

MVROP
Nursing Assistant Program 2021 - 2022

Course Title: Nursing Assistant

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

Class Hours: AM. and P.M.

Room Number: Distance Learning

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 credits (entire year course)

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

MVROP
Nursing Assistant High School Student Syllabus
2021 – 2022

Welcome to MVROP Nursing Assistant distance learning program! 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 NA distance learning program 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 distance learning instruction including such areas but not limited to: professional ethics, medical terms/terminology, BLS/CPR (TBD), first aid (TBD), personal patient care, food and nutrition, safety principles, infection control, body mechanics, vital signs, life for seniors in the following community sites: assisted living, nursing home, home care (non-medical) and acute care.

COVID/HEALTH REQUIREMENTS:

- All Mission Valley ROP students are required to wear a mask or face covering while inside any classroom or building on the MVROP campus. A mask will be provided if there is a need.
- All students should conduct a daily self-assessment for any signs or symptoms of illness.
- Students should stay home from school and school activities if they have any symptoms of an illness such as a fever, a cough, a sore throat or headache.
- Students should not return to school after an illness until they have been symptom free without medication for 24 hours.

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, Precision Testing Proficiency Exam for CNA, HIPAA, AHA/BLS, Infection Control, National Council of Certified Dementia program NCCD trained (student has 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. **(at this time)**
- *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.) SKILLS USA (TBD) class

The required Modules (TBD) to be covered in THEORY and 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
Module 18: TBD in virtual class

Additional units include: Medical Terms & Terminology, Anatomy and Physiology, First Aid and BLS/CPR, (TBA) 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.

ASSIGNMENTS will be posted on GOOGLE CLASSROOM and GOOGLE CLASSROOM must be reviewed by student DAILY

Mission Valley ROP and the Nursing Assistant program is a course relevant to CTE (Career technical education) that incorporates the traditional classroom/skills lab and prepares the student for employment and college through industry standards tools, training and experience in the health care system.

Resources/Materials students will need in the NA class (at this time)

***Scrubs REQUIRED to be worn with closed toe white shoes to class every day. In order to enhance student learning, professional practice and enhance the attitude of student's in the NA program.**

***(TBD in class) Scrubs (top and bottom) can be borrowed by the student and returned at the end of the school year clean in a complete set (scrub top and pants). If school scrubs are damaged the student will be charged \$20 for the entire scrub set**

*** If student chooses to take the MVROP scrub set, parent and student must sign a SCRUB sign out/borrow sheet and pick up the scrubs at Scrub Fit and present a 'ticket' to the manager at Scrub Fit 32635 Alvarado Blvd, Union City, CA 94587**

***Student may purchase their own scrubs (TBD in class)**

***Student may buy their own scrubs but must match class color.**

***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**

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, 2021.

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. **N.A. COURSE GRADE POLICY FORM for ALL areas of practice** related to student's grade (to be shared Virtual class)

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.

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.

PARTICIPATION: The mission at (MVROP) Mission Valley ROP, a CTE (Career Technical Education school) prepares students to go out into the workforce in and 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 participation = 10 points per day = TOTAL 50 points per week

***ASSIGNMENTS will be posted on GOOGLE CLASSROOM and GOOGLE CLASSROOM must be reviewed by student DAILY!**

- **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 Virtual class DAILY!!

Therefore... bring your binder and supplies to Virtual class DAILY to the end of the year!

***System 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.

Prerequisites to attend the externship/clinical rotation **(at this time/dependent on independent externship sites)**

- 1.) 84% grade or higher of classwork, ALL skills check and exhibit work ethics and professionalism.
- 2.) Recommendation by Instructor, Mrs. Brucker
- 3.) 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

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.

Non-Participation

- 1.) Instructor notified by parent explaining “why” student is not participating.
 - 2.) Parent and student’s counselor or administration (home school) will be called/emailed of student’s absence on DAY 2 if NO contact from parent.
 - 3.) ALL parents will receive a response from Mrs. Brucker to validate the absence.
- PUNCTUALITY and PROFESSIONALISM** is very important in career technical education courses. Lack of participation can prevent a student from being placed at clinical/externship sites. **(at this time)**

Please take only YOUR material - YOUR FILE!! (using no files at this time)

*It is against HIPAA regulations to go into another student’s file folder (virtual class).

In class learning rules

The 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.) No profanity, rudeness or invading one's personal space (2 point deduction per word for entire class).
- 2.) Show RESPECT to fellow students and are responsible for your behavior and actions. It is the right of others to learn and of me to teach!!
- 3.) No cheating!! (will receive automatic O credit/further action TBD on 2nd offense)
- 4.) **Listen** while the instructor is talking. Be RESPECTFUL of Mrs. Brucker and your classmates, guest speakers and substitutes or administrators/visitors.
- 5.) Student will follow instructions and work independently when doing in class assignments unless otherwise instructed by Mrs. Brucker.
- 6.) **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.**

7.)Students need to abide by the ACCEPTABLE computer POLICY and RULES regarding COMPUTER USE. Rules will be reviewed and use of computer

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

Contact Mrs. Brucker

• Mrs. Brucker's CELL...925/366-8172 (voicemail) OR text EMAIL, issues questions to Mrs. Brucker.... ibrucker@mvrop.org

*Appointments can be made to meet with me virtually

*Office hours TBA

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 Distance Learning

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
2021-2022 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 explanation of the absence. If my student missed 2 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 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. **(at this time)**

_____ I understand that if my student being enrolled in the NA course, that my student must meet participation requirement.

Student Print Name

Student Signature

Date

Parent Print Name

Parent Signature

Date
