

Mission Valley Regional Occupational Program
Course: Nursing Assistant
2023-2024 Syllabus
20 Credit Units

Class Hours

M-F 8:30am – 10:30am	M-F 1:45pm – 3:45pm
AM Google Classroom Code: zylrils	PM Google Classroom Code: vmkrgkd
Remind: @amnurserop	Remind: @pmnurserop

Classroom: 221

Instructor: Angela Foster, afoster@mvrop.org

(510) 657-1865 ext. 15221

Course Description: This course is recommended for students considering a career in nursing or other allied health careers; with an emphasis on adults and the aging population. Students will learn the fundamentals of patient care; bathing, showering, oral care and assisting with elimination needs; disease organisms and infection control; basic anatomy and physiology, feeding, nutrition and diet therapy, transferring patients, medical equipment, observations, charting with medical terminology, and working with cognitively impaired residents/patients. Throughout the course, students will also learn expectations for professional conduct including communication, employment seeking and preparation, working within an interdisciplinary team, patient privacy, cultural diversity, medical ethics, sexual harassment, and abuse reporting.

Upon completion of the first semester of theory, students will be placed in Community Classrooms (internship) for practical work experience and additional hands-on training.

Prerequisites: Entering junior or senior interested in a career in healthcare. A growth mindset, ability to communicate and compassion for others is also recommended.

Community Classroom (Internship) Requirements: Job shadowing and internship opportunities for hands-on experience is required 2nd semester for course completion. Students must complete the 1st semester theory course at 84% or better, maintain a minimum of 80% attendance (excused and unexcused) and have teacher recommendation. Internship hours vary depending on the site; students are expected to be available outside of traditional school hours and may include weekends and holidays. All students are responsible for providing their own transportation to and from internship sites. Students will be assigned to internship locations at the discretion of the instructor.

All internship sites require the following: Students 18+ years of age may be subject to a background check. Hepatitis B Vaccination (3 step series), negative Tuberculosis (TB) test dated within six months or clear chest X-ray, COVID (2 sets and most current booster). Any student that does not provide proof of clinical requirements by the posted date will be dropped from the course. There are NO exemptions for vaccines or testing.

APPROVED FOR UC/CSU: This one-year course meets the UC/CSU Preparatory Elective “G” requirement. To meet UC/CSU admission requirements (“G” credit), students must earn a grade of 70% or better.

Course Outline: Students will explore the following topics and learn these relevant skills:

- Introduction to the healthcare model and the responsibilities of the Nursing Assistant
- Communication and Documentation
- Safety and Infection Control
- Review of body systems, common diseases and conditions
- Vital signs, CPR and First Aid
- Activities of Daily Living
- Care for Diverse Populations (Pediatric, Adults, Mental Health, etc.)
- Culture and Ethical Considerations
- Medical Terminology
- Employment Development and Career Path Exploration

Textbook Provided: Hartman's Nursing Assistant Care, Long term Care and Home Health, *Hedman, S.* 3rd Ed. ISBN: 1604250704

Supplies Needed Daily: 3-ring binder, 3-ring pocket folder, 24 subject dividers, notebook, #2 Pencil, Pens (black, blue and red ink only), highlighter markers, Analog Wristwatch with second hand, #100 3x5 Index cards blank or lined, presentation folder.

All course materials (notes, handouts, returned assignments/quizzes, etc.) must be kept in the 3-ring binder until the end of the course.

Uniform and Dress Code Requirements: Students must maintain a neat and well-groomed appearance that is congruent with a professional culture and contributes to the patient and family experience of a clean, safe and professional atmosphere for care. MVROP uniform requirements are a scrub top, pants or a skirt of the approved class color to be worn every day, unless otherwise informed (ie. special events). Loaner scrubs may be available and must be returned at the end of the school year. Students are permitted to wear t-shirts, long sleeves or turtlenecks under the scrub tops. Jackets or sweaters that cover up the scrub top are not allowed. Scrub jackets in approved scrub color, worn over scrub top, are permitted. Uniforms returned damaged, dirty or not returned by the due date are subject to a \$20 charge. Students may buy their own scrubs, according to class color. Vendor for purchase or loaner: Scrub Fit, 32635 Alvarado Blvd., Union City, CA 94587.

Shoes must be clean with closed toe and non-slip soles. Leather athletic shoes are preferred. Crocs with ventilation holes on the top are not appropriate in a healthcare setting and not permitted. Crocs Pro, Crocs at Work or Crocs Medical Clogs are permitted, as long as they do not have holes on the top and are worn with the supportive heel strap up. Hair must be clean, dry, neat and off the collars during skills clinic or at internships; beards and mustaches neatly trimmed. Headwear worn for religious or cultural purposes must be securely fastened for safety and infection control purposes. Dangling jewelry and loop earrings larger than a dime are not to be worn in direct patient contact areas as they pose a safety risk. Tattoos that may be seen as offensive are to be covered. Long nails, either artificial or acrylic are not allowed. Body odor should not be evident. MVROP ID badge (worn above the waist with outward facing photo) must be worn at all times. Wristwatch with a second's indicator is required.

In the event scrub uniforms are not required, students are expected to maintain a level of professionalism: "sagging" pants, excessively tight, revealing, including bare midriffs, and cleavage exposure are not acceptable. Ripped jeans, short skirts, or sandals are not allowed in the clinical simulation center. Consequences for not abiding by the dress code may include student being sent home and a possible academic demotion.

No headphones, earbuds, cell phones or other electronic devices are allowed without instructor permission.

Attendance Policy: Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. Excused absences are valid for illness, medical/legal appointments or bereavement circumstances. Students will lose points for participation and In Class Assignments (ICA) for unexcused or excessive absences. It is the student's responsibility to retrieve missed assignments due to absence from the assignment drop box, Google Classroom or other classmates. See "Late Assignments" for more details on make-up work.

Reporting Absences: An excused absence is to be reported prior to the start of class, just as an employer would expect. Home schools DO NOT relay attendance information. Parents or guardians only must be reported to the MVROP front desk (510-657-1865) and/or to the instructor via email (afoster@mvrop.org) with the reason for absence.

Classroom Culture & Inclusivity: Work culture is the attitude and behavior of people within an organization. It is very important to create an environment in this class, where each of you can feel safe and empowered to learn. We are fortunate to have students from all different backgrounds with a wide variety of perspectives. This diversity is a great resource and can enrich us all as we collectively learn from each other. However, that requires that we are respectful of each other, open to listen to each other attentively and be aware of our own biases. I strive to present materials and activities that are respectful of different abilities, religions, socioeconomic

statuses, ethnicities, races, languages, cultures, sexualities and genders. I expect the same conduct from you. We will discuss as a class what our classroom culture, in general the minimum expectations are:

- ❖ Respect yourself, the teacher & others!
- ❖ Do your best!
- ❖ Be prepared and ready to learn!
- ❖ Participate and ask questions!
- ❖ No food or drinks in class (water bottles are allowed)

Bathroom Policy: It is expected that students enter the classroom prepared to learn. If a student needs to use the bathroom, passes are only to be used during independent work time. No bathroom passes the first or last 10 minutes of class, during instruction time or guest presentations. Students are to scan the QR code, enter their name and class. Take the radius bone pass with them. Students have 7 minutes to return.

End of Class Procedures: Each student is responsible for cleanup, just as expected when working in a healthcare environment. All work is to stop when instructed. Desks, chairs and high touch areas cleaned with sanitizing solution/wipes. Supplies are to be cleaned and returned to the appropriate location. Students will be dismissed once all cleanup procedures are complete and students are in their seats.

Evaluation Method: Students are evaluated using a combination of grades from quizzes, class projects, employability skills and clinical performance. Since it is important for healthcare professionals to work as a team, grades will be based on both individual and group work. There will be projects and presentations to the class, as well as written homework and chapter tests. Quizzes may be announced or unannounced. Work Ethic points are earned for being in full uniform, attendance for the full class period, participation in learning activities, and professional attitude. The professional portfolio is a mandatory assignment and counts as work ethic points. Assignments will be posted on Google Classroom, provided in class and may include activities outside of the classroom (community projects or homework).

40% Classroom & Clinical: Homework and Skills Competency

40% Work Ethic

20% Quizzes and Tests

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

Make-Up Work or Late Assignments: Assignments not turned in on time will be accepted up to five days later for 50% credit. Full credit will be granted for excused absences with proper notice (see Attendance Policy). Make-up tests or quizzes must be taken upon return.

Professional Portfolio: Students will create a professional portfolio during the second (2nd) semester. The portfolio must be submitted in a clear, plastic presentation folder and 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 any certificates earned in class. All sheets are to be in page protectors. The professional portfolio is MANDATORY to complete the course and receive a certificate of completion.

Student of the Year and Honor Cord: The Student of the Year (SOTY) recognizes a junior or senior student from each class that exemplifies the qualities of a future healthcare professional. The criteria includes a demonstration of both strong leadership characteristics and excellent work ethic. SOTY maintains a positive attitude towards learning, takes initiative, supports classmates, consistently attends class and completes assignments. SOTY will be recognized at a special ceremony and is eligible to apply for the Mission Valley ROP Scholarship: Health and Medical Sector. Honor Cords are awarded to senior students who have excelled academically with a minimum grade and attendance of 95%. Honor Cords are approved to wear along with home school graduation regalia. SOTY and Honor Cords are nominated by the instructor at the end of 2nd semester.

Syllabus Disclaimer: Errors found within the syllabus, assignments, or the course, in general, do not negate my intent as the instructor. In addition, in order to facilitate, more effectively, the needs of students and their success, I reserve the right, as the instructor of the course, to make any necessary adjustments to the operation of the course, syllabus, and/or assignments that, in my professional judgment, warrant a change.

**** PARENT/GUARDIAN CONSENT****

I understand Nursing Assistant is an elective course that my child is choosing to take. Students will be graded on both coursework and work ethic. It is the parent/guardian responsibility to notify MVROP and/or Ms. Angela if my student will be absent. Transportation is only available by the district to and from the home school to the MVROP campus.

Initial Below:

_____ I understand my students must complete the 1st semester theory course at 84% or better, maintain a minimum of 80% attendance (excused and unexcused) and have teacher recommendation to continue into the 2nd semester. If my student fails to meet the expectations outlined in this syllabus academically or behaviorally, they will not be eligible to attend the required internship and will be dismissed from the program.

_____ I agree to ensure my student has transportation to and from the internship site, which may be outside of normal school hours.

_____ I understand the immunization and testing requirements to attend internship are not negotiable. There are no exceptions.

_____ I will encourage my student to do their best and take advantage of this wonderful learning opportunity.

Student Name (Print): _____ Class: A.M. / P.M.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Please provide both contact information and circle the best method of contact:

Email: _____ Phone: _____

Important information to know about your student that may impact their learning (504, IEP, significant trauma, mental health concerns, etc.):

**** STUDENT COMMITMENT****

I understand Nursing Assistant is an elective course that I am choosing to take. Students will be graded on both coursework and work ethic.

Initial Below:

_____ I understand being on time to class every day is important for my academic and career goals.

_____ I understand I must complete the 1st semester theory course at 84% or better, maintain a minimum of 80% attendance (excused and unexcused) and have instructor recommendation to continue into the 2nd semester. Failing to meet the expectations outlined in this syllabus academically or behaviorally will disqualify me from attending the internship and result in being dismissed from the program.

_____ I understand the immunization and testing requirements to attend internship are not negotiable. There are no exceptions.

_____ I understand my preferred internship placement is not guaranteed and that I may have to complete my required internship outside of normal school hours.

_____ I understand the importance of a nursing assistant to demonstrate Compassion, Communication, Courage and a Commitment to increasing knowledge and learning new skills.

Student Name (Print): _____ Class: A.M. / P.M.

Student Signature: _____ Date: _____

What is the best way to motivate you to succeed?

What concerns do you have, if any?