

## PMCI Nursing Assistant Course Syllabus

### Professional Medical Careers Institute Nursing Assistant Program

**State Identification number: S-1104 (am class) and S -1115 (pm class)  
8 Week Day Program and 9 Week Evening Programs**

**Course Number:** S -1104 and S - 1115

**Course Title:** Nursing Assistant

**Semester Credits/ Credit Hours:** *OBRA Federal regulation (Sec. 483.152) requires a minimum of 75 clock hours of training. California requires 50 hours of theory and 100 hours of clinical training. Professional Medical Careers Institute provides approximately 104 hours of clinical training and 79 hours of theory for a total of about 185 hours.*

**Lecture Hours:** 4 pm until 8:30 pm on Monday, Tuesday and Thursday for the PM class.  
8 am until 1:30 pm on Monday, Wednesday, Thursday and Friday for the AM class.

**Clinical Practicum Hours:** *104 hours of supervised clinical training. The PM class has training on designated days – Monday, Tuesday and Saturdays after the first 3 weeks of theory lecture and skills lab. The AM class has training on Monday, Tuesdays and Fridays after the first 3 weeks of theory lecture and skills lab.*

**Faculty name(s):** Helen Taylor, R.N., Suenette Watnick, R.N., Judy Panczak, R.N., Cheryl Glaus, R.N., Josie Huber, R.N., John Osterhough, R.N., Leticia McClure, L.V.N., Jennifer Casano, L.V.N.,

#### **Faculty contact information**

- E-mail address>> [taylors7\\_to@msn.com](mailto:taylors7_to@msn.com)
- Office number and location: 920 Hampshire Rd. Suite S, Westlake Village, Ca. 9136w
- Office days/hours>> 8am – 5 pm Monday-Friday
- Phone number>>805-497-4064 Director's Cell: 805-432-1862

**Prerequisites/ Co-requisites:** **Must read and speak English; provide a physical showing student is fit for duty and has current immunity to communicable diseases with a negative PPD test or clear chest X-ray. Must also possess a high school diploma, GED or equivalent or a note from a high school counselor indicating they are cleared to take college level courses.**

#### **Course Description:**

This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting. Students will learn the information and practical skills necessary for taking and passing the certification exam required by the state of California.

**Course Objectives:** Upon completion of this course, students will be able to:

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1. Understand the roles and responsibilities required of a nursing assistant working in a health care setting.
2. Perform basic and personal care skills according to the individual needs of the patients, residents, and clients in the health care setting.
3. Develop a basic understanding of body structure and function so that abnormal changes can be easily observed and reported.
4. Discuss how knowledge of the stages of growth and development helps plan holistic care and recognize each person's individual needs.

### **Required titles**

- Carter, Pamela J., *Lippincott's Essentials for Nursing Assistants: A Humanistic Approach to Caregiving*. Lippincott Williams & Wilkins: Philadelphia, 2016.
- Carter, Pamela J., *Workbook to Accompany Lippincott's Essentials for Nursing Assistants*. Lippincott Williams & Wilkins: Philadelphia, 2016.

### **Recommended titles**

- Lippincott's Video Series for Nursing Assistants

### **Course Policies**

**Attendance Policy:** Attendance is critical to successful completion of the course. All modules must be completed. There is one make-up day for theory and one make-up day for clinical. Three late arrivals count as one absence. Those who are more than 15 minutes late to lecture or clinical may be asked to go home and take an absence. Those who exceed TWO days of missed lecture or clinical may be asked to repeat the course with another class.

### **Student Evaluation/ Grading Policies:**

Reading and homework are essential components of PMCI's certified nurse assistant program. Homework counts for 100 points. Quizzes are given daily and range from 15 points to 50 points. There is one final exam covering the 16 modules covered in class and a hands-on exam to prepare students for state testing.

**Examination Policy:** A passing grade is 75% on all tests and quizzes. Students may re-take an examination that was missed. Up to 5 test re-takes are allowed for those who score less than 75% on any test or quiz. The student must show proof of remediation, study and completion of all homework prior to a re-take. The test re-takes must be completed within 1 week of the test that was missed.

**Expectations of Students:** All students are expected to abide by student conduct policies, attendance policies and clinical policies. Students are expected to attend all labs, lectures and clinical and dress and behave in a professional manner.

**Assignments/ Presentations:** Homework is reviewed each week for a total of 100 points. All reading and assignments must be completed each week to succeed in this program. Students will work in groups to present a common disorder to the class.

**Course Schedule – Dates subject to change without notice. Classes are offered every 2 months.**

<b>Week/Day</b>	<b>Topic(s)/Instructional Unit</b>	<b>Reading Assignments/Chapter #</b>
One	<b>1: Introduction to Health Care</b>	1. The Health Care System 2. The Nursing Assistant's Job 3. Professionalism and Job-Seeking Skills * Video Module 15
One	<b>2: Communication</b>	4. Communication Skills Appendix B: Introduction to the Language of Health Care *Video Module 1
Two	<b>3: Basic Human Needs</b>	5. Those We Care For 6. The Patient's or Resident's Environment
Three, Four Five, Six	<b>4: The Human Body in Health and Disease</b>	7. Basic Body Structure and Function 8. Common Disorders 9. Rehabilitation and Restorative Care
One	<b>5: Infection Control</b>	10. Infection Control *Video Module 2
One	<b>Lab/skills practice for infection control</b>	
One, Five	<b>6: Safety and Responding to Emergencies</b>	11. Workplace Safety 12. Patient and Resident Safety 13. Basic First Aid and Emergency Care *Video Module 12
One	<b>Lab/skills practice for safety</b>	
	<i>* OBRA requires at least 16 hours of training in the above listed areas prior to any direct contact with a resident</i>	
Three, Four Three	<b>7: Assisting With Mobility and Exercise</b>	14. Assisting With Repositioning and Transferring 15. Assisting With Exercise *Video Modules 3, 4, and 11
Three	<b>Lab/skills practice for mobility and exercise</b>	
One, Three	<b>8: Bedmaking</b>	16. Bedmaking *Video Module 5
One, Three	<b>Lab/skills practice for bedmaking</b>	
	<b>9: Measuring Vital Signs, Height,</b>	17. Measuring and Recording

Two, Three	<b>and Weight</b>	Vital Signs, Height, and Weight *Video Module 6
Two	<b>Lab/skills practice for vital signs</b>	
One, Two	<b>10: Assisting With Hygiene and Grooming</b>	18. Assisting With Hygiene 19. Preventing Pressure Ulcers and Assisting With Wound Care 20. Assisting With Grooming *Video Modules 7 and 8
One	<b>Lab/skills practice for hygiene and grooming</b>	
Two	<b>11: Assisting With Nutrition</b>	21. Assisting With Nutrition *Video Module 9
Two	<b>12: Assisting With Elimination</b>	22. Assisting With Urinary Elimination 23. Assisting With Bowel Elimination *Video Module 10
Two	<b>Lab/skills practice for elimination</b>	
Four	<b>13: Assisting With Comfort</b>	24. Assisting With Comfort
Three	<b>14: Death and Dying</b>	25. Caring for People Who Are Dying *Video Module 14
Three Four	<b>15: Confusion, Dementia, and Developmental Disabilities</b>	26. Caring for People With Dementia 27. Caring for People With Developmental Disabilities *Video Module 13
Four Five	<b>16: Special Care Concerns</b> *Optional course additions	28. Caring for People With Cancer 29. Caring for People With HIV/AIDS 30. Caring for People Who Are Having Surgery
Weeks 3-9	<b>Clinical Practicum</b>	
	<b>Certification Exam</b>	TBA

## Professional Medical Careers Institute

### Certified Nursing Assistant and Vocational Nursing Programs

<b>Clinical Training Policy</b>		
<b>Revised: February 12, 2018</b>	<b>Prepared by:</b> Helen Taylor, RN Program Director	<b>Date prepared: 11/10/16</b>
<b>Effective Date: 11/10/16</b>	<b>Reviewed by: Nancy Kim Taylor, RN, BSN.</b>	<b>Date Reviewed: 2/12/2018</b>
<b>Applicable Standard: CDPH and BVNPT guidelines</b>	<b>Approved by:</b> Helen Taylor, RN Program Director	<b>Date Approved: 11/10/16</b>
<b>Policy:</b> PMCI will teach, complete, and verify all mandated clinical content as directed by Federal and California State Requirements as outlined by the CDPH and BVNPT.		
<b>Purpose:</b> To ensure that students receive the required clinical content and experience mandated by the CDPH and BVNPT to provide safe, quality care to residents.		
<b>Procedure:</b> <ol style="list-style-type: none"><li>1. Student to instructor ratio shall not exceed 15:1 at the clinical facility for any reason.</li><li>2. The NATP follows the CDPH 276B training schedule to ensure that all clinical modules and 100 hours are met in a nursing facility.</li><li>3. Clinical instructors will provide immediate supervision to their students and have no other duties assigned at that time.</li><li>4. Clinical instructor will provide demonstration of clinical skills at the nursing facility.</li><li>5. Clinical instructor will perform student return evaluations of all skills on CDPH 276A for the CNA program</li><li>6. Clinical instructor will perform student return evaluations of all skills listed on the VN program objectives list for each level of the nursing program.</li><li>7. Lesson plans are developed for the CNA program by the RN Program Director for required modules using the state approved NATP curriculum as its model and is available to all instructors as well as CDPH upon request. All lesson plans can be accessed online.</li><li>8. Lesson plans are developed for the VN program are developed by the Program Director for each semester. These objectives have been approved by the BVNPT.</li><li>9. Any additional practice of skills in the skills lab will not count towards clinical time for the CNA program.</li><li>10. All skills for the CNA program will be dated on the day they are completed on the CDPH 276A form in handwriting by the clinical instructor.</li><li>11. All clinical sites must be approved by the CDPH and the BVNPT</li><li>12. No skill on CDPH 276A can be waived.</li><li>13. Students will sign in and out on the attendance sheet every day of clinical.</li><li>14. Attendance sheets will include the date and time of clinical, the printed/typed name and signature of the instructor, and the printed/typed name and signature of the student.</li><li>15. Attendance sheets will be used to verify completion of 100 hours of clinical training for each CNA student at the clinical site. The VN students require 240 hours of clinical training each semester.</li><li>16. Attendance records will be kept for a minimum of 4 years.</li><li>17. Clinical training will be held between the hours of 6 am and 8 pm for all students. VN students may</li></ol>		

stay until 10 pm.

**Scope:** Program Director, Assistant RN Program Director, and NATP and VN instructors.

**Responsibility:**

1. RN Program Director and Assistant RN Program Director will ensure the maintenance of faculty/student clinical ratios.
2. RN Program Director and Assistant RN Program Director will verify that all CNA students complete the minimum 100 hours of clinical time required by the CDPH.
3. RN Program Director and Assistant RN Program Director will verify that all VN students have completed the minimum of 960 clinical hours
4. RN Program Director and the administrator will verify that CDPH 276A forms are completed on all CNA students.
5. RN Program Director and Assistant RN Program Director develop lesson plans.
6. NATP and VN Instructors provide immediate supervision to students in the clinical facility.
7. NATP and VN Instructors provide demonstration of clinical skills at the nursing facility.
8. NATP Instructors ensure that CNA skills on the CDPH 276A form will be checked off in the clinical setting with handwritten documentation.
9. NATP and VN Instructors maintain attendance sheets daily per policy.
10. NATP and VN Instructors assist with lesson plan development as needed.