

### Basic Course Information

Semester:	<b>FALL 2018</b>	Instructor Name:	<b>Aida Valdez</b>
Course Title & #:	<b>Health Assistant – AHP 060</b>	Email:	<b>aida.valdez@imperial.edu</b>
CRN #:	<b>10992</b>	Webpage (optional):	
Classroom:	<b>2135</b>	Office #:	<b>2155</b>
Class Dates:	<b>08/13/2018 – 10/24/2018</b>	Office Hours:	
Class Days:	<b>THEORY – MT/CLINICAL – MTW</b>	Office Phone #:	<b>Personal cell: (760) 473-1673 text only – Instructor: will text or call you back 1. Text your name 2. Text your question</b>
Class Times:	THEORY: 07:30 am – 1:30 pm CLINICAL: 07:00 am – 1:30 pm	Emergency Contact:	Dolores Hartfield – IVC Nursing Allied Health Secretary – e-mail: dolores.hartfield@imperial.edu
Units:	5.50		

### 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. Additional materials fee apply. (Nontransferable, AA/AS degree only)

**State of California Nurse Aide Examination:**

**Regional Testing Center (RTC):** [www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)

- a. **ONLY STUDENT MEETING ALL ALL THEORY & CLINICAL REQUIREMENTS ARE QUALIFIED TO TAKE THE EXAM!**
- b. **FEES, EXPENSES AND SELF-TRANSPORTATION TO AND FROM THEORY, CLINICAL AND REGIONAL TESTING CENTER (RTC) ARE REQUIRED IN THE COURSE BEFORE, DURING AND AFTER THE COURSE (for State of California Nurse Aide Examination).**
- c. **IT'S THE STUDENT(S) RESPONSIBILITY TO MEET COST REQUIREMENTS AT THE STUDENT(S) RISK!**

### Course Prerequisite(s) and/or Corequisite(s)

**INSTRUCTOR RECOMMENDS:**

**BASIC READING, MATH, WRITING SKILLS AND ENGLISH COMMUNICATION SKILLS**

**Modules: 3, 7, 8, 9, 11 and 15**

## Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate proper body mechanics while moving, turning, and ambulating a patient. (ILO 1, 3, 4)
2. Take and accurately record vital signs on a child and adult: blood pressure, pulse, temperature, and oxygen saturation. (ILO 2)
3. Identify key menu items or components regarding the diet for a long- term care diabetic. (ILO2, ILO3)

## Course Objectives

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

Complete an introduction to Nursing Assistant (DHS Module 1)

Discuss and demonstrate Patient/Resident Rights (DHS Module 2)

Discuss and demonstrate interpersonal skills (DHS Module 3)

Discuss and demonstrate prevention management of catastrophe and unusual occurrence in long term care (DHS Module 4)

Demonstrate proper body mechanics (DHS Module 5)

Discuss and demonstrate Medical and Surgical Asepsis (DHS Module 6)

Discuss and demonstrate weights and measures of clients (DHS Module 7)

Discuss and demonstrate patient care skills (DHS Module 8)

Discuss and demonstrate patient care procedures (DHS Module 9)

Demonstrate proper technique and documentation of vital signs (DHS Module 10)

Discuss and provide proper nutrition for the long term care client(DHS Module 11)

Discuss and demonstrate emergency procedure (DHS Module 12)

Discuss and demonstrate care for the long-term care patient (DHS Module 13)

Discuss and demonstrate rehabilitative nursing (DHS Module 14)

Demonstrate proper patient/client observation and charting (DHS Module 15)

Discuss the nurse's aide role and demonstrate care for patients dying or requiring post mortem care. (DHS Module 16)

**Course Objectives – con't**

**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-Chapte 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.**

**ALL STUDENT(S) MUST MEET STATE OF CALIFORNIA NURSE AIDE REQUIREMENTS IN THEORY AND CLINICAL ROTATION INCLUDING REGIONAL TESTING CENTER (RTC) REQUIREMNTS TO QUALIFY TO TAKE THE STATE OF CALIFORNIA NURSE AIDE EXAMINATION AT THE END OF THE COURSE.**

**Course Content – State of California Chancellors Office Curriculum – Modules: 1-16**

**CORE CONTENT TO BE COVERED IN ALL SECTIONS:**

**Lecture Outline**

1. Introduction to Nursing Assistant
2. Patient/Resident Rights
3. Interpersonal Skills
4. Prevention management of catastrophe and unusual occurrences
5. Body Mechanics
6. Medical and Surgical Asepsis
7. Weights and Measures
8. Patient Care Skills
9. Patient Care Procedures
10. Vital Signs
11. Nutrition
12. Emergency Procedures
13. Long Term Care Patient
14. Rehabilitative Nursing
15. Observation and Charting
16. Death and Dying

**Instructor's note:**

1. LAST DAY TO ADD **CNA** COURSE: AUGUST 15, 2018
2. STUDENT(S) **NOT** MEETING THEORY OR CLINICAL REQUIREMENTS **MUST SELF 'WITHDRAW'** FROM THE **CNA** COURSE ONLINE **OR** RECEIVE A LETTER GRADE OF AN '**F**' AT THE END OF THE COURSE.
  - a. STUDENT IS TO NOTIFY COURSE INSTRUCTOR VIA E-MAIL THEY HAVE 'WITHDRAWN' FROM THE COURSE **NO** REASON NEEDS TO BE GIVEN
  - b. LAST DAY TO '**WITHDRAW'** TO GET YOUR MONEY BACK FOR THE **CNA** COURSE IS: AUGUST 24, 2018 (FRIDAY)
4. **STUDENT(S) MUST** HAVE '**HEALTH REQUIREMENTS'**: PHYSICAL EXAM, TB TESTING AND IMMUNIZATIONS REQUIREMENTS COMPLETED:
  - a. ALL '**HEALTH REQUIREMENTS'** **DUE** – AUGUST 28, 2018 - COPY TO DOLORES HARTFIELD IVC NURSING OFFICE: 2155
  - b. TAKE YOUR IMMUNIZATION CARD(S) AND *IF ONLY PRIOR* POSITIVE SKIN TEST (PPD) TAKE COPY OF CURRENT (1-10 yrs.)  
COPY OF CHEST X-RAY REPORT IN ENGLISH ON HEALTH CARE AGENCY LETTER HEAD TO:

**IVC SHC RECEPTIONISTS: ROOM 1536**

IVC SHC RECEPTIONISTS WILL GIVE YOU A '**HEALTH PACKET'** AND *GIVE YOU ADDITIONAL INSTRUCTIONS* TO HELP YOU COMPLETE YOUR '**HEALTH REQUIREMENTS'** *PRIOR* TO DEADLINE: 08-28-2018

1. IVC STUDENT HEALTH CENTER (IVC SHC) LOCATED: ROOM 1536 – 'WEST' SIDE OF THE LIBRARY
2. IVC SHC TIMES (OPEN-CLOSE): 9:00 am – 3:30 pm
  - a. Nurse Practitioner (**NP**) *ONLY COMPLETES PHYSICAL EXAMS (PE) ON WEDNESDAYS MORNING* TIMES:  
9:00 – 11:00 am (IVC SHC): 1536 **'WEST'** SIDE OF THE LIBRARY
  - b. THE IVC SHC RECEPTIONISTS PHONE NUMBER: (760) 355-6310 – GENERAL QUESTIONS
  - c. THE IVC SHC NURSE PHONE NUMBER: (760) 355-6128: IMMUNIZATION(S) OR SKIN TEST OR TB TESTING QUESTIONS
  - d. THERE IS '**FREE**' 30 MINUTE PARKING BEHIND THE 2100 BUILDING – GIVES YOU TIME TO PICK UP **OR** DROP OFF YOUR HEALTH INFORMATION MAYBE **NOT** ENOUGH TIME ON THE DAY YOU SCHEDULED FOR YOUR PHYSICAL EXAM (PE)
3. UPON COMPLETION OF YOUR '**HEALTH REQUIREMENTS'** THE IVC SHC NURSE WILL GIVE YOU A COPY OF YOUR '**HEALTH PACKET'** - YOU WILL NEED TO TAKE THE COPY TO:

**DOLORES HARTFIELD – IVC NURSING ALLIED HEALTH SECRETARY:**

- a. DOLORES HARTFIELD IS LOCATED: IVC NURSING OFFICE: ROOM 2155
- b. DOLORES HARTFIELD WORK E-MAIL: [dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu)

**Instructor's note – con't**

STUDENT IS 'RESPONSIBLE' TO READ, BE SELF-DISCIPLINE/SELF-MOTIVATION AND HAVE MEMORIZTION SKILLS:

**ALL STUDENT(S) MUST MEET/QUALIFY REQUIREMENTS:**

1. HEALTH REQUIREMENTS – **DUE** AUGUST 08-28-2018
2. THEORY – PASS ALL EXAMS WITH >70% **OR** BETTER – SUBMIT HOMEWORK ON **OR** BEFORE DEADLINES
3. CLINICAL – ABLE TO APPLY THEORY INTO PRACTICE WHILE PROVIDING PATIENT CARE
4. SELF-KNOWLEDABLE (READING) AND SELF-MEMORIZE ALL (23) STATE SKILLS STEPS – STATE MANUAL SKILLS EXAMINATION
5. REGIONAL TESTING CENTER (RTC) SOUTHERN CALIFORNIA
6. STATE OF CALIFORNIA STATE NURSE AIDE EXAMINATION

[www.regionaltestingcenter.org/cna.html/](http://www.regionaltestingcenter.org/cna.html/)

1. **DAILY CALENDAR'** - FALL 2018: OVERVIEW
  - a. **CNA** REQUIREMENTS PRIOR TO CLINICAL ROTATION – DEADLINES
  - b. **HEALTH REQUIREMENTS:** PHYSICAL EXAM (PE), IMMUNIZATIONS AND TB CLEARANCE – DEADLINE
  - c. HOMEWORK – DEADLINES
  - d. EXAM DATES INCLUDING FINAL EXAMS AND OTHER INFORMATION SUCH AS FEES FOR STATE OF CALIFORNIA  
NURSE AIDE TESTING THROUGH REGIONAL TESTING CENTER (RTC) SOUTHERN CALIFORNIA
  - f. STATE OF CALIFORNIA NURSE AIDE EXAMINATION INFORMATION – SCHEDULED DATE
  - g. STATE OF CALIFORNIA NURSE AIDE SKILLS SELF-PRACTICE AT HOME OR NURSING (NLC) INFORMATION
2. CLASS SYLLABUS – FALL 2018
3. STATE OF CALIFORNIA CHANCELLORS OFFICE CURRICULUM MODULES: 1-16
4. State of California Nurse Aide Manual Skills – Pearson Vue Booklet – July 1, 2018
5. Large print State of California Nurse Aide Skills (**23**) by instructor from Pearson Vue Booklet – July 1, 2018
6. READ YOUR IVC E-MAIL REGULARLY FOR: INSTRUCTOR AND NURSING OFFICE STAFF E-MAILS REGULARLY
  - a. REGIONAL TESTING CENTER (RTC) E-MAILS REGARDING **CNA** TESTING INFORMATION

## 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 978-1-60425-074-9** (4<sup>th</sup> edition)
2. 'Hartman's Nursing Assistant Care Long-Term Care' **Workbook** Hartman's Publishing, Inc. (4<sup>th</sup> edition)
  - Workbook: **ISBN 978-1-60425-075-6**
3. Hartman's publishing reading assignment sheet 'CROSSWALK': **TEXBOOK READING ASSIGNMENT** Meets: California Nurse Assistant Training and Assessment Program – Module/Objectives
4. **Regional Testing Center (RTC):** [www.regionaltestingcenter.org/cna.html](http://www.regionaltestingcenter.org/cna.html) - information
5. **Pearson Vue Booklet – July 1, 2018** (State Nurse Aide Examination – written & manual skills)

## OTHER ONLINE LINKS: ASSIST PRACTICE CNA MANUAL SKILLS

1. Santa Barbra College you-tube CNA videos (search Santa Barbra College CNA videos)

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.

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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. 'KOROTKOFF' BLOOD PRESSURE SOUNDS: you-tube videos (search 'Korotkoff' blood pressure sounds)

**Textbooks & Other Resources or Links – con't**

**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 BEFORE & DURING PROVIDING PATIENT CARE AS YOU & ASK IF THEY HAVE ANY QUESTIONS.
  - a. IF YOU **DO NOT KNOW** THE ANSWER TO PATIENT'S QUESTION(S) REASSURE THE PATIENT YOU WILL GO FIND OUT & RETURN TO THEM WITH AN ANSWER TO THEIR QUESTION(S)
  - b. GO TO 'CHARGE NURSE' TO GET ANSWER FOR PATIENT'S QUESTION(S)
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 AS YOU PROVIDE CARE– ALWAYS!**
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 WHERE YOU ARE WORKING ON & HAVE OPPOSITE SIDERAIL UP WITH PILLOW PROPPED AGAINST TO PREVENT INJURY TO THE PATIENT WHEN TURNING & POSITIONING THEM IN BED!**

**NOTE:** PUT BOTH SIDERAILS UP WHEN YOU HAVE COMPLETED YOUR PATIENT-CARE PROCEDURE!

  - (PREVENT PATIENT FROM FALLING OUT OF BED)
12. **DO NOT EXPOSE PATIENT WHILE PROVIDING CARE**
13. **CHECK FOR PATIENT & ENVIRONMENT SAFETY – ALWAYS!**



Textbooks & Other Resources or Links – con't

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: *EXPLAIN* TO PATIENT HOW TO USE CALL-LIGHT & TV CONTROL BEFORE LEAVING PATIENT'S BEDSIDE!**
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 NON – SKID SHOES PRIOR TO LAYING PATIENT BACK DOWN IN BED!**
11. ***LEAVE ROOM NEAT!***
12. **LEAVE SIDERAILS UP!**
13. ***LOCK BRAKES* - THE BED, GURNEY & W/C!**
14. ***WASH YOUR HANDS, AGAIN!***
15. ***THEN DOCUMENT, if required to do so!***
16. ***CHECK FOR TUBING 'SAFETY' (FOLEY-CATHETER, G-TUBE, NG-TUBE, IVs, ect..) & SIDE-RAIL 'SAFETY'***
17. **Glance quick 5 – 10 sec at 'Patient, Equipment and Room' -'SAFETY' before leaving the patient's room**
18. **REPORT: *ABNORMAL FINDINGS TO THE CHARGE NURSE***

**Textbooks & Other Resources or Links – con't**

# SKILLS

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



1. **BEGINING & 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)**
- **PULSE – 01 FULL MINUTE**
- **RESPIRATIONS – 01 FULL MINUTE**

**Textbooks & Other Resources or Links – con't**



**RECORDING SHEET FOR  
MEASUREMENT SKILLS**

Date \_\_\_\_\_

Test Site ID \_\_\_\_\_

Candidate Name \_\_\_\_\_

Candidate ID \_\_\_\_\_

Evaluator Name \_\_\_\_\_

Evaluator ID \_\_\_\_\_

SAMPLE

**SKILL TESTED**

One box next to the skill being tested must be marked.

- Blood Pressure
- Radial Pulse
- Respirations
- Urine Output
- Weight (must document the unit of measurement, lb.)

This sheet will be used to record the results of the following measurement skills:

- Measures and Records Blood Pressure
- Measures and Records Weight of Ambulatory Client
- Measures and Records Urinary Output
- Counts and Records Radial Pulse
- Counts and Records Respirations

CANDIDATE RESULTS	EVALUATOR RESULTS

**Textbooks & Other Resources or Links – con't**

**Homework:**

(check 'Daily Calendar' – Deadlines)

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

a. Complete 'ALL' workbook = 10 points

2. CNA – **Abbreviations (1-158) 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.

c. **ABBREVIATIONS (abbrev.) - MEDICAL TERMS & DEFINITIONS**

**ABBREVIATIONS:**

**MEANING:**

1. abd

Abdomen

2. a.c.

Before meals

3. ADL

Activities of Daily Living

4. Ad Lib

As desired

5. ADM (adm)

Admitted or admission

6. AM (am)

Morning

7. amb

Ambulatory

8. ap

Apical

9. approx.

Approximately

10. assist

Assistance

11. ax

Axilla or axillary / underarm

12. AROM

Active-Range-of-Motion

**Textbooks & Other Resources or Links - con't**

13. Acute	Short-Term (example: elevated fever/short-term illness)
14. b.i.d.	Twice a day
15. BM ( bm )	Bowel Movement
16. BP	Blood Pressure
17. BRP	Bathroom Privileges
18. <u>    </u> c	With
19. Ca	Cancer
20. Cath	Catheter
21. CBC	Complete Blood Count
22. CBR	Complete Bed Rest
23. cc	Cubic Centimeter
24. CCU	Coronary Care Unit
25. c/o	Complaint of
26. CPR	Cardiopulmonary Resuscitations
27. C/S	Culture and Sensitivity
28. CVA	Cerebrovascular Accident, Stroke
29. CNA	Certified Nursing Assistant
30. Cardio/Cardi	Cardiac (Heart) system related
31. Chronic	Long-Term (example: diabetes/long-term illness)
32. dc ( d/c )	Discontinue
33. DOA	Dead on Arrival
34. DON	Director of Nurses

**Textbooks & Other Resources or Links - con't**

35. DR.	Doctor
36. dr	Dram
37. drsg	Dressing
38. Dx	Diagnosis
39. Derm.	Dermatology (skin) system related
40. ECG (EKG)	Electrocardiogram
41. EEG	Electroencephalogram
42. ER	Emergency Room
43. ENT	Ear, Nose & Throat
44. F	Fahrenheit
45. FBS	Fasting Blood Sugar
46. FF	Force Fluids (encourage <u>fluids</u> )
47. fld	Fluid
48. foley/fc	Urinary Catheter (Foley Catheter)
49. ft	Foot or Feet
50. FNP	Family Nurse Practitioner
51. gal	Gallon
52. Glucose	Sugar (sugar in the body)
53. GI	Gastrointestinal
54. h ( hr. )	Hour
55. H O	Water

**Textbooks & Other Resources or Links - con't**

56. H <sub>2</sub> O <sub>2</sub>	Hydrogen Peroxide
57. H.S. (h.s.)	Hour of Sleep
58. ht	Height
59. HCP	Health Care Provider
60. ICU	Intensive Care Unit
61. in.	Inch
62. I & O	Intake and Output
63. IV	Intravenous
64. KG	Kilogram
65. L	Liter
66. Lab	Laboratory
67. LBS	Pound
68. liq	Liquid
69. LLQ	Left Lower Quadrant
70. LMP	Last Menstrual Period
71. LPN	Licensed Practical Nurse
72. LT	Left
73. LVN	Licensed Vocational Nurse
74. LUQ	Left Upper Quadrant
75. LTC	Long-Term Care
76. meds	Medications
77. MG	Milligram

**Textbooks & Other Resources or Links – con't**

78. MI	Myocardial Infarction (Heart Attack)
79. mid- noc	Midnight
80. min	Minute
81. ml	Milliliter
82. MD	Medical Doctor
83. NA	Nursing Assistant
84. neg	Negative
85. nil	None
86. no	Number
87. noc	Night
88. NPO	Nothing by Mouth
89. Neuro	Nervous system related
90. O 2	Oxygen
91. OB	Obstetrics
92. OD	RT eye
93. OJ	Orange Juice
94. OOB	Out of Bed
95. OR	Operating Room
96. Ord	Orderly (male Nursing Assistant)
97. OS	LT eye
98. Osteo	Bone
99. OT	Occupational Therapy



**Textbooks & Other Resources or Links – con't**

100. OU	Both eyes
101. Oz (oz)	Ounce
102. PAR	Post Anesthesia Room
103. p.c.	After meals
104. PCP	Patient Care Plan
105. Peds	Pediatrics
105. per	by, through
106. PM (pm)	Afternoon
107. Pneumo/Resp.	Lung or Respiratory system related
108. p.o. (per so )	By mouth
109. post – op / ( post op )	Postoperative
110. pre-op / ( pre op )	Preoperative
111. prep	Preparation
112. PROM	Passive-Range-of-Motion
113. p.r.n.	When necessary
114. Psych	Related to Psychology
115. Pt (pt )	Patient
116. PT	Physical Therapy
117. PHCP	Personal Health Care Provider
118. q	Every
119. q.d.	Every day
120. q.h.	Every hour
121. q2h, q3h, ect...	Every 2 hours, every 3 hours, ect...

**Textbooks & Other Resources or Links - con't**

122. q.h.s.	Every night at bedtime
123. q.i.d.	Four times a day
124. q.o.d.	Every other day
125. R	Rectal Temperature
126. RA	Restorative Nursing Assistant
127. RLQ	Right Lower Quadrant
128. RN	Registered Nurse
129. ROM	Range of Motion
130. RR	Recovery Room
131. RT	Right
132. RUQ	Right Upper Quadrant
133. RX	Prescription
134. RBC	Red Blood Cell Count
135. S/A	Sugar and Acetone
136. ___ s	Without
137. Spec (spec)	Specimen
138. SSE	Soap Suds Enema
139. ss	One half ( ½ )
140. STAT (stat)	At once, immediately
141. Sub-Q	Subcutaneous
142. Surg	Surgery
143. Supp	Suppository

**Textbooks & Other Resources or Links - con't**

144. tbsp	Tablespoon
145. t.i.d.	Three times a day
146. TLC	Tender Loving Care
147. TPR	Temperature, Pulse and Respirations
148. Tab	Tablet
149. TWE	Tap Water Enema
150. tsp	Teaspoon
151. UNG	Ointment
152. U/A (u/a)	Urinalysis
153. UTI	Urinary Tract Infection
154. URI	Upper Respiratory Infection
155. VS (V/S, v/s)	Vital Signs
156. WBC	White Blood Cell Count
157. w/c	Wheelchair
158. wt	Weight

## Textbooks & Other Resources or Links – con't

### **Homework:** (Con't)

(check 'Daily Calendar' – Deadlines)

### **3. THREE RESEARCH PAPERS ON THE FOLLOWING: 1. Alzheimer's disease (AD), 2. Elder Abuse (various types) & 3. 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

### **4. CLINICAL: Case Study – Include one of the following:**

special needs of persons with developmental and mental disorders, including intellectual disability, Alzheimer's disease, cerebral palsy, epilepsy, dementia, Parkinson's disease, and mental illness.

- a. Use 'Dementia' handout as guidelines and check 'Daily Calendar' for deadlines

## 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.
- IMPERIAL COMMUNITY COLLEGE DISTRICT - IMPERIAL VALLEY COLLEGE COURSE OUTLINE-OF-RECORD:
  1. Theory: 63 hrs.,
  2. Clinical/Lab: 171 hrs. and
  3. OUT OF CLASS HRS: 126.00
  4. NO absences are allowed due to the short-term CNA Course
  5. Student MUST meet Theory and Clinical hours to complete the Health Assistant course and qualify to take the State of California Nurse Aide Examination, two parts written and manual skills exam.

## Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- 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 by the instructor.
- 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](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.
- Student(s) are to use bathroom/personal necessities prior to entering the classroom or clinical rotation

## Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

## Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

### **Additional Student Services**

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

### **Veteran's Center**

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

## **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).



## Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

## Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

## Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

## 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.
- SEE ATTENDANCE - Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absence 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 09/13/2018 to receive 'W', this date is prior to Clinical rotation. Student can go online to drop the course or in person at IVC office of 'Admissions and Records' and send a message to instructor via e-mail: [aida.valdez@imperial.edu](mailto:aida.valdez@imperial.edu) notification of class 'withdrawal.
- Testing: Every student is responsible for taking all examinations. Josue Verduzco in Study Skills Office inside the library for proctoring the exam during times available at the Study Skills Center. **Student is required to inform instructor on first day of class if they will need the use of time and half for taking exams.** 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 fall CNA 2018 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 – Theory and Clinical rotation**
- **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 the exam, CNA 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 CNA course fall 2018.**

### Course Grading Based on Course Objectives - con't

- **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**
- **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.**
- **THE IVC NURSING OFFICE STAFF - DO NOT MAKE THE EXAMS **OR** THE CLASS SYLLABUS**

## Course Grading Based on Course Objectives – con't

### Grading System:

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

### **NOTE:**

### FINAL CLASS GRADE FOR fall Session 2018:

- **ALL EXAMS PASSING**
- **STUDENT ABLE TO APPLY THEORY INTO CLINICAL ROTATION PROVIDING PATIENT CARE**
- **COMPLETE HOMEWORK ASSIGNMENT SUBMITTED ON OR BEFORE DEADLINE**
- **SELF-PRACTICING – STATE MANUAL SKILLS**

Exams & FINAL EXAM GRADE (pass with >70% or better) **OTHERWISE** DROP THE CLASS ON YOUR OWN ONLINE BY 09/13/2018.

### **HOMEWORK:**

#### 1. Sentences – 1-158 completed all single sentences **NO** incomplete partial– Complete = 10 points

- If **NOT** completed student will get 10 points deducted from 'Final Class Grade' – **DUE: 10/10/2018**

#### 2. Research papers (03) – **DUE** – **09/04/2018** – SEND VIA E-MAIL

\* e-mail to: Dolores Hartfield [dolores.hartfield@imperial.edu](mailto:dolores.hartfield@imperial.edu) & instructor: <aida.valdez@imperial.edu>

- a. Alzheimer's disease (AD)
- b. Elder Abuse
- c. Confidentiality/(HIPPA)

- **NO** incomplete partial – Complete = 10 points each (**total 30 points**) added to 'Final Class grade'
- If incomplete student will **NOT** to be able to participate in the clinical (hospital) rotation
- These assignments are **REQUIRED** prior to clinical (hospital) rotation.

#### 3. COMPLETED WORKBOOK: **DUE: 10/10/2018**

- **LETTER GRADE ONLY EITHER 'A' IF COMPLETED & SUBMITTED ON DEADLINE**
- **LETTER GRADE 'F' IF INCOMPLETE OR NOT SUBMITTED BY DEADLINE**

#### 4. CLINICAL – Case Study – **DUE 10/15/2018** at the beginning of class = **10 pts.**

- **CLINICAL CASE STUDY IS 'REQUIRED' TO PASS THE CLINICAL ROTATION**
- **STUDENT WILL RECEIVE A LETTER GRADE OF 'F' FOR THE CNA COURSE IF NOT SUBMITTED ON OR BEFORE DEADLINE.**

**Course Requirements and Instructional Methods – see below**  
**CNA THEORY & CLINICAL SCHEDULES (ASSIGNMENTS)**

**\*\*\*Tentative, subject to change without prior notice\*\*\***

MONTH AUGUST 2018	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<b>Week 1:</b> <b>THEORY: DAY #1</b> 08/13/2018  07:30 am – 1:30 pm 6 hrs.	Daily Calendar / Syllabus & Introduction IVC CLASSROOM – Theory CNA  Module 1: Introduction = 2  Module 2: Resident’s Rights = 2  MODULE 3: Communication/Interpersonal = 2 Skills  Completed Modules: 1, 2 & 3	Review: Reading Assignments (Modules/Objectives): Review: Handouts / Homework 1. Reading assignments 2. Abbreviation Sentences: 158 3. Workbook 4. Research papers: <ul style="list-style-type: none"> <li>• Elder Abuse</li> <li>• Alzheimer’s Disease</li> <li>• HIPPA (confidentiality)</li> <li>• Other handouts</li> </ul> 5. Review other materials
<b>Week 1:</b> <b>THEORY: DAY #2</b> 08/14/2018  07:30 am – 1:30 pm 6 hrs.	IVC CLASSROOM – Theory CNA Module 4: Safe Environment = 1 (Prevention Management of Catastrophe and Unusual Occurrences)  Module 5: Body Mechanics = 2  Module 6: Med/Surg Asepsis = 2  Module 7: Weights and Measures = 1  Module 8: Patient Care Skills = 1 Completed Modules: 4, 5, 6 & 7	Review:  Modules Objective  Textbook related to previous & current Modules  Reading assignments
<b>Week 2</b> <b>THEORY: DAY #3</b> 08/20/2018  07:30 am – 1:30 pm 6 hrs.	IVC CLASSROOM – Theory CNA  Module 8: Patient Care Skills (cont.) = 6  <u>EXAM MODULES: 1 &amp; 2</u>	Review: Modules Objective Textbook related to previous & current Modules Reading assignments <u>DUE:</u>  1. 02-283-B, Reg. 2. RTC, Live Scan 3. 02 handbook forms 4. AHA – CPR BLS – Health care provider course

MONTH AUGUST 2018	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p><b>Week 2</b>  <b>THEORY: DAY #4</b>                      08/21/2018                      07:30 am – 1:30 pm                      6 hrs.</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>‘CNA Handbook’ has web-site to buy package into your ‘Complio’ account for;                      (Health Care &amp; DOJ agencies uploading)</p> <p>1. Background check                      2. Drug Screen                      Module 8: Patient Care Skills (cont.) = 6</p> <p><u>EXAM MODULES: 3 &amp; 4</u></p>	<p>Skills as time permits</p> <p>Review:                      Modules Objective                      Textbook related to previous &amp; current Modules                      Reading assignments</p> <p>Skills as time permits</p>
<p><b>Week 3</b>  <b>THEORY: DAY #5</b>                      08/27/2018                      07:30 am – 1:30 pm                      6 hrs.</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 8: Patient Care Skills = 1</p> <p><u>EXAM MODULES: 5, 6 &amp; 7</u></p> <p>Completed Modules: 8</p>	<p>Review:                      Modules Objective                      Textbook related to previous &amp; current Modules                      Reading assignment</p> <p>Skills as time permits</p>
<p><b>Week 3</b>  <b>THEORY: DAY #6</b>                      08/28/2018                      07:30 am – 1:30 pm                      6 hrs.</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>Module 9: Patient Care Procedures = 6</p> <p><u>EXAM MODULES: 8</u></p>	<p>Review:                      Modules Objective                      Textbook related to previous &amp; current Modules                      Reading assignments</p> <p><u>DUE:</u>                      ‘HEALTH REQUIREMENTS’ COPY  <u>TO:</u> DOLORES HARTFIED IVC                      NURSING OFFICE: ROOM 2155</p> <p>Skills as time permits</p>

MONTH SEPTEMBER 2018	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p><b>Week 4</b>  <b>THEORY: DAY #7</b>                      09/04/2018                      07:30 am – 1:30 pm                      6 hrs.</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 9: Patient Care Procedures (cont.) = 1</p> <p>Module 10: Vital Signs = 3</p> <p>Module 11: Nutrition = 2</p> <p>Completed Modules: 9, 10 &amp; 11</p>	<p>Review:                      Modules Objective                      Textbook related to previous &amp;                      current Modules                      Reading assignments</p> <p><b>DUE:</b>                      1. 03 RESEARCH PAPERS:                      a. Alzheimer’s Disease (AD)                      b. Elder Abuse                      c. HIPPA</p> <p>Send 03 RESEARCH PAPERS VIA                      E-MAIL TO:</p> <p>1. DOLORES HARTFIELD:                      IVC ALLIED HEALTH SECRETARY  <a href="mailto:dolores.hartfield@imperia.edu">dolores.hartfield@imperia.edu</a></p> <p>2. AIDA VALDEZ:                      IVC CNA INSTRUCTOR  <a href="mailto:aida.valdez@imperial.edu">aida.valdez@imperial.edu</a></p>

MONTH SEPTEMBER 2018	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p><b>Week 5</b>  <b>THEORY: DAY #8</b>                      09/10/2018                      07:30 am – 1:30 pm                      6 hrs.</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 12: Emergency Procedures = 1                      Module 13: Long-Term Care Pt = 4                      a. Review Handout – Case Study = 1 (Dementia)</p> <p><u>EXAM MODULES: 9, 10 &amp; 11</u></p>	<p>Review:                      Modules Objective                      Textbook related to                      previous &amp; current Modules                      Reading assignments</p> <p><u>DUE:</u>                      UNIFORMS &amp; IVC ID                      BADGES</p>
<p><b>Week 5</b>  <b>THEORY: DAY #9</b>                      09/11/2018                      07:30 am – 1:30 pm                      6 hrs.</p>	<p>IVC CLASSROOM - Theory CNA</p> <p>Module 13: Long-Term Care Pt ( cont.)                      a. Review Handout – Case                      Study = 1 (Dementia) = 2 hrs.                      Module 14: Rehabilitative Nursing = 2                      Module 15:                      Observation &amp; Charting= 3                      Module 16:                      Death and Dying = 1</p> <p><u>EXAM MODULES: 13 &amp; 14</u></p> <p><u>DEMENTIA:</u>                      Special needs of persons with developmental and                      mental disorders, including intellectual disability,                      Alzheimer's disease, cerebral palsy, epilepsy,                      dementia, Parkinson's disease, and mental illness.</p>	<p>Review:                      Modules Objective                      Textbook related to                      previous &amp; current Modules                      Reading assignments</p> <p><b><u>Review:</u></b>                      Dementia Handout:</p> <p>Special needs of persons                      with developmental and                      mental disorders, including                      intellectual disability,                      Alzheimer's disease,                      cerebral palsy, epilepsy,                      dementia, Parkinson's                      disease, and mental illness.</p>



MONTH SEPTEMBER 2018	DESCRIPTION	ASSIGNMENTS/HOMEWORK/ SKILLS AS TIME PERMITS
<p><b>Week 6</b> THEORY: DAY #10 09/17/2018</p> <p>07:30 am – 1:30 pm</p> <p>6 hrs.</p>	<p>IVC CLASSROOM – Theory CNA</p> <p>DUE:</p> <p>* Cashier’s check OR Money Order PRIOR: BRING TO CLASS COMPLETED &amp; MAKE A COPY FOR YOURSELF-Records Module 15: Observation &amp; Charting= 1 Module 16: Death and Dying = 2</p> <p>EXAM MODULES: 15 &amp; 16</p> <p>Completed: 15 &amp; 16</p>	<p>Review: Modules Objective Textbook related to previous &amp; current Modules Reading assignments</p> <p><u>DUE:</u></p> <p>* Cashier’s check OR Money Order</p> <p style="text-align: center;"><u>PRIOR:</u></p> <p><u>TO GIVING TO INSTRUCTOR</u></p> <p>1. MAKE A COPY FOR YOURSELF-Records</p> <p>2. BRING ‘ORIGINAL’ TO CLASS</p> <p style="padding-left: 20px;">a. Cashier’s Check <u>OR</u> b. Money Order</p>
<p><b>Week 6</b> THEORY: DAY #11 09/18/2018</p> <p>07:30 am – 1:30 pm</p> <p>6 hrs.</p> <p><u>THEORY LAST DAY:</u> 2 HRS.</p> <p><u>Clinical: 1<sup>st</sup> Day</u> 4 hrs.</p>	<p>IVC Classroom - Theory CNA 07:30 am – 09:30 pm - <u>Last day Theory</u> 2 hrs.</p> <p><u>FINAL EXAM</u></p> <p>*****</p> <p><u>Imperial Heights</u> – 320 Cattle Call Dr. Brawley, CA. 92227 09:30 am – 1:30 pm. 1st Day Clinical 4 hrs.</p>	

MONTH SEPTEMBER 2018	DESCRIPTION	ASSIGNMENTS
<p><b>Week 6</b>  <b>CLINICAL: DAY #2</b>                      09/19/2018</p> <p><b>07:00 am – 1:30 pm</b></p> <p><b>6 hrs. 30 min.</b></p>	<p>Imperial Heights – LONG_ TERM CARE (CNA)</p> <p>320 Cattle Call Dr.                      Brawley, CA. 92227</p>	<p><u>Students MUST be in COMPLETE UNIFORM</u></p> <p><u>For 'ALL' Clinical (hospital) rotations.</u></p> <p><u>CHECK OFF:</u></p> <ol style="list-style-type: none"> <li>1. BED BATH, SHAMPOO,</li> <li>2. PERI-CARE</li> <li>3. BACK RUB</li> <li>4. MAKING AN OCCUPIED BED</li> <li>5. POSITIONING THE RESIDENT Q 2 hrs.</li> <li>6. HAND/NAIL CARE</li> <li>7. FOOT CARE</li> <li>8. SKIN CARE</li> <li>9. ORAL CARE (BED-BOUND) RESIDENT</li> <li>10. COMBING RESIDENT'S HAIR</li> <li>11. OFFERING BEDPAN/URINAL</li> <li>12. DRESSING RESIDENT</li> <li>13. MONITOR TUBING</li> <li>14. INFECTION CONTROL THROUGHOUT CARE OF THE RESIDENT</li> <li>15. REPORT TO CHARGE-NURSE AS NEEDED WHILE GIVING CARE TO THE RESIDENT</li> <li>16. GIVE REPORT TO CHARGE-NURSE BEFORE LEAVING FOR THE DAY</li> </ol>
<p><b>Week 7</b>  <b>CLINICAL: DAY #3</b>                      09/24/2018</p> <p><b>07:00 am – 1:30 pm</b></p> <p><b>6 hrs. 30 min.</b></p>	<p>Imperial Heights – LONG_ TERM CARE (CNA)</p> <p>320 Cattle Call Dr.                      Brawley, CA. 92227</p>	<p><u>CHECK OFF: (CON'T)</u></p> <ol style="list-style-type: none"> <li>1. PREVIOUS DAY SKILLS - CONTINUED</li> <li>2. SHOWERS</li> <li>3. FEEDING THE RESIDENT</li> <li>4. TRANSFERRING THE RESIDENT FROM BED TO W/C</li> <li>5. MAKING AN UNOCCUPIED BED</li> <li>6. TAKE PATIENT TO ACTIVITES OR PT</li> <li>7. VITAL SIGNS</li> <li>8. SHAVING</li> <li>9. INTAKE &amp; OUTPUT</li> <li>10. CHARTING AS NEEDED</li> <li>11. CARE OF FOLEY CATHETER</li> <li>12. EMPTYING FOLEY CATHETER</li> <li>13. KEEP ROOM CLEAN, CLUTTER-FREE</li> <li>12. WATER WITHIN REACH OF PATIENT (IF, Pt able to drink fluids – CHECK WITH NURSE)</li> <li>13. CALL-LIGHT WITHIN REACH OF THE PATIENT</li> <li>14. BED LOWEST POSITION BEFORE LEAVING THE PATIENT'S ROOM</li> </ol>

<b>MONTH</b> <b>SEPTEMBER 2018</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENTS</b>
<b>Week 7</b> <b>CLINICAL: DAY #4</b> 09/25/2018  07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 7</b> <b>CLINICAL: DAY #5</b> 09/26/2018  07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>MONTH</b> <b>OCTOBER 2018</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENTS</b>
<b>Week 8</b> <b>CLINICAL: DAY #6</b> 10/01/2018  07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 8</b> <b>CLINICAL: DAY #7</b> 10/02/2018  07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 8</b> <b>CLINICAL: DAY #8</b> 10/03/2018  07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>

<b>MONTH OCTOBER 2018</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENTS</b>
<b>Week 9</b> CLINICAL: DAY #9 10/08/2018 07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 9</b> CLINICAL: DAY #10 10/09/2018 07:00 am – 1:30 pm 6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 9</b> CLINICAL: DAY #11 10/10/2018 07:00 am – 1:30 pm 6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 10</b> CLINICAL: DAY #12 10/15/2018 07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)	<b>PREVIOUS SKILLS</b>
<b>Week 10</b> CLINICAL: DAY #13 10/16/2018 07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 10</b> CLINICAL: DAY #14 10/17/2018 07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 11</b> CLINICAL: DAY #15 10/22/2018 07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 11</b> CLINICAL: DAY #16 10/23/2018 07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>
<b>Week 11</b> CLINICAL: DAY #17 10/24/2018 07:00 am – 1:30 pm  6 hrs. 30 min.	Imperial Heights – LONG_ TERM CARE (CNA)  320 Cattle Call Dr. Brawley, CA. 92227	<b>PREVIOUS SKILLS</b>