

**Notes from Instructor: 1-13**

**Basic Course Information**

Semester	<b>Spring 2017</b>	Instructor's Name	<b>Aida Valdez</b>
Course Title & #	<b>Health Assistant – AHP 060</b>	Instructor's Email	<b>aida.valdez@imperial.edu</b>
CRN #	<b>20996</b>	Webpage (optional)	
Room	<b>2135</b>	Office	2155
Class Dates	<b>02/13/2017 - 06/09/2017</b>	Office Hours	
Class Days	<b>Monday – Thurs. Some Fridays &amp; Saturdays</b>	Office Phone #	Personal cell: (760) 473-1673 – text only – Instructor: will text or call you back 1. Text your name 2. Text your question
Class Times	<b><u>Theory (vary) Mon. – Thurs.</u> Time: 5:00 pm – 8:00 pm <u>Clinical:</u> Some Fridays: 7:00 am – 5:30 pm Some Saturdays: 07:00 am – 5:30 pm</b>	Who students should contact if emergency ***** <b>Student's Expenses: IVC Health Assistant Program</b>	Dolores Hartfield – IVC Nursing Allied Health Secretary – e-mail: <a href="mailto:dolores.hartfield@imperial.edu">dolores.hartfield@imperial.edu</a>  ***** Student's may accumulate expenses and NOT complete the course due to NOT meeting requirements. Expenditures are at student's risk. IVC is NOT responsible to compensate the student's for expenditures student's spent while enrolled in the IVC Health Assistant Program. Expenditures are at student's own 'Risk'
Units	<b>5.5 Units</b>		

**Nurse Assistant Introduction/Overview (page 7of 16)**

**California Community College  
Chancellor's Office**

**Model Curriculum**

**For**

**Nurse Assistant**

**Revised September, 2013**

**Evaluation: NATAP – Nurse Assistant Training and Assessment Program**

To meet Title 22 regulations, students must successfully complete the curriculum modules/objectives listed below prior to any direct patient/resident contact. These include the required content of 16 hours, in five content area. Orientation can be expanded. A required attendance record is found Appendix A. This form HS276-C Nurse Assistant Certification Training Program Individual Student Record' from the California Department of Public Health Clinical Application Checklist document each student's completion of federally mandated content and provides a record of the student satisfactory demonstration of those clinical application skills from the curriculum. Also refer to Title 22 regulations at website [www.calregs.com](http://www.calregs.com) (List of CCR Titles-Title 22 Division 5-Chapter 2.5). Excerpts from Title 22 are found in Appendix B.

The following chart shows the Modules /Objectives from California Department of Public Health 'Nurse Assistant Certification Training Program Individual Student Record' (form CDPH 276 C (07/12) that are included in the NATAP Module Curriculum.

- 1. The IVC Health Assistant Course is an ‘accelerated’ course – FINAL EXAM SCHEDULED March 21, 2017**
  - State of California Module Curriculum for Nurses Assistant Training Modules (1-16) – pass ‘all’ exams including ‘Final Exam’ with 70% or better
  - Reading Assignments – per handout given by instructor
  - Homework – complete ‘all’ homework as assigned date given by instructor
  - Self-Reading passing IVC Health Assistant Program written & clinical rotation (hospital)
  - Self-Practice & Timing of 22 Manual Skills for State Nurses Aide Examination scheduled 04/28/2016
  - Patient ‘Safety’ is of upmost important before, during and after patient care in clinical (hospital) Rotations
  - Complete Physical Exam, Immunizations and TB screening as dates scheduled in syllabus below
  
- 2. Student’s ‘must’ be self-motivated due to the materials covered required by the State of California Preparing the student’s to take the State of California - Nurse’s Aide Examination**
  
- 3. The following recommended to assist you with the IVC Health Assistant course and STATE NURSES AIDE EXAM**
  - a. Reading & Comprehension – preferably 8<sup>th</sup> grade reading level: Patient Safety, pass IVC course and State Exam**
    - Student’s ‘MUST’ be able to read and comprehend to pass the IVC Health Assistant Program
    - Student’s ‘MUST’ be able to read and comprehend the ‘IVC Health Assistant Program Handbook’ sent to student’s via e-mail with program information necessary to course completion
    - Students ‘MUST’ be able to read and comprehend 1. Class Syllabus 2. Daily Student Calendar 3. Other materials
    - Student’s ‘MUST’ be able to read and comprehend e-mails and forms to be downloaded, handouts and [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/) information regarding State of California Nurses Aide given or sent to them regarding information while in the IVC Health Assistant Program
    - Student’s ‘MUST’ be able to read and comprehend assignments given to them to provide patient care
    - Student’s ‘MUST’ be able to read and comprehend lecture, modules, reading assignments, handouts to pass the State of California Nurses Aide Examination: [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)
      - a. Passing score of 70% or better for ‘all’ exams including ‘Final’ exam
      - b. Self-practice and time 22 NNAAP skills for State Nurses Aide Examination per RTC web-site
      - c. California Department of Health Services – Skills 276 – A form
      - d. Homework completed
      - e. Meet deadlines given for assignments in theory and prior clinical requirements
      - f. Understand follow verbal and written instructions given to student

**NOTE FROM INSTRUCTOR: #5, 6, 7, 8, 9 & 10 (cont.)**

- 4. Memorization – necessary to pass the State of California Nurses Aide Examination due 22 manual skills required by Regional Testing Center (RTC): <http://www.regionaltestingcenter.org/cna.html>**
- 5. Basic math – required in State of California CNA Modules while providing patient care (Modules 7 & 11)**
- 6. DSPS student’s requesting extra testing time for exams ‘must’ inform the instructor on the ‘first’ day of class, this is the student’s responsibility.**
- 7. Basic writing skills – reporting an incident OR patient’s complaint of symptoms while caring for patients in a health care agency (Module 15)**
- 8. Communication – ‘Safety’ and ‘Patients Rights’ is utmost importance before, during and after providing Patient care. (Mod. 2 and Modules 4/12)  
Student ‘must’ be able to communicate with patients assigned to them as well as reporting to health facility Charge Nurse and/or staff directly assigned to the patient of health care issues which may arise to assigned Patients in the health care facility. (Module 3)**
  - Student ‘must’ be able to receive and understand instructions given for assigned patient care of care during the clinical rotation. (Mod. 3)**
  - Student ‘must’ ethically follow instructions given to them and give care as instructed and be (Mod. 3) knowledgeable and ask appropriate questions when in doubt to charge nurse of health agency**
  - Student ‘must’ be able to communicate with the patient’s while providing health care (Mod. 3)**
  - Student ‘must’ be able to report appropriately health care issues that arise while providing care (Mod. 3)**
  - Student ‘must’ be able to give report (Module 15) to charge nurse appropriately and complete charting as needed as health care issues arise for patient’s assigned to the student**
  - CPR: Student ‘MUST’ be able to pass American Heart Association (BLS) Health Care Provider Course prior to clinical (hospital rotation)**
    - 1. Signed & date copy of front & back of card submitted to instructor – March 13, 2017**
    - 2. Uploaded into ‘Complio’ account**
- LIVE SCAN, 283-B form (02), Registration form DUE: February 16, 2017 – Bring to class**
- Complete, sign & date pages 17 & 18 from ‘Health Assistant Handbook ‘DUE: February 16, 2017 – Bring to class**
- Student ‘MUST’ pass their BACKGROUND CHECK – February 21, 2017 – automatically uploaded into ‘Complio’ account online – Student open Complio account on web-site for background check**
- STUDENT ‘MUST’ pass their DRUG SCREEN EXAM – February 21, 2017 - automatically uploaded into ‘Complio’ account online – Student open Complio account on web-site for background check**

**NOTE FROM INSTRUCTOR: #11, 12 & 13 (cont.)**

**9. Students are required to complete 'Physical Exam' (PE) & 'Immunizations' (IZ) prior to clinical rotation**

- Physical Exam - (TB screening inclusive) - Completed March 7, 2017 (Tuesday)
- CNA program 'Health Requirement Packet & Immunization Cards' to:
  - a. IVC Student Health Center (IVC SHC) room: 1536
  - b. Nurse will review vaccine records and IVC Student Health Center Receptionists will call you to pick up your packet
  - c. The packet will include further instructions for completion of health requirements prior to clinical rotation
  - d. Once your vaccines are completed you need to bring the packet back to IVC SHC receptionists and they will schedule you for a physical exam
- If prior 'Positive' skin test (PPD) bring copy of recent chest x-ray (1-10 years old) in English signed by Radiologist and report from a health care agency in USA.
  - a. See nurse for additional paperwork for TB Clearance – ONLY if prior positive skin test
- IVC SHC OFFICE HOURS:
  - a. Monday, Tuesday, Wednesday and Thursday – 9:00 am – 4:00 pm
  - b. Fridays: 9:00 – 11:30 am

**10. STUDENT'S ARE REQUIRED TO TAKE THE STATE OF CALIFORNIA NURSES AIDE PROGRAM AS SCHEDULED BY INSTRUCTOR FOR SPRING, 2017, NO EXCEPTION**

- a. \$100 – Money Order or Official Check payable: RTC – DUE March 20, 2017
- b. 283-b forms (2) form: download, complete and sign – DUE – February 16, 2017
- c. Regional Testing Center (RTC) registration form (boxes or squares): download, complete and sign  
DUE: February 16, 2017

**11. STUDENT NOT COMPLETING REQUIREMENTS PRIOR TO CLINICAL (HOSPITAL) ROTATION:**

- STUDENT WILL NOT BE ABLE TO PROCEED TO CLINICAL ROTATION & RECEIVE A LETTER GRADE OF 'F' IN THE COURSE FOR SPRING, 2016

**12. STUDENT IS REQUIRED TO OPEN A 'COMPLIO' ACCOUNT TO UPLOAD:**

- Background check
- Drug Screen
- CPR – American Heart Health Care Provider Course – BLS

**13. MODULES & EXAMS & DATES MAY VARY**

### Course Description

**This course will prepare the health assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The course is structured to provide theory and practical application of skills needed to function as a nurse assistant, Regional Testing Center (RTC): <http://www.regionaltestingcenter.org/cna.html>, see 'Note from Instructor' information inclusive, Additional materials fee apply at student's own 'risk' please read 'Note from Instructor' above (Nontransferable, AA/AS degree only) Recommended preparation AHP 100**

### Student Learning Outcomes

1. Demonstrate proper body mechanics while moving, turning, and ambulating a patient. (ILO 1, 3, 4)
2. Demonstrate proper handwashing technique to prevent spread of infection. (ILO 3, 4, 5)
3. Take and accurately record blood pressure, pulse, and temperature on a child and adult. (ILO 2)

### Course Objectives

1. Complete an introduction to Nursing Assistant (DHS Module 1)
2. Discuss and demonstrate Patient/Resident Rights (DHS Module 2)
3. Discuss and demonstrate interpersonal skills (DHS Module 3)
4. Discuss and demonstrate prevention management of catastrophe and unusual occurrence in long term care (DHS Module 4)
5. Demonstrate proper body mechanics (DHS Module 5)
6. Discuss and demonstrate Medical and Surgical Asepsis (DHS Module 6)
7. Discuss and demonstrate weights and measures of clients (DHS Module 7)
8. Discuss and demonstrate patient care skills (DHS Module 8)
9. Discuss and demonstrate patient care procedures (DHS Module 9)
10. Demonstrate proper technique and documentation of vital signs (DHS Module 10)
11. Discuss and provide proper nutrition for the long term care client (DHS Module 11)
12. Discuss and demonstrate emergency procedure (DHS Module 12)
13. Discuss and demonstrate care for the long-term care patient (DHS Module 13)
14. Discuss and demonstrate rehabilitative nursing (DHS Module 14)
15. Demonstrate proper patient/client observation and charting (DHS Module 15)
16. Discuss the nurse's aide role and demonstrate care for patients dying or requiring post mortem care (DHS Module 16)

## Textbooks & Other Resources or Links

1. Hartman's publishing: Susan Avare Hedman, Jetta Fuzy, RN, MS and Suzanne Rymer, MSTE, RN-BC, LSW
  - 'Nursing Assistant Care'- Long-Term Care Textbook: **ISBN 978-1-60425-041-1**
2. 'Workbook' Hartman's Publishing, Inc.: Hartmans Nursing Care – Long-Term Care, 3<sup>rd</sup> Edition
  - Workbook: **ISBN 978-1-60425-042-8**
3. Hartman's publishing reading assignment sheet (Textbook and Workbook packets):  
California Nurse Assistant Training and Assessment Program – Module/Objective
4. Regional Testing Center (RTC): <http://www.regionaltestingcenter.org/cna.html> information

5.

### **IVC HEALTH ASSISTANT PROGRAM**

#### **MANUAL SKILLS PRACTICE & WEB-VIDEOS**

#### **ASSIST YOU WITH SELF-PRACTICE & TIMING OF SKILLS**

- MANUAL SKILLS VIDEOS ASSIST YOU WITH PRACTICING SKILLS IN YOUR OWN HOME
- HELP PREPARE YOU FOR YOUR STATE OF CALIFORNIA NURSES AIDE EXAMINATION  
MANUAL SKILLS PORTION OF THE EXAM
- COPY & PASTE WEB-SITE ONTO YOUR COMPUTER BROWSER

**Textbooks & Other Resources or Links: #5 (cont)**

- **REMEMBER: ALWAYS 'WASH HANDS' BEFORE, DURING & AFTER PROCEDURE**



1. **BEGINNING & ENDING STEPS**
2. **05 SKILLS IN 20 MINUTES**
3. **MEMORIZE STEP-BY-STEP FOR 'ALL 22 MANUAL SKILLS' PROVIDED BY:**  
[www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/) (NNAAP booklet)

a. Emphasis on **BOLD LETTERING** – example:



b. Some skills require 'writing in results' such as:



- **Vital signs – blood pressure (B/P), pulse (P) & respirations (R)**
- **Intake & Output (I&O) example: measure 'urine output' (cc)**

1. Read urine output at eye  level

2. Wash hands before documenting (writing) your urine output results

- **Measure: weight (LBS)**
- **Measure: Height (ft. & in.)**

## WEB-SITES – VIDEOS

### (MANUAL SKILLS SELF-PRACTICE & TIMING) (COPY WEB-STIE & PASTE ON YOUR COMPUTER BROWSER)

#### 1.

Santa Barbara community college

[http://www.sbccc.edu/nursing/cna/skills\\_videos.php](http://www.sbccc.edu/nursing/cna/skills_videos.php) has videos for CNA to watch re skills. One of the recent students used them and told Dolores they helped a lot.

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### School of Nursing: Skills Videos - Santa Barbara City College

[www.sbccc.edu](http://www.sbccc.edu)

721 Cliff Drive Santa Barbara, CA 93109-2394 Main Campus  
Phone: 805.965.0581 © 2015 Santa Barbara City College

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#### 2. YOUTUBE

Check this website. These are excellent videos the CNAs and HHAs can use to facilitate their skills check-offs

a. [https://www.youtube.com/results?search\\_query=cna+videos+4+you](https://www.youtube.com/results?search_query=cna+videos+4+you)

b. <http://www.practicalclinicalskills.com/>

##### 1. Listen to Blood pressure sounds



c. <https://www.youtube.com/playlist?list=PLSur9J-qnECdvke2SdTPfnDI1CHudq3wt>



**IMPERIAL VALLEY COLLEGE  
HEALTH ASSISTANT PROGRAM**

**BEGINNING STEPS:**

- 1. KNOCK & PAUSE BEFORE ENTERING THE RESIDENT'S ROOM**
- 2. AS YOU ENTER THE PATIENT'S ROOM 'OBSERVE' THE FOLLOWING (see below)**
  - (OBSERVE 'PATIENT, EQUIPMENT & ROOM' FOR 'SAFETY – 'ALWAYS')
- 2. INTRODUCE YOURSELF (NAME & TITLE)**
- 3. IDENTIFY THE RESIDENT (CHECK ID BRACELET )**
- 4. EXPLAIN THE PROCEDURE TO THE RESIDENT**
- 5. LOCK THE BRAKES TO THE BED, GURNEY OR W/C**
- 6. *WASH YOUR HANDS!***
- 7. GATHER THE EQUIPMENT, (IF APPLICABLE)**
- 8. PROVIDE FOR PRIVACY**
- 9. APPLY GLOVES, IF NECESSARY**
- 10. IF GETTING THE RESIDENT OUT OF BED, *APPLY:***

***NON – SKID SHOES!***
- 11. WHEN STARTING THE PROCEDURE ONLY LOWER THE SIDERAIL ON THE OTHER SIDE WHERE YOU ARE WORKING ON & HAVE OPPOSITE SIDERAIL UP**
  - (PREVENT STUDENT FROM FALLING OUT OF BED)
- 14. DO NOT EXPOSE PATIENT WHILE PROVIDING CARE**

**IMPERIAL VALLEY COLLEGE**  
**HEALTH ASSISTANT PROGRAM**  
**ENDING STEPS:**

1. **CLEAN, DRY & RETURN EQUIPMENT & SUPPLIES**
2. **REMOVE GLOVES**
3. **WASH HANDS!**
4. **POSITION THE RESIDENT *COMFORTABLY!***
5. **The patient's head should be positioned up to the top of the bed & the pillow positioned for support**
6. **A bed-bound patient should be positioned with the head of the bed in the semi-fowlers position & the foot of the bed slightly elevated, the cradle position**
7. **LEAVE THE HEAD OF THE BED AT LEVEL WITH THE SIDERAILS!**  

**(NEVER LEAVE THE PATIENT FLAT IN BED!! )**
8. **PLACE THE CALL LIGHT WITHIN EASY REACH!**
9. **LOWER THE BED TO SAFE POSITION FOR THE RESIDENT! (LOWER THE HEIGHT OF THE BED)**
10. **IF RETURNING THE PATIENT BACK TO BED, REMEMBER, REMOVE THE: NON – SKID SHOES!**
11. ***LEAVE ROOM NEAT!***
12. **LEAVE SIDERAILS UP!**
13. **LOCK BRAKES ON THE BED, GURNEY OR W/C!**
14. **WASH YOUR HANDS, AGAIN!**
15. ***THEN DOCUMENT*, if required to do so!**
16. **CHECK FOR TUBING 'SAFETY' & SIDERAIL 'SAFETY'**
17. **Glance (quick 5 – 10 sec) at 'Patient, Equipment and Room' for 'SAFETY' before leaving the patient's door way.**
18. **REPORT ABNORMAL FINDINGS TO THE CHARGE NURSE**

**IVC HEALTH ASSISTANT PROGRAM  
'NNAAP BOOKLET'**

**MUST READ 'ALL' NNAAP BOOKLET**

<https://www.asisvcs.com/publications/pdf/070500.pdf>

NNAAP: NATIONAL NURSES AIDE ASSESSEMENT PROGRAM (PEARSON VUE)

<https://home.pearsonvue.com/getattachment/0c87d616-1cc4-4c3a-ade3-4aaab227e9c3/NNAAP%20Nurse%20Aide%20Practice%20Written%20Exam%20Packet.aspx>

- COPY & PASTE ON YOUR COMPUTER BROWSER TO VIEW

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**NNAAP 'Booklet': RECORDING SHEET**

1. SEE 'FORM' TITLED: REQUIRED 'FORM' FOR DOCUMENTATION – STATE EXAM

**'RECORDING SHEET FOR MEASUREMENTS SKILLS'**

- a. USE THIS FOR TO 'WRITE-IN' RESULTS FOR THE FOLLWING:

1. Blood Pressure (B/P)
2. Pule (P)
3. Respirations (R)
4. Weight (LBS)
5. Urine Output (cc) \*\*- REMEMBER.....

\*\* (Wash your hands before recording urine output) \*\*

## Course Requirements and Instructional Methods

### Homework:

**1. 'Workbook'** Hartman's Publishing, Inc., Hartman's Nursing Care – Long-Term Care, 3<sup>rd</sup> Edition

a. Complete 'ALL' workbook = 10 points

**2. CNA – Medical Terms & Abbreviations (1-142) brief description** of 'Medical Term or Abbreviation' used in the 'single sentence', underline the 'Medical Term or Abbreviation' used in sentence structure.

- a. Single sentence for each either medical term or abbreviation –sentence must be medical or nursing related  
b. Underline the medical term or abbreviation used in the single sentence structure

**Example:** Mrs. Jones is complaining of right lower abd pain started approximately 1 hour ago.

**3. Research on the following: Alzheimer's disease (AD), Elder Abuse (various types) & Confidentiality (privacy) while giving direct patient care and include HIPPA guidelines**

**A. Alzheimer's Disease (AD) – various 'stages' for AD**

- 1<sup>st</sup> paragraph = introduction
- 2<sup>nd</sup> paragraph = actual research for each 'stage' of AD
- 3<sup>rd</sup> paragraph = what you learned during the research of various 'stages' of AD as related to direct patient care

**B. Elder Abuse – various types of Elder Abuse (ED)**

- 1<sup>st</sup> paragraph = introduction 'all' types of 'Elder Abuse'
- 2<sup>nd</sup> paragraph = research for each types of Elder Abuse
- 3<sup>rd</sup> paragraph = what you learned during the research of various types of Elder Abuse related to patient care

**C. Confidentiality (privacy) while giving direct patient care and include HIPPA guidelines**

- 1<sup>st</sup> paragraph = introduction 'Confidentiality (privacy) while giving direct patient care
- 2<sup>nd</sup> paragraph = research for 'Confidentiality' (privacy) while giving direct patient care and HIPPA guidelines included
- 3<sup>rd</sup> paragraph = what you learned during the research of 'Confidentiality' and HIPPA as related to direct patient care

## Course Grading Based on Course Objectives

- A student who fails to attend the first class meeting will be dropped by the instructor. It is the student's 'official' responsibility to drop or withdraw from the class – see Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceeds the number of hours the class is scheduled to meet per week may be dropped.
- Student **MUST** drop the course by drop date of 05-12-2017 to receive 'W'. Student can go online to drop the course or in person at IVC office of 'Admissions and Records'.
- Testing: Every student is responsible for taking all examinations. Make up exams may be multiple choice, true or false, fill-in or combination of these questions. Instructor will make arrangements with Josue Verduzco in Study Skills Office inside the library for proctoring the exam during times available at the Study Skills Center. Make up exams are only when student did not pass prior module(s) exam with 70% or better. Student is given the opportunity of 02 make-up exams are during the Health Assistant Course, no exceptions.  
If student does not show up for any exam including Make-up exam they will receive an 'F' on exam including the module or modules. Student will not be able to participate in clinical rotation.
- The instructor may include additional unannounced quizzes on reading/handouts material previously covered, (If student does **NOT** drop the course on their own student will be given an 'F' for the spring CNA 2017 course).
- **STUDENT MUST USE 100 QUESTION SCANTRON – each exam given**
- **Use #2 sharpened pencil with eraser for use on Exams & 'Final' Exam – inclusive**
- **Students MUST sign-in daily prior to class starting**
- **NO** other student can sign-in for another student – student signing in for another student will be dropped from the course and receive an 'F' in the course. The matter will be taken to IVC Disciplinary Officer for documentation in student's file
- **Students who are 'No Shows' for exams will receive a letter grade of 'F' for course and will NOT be able to proceed to clinical (hospital) rotation and be ineligible to take the State Nurses Aide Examination**
- **Students who 'No Shows' for Final Exam will receive a letter grade of 'F' for course and will NOT be able to proceed to clinical (hospital) rotation and be ineligible to take the State Nurses Aide Examination**
- **If student does NOT drop the course within the required time to receive a 'W' the instructor will give the student a letter grade of an 'F' for the course spring 2017.**

**Course Grading Based on Course Objectives - continue**

- **DO NOT ASK THE INSTRUCTOR OR IVC NURSING OFFICE STAFF REGARDING FEES PLEASE VISIT THE IVC BUSINESS OFFICE –EAST- SIDE WINDOWS TO IVC BUILDING #10, MUST WALK-IN TO IVC. Remember: expenses accumulated are at the student’s risk – see top of page 1 of syllabus.**
  
- **DO NOT ASK THE IVC NURSING OFFICE STAFF INFORMATION REGARDING MATERIALS COVERED IN THE IVC HEALTH ASSISTANT PROGRAMM**
  1. THE IVC NURSING STAFF SECRETARIES ARE NOT FAMILIAR WITH MATERIALS COVERED DURING THE COURSE OR WHAT MATERIALS WILL BE COVERED DURING THE COURSE
  
- **DO NOT ASK THE IVC NURSING OFFICE STAFF ABOUT STAYING IN THE CLASS IF YOU DID NOT PASS AN EXAM WITH 70% OR ANY OTHER CLASS RELATED INFO.**
  
- **THEY DO NOT MAKE THE EXAMS OR THE CLASS SYLLABUS OR WORK WITH STATE OF CALIFORNIA NURSES AIDE REQUIREMENTS FOR THE PROGRAM OR EXAMINATION**
  1. YOU JUST NEED TO DROP THE CLASS ONLINE WITHIN TIME (05-12-2017) STUDENT WILL RECEIVE ‘W’ & NOT AN ‘F’ IN THE COURSE IF STUDENT DOES NOT DROPS THE CLASS ON OR BEFORE May 12, 2017
  
  2. AFTER THE DATE (05-12-2017) STUDENT WILL RECEIVE AN ‘F’ FOR THE COURSE

## Course Grading Based on Course Objectives (cont.)

### Grading System:

1. A= 90%-100%
2. B= 80%-89%
3. C= 70%- 79% (70 % minimal requirement to pass this class)
4. D= 60% - 69%
5. F= 59% > (below)

### NOTE FINAL CLASS GRADE FOR Spring Session 2017

1. Exams & FINAL EXAM GRADE (pass with 70% or better) OTHERWISE, DROP THE CLASS ON YOUR OWN ONLINE BY 05/12/2017.
2. Medical Terms or Abbreviation Sentences – 1-142 completed all single sentences NO incomplete partial– Complete = 10 points, if NOT completed student will Get 10 points deducted from ‘Final Class Grade’
3. Research papers (03) – Alzheimer’s disease (AD), Elder Abuse & Confidentiality (HIPPA) - NO incomplete partial – Complete = 10 points each (total 30 points) added to ‘Final Class grade’, if incomplete student will not be able to participate in the the clinical (hospital) rotation these assignments are required prior to clinical (hospital) rotation.
4. Research Papers (03): Alzheimer’s disease, Elder Abuse and HIPPA
  - a. E-mail your 03 research papers to:
    1. Dolores Hartfield: [dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu)
    2. DUE: 03-13-2017
  - b. DO NOT E-MAIL PAPERS TO INSTRUCTOR
  - c. Please bring hard-copy of all 03 research papers to instructor on: 03-13-2017
    1. Bring to Classroom
5. Homework: Sentences and Workbook DUE:
  1. 03-20-2017
  2. Bring to classroom give to instructor
  3. DO NOT E-MAIL SENTENCES TO DOLORES!!
6. CPR DUE: 03-13-3017 – AHA Health Care Provider Course
  1. Bring copy (signed back of card) to classroom and give to instructor

## Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

## Classroom Etiquette: # 1-9

1. Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
  2. Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
  3. Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
    - IVC SECURITY TEAM WILL BE CALLED TO CLASS ROOM TO ASSISTN WITH DISRUPTIVE STUDENT OR STUDENTS
  4. **NO** DISCUSSING IN CLASS IN FRONT OF OTHER STUDENT'S
    - a. EXAM(S) RESULTS
    - b. GRADES
    - b. PERSONAL INFORMATION
- OR**
5. **WHY YOU SHOULD STAY IN THE CLASS WHEN YOU ARE;**  
(INSTRUCTOR: WILL ASK YOU RELATED TO THE FOLLOWING & OTHER INFORMATION)
    - NOT reading your IVC e-mails regarding CNA or RTC information
    - NOT reading your assignments



## Classroom Etiquette: # 5-9 - continue

### 5. WHY YOU SHOULD STAY IN THE CLASS WHEN YOU ARE;

(INSTRUCTOR: WILL ASK YOU RELATED TO THE FOLLOWING & OTHER INFORMATION) - continue

- NOT studying your modules, handouts or viewing videos for 22 manual skills review
- NOT practicing & timing your manual skills (manual skills for State Nurses Aide Exam)
- NOT PASSING AN EXAM AND OR EXAMS / NOT PASSING 'FINAL' EXAM
- NO SHOW FOR EXAM OR EXAMS
- INCOMPLETE HOMEWORK
- INCOMPLETE PHYSICAL EXAM
- INCOMPLETE IMMUNIZATION(S)
- INCOMPLETE TB SCREEING
- INCOMPLETE SUBMISSION OF REQUIRED PAPEROWORK TO IVC SHC NURSE
- CONTINOUS ABSENT or TARDY

### 6. NOT READING:

- IVC HEALTH ASSISTANT 'HANDBOOK'
- CLASS SYLLABUS
- DAILY STUDENT CALENDAR
- <http://regionaltestingcenter.org/cna.html> - information regarding NNAAP
- Practicing and memorizing or timing yourself for the State of California Nurses Aide Examination

**7. NOT READ E-MAILS with ATTACHMENTS FROM:**

**NOTE:**

- **Dolores Hartfield** – IVC Allied Health Secretary: ([dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu))
- **Regional Testing Center (RTC):** <http://regionaltestingcenter.org/cna.html>
- **Grossmont Occupational Health Occupation Center** – SD (Joyce Bowden)
- **IVC CNA Instructor: phone text or e-mails**

**8. STUDENT ARE RESPONSIBLE TO OBTAIN AN ‘IVC E-MAIL ADDRESS’**

- **STUDENT IS RESPONSIBLE TO REGULARLY READ THEIR ‘IVC E-MAILS’ FOR INFORMATION REGARDING IVC HEALTH ASSISTANT CLASS**
- **E-MAILS SENT TO STUDENT SENDER WILL RECEIVE NOTICE IF ONE OR MORE STUDENTS DID NOT RECEIVE E-MAIL**
- **OCCASIONALLY E-MAILS SENT TO STUDENTS MIGHT GO TO STUDENTS SPAM OR JUNK MAIL**
- **STUDENT IS REPOSNIABLE TO CHECK REGULAR IVC E-MAIL, SPAM OR JUNK MAIL FOR ANY E-MAILS SENT FROM INSTRUCTOR OR OTHER PERSONEL INVOLVED TO SEND INFORMATION TO STUDENT REGARDING CLASSROOM OR STATE OF CALIFORNIA NURSING ASSISTANT EXAMINATION TESTING INFORMATION.**

**9. Children in the classroom: Due to college rules and state laws, **no** one who is not enrolled in the class may attend, including children.**

## Academic Honesty

- **Plagiarism** is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.  
Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service
- **NO TAKING PICTURES OF EXAMS OR SCANTRONS – STUDENT'S WILL BE AUTOMATICALLY DROPPED FROM THE COURSE AND RECEIVE AN 'F' IN THE COURSE, NO EXCEPTIONS!!**
  1. Immediately, you will be asked by instructor to leave the classroom
  2. IVC Security Team will be called for assistance

## Academic Honesty (cont)

- **NO GLANCING OVER, EYE CONTACT OR GESTURING TO OTHER STUDENT'S DURING AN EXAM(S) OR AT ANYTIME DURING CLASS**
  - 1. STUDENT NEEDS TO KEEP YOUR EYES & EXTREMITIES (GESTURES) TO YOURSELF WHILE IN CLASS, BEFORE-DURING & AFTER TAKING AN EXAM**
  - 2. STUDENT NEEDS TO USE BATHROOM PRIOR TO TAKING YOUR EXAM(S)**
  - 3. STUDENT NEEDS TO USE BATHROOM BEFORE CLASS STARTS**
  - 4. STUDENT NEEDS SHARPEN #2 PENCIL OR PENCILS BEFORE EXAM(S) START**
  - 5. STUDENT NO CELL PHONE USE DURING CLASS AT ANYTIME**
  - 6. NO CHECKING CELL PHONE FOR MESSAGES DURING CLASS**
  - 7. NO CHECKING CELL PHONE FOR MESSAGES WHILE TAKING EXAM(S)**
    - a. INCLUDES LEAVING THE CLASSROOM TO CHECK ON PHONE OR TEXT MESSAGES**

## Additional Help – Discretionary Section and Language

- **Blackboard** support center: <https://imperial.blackboard.com/> or <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- **Learning Labs:** There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- **Library Services:** There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.
- Student will use approved ‘You Tube’ CNA videos for assisting with 22 manual skills for State of California Nursing Assistant Examination, example below and previous videos on ‘You-Tube’

### OBJECTIVE:

1. STUDENT NEEDS TO AUDIABLY LISTEN TO BLOOD PRESSURE SOUNDS FOR SYSTOLIC & DIASTOLIC B/P READINGS
2. STUDENT WILL BE ABLE TO DIFFENIATE BETWEEN THE SYSTOLIC AND DIASTOIC SOUNDS WHILE TAKING B/P ON A PATIENT IN A HEALTH CARE SETTING
3. STUDENT WILL BE ABLE TO REPORT TO CHARGE NURSE ABNORMAL B/P READING RESULTS

a. <http://www.practicalclinicalskills.com/>



**Practical  
Clinical Skills**

ECG | EKG | Heart Sounds - Practical Clinical Skills

[www.practicalclinicalskills.com](http://www.practicalclinicalskills.com)

Practical Clinical Skills provides free training and reference guides. Our simulation-based case studies cover heart sounds, murmurs, lung sounds, carotid bruit ...

### LISTEN TO BLOOD PRESSURE SOUNDS:



## Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

## Student Counseling and Health Services

IVC Students have health services: Medical/Nursing and mental health counseling available, provided by the pre-paid Student Health Fee. IVC SHC nurse is available for medical care needs, **Room: 1536**  
For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center (IVC SHC) is located on the 'Westside' of the IVC Library building 1500 in Room 1536, telephone 760-355-6310. **Vaccine(S), and TB Screening questions call nurse directly: (760) 355-6128**  
**Times: Monday, Tuesday, Wednesday and Thursday – 9:00 am – 4:00 pm / Fridays: 9:00 – 11:30 am**

## Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [https://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_view&gid=7705&Itemid=7](https://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=7705&Itemid=7)

## Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

## Course Requirements and Instructional Methods

Month February	Description:	Assignments/Homework: (As time permits)
<p style="text-align: center;"><b>1<sup>st</sup> week</b></p> <p style="text-align: center;"><b>Monday -Day #1</b> <b>02/13/2017</b></p> <p style="text-align: center;"><b>FIRST DAY THEORY</b></p> <p style="text-align: center;"><b>5:00 – 8:00 pm</b></p> <p style="text-align: center;"><b><u>3 hrs.</u></b></p>	<p><b>Class introductions</b></p> <p><b>Review course work &amp; handouts</b></p> <p><b>Module 1: Introduction</b> <b>Required: 2 hrs. completed</b></p> <p><b>Module 2 Patient Rights</b> <b>Completed: 1 hr.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Reading Assignments (Module/Objective):</b> <b>Handouts / Home work</b></p> <ol style="list-style-type: none"> <li><b>1. Reading assignments</b></li> <li><b>2. Abbreviation Sentences: 142</b></li> <li><b>3. Workbook</b></li> <li><b>4. Research papers:</b> <ul style="list-style-type: none"> <li>• Elder Abuse</li> <li>• Alzheimer’s Disease</li> <li>• HIPPA (confidentiality)</li> </ul> </li> <li><b>5. Review other materials: Class syllabus, RTC information, Daily Student Calendar, ect....</b></li> </ol>
<p style="text-align: center;"><b>Tuesday- Day #2</b> <b>02/14/2017</b></p> <p style="text-align: center;"><b>5:00 – 8:00 pm</b></p> <p style="text-align: center;"><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 2 Patient Rights</b> <b>Completed 1 hr. total 2 hrs. completed</b></p> <p><b>Mod 3 – Interpersonal Skills</b> <b>(Communication)</b></p> <p><b>Required 2 hrs. completed</b></p> <p><b>Skills (Communication)</b> <b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current</b> <b>Modules</b></p> <p><b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – as time permits</b></p>
<p style="text-align: center;"><b>Wednesday - Day #3</b> <b>02/15/2017</b></p> <p style="text-align: center;"><b>5:00 – 8:00 pm</b></p> <p style="text-align: center;"><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 4/12 Prevention</b> <b>Management of Catastrophe and Unusual Occurrence</b></p> <p><b>Required 1 hr. completed</b></p> <p><b>Module 5 Body Mechanics</b></p> <p><b>Required: 2 hrs. completed</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current</b> <b>Modules</b></p> <p><b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules – as time permits</b></p> <p><b>Work on homework – time permits</b></p>

**Course Requirements and Instructional Methods (cont)**

Month February	Description:	Assignments/Homework: (As time permits)
<p><b>Thursday Day #4</b> <b>02/16/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module: 6 Surgical Asepsis</b> <b>Required: 2 hrs. completed</b></p> <p><b>Module: 7 Weights &amp; Measures</b></p> <p><b>Required: 1 hr. completed</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current</b> <b>Modules</b></p> <p><b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – related to</b> <b>current and previous Modules – as time permits</b></p> <p><b>Work on homework – time permits</b></p> <p><b><u>DUE:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Live Scan – Bring to class</b></li> <li>• <b>283-B form (02) – will complete in class</b></li> <li>• <b>Registration form – will complete in class</b></li> <li>• <b>Completed pages 17 &amp; 18 ‘Handbook’</b> <b>bring to class</b></li> </ul>
<p><b>Tuesday - Day #5</b> <b>02/21/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 8 Patient Care Skills</b> <b>Completed: 3 hrs.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b> <b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – related to</b> <b>current and previous Modules – as time permits</b></p> <p><b>Work on homework – time permits</b></p>
<p><b>Wednesday - Day #6</b></p> <p><b>02/22/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 8 Patient Care Skills</b> <b>Completed: 3 hrs.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b> <b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – related to</b> <b>current and previous Modules – as time permits</b></p> <p><b>Work on homework – time permits</b></p>
<p><b>Thursday - Day #7</b></p> <p><b>02/23/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 8 Patient Care Skills</b> <b>Completed: 3 hrs.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b> <b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – related to</b> <b>current and previous Modules – as time permits</b></p> <p><b>Work on homework – time permits</b></p>



<b>Monday - Day #8</b>  <b>02/27/2017</b>  <b>5:00 – 8:00 pm</b>  <u><b>3 hrs.</b></u>	<b>Modules &amp; Handouts</b>  Module 8 Patient Care Skills Completed: 5 hrs. Req, 14 hrs. Completed: Mod.8  Module 9 Patient Care Procedures Completed 1 hr.  Skills: Demo & return demo- Q/A	<b>Review</b>  Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules – as time permits Work on homework – time permits
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<b>Month</b> <b>February/March</b>	<b>Description:</b>	<b>Assignments/Homework:</b> <b>(As time permits)</b>
<b>Tuesday #9</b>  <b>02/28/2017</b>  <b>5:00 – 8:00 pm</b>  <u><b>3 hrs.</b></u>	<b>Modules &amp; Handouts</b>  Module 9 Patient Care Procedures Completed 3 hrs.  Skills: Demo & return demo Q/A <b>Modules Exam: 1&amp;2</b>	<b>Review</b>  Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>Wednesday- Day #10</b> <b>03/01/2017</b>  <b>5:00 – 8:00 pm</b>  <u><b>3 hrs.</b></u>	<b>Modules &amp; Handouts</b>  Module 9 Patient Care Procedures Completed 3 hrs.  Req, 7 hrs. Completed: Mod.9  Skills: Demo & return demo Q/A	<b>Review</b>  Textbook related to current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>Thursday #11</b> <b>03/02/2017</b>  <b>5:00 – 8:00 pm</b>  <u><b>3 hrs.</b></u>	<b>Modules &amp; Handouts</b>  Module 10 Vital Signs Completed 3 hrs. Required 3 hrs. completed  Skills: Demo & return demo Q/A <b>Modules Exam: 3&amp;4</b>	<b>Review</b>  Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits
<b>Monday- Day #12</b> <b>03/06/2017</b>  <b>5:00 – 8:00 pm</b>  <u><b>3 hrs.</b></u>	<b>Modules &amp; Handouts</b>  Module 11: Nutrition Completed 1 hr.  Module 12 Emergency Procedures Required 2 hrs. completed  <b>Modules Exam: 5, 6 &amp; 7</b>	<b>Review</b>  Textbook related to previous & current Modules Reading assignment Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules Work on homework – time permits

**Course Requirements and Instructional Methods (con't)**

<p><b>Month</b> <b>MARCH</b></p>	<p><b>Description:</b></p>	<p><b>Assignments/Homework:</b> <b>(As time permits)</b></p>
<p><b>Tuesday - Day #13</b> <b>03/07/2017</b></p> <p><b>5:00– 8:00 pm</b> <b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 13: Long-Term Care Resident</b> <b>Required 2 hrs. completed</b></p> <p><b>Module 14: Rehabilitative Nursing 1 hr.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b> <b>Reading assignment</b> <b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b> <b>Work on homework – time permits</b></p>
<p><b>Wednesday - Day #14</b> <b>03/08/2017</b></p> <p><b>5:00 – 8:00 pm</b> <b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 14: Rehabilitative Nursing 1 hr.</b> <b>Required 2 hrs. completed</b></p> <p><b>Module 15: Observation &amp; Charting</b> <b>Completed 2 hrs.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b> <b>Reading assignment</b> <b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b> <b>Work on homework – time permits</b> <b>Review</b></p> <p><b>Modules</b> <b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b> <b>Work on homework – time permits</b></p>
<p><b>Thursday - Day #15</b> <b>03/09/2017</b></p> <p><b>5:00– 8:00 pm</b> <b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 15: Observation &amp; Charting</b> <b>Completed 2 hrs.</b> <b>Required 4 hrs. completed</b></p> <p><b>Module 16: Death &amp; Dying</b> <b>Completed 1 hr.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p> <p><b>Module Exam: 8</b></p>	<p><b>Review</b></p> <p><b>Textbook related to previous &amp; current Modules</b> <b>Reading assignment</b> <b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b> <b>Work on homework – time permits</b></p>

Month February	Description:	Assignments
<p><b>Monday - Day #16</b> <b>03/13/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Module 16: Death &amp; Dying Completed 1 hr.</b> <b>Required 2 hrs. completed</b></p> <p><b>Review Modules: 1-16</b> <b>1 hr.</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p> <p><b>Module exams: 9, 10 &amp; 11</b></p>	<p><b>Review</b></p> <p><b>Modules</b> <b>Reading assignment</b></p> <p><b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b> <b>Work on homework – time permits</b> <b><u>HOMEWORK DUE:</u></b></p> <p><b>E-mail: Dolores.hartfield.edu</b> <b>Bring hard copy to instructor tonight</b></p> <p><b>1. Research Papers:</b></p> <ul style="list-style-type: none"> <li>• Elder Abuse</li> <li>• Alzheimer’s Disease</li> <li>• HIPPA (confidentiality)</li> </ul> <p><b>2. CPR – American Heart Healthcare Provider BLS course</b></p>
<p><b>Tuesday - Day #17</b> <b>03/14/2016</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Review: Modules 1-16 for FINAL EXAM</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Review</b></p> <p><b>Modules</b> <b>Reading assignment</b> <b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b></p>
<p><b>Wednesday - Day #18</b> <b>03/15/2016</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Review: Modules 1-16 for FINAL EXAM</b></p> <p><b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b></p>
<p><b>Thursday - Day #19</b> <b>03/16/2017</b></p> <p><b>5:00 – 8:00 pm</b></p> <p><b><u>3 hrs.</u></b></p>	<p><b>Modules &amp; Handouts</b></p> <p><b>Modules Exam: 13&amp;14</b></p> <p><b>Review: Modules 1-16 for FINAL EXAM</b> <b>Skills: Demo &amp; return demo</b> <b>Q/A</b></p>	<p><b>Classroom # 2135 / Lab #1 – Skills – related to current and previous Modules</b></p> <p><b><u>DUE:</u></b> <b><u>UNIFORMS &amp; ID BADGES</u></b></p> <p><b>Skills as time permits</b></p>

**Course Requirements and Instructional Methods (con't)**

<b>Month March</b>	<b>Description:</b>	<b>Assignments</b>
<p>Monday - Day #20 03/20/2017</p> <p>5:00 – 8:00 pm</p> <p><u>3 hrs.</u></p>	<p><b>Review: Modules 1-16 for FINAL EXAM</b></p> <p><b>Exam Modules: 15 &amp; 16</b></p> <p>Skills: Demo &amp; return demo</p> <p>Q/A</p>	<p><b>1. \$ 100.00 – Money order or Cashier's check PAYABLE: RTC</b></p> <ul style="list-style-type: none"> <li>• <b>MAKE COPY (including stub) PRIOR TO SUBMITTING TO INSTRUCTOR</b></li> </ul> <p><b><u>HOMEWORK DUE:</u></b></p> <p><b>1. Abbreviation sentences: 1-142 completed</b></p> <ul style="list-style-type: none"> <li>• <b><u>Sentences due</u></b></li> </ul>
<p>Tuesday - Day #21 03/21/2017</p> <p>5:00 – 8:00 pm</p> <p><u>3 hrs.</u></p> <p><b><u>Last Day Theory – 63 hrs.</u></b></p>	<p><b>FINAL EXAM</b></p> <p><b>LAST DAY OF THEORY</b></p>	<p>Continue to practice skills for State Nurses Aide Examination</p> <p>Start Clinical Rotation On 03/31/2017</p>
<p>Wednesday 03/22/2017 3 hrs.</p>	<p><b>Skills Practice</b></p>	<p>State Manual Skills – timing Nursing Learning Center (NLC)</p>
<p>Thursday 03/22/2017 3 hrs.</p>	<p><b>Skills Practice</b></p>	<p>State Manual Skills – timing Nursing Learning Center (NLC)</p>
<p>Monday 03/27/2017 3 hrs.</p>	<p><b>Skills Practice</b></p>	<p>State Manual Skills – timing Nursing Learning Center (NLC)</p>
<p>Tuesday 03/28/2017 3 hrs.</p>	<p><b>Skills Practice</b></p>	<p>State Manual Skills – timing Nursing Learning Center (NLC)</p>

Month MARCH/APRIL	Description:	Assignments
<p>Friday- Day #22 03/31/2017</p> <p><b>Clinical Day 1</b></p> <p>FIRST DAY CLINICAL (HOSPITAL)</p> <p>7:00 am – 5:30 pm (1/2 hr. lunch)</p> <p><u>10 hours</u></p>	<p>Imperial Heights – LTC 320 West Cattle Call Dr. Brawley, CA. 92227</p> <p>Skills demonstrated:</p> <p>#2: 1-6 – completed #4/12: 1-8 – completed #5: 1-3 – continue #6: 1 – continue #7: 1-6 – completed #8: 1-2 – continue #9: 1 – continue #11: 1 – continue #14: 1-2 –continue</p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 2: Resident’s Rights (1 Hour Clinical)</b> <b>Completed Required 1 hour today</b></p> <ol style="list-style-type: none"> <li>1) Knocks on door before entering</li> <li>2) Pulls privacy curtains during personal care</li> <li>3) Keeps resident information confidential</li> <li>4) Treats resident with respect and dignity</li> <li>5) Encourages resident to make choices</li> <li>6) Explains procedure to resident</li> </ol> <p><b>MODULES 4 and 12: Emergency Procedures and Prevention of Catastrophe (2 Hours Clinical)</b> <b>Completed required 2 hours today</b></p> <ol style="list-style-type: none"> <li>1) Applying postural supports (safety devises)</li> <li>2) Applying soft wrist/ankle restraint as safety device</li> <li>3) Heimlich maneuver for the conscious resident</li> <li>4) Heimlich maneuver for the unconscious resident</li> <li>5) Positioning of call light</li> <li>6) Demonstrates fire/disaster procedures</li> <li>7) Handles O2 safely</li> <li>8) Use of fire extinguisher</li> </ol> <p><b>MODULE 5: Body Mechanics (4 Hours Clinical)</b> <b>Completed 1 of 4 required hours today – need 3 hrs.</b></p> <ol style="list-style-type: none"> <li>1) Use of gait belt</li> <li>2) Helping the helpless resident up to the head of the bed with two assistants</li> <li>3) Turning and positioning the resident <ul style="list-style-type: none"> <li>• Supine</li> <li>• Side-lying</li> <li>• Use of lift sheet</li> </ul> </li> </ol> <p><b>MODULE 6: Medical and Surgical Asepsis (8 Hours Clinical)</b> <b>Completed 1 of 8 hours – need 7 hrs.</b></p> <ol style="list-style-type: none"> <li>1) Hand washing</li> </ol> <p><b>MODULE 7: Weights and Measures (1 Hour Clinical)</b> <b>Completed required 1 hour today</b></p> <ol style="list-style-type: none"> <li>1) Measuring oral intake</li> <li>2) Measuring urinary output</li> <li>3) Measuring the height of resident in bed</li> <li>4) Weighing the resident in bed</li> <li>5) Measuring and weighing the resident using an upright scale</li> <li>6) Documents in military time</li> </ol> <p><b>Continue Module: 8, 9, 11 &amp; 14 – Day #1 – pg. 30</b></p>

		<p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 1 of 44 hours today – need 43 hrs.</b>  1) Back rub  2) Bed bath/partial bath</p> <p><b>MODULE 9: Resident Care Procedures (20 Hours Clinical)</b>  <b>Completed 1 of 20 hours today – need 19 hrs.</b>  1) Collect and identify specimen <ul style="list-style-type: none"> <li>• Sputum specimen</li> <li>• Urine specimen: clean catch</li> <li>• Stool specimen</li> </ul> </p> <p><b>MODULE 11: Nutrition (6 Hours Clinical)</b>  <b>Completed 1 of 6 hours today – need 5 hrs.</b>  1) Feeding the helpless resident</p> <p><b>MODULE 14: Rehabilitative/Restorative Care (4 Hours Clinical)</b>  <b>Completed 1 of 4 hours today – need 3 hrs.</b>  1) Range of motion exercises  2) Assisting the resident to ambulate with gait belt</p> <p>Modules: 5, 6, 7, 8, 9, 10, 11, 14 and 15 continue  Clinical Day: #2 (04-01-2017) – pg. 31</p>
<p><b>Saturday - Day #22</b>  <b>04/01/2017</b></p> <p><b>Clinical Day 2</b></p> <p><b>7:00 am – 5:30 pm</b>  (1/2 hr. lunch)</p> <p><b><u>10 hours</u></b></p>	<p><b>Imperial Heights – LTC</b>  <b>320 West Cattle Call Dr.</b>  <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#5: 4-6 - completed</b>  <b>#6: 2 - continue</b>  <b>#8: 3-4 – continue</b>  <b>#9: 2-3 - continue</b>  <b>#10: 1 - continue</b>  <b>#11: 2 - continue</b>  <b>#14: 3 - continue</b>  <b>#15: 1 – continue</b></p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 5: Body Mechanics (4 Hours Clinical)</b>  <b>Completed 3 required hours today – completed</b></p> <p>4) Assisting transfer from bed to chair or wheelchair  5) Assisting transfer from chair or wheelchair to bed  6) Mechanical lift</p> <p><b>MODULE 6: Medical and Surgical Asepsis (8 Hours Clinical)</b>  <b>Completed 1 of 7 required hours today - need 6 hrs.</b></p> <p>2) Proper handling of linen</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 1 of 43 hours – need 42 hours</b></p> <p>3) Tub bath  4) Shower</p> <p><b>Continue - Modules: 9, 10, 11, 14 and 15</b>  <b>Clinical Day: #2 (04-01-2017) – pg. 31</b></p>

**MODULE 9: Resident Care Procedures (20 Hours Clinical)**  
**Completed 1 of 19 hours – need 18 hrs.**

- 2) Occupied bed making
- 3) Unoccupied bed making

**MODULE 10: Vital Signs (6 Hours Clinical)**  
**Completed 1 of 6 hours – need 5 hrs.**

**Measure and Record Vital Signs**

- 1) Temperature
  - Oral
  - Axillary
  - Rectal
  - Electronic

**MODULE 11: Nutrition (6 Hours Clinical)**  
**Completed 1 of 5 hrs. – need 4 hrs.**

- 2) Assisting the resident who can feed self

**MODULE 14: Rehabilitative/Restorative Care (4 Hours Clinical)**  
**Completed 1 of 3 hrs. - need 2 hrs.**

- 3) Assisting the resident to ambulate with walker

**MODULE 15: Observation and Charting (4 Hours Clinical)**  
**Completed 1 of 4 hrs. – need 3 hrs.**

- 1) Reports appropriate information to change nurse

**Continue - Modules: 6, 8, 9, 10, 11, 14 and 15**  
**Clinical Day: #3 (04-07-2017) – pg. 32**

**Course Requirements and Instructional Methods (con't)**

Month APRIL	Description:	Assignments
<p><b>Friday - Day #23</b> <b>04/07/2017</b> <b>Clinical Day 3</b></p> <p><b>7:00 am – 5:30 pm</b> (1/2 hr. lunch) <b><u>10 hours</u></b></p>	<p><b>Imperial Heights – LTC</b> <b>320 West Cattle Call Dr.</b> <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p>#6: 3 - continue #8: 5-6 – continue #9: 4-6 - continue #10: 2 - continue #11: 3 - continue #14: 4-5 - completed #15: 2 – continue</p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 6: Medical and Surgical Asepsis (8 Hours Clinical)</b> <b>Completed 1 of 6 – needs 5 hrs.</b></p> <p>3) Universal precautions</p> <ul style="list-style-type: none"> <li>• Gloving</li> <li>• Gowning</li> <li>• Apply mask</li> </ul> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b> <b>Completed 2 of 42 hrs. – need 40 hrs.</b></p> <p>5) Assisting with oral hygiene 6) Mouth care of the unconscious resident</p> <p><b>MODULE 9: Resident Care Procedures (20 Hours Clinical)</b> <b>Completed 1 of 18 hrs. – need 17 hrs.</b></p> <p>4) Administering the commercially prepared cleansing enema</p> <p>5) Administering enemas – tap water, soap suds</p> <p>6) Administering laxative suppository</p> <p><b>MODULE 10: Vital Signs (6 Hours Clinical)</b> <b>Completed 1 of 5 hrs. – need 4 hrs.</b></p> <p>2) Pulse: radial</p> <p><b>MODULE 11: Nutrition (6 Hours Clinical)</b> <b>Completed 1 of 5 hrs. – need 4 hrs.</b></p> <p>3) Verifying that resident has been given correct diet tray</p> <p><b>Continue - Modules:14 and 15</b> <b>Clinical Day: #3 (04-07-2017) – pg. 33</b></p>



		<p><b>MODULE 14:</b>  <b>Rehabilitative/Restorative Care (4 Hours Clinical)</b>  <b>Completed 2 of 2 hrs. – completed today</b></p> <p>4) Assisting the resident to ambulate with cane  5) Rehabilitative devises</p> <p><b>MODULE 15: Observation and Charting (4 Hours Clinical)</b>  <b>Completed 1 of 3 hrs. – need 2 hrs.</b></p> <p>2) Documents V/S, ADLs timely/correctly</p> <p><b>Continue - Modules: 6, 8, 9 and 10</b>  <b>Clinical Day: #4 (04-08-2017) – pg. 33</b></p>
<p><b>Saturday Day #24</b>  <b>04/08/2017</b>  <b>Clinical Day 4</b></p> <p><b>7:00 am – 5:30 pm</b>  (1/2 hr. lunch)  <u><b>10 hours</b></u></p>	<p><b>Imperial Heights – LTC</b>  <b>320 West Cattle Call Dr.</b>  <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#6: 4 –completed</b>  <b>#8: 7-8 – continue</b>  <b>#9: 7 - continue</b>  <b>#10: 3 - 4 - continue</b>  <b>#11: - 4 completed</b>  <b>#15: 2 – 4 completed</b></p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 6: Medical and Surgical Asepsis (8 Hours Clinical)</b>  <b>Completed 5 of 5 hrs. – completed today</b></p> <p>4) Double bagging trash/waste</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 1 of 40 hrs. – need 39 hrs.</b></p> <p>7) Denture care  8) Nail care</p> <p><b>MODULE 9: Resident Care Procedures (20 Hours Clinical)</b>  <b>Completed 1 of 17 hrs. – need 16 hrs.</b></p> <p>7) Empty urinary bags</p> <p><b>MODULE 10: Vital Signs (6 Hours Clinical)</b>  <b>Completed 1 of 4 hrs. – need 3 hrs.</b></p> <p>3) Pulse: apical  4) Respiration</p> <p><b>Modules: 11 &amp; 15 - Clinical Day: #4 (04-07-2017)</b>  <b>pg. 34</b></p>

		<p><b>MODULE 11: Nutrition (6 Hours Clinical)</b>  <b>Completed 1 of 4 hrs. – need 3 hrs.</b></p> <p>3) Verifying that resident has been given correct diet tray</p> <p><b>MODULE 15: Observation and Charting (4 Hours Clinical)</b>  <b>Completed 2 of 2 hrs. – completed today</b></p> <p>3) Documents changes in resident’s body functions/behavior</p> <p>4) Participates in resident care planning</p> <p><b>Modules:8, 9 and 10</b>  <b>Clinical Day: #5 (04-14-2017) – pg. 34</b></p>
<p><b>Friday - Day #25</b>  <b>04/14/2017</b>  <b>Clinical Day 5</b></p> <p><b>7:00 am – 3:30 pm</b>  (1/2 hr. lunch)  <u><b>8 hours</b></u></p>	<p><b>Imperial Heights – LTC</b>  <b>320 West Cattle Call Dr.</b>  <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#8 - 9-16 – continue</b>  <b>#10 -5 – completed</b></p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 5 of 39 hrs. – need 35 hrs.</b></p> <p>9) Combing the resident’s hair  10) Shampoo of bedridden resident  11) Shampoo with shower or tub bath  12) Medicinal shampoo  13) Shaving – electrical shaver  14) Shaving – razor blade  15) Dressing and undressing the resident  16) Changing the clothes of resident with IV</p> <p><b>MODULE 10: Vital Signs (6 Hours Clinical)</b>  <b>Completed 3 of 3 hours – completed today</b></p> <p>5) Blood pressure</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 5 of 35 hrs. – need 30 hrs.</b></p> <p>17) Assist in the use of urinal  18) Assist in the use of the bedpan  19) Assisting resident to commode/toilet  20) Bladder retraining  21) Bowel retraining  22) Perineal care  Continue - Module: 9  <b>Clinical Day #6 (04-28-2017) pg. 35</b></p>

		<p><b>MODULE 9: Resident Care Procedures (20 Hours Clinical)</b>  <b>Completed 5 of 16 hrs. – need 11 hrs.</b></p>
<p><b>Friday - Day #26</b>  <b>04/28/2017</b>  <b>Clinical Day 6</b></p> <p><b>7:00 am – 5:30 pm</b>  (1/2 hr. lunch)  <u><b>10 hours</b></u></p>	<p><b>Imperial Heights – LTC</b>  <b>320 West Cattle Call Dr.</b>  <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#8: 23-24 – continue</b>  <b>#9: 9 - 12 – continue</b></p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 5 of 30 hrs. – need 25 hrs.</b></p> <p>23) Artificial limbs  24) Splints</p> <p><b>MODULE 9: Resident Care Procedures (20 Hours Clinical)</b>  <b>Completed 5 of 11 hrs. – need 6 hrs.</b></p> <p>9) Antiembolic hose, elastic stockings (TED Hose)  10) Admitting the resident  11) Transferring the resident  12) Discharging the resident</p> <p><b>Continue - Modules: 8, 9 &amp; 11</b>  <b>Clinical Day: #7 (04-29-2017) – pg. 36</b></p>
<p><b>Saturday- Day #27</b>  <b>04/29/2017</b></p> <p><b>Clinical Day 7</b>  <b>7:00 am – 5:30 pm</b>  (1/2 hr. lunch)  <u><b>10 hours</b></u></p> <p><b>Modules: 8 and 9</b>  <b>Clinical Day: #8 (05-05-2017) – pg. 37</b></p>	<p><b>Pioneers Memorial Hospital (PMHD)</b>  <b>207 West Legion RD</b>  <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#8: 25-27 – continue</b>  <b>#9: 13 – continue</b>  <b>#11 – 4 – completed</b></p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 5 of 25 hrs. – need 20 hrs.</b></p> <p>25) Applying a behind-the-ear hearing aid  26) Removing a behind-the-ear hearing aid  27) Removing, cleaning, and reinserting an artificial eye</p> <p><b>MODULE 9: Resident Care Procedures (20 Hours Clinical)</b>  <b>Completed 2 of 6 hrs. – need 4 hrs.</b></p> <p>13) Application of non-sterile dressing</p> <p><b>MODULE 11: Nutrition (6 Hours Clinical)</b>  <b>Completed 3 of 3 hrs. – completed today</b></p> <p>4) Use of feeding assistance devices</p> <p>*****  <b>HOMEWORK DUE:</b>    <b>WORKBOOK DUE</b></p>

<p><b>Friday - Day #28</b>  <b>05/05/2017</b></p> <p><b>Clinical Day 8</b></p> <p><b>7:00 am – 5:30 pm</b>  (1/2 hr. lunch)</p> <p><b><u>10 hours</u></b></p>	<p><b>Pioneers Memorial Hospital (PMHD)</b>  <b>207 West Legion RD</b>  <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#8: 1-27 – continue</b>  <b>#9: - 14 – completed</b></p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b></p> <p><b>Completed 6 of 20 hrs. – need 14 hrs.</b></p> <ol style="list-style-type: none"> <li>1) Back rub</li> <li>2) Bed bath/partial bath</li> <li>3) Tub bath</li> <li>4) Shower</li> <li>5) Assisting with oral hygiene</li> <li>6) Mouth care of the unconscious resident</li> <li>7) Denture care</li> <li>8) Nail care</li> <li>9) Combing the resident’s hair</li> <li>10) Shampoo of bedridden resident</li> <li>11) Shampoo with shower or tub bath</li> <li>12) Medicinal shampoo</li> <li>13) Shaving – electrical shaver</li> <li>14) Shaving – razor blade</li> <li>15) Dressing and undressing the resident</li> <li>16) Changing the clothes of resident with IV</li> <li>17) Assist in the use of urinal</li> <li>18) Assist in the use of the bedpan</li> <li>19) Assisting resident to commode/toilet</li> <li>20) Bladder retraining</li> <li>21) Bowel retraining</li> <li>22) Perineal care</li> <li>23) Artificial limbs</li> <li>24) Splints</li> <li>25) Applying a behind-the-ear hearing aid</li> <li>26) Removing a behind-the-ear hearing aid</li> <li>27) Removing, cleaning, and reinserting an artificial eye</li> </ol> <p><b>MODULE 9: Resident Care Procedures (20 Hours Clinical)</b></p> <p><b>Completed 4 of 4 hrs. – completed today</b></p> <ol style="list-style-type: none"> <li>14) Application of non-legend topical ointments</li> </ol> <p><b>Continue Module 8 and all other previous skills</b>  <b>Clinical Day: #9 (05-06-2017) – pg. 38</b></p>
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<p><b>Saturday - Day #29</b>  <b>05/06/2017</b></p> <p><b>Clinical Day 9</b></p> <p><b>7:00 am – 5:30 pm</b>  (1/2 hr. lunch)</p> <p><b><u>10 hours</u></b></p>	<p><b>Pioneers Memorial Hospital (PMHD)</b>  <b>207 West Legion RD</b>  <b>Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#8: 15-22 – continue</b></p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 8: Patient Care Skills (44 Hours Clinical)</b>  <b>Completed 10 of 14 hrs. – need 4 hrs.</b></p> <ol style="list-style-type: none"> <li>1) Back rub</li> <li>2) Bed bath/partial bath</li> <li>3) Tub bath</li> <li>4) Shower</li> <li>5) Assisting with oral hygiene</li> <li>6) Mouth care of the unconscious resident</li> <li>7) Denture care</li> <li>8) Nail care</li> <li>9) Combing the resident’s hair</li> <li>10) Shampoo of bedridden resident</li> <li>11) Shampoo with shower or tub bath</li> <li>12) Medicinal shampoo</li> <li>13) Shaving – electrical shaver</li> <li>14) Shaving – razor blade</li> <li>15) Dressing and undressing the resident</li> <li>16) Changing the clothes of resident with IV</li> <li>17) Assist in the use of urinal</li> <li>18) Assist in the use of the bedpan</li> <li>19) Assisting resident to commode/toilet</li> <li>20) Bladder retraining</li> <li>21) Bowel retraining</li> <li>22) Perineal care</li> <li>23) Artificial limbs</li> <li>24) Splints</li> <li>25) Applying a behind-the-ear hearing aid</li> <li>26) Removing a behind-the-ear hearing aid</li> <li>27) Removing, cleaning, and reinserting an artificial eye</li> </ol> <p><b>Modules: 8 and all other previous skills</b>  <b>Clinical Day: #10 (05-19-2017) – pg. 39</b></p>
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<p><b>Friday - Day #30</b> <b>05/19/2017</b></p> <p><b>Clinical Day 10</b></p> <p><b>7:00 am – 5:30 pm</b> (1/2 hr. lunch)</p> <p><b><u>10 hours</u></b></p>	<p><b>Pioneers Memorial Hospital (PMHD)</b> <b>207 West Legion RD Brawley, CA. 92227</b></p> <p><b>Skills demonstrated:</b></p> <p><b>#8: 1-27 – completed</b></p> <p>Review all other clinical modules</p>	<p>Modules: Today hrs.: Hrs. needed: Modules Completed:</p> <p><b>MODULE 8: Patient Care Skills</b> <b>(44 Hours Clinical)</b> <b>Completed 4 of 4 hrs. – completed today</b></p> <ol style="list-style-type: none"> <li>1) Back rub</li> <li>2) Bed bath/partial bath</li> <li>3) Tub bath</li> <li>4) Shower</li> <li>5) Assisting with oral hygiene</li> <li>6) Mouth care of the unconscious resident</li> <li>7) Denture care</li> <li>8) Nail care</li> <li>9) Combing the resident’s hair</li> <li>10) Shampoo of bedridden resident</li> <li>11) Shampoo with shower or tub bath</li> <li>12) Medicinal shampoo</li> <li>13) Shaving – electrical shaver</li> <li>14) Shaving – razor blade</li> <li>15) Dressing and undressing the resident</li> <li>16) Changing the clothes of resident with IV</li> <li>17) Assist in the use of urinal</li> <li>18) Assist in the use of the bedpan</li> <li>19) Assisting resident to commode/toilet</li> <li>20) Bladder retraining</li> <li>21) Bowel retraining</li> <li>22) Perineal care</li> <li>23) Artificial limbs</li> <li>24) Splints</li> <li>25) Applying a behind-the-ear hearing aid</li> <li>26) Removing a behind-the-ear hearing aid</li> <li>27) Removing, cleaning, and reinserting an artificial eye</li> </ol> <p>Review all previous skills modules – 6 hours – 2, 4/12. 5. 6. 7 8, 9. 10, 11, 14, and 15 = 6 hrs.</p> <p><b>Continue review of all previous modules listed aabove Clinical Day 11 (05-20-2017) – pg. 39</b></p> <p><b>Completed 10 hrs. today</b></p> <p><b>All clinical modules completed</b></p>
<p><b>Saturday - Day #31</b> <b>05/20/2017</b></p> <p><b>Clinical Day 11</b></p> <p><b>7:00 am – 5:30 pm</b> (1/2 hr. lunch)</p> <p><b><u>10 hours</u></b></p>	<p><b>Pioneers Memorial Hospital (PMHD)</b> <b>207 West Legion RD Brawley, CA. 92227</b></p> <p><b>Skills demonstrated</b></p> <p>Review all other clinical modules</p>	<p>Review all previous skills modules – 6 hours – 2, 4/12. 5. 6. 7 8, 9. 10, 11, 14, and 15 = 10 hrs.</p> <p><b>Completed 10 hrs. today</b></p> <p><b>Minimum 100 hrs. - clinical completed</b> <b>LAST DAY CLINICAL</b></p>

**Course Requirements and Instructional Methods (con't)**

MONTH APRIL	Description:	Assignments:
<p><b>06/15/2017</b></p> <p><b>STATE OF CALIFORNIA NURSES AIDE EXAMINATION</b></p>	<p><b>YOU WILL RECEIVE INFORMATION BY MAIL TO THE 'PHYSICAL ADDRESS' YOU PROVIDED ON THE RTC REGISTRTION FORM</b></p> <p><b>USUALLY POSTCARD COLOR IS 'BLUE' WITH INSTRUCTIONS FOR THE STATE EXAM</b></p> <p><b>BEST TO GO IN UNIFORM</b></p> <p><b>BEST TO GO UP THE DAY BEFORE OVERNIGHT IF POSSIBLE WITH YOU SCHEDULES – BETTER RESTED FOR THE EXAM</b></p> <p><b>REMEMBER: QUESTIONS REGARDING</b></p> <p><b>1. CONTINUING EDUCATION UNITS FOR LICENSE RENEWAL</b></p> <p><b>2. LICENSE INFORMATION</b></p> <p><b>3. CONTACT:</b></p> <p style="text-align: center;"><a href="mailto:cna@ca.gov"><u>cna@ca.gov</u></a></p> <p><b>4. <u>DO NOT</u> CONTACT IVC NURSING STAFF</b></p> <ul style="list-style-type: none"> <li>• <b>THEY <u>DO NOT</u> HAVE THE INFORMATION YOU ARE REQUESTING REGARDING YOU CNA LICENSE or CEU's</b></li> </ul>	<p><b>1. <u>Post card</u> from RTC will arrive to the 'Home Address' you provided on your: 283-b form &amp; RTC form</b></p> <p><b>2. DO NOT CONTACT IVC NURSING STAFF FOR STATE EXAM INFO.</b></p> <p><b>4. SEE RTC WEB-SITE: for QUESTIONS</b> <a href="http://www.regionaltestingcenter.org/cna.html"><u>www.regionaltestingcenter.org/cna.html/</u></a></p> <p><b>5. Questions STATE EXAM: e-mail RTC</b></p> <p><b>6. STATE EXAM DATE: 06/15/2017</b></p> <p><b>7. SELF-PRACTICE &amp; TIME 22 NNAAP SKILLS FOR STATE EXAM</b></p> <p><b>9. REMEMBER:</b></p> <ul style="list-style-type: none"> <li>• <b>PROPER DOCUMENTATION TO TAKE EXAM</b></li> <li>• <b>283-B FORM – SIGNED BY INSTRUCTOR – GIVEN TO YOU ON LAST DAY OF CLASS</b></li> </ul> <p><b>8. BEST WISHES ON YOUR STATE EXAM ☺</b></p>

