

## **WILCO AREA CAREER CENTER**

500 Wilco Blvd, Romeoville, IL 60446  
815-838-6941

**Course Title:**           **Certified Nurse Assistant- JJC NA-101**

**Instructor:**           Amanda Ramsden RN

**Length of Course:**   Fall Semester

### **Description/Content:**

This course continues students' learning of skills needed for a Certified Nurse Assistant. Emphasis is on the personal qualities, anatomy and physiology, common disease processes, and skills needed. Basic nursing and home health care, principles of therapeutic communication, safety, infection control, emergency situations, restorative care, death and dying, and legal/ethical issues related to practice are introduced. This course includes classroom instruction, and clinical rotations to community health care settings.

### **Credit and Contact Hours:**

Students will receive 1.5 high school credits for successful completion of this semester course.

### **Other:**

Students must be at least 16 years of age and must have completed at least 8 years of grade school or provide proof of equivalent knowledge. Students must be able to speak and understand the English language and be in good physical, mental and emotional health. American Heart Association (AHA) Basic Life Support (BLS) CPR and IDPH CNA certification must be completed prior to the clinical experience.

### **Books, Supplies & Supplemental Materials:**

1. Sorrentino / Remmert (2023). Mosby's Essentials for Nursing Assistants; 7<sup>th</sup> edition textbook. ISBN: 978-0-323-79631-6
2. Study guides and homework as assigned.
3. Articles and readings given in class

### **Student Learning:**

1. Discuss the role of the nurse assistant in various healthcare settings. HL.4.1-2; CC.11-12.SL.1.b
2. Name the body systems and describe their main functions. HL.1.1-2; CC.11-12.L.5.b; CC.11-12.L.6; L.S1.A
3. Perform all 21 state required performance skills satisfactorily (competently). HL-DIA.3.1-2; 4.1; 5.1-2
4. Demonstrate effective ways to care for residents with Alzheimer's Disease and related dementias. HL.1.2; CC.11-12.R.I.7
5. Identify, communicate, and demonstrate the correct procedure when performing CPR. HL.3.6;
6. Demonstrate respect for the resident as a physical, social, psychological and spiritual being. HL.6.1-3; CC.11-12.R.H.7; CC.11-12.SL.1.d
7. Practice safe and complete personal care to all assigned residents. HL.3.1-6; CC.11-12-SL.1.a

### **Supplemental Material:**

1. Students will need a working watch with a second hand. NO APPLE OR SMART WATCHES!
2. Students will need a completed physical exam and a 2 step TB skin test (or equivalent chest x-ray or blood test) prior to the start of the clinical experience; **PLEASE NOTE:** some clinical sites may have additional requirements (flu shot, urine drug screen, COVID-19 vaccination, etc.)

3. Students should be current on all vaccinations, a vaccination card will be required by some sites
4. All physical exam forms must be completed and turned in by the eleventh (11Th) day of attendance at Wilco; then students will be unable to attend clinical. If students are unable to attend clinical, then they will be moved to a traditional CNA course at Wilco.
5. All additional Wilco/CNA paperwork must be completed by the eleventh (11th) day of attendance.
6. American Heart Association BLS – CPR certification will be available through Wilco Area Career Center prior to the start of clinical experience.
7. Scrubs: students need black scrub bottoms and black scrub top, non-slip shoes must be clean, socks should be white. Students must be dressed appropriately for the lab: This includes closed toe shoes (no Crocs,/ flip/flop/ sandals etc.) tops must meet pants at the waist (no mid-drift tops), and limited jewelry.
8. NO CELLPHONES OR HEADPHONES ARE ALLOWED IN THE LAB, CLASSROOM, OR CLINICAL AT ANY TIME.

**Methods of Instruction:**

1. Lecture (classroom theory presentation)
2. Skills laboratory
3. Clinical on-site rotation

**Beneficial Skill / Knowledge:**

The ability to perform basic math functions such as addition, subtraction, and fractions is required. Knowledge of biology and anatomy is beneficial.

**General Education Student learning outcomes:**

Students will demonstrate an ability to think critically and analytically.

**Graded assignments and policies:**

1. Chapter Exams (representing each chapter in the textbook) will be given.
2. Two (2) practical exams will be given
3. One (1) comprehensive exam will be given at the end of the semester.
4. Clinical performance evaluation (based on clinical evaluation tool).
5. Chapter assignments / vocabulary related to each chapter's content.
6. Active participation in the skills laboratory and at the clinical site.
7. Two special projects to be completed

**Grading Policy:**

1. An average of at least 80% is required in each of the following areas: chapter quizzes, the comprehensive final exam, and in clinical performance.

\*\*\* Not meeting one of more of these areas indicates that the student is not performing within the course requirements.

#### **Wilco ACC**

90-100 = A

80-89 = B

70-79 = C – student will be removed from clinical

60-69 = D

#### **JJC Dual Credit grading scale**

94-100 = A

88-93 = B

80-87 = C

79 or below student will be dropped

#### **Major Tests & Exams**

1. Chapter quizzes account for 30% of the student's overall grade.
2. Chapter assignments account for 10% of the student's overall grade.
3. Active participation in skills lab accounts for 20% of the student's overall grade
4. Clinical site performance accounts for 20% of the student's overall grade.
5. Two (2) Special Projects account for 20% of the student's overall grade.

*Averages will be evaluated at the half semester. Not meeting one or more of these areas indicates that the student is not performing within the course requirements. Exams or comprehensive final exam retakes will be considered under special circumstances (i.e. hospitalization) by the instructor in consultation with Wilco's principal to determine a student's eligibility for a retake.*

#### **Classroom Policies & Procedures: General Information**

Methods of instruction include lecture, discussion, videos, role playing, special projects, interactive computer applications and laboratory practice sessions along with supervised clinical experience in a local hospital. Homework assignments will be determined by each individual instructor. Homework assignments are due on the date established by each instructor. Late work will incur a 50% reduction in points available for that assignment.

Electronic devices are to be silenced and put away. This includes cell phones, texting devices, iPod, iPad and other items that the instructor finds inappropriate to the learning environment. These electronic devices may be used during break times, at the discretion of each individual instructor. Failure to comply with this policy will result in disciplinary action as deemed appropriate by the instructor. This may include removal of the item from the student, as per Wilco handbook. Multiple violations may result in a parent pickup of the device from the Wilco office.

#### **Instructional Integrity:**

Any student that is found to have cheated on daily classwork, quizzes, exams or midterm/final will receive a "0%" as the grade for the assignment or exam.

#### **Incomplete Grades:**

An incomplete grade is generally not an option for this course. Only on rare occasions (i.e. serious illness with a doctor's verification or other extreme emergencies) will the instructor in consultation with Wilco Area Career Center's principal take an incomplete into consideration.

## **Expectations of Professional Conduct:**

Students are expected to interact with classmates, instructors, residents and facility staff in a polite and respectful manner. Uncooperative, disrespectful, argumentative, rude or other disruptive behavior will result in disciplinary action which may include removal from the clinical experience. The goal is to create a positive learning environment of teamwork among students and instructors and meet the needs of the department.

Any student who is under the influence of alcohol / illegal drugs / controlled substances will be immediately removed from the clinical rotation. Students must exhibit emotional maturity and stability in their homeschool, Wilco, the clinical setting, and the greater community to participate safely and competently.

## **Classroom / Lab:**

Students are expected to arrive on time (including return from break time) and be prepared to participate. Dress is casual but must be suitable for classroom and laboratory experience; no low-cut tops, low rise pants or short shorts. All equipment and supplies are the property of Wilco Area Career Center and should be handled with care and remain in the classroom. It is the responsibility of the student to effectively utilize all delegated class time for reading, studying, group projects, skill practice and other assignments. Sleeping or other behavior which distracts others and interferes with the learning process will be addressed by the instructor.

## **Lab Practice:**

Lab practice is a necessary component that helps prepare the students for their clinical experience. Skills will be learned and practiced in a simulated environment with demonstrations and guided practice. Students will also be required to show mastery of multiple skills during the school semester. \*\* The student must be able to competently perform each skill during the entire school year and at the request of the theory / clinical instructor at any time. Skill testing will be performed at both Wilco Area Career Center and in the clinical setting to ensure skill mastery. Any student unwilling to participate in classroom skill and / or testing may be prevented from attending clinical experience.

## **Clinical:**

It is important to remember that students are representing Wilco Area Career Center and are guests in the clinical facilities. If at any time a student has a concern related to a fellow student, facility staff member or facility policy / procedure, he / she should report immediately to the clinical instructor. Patient confidentiality and rights must be maintained always. Students must demonstrate professionalism through teamwork, communication, respect, and compassion in the clinical and classroom setting. Any incident will be reviewed by the theory / clinical instructor in consultation with Wilco Area Career Center's administration. Depending on the severity of the safety issue, disciplinary action may result in a warning or immediate removal from the clinical experience.

Students should arrive at least 15 minutes prior to clinical beginning to allow for changing into scrubs. Shoes must not be worn outside the clinical setting to reduce the spread of germs. Shoes must be non-skid, no crocs, or open backed shoes. Hair must be pulled back and students must comply with wearing buffants while in the clinical setting. Make-up should be minimal; no strongly scented perfume or deodorant. Facial hair on male students must be clipped, short and well-groomed. Gum chewing is not allowed. Items NOT allowed; sweat pants, stretch pants, colored socks, hats, **NO jewelry. No visible facial or body piercing allowed. No nail polish is permitted.** Nails must be short, filed nails; no sculptured or artificial nails. Body tattoos must be covered while in the clinical setting. These are examples but may not be inclusive of facility guidelines.

**Clinical Attendance:**

Clinicals must be attended by the students. An absence **MUST** be made up by the student by the end of the semester. **After two(2) hours of clinical absences, the student will be subject to clinical withdrawal and ineligible for state exam.**

Clinicals can only be made up for illness, court, or funerals with proper documentation and administration approval. These make-up clinicals dates will be set by the theory instructor and cannot be missed a second time.

Some clinicals may be on weekends, days of non-attendance from the home school or Wilco. These clinicals will be 6 or 8 hours in length. All students will be informed prior to the start of clinical of their schedule. The responsibility is upon the student to inform the instructor of any commitments or conflicts with the clinical schedule when it is received. All attempts will be made to accommodate commitments; however the student must complete 40 hours by the end of the first semester to be eligible for the state exam.

**General Attendance:**

To maximize the student's learning experience, attendance is required. Students may miss no more than three (3) Wilco school days for the entire year. On the second (2) day the student will be removed from the clinical portion of the class. They will remain eligible for high school credit if they achieve a passing grade in accordance with the Wilco grading scale.

Students who are absent on days when chapter tests, module exams, or the comprehensive final exam are given will be allowed to make up the test or exam **ONLY** if the absence is **EXCUSED** by the student's home school. An **UNEXCUSED** absence given by the home school will result in a zero (0%) for any test or exam given on the day of the absence.

**Retake Policy:**

Under special circumstances (i.e. hospitalizations), the instructor in consultation with Wilco Area Career Center's principal may determine that a student will be eligible for a retake. Only one retake will be allowed per year.

**Comprehensive Final Examination Information:**

A comprehensive final examination will be at the end of the semester.

**Academic Honor Code:**

The objective of the academic honor code is to sustain a learning centered environment in which all students are expected to demonstrate integrity, honor and responsibility, and recognize the importance of being accountable for one's academic behavior.

**Intellectual Property:**

Students own and hold the copyright to the original work they produce in this class. It is a widely accepted practice to use student work as part of Wilco Area Career Center's internal self-evaluation, assessment procedures or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the classroom instructor.

## **Student Handbook:**

Wilco Area Career Center's student handbook is available online. Each student and parent are responsible for understanding and adhering to the information found in the handbook. If a student or parent has any questions, please see the classroom instructor.

## **Sexual Harassment:**

Wilco Area Career Center seeks to foster a community environment in which all members respect and trust each other. In a community in which persons' respect and trust each other, there is no place for sexual harassment. Wilco Area Career Center has a strong policy prohibiting the sexual harassment of any member of the Wilco Area Career Center community by another. \*\* See student handbook.

## **Safety:**

Students with an impaired ability to concentrate may jeopardize safety in this classroom for themselves, their classmates and their instructor. If your ability to concentrate is impaired, you should discuss this matter with your instructor prior to operating equipment or performing laboratory procedures. Students / family are responsible for reporting to their instructor any condition that would impair the ability to concentrate.

## **HOSA – “Future Health Professionals”**

HOSA's goal is to encourage all future healthcare professional students to join and be actively involved in HOSA.

HOSA is a powerful instructional tool that works best when it is integrated into a Health Science Education curriculum and classroom. Health Science instructors are committed to the development of the total person. Those who join HOSA have instructors who recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the healthcare field. The rapidly changing health care system needs dedicated

## **WILCO INSTRUCTIONAL AGENDA**

<b>MODULE</b>	<b>CHAPTERS</b>	<b>TOPICS</b>
Module 1	<b>Chapter 1</b> – Introduction to Health Care	(1) Functions of Healthcare Facilities/ Home Health
	<b>Chapter 2</b> – The Person's Rights	Agencies
	<b>Chapter 3</b> – The Nursing Assistant	(1) Philosophy of patient care
	<b>Chapter 4</b> – Ethics and Laws	(1) Role of multidisciplinary team
	<b>Chapter 5</b> – Student and Work Ethics	(1) Psychological needs of patient / family
	<b>Chapter 8</b> – Medical Terminology	(2) Resident rights

	(3) Personal qualities of nurse assistants
<b>Chapter 11 – Safety Needs</b>	(3) Duties of nurse assistants
<b>Chapter 12 – Preventing Falls</b>	(4) Standards for what a nurse assistant can and cannot do
<b>Chapter 14 – Preventing Infection</b>	(4) Code of conduct for nursing assistants
<b>Chapter 15 – Isolation Precautions</b>	(4) Protecting resident / patient privacy
	(5) Ethical behavior in the workplace
<b>CPR / Emergency Procedures</b>	(11 & 12) Falls / Safety
	(11) Fire Safety
	(11) Disasters
	(11 & 12) Body Mechanics
	(14) Cleanliness
	(14) Principles of hand washing
	(14) Principles of disinfection
	(14) Principles of sterilization
	(14) Techniques of disinfection
	(14) Maintaining equipment and supplies
	(15) Isolation Techniques
	(15) Physiological aspects
	(15) Psychological aspects
	(15) Isolation in the home
	Medical Terminology (all chapters)
Module 2	<b>Chapter 6 – Communicating With the Person</b>
	<b>Chapter 7 – Health Team Communications</b>
	(6) Communication – verbal / non-verbal

<b>Chapter 16</b> – Body Mechanics	(6) Recording / Reporting / Medical Record
<b>Chapter 17</b> – Moving the Person	
<b>Chapter 18</b> – Transferring the Person	(6) Conflict
<b>Chapter 19</b> – The Person's Unit	(6) Admission, Discharge, and Transfer
<b>Chapter 20</b> – Bedmaking	
<b>Chapter 21</b> – Oral Hygiene	(7) Communication Barriers
<b>Chapter 22</b> – Daily Hygiene and Bathing	(7) Basic Needs
<b>Chapter 23</b> – Grooming Needs	(16) Body Mechanics
<b>Chapter 24</b> – Dressing and Undressing	(16) Bed Positions
<b>Chapter 28</b> – Nutrition	(17) Bed Mobility
<b>Chapter 29</b> – Meeting Nutrition Needs	(18) Use of transfer belts
<b>Chapter 30</b> – Fluid Needs	(18) Transfer to wheelchair
<b>Chapter 33</b> – Comfort and Rest Needs	(18) Transfer to stretcher
	(20) Bed making – open, closed, and surgical
	(19) Furniture and equipment in room
	(19) Need for clean environment /Comfortable environment
	(33) Back massage
	(22) Oral hygiene
	(22) Bathing – complete and partial bed bath, shower, and tub bath
	(22) Perineal care
	(22) Care of back, feet, and skin
	(23) Observing and reporting
	(23) Hair care
	(23) Shaving
	(23) Nail care
	(24) Dressing and undressing



Medical terminology (all chapters)

(31) Height / Weight

(31) Pain

(31) Recording / Documentation  
of assessments

(34) Specimens

(39) Hearing and vision loss

(40) Cancer

(40) Arthritis / Osteoporosis /  
Fractures

(40) CVA with aphasia / TIA

(40) Parkinson's Disease

(40) MS

(40) TBI

(40) MI / Angina

(40) CHF

(40) COPD

(40) Diverticular Disease

(40) Hepatitis

(40) Urinary Disorders

(40) Reproductive Disorders

(40) Diabetes

(40) Autoimmune Disorders

(40) HIV / AIDS

(40) Shingles

(40) Mood / behavioral  
disturbances

(40) Supportive techniques

(42) Definitions

(42) Signs and symptoms

(42) Implications

Medical Terminology (all  
chapters)

<b>Chapter 32</b> – Exercise and Activity Needs	(32) ROM exercises
<b>Chapter 35</b> – Wound Care	(32) Crutches, canes, and walkers
<b>Chapter 36</b> – Pressure Injuries	(35) Circulatory ulcers
<b>Chapter 37</b> – Oxygen Needs	(35) TED anti-embolic stockings
<b>Chapter 38</b> – Rehabilitation Needs	(35) Apply dressings / taping / Montgomery Straps
<b>Chapter 43</b> – Emergency Care	(35) Hot and cold applications
<b>Chapter 44</b> – End – of – Life Care	(36) Pressure ulcer risks
<b>Chapter 45</b> – Getting a Job	(36) Pressure ulcer complications
	(37) Oxygen / devices / flow rates
	(37) Pulse Oximetry
	(37) Oxygen Safety
	(38) Rehabilitation Philosophy
	(38) Rehabilitation Principles
	(38) ADL's
	(43) Emergency care
	(43) Cardiac and respiratory arrest
	(43) Defibrillation / AED use
	(43) Hemorrhage
	(43) Choking
	(43) Seizures
	(44) Care of the terminally ill resident / patient
	(44) Psychological needs of the resident / patient
	(44) Psychological needs of the family
	(44) Care of the body (post

mortem care)

(45) Preparation for job

interviews

Medical Terminology (all

chapters)

### HealthCare – Accelerated CNA Semester II

I have received the syllabus for the Health Science Class and it has been reviewed with me. I have had all my questions answered and understand the requirements for this class.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_