional Experience Expectations*)

Shoes, non-permeable (fluid resistant), closed toe with non-slip soles

Wristwatch with capabilities to show seconds. Must be analog (has a second hand) and **may NOT be a smartwatch (Apple Watch or similar.)**

Black or blue pen (for skills lab and clinical days)

ID Badge (provided by Sno-Isle TECH - to be worn every day)

Hair ties, clips, or hairbands for long hair; hair must be pulled away from the face

*** Sno-Isle TECH Skills Center can assist any student with financial relief for needed materials or equipment for this course. We are also able to connect you with resources for barriers to school attendance. Please reach out to me as your instructor, or to any staff member for help. A google form link can also connect you to financial assistance: <https://forms.gle/JTLEc1fAhqbFnTkbA> Please ask!*

COURSE EXPECTATIONS

- This course prepares students for a career as a healthcare professional. Students are expected to behave in a professional manner consistent with industry standards.
- Students are expected to participate and engage with course and clinical at the level of responsible, adult professionals.
- Healthcare professions require behaviors of integrity, professionalism, respect, and compassion. These behaviors are expected when interacting with nursing facility residents, facility staff, as well as school staff and other students.
- Cell phones to be kept in lockers during class time, may be used for learning purposes with instructor permission.
- Scrubs and professional appearance expected for all classroom and clinical days. (See separate *Professional Appearance Expectations*.)

- APA Format, 7th Edition will be the standard format for all projects and papers.
- As part of the learning experience, all students will be expected to take turns as a patient when practicing skills. Utmost respect for fellow students is expected. Confidentiality is to be maintained. Zero tolerance for bullying.
- To qualify to take the State CNA exam, students must maintain an overall course grade of 80% or better.

ATTENDANCE

State law (RCW 28A.225.010) and school board policy recognize regular attendance is the basis of success in the classroom. Attendance is especially important at Sno-Isle because of the significant amount of demonstration and hands-on learning that occurs in the classroom setting.

Steps to follow in case of an absence:

1. UNPLANNED: Just as you would in the workplace, students MUST contact the instructor if the student is absent. A phone call or email is required **same day** for an unexpected absence. Not contacting instructor may affect professionalism grade.
2. UNPLANNED: Parents/guardians MUST follow-up with an email to scattendance@mukilteo.wednet.edu OR a phone call (425-348-2220) for an excused absence. ***(Please include student name, date of absence and reason for absence.)***
3. PLANNED: If the absence is planned (like doctor/dentist appointment), please make every attempt to avoid missing class time. If this is not possible, the expectation is the that the student notifies instructor in advance and as soon as possible.

ASSIGNMENTS AND GRADING

Academic Honesty and Integrity violations include, but are not limited to:

- 1) **Plagiarizing, copying, or submitting any part of another person's work** (written, visual, or auditory) as representing one's own work.
- 2) **Distribution/Sharing/Receiving of class assignments or test information** in written, electronic, or verbal form to/from another student without teacher permission. Students in physical or electronic possession of unauthorized academic materials, whether requested/used or not, may be subject to disciplinary action.
- 3) **Using "crib notes"**: Any use of unauthorized notes on tests/assignments (written notes or electronic devices of any kind).
- 4) **Altering or Accessing Official School Documents**: A student shall not alter official school documents, either paper or electronic, or open school documents not specifically addressed to the student.

Suspected and confirmed instances of academic dishonesty will be referred to administration for documentation.

Grading communication: Students are encouraged to review their grades on Schoology at least weekly to verify correctness of entries and be aware of their progression in the course.

Parents/guardians may view student grades and progress via Skyward or parent Schoology access. Any concerns should be addressed with instructor as soon as possible.

Lack of progression in skills or pattern of grades below 80% will be reviewed with the student. If there is no improvement, the student, parent, counselor, and Sno-Isle administrator will be contacted to develop a collaborative plan for student support and success.

Each student's grade will be determined by a total point system, based on the following:

- Attainment of identified knowledge, skills, and abilities to meet industry standards
- Demonstrated knowledge and application of related theory
- Demonstrated attainment of 21st Century Skills (Professionalism)
- Quality of work completed
- Adherence to all safety rules and expectations
- Academic Performance: assignments, homework, projects, tests
- Demonstrated competency of patient care skills
- Demonstrated ability to work as a member of a team, showing inclusivity for all classmates, and investing in team success.

Late Work or Make-up Work: All assigned work must be completed and turned in to receive credit. Students with special circumstances requiring extra time must negotiate with the instructor for a new due date **prior to the original due date**. Unless exceptional circumstances exist, last minute requests for extensions will be denied.

1st Quarter - up to 5 days late for full credit

2nd Quarter - 10% off per day, up to 5 days late

3rd Quarter - 50% off for assignments turned in up to 5 days late

4th Quarter - **no late work accepted**

In some cases, the instructor will identify work that will not be accepted late and students will be notified in advance.

When absent, students must take responsibility to contact instructor and actively seek out missed work.

Sno-Isle TECH Skills Center can support accommodations for learning and health needs. The same as your sending school, we need updated paperwork that states what accommodations are needed. Please turn in any updates to your learning and accommodation plans to me or the Study Center staff.

MSD Grading Scale

A = 94 to 100 %

A- = 90 to 93 %

B+ = 87 to 89%

B = 84 to 86 %

B- = 80 to 83 %

C+ = 77 to 79%

C = 74 to 76%

C- = 70 to 73 %

D+ = 67 to 69 %

D = 60 to 66%

NC = 59% and below

Sno-Isle TECH Skills Center is administered by Mukilteo School District and follows MSD School Board Policies and Procedures.

Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Simone Neal (425-356-1319), NealSR@mukilteo.wednet.edu, Section 504 Coordinator Lisa Pitsch (425-356-1277), PitschLA@mukilteo.wednet.edu, and the ADA/Access Coordinator Karen Mooseker (425-356-1330), MoosekerKW@mukilteo.wednet.edu. Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Wes Allen, Director (425-348-2220) AllenWR@mukilteo.wednet.edu. Address: 9001 Airport Road in Everett, WA 98204.