COURSE NUMBER: NAA 100  SECTION: 4701: Nursing Assistant Skills I (Class# 1044)
Term: Summer I Mini Session /Year 2019 /Day Monday & Wednesday/Time: 9 a.m. to 4 p.m.,
Mode of Delivery (Web-Enhanced/Live Classroom/Online), Room Number: Library Science 104

Instructor Contact Information
Instructor Name/Title: Rebekah Abney, RN
Office Hours: M/W 8am-9am & 4pm-5pm  T/TR Online and by appointment.
Office Location: Library Science 205, Lees Campus
Phone Number: 606-487-3312
Email Address: rebekah.abney@kctcs.edu

Course Information
Course Description
Provides knowledge and skills for nurse aides to assume the role and responsibility required in a long-term care setting. Focuses on communication, infection control, safety, resident/patient rights, and basic nursing skills.
Note: Faculty and clinical sites must comply with applicable Federal and Kentucky laws and regulations including but not limited to 42 USC 1396r and 907 KAR 1:450 Lecture: 2 credits (30 contact hours). Lab/clinical: 1 credit (45 contact hours)

Prerequisites
None:  May not enroll if credit has been earned for NAA 1001 - NAA 1003.

Start Date: 5/20/19
Midterm/Last Date to Withdraw Without Instructor Permission: 6/6/19
Last Date to Withdraw with Instructor Approval: 6/17/19
Finals week 6/23-6/28/19  
See: Academic Calendar

Textbook Information and Supplies

ISBN: 978-0323-32080-1

Supplies needed for clinical: White dress uniform or white top with navy bottoms, white or black shoes (leather, non-canvas), Pen and note pad. A watch with a second hand; Liability Insurance (payment will be made at business office along with tuition), Two-Step TB Skin Test/ or Chest X-ray within the last year. Hept. B is recommended.
Course Competencies/Student Learning Outcomes

Upon completion of this course, the student can:

1. Identify work ethics and personal habits as they apply to the healthcare facility as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
2. Demonstrate good personal habits as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
3. Explain the nurse aide’s role in organizational structure of the nursing facility as evidenced by achieving at least a 70% on written exams, quizzes, and clinical performance.
4. Identify responsibilities of the nurse aide to the resident and health care team as evidenced by achieving at least a 70% on written exams, quizzes, and clinical performance.
5. Describe basic skills and techniques in the performance of uncomplicated nursing procedures according to the program standards as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
6. Use basic skills and techniques in performing uncomplicated nursing procedures according to the program standards as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
7. Explain the role of the nurse aide in the processes and procedures associated with the nursing care of residents based on a plan of care and direction from charge personnel as evidenced by achieving at least a 70% on written exams, quizzes, and clinical performance.
8. Organize and administer nursing care to residents based on a plan of care and direction from charge personnel as evidenced by achieving a satisfactory on clinical performance evaluation.
9. Describe resident’s rights in the performance of activities of daily living as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
10. Demonstrate knowledge of resident’s right in assisting residents with their activities of daily living as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
11. Recognize how to assist residents in attaining and maintaining functional independence to the extent possible as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
12. Demonstrate ability to assist residents in attaining and maintaining functional independence to the extent possible as evidenced by achieving a satisfactory on clinical performance evaluations.
13. Explain the proper care for and use of equipment and supplies necessary for patient care as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
14. Demonstrate proper care for and use of equipment and supplies necessary for patient care as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
15. Recognize the resident’s physical, emotional, social and mental health needs as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.
16. Demonstrate sensitivity to the resident’s physical, emotional, social and mental health needs through skillful, directed interactions as evidenced by achieving a satisfactory on clinical performance evaluations.
17. Actively participate in the maintenance of a non-threatening, independence-conducive environment for the nursing facility resident as evidenced by achieving a satisfactory clinical performance evaluation.
## HCTC NON-GENERAL EDUCATION COURSE ASSESSMENT FORM

1. **FACULTY NAME:** Rebekah Abney, RN  
2. **DATE & TERM:** 05/20/2019, Summer 2019  
3. **DIVISION:** Division of Allied Health Science Technologies

<table>
<thead>
<tr>
<th>COURSE ASSESSED</th>
<th>PROGRAM OR COURSE SPECIFIC COMPETENCIES</th>
<th>STUDENT LEARNING OUTCOME (SLO)</th>
<th>ASSIGNMENT/ASSESSMENT CRITERIA</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAA 100</td>
<td>Describe basic skills and techniques in the performance of uncomplicated nursing procedures according to the program standards.</td>
<td>Students will complete all workbook assignments and an exam on content concerning basic skills and techniques in performance of uncomplicated nursing procedures.</td>
<td>85% of the students will achieve at least 70% on an exam over basic skills and a satisfactory on lab performance.</td>
<td></td>
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<tr>
<td>NAA 100</td>
<td>Identify work ethics and personal habits as they apply to the healthcare facility</td>
<td>Students will complete all workbook assignments and exam on content concerning work ethics and personal habits.</td>
<td>85% of students will achieve at least 70% on an exam over ethics and personal habits and satisfactory on clinical evaluation tool</td>
<td></td>
</tr>
<tr>
<td>NAA 100</td>
<td>Demonstrate knowledge of resident’s rights in assisting residents with their activities of daily living as evidenced by achieving at least a 70% on written exams, quizzes, lab and clinical performance.</td>
<td>Students will complete all workbook assignments and exam on content concerning rights, and apply these principles while assisting residents in the clinical setting.</td>
<td>85% of students will achieve at least 70% on an exam over resident’s rights and satisfactory on clinical evaluation tool.</td>
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## Course Structure, Evaluation, and Grading Methods

All chapter assignments include reading and workbook assignments. Workbooks may be taken up and a grade assigned at the discretion of the instructor. Keeping up with reading and workbook assignments is very important to successful completion of course objectives. There will be a minimum of 3 exams. Quizzes and/or assignments may also be given throughout the course. Lab Performance exams will be used to evaluate proper skills technique and will be graded as satisfactory or unsatisfactory. There will be a comprehensive final exam. Learners must complete 75 clock hours and satisfactorily pass clinical to complete the course.
<table>
<thead>
<tr>
<th>Method</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>60</td>
</tr>
<tr>
<td>Quizzes/Assignments</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
<tr>
<td>Lab/Clinical</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Attendance</td>
<td>75 Clock Hours</td>
</tr>
</tbody>
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**Grading Policy/Scale**

(Students must obtain an overall “C” Average to pass the course and a 70% or higher on exams be eligible to take nurse aid state registry exam). **Students must have earned an average of 70% or higher on exams (excluding quizzes/assignments) to be eligible to enter/complete clinical learning experiences.**

- 90-100% A
- 80-89% B
- 70-79% C
- 60-69 % D
- <60% E

The actual score for all learning experiences will not be rounded up. The Final Grade Average will be rounded. (e.g. a 69.5 would result in a final grade of 70% whereas a 69.4 would be 69%).

**Class Policies/Procedures**

**Inclement Weather Class Policy/Procedure**

During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.,** will be **canceled.** Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

**General Class Make-up, Late Assignment Class Policy/Procedure**

All classroom and lab assignments must be made up within 1 week of due date. A learner who misses a quiz or exam will have to make up that quiz or exam within one (1) week of the date the exam/quiz was given. An excused absence is required to make-up exams and proof of the excused absence must be presented to the instructor prior to taking the missed exam. The Learner must contact the instructor and make arrangements to make up lab and class time missed due to absence by the next class meeting following the absence.

**Attendance Class Policy/Procedure**

The learner’s attendance record directly affects employment opportunities as well as successful mastery of skills and knowledge necessary for completion of the program requirements and eligibility to sit for the Nurse Aide State Registry Exam. Therefore, attendance and punctuality are required.
Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record.

During the drop/add period, students can drop a class without a grade appearing on the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor according to the following criteria:
A student may withdraw at any time after midterm and prior to final exam week and receive a grade of W, if the student has made a legitimate effort to complete the required assignments. This policy will not apply to any student guilty of any form of academic dishonesty.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

Informal Complaint/Appeal Procedure
1. Instructor: Rebekah Abney, RN: See above.
2. KNAT Coordinator: Ludrenia Hagans-Shepherd, RN: Prater Education Center, Room 0G3A Tech Campus, 606-487-3382, Ludrenia.hagans@kctcs.edu

Dean/Supervisor Contact Information
Dean/Supervisor: Dr. Paul Currie
Office Location: Jolly Building, Room 258, Hazard Campus
Phone Number: 606-487-3246
Email Address: paul.currie@kctcs.edu

Student Services-Adult Basic Education Services / Supplemental Instruction:
http://hazard.kctcs.edu/Student_Life/Academic_Resources_for_Students.aspx

Developmental Course Emphasis:
See above in Class makeup, Attendance, and Withdrawal as well as below.
Inside/Outside Classroom Interaction:

Lab:
- You are expected to practice during allotted lab time. You may practice on your own time whenever the lab is open.
- Each student is responsible for cleaning his/her unit or station after each lab session.
- No food or drink permitted in lab.
- No sitting or lying on lab beds except when part of the lab activities.
- You will be given a list of items that should be present in each lab station. Make sure these items are there, the unit is clean, and bed and curtains straightened.
- Manikins shall not be abused in any fashion. They should be dressed and in proper body alignment. Treat with respect.
- Proper care and storage of all lab equipment is mandatory.
- All sharps and waste material shall be disposed of properly.
- Do not remove lab equipment or supplies without permission and being

Clinical:
- You are expected to be on time, equipped to work and in proper uniform.
- If you are going to be absent notify your instructor at least 12-24 hours ahead of time.
- In the event of an emergency, notify your instructor as soon as possible. Do not leave messages with personnel at the clinical sites.
- Professional conduct is expected at all times.
- Do not leave clinical unit or premises without notifying the instructor. This is a patient safety issue.
- All assignments or duties are to be completed. Notify the instructor of any work not completed. In addition you must report off to a designated unit staff member at the clinical site.
- Confidentiality is a must. Think before you speak. Be aware of how this can be breached. (Written assignments or notebooks, general conversation, giving information to unauthorized persons, etc).
- Any copying of a patient’s chart or part of the chart is strictly prohibited.
- You are here to learn, however PATIENT SAFETY AND CARE IS TOP PRIORITY.
- Malpractice Insurance and a TB skin test (chest x-ray if unable to take TB skin test) are required before you can attend clinical.

Criminal Records Checks Law (HB628) in part:
“Nursing facilities are prohibited from employing a person who has been convicted of a felony offense related to theft; abuse or sale of illegal drugs; abuse, neglect, or exploitation of an adult; or a sexual crime. You may employ a person convicted or pleading guilty to an offense classified as a misdemeanor if the crime is not related to abuse, neglect, or exploitation
Children in the Classroom:
Due to the nature of course content and safety concerns, children are not permitted in classroom or lab.

Cell Phone Use:
Cell Phones are not allowed in the classroom, laboratory or clinical unit.

Library Information:
https://hazard.kctcs.edu/current-students/student-resources/library/index.aspx

Approved Course Outline:
Calendar/Outlines will be passed out in class.

Bibliography:
N/A

Assignment/Lab Sheets/Rubrics:
Assignments will be noted on calendar/outline. Lab sheets will be completed during class.

Additional Syllabus Information:
Review the HCTC Website: (from HCTC Website Click Current Students > Academic Resources > Syllabus Information)

Print Version of URLs listed in the syllabus:
Academic Calendar: https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx
HCTC Syllabus Website: https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx
Student Code of Conduct: https://kctcs.edu/current_students/code_of_student_conduct.aspx