

Nursing Assistant Skills I/Medicaid Nursing Assistant Syllabus

NAA 100

Fall 2023

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Instructor: Shelley Westwood, RN, BSN, MS
shelleywestwood.weebly.com
Office hours: Mon & Thur--2:15-2:30, Wed--2:15-3:15

shelley.westwood@bullitt.kyschools.us
869-6000
Classroom: Rm 910 College & Career Center

Required class dues paid by August 31

- Testing fee--\$65
- Additional certification--\$10

Other costs:

- Each student will be required to have a **solid maroon scrub top and solid maroon pants and acceptable shoes** (mostly white athletic shoes) on or before **August 31**. Each student is responsible for getting this uniform on their own, having it approved by the instructor and bringing in the top for embroidery prior to clinical experience**
- **Two step TB test**--this means you will have two separate TB tests placed 10 days apart--THIS IS YOUR RESPONSIBILITY TO DO ON YOUR OWN AND PROVIDE PRIOR TO CLINICAL ORIENTATION!!
- Per the requirements of our clinical facility you must receive the **COVID vaccination series** in order to participate in our required clinical experience. Proof of vaccination must be received prior to our clinical orientation. If you/your parents are adamantly opposed due to a documented personal medical issue or to religious conflict/objection please see me ASAP!

Other requirements: You MUST have an **unlaminated Social Security card** in order to participate in state certification testing. Please ensure that you have access to this now and if not, start the process of ordering a new card NOW!! You also need a **government issued ID** (ID card from the courthouse, driver's learner permit or driver's license). Your government issued ID MUST match your SS card in order to participate in state certification testing. Please check this now! If your name on your ID doesn't match the name on your SS card, go to the courthouse and get a new, matching ID/driver's license NOW!!

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.

Course relationship to college's mission and vision:

<https://jefferson.kctcs.edu/about/mission-vision/index.aspx>

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.
2. Demonstrate good personal habits.
3. Explain the nurse aide's role in organizational structure of the nursing facility.

4. Identify responsibilities of the nurse aide to the resident and health care team.
5. Describe basic skills and techniques in the performance of uncomplicated nursing procedures according to the program standards.
6. Use basic skills and techniques in performing uncomplicated nursing procedures according to the program standards.
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.
8. Organize and administer nursing care to residents based on a plan of care and direction from charge personnel.
9. Describe resident's rights in the performance of activities of daily living.
10. Demonstrate knowledge of resident's right in assisting residents with their activities of daily living.
11. Recognize how to assist residents in attaining and maintaining functional independence to the extent possible.
12. Demonstrate ability to assist residents in attaining and maintaining functional independence to the extent possible.
13. Explain the proper care for and use of equipment and supplies necessary for patient care.
14. Demonstrate proper care for and use of equipment and supplies necessary for patient care.
15. Recognize the resident's physical, emotional, social and mental health needs.
16. Demonstrate sensitivity to the resident's physical, emotional, social and mental health needs through skillful, directed interactions.
17. Actively participate in the maintenance of a non-threatening, independence-conducive environment for the nursing facility resident.

Required textbooks, supplies and materials:

Required Text: Mosby's Long Term Care 8th edition

Supplemental text: MNA testing procedure and study guide

Online skill video system: Clinical Skills: Skills for Nurse Assisting, 1st Edition

Equipment/supplies: Chromebook with charger, 3 subject notebook and writing utensils

Blackboard use: syllabus available

Use of Starfish:

Starfish is a student retention system that enables JCTC faculty and staff to share information to help students be successful. This technology may be utilized by instructors for a variety of communications, such as student emails, advising/APP's and Kudos.

Course requirements: 3 section exams, 28 skills check offs, 3 comprehensive course exams. MUST have an overall course grade of 70% or higher to participate in state certification testing.

Grading:

A= 90-100	Exams: 40% (Must have an average of 70% on our six exams to be eligible to participate in final state testing for certification)
B= 80-89	
C= 70-79	Skills: 30%
D= 60-69	Daily work/Participation/ Homework: 10%
F= 50-59	Final exam: 20%

This class will be very student-driven in that **pre-class preparation will be required such as reading assignment, note-taking & skills video viewing in advance of a class. You must do these things in order for you to be successful at the state certification testing level.

**Instructor reserves the right to make changes to course syllabus when necessary to meet learning objectives, to compensate for missed classes or for other reasons deemed necessary.

Drop/withdrawal instructions for dual credit:

“All students in this class are subject to the withdrawal policies and dates of Jefferson Community and Technical College, regardless of their home college.

Students may drop a class, which means withdrawing without a “W” and with a 100% refund, through the date listed on the semester academic calendar

[<https://jefferson.kctcs.edu/education-training/academic-calendar/index.aspx>]. No instructor permission is required.

Students may also withdraw from a class without instructor permission until the midterm date listed on the academic calendar. This means they will receive a “W” grade and may or may not receive a partial refund depending on how early in the semester they withdraw [<https://jefferson.kctcs.edu/education-training/academic-calendar/index.aspx>].

After midterm, students may only withdraw with an instructor’s permission, which is totally at the discretion of the instructor.

If you are a dual credit student, you may be operating under different dual credit policies and guidelines. “

Withdrawal process:

Dual Credit Students wishing to withdraw from a course must follow the withdraw policy outlined in the course syllabus. In addition, students must (1) discuss this request with their guidance counselor, (2) complete the Dual Credit Withdraw form, and (3) submit the completed form to the dual credit contact at their home campus listed [here](#). If unsure of whom to contact, students may email Mike Alcorn, Dual Credit Program Coordinator, at michael.alcorn@kctcs.edu, who will connect you with your campus’ dual credit liaison. Financial consequences of a withdrawal are based on the term start date and the date a student withdraws. Specific dates are listed in the Academic calendar located at <https://jefferson.kctcs.edu/education-training/academic-calendar/index.aspx>. Withdraw request after mid-terms requires instructor permission.

Special accommodations for students:**Accessibility Services**

Jefferson Community and Technical College strives to make learning experiences accessible to all participants and is committed to providing reasonable accommodations for all persons with disabilities. If you are seeking accommodations for this course under the Americans with Disabilities Act (ADA), you are required to contact the Access*Ability Resource Center(ARC) <http://www.JCTC.me/arc>.

To request accommodations, complete the <http://www.JCTC.me/arcrequest>. Please do not request accommodations directly from your instructor without a letter of accommodation from the Access*Ability Resource Center.

If you are a student from a KCTCS college other than Jefferson Community and Technical College, contact your Home College for establishing disability accommodations. You can find your Home College’s Accessibility/Disability Services Office contact information on the <https://kctcs.edu/current-students/academic-resources/disability-services.aspx> website. Your Home College will communicate with your instructors and Access*Ability Resource Center to provide you with reasonable and appropriate accommodations. Your accommodations will begin after the instructor has received confirmation of your accommodations from the Access*Ability Resource Center. Accommodations cannot be applied to your course retroactively.

Jefferson Community and Technical College Access*Ability Resource Center Point of Contact Information:

Location: Downtown campus, Chestnut Hall Room 319

Telephone: 502-213-2375

Office Email: JF-ARC-OFFICE@KCTCS.edu

ARC Staff:

ARC Program Director LaShante Thomas
 ARC Testing Coordinator Summer Musanje
 ARC Deaf and Hard of Hearing Coordinator Alex Goode
 ARC Administrative Assistant Melinda McCullough

Complaint procedure:

JCTC students with a complaint are first expected to address it with the instructor, Shelley Westwood, Phone: 502-869-6000, Email: shelley.westwood@bullitt.kyschools.us If the complaint cannot be resolved, the student should contact the appropriate KNAT coordinator [Dallas McKinley, Phone: (502)213-3664; Email: dmckinley0011@kctcs.edu] If the complaint still cannot be resolved, the student should contact the appropriate Dean of Nursing. If the complaint cannot be resolved even at that level, the student should contact the appropriate associate vice president.

KNAT Coordinator	Dallas McKinley	Dmckinley0011@kctcs.edu	502-213-3664
Nursing Dean	Renee Eichas	Renee.eichas@kctcs.edu	502-213-5170
Associate Vice President	Bruce Jost	bruce.jost@kctcs.edu	502-213-7264

Code of Student Conduct:

<https://policies.kctcs.edu/code-of-conduct/>

Attendance Policy:

MNA students must complete at least 59 classroom hours and at least 16 clinical hours to be eligible for state nursing assistant certification testing. If more than 10 days of class are missed testing eligibility could be in jeopardy and will be handled/counseled on an individual basis.

Attendance Policy for Religious Holidays:

If a student misses class for a religious holiday this will be excused. Student is responsible for any work missed in class that day. Please consult lesson plan for missed work.

Inclement Weather:

When severe weather or other emergency situation prevents classes from meeting in person follow the Bullitt County Board of Education instructions for either a traditional inclement weather day or a Remote Learning day.

Links to Key College Academic Support Services:

Learning Commons: The Learning Commons offers library and tutoring services. Ask a Librarian service and library resources (articles, ebooks, streaming video, and guides) are available online. Print library collections are available at the Downtown and Southwest Campuses. You can meet with a tutor in person or online for help with course content, writing, research, reading, study skills, and basic computer skills. For more information, visit jctc.me/learning-commons.

Links to Key College Student Support Services;

There are numerous resources available to you to support you on your academic journey, such as advising, financial aid, the HUB and many more. Please click on this link to access: <https://jefferson.kctcs.edu/current-students/student-resources/student-affairs.aspx>

Use of Lecture Capture:

“Instructors at Jefferson Community and Technical College are authorized to use microphones and audio-enabled video cameras in the College’s classrooms. Instructors may

use these cameras to record their teaching and presentation of course material and shall direct the cameras towards themselves and/or their presentation material. Instructors may further provide these recordings to students who attend that particular course, or to students attending any section within that course. These recordings may not be provided to any other students or individuals who do not attend the course, nor may the recordings be provided beyond the enrollment period of the course.

Should any student object to participating in lecture capture, the instructor will accommodate the student by evaluating the concern and adjusting methods of lecture capture to prevent the inclusion of the student visually or through sound. If this does not resolve the student's objection, alternatives such as non-recorded courses or online sections will be offered for the student to complete the class. If no accommodation is possible and no alternatives available, the instructor will not record audio or video during that class time."

Students' Rights Under Title IX:

KCTCS, which includes JCTC, has zero tolerance for illegal discrimination of any kind. Any student who thinks he or she may have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The Title IX Coordinator and Assistant Dean of Students in the Office of Student Support and Advocacy is: Kimberly Duell (Kimberly.Duell@kctcs.edu; 502-213-2177).

Tentative MNA Course Schedule/Outline

Week 1

- Orientation to Course
- Measuring Vital Signs

Week 2

- Introduction to Nursing Assisting
- Resident rights
- Work Ethics & Communicating w/health team

Week 3

- Nursing process
- Understanding the resident

Week 4

- Culture & religion
- The older person
- Resident and Personal Safety

Week 5

- Infection Control
- Safe handling and positioning of the resident

Week 6

- Resident's Unit & Bedmaking
- Hygiene and Grooming
- Activities of Daily Living

Week 7-8

- Nutrition & fluids
- Elimination Needs
- Exercise & activity
- Comfort & rest
- Oxygen needs

Week 9

- Assisting with the Physical Exam
- Specimen collection
- Admissions, transfers & discharges

Week 10

- Wound Care & Pressure injuries
- Sensory issues of the older person

Week 11

- Mental Health problems
- Confusion & dementia
- Basic Emergency care
- Death & Dying
- Obtaining Employment

Week 12-15

- Finish Clinical Training
- Review for State Exam and Finals

Week 16-17

- Special projects/topics/certifications

Tentative clinical and exam dates

Clinical orientation--Thur Oct 19

Clinical day # 1--Thur Oct 26 or Fri Oct 27

Clinical day # 2--Thur Nov 2 or Fri Nov 3

Random skills check off # 1--Thur Sept 7 & Fri Sept 8

Random skills check off # 2--Thur Oct 12 & Fri Oct 13

Random skills check off # 3--Wed Nov 1

Exam # 1--Fri Sept 1

Exam # 2--Thur Sept 28

Exam # 3--Tues Oct 31

Comprehensive course exam # 1--Thur Nov 16

Comprehensive course exam # 2--Thur Nov 30

Comprehensive course exam # 3/Mock state testing day--Fri Dec 1

State certification testing--Mon Dec 4

Health Science Class Standards

MNA (NAA 100)

- **Attendance Policy:** Class attendance is required. As a future professional in the healthcare field you are expected to show up for work. Your fellow employees depend on you to relieve them, your patients depend on you to care for them and your employer expects you to be a responsible caregiver.
 - If you are absent, it will be **your** responsibility to get the make-up work.
 - Missed work or exams may be made up for absences in accordance to instructor policy outlined in class syllabus.
- **Supplies** must be brought to class every day: **notebook/paper, pencil or pen and Chromebook w/charger.**
- **Electronic devices other than laptops** are NOT permitted to be out in the classroom unless instructed to do so by instructor. Please make sure they are put away prior to the start of class.
- **Food and Drink** is prohibited during skills time. During lecture, bottled water/reasonable snacks are acceptable as long as it is not a disruption to class. **Food items containing nuts are STRICTLY PROHIBITED IN CLASSROOM!!**
- **Respect and Ethical Behavior:** Respect for instructor, fellow students and visitors. Ethical behavior is expected. We are practicing professionalism! This means:
 - Sitting quietly in seat when bell rings
 - Active listening
 - No talking except during discussion or group activities.
 - Follow class rules.
 - Profane language, threats, intimidation, name-calling or harassment will not be tolerated.
 - Referrals to office will be made as necessary.
- **Assignments:**
 - All assignments should be submitted on Google classroom on time.
 - Missed work or exams may be made up with absences according to instructor policy.
 - Failure to submit work on time will potentially result in points deducted per day equivalent to 10% per day per instructor discretion. If not turned in within 2 weeks of a due date will potentially result in a 0 for that assignment per instructor discretion.
 - If course grade falls below 70%, student will be set up on a relearn plan.
- **Class Participation:** Students are expected to be active learners.
- **Classroom materials and equipment** are for learning purposes and must be cared for and replaced as needed. Treat all equipment and supplies carefully and with respect. Please notify instructor immediately of any broken equipment or supplies needed.
- **Discipline:**
 - Verbal Warning
 - Detention
 - Office Referral
 - To maintain eligibility for senior capstone courses, any discipline issues will be reviewed on an individual basis. Based on the severity of the issue, it may result in ineligibility for participation in those courses or removal from the capstone course.
- **Work Ethic/Participation Grade:** Students will be given points each day. These points are awarded for bellringer completion, in class engagement, etc. Lack of effort, active listening or participation or disrespect to instructor or fellow students, will result in points being deducted.

Student contract of understanding of course expectations

This page **MUST** be signed by both student and parent and returned to the instructor.

- I have reviewed this syllabus and understand what is expected of me both academically and behaviorally during this course and agree to the terms.
- I understand that it is my responsibility to come to class prepared to learn and participate fully in the content and skills I will be taught.
- I understand that in the event that I miss class for any reason, it is **my responsibility** to obtain any missed assignments and make up any quizzes or skills check offs that occurred during my absence. It is my responsibility to make and keep an after school appointment with the instructor.
- I understand that I have 2 weeks to turn in make-up work following an absence. If I do not turn those in within the 2 weeks following my return to school, I may only be eligible to receive partial credit if it is turned in later.
- I understand that due to the nature of this course and the equipment required, I will not be allowed to eat or drink during skills/lab time. If I bring drinks/food into the lab I will be directed by the instructor to discard them prior to participation in skills/lab. If I violate this rule and damage to equipment occurs, I, as the student and my parents will be responsible for the cost of replacement of the damaged equipment.
- I am aware that in Health Science courses, due to the content some graphic material such as traumatic wounds, disease processes, human anatomy, fetal development (video showing childbirth may be viewed during the Growth & Development unit), etc. will be viewed by my student.
- I understand that to maintain eligibility for senior capstone courses, any discipline issues will be reviewed on an individual basis. Based on the severity of the issue, it may result in ineligibility for participation in those courses.

I have read all of the above and agree to the terms stated:

(student name PRINTED)

(student signature)

(date signed)

I have reviewed all of the above terms with my student and agree to the terms and will ensure my student abides by them as well.

(parent name PRINTED)

(parent signature & date)



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

Human Sexuality and/or Transmitted Diseases Instruction Permission Slip: Grades 6-12

This permission slip **must be completed and signed** by the student's parent/guardian for the student to participate in any classroom instruction or programs related to human sexuality or sexually transmitted diseases, pursuant to KRS §§ 158.1451(1)(d)(1), (e), and (3). This form must be completed **at least two (2) weeks** prior to any content or field trip (in-person and/or virtual) of this nature being present in classroom instruction. If the parent/guardian does not consent to their student's participation, they will receive alternate instruction.

To be completed by the instructor:

School: Bullitt Central High School Instructor: Shelley Westwood, RN, BSN, MS

Instructor Contact Information: shelley.westwood@bullitt.kyschools.us; 502-869-6000

Course/Unit Name: Medicaid Nursing Assistant/Nursing Assistant Skills; Understanding the resident; The Older Person; Hygiene; Grooming; Urinary elimination; Bowel elimination; Assisting w/a physical exam; Mental health disorders; Confusion & dementia; End of life care

Description of content/event: Cultural & religious influence on illness. Social & emotional effects of illness.

Psychological and physical changes of older adulthood; Personal hygiene of the resident--bathing, showering, perineal care, changing a resident's clothes; Assistance w/toileting--bedpans, urinals, catheter care, changing an adult brief;

Preparing and draping a resident for an exam; Causes, symptoms & treatment of specific mental illnesses common in the older adult; Signs & symptoms of and interventions for Alzheimer's disease; Factors affecting attitudes & views about death and the dying process.

Date(s) the course, curriculum, event, or program is scheduled to begin: Aug 14, 2023

Description of alternate assignment (if this form is not signed): Addressed on an individual basis with parent

Student/Guardian Information:

Course materials are not required to be reviewed, but if parents/ guardians of participating students would like to review the course materials, please inform the School/District, in writing, of this request to review the course materials before signing this permission slip, and the School/District will make available for review the following materials:

- curriculum; instructional materials; lesson plans; assessments or tests; surveys or questionnaires; assignments; and instructional activities

If the parent/guardian approves of the instruction, please sign and date below either with an electronic signature or print this form to sign. If you do not consent, please reach out to your child's teacher regarding alternative instruction.

****Please complete the back of this form****

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

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