

**Mission Valley ROP**  
**Nursing Assistant Program**  
**2018-2019 Syllabus**

Course Title:	Nursing Assistant
Instructor:	Mrs. Brucker, RN, GCNS, GNP, MS
Class Hours:	Monday – Friday (7:30 - 9:30 am OR 1:00 - 3:00 pm)
Room Number:	MVROP Main Campus, Rm. 221
Phone Numbers:	510/657-1865 ext. 15221      (cell) 925/366-8172
E-Mail:	<a href="mailto:ibrucker@mvrop.org">ibrucker@mvrop.org</a>
Textbooks:	Alvare, Susan, Fuzy Jetta, RN, MS and Rymer, Suzanne, MSTE, RN,C, LSW. Hartman's Nursing Assistant Care, Long term Care and Home Health, Albuquerque, NM:Hartman Publishing, Inc., 2009  Alvare, Susan, Fuzy Jetta, RN, MS and Rymer, Suzanne, MSTE, RN,C, LSW. Workbook Hartman's Nursing Assistant Care, Long term Care and Home Health, Albuquerque, NM: Hartman Publishing, Inc., 2009  Skills Packet (handout)
Units:	20 credits (10 per semester)
UC/CSU a-g:	This course counts as a UC/CSU Area “g” College Preparatory Elective

**Course Objective**

Welcome to MVROP Nursing Assistant class! This course is designed to:

- provide classroom instruction, community training and experience preparing the student for careers in nursing, medicine, rehabilitation therapy and other health care areas of practice.
- prepare you for a career in health care specific to nursing or other health care areas of interest. The student who successfully completes the theory and clinical/externship hours of class can successfully earn a Certificate of Completion in the Nursing Assistant program.
- provide classroom instruction including such areas of professional ethics, medical terms/terminology, BLS/CPR, first aid, personal patient care, food and nutrition, safety principles, infection control, body mechanics, vital signs, life for seniors in the following community sites: assisted living, home care (non-medical) and acute care.

### **Prerequisites**

- Student must be a junior or senior in High School.
- Interest in the sciences and health care delivery system, but not required.
- A positive attitude and the ability to communicate and interact with the health care team effectively is recommended.

### **Career Benefits and Organizations Available to the Nursing Assistant CTE Student**

- The NA class counts as a UC/CSU Area “g” College Preparatory Elective
- Certifications: Completion of the NA program, Proficiency Exam for CNA, HIPAA, and AHA/BLS
- Opportunity to gain observation and hands-on experience in multiple health care sites (Nursing Home (LTC), Assisted Living, Dementia Unit, Activities, Rehabilitation Unit, Acute Care, Surgery and Medical/Non-Medical Home Care)
- Obtain clinical /externship experience hours, which are needed to apply to many professional programs
- Determine what area of practice in healthcare that may be of interest: Nursing, Medicine, Surgery, PT, OT, ST, Rehabilitation Therapy, Psychiatry, and many other areas of career practice in the health care industry

### **Organizations**

1. NTHS –National Technical Honor Society
2. Cal-HOSA Future Health Professional

#### **What is HOSA Future Health Professional?**

HOSA is an international recognized health science and career technical education organization for secondary and post-secondary students.

#### **HOSA Benefits:**

- Leadership Development- Career/Personal
- Competitions- State & International
- Employment Opportunities
- Health Care Skills Practice
- Community Service in the Health Care Industry
- Scholarships, conferences and much more

HOSA Open House is on \_\_\_\_\_ at MVROP! JOIN today & be a WINNER!!

## **Modules**

Some of the required Modules to be covered in THEORY and CLINICAL SKILLS for Nursing Assistant within the course are:

- Module 1: Introduction
- Module 2: Patients' Rights
- Module 3: Communication/Interpersonal Skills
- Module 4: Prevention & Management of Catastrophe & Unusual Occurrences
- Module 5: Body Mechanics
- Module 6: Medical & Surgical Asepsis
- Module 7: Weights & Measures
- Module 8: Patient Care Skills
- Module 9: Patient Care Procedures
- Module 10: Vital Signs
- Module 11: Nutrition
- Module 12: Emergency Procedures
- Module 13: Long-Term Care Resident
- Module 14: Rehabilitation Nursing
- Module 15: Observation and Charting
- Module 16: Death and Dying

**Additional Units Include:** Medical Terms & Terminology, Anatomy and Physiology, First Aid and BLS/CPR, Assisted Living, Home Care, Acute Care, and Professional Portfolio. Incorporated throughout the course are preparation of career standards to include basic professional skills and behaviors, career technical and employment skills.

*\*Reference materials are available in class: tablet/surface (when assigned to use in class), periodicals, medical dictionary, handouts, models, medical/surgical books, etc. (All must be used only in class.)*

The Nursing Assistant program is a course that incorporates the traditional classroom/skills lab and moves into the world of employment in the health care system at the externship sites.

## **Resources/Materials Needed**

- 3-ring binder/notebook
- 24+ subject dividers
- Binder paper
- Pens
- Pencils (#2)
- Highlighters (pink, yellow and blue)
- Index cards (100)

\*All course materials (notes, handouts, returned assignments/quizzes, etc.) must be kept in the binder until the end of the course.

### Uniform

Each NA student **must purchase** the uniform/scrubs and white closed toe shoes. Each class will vote on the color of the Uniform/Scrubs.

The uniform can be purchased at **Scrub Fit (32635 Alvarado Blvd., Union City)**. This will be further discussed in the class/parent meeting.

**The uniform is REQUIRED to be worn with closed toe white shoes to class every day.**

The above required professional dress starts at WEEK 2-3 in order to enhance student learning, professional practice and enhance the attitude of student's in the NA program.

Student's hair is required to be tied back and off the neck. Students cannot have acrylic nails/nail polish. Students can only wear stud earrings. Students cannot wear necklaces or raised stone ring(s). Any tattoos MUST be covered.

### Grading

*Grading Categories:*

**25 % PARTICIPATION:** Being on time to class each and every day, participating in class, actively participating in group discussions, skills lab team assignments and mentoring activities and class work

**25 % PROFESSIONALISM/PERSONAL WORK ETHICS:** Come to class in neat and appropriate professional dress from *head to toe*, arrive on time to class daily, demonstrate professional organizational skills, responsibility, positive attitude and team work. PROFESSIONAL DRESS/scrubs, name tag and required physical appearance (hair, nails, etc.) and class binder supplies. Your grade is taken DAILY and affects YOUR grade in class and your externship experience

**50 % ASSIGNMENTS/TEST/QUIZZES & EHR:** Classroom assignments, homework participation in class/skills lab, group discussions, independent or group presentations/Electronics Health Records (EHR) **(25%)**; Quizzes and Tests **(25%)**

A+= 97-100%   B+ = 87-89%   C+ = 77-79%   D+ = 67-69%   Less than 60% if an F grade  
A = 94-96%   B = 84-86%   C = 74-76%   D = 64-66%  
A- = 90-93%   B- = 80-83%   C- = 70-73%   D- = 60-63%

*\*An overall grade of at least 84% is required for the student to be allowed to participate in the community externship rotation and to receive the Certificate of Completion upon graduating from the course at the end of the year (2019).*

*\*\*At the end of 1<sup>st</sup> semester, the student MUST have at least an 84% grade or they will be dropped from the NA class. The Instructor will conference with the student when the grade*

*begins to drop below an 84%. If the student DOES NOT HAVE a (B/84%) grade then they will need to return to their home school for placement in another class.*

There will be a comprehensive midterm exam at the end of the first semester and an accumulative final exam. Being organized, completing ALL assigned work, learning skills and being on task, will be key to earning the best grade YOU can earn in the class. Everyone in this class starts out with an A+. It is up to you to keep that grade. SEE THE ENCLOSED N.A. COURSE GRADE POLICY FORM for ALL areas of practice related to the student's grade.

### **Attendance**

The mission at (MVROP) Mission Valley ROP, a CTE (Career Technical Education program), is to prepare students to go out into the workforce in a career area of the student's choice and/or attend a post-secondary school to prepare for the career choice in their lifetime journey as a professional. All places of employment expect employees to show up to work on time every day the employee is assigned to work.

Every CTE program teaches students from the first day of class to be on time and begin to learn the correct direction of work ethics and punctuality by being on time for each and every class. If there is a minimum day at your home school or another optional event, we still expect you to attend your ROP course to include when attending the externship rotation, in December to the end of the school year (and class control day every Monday per externship).

***Daily attendance = 10 points per day = TOTAL 50 points per week***

***If you are TARDY, you lose 5 points. Multiple tardiness with no parent excuse handed to the instructor when entering class will give 0 points for the day. For a tardy OR no call/no show to class without a parent excuse (note written), students will be referred to speak to their home school counselor or MVROP Program Coordinator. The parent will also receive a phone call for such an issue or other concerns.***

### **Excused Absences**

Medical/illness with parent note and/or return to class via note from MD, Legal/Court or Bereavement. If student misses 3 days for illness, MD return to class note must be submitted to instructor. If a student is absent for any legal or bereavement situation the appropriate documentation must be turned in to instructor upon return to class.

YOUR PARENT must CALL or TEXT Mrs. Brucker if their student will be ABSENT or LATE for CLASS!! PARENT will receive RETURN CALL or TEXT from Mrs. Brucker to validate parent message. Your HOME SCHOOL DOES NOT CONTACT MVROP REGARDING YOUR ABSENCE!!

PARENT MUST CALL ONE OF THE NUMBER PROVIDED ABOVE.

Parent should provide the following information for absence or tardy:

- 1.) Student name, school, NA class (A.M. or P.M.)

- 2.) Reason for absence/tardy
- 3.) Name of parent
- 4.) Phone number to return call

Parent and student's counselor will be called/emailed of student's absence on DAY 3 if there is NO contact from a parent.

PUNCTUALITY and PROFESSIONALISM is very important in career technical education courses. Excessive tardiness can prevent a student from being placed at clinical/externship sites. Tardiness is disruptive to the class, instructor and minimizes YOUR instructional time in the program.

### *Class assignments when student is ABSENT*

It is student responsibility to find out assignments or work via GOOGLE CLASSROOM that you have missed. Check white board assignment, verify and discuss with instructor if needed. You are responsible to check GOOGLE CLASSROOM and coordinate your returned homework, reports, papers, etc. from the NA class file box located with a file folder and your name on a daily basis. There is a file box for HIGH SCHOOL A.M. & P.M. classes in the back of the classroom. **Please take only YOUR material from YOUR FILE!!** It is against HIPAA regulations to go into another student's file folder.

### *Google Classroom*

Weekly Assignments will be posted on Google Classroom within the first week of class. This site is password identified. The Class will sign in and review the use of GOOGLE CLASSROOM. ALL communication will be found on GOOGLE CLASSROOM. Students MUST check this site DAILY. This is the responsibility of the student to review this site for the assignment, any additional activities (you Tube review, videos, articles or other assigned materials), and to complete the ENTIRE assignment by the DUE DATE and print it out to be turned in.

The Instructor WILL review online assignments and the use of GOOGLE CLASSROOM from students. Questions, videos, additional work may be assigned, anytime, so it is the responsibility of the student to regularly review their class site. Using GOOGLE CLASSROOM prepares students for post-secondary education. All work must be done independently by the individual student. If a student is absent on test day, the student will make up the test the day they return to class.

All assignments are due ON THE DUE DATE as the DATE and TIME are posted on each assignment. Late assignments are worth 50%.

### *Projects/Ongoing Assignments*

**Regular Binder Check** in class that reflects student's grade to include organizational skills and professionalism. Class work and skills lab materials and all module coursework as related to textbook material until the end of the course. Binder checks are announced or unannounced. You will receive a "0" if binder is not in class on given binder check day. (no makeup)

The BINDER must be kept up-to-date and brought to class DAILY!! **(WORTH 300 POINTS)**  
Therefore, bring your binder and supplies to class DAILY to the end of the year!

***Uniform/Dress Code:*** Professional dress/scrubs, name tag and required physical appearance (hair, nails, etc.). Your grade is taken DAILY and affects YOUR grade in class and your externship experience.

***Portfolio Binder:*** Each student will need a one-inch, three-ring binder and 12-14 sheet protectors for his/her student portfolio project, which will commence at the beginning of the second semester. The portfolio will include a cover letter, resume, thank you letter, completed job application, reference sheet, 3 reference letters, resignation letter, one outstanding work sample/project, and a certificate of completion and certificates earned in class for every student earning a grade of "C" or better. MANDATORY to COMPLETE COURSE and receive the CERTIFICATE of COMPLETION and pass the class. Turn in this project when due at the end of the year. **(WORTH 280 POINTS)**

***Systems Project:*** Each student will select a body system to describe its function, organs, and composition of the system as related to total body function. Signup for this project is to identify the system and 2 diseases and 1 disorder as related to the system. Student must have 3 visuals (TBD). This is an individual project and must be approved by the instructor. No duplicates of diseases or disorders per system per student. Further details will be provided in a handout and rubric. **(WORTH 100 POINTS)**

**Externship Rotation (begins in December 2018)**

Eligibility for students to attend 1st semester and 2nd semester community clinical/externship is the following:

- successfully complete the classroom work and skills lab checks at grade of 84%(B) or higher AND recommendation of the instructor, Mrs. Brucker.
- show appropriate work ethics, professionalism, leadership skills and teamwork as well as HIPAA.
- a positive attitude, excellent communication skills, willingness to learn, be respectful and responsible to work hard are expectations in the NA program.
- transportation to MVRP and the training sites (clinical & externship/A.M. & P.M.) is the responsibility of the parent & student.
- to be further discussed in class AND AT THE PARENT MANDATORY MEETING!!
- Skills lab is in Rm. 221 and is used for practice of ALL skills required to learn for CLINICAL & EXTERNSHIP practice and professional practice. The lab must be returned to its original setup at the end of each class.

**Prerequisites to attend the externship/clinical rotation:**

- 1.) Students must have COMPLETED YELLOW MEDICAL PACKET by \_\_\_\_\_
- 2.) Negative 2 STEP TB (tuberculosis) result

- 3.) Background check/fingerprint/ DOJ (TBD at MANDATORY Parent meeting)
- 4.) Availability to rotate on weekends, if possible
- 5.) Have complete professional dress (from head to toe)/scrubs, white shoes OR wear assigned clothing at externship site (TBD at MANDATORY Parent meeting)
- 6.) Transportation to and from externship site (via parent OR student)
- 7.) 84% grade or higher of classwork, ALL skills check and exhibit work ethics and professionalism
- 8.) Recommendation by Instructor, Mrs. Brucker

### **Work Ethics and Professionalism for CLASS and EXTERNSHIP**

You will be graded on your work ethics, professionalism, neatness, communication skills, respect, attitude and responsibility. Each student has the ability to gain and continue to earn an excellent grade.

If you do not participate in class, skills lab, class discussion, you will lose credit. Bringing necessary class materials to class includes 'class participation' as well as verbal discussion related to class lecture, group activities, etc.

### **Cell Phone Policy**

ALL Health Science classes at MVROP have a strict NO CELL PHONE policy in CLASS and CLINICAL. NO CELL PHONES are USED IN the NA CLASS. HIPAA rulings are applied with CELL PHONES and any ELECTRONICS!!

### **Classroom Rules**

The ROP classroom should be treated as a professional environment. Respect, honoring one's personal space, honesty, trustworthiness and kindness are attributes we must instill daily with one another in class and such behavior is learned for future workplace environments. In order to have these characteristics, the following rules must be adhered to:

1. Come to class on time with a positive attitude & commitment to SUCCEED!
2. Bathroom use is by permission only from the instructor AND only one at a time at the restrooms. Use sign-out B.R. sheet and take hall pass. Clean the pass upon return.
3. No profanity, rudeness or invading one's personal space (2-point deduction per word for entire class).
4. Show RESPECT to fellow students. You are responsible for your behavior and actions. It is the right of other's to learn and of me to teach!!
5. No cheating!! (You will receive ZERO credit/further action TBD on 2nd offense)
6. When instructed by teacher you will place your desk in "TEST POSITION"; to be shown in class.
7. **Listen** while the instructor is talking. Be RESPECTFUL of Mrs. Brucker and your classmates, guest speakers and substitutes or administrators/visitors.
8. Students will not chew gum in class.
9. NO EATING or DRINKING in the classroom. CLEAR plastic water bottles (no glass) are permitted.



10. Students will NOT wear hats/beanies in class or in the halls of MVROP.
11. Student will follow instructions and work independently when doing in-class assignments, unless otherwise instructed by Mrs. Brucker.
12. Leave any and all equipment UNTOUCHED unless otherwise instructed to do so.
13. Clean up any and all areas in the classroom/skills lab by the end of class (or otherwise instructed). Pick up scraps of paper, etc. and put ALL equipment, supplies, etc. back in original place just as you would in the work place when working at a job site.
14. Students using in class computers need to abide by the ACCEPTABLE COMPUTER POLICY AND RULES REGARDING COMPUTER USE. Rules will be reviewed prior to student use.

**Classroom Standards**

Students demonstrate proper work ethics, professionalism having such personal qualities as –

- |  |  |
|--|--|
| Respect  | Commitment to do ones best                           |
| Responsibility                                     | Participation in class/skills lab                    |
| Respect for yourself and others                    | Neat appearance of professional dress                |
| Good attendance                                    | No excessive makeup/acrylic nails/long regular nails |
| Self-discipline                                    | Independence   |
| Positive attitude/appropriate communication skills |  |

\*\*\*\*\*

Let's make this school year a positive & successful experience in the NA program!!

I look forward to a great year with lots of learning, hands on experience and application of health care skills and professionalism in the Nursing Assistant class at MVROP for ALL students!!

GET READY...GET SET...GO

Today begins a NEW JOURNEY in your future career health care pathway!

**MVROP/NA Program**  
**\*\*\*Please return to Mrs. "Bee" Brucker\*\*\***  
**\*\*\*COMPLETED BY PARENT \*\*\***

(COMPLETED sheet is worth 10 bonus points & is due on \_\_\_\_\_)

Student's Name \_\_\_\_\_ A.M. or P.M. class  
(print student's name) (circle one)

Parent's Name (print) \_\_\_\_\_

What means of communication do you prefer (i.e., e-mail, text, phone call, mail)

\_\_\_\_\_

Parent's Name (print) \_\_\_\_\_

What means of communication do you prefer (i.e., e-mail, text, phone call, mail)

\_\_\_\_\_

Does your student have access to the internet at home? \_\_\_\_\_

Does your student have access to a computer at home? \_\_\_\_\_

Does your student have access to a printer at home? \_\_\_\_\_

How would you rate your child's motivation level as a student?    LOW    AVERAGE    HIGH  
(circle one)

What do you think motivates your student? (grades, awards, friends, being able to be with people/relatives, etc.): \_\_\_\_\_

PARENT PHONE NUMBER \_\_\_\_\_

PARENT EMAIL \_\_\_\_\_

Please use the back of the sheet to provide me with any additional information that you feel might be helpful when working with your student.

Thank you for your support and assistance in helping your student be successful in the NA program this school year!!

I look forward to a very exciting school year!

**MVROP Student AND Parent Agreement 2018-2019**  
**Nursing Assistant Expectations Form/Mrs. Brucker, RN, MS**  
(25 point assignment)

This packet must be reviewed and signed by student and parent(s). This form must be returned to the instructor by \_\_\_\_\_.

**Student:**

I have read and understand the contents of the Nursing Assistant packet, course syllabus and grade letter. I agree to come to class on time and be prepared, abide by the rules and policies as stated in the course syllabus, grade letter and course grade policy, be courteous and be respectful in order to have a positive learning environment for my classmates, instructor and myself.

\_\_\_\_\_  
(PRINT student name and Date)

\_\_\_\_\_  
(Student Signature)

**Parent:**

I have read and understand the policies and procedures listed in my son/daughter's Nursing Assistant course syllabus. I will ensure my son/daughter will abide by the rules, policies and clinical schedule in order to have a positive learning environment and have every opportunity to succeed in the course.

\_\_\_\_\_  
(PRINT student name and Date)

\_\_\_\_\_  
(Parent Signature)

**Initial the following:**

**Parent and Student**

\_\_\_\_\_ I understand that if my student is absent from the NA ROP class, I must provide written explanation of the absence. If my student missed 3 or more consecutive days for a medical/illness reason, the absence must be verified by a physician's note. I will CALL or TEXT the absence to the Instructor on the day of the absence.

\_\_\_\_\_ I understand that my student is enrolled in the 2 hour NA course, and my student must have an 84% in the class, AND the recommendation of the instructor, in order to participate in the clinical externship.

\_\_\_\_\_ I understand that my student must meet the minimum attendance requirements in order to attend the clinical externship.