



Valley Academy for Career and Technology Education

Skills for Today, Careers for a Lifetime!

Nursing Assistant Program

Course Syllabus

Course Title and Prefix: AHS 114 - Nursing Assistant, AHS 114L - Nursing Assistant Skills Lab, AHS 114C - Nursing Assistant Clinical

Semester: Fall 2023

Instructor: Mrs. Sabrina Conway, RN

Contact Information: (primary) sconway@vacte.com, 928-254-0868 Cell Phone

Class Meeting Days/Times: Monday through Thursday: 7:00 am – 9:45 am morning session
1:30 pm – 4:15 pm afternoon session

Class Location: Verde Valley Medical Center, Cottonwood, AZ

Dual Enrollment through Yavapai College:

This course is offered through a Dual Enrollment partnership between VACTE and Yavapai College resulting in credits that are counted towards both your high school and college education. Being enrolled in both institutions means:

- You will establish a **permanent college academic record and transcript at Yavapai College** that may be required by future colleges or universities. This permanent academic record may impact eligibility for future financial aid.
- All students are expected to be in compliance with all current published VACTE and Yavapai College policies, rules, and regulations. Yavapai policies are stated in the [Student Code of Conduct](#)
- In accordance with FERPA-Family Educational Rights and Privacy Act of 1974 (www.yc.edu/ferpa). Yavapai College records belong to the student, who can share with the parent by logging on to the website at www.yc.edu.

I. COURSE INFORMATION

• COURSE DESCRIPTION:

AHS 114. Nursing Assistant. Preparation for the role of a nursing assistant in a long term care facility. Basic nursing assistant skills and emergency procedures; client needs and rights; written and verbal communication; ethical and legal aspects; safety and infection control. Includes classroom and clinical instruction. Application required with the following documentation: Skin test or chest X-ray negative for

Provider. Must be at least 16 years old. Prerequisite: Reading Proficiency and MAT 082 (or a satisfactory score on the mathematics skills assessment).

- Arizona Board of Nursing requires a minimum of 120 total instructional hours which includes classroom (lecture) Laboratory and Clinical rotation of 40 hours, 20 must be in a Long Term Care Facility with direct patient care. This program exceeds the minimal requirements. Classroom hours are no less than 67 hours and the Laboratory hours are 86. Clinical hours are at least 40 hours. All students must meet the minimum requirement set by the Arizona Board of Nursing.
- Felony Bar (Senate Bill 1096) bars an applicant who has been convicted of a felony, from obtaining a nursing license or nursing assistant certificate, for three years following the completion of a sentence. The legislation also provides that the Board will initiate disciplinary proceedings for revocation against applicants for renewal, reactivation, or recertification of their licenses/certifications who have failed to previously disclose a felony conviction to the Board or who have been convicted of a felony since the date of their last application, renewal, reactivation or recertification.

- **COURSE CONTENT:**

1. Communication, interpersonal skills and documentation
2. Infection control
3. Safety and emergency procedures
4. Client independence
5. Client rights
6. Abuse, mistreatment and neglect
7. Basic nursing assistant skills
8. Age specific mental health and social service needs
9. Cognitively impaired client care
10. Basic restorative care skills
11. Role as a health care team member
12. Legal aspects of nursing assistant practice
13. Body structure and common diseases

LEARNING OUTCOMES:

1. Apply basic nursing assistant skills safely.
2. Use restorative care skills and emergency procedures safely.
3. Utilize infection control principles and procedures.
4. Identify and report changes in the client's condition.
5. Describe and protect client rights.
6. Assist and promote client independence.
7. Apply the legal and ethical aspects of the nursing assistant role.
8. Employ effective written and verbal communication skills.
9. Adapt to individual client behaviors and needs.
10. Adapt to the unique needs of the client with cognitive impairment.
11. Describe the role of the nursing assistant as a member of the health care team.
12. Explain basic body structure and function.
13. Identify the signs and symptoms of common diseases.

VACTE Certified Nursing Assistant [CNA] program is offered each semester and may have as many as 10 students per class. The student must be a senior and 16 years of age.

- The course will prepare the student for employment in a long-term care facility, assisted living, home care and/or acute care where basic bed-side nursing care is provided.

- Classroom instruction includes introduction to healthcare, basic nursing skills, body structure and function and infection control, Cardiopulmonary Resuscitation [CPR] and the job seeking process. Emphasis is on personal qualities, knowledge and skills needed by the nursing assistant to give quality basic nursing care under the supervision of a registered nurse.
- Students will learn to provide and meet the patient's basic physical and psychological needs and promote a spirit of restoration and independence in a safe, efficient and competent manner.

Students will participate in direct patient care under the supervision of an RN instructor in both the skills lab and the clinical/healthcare setting.

Materials Needed:

- Black pen(s) (\$2.00)
- Notebook (\$3.00)
- Small notebook for journal – **Must have by clinical training (\$0.75)**
- Scrub uniforms [colors are pre-determined – the number of pants, top will be at the discretion of the student and parents]. **One set will be paid for by VACTE** (second set costs approximately \$30.00)
- Clean, good support shoes – preferably tennis shoes and washable (\$40.00)
- Watch with a second hand (\$15.00)
- Up to date vaccination's please check with your school nurse (if additional vaccinations are needed this will be paid for by the student – cost per vaccine can vary from \$30.00 - \$115.00 depending on the vaccination that is needed. The student may also have a titer drawn in certain circumstances to prove the student has immunity. The cost for a titer draw can run between \$54.00 & \$75.00. Costs are taken from the Verde Valley Medical Clinic in Cottonwood, AZ.
- TB test [provided by VACTE] – no cost for student
- Fingerprint card submitted to Arizona Board of Nursing – required of all who pass the Nursing Assistant Boards.
- State certification exam [fees paid for by VACTE]
- **NOTE:** if the student drops the class after receiving their uniform (scrubs) it must be turned in or a \$40 fee will be applied. Students are also responsible for returning the textbook.

Textbooks and Resources:

- Hartman's Nursing Assistant Care; The Basics 5th Edition – Jetta Fuzy, RN, MS
- Hartman's Nursing Assistant Care; The Basics Workbook 5th Edition
- CPR Training (provided by VACTE)
- OSHA 10 (provided by VACTE)
- Additional resource books within the VVMC classroom

CNA Classroom rules:

- **Dress:** Scrubs in assigned color
 - **No long nails permitted during CNA course**
 - No acrylic nails are allowed in the *clinical* setting – **NOT EVER**
 - No dangly jewelry in *clinical* setting – post earrings are acceptable
 - No visible body piercing (excluding the ears) and body tattoo's
 - Hair must be clean, **up and off the collar** in any hospital or LTC facility – **This applies to both classroom & clinical setting**
 - Name badges must always be worn – clinical and VVMC classroom
 - No flip flop sandals – **NOT EVER**
 - Perfume and after shave may not be worn in the clinical setting. Lotion with mild fragrance is acceptable in most situations. Please limit the amount applied in the classroom & clinical

- Once ordered & received, scrub uniforms will be worn in the classroom and are required in the clinical setting
 - Definition of “in uniform” is
 - Clean scrubs (NO SCRUBS – NO CLASS)
 - Name badge
 - Watch with a second hand – student to provide
 - Clean shoes
 - Appropriate hair – off the collar, off face & neat & clean
 - Appropriate jewelry – as noted above
 - **Those who are not in complete uniform will be subtracted 10 points for each item missing**
- Cell phones:
 - No cell phone use during class time or in the clinical setting:
 - Cell phones will be collected at the beginning of each class period and returned at the end of each class
 - Cell phones must be “off” during class period
 - Cell are used in some activities and will be allowed by permission of instructor

When choosing to break a rule:

VACTE Student Handbook will be the first source of response. Administrative personnel may be consulted as necessary. Parent will be involved in the problem & the resolution. Grievance process will be allowed & encouraged as per the Student Handbook.

For any absence:

Contact the CNA instructor & leave a message as soon as you know you will be absent or late. This applies to classroom as well as clinical rotation.

- Instructor cell phone #928-254-0868
- **Texting is encouraged** but remember to identify yourself
- **10 points will be deducted if student fails to communicate with instructor**

II. Assessment Measures and Grades

- Students who successfully complete the program with a 75% or higher on their final written exam & an 80% on their skills exam are eligible to apply for the state certification exam to become **certified** nursing assistants.
- A Certificate of Completion will be awarded from VACTE.
- Proof of residency will be completed and submitted for a background check to the Department of Safety – **this will require your social security number.**
- Drug screening will be done before attending clinicals.
- Applications will be submitted to D&S – Headmaster LLP by the student with all fees paid by VACTE.

III. Grade Distribution and Policies

The Arizona State Board of Nursing has approved the VACTE CNA Program

CNA Program Goal:

All students will become CNA's and practice their skills and compassion in Long Term Care, Home Care or Acute Care Facilities. This includes preparing the student as desired, to transition into the college environment to further their education in health care.

- **Grading:** Performance of each student will be graded using objective & subjective measures
 - **Objective grading:**
 - Homework – 3,207 possible points
 - Quizzes – 510 possible points
 - Abbreviation Quiz – 30 possible points
 - Presentation – 100 possible points
 - Final Written Exam – 100 possible points
 - **Note: the students must pass the written final exam with a 75% or greater. One retake is permitted if final grade is below the 75% at the discretion of the instructor. Failure to pass the final written exam with a 75% or greater or 80% for skills final will disqualify the student from taking the CNA boards and result in a failure for Yavapai College, however student can still receive credit for high school**
 - Written Skills Exam – 25 points
 - Final Skills Exam – 100 possible points
 - Note: students must pass each skill with an 80% in order to qualify to take the CNA boards.
 - **TOTAL POSSIBLE POINTS: 4,072**
 - **Subjective grading:**
 - Performance in the clinical areas & classroom skills lab
 - Teamwork – how the student assists & works with the team (peers, nursing staff, instructor & resident/patient) in classroom and clinical setting

Every attempt will be made to allow class time to work on and complete assignments and projects and also to perfect clinical skills in the skills lab. **Students are expected to come to class PREPARED – Material read; vocabulary reviewed & homework done.**

Students are also expected to practice skills learned on their own time. The laboratory is available for extra practice by scheduling a date & time with the instructor.

Grading Scale:

- 90 – 100% = A
- 80 – 89% = B
- 75 – 79% = C
- 69 – 74% = D
- >69% = F

The Arizona State Board of Nursing require a score of 75% or higher on the Final Written Exam in order to qualify to take the nursing assistant certification exam. Student must also pass the Skills Final Exam with an 80% on each skill in order to qualify to take the Nursing Assistant certification exam.

IV. Course Curriculum

***NOTE:** This is a general outline of the semester. Topics each week and/or assignments subject to change based on instructor's discretion. Clinical Rotation dates are subject to approval.

V. COURSE POLICIES: STUDENT EXPECTATIONS & SUPPORT

Attendance Policy:

Students are expected to attend and participate in all class meetings, and labs. A student who expects to be absent due to another school-sponsored activity or compelling personal reason must make prior arrangements with the instructor. All course work must be made up as directed by the instructor.

Attendance – Absences

▪ Classroom:

○ Absent

- **After 5 unexcused absences the student will be dismissed from the CNA program – any exceptions will be determined by the instructor**
- After 4 unexcused absences the students' parents/guardian will be notified.
- It is the student's responsibility to obtain make-up work and/or information from day of absence
 - You will have the number of days absent to complete and submit homework

Clinical Rotations:

- Clinical patient-care time is scheduled for **a mandatory 40 hours** – this is according to the AZ State Board of Nursing
 - **If a student arrives more than 15 minutes late to their clinical rotation, he/she will be sent home and there will be no clinical make-up hours - any exceptions will be determined by the instructor**
 - Every attempt will be made to schedule clinical make-up hours but only for prolonged illness or injury (documentation required)
 - Absences due to oversleeping, forgetting or not being responsible will not justify scheduling additional clinical hours for make-up
 - **NOTE: During COVID-19 clinical rotations are on hold until further notice. In leu of clinical rotations, the students will attend Simulations Activities approved by the Arizona Board of Nursing for a minimum of 40 hours.**

Tardy

○ Classroom

- Tardy = will be handled directly with student & parental involvement when necessary. Each student is expected to take responsibility to be in class/clinical and ready to work to be considered **ON TIME**
- **After 3 tardies (greater than or equal to 15 minutes) the student will be marked as one absence**
- It is the students' responsibility to obtain & make up all work missed from class time

Institutional Policies and Instructor Procedures	
Student Email	Yavapai College provides enrolled students with an official username@scholar.yc.edu email address. Yavapai College requires enrolled students to utilize the YC email system for official college-related communications. Students are expected to check their Yavapai College email account as directed by their instructor. If you need assistance, go to Information Technology Services or 928.776.2168.
Attendance	Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to a school-sponsored activity must make prior arrangements with the instructor.
Course Withdrawal	<p>A student-initiated withdrawal deadline is established by the college. If a student has not withdrawn from a class by the deadline, the student will receive the letter grade earned in the course at the end of the semester; earned grades will be posted on the student's permanent record. Academic Calendar</p> <p>Active participation in an online class is a measurable activity that requires a student to engage in materials and complete and submit some type of assignment.</p>
Academic Integrity	<p>Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism, or other dishonest means are violations of the college's Student Code of Conduct.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct.</p>
Student Code of Conduct	<p>Respect for the rights of others and for the college and its property are fundamental expectations for every student.</p> <p>The Student Code of Conduct outlines behavioral expectations and explains the process for responding to allegations of student misconduct. Students are expected to respond and write in a respectful, professional, and appropriate manner in all forms of communication and when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.</p>
Civil Dialogue Statement	Regardless of venue or delivery method, faculty must ensure and maintain an environment appropriate for higher education. To promote a positive educational experience, appropriate and civil communication is an expectation of all students. All communication must remain respectful. Language or behavior that is threatening, intimidating, harassing, defamatory, libelous, or obscene is unacceptable. Hate speech is prohibited. Failure to abide by these standards may result in disciplinary measures. Please see Public Access and Expression on College Property (policy 10.10) for further detail.
Academic Complaints	A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely

	manner in accordance with established procedures. Academic Complaints (policy 3.16) .
Acceptable Use	Yavapai College's technological equipment and resources must be used in accordance with the Technology Resource Standards (5.27) , Copyright Use (2.28) , and Peer-to-Peer (P2P) File Sharing (5.26) policies. Use of Yavapai College equipment and resources to illegally copy, download, access, print, or store copyrighted material or download pornographic material is strictly prohibited. For example, file-swapping of copyrighted material, such as music or movies, is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College's technological equipment and resources revoked.
Mobile Devices	Yavapai College is committed to providing a quality learning environment. All cell phones and mobile devices must be placed in silent mode while in classrooms, computer labs, libraries, learning centers, and testing areas. Cell phones must be used outside these facilities.
Smoking and Tobacco Use	Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the college prohibits smoking, including vaping, on all campuses except in designated smoking areas as per the Smoking & Tobacco Use Policy (10.09) .
Drug-Free Environment	Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community and is prohibited. Campus Safety will be notified if a student exhibits an impaired state in the classroom environment.
Title IX – Sexual Misconduct	Yavapai College does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender. Sexual harassment, which includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, are forms of gender-based discrimination prohibited by Title IX. The college encourages students and employees to report incidents of sexual misconduct as soon as possible to the Title IX Coordinator or to a Deputy Title IX Coordinator. Contact information for Coordinators can be found at Sexual Misconduct Resources .

Disability Resources	<p><u>Disability Resources</u> ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment for all. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations.</p> <p>Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone at 928.776.2085 or email disabilityresources@yc.edu.</p>
Faculty Response Time	<p>Faculty will state a time frame for returning graded assignments and responding to daily student correspondence. When not available during stated time, an out of office message or Canvas announcement should include a timeframe when faculty will be able to respond to student correspondence.</p>
Other Faculty Procedures	<p>Faculty may augment all policies and procedures in areas to reflect their specific procedures.</p>



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SYLLABUS AGREEMENT

Course Title & CRN: AHS 114 - Nursing Assistant, AHS 114L - Nursing Assistant Skills Lab, AHS 114C - Nursing Assistant Clinical

Instructor Name: Mrs. Sabrina Conway, RN

Semester & Course Dates: Fall2023, August 2 – December 18, 2023

I have been provided with a copy of the syllabus for this course in either electronic or paper format, and I have read this syllabus and have been given a chance to ask questions about it. I understand the syllabus requirements and agree to them.

- A. This course will be recorded on my Yavapai College transcript and is part of my **permanent college academic record** that may be requested by other postsecondary academic institutions and may affect future financial aid.
- B. I am responsible for all course material and preparation for class.
- C. I understand all the policies and procedures for this course.
- D. I understand all the policies and procedures for both **Mingus Union High School** and Yavapai College.
- E. In order to receive any special accommodations for this class I must register myself with the YC Disability Resource Center.
- F. The class syllabus is subject to change and it is my responsibility to know the changes.

Student Printed Name

Student Signature

Date

Parent Signature

Date
