

# Nursing Assistant

TENA - 1100 302

## Course Description

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The Nursing Assistant course introduces students to basic nursing skills in a classroom and laboratory setting. This course includes 24 hours of clinical experience.

Semester(s): All

## Course Student Learning Outcomes

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- Explain activities of daily living and nursing assistant scope of practice.
- Describe how critical criteria such as recognizing and reporting, communication, infection control, safety, and residents' rights are applied in the care setting.
- Demonstrate proficiency in all skills required for state certification.
- Perform nursing assistant skills in a healthcare setting.

## Assignment Schedule

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Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Abbreviations Exam- Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Abbreviations Practice</a>	Quiz	0

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Applying for Graduation</a>	Assignment	10
	<a href="#">Chapter 1 Quiz</a>	Quiz	10
	<a href="#">Chapter 10 Quiz</a>	Quiz	10
	<a href="#">Chapter 11 Quiz</a>	Quiz	10
	<a href="#">Chapter 12 Quiz</a>	Quiz	10
	<a href="#">Chapter 13 Quiz</a>	Quiz	10
	<a href="#">Chapter 14 Quiz</a>	Quiz	10
	<a href="#">Chapter 15 Quiz</a>	Quiz	10
	<a href="#">Chapter 16 Quiz</a>	Quiz	10
	<a href="#">Chapter 17 Quiz</a>	Quiz	10
	<a href="#">Chapter 18 Quiz</a>	Quiz	10
	<a href="#">Chapter 19 Quiz</a>	Quiz	10
	<a href="#">Chapter 2 Quiz</a>	Quiz	10
	<a href="#">Chapter 20 Quiz</a>	Quiz	10
	<a href="#">Chapter 21 Quiz</a>	Quiz	10
	<a href="#">Chapter 22 Quiz</a>	Quiz	10
	<a href="#">Chapter 23 Quiz</a>	Quiz	10
	<a href="#">Chapter 3 Quiz</a>	Quiz	10
	<a href="#">Chapter 4 Quiz</a>	Quiz	10
	<a href="#">Chapter 6 Quiz</a>	Quiz	10
	<a href="#">Chapter 7 Quiz</a>	Quiz	10

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Chapter 8 Quiz</a>	Quiz	10
	<a href="#">Chapter 9 Quiz</a>	Quiz	10
	<a href="#">Clinical Number 1 Evaluation Sheets - (Completed by your Instructor)</a>	Assignment	200
	<a href="#">Clinical Number 2 Evaluation Sheets - (Completed by your Instructor)</a>	Assignment	200
	<a href="#">Clinical Number 3 Evaluation Sheets - (Completed by your Instructor)</a>	Assignment	200
	<a href="#">Clinical Rules and Contract</a>	Quiz	6
	<a href="#">Clinical Skills Checklist</a>	Quiz	25
	<a href="#">Complio</a>	Assignment	100
	<a href="#">Course Evaluation</a>	Assignment	0
	<a href="#">Course Introduction Quiz</a>	Quiz	10
	<a href="#">Creating Your Accounts</a>	Quiz	0
	<a href="#">Dementia Training</a>	Assignment	100
	<a href="#">Dignity Discussion</a>	Assignment	20
	<a href="#">Final exam - Requires Respondus LockDown Browser</a>	Quiz	100

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Harmonize Discussion: Introduce Yourself</a>	Assignment	20
	<a href="#">HIPAA Privacy and Security Training</a>	Assignment	100
	<a href="#">Intake &amp; Output Assignment</a>	Quiz	12
	<a href="#">Interview Questions</a>	Assignment	20
	<a href="#">IV Therapy Guide for the CNA</a>	Quiz	5
	<a href="#">Long-Term Care Clinicals Assignments</a>	Assignment	50
	<a href="#">Medical Abbreviations Overview</a>	Assignment	
	<a href="#">Module 1 Exam (Requires Lockdown Browser)- Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Module 2 Exam / Chapter 5 (Requires Lockdown Browser)- Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Module 3 Exam (Requires Lockdown Browser)- Requires Respondus LockDown Browser</a>	Quiz	100.5

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Module 4 Exam</a> <a href="#">(Requires Lockdown Browser)- Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Module 5 Exam</a> <a href="#">(Requires Lockdown Browser)- Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Module 6 Exam</a> <a href="#">(Requires Lockdown Browser)- Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Module 7 Exam</a> <a href="#">(Requires Lockdown Browser) - Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Module 8 Exam</a> <a href="#">(Requires Lockdown Browser) - Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Module 9 Exam</a> <a href="#">(Requires Lockdown Browser)- Requires Respondus LockDown Browser</a>	Quiz	100.5
	<a href="#">Preparing for and Taking the Final Exam</a>	Assignment	0

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Project Firstline</a>	Assignment	100
	<a href="#">Resume</a>	Assignment	20
	<a href="#">Skills Check-in #1</a>	Assignment	10
	<a href="#">Skills Check-in #2</a>	Assignment	10
	<a href="#">Skills Check-in #3</a>	Assignment	10
	<a href="#">Skills Check-in #4</a>	Assignment	10
	<a href="#">Skills Check-in #5</a>	Assignment	10
	<a href="#">Skills Final</a>	Assignment	50
	<a href="#">Social Determinants of Health Discussion</a>	Assignment	20
	<a href="#">UNAR and State Certification Information</a>	Assignment	0
	<a href="#">Upload BLS Card</a>	Assignment	100
	<a href="#">Vital Signs Assignment</a>	Assignment	20

## Grading Scale

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Rubric

Percentage	Letter Grade
93-100	A
90-92	A-
86-89	B+
83-85	B
80-82	B-

Percentage	Letter Grade
79 and below	E

Your final grade in this course will be based on the weighted points from the following assignment categories:

Assignments - 15%

Harmonize Discussions - 10%

Clinical Evaluations - 25%

Quizzes & Exams - 20%

Final Exams - 30%

## Brief Description of Assignments/Exams

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### **CNA Modules:**

25 Quizzes are assigned. Each quiz will be based on book chapters and will consist of Multiple Choice questions Exams will be automatically evaluated. You can take these on your own time, and use your book, workbook or notes. You will be given 2 attempts, which will take the highest score. See an instructor if you are unable to pass after your second attempt.

Module exams consist of multiple units covered within the module. All EXAMS must be taken in the classroom with an access code inputted by the instructor. No talking, books, phones, earbuds, backpacks, or food are allowed in the testing room. Students must attain 75% or higher on their in-class exams to pass. If a student does not receive a passing grade, they must remediate by reviewing the test and writing down the questions they got wrong, typing out the correct answer, and writing a rationale for why that is the right answer. When the student completes the remediation, the student will receive 1/2 credit per question they correctly remediate. The final exam require 80% or higher to pass the class, similar to the state exam.

**Skills:**

80 Skill demonstrations will be scheduled. Each skill will be based on instructor demonstrations, videos and the NAPP Packet. Skills demonstrations will be evaluated by an instructor. You will have 3 opportunities to demonstrate each skill to achieve 90% or higher to pass.

Students may NOT use their textbook, NAPP packet or notes on any of the exams or demonstrations.

**BLS Certification:**

You MUST be CPR certified (American Heart Association – Healthcare Provider) before attending clinicals. The attended hours of CPR class time will count towards your 90-hour requirement. We offer a four hour class multiple times per month for students to sign up for.

**Long-Term Care Clinicals:**

Students can only become eligible for clinicals once all Modules are complete, CPR Healthcare Provider certified, and have passed off all the skills in the skills packet.

Clinicals will take place at long-term care and/or assisted-living facilities within Salt Lake County. Students will need to provide their transportation to and from clinical sites.

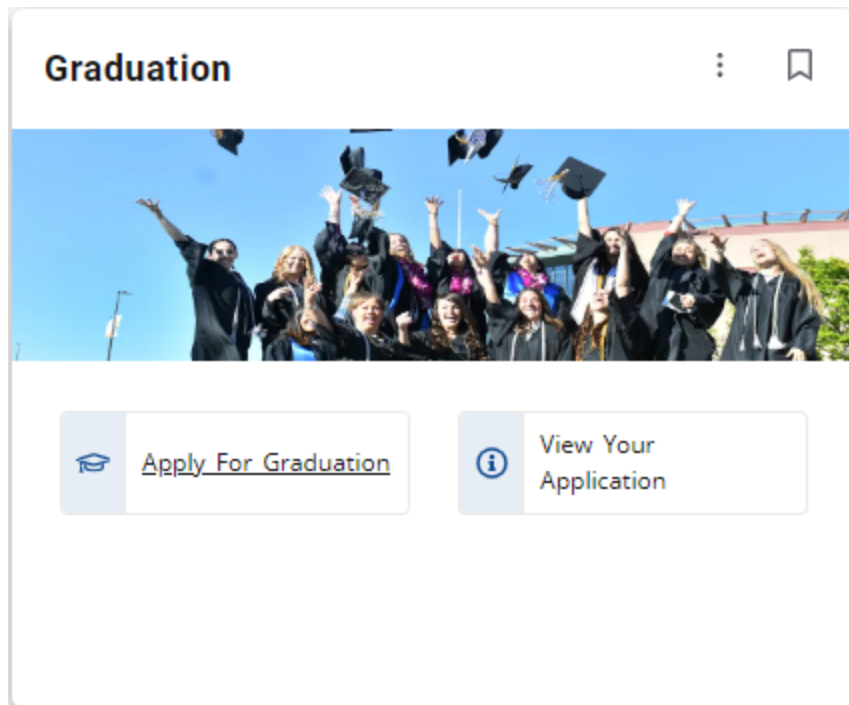
Students must attend at least 24 clinical hours, each ranging from a 4 to 8-hour shift and occurs outside of school hours either in the evenings, after school, or on Saturdays. Students will need to sign up for clinicals with the instructor at least 1 week in advance.

## Transfer/Certification/Licensure/Employment Information

An SLCC Certificate is earned after completing the entire training program. This type of certificate provides evidence to employers that a level of competence has been achieved. To receive a certification of completion from the school, you must apply for graduation from the program. To do this, you will need to go into your MySLCC page and search for the Graduation tile. If you do not see the graduation tile, you must scroll to the bottom of the page, click on the Discover More logo, and then search "graduation." You will then



need to go through and fill out that form. Once you complete that, then the school will send out your program completion certification.



Additionally, students take the tests for industry-standard certificates when completing specific courses which are intended to prepare students for those certificates (e.g. CPR, First Aid, etc.).

Graduation from the Certified Nursing Assistant program does not guarantee the ability to obtain a Utah state license to practice as a Certified Nursing Assistant. Licensure is the exclusive right and responsibility of each state. To practice as a Certified Nursing Assistant, students must satisfy individual state requirements, independent of SLCC graduation requirements. It is highly recommended that students consult in advance with the Utah Nursing Assistant Registry (UNAR), or similar agencies in other states, to find out more about eligibility for licensure.

## Keys for Success (how to succeed in the course)

Communication:

Instructors are open and available to help you in the classroom for face-to-face interaction, through college email or Canvas comments and messaging, Zoom, and telephone as posted within the syllabus and the 'Home Page' in Canvas including the 'Communications Statement' (with the exception of holidays and campus closures e.g. semester breaks). Feel free to reach out to us! An instructor will send out weekly progress emails highlighting number of hours completed.

Each community needs guidelines that protect the people and environment. Below are some guidelines everyone in the course should follow in all online interactions, such as in discussion boards or emails. Committing to keep these guidelines will help create a strong and safe learning environment and community.

The expectations are (view the links to see more information about each expectation):

- Respect the privacy and opinions of your classmates.
- Avoid posting material that could be offensive or difficult to understand, and provide clarification when needed.
- Support your opinions with reliable sources and facts.
- Use language that stays on point and is professional.
- Be careful when using humor or sarcasm.
- Read all the discussion posts before your own to prevent redundancy (when applicable to the course).
- Review what you have written before sending or posting.
- Avoid sending or posting inappropriate material.
- Actively communicate with your classmates and instructor.

Professionalism:

Students are expected to conduct themselves as adults in the classroom. Students who are disruptive or immature, especially if it interferes with the learning ability of other students, may be asked to leave the classroom. Students are expected to refrain from foul or abusive language. Students are expected to demonstrate respectful, courteous & professional behavior at all times toward instructors, classmates, clinical site staff, patients & visitors. Cheating on exams will not be tolerated. Cell phones, earbuds, food, talking, and textbooks are NOT allowed while testing.

### Food and Drinks:

There will be no food or drinks allowed in the computer or lab area of the classroom. A 'Break Room' with a microwave and refrigerator is available for student use.

### Cellular Phone Usage:

Cellular phones will be turned to silent mode or if the phone does not have a silent option then they will be turned off while in the classroom. Any phone conversation must be made outside the classroom so as not to disrupt others. Phones are not allowed at the testing stations.

### Classroom Safety:

There is an emergency guideline and evacuation route posted in the classroom. As you progress through the program, you will learn OSHA standards of safety in a medical setting. There is a binder with Material Safety Data Sheets located in the classroom to use as a reference in the event of an incident involving hazardous materials. Please be aware of the location of these safety guidelines.

### Student Responsibilities:

All students are accountable for the following:

1. Stay engaged and on task (read, watch videos, listen, take notes, ask questions, complete assignments, schedule, and complete skills)
2. Log into the LMS (Canvas - the College's learning management system) for course materials presentations and examinations
3. Log into Microsoft Teams - Shifts to log required on-line and in class times.
  - a. Required hours for Jordan Lab (in-person skills and exams, don't forget to check in/out): 35 hours
  - b. Required hours for Jordan Online (at home studying, reading, working on Canvas, etc.): 55 hours
  - c. Required hours for Jordan Clinical: 24 hours
4. Follow the instructor's directions AT ALL TIMES

5. Ask the instructor for assistance when needed; after FIRST having attempted to resolve the problem themselves
6. Complete 12-24 hours (4 of these hours must be in-person lab hours) of coursework each week for on-time course completion (based on part-time vs full-time enrollment status).

### **Timely Completion Reminder: Module 1 & Complio Requirements**

To ensure students are on track for success, Module 1 must be completed (completing all tasks, passing Module 1 test with 75% or greater) by the deadline of September 16th at 11:59 pm, AND must have a minimum of 6 hours of in-person class hours documented.

In addition, Complio requirements must also be fully completed prior to September 16th.

Students who do not meet both of these requirements by the deadline will be Administratively Dropped from the course. This allows students additional time to complete any outstanding items and be fully prepared to start again with the next available cohort.

Please prioritize these requirements to remain enrolled and on track with your academic goals.

### Engagement Plan

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I will respond to email within 2 business days.

I will offer feedback on major assignments within 2 business days.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

### How to Navigate to Canvas

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### Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

## Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.