

MVROP
Nursing Assistant Program 2019 – 2020

Course Title: Nursing Assistant

Instructor: Mrs. Brucker, RN, GCNS, GNP, MS

Class Hours: Monday – Friday (7:30am-9:30am OR 1pm-3pm)

Room Number: MVROP Main Campus Rm. 221

510/657-1865 ext. 15221...(cell) 925/366-8172

E-Mail: ibrucker@mvrop.org

Textbook: 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., 3rd edition.

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., 3rd edition.

Skills Packet (handout) other reference via the program

Units: 20 credit units

Course Objective: This course is designed to provide classroom instruction and community training and experience preparing the student for career jobs in nursing, medicine, rehabilitation therapy and other health care areas of practice.

High School Student Syllabus 2019 – 2020

Welcome to MVROP Nursing Assistant class! This course is designed to prepare you for a career in health care specific to nursing or other health care areas of interest for the student. 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.

The Nursing Assistant program is a UC and CSU approved A-G course!! It counts as an Area G-College Prep Elective course. If you apply for admissions to a UC or CSU school you will add this course as an Area G-College Prep Elective on your application. This grade will count in your overall high school GPA and will be counted in the UC and CSU GPA's when you apply to those schools.

The course is designed to 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, 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 A-G course: College Preparatory Elective. (see specifics of the NA course above).
- * Certifications : Completion of NA program, Proficiency Exam for CNA, HIPAA, AHA/BLS, Infection Control, National Council of Certified Dementia program NCCD trained (option to be certified), and additional certifications this year.
- *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 (TBD) class

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. The HOSA mission is “to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health occupations for students, therefore, helping the student meet the needs of the health care community.”

* HOSA Benefits:

* -Leadership development -Career/personal -Competition State & International

* -Employment opportunities -Scholarships conferences and much more in

* -Health Care skills practice -Community Service health care industry!!

HOSA Open House in SEPT 5th, 7p-8p at MVROP!

JOIN today & be a WINNER!!

The required Modules to be covered in THEORY and CLINICAL SKILLS for Nursing Assistant within the course outline (but not limited to) 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

Module 17: Abuse

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

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

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

Resources and Materials students will need in the NA program:

• Each NA student (in the A.M. & P.M.class) **must purchase** the following: uniform/scrubs, and white closed toe shoes. Go to **Scrub Fit Alvarado Bld., Fremont with my business card to order and receive 15% off a package (top and pants/scrubs) To be discussed in class/parent meeting.**

- Uniform/(scrubs) class color voted in class of their class and
REQUIRED

to be worn with closed toe white shoes to class every day.

- The above required professional dress starts at the end of 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 required to be tied back, off the neck, no acrylic nails/nail polish, only stud earrings, no necklaces, no raised stone ring(s), tattoos need to be covered.

- Students enrolled in the class (A.M. & P.M.) must attend the 2-hour class/clinical Monday-Friday. The total theory hours is 10 hours per week until externship experience begins.

Additional materials/SUPPLIES include:

- **SUPPLIES:** 3-ring binder/notebook (size TBD),24+ subject dividers binder paper, pens, pencils(#2) and highlighters (pink, yellow and blue).
- Index cards (100)(blank OR lined 3x5 index cards)
- All course materials (notes, handouts, returned assignments/quizzes, etc.) must be kept in the binder until the end of the course. TBD/reviewed in class.

Grading Policy includes (3) CATEGORIES:

WORK ETHICS.....(50%)

PROFESSIONAL KNOWLEDGE..... (30%)

SKILLS.....(20%)

Overall grade must be 84% that is required for student to be allowed to participate in the community externship rotation and receive the certificate of completion upon graduating from the course at the end of the year, 2020.

At the end of 1st semester student MUST have 84% course grade in order to attend the externship/clinical portion of the program or will be dropped from the NA class.

There will be a comprehensive midterm exam at the end of the first semester & accumulative final exam. Being organized, complete ALL assigned work, learn skills and be 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 ENCLOSED N.A. COURSE GRADE POLICY FORM for ALL areas of practice related to students grade.

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

The student MUST HAVE a (B) or 84% grade to proceed into the clinical and externship site rotations & stay in class. Instructor will conference with student at any time with grade issues. If the student DOES NOT HAVE a (B/84%) grade then they will need to return to their home school for further placement in another ROP or school campus course.

Units of Credit (20 units for entire program). This is a variable unit course. Variable credit is a way of giving units based upon productive work of students that meet minimum standards. In a person's professional job, you are productive when you the employee attends work. Productive work happens when the student is in class, attending their assigned externship or clinical site. If you are employed at your career site, you will be fully paid when at work but your paycheck may be reduced by reduced hours at work, if you do not follow protocol of the job,

therefore a student's units of credit (20 total) may be reduced by reduced hours in the classroom/internship. If a student is in danger of losing units, the student's parents, MVROP Program Manager, and counselor will be notified.

Work Ethics (50%)

Come to class neat and appropriate professional dress from *head to toe*, attendance to arrive on time to class, daily participate in class, 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.

Being on time to class each and every day, participating in class, actively participating in a professional manner in class, in group discussions, skills lab team assignments and mentoring activities and class work.

Professional Portfolio is required in order to receive the program certificate of completion. Students MUST turn in a ROP Portfolio. Failure to turn in a portfolio will significantly impact the student's grade and certificate of completion. No late portfolios will be accepted.

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. All sheets submitted in page protectors. MANDATORY to COMPLETE COURSE and receive the CERTIFICATE of COMPLETION and pass the class. NO late portfolios will be accepted.

- **Attendance**

The mission at (MVROP) Mission Valley ROP, a CTE (Career Technical Education school) prepares students to go out into the workforce in an career area of student choice and/or attend post-secondary education 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.

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

If you are TARDY you loose 5 points. Multiple tardiness with no parent excuse handed to instructor when enter class will give 0 points for the day.

For tardy OR no call no show to class without parent excuse (or note written) students home school counselor, MVROP Program Manager will be contacted. Parent receives a phone call for such an issue or other concerns.

Excused absences include the following reasons:

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. If student will be absent more than one week the student must have an Independent Packet turned in to instructor and assignments At MVROP, every CTE program teaches students front 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 minimum day at your home school or another optional event then we still expect you to attend your CTE 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).

- **Professional Knowledge (30%)**
Tests/quizzes

Come to class 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.

Skills (20%)

- ***Regular binder check*** in class that reflects students grade to include: organizational skills, 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!!
Therefore... bring your binder and supplies to class DAILY to the end of the year!

***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)
- *Review the 'professional' that would treat this 'system.' Discuss the role, education and approach of care for the 'system' as related to the 2 diseases and 1 disorder.
- *This is an individual project and must be approved by the instructor. No duplicates of diseases or disorders per system per student unless otherwise reviewed by teacher.
- *Further details in handout and rubric (TBD) in class.

Externship Rotation (begins in December, 2019)

- 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 team work 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 MVROP and the training sites (clinical & externship/A.M. & P.M.) is the responsibility of the parent & student. To be discussed in class AND PARENT MANDATORY MEETING!!
- Skills lab is in Rm. 221 and is used for practice of ALL skills required to learn for EXTERNSHIP & CLINICAL 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 MEDICAL copies by OCTOBER 16th, WEDNESDAY.

- 2.) Negative/TB (tuberculosis) result (TBD at mandatory parent meeting)
- 3.) Background check/fingerprint/TBD at MANDATORY Parent mtg
- 4.) Have complete professional dress (from head to toe)/scrubs, white shoes (TBD at MANDATORY Parent mtg).
- 5.) Transportation to and from externship/clinical site (via parent approval and parent arrangement).
- 6.) 84% grade or higher of classwork, ALL skills check and exhibit work ethics and professionalism.
- 7.) Recommendation by Instructor, Mrs. Brucker
- 8.) Handouts regarding externship/clinical protocol will be handed out prior to student receiving their externship/clinical assignment. Paperwork to include standards, regulations, site orientation and other details to be completed by site director, student, parent and instructor.

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

****YOUR PARENT must CALL or TEXT (via her cell phone) or EMAIL Mrs. Brucker if their student will be ABSENT or LATE for CLASS!!**

****PARENT will receive RETURN CALL or TXT or EMAL from Mrs. Brucker to validate parent message.**

If you do not participate in class, skills lab, class discussion, you will lose credit. Bringing necessary class materials to class (binder, txtbk and workbook, skill cards, terminology cards) and includes 'class participation' as well as verbal discussion related to class lecture, group activities, etc.

Parent needs to provide the following information when contact Mrs Brucker regarding their student's absence or tardy any class day:

- 1.) Student name, 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 NO contact from parent.

ALL parents will receive a response from Mrs. Brucker to validate the absence.

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.

Your HOME SCHOOL DOES NOT CONTACT MVROP REGARDING YOUR ABSENCE!!

PARENT MUST CALL ONE OF THE FOLLOWING numbers to inform Instructor, Mrs. Brucker of students absence from class:

- Call main MVROP number.....510/657-1865 and leave message with the Receptionist, Ms Malise
- MVROP number and510/657-1865 ext 15221Mrs Brucker's Room
- Mrs. Brucker's CELL...925/366-8172 (voicemail) OR text EMAIL....issues, questions to Mrs. Brucker.... ibrucker@mvrop.org

Class assignments when student is ABSENT:

*It is student responsibility to find out assignments or work via EMAIL to Mrs Brucker OR call that you have missed. Check white board assignment, verify and discuss with instructor if needed.

*You are responsible to check 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.

PLEASE NOTE:

!• 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: Come to class on time with a positive attitude & commitment to SUCCEED!

- 1.) 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 upon return to classroom.
- 2.) No profanity, rudeness or invading one's personal space (2point deduction per word for entire class).
- 3.) Show RESPECT to fellow students and are responsible for your behavior and actions. It is the right of other's to learn and of me to teach!!
- 4.) No cheating!! (will receive automatic O credit/further action TBD on 2nd offense)
- 5.) When instructed by teacher you will place your desk in "TEST POSITION" to be shown in class.
- 6.) **Listen** while the instructor is talking. Be RESPECTFUL of Mrs. Brucker and your classmates, guest speakers and substitutes or administrators/visitors.
- 7.) Students will not chew gum in class.
NO EATING or DRINKING in the classroom /TBD in class.
CLEAR plastic water bottles (no glass) are permitted.
- 8.) Students will NOT wear hats/beanies on class or halls of MVROP.
- 9.) Student will follow instructions and work independently when doing in class assignments unless otherwise instructed by Mrs. Brucker.
- 10.) Leave any and all equipment UNTOUCHED unless otherwise instructed to do so.
- 11.) Clean up any and all areas in the classroom, skills lab by the end of class (or otherwise instructed). Pick up scrapes 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 in your career job site.
- 12.) Students using in class computers need to abide by the ACCEPTABLE computer POLICY and RULES regarding COMPUTER USE. Rules will be reviewed and use of computer 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

I am located at MVROP/main campus in Room 221. My office and classroom phone number and connecting message machine is 510/657-1865 ext.15221. My cell phone is (925/366-8172). Appointments can be made to meet with me.

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

My school e-mail is ibrucker@mvrop.org and I check the e-mail at the beginning and end of the work day.

*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...SET... and let's GO into your future career in health care!!

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

(COMPLETED sheet is worth 10 bonus points & is due _____)

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

Mother's Name (print) _____

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

Father's Name (print) _____

What means of communication do you prefer (ie, 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?

(circle your answer)

LOWAVERAGE..... HIGH

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

This packet must be reviewed, 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) Date (Student Signature)

Parent:

I have read and understand the procedures and policy 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.

(Parent Signature) Date

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 medical/illness reason, absence must be verified by a physician's note. I will CALL or TXT absence to Instructor on day of absence.

_____ I understand that my student is enrolled in the 2 hr. 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 if my student being enrolled in the 2 hr NA course, that my student must meet minimum attendance requirement in order to attend clinical/externship.

Parent and Student

_____ I understand that my student must attend a *minimum* of 8 hrs of externship/clinical hours per week at their assigned site and attend the one day (2hr) control class at the MVROP Center.

_____ I understand that the NA program is a variable unit course. The student may be in danger of losing units, the student's parents, MVROP Program Manager, and counselor will be notified if student does not follow protocol posted in syllabus.

Student Print Name/ Student Signature/ Date

Parent Print Name/ Parent Signature/Date
