



Nurse Aide Fundamentals COURSE SYLLABUS Summer Semester 2017

Semester: Summer 2017
Course Title: **Nurse Aide Fundamentals**
Course Number: NAST 1100
Credit Hours/ Minutes: 6/6750
Class Location: Room #8108 Building 8
Class Meets: MTWT 8:30- 1:30
CRN: 60181

Instructor: Maxine Garnto
Office Hours: 2:00-5:00
Office Location: ROOM#1808 Building 8
Email Address: mgarnto@southeasterntech.edu
Phone: 478-289-2228
Fax Number: 478- 289-2214
Tutoring Hours: upon request

REQUIRED TEXT:

Text: Successful Nursing Assistant Care, Fourth Edition

Workbook: Successful Nursing Assistant Care, Fourth Edition

(Failure to obtain required text & workbook may result in dismissal from the course.)

REQUIRED SUPPLIES: 3 ring notebook, ink pen, pencil, and other supplies as deemed necessary by the instructor. Program Specific supplies and requirements are outlined in the Nurse Aide Program Handbook.

COURSE DESCRIPTION: NAST 1100-Nurse Aide Fundamentals introduces the student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patient's condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

Southeastern Technical College's Certified Nurse Aide program is a State approved program. Program requirements have been established in accordance with the Code of Federal Regulations as stated in 42CFR483.150-158 and with State guidelines.

PREREQUISITE(S):

Program admission for Traditional NAST 1100: ALHS 1040; ALHS 1090; ALHS 1060
Program admission for MOWR NAST 1100: ALHS 1040; EMPL 1000; ALHS 1060

MAJOR COURSE COMPETENCIES/OUTLINE:**I. Role and Responsibilities of the Nurse Aide**

- A. Identify the qualities and responsibilities of a successful nurse aide.
- B. Discuss the relationship of the nurse aide in the care team.
- C. Discuss ethical issues which concern nurse aides.
- D. Discuss the role of the nurse aide.
- E. Discuss the scope of practice of the nurse aide.

II. Communication and Interpersonal Skills

- A. Explain the importance of interpersonal skills and methods of communication.
- B. Explain verbal and nonverbal barriers to communication.
- C. Demonstrate communication with the hearing impaired.
- D. Define HIPPA and PHI law.
- E. Define the importance of maintaining confidentiality, dignity, and privacy.
- F. Demonstrate communicating with the visually impaired.
- G. Explain the importance of the relationship of the family and the nurse aide.
- H. Discuss codes of ethics, values and beliefs and how they influence behavior.
- I. Demonstrate how to observe and report changes in the condition of a patient.

III. Topography, Structure, and Function of the Body Systems

- A. Discuss the normal aging process, care of the elderly, assisting residents to adapt to physical, emotional and psychological changes.
- B. Describe the anatomy, list the function and the commonly associated diseases and conditions for each of the following body systems: integumentary, musculoskeletal, nervous, cardiovascular, respiratory, gastrointestinal, endocrine, urinary, lymphatic, and reproductive.
- C. Discuss the anatomy and function of the sensory organs.
- D. Discuss dementia, AD, and working with residents with difficult behaviors.
- E. Define cognitive impairment.
- F. Identify ways to care for the client with cognitive impairment.
- G. Apply techniques to modify the nurse aide's behavior in response to residents' behaviors.
- H. Discuss methods for reducing the effects of cognitive impairment.
- I. Describe the following specific conditions associated with the cardiovascular system: hyper-and hypotension, peripheral vascular disease, and congestive heart failure.
- J. Describe the following specific conditions of the respiratory system: chronic obstructive pulmonary disease, influenza, and pneumonia.
- K. Describe the following specific conditions of the gastrointestinal system: dysphagia, altered bowel elimination (colostomy) care and incontinence.
- L. Describe the following specific conditions of the urinary system: incontinence and urinary tract infections.
- M. Describe the following specific conditions of the lymphatic system: human immunodeficiency virus and cancer.
- N. Describe the following specific conditions of the reproductive system: sexually transmitted diseases.

- O. Describe the conditions associated with arthritis and osteoporosis as well as their treatment regimens.

IV. Injury Prevention and Emergency Preparedness

- A. Explain infection control practices.
- B. Demonstrate infection control practices and methods for preventing the spread of disease.
- C. Describe methods of isolation and transmission based precautions
- D. Describe infection control measures for blood borne and air borne pathogens.
- E. Describe tuberculosis standards.
- F. Demonstrate the use of personal protective equipment.
- G. Recognize antimicrobial agent resistant organisms.
- H. Explain the roles and responsibilities of the Centers for Disease Control in disease prevention.
- I. Recognize the nature of and the proper responses to medical emergencies.
- J. Recognize when to respond with cardiopulmonary resuscitation, the Heimlich maneuver, disaster preparedness, as well as fire safety (RACE and PASS) and oxygen safety procedures.
- K. Demonstrate response to resident falls.
- L. Describe body mechanics.
- M. Demonstrate lifting and transfer techniques.
- N. Demonstrate use and maintenance of lifting devices.
- O. Demonstrate bed safety techniques.

IV. Resident's Rights

- A. Discuss OBRA and its implications for the role and training of nurse aides as well as their scope of practice.
- B. Explain resident's rights and their effect on quality of care.
- C. Discuss the legal terms associated with resident's rights.
- D. Explain the role of the Ombudsman, Residents Council, and the grievance process.
- E. Demonstrate methods for providing privacy confidentiality, and dignity when providing care and accommodating resident needs.
- F. Recognize signs of abuse.
- G. Demonstrate knowledge of the procedures for reporting abuse.
- H. Recognize signs of the misappropriation of funds.
- I. Demonstrate the proper use of restraints according to facility standards.
- J. Identify ways to secure residents possessions.
- K. Explain the importance of residents making personal choices and participating in their care.
- L. List ways to promote resident independence.

VI. Basic Patient Care Skills

- A. Demonstrate assessing and recording temperature, pulse, respiration, blood pressure and pain.
- B. Identify ways to assess pain.
- C. Describe how pain affects vital signs.
- D. Explain the difference between subjective and objective findings.
- E. Demonstrate the assessment of height and weight and the parameters associated with each.
- F. Demonstrate the admission, transfer and discharge processes.
- G. Demonstrate bed-making skills on occupied bed and closed bed.

- H. Demonstrate the proper care of clean as well as soiled linen.
- I. Explain the importance of measures to prevent skin breakdown.
- J. Demonstrate measuring and recording intake and output.
- K. Demonstrate how to assist residents with each type of bedpan.
- L. Identify the characteristics of urine.
- M. Describe the characteristics of stool, constipation and diarrhea.
- N. Demonstrate the collection of specimens including saliva, stool and urine, and use of PPE and biohazard supplies.
- O. Discuss caring for residents with oxygen, IV, NG, and PEG tubes.
- P. Demonstrate logrolling and use of draw sheet to turn and position residents.
- Q. Demonstrate how to maintain proper resident body alignment to prevent contractures.
- R. Demonstrate five different patient positions.
- S. Demonstrate proper skin care.
- T. Identify factors that prevent pressure sores.
- U. Identify bony prominences.
- V. Demonstrate the use of moisture barriers.
- W. Identify stages of pressure sores.
- X. Describe the use of pressure relieving devices.
- Y. Demonstrate proper female catheter care.
- Z. Demonstrate proper male catheter care.
- AA. Demonstrate feeding a dependent resident.
- BB. Demonstrate observation and recording of the percentage of food consumed.
- CC. Explain the stages of dying.
- DD. Discuss caring for the dying resident.
- EE. Demonstrate postmortem care.
- FF. Describe hospice care and palliative care.

VII. Personal Care Skills

- A. Demonstrate proper oral care including flossing.
- B. Demonstrate oral care for the unconscious resident.
- C. Demonstrate proper denture care
- D. Demonstrate a complete bed bath.
- E. Demonstrate a partial bed bath.
- F. Demonstrate dressing a resident with unilateral weakness.
- G. Demonstrate dressing a resident with an IV>
- H. Demonstrate nail care.
- I. Demonstrate foot care.
- J. Demonstrate hair combing.
- K. Demonstrate shampooing a resident's hair in bed.
- L. Demonstrate shaving a resident.
- M. Demonstrate offering a bedpan or urinal to a resident.
- N. Demonstrate assisting a client from bed to bedside commode.
- O. Demonstrate giving a back rub.
- P. Demonstrate female pericare.
- Q. Demonstrate male pericare.

VIII. Restorative Care

- A. Discuss the relationship between rehabilitation and restorative care.
- B. Define and demonstrate range of motion.
- C. Demonstrate dangling resident

- D. Define and demonstrate the use of assistive devices.
- E. Define and demonstrate assisting with adaptive devices.
- F. Define and demonstrate the use of supportive devices.
- G. Discuss bowel and bladder retraining programs
- H. Demonstrate transferring residents to wheelchair using gait belt.
- I. Demonstrate assisting a client in ambulating with a walker, gait belt and cane.
- J. Explain care for and the application of prosthetic and orthotic devices.
- K. Discuss care of hearing aids and eyeglasses

In addition, the student MUST:

- Demonstrate a professional attitude.
- Demonstrate knowledge of the Role of the Nurse Aide.
- Demonstrate the ability to speak and understand English when receiving or giving directions.

General Education Core Competencies:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS:

General

- Be on time. Class starts promptly, plan to be at the classroom or clinical site at least 15 minutes before the scheduled class start time.
- Be prepared every day: This means you have: **ALL** assignments completed, the correct notebook, textbook, as well as any other required materials.
- Classroom/Clinical dress code is in effect at all times. This includes wearing the proper name tag, which identifies you as a Nurse Aide student. The clinical site dress code is in effect at all times during the clinical experience. (See the clinical rules)
- Strenuous exercise is required, clothing should fit to maintain modesty and avoid potential embarrassment of the individual or classmates. Flip-flops are not acceptable.
- Be courteous at all times. Inappropriate behavior will NOT be tolerated and would be grounds for immediate dismissal from class. Treat everyone with kindness and respect. This is essential during the clinical experience.
- **ANYTHING YOU DO IN THE LAB/CLINICAL AREA REQUIRES PERMISSION FROM YOUR INSTRUCTOR.**
- **Cell phone use is strictly prohibited.**

Classroom

Students are expected to complete all tests and daily assignments on the specified date. During an examination, students are required to place all textbooks and personal property on the floor in the front of the classroom as directed by the instructor. Students may be separated in different classrooms, assigned different seats, and/or provided desk dividers during testing as informed by the instructor. No talking is allowed once the exam begins. Once the exam begins, students will not be allowed to exit the classroom until the exam is completed and/or turned into the instructor. Smart watches, cell phones, or any other electronic devices will not allowed during exams. Students found with electronic/communication devices during the exam will be

considered cheating; which will result in a zero for the exam.

Laboratory

Students must demonstrate proficiency of ALL skills listed on the Master Skills Checklist in accordance with the skills competency evaluation forms. These skills are evaluated by an instructor during classroom and lab times. It is important that individuals are present when the skills are being taught and are also present for lab assignments. If an individual is absent on the day when the skills are tested, an unsatisfactory grade may be given. Skills evaluations may be unannounced. Individuals are usually given several opportunities during the formative period to demonstrate satisfactory skill performance.

Failure to meet the grade requirements or failure to demonstrate proficiency of a skill or skills will result immediate dismissal from the course.

Skills Competency Exam will consist of the performance of 5 randomly chosen skills. Students must satisfactorily complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and final grade of "WF" or "F". Students will be given three opportunities to demonstrate each skill competency.* The skill competency evaluation will be administered prior to the clinical rotation. Students unable to successfully complete the skill competency evaluation will be considered unsafe in the work environment, and will not be permitted to attend clinical.

Clinical

- The courses clinical component consists of 45 hours. The mandatory clinical component of the course involves **24 hours** of direct (hands-on) patient care in a long-term care facility. The additional 21 clinical hours will be scheduled at the discretion of the instructor and may include hands on patient care, simulation, or other appropriate activity. Clinical dates are determined by the instructor and require time outside of the scheduled course time.
- Clinical attire is a uniform consisting of a navy shirt with STC patch, navy pants or skirt, and white duty shoes.
- Students will be required to demonstrate proficiency of skills prior to the clinical experience, as well as during the clinical time. These skills must be performed correctly, with proper communication, and manual ability. *Failure to demonstrate a skill or skills will result immediate dismissal from the course.*
- Prior to the clinical experience, all students must complete all coursework with a grade average of 70 or better.
- All clinical documents (including those noted below) must be submitted by the third (3rd) week of the semester (deadline established by the instructor). These completed forms must be on file BEFORE the clinical experience starts. A student must also have been given permission to access the clinical site by the clinical facility.
 - ✓ Negative criminal background check
 - ✓ (Clinical background checks are mandated for all nursing facilities as stated in Georgia Code Title 31-7-350-353. Adverse information on criminal background

checks does hinder an individual from participating in clinical and obtaining employment.)

- ✓ Negative urine drug screening
 - ✓ Completed immunization requirements
 - ✓ Completed Health History Form
 - ✓ Completion of HIPPA and safety modules
 - ✓ Completed CPR
 - ✓ Liability Insurance
 - ✓ Valid Social Security Card
 - ✓ Government issued picture ID
 - ✓ Student/Program Picture ID
 - ✓ Completion of N-95 FIT Testing
- Each student is expected to adhere to all clinical rules and regulations note in the NAST 1100 Student Handbook. Failure to do so can result in immediate dismissal from the course/program.

EXIT EXAM: Each student must earn a 70 or greater on the comprehensive written final (exit exam) to pass the course. Failure to earn a grade of 70 or better on the exit exam will result in a final grade of “F” for the course. The exam cannot be repeated.

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as noted in the lesson plan. The score on the Work Ethics assignments will count 5% of the course grade.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

ADDITIONAL ATTENDANCE PROVISIONS:

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. A tardy will be issued if a student has missed less than 20% of instructional class time. An automatic absence will be issued if the student misses greater than 20% of instructional class time. This averages out to 10 minutes per hour. For example, a class that meets from 9:00-12:00 will be considered absent if he/she is not in class by 9:36.

Every student is expected to be present on lab skills days and on test days. A skill area must be made up within one week. Failure to make up missed skills will result in failure of that skills area. If a skill is not completed, the student will not exit the course. The student must satisfactorily prove competency in each skills area in order to pass the course, regardless of academic standing on tests.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): A student will only be allowed to make-up one unit exam which will be given at the discretion of the instructor. **A physician's excuse/appropriate documentation will be required for the student to be eligible to take a make-up exam. A 10 point deduction will be issued if the student misses a unit exam due to an unexcused absence.** A grade of "0" will be given to all subsequent unit exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. If a student misses the final exam and has already used their ONE time make-up, the student will NOT be allowed to make-up the final exam; which will result in a zero for the final exam.

STUDENT SUCCESS PLAN: Our purpose is to educate safe entry level health care professionals. At times, this may mean there are areas that must be improved upon. The Student Success Plan documents deficiencies and provides a means for improvement. A plan should be initiated for the following reasons:

- ❖ If the student has a cumulative unit exam average of $\leq 75\%$ after the completion of 25% of the unit exams or skills deficiency, the faculty will initiate individual counseling session and complete a Student Success Plan

- ❖ If the student has a cumulative unit exam average of $\leq 75\%$ after the completion of 50 % of the unit exams or skills deficiency, the faculty will initiate individual counseling session, as well as review and update the Student Success Plan.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the

Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

ACCESS TO TECHNOLOGY: Students can now access [Blackboard](#), [Remote Lab Access](#), [Student Email](#), [Library Databases \(Galileo\)](#), and [BannerWeb](#) via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

Course Grading Criteria:

- **Unit Tests**
65%
- **Comprehensive Written Final (Exit Exam)***
30%
- **Work Ethics Assignments**
5%
- **Skills Competency Exam**
Pass/Fail

GRADING SCALE

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

*Each student must earn a 70 or greater on the comprehensive written final (exit exam) to pass the course. Failure to earn a grade of 70 or better on the exit exam will result in a final grade of “F” for the course. The exam cannot be repeated and students may not progress to the clinical experience.

Grades are not “rounded up”.
 Example:
 69.99 will not be rounded to 70.

Students, who successfully complete **ALL** coursework as outlined in the STC Catalog, will be issued a training program completion certificate, which will allow the student to schedule testing for the state competency evaluation. Further details may be found in the *Nurse Aide Fundamentals Student Handbook*.

NAST 1100—NURSE AIDE FUNDAMENTALS
Summer 2017 LESSON PLAN

	Chapter / Lesson	Content	Assignments Tests	Competency Area & General Education Competency
Jun 5		<p>First day of class/Introduction to Course—Syllabi, Outline, Rules, Regulations Coverage; Completion of Forms</p> <p>*Liability Insurance is due today for \$12.00. You will need to take form with you to Building 1 business office and they will sign it and put receipt number on it. Bring to your instructor.</p> <p>Have Student ID Photo name tag made and you must wear every day. Have a copy made of this before you leave the office and bring copy to instructor.</p>	<p>Lecture, Class assignments, and/or Lab</p> <p>Read chapter and complete Chapter Review Questions and workbook exercises.</p> <p>Read the Workbooks preface, <i>Welcome to the Workbook!</i></p>	
Jun 5	Ch 1 Pgs 1-15	<p>The Nursing Assistant in Long Term Care</p> <p>Video: HIPAA</p>	<p>Lecture, Class assignments, and/or Lab</p> <p>Read chapter and complete Chapter Review Questions and workbook exercises.</p>	Course I Core 1,3, 4
Jun 6	Ch 2 Pgs 16-30 Ch3 Pgs 31—49	<p>Ethical and Legal Issues</p> <p>Communication Skills</p>	<p>Lecture, Class assignments, and/or Lab</p> <p>Read chapter and complete Chapter Review Questions and workbook exercises.</p>	Course I, II Core 1,3, (4)

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Jun 6	Ch 4 Pgs 50-60 Ch 5 Pgs 61-76	Communication Challenges Diversity and Human Needs and Development	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, II, III Core 1,3, (4)
Jun 7	Exam 1	Exam 1 Chapter 1 and 2 Lab	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, III, III Core 1,3
Jun 8	Ch 6 Pgs 77-104	Last day to pay Liability Insurance. Last Day to pay \$20 Mask Fit Testing fees. These are to be paid in Building 1 ...Bring receipt back to instructor. Infection Control Video: TB and Bloodborne Pathogens Skills Sheet: Washing Hands Lab	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, III, IV Core 1,3
Jun 12	Ch 7 Pgs 105-121	Safety and Body Mechanics Video: OSHA Exam 2 Test 3,4,5,	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, II, IV Core 1,3

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Jun 12	Ch8 Pgs 122-135	Emergency Care, First Aid, and Disasters Lab	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, II, III, IV Core 1,3
Jun 13	Ch 9 Pgs 136-150	Admission Transfer, Discharge, and Physical Exam	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, III, V, VI Core 1,3
Jun 13	Ch 10 Pgs 151-159	Exam 3 Test 6 and 7 Bedmaking and Unit Care Lab	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises	Course I, VI, VII Core 1,3
Jun 14	Ch 11 Pgs 166-190 Exam	Positioning, Moving, and Lifting Exam 4 Test 8 Lab	. Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises	Course I, VI, VII Core 1,3
Jun 14	Ch 12 Pgs 191-219	Personal Care	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, VI, VII

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Jun 15	Ch 13 Pgs 220-241	Ch 13 Vital Signs Lab ****Other items due...last day***** <ul style="list-style-type: none"> • 2 copies of CPR card • 2 copies of driver's license or state issued picture ID • 1 copy of Student ID Drug Screen and Criminal Background receipt due...Last Day!!! Last day for Shot records and Flu Shot. !!! Uniform Money due \$26 Exam 5 Chapter 9,10,11,12	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course VI, VII
Jun 19		Vital Signs-Lab	Lab	Course I, VI, VII Core 1,3
Jun 19	Ch 14 Pgs 242-269	Ch 14 Nutrition and Fluid Balance	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course I, III, IV, V, VI, VII Core 1, 2, 3, 4
July 20	Ch 15 Pgs 270-294	The Gastrointestinal System Exam 6 chapter 13 and14	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course III Core 1,2,3, 4

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Jun 21	Ch 16 Pgs 295-314 Ch17 Pgs 315-324	The Urinary System The Reproductive System	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course III, VI Core 1, 3,
Jun 21	Ch 18 Pgs 325-343	The Integumentary System	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course III, VI Core 1, 3,
Jun 22	Ch 20 Pgs 356-366	The Respiratory System Exam 7 Chapter 15, 16, 17, 18, 19	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course III, VI Core 1, 3,
Jun 26	Ch 21 Pgs 367-382	The Musculoskeletal System	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course III, VI Core 1,3

NAST 1100—NURSE AIDE FUNDAMENTALS
Summer 2017 LESSON PLAN

Jun 26	Ch 22 Pgs 383-420	The Nervous System	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course III, VI Core 1,3
June 27	Ch 23 Pgs 421-428	The Endocrine System	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course III, VI Core 1, 3,
June 27	Ch 25 Pgs 442-456	Exam 8 Chapter 20, 21, 22, 23,24 Rehabilitation and Restorative Care	Lecture, Class assignments, and/or Lab Read chapter and complete Chapter Review Questions and workbook exercises.	Course VIII Core 1,3
June 28	Ch 26 Pgs 457-468	Subacute Care		Course VI, VII Core 1,3
June 28		Lab		
June 28	Ch 27 Pgs 469-480 Exam	End-of-Life Care		Course VI Core 1,3
June 28	Ch 28 Pgs 481-493	Your New Position		Course I Core 1,3
June 29		Review and Skills	Lab	Course I, III, VI, VII, VIII Core 1,3,4

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June 29		Exam 9 Chapter 25, 26, 27, 28	Lab	
July 3 rd - July 6 th		Hoilday Week		
July 10 th		Review/Labs Speaker	lab	
July 11 th		Final Exam labs	Lab	
July 12 th		Practice for Skills exam Lab		
July 13		Practice for Skills exam Lab		
July 17 th - 19 st		Comprehensive final (Exit Exam) End Skill Final		
July 20 th		Tour the Nursing Home, Hospital, Hospice, Funeral Home ***Wear Uniform***		
July 24 th		Clinicals 6:45 to 3:15 each day.		
July 25 th		Clinicals		
July 26 th		Clinicals		
July 27 th		Clinicals Clinicals Last Day of Semester We will come back to the school after clinical to complete some paper work for the state. Certificates will be given at this time with all other paper work so you can send it in for state testing date.		
	Clinical	Forty (40) Hours Students will be scheduled for no more than 8 hrs per clinical day planned.	Dates for clinical time will be set by the instructor.	

*****This lesson plan is subject to change at the discretion of the instructor.**

Course Competency Areas:

*** Competency Areas: (will vary for each course/taken from state standards)**

- I. Role and Responsibilities of the Nurse Aide
- II. Communication and Interpersonal Skills
- III. Topography, Structure, and Function of Body Systems
- IV. Injury Prevention and Emergency Preparedness
- V. Resident's Rights
- VI. Basic Patient Care Skills
- VII. Personal Care Skills
- VIII. Restorative Care

****General Core Educational Competencies**

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.