

LAKETECH

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Master Plan of Instruction Nursing Assistant Patient Care Assistant

Jean Becraft, Kathy Girard,
& Linda Greenwood, Instructors
Elise Veremakis, Chairperson



MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

charting new directions

2001 Kurt Street, Eustis, FL 32726 - (352) 589-2250

www.lakotech.org

LAKE TECHNICAL CENTER
Certified Nursing Assistant Program
Patient Care Assistant Program (includes CNA/HHA/PCA)

INTRODUCTION

Welcome to the Lake Technical Center Health Science Education Department and the Nursing Assistant and Patient Care Assistant programs. Your future holds for you a rewarding and challenging health career!

This Master Plan of Instruction has been prepared to help you in orientation to the school, long term care facilities and home health agencies, and to become familiar with the requirements of the Nursing Assistant and Patient Care Assistant programs. We will do everything in our power to make this educational experience both pleasant and profitable. We believe that faculty and students have reciprocal rights and duties toward each other in the education process. We will strive to instruct, motivate, demonstrate, guide, and encourage the student, and facilitate learning; however, we believe the student must desire and seek knowledge, display professional behavior, demonstrate initiative by participating in his/her own learning and demonstrate understanding by giving a high quality of patient care.

Your instructors are registered nurses and certified teachers.

Lake Technical Center encourages people with disabilities to enroll in vocational programs. The Center has on staff a Special Populations Coordinator who will assist in arranging special modifications or accommodations.

Lake Technical Center has institutional financial aid available for eligible Nursing Assistant and Patient Care Assistant students. Agency support services, which may include childcare, tuition, textbooks and supplies for students who qualify, may also be awarded. Each individual's needs are unique. To determine what assistance you may be qualified to receive, please contact the Financial Aid Office. Even if you think you don't need assistance, apply and apply early. Emergencies arise! **BE PREPARED!**

Please feel free to call on us for help at any time.

HEALTH SCIENCE EDUCATION MISSION

The mission of the Health Science Education department is to prepare students for productive healthcare careers in a global economy.

HEALTH SCIENCE EDUCATION PHILOSOPHY STATEMENT

We believe that nursing is an assisting science and art, which includes the promotion and maintenance of optimum health standards, as well as the care and rehabilitation of the sick and the teaching of appropriate health care. It is our belief that the nursing assistant is an essential and distinct part of the health team. We further believe that qualified students may learn to become beginning practitioners by:

1. Providing direct patient care under supervision of a charge nurse.
2. Assisting nursing personnel with care in the home. Duties are planned and assigned by the professional nurse to meet the client's needs in the family situation.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations or nursing practice. All facts and concepts drawn from physical, biological, and social sciences should be selected because of direct importance to the process of learning to nurse patients.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that individuals, who meet the legal requirements of the state together with potential for vocational success and satisfaction, should be accepted into this program.

We believe that Nursing Assistant and Patient Care Assistant education is a continuous process that must continue after completion of the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested using the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

Students who do not meet the State-set minimum TABE exit scores for their program are considered to be enrolled under "Ability to Benefit" status (see catalog).

ADMISSIONS REQUIREMENTS

The Health Science Education's admission policy requires that applicants must be at least 18 years of age and should be academically, physically, and emotionally capable of meeting the demands of the program chosen. Applicants make initial application through the Admissions Office.

Students enrolling in Nursing Assistant or Patient Care Assistant must take the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given before entering the Nursing Assistant or Patient Care Assistant programs and helps staff and students determine the career fields in which each student can be successful.

The Nursing Assistant and Patient Care Assistant programs have the following minimum admission requirements. Students must:

1. Complete a Lake Technical Center application.
2. Be at least 18 years of age.
3. Take the TABE; recommended minimum TABE Scores: Reading 6.0 Math 6.0 Language 6.0
4. Meet definition of Good Moral Character and have the ability to perform Essential Physical and Emotional requirements.
5. Complete a FDLE background check; admission is conditional based upon the results.
6. Show proof of a negative tuberculosis skin test or chest x-ray

ESSENTIAL TASKS

Health related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks that have been established. Their performance is essential for success in the program.

Physical Requirements

Ability to perform repetitive tasks
Ability to walk the equivalent of 5 miles per day
Ability to project audible verbal communications at a distance of 4 feet
Ability to reach above shoulder level
Ability to interpret audible sounds of distress
Ability to demonstrate high degree of manual dexterity
Ability to work with chemicals and detergents
Ability to tolerate exposure to dust and/or odors
Ability to adapt to shift work
Ability to grip
Ability to distinguish colors
Ability to lift a minimum of 25 pounds and a maximum of 100 pounds
Ability to bend a knee
Ability to sit or stand for long periods
Ability to perform CPR

Mental and Emotional Requirements

Ability to cope with a high level of stress
Ability to make fast decisions under high pressure
Ability to cope with the anger/fear/hostility of others in a calm manner
Ability to manage altercations
Ability to concentrate
Ability to cope with confrontation
Ability to handle multiple priorities in a stressful situation
Ability to assist with problem resolution
Ability to work alone
Ability to demonstrate high degree of patience
Ability to adapt to shift work
Ability to work in areas that are close and crowded

GOOD MORAL CHARACTER

According to legislative changes effective July 1, 1995, s.400.512, Florida Statutes, regarding Certified Nursing Assistants: "Each CNA must be screened through the Florida Department of Law Enforcement (FDLE) and the Abuse Registry PRIOR to employment and must meet the standards of good moral character." A student of which a background screening reveals prior arrest incidents will be counseled regarding a retention program and potential employment opportunities. A history of the following offenses DISQUALIFIES A CNA from employment:

Murder	Incest
Manslaughter	Arson
Kidnapping	Prostitution
Obscene literature	Assault to a minor
Sexual battery	Vehicular homicide
Lewd and lascivious behavior	Lewd and indecent exposure
Child abuse/aggravated child abuse	Aggravated Assault
Abuse/neglect of disabled adult or elderly	Exploitation of disabled adult or elderly
False Imprisonment	Sexual performance by a child
Negligent treatment of children	Killing of unborn child by injury to mother
Fraudulent sale of controlled substance	Theft, robbery and related crimes if the offense is a felony
Prohibited acts of a person in familiar or custodial authority on a child	Relating to drug abuse prevention and control, if offense was a felony or if other person involved was a minor

INSURANCE

As a clinical requirement, students must show proof of accident insurance. Any student who does not have proof of private health care insurance coverage may purchase the school accident insurance to fulfill this requirement. This insurance is provided at a very reasonable cost and provides coverage during school hours. Information regarding purchase of school accident insurance may be obtained from the Center's Admission Office and at the "New Student Orientation".

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from the Admissions Office. Tuition is waived for eligible high school dual-enrolled students.

ATTENDANCE POLICY

In Florida, public technical centers are on a clock-hour rather than a credit hour system and are thus required by federal financial aid guidelines to have and adhere to an attendance policy. In addition, students should understand that in-state tuition only pays for approximately 25% of the cost of education, with the state taxpayers contributing the other 75%. The burden is on the school to ensure that these funds are spent in the most effective fashion, e.g., that students make good use of the available resources.

Absences

To develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

Lake Technical Center's *Student Responsibilities*, available in the current school catalog, states that, "The expectation of the Lake County School Board is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Excessive absences may result in an unsatisfactory knowledge, skills, and/or work habits grade and can result in termination from the program.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted.

- Absence of 4.0 hours for CNA, 5.5 hours for CNA/HHA or 3.0 hours for PCA will result in verbal warning by the instructor
- Absence of 5.5 hours for CNA, 7.25 hours for CNA/HHA or 4 hours for PCA will result in a written probation contract by Department Chairperson.
- Absences of 8.0 hours for CNA, 11.0 hours for CNA/HHA or 6.0 hours for PCA will result in a SIT meeting with the understanding that the student:
 - May continue in the class provided he/she misses NO more than a total of 8 hours for CNA, 18 hours for CNA/HHA or 6 hours for PCA
 - May complete the remaining program hours but will not receive a certificate until the hours are made up during the clinical section of the next available class
 - May return on a space available basis with the next class to make up missed time during the clinical section less the acceptable 6 excused hours
 - Must reregister for the missed hours and pay accident insurance (if applicable), tuition and malpractice insurance.

Because the State Board of Nursing, a regulating agency, approves the Nursing Assistant or Patient Care Assistant programs, STRICT ATTENDANCE POLICIES MUST BE ADHERED TO.

Program Attendance Requirements

CNA	165 hours
8 hours (5%)	allowed absences
8:01 - 15 hours	may make up in the next class on a space available basis — tuition applies
> 15 hours	student is withdrawn and must repeat all coursework

CNA/HHA	215 hours
11 hours (5%)	allowed absences
11:01-18 hours	may make up in the next class on a space available basis — tuition applies
> 18 hours	student is withdrawn and must repeat all coursework

PCA	75 hrs
6 hours (8%)	allowed absences
> 6 hours	student is withdrawn and must repeat all coursework

Notification of Absences

In an effort to develop appropriate work ethics, Lake Technical Center students are expected to attend all class sessions. **A student who finds it necessary to be absent due to illness or emergency situations MUST notify the instructor before or within one hour of the start of class that day.**

Failure of notification will result in:

- a verbal reprimand at the first no-call, no-show
- a written reprimand for the second no-call, no-show
- a School Intervention Team meeting (SIT) for the third no-call, no-show

Tardiness

Students are expected to be in their seat promptly in the morning, after break, and after lunch. Students must notify the instructor of any expected tardiness prior to or within one hour of the start of class. Excessive tardiness will result in a SIT (School Intervention Team) conference and a Probationary Contract.

Excessive tardiness will impact grades and may result in an unsatisfactory knowledge, skills, and/or work habits grade and termination from the program.

Probation

A student may be placed on probation when their academic grades, skills performance or attendance may jeopardize their ability to successfully complete the Nursing Assistant or Patient Care Assistant programs. The purpose of probation is to formerly notify the student and develop a plan to address and resolve any problems impeding their success.

CLASS SCHEDULE

Nursing Assistant (CNA) is a 165-hour program, CNA/Home Health Aide (HHA) is a 215-hour program, and Patient Care Assistant is a 290-hour program which includes training for CNA (165 hours), Home Health Aide (50 hours) and Patient Care Assistant (75 hours). All programs combine classroom hours and clinical hours. Students are in the classroom every day for the first part of the program. Classroom hours are 8:15 a.m. to 2:45 p.m. Hours of clinical instruction will vary and may start as early as 7:00 a.m. or end as late as 3:00 p.m. All schedules will be posted well in advance.

GRADING PROCEDURE

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center. Dual-enrolled students will follow the grading policy of the Lake County School Board for the purposes of graduation credit; however, all students must meet the program minimum grade requirements in order to receive a certificate.

GRADING SCALE FOR THE Nursing Assistant or Patient Care Assistant PROGRAMS ARE:

94-100	Outstanding Progress
85-93	Average Progress
77-84	Passing
< 77	Failing

Program grades are based on the three criteria: Skills, Knowledge, and Work Habits. Each area counts as one-third of the grade.

KNOWLEDGE (33 1/3% of the grade)

The Knowledge grade is composed of written exams and assignments. An average grade of 77% is required for successful completion of each occupational completion point (OCP).

A minimum overall KNOWLEDGE average of 77% is required to successfully complete the CNA program.

WORK HABITS (33 1/3% of the grade)

The Work Habits grade is based on personal appearance, attitude, attendance and punctuality. A daily WORK HABITS grade will be determined according to the WORK HABITS chart.

A minimum WORK HABITS grade of 77% is needed to successfully complete the CNA program.

SKILLS (33 1/3% of the grade)

The Skills grade results from performance in the lab and clinical setting. A CLINICAL PERFORMANCE EVALUATION is completed at the end of each OCP.

A minimum SKILLS grade of 77% is needed to successfully complete the CNA program.

If a student does not show satisfactory academic progress, the student will be referred to counseling, and, if necessary, to the Assistant Director for Curriculum to review the appropriateness of program placement.

Program Progress

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow completion of the program with the number of membership hours stated in the Curriculum Framework.

Failure to progress at this rate will require the student to meet with the program instructor, Health Science Education chairperson, and a Center counselor in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Work Habits Assessment

In an effort to teach students proper work habits, the Work Habits assessment will include the following expectations. Students are able to earn 25 points per day. Absences will result in zero points for the day. The student will:

1. Not wear excess jewelry (1 point)
2. Wear hair neatly and held back (1 point)
3. Wear a name tag appropriately (1 point)
4. Wear patch appropriately (1 point)
5. Wear a clean, appropriate uniform (1 point)
6. Wear shoes that meet program dress code specification (1 point)

7. Be prepared for class and clinical experiences with all necessary materials (ex. paper, pen, pencil, etc.) (1 point)
8. Not be tardy for the start of the class, after break or after lunch (maximum 6 points—2 points for each)
9. Not leave class early except for emergencies (1 point)
10. Not make or receive personal telephone calls (1 point)
11. Have a positive attitude (2 points—1 point AM, 1 point PM)
12. Work well with others (1 point)
13. Be a self-starter (1 point)
14. Show interest and pay attention in class (1 point)
15. Follow directions (1 point)
16. Call for absences and tardies prior to the start of class (1 point)
17. Turn all assignments in on time (1 point)
18. Not disrupt class or the learning environment (1 point)
19. Not chew gum (1 point)

REQUIREMENTS FOR CERTIFICATES

Students must meet the following program requirements for in order to earn a certificate:

- Take the Test of Adult Basic Education.
- Successfully complete and demonstrate all competencies specified in the Master Plan of Instruction and the State of Florida curriculum framework for the program.
- Successfully earn at least a 77% average in each area of Skills, Theory and Work Habits.
- For CNA – Attend at least 157 of the 165 program hours
For CNA/HHA – Attend at least 204 of the 215 program hours
For CNA/HHA/PCA – Attend at least 273 of the 290 program hours

DRESS POLICY

As stated in the Student Responsibilities approved by the Lake Technical Center Charter School Board and available in the current school catalog, students who attend Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable dress in health care facilities in the Lake County area. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student's work habits grade. Specifically, this means all Nursing Assistant and Patient Care Assistant students will wear:

1. Clean print scrub top and white pants or skirt. Uniform should not be worn for shopping or visiting. All uniforms must be free from wrinkles.
2. Clean plain white socks for men; neutral hosiery for women with skirt/dress or white socks with slacks.
3. Clean, all white polishable, closed heel and toe, oxford or loafer-type shoes. Shoelaces, if applicable, must be clean and white.
4. A watch with a second hand and appropriate ink pen.
5. Lake Tech emblem attached 3 inches below the left shoulder seam of the uniform.
6. A Lake Tech student picture I.D. must be worn on the left front whenever the student is in the classroom or in the clinical setting.

Special Notations:

1. No jewelry other than a watch, a wedding/engagement ring, or one pair of small stud (not to exceed 8mm) type earrings, post style, may be worn for pierced ears. No other visible body piercings are acceptable.
2. Neutral color or no nail polish may be worn. Nails should be no longer than end of fingertip. Artificial nails are not acceptable.
3. No perfume or cologne may be worn in the clinical areas.
4. Make-up should be conservative, including minimal eye make-up.
5. Hair must be worn above the collar and away from the face during clinical experience.
6. Good personal hygiene must be observed. A suitable deodorant should be used and adequate care of the mouth is mandatory.
7. Students reporting to clinical area consistently tardy or dressed inappropriately will be dismissed for the day and receive "Unsatisfactory" on the clinical evaluation tool.

REMEMBER – STUDENTS AT THIS CENTER ARE PREPARING FOR EMPLOYMENT IN A POSITION WHERE PUBLIC RELATIONS MUST BE A MAJOR FACTOR IN ONE’S SUCCESS. INDIVIDUAL DESIRES CANNOT ALWAYS TAKE PRECEDENCE.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans’ Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Pre and post testing, lecture, demonstration and return, discussion, group interaction, audio-visual materials, required reading and written assignments, oral reports, role playing, question and answer, unit examinations, skill practice, anatomical models and charts, individualized instruction, and self-directed learning activity packages, clinical experience and field trips are among the teaching methods utilized.

Teaching and Instructional Aids

Textbooks, workbooks, projects, reports, simulations, hands-on computer experience, collaborative learning, video taped instructions, films, audio tapes, transparencies, guest speakers, board examples, program job shadowing, cooperative on-the-job training, and other methods are used for instruction as appropriate.

Provisions for Individual Differences

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks, and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skill remediation.

Evaluation

Class performance, skills performance, pre and post testing, unit examinations, practical test evaluation (laboratory and clinical), required written and workbook assignments, clinical observation of performance objectives during on-the-job experiences, decision making, attendance, work habits, and achievement of entry-level competencies and other methods are used for evaluation.

Clinical Experience

Students will receive clinical experience under the direct supervision of their instructor and/or preceptor when in the Home Health situation.

JOB DESCRIPTION

Nursing service: Nursing Assistant

Position Summary: The nursing assistant is responsible for providing direct resident care under supervision of the charge nurse. The nursing assistant follows established facility policies and procedures while providing care and coordinate resident care with other facility personnel and families.

Position Relationships

Responsible to: Charge nurse, treatment nurse, nurse supervisor, director of nursing
Interrelationships: Director of nursing, nurse supervisor, charge nurse, treatment nurse, other department supervisors, physicians, families, consultant personnel auxiliary service providers.

Qualifications

Education: High School diploma desirable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Follows established performance standards and performs duties pertaining to nursing service policies and procedures.
2. Request clarification and/or training for policies and procedures that are not clearly understood.
3. Provides direct patient care as assigned, completing assignments accurately and in a timely manner.
4. Identifies special patient problems and reports immediately to the charge nurse.
5. Provides nursing care to patients without violating "patient's rights".

Nursing service: Home Health Aide

Position Summary: Assists nursing personnel with care in the home. Duties are planned and assigned by the professional nurse to meet the client's needs in the family situation.

Position Relationships

Responsible to: Director of patient care

Qualifications

Education: High School diploma desirable; GED acceptable
Personal: Presents a neat, well-groomed appearance; good physical and emotional health

1. Assists patient and family with nutritional needs as directed by an RN or care plan; may purchase groceries, feed, assist with feeding and/or preparing the meal as assigned. Teaches client/family as directed and observes client/family after simple teaching period.
2. Assist client as directed by care plan with personal care - routine care of hair, shampoo, baths, skin care, change bed linens on occupied/unoccupied beds. Teaches client/family as directed; observes client/family after simple teachings. Documents all care delivered according to agency policy.
3. Maintains 100 percent confidentiality of information of all staff, client, family, and agency transactions.

GENERAL PROGRAM INFORMATION

Program Length and Hours

CNA is a 165-hour program that is designed to prepare an individual for employment as a Nursing Assistant in a long-term care facility and/or home health agency. The student will learn basic nursing skills necessary to assist patients in meeting physical, mental, and emotional needs and in performing daily living activities. The program is offered approximately every seven (7) weeks and covers communication skills, ethics, infection control, anatomy, physiology, nursing skills and nutrition, along with demonstration and return demonstration of nursing assistant skills.

CNA/HHA is a 215-hour program which teaches the CNA skills described above and also trains the student in home health and rehabilitative/restorative procedures.

Patient Care Assistant (includes CNA/HHA/PCA) is a 290-hour program designed to prepare students for employment as a nursing assistant, home health aide or patient care assistant who administers direct personal care to patients under the direction and supervision of a licensed physician or registered nurse.

Upon successful completion of the classroom portion of the program, the student begins his/her clinical rotation in the nursing homes (and in-home settings if HHA is taken) for the remaining two (2) weeks of the program. During the clinical experience, the student will provide actual nursing assistant care to clients under the supervision of the instructor. For Patient Care Assisting, six (6) days are spent in an acute care setting.

Our graduates are eligible to take the Certified Nursing Assistant Certification Examination to become a Certified Nursing Assistant listed with the Florida Board of Nursing and thus become a full member of the health team.

The State Board of Nursing reserves the right to deny certification to any individual who does not meet the qualifications.

Personal Qualities/Health

The following qualities are desirable for one studying to become a nursing assistant, home health aide or patient care assistant: good health, good citizenship, a desire to help people and to have new experiences, a willingness to accept responsibility, alertness to the needs of people, the ability to get along with others, adaptability, honesty, dependability, promptness, and kindness.

The student is responsible for his/her health and any health problems. The student must receive any medication or other care from a personal physician and may not consult with a doctor while on duty. The student is to report to the instructor if emergency personal care is needed while on duty. The school reserves the right to require a physician's statement if there is reason to believe that the student or student's patient's health may be jeopardized in a clinical situation. Any student too ill to perform patient care when reporting to the clinical area will be sent home. Being sent back to the school or to observational experience is not an option.

Clinical Experience

Clinical experiences will be given at sites selected from the following facilities: (in Leesburg) Avante at Leesburg, Lake Harris Square, Leesburg Health Care, Leesburg Regional Home Health, Interim Home Health; (in Leesburg) Hospice, Inc.; (in Eustis) Bayview Nursing Center, Florida Hospital/Waterman Home Health, Ruleme Center, Lake Eustis Care Center; (in Mount Dora) The Edgewater at Waterman Village, Avante at Mt. Dora.

Students must have reliable transportation for clinical and home health experience. Bus and/or car pool is not adequate for the clinical situation.

Supply Fee

Includes: CPR, First Aid, lab kits, supplies, school required I.D.'s, and malpractice insurance.

Background Check

An FDLE background check is required prior to entering the clinical area.

Textbooks/Workbooks

Blasband, Barbara A., RN, BA and Peggy A. Grubbs, RN, BSN. The Long-Term Care Nursing Assistant. 3rd ed., New Jersey: Prentice Hall Health, 2005.

Blasband, Barbara A., RN, BA and Peggy A. Grubbs, RN, BSN. Workbook to accompany the Long-Term Care NursingAssistant. 3rd ed., New Jersey: Prentice Hall Health, 2005.

General Rules for All Nursing Assistant or Patient Care Assistant Students

1. THERE IS TO BE NO FOOD IN THE CLASSROOM, WATER IN COVERED CONTAINER ONLY.
2. A proper uniform must be worn to class and to clinical areas.
3. No student should be lying on or in laboratory beds without the permission of the instructor. All beds used in practice are to be remade with the bedspreads replaced neatly.
4. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the instructor for repairs.
5. The kitchen facilities are for use in instructional programs. When used for this purpose, the instructor and students are responsible for cleanup.
6. The office telephone is for emergencies only. Please do not use it for other calls.
7. All cell phones are to be turned off or kept on vibrate during class. No cell phones are allowed in the clinical setting. Office telephones are to be used only for emergencies.
8. No student is allowed in the Instructors office without permission.
9. Conflicts – at any time that conflict arises, for any reason, during class time or clinicals the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the instructor or department chairperson immediately and allow one of these individuals to disarm the situation.

HSE Media Center Rules

1. There will be NO removal of ANY books from the HSE Media Center unless the card is signed and dated by the student and handed to the librarian. No magazines shall be loaned to students without the instructor's permission.
2. Books may only be checked out for one (1) week. Our supply is limited and all students should be given a chance to read all the books assigned.
3. There is a three (3) book limit per student.

4. All books MUST be returned if a student withdraws from class.
5. Books may not be passed to another student without that student signing the library card. The last name on the card will be responsible for lost books. Damaged or lost books will be replaced at the student's expense.
6. Books must be returned ON TIME to the appropriate deposit box in the media center. A fine of five cents per day will be collected on overdue books.
7. All library books must be returned one (1) week prior to the end of the program.
8. Audio-visual material may be viewed in the HSE media center but may not be checked out.

Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance
2. Demonstrate punctuality
 - Notify an instructor prior to expected time regarding tardiness or absences
 - Seek permission and follow procedure to leave early when necessary
 - Return from breaks and meal times at specified time
3. Respect the rights of others
 - Be attentive and polite
 - Do not talk to neighbors preventing others from learning
 - Respect the property of others
 - Be patient and considerate of others
 - Pay attention
 - Think before speaking to avoid misunderstanding
 - Do not talk while others are talking
4. Demonstrate good interpersonal relationships with peers and instructors.
 - Exhibit/attempt to cooperative, have a congenial attitude with others
 - Show respect for instructors and peers
 - Accept others for themselves
5. Contribute to a learning atmosphere
 - Wait for recognition before speaking
 - Do not interrupt class
 - Assist peers if able and time is appropriate
 - Contribute new or pertinent material on topic when appropriate
6. Make good use of classroom/laboratory time.
 - Do reading or assignments when no lecture or formal class is in progress
 - Practice procedures and be prepared for requested sign-off on procedures
7. Take responsibility for own learning.
 - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class
 - Come to class prepared by bringing pen, pencil, paper, and books
 - Make up work missed during absence in a timely manner without prompting
 - Completes reading assignments and is able to participate in class discussions
 - Be responsible for all assigned books and equipment
8. Attempt to do the best possible.
 - Try to achieve full potential.
 - Make an effort to answer questions when called upon.
 - Use time wisely
 - See the teacher privately to clarify any unclear material
9. Respect school and clinical facility property.
 - Always leaves classroom, laboratory, conference area neater than found
 - Do not eat, drink, or smoke except in designated areas

- Do not deface property of others
- Be proud of your school and remember to be an ambassador to the public.

Professionalism and Confidentiality

Nursing Assistants practice under a code of ethics that safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees which is to be held in strictest of confidence and to be discussed ONLY in accordance with professional responsibilities.

Violation of the “confidential communication” will be grounds for probation or recommendation for dismissal in accordance with program policy.

Clinical Assignment

Each student is expected to arrive promptly and dressed appropriately to perform duties. A student may not leave a duty assignment for any reason without consultation with the instructor. Arrangement of clinical assignments will be the responsibility of the instructor.

Methods of Address

Students will address each other, the instructor, physician, office staff and patients with respect and consideration. Patients should be addressed in a friendly manner but never in terms of familiarity or endearment.

Smoking and Gum Chewing

Smoking is strongly discouraged as it reflects on the health care profession. Students desiring to smoke may only do so in the designated smoking area. Gum chewing is not allowed in the classroom or during clinical experiences.

Meals

Food and drinks are confined to the Student Center and/or a designated area. In order to avoid congestion in the Student Center, each class is assigned a time for break and lunch.

Reasons for Withdrawal

The school reserves the right to withdraw a student from the Nursing Assistant or Patient Care Assistant programs for any of the following reasons:

1. Unsatisfactory performance
2. Disruptive conduct and/or aggressive behavior
3. Academic misconduct (cheating)
4. Unethical conduct (i.e., drug or alcohol abuse, breach of confidentiality)
5. Endangering a patient or jeopardizing their safety
6. Excessive absences
7. Failure to comply with requirements as stated in the Master Plan of Instruction

The final decision for dismissal will be made by school administration in consultation with the Nursing Assistant instructor(s) and the department chairperson. Students may appeal a dismissal by following the school grievance policy.

Program Completion

In order to complete the program successfully and be eligible to sit for the certification exam, a student must:

- Pass the theory components of the program with a grade average of 77% or higher
- Demonstrate mastery of all skills in the classroom and clinical area with a grade average of 77% or higher
- Earn at least a 77% grade average in work habits
- Complete 209 of the 215-hour program (for CNA/HHA)

Follow-Up

The instructor assists students with job placement; however, no one can be promised the job or hours desired. It is up to the individual student to actively pursue employment opportunities.

Lake Technical Center is a tax-supported school. In order to receive funding the school must show evidence of placement of graduates in field. It is your professional responsibility to maintain contact with Lake Technical Center through the completion and return of follow-up surveys which you will receive one year after graduation.

Certification

Upon successful completion of the program, students may make arrangements to take the State of Florida Certification Exam at Lake Technical Center if desired.

GENERAL SCHOOL INFORMATION

Campus Safety

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. Please refer to the school catalog for more campus safety information.

Food and Drink in Program Areas

Food and drinks other than water are not allowed in classroom and laboratory areas. Water is permitted in these areas provided it is in a closed, covered container that will not spill if the container is tipped. This is to protect the equipment and furnishings in the classroom and laboratory areas.

Leaving Campus During School Hours

All students who leave campus due to sickness or personal reasons during the scheduled class time are required to inform their program instructor. High school students may leave campus by checking out in the Admissions Office with parental permission and an instructor referral.

Lunch

Food services are provided on the main campus by the Culinary Institute and are available during breaks and lunch.

Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time. High school students may not leave the LTC campus during the lunch break.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Smoking is only allowed in the designated smoking area. Please dispose of smoking materials in the designated containers.

PROGRAM UNITS

Unit Title	Unit Hours
CORE – Basic Healthcare Worker	90
Beginning Nursing Skills	50
Clinical Practice for Nursing Assistants	60
Home Health Care Service	15
Patient Care Assistant	75
TOTAL	290

OBJECTIVES

The student will:

1. Become aware of the rights and obligations to self, to vocation, and to society.
2. Demonstrate a clear understanding of his/her place on the health team, to know his/her responsibilities and limitations, and to interpret to others his/her role of functioning under minimal supervision in uncomplicated situations.
3. Demonstrate effective relationships between himself/herself, the patients, and other members of the health team.
4. Exemplify good personal habits and hygiene.
5. Demonstrate skills and knowledge needed to give safe, intelligent, patient-centered nursing care in carrying out selected procedures and techniques to meet the needs of the patient.

6. Demonstrate those traits necessary for successful working relationships with emphasis on good working habits, skills, knowledge, and citizenship that will ultimately lead to self-directions within his/her role.
7. Realize that learning is an individual responsibility that must be continued beyond the completion of the course to meet the demands of ever-changing health needs.
8. Demonstrate knowledge of legal and ethical responsibilities of the Nursing Assistant for the CNA program and of the Nursing Assistant, Home Health Aide and Patient Care Assistant for the Patient Care Assistant program.
9. Provide a range of personal care for an individual with limited independence.
10. Describe the unique aspects of caring for an individual in the home setting.
11. Recognize, record and report gross changes in a patient's physical status or behavior.

PROGRAM OUTLINE

- | | | |
|----|---|-----------------|
| 1. | BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS | <u>8 hours</u> |
| 2. | BASIC FIRST AID | <u>6 hours</u> |
| 3. | COMPUTER LITERACY | <u>4 hours</u> |
| 4. | INTRODUCTION TO LONG-TERM CARE | <u>3 hours</u> |
| | A. Section 1 - The Long-Term Care Facility - Philosophy of care | |
| | B. Section 2 - The Nursing Assistant and Member of the Health Care Team | |
| | C. Section 3 - Personal Qualities | |
| 5. | YOUR WORKING ENVIRONMENT | <u>4 hours</u> |
| | A. Section 1 - Emergencies and Accident Prevention | |
| | (1) Guidelines for application of soft protective devices | |
| | (2) Guidelines for lifting | |
| | B. Section 2 - Fire Safety and Disaster Preparedness and CPR (Guidelines for Disaster Preparedness) | |
| | C. Section 3 - Infection Control | |
| | (1) Guidelines for handling infectious wastes | |
| | (2) Procedure - Hand washing | |
| | D. Section 4 - The Resident in Isolation | |
| | (1) Procedure - Putting on an isolation gown | |
| | (2) Procedure - Removing an isolation gown | |
| | (3) Procedure - Double bagging | |
| 6. | SPECIAL NEEDS OF THE ELDERLY AND CHRONICALLY ILL | <u>5 hours</u> |
| | A. Section 1 - Psychosocial Aspects of Aging | |
| | B. Section 2 - Role Changes | |
| | C. Section 3 - Developing Interpersonal Skills | |
| | D. Section 4 - Spiritual Needs | |
| | E. Section 5 - The Dying Resident (Guidelines for Care of the Dying Resident) | |
| 7. | BASIC NURSING CARE | <u>24 hours</u> |
| | A. Section 1 - The Health Care Plan | |
| | B. Section 2 - Observation and Charting (Guidelines for Charting) | |
| | C. Section 3 - Weight and Vital Signs | |
| | (1) Procedure - Weighing the resident on a standard balance scale | |
| | (2) Procedure - Weighing the resident with a mechanical lift | |
| | (3) Guidelines for measuring height | |
| | (4) Procedure - Reading a Fahrenheit thermometer | |
| | (5) Procedure - Measuring an oral temperature | |
| | (6) Procedure - Measuring rectal temperature | |
| | (7) Procedure - Measuring auxiliary temperature | |
| | (8) Procedure - Measuring the radial pulse | |

- (9) Procedure - Measuring respirations
 - (10) Procedure - Measuring blood pressure
 - D. Section 4 - Bed making
 - (1) Making an occupied bed
 - (2) Making an unoccupied bed
8. THE INTEGUMENTARY SYSTEM 14 hours
- A. Section 1 - Anatomy and Physiology
 - B. Section 2 - Pressure Sores
 - C. Section 3 - Care of the Skin
 - (1) Procedure - Giving a complete bed bath
 - (2) Guidelines for giving a back rub
 - (3) Procedure - Giving perineal care
 - (4) Procedure - Giving a tub bath
 - (5) Procedure - Giving a shower
 - D. Section 4 - Personal Care and Grooming
 - (1) Procedure - Cleaning dentures (false teeth)
 - (2) Procedure - Giving special mouth care to the unconscious resident
 - (3) Procedure - Cleaning and trimming the nails
 - (4) Procedure - Shaving the resident's beard with a safety razor
 - (5) Procedure - Dressing and undressing the totally dependent resident
 - E. Section 5 - Application of Warm and Cold
 - (1) Procedure - Applying a heat lamp (dry, warm application)
 - (2) Procedure - Applying an ice bag
9. THE SKELETAL SYSTEM 9 hours
- A. Section 1 - Anatomy and Physiology
 - B. Section 2 -The Resident With a Fracture (Observation Guidelines for a Resident with a cast)
 - C. Section 3 - Lifting and Moving
 - (1) Procedure - Moving the resident by using a lift sheet
 - (2) Procedure - Assisting the resident to move up in bed
 - (3) Procedure - Moving the resident to one side without a lift sheet
 - (4) Procedure - Turning a resident away from you
 - (5) Procedure - Turning the resident by using the log-rolling technique
 - D. Section 4 - Transfer Techniques
 - (1) Pivot transfer of the hemiplegic resident
 - (2) Transferring the dependent resident
10. THE MUSCULAR SYSTEM 4 hours
- A. Section 1 - Anatomy and Physiology
 - B. Section 2 - Nursing Care of the Muscular System
 - (1) Procedure - Performing Range of Motion Exercises
 - (2) Procedure - Assisting the Resident to Ambulate
11. THE DIGESTIVE SYSTEM 7 hours
- A. Section 1 - Anatomy and Physiology
 - B. Section 2 - Basic Nutrition
 - C. Section 3 - Therapeutic Diets
 - D. Section 4 - Preparing, Serving, and Feeding Residents (Guidelines for Feeding the Dependent Resident)
 - E. Section 5 - Factors in Purchasing and Storing Food
 - F. Section 6 - Elimination
 - (1) Procedure - Administering the cleansing enema
 - (2) Procedure - Changing the ostomy bag
 - (3) Procedure - Collecting a stool specimen

- | | | |
|-----|---|-----------------|
| 12. | THE URINARY SYSTEM | <u>5 hours</u> |
| | A. Section 1 - Anatomy and Physiology | |
| | B. Section 2 - Fluid Balance - Intake and Output | |
| | (1) Guidelines for measuring fluid intake | |
| | (2) Procedure - Measuring urinary output | |
| | (3) Procedure - Emptying the urinary drainage bag | |
| | C. Section 3 - Nursing Measures Related to the Urinary System | |
| | (1) Procedure - Offering the bedpan or urinal | |
| | (2) Procedure - Using the portable bedside commode | |
| | (3) Procedure - Providing daily catheter care | |
| | (4) Procedure - Collecting a routine urine specimen | |
| | D. Section 4 - Care of the Incontinent Resident | |
| 13. | THE NERVOUS SYSTEM | <u>3 hours</u> |
| | A. Section 1 - Anatomy and Physiology | |
| | B. Section 2 - The Resident With a Nervous System Abnormality | |
| 14. | THE CARDIOVASCULAR SYSTEM | <u>3 hours</u> |
| | A. Section 1 - Anatomy and Physiology | |
| | B. Section 2 - The Resident With Heart Disease (Guidelines for Care of the Resident With a Pacemaker) | |
| 15. | THE RESPIRATORY SYSTEM | <u>3 hours</u> |
| | A. Section 1 - Anatomy and Physiology | |
| | B. Section 2 - The Resident With Respiratory Disease (Guidelines for Providing Care to the Resident Receiving Oxygen) | |
| 16. | THE ENDOCRINE SYSTEM | <u>5 hours</u> |
| | A. Section 1 - Anatomy and Physiology | |
| | B. Section 2 - Care of the Resident With Diabetes Mellitus | |
| | Procedure - The Ketostix Reagent Strip Test | |
| 17. | THE SENSORY SYSTEM | <u>2 hour</u> |
| | A. Problems Related to the Sensory System | |
| 18. | THE REPRODUCTIVE SYSTEM | <u>5 hours</u> |
| | A. Section 1 - Anatomy and Physiology (Procedure - The Vaginal Douche) | |
| | B. Section 2 - AIDS | |
| 19. | REHABILITATION/RESTORATIVE AIDE | <u>12 hours</u> |
| 20. | EMPLOYABILITY SKILLS | <u>15 hours</u> |
| | A. Section 1 - Legal and Ethical Responsibilities | |
| | B. Section 2 - Prepare Resume | |
| 21. | HOME HEALTH SERVICES | <u>4 hours</u> |
| | A. Section 1 - Working With Family and Patient | |
| | B. Section 2 - Home Care Setting | |

Classroom: 145 hours
Clinical: 70 hours

TOTAL: 215 hours

**Lake Technical Center
Health Science Education
Nursing Assistant and Patient Care Assistant Programs**

Nursing Assistant or Patient Care Assistant Evaluation _____%

Student _____ Adult Student _____

Instructor _____ H.S. Student _____

<u>ATTENDANCE</u>	<u>PUNCTUALITY</u>	<u>ATTITUDE</u>	<u>APPEARANCE</u>	<u>FOLLOWS INSTRUCTIONS</u>	<u>PROGRESS</u>
Good ____	On Time ____	Good ____	Good ____	Good ____	Excellent ____
Fair ____	Late ____ Leaves	Fair ____	Fair ____	Fair ____	Average ____
Poor ____	Early ____	Poor ____	Poor ____	Poor ____	Slow ____
					None ____
					Improving ____

WORK QUALITY

Excellent ____

Good ____

Fair ____

Poor ____

COOPERATION IN TRAINING

Cooperative ____

Indifferent ____

Not Cooperative ____

Argumentative ____

LEARNING DIFFICULTIES

Theory ____

Following Instructions ____
Handling Tools &
Equipment ____

Speed ____

Accuracy ____

None ____

Instructor Comments: _____

Instructor Signature

Date

Student Goals: _____

Student Comments: _____

Student Signature

Date

LAKE TECHNICAL CENTER
Health Science Education
Nursing Assistant and Patient Care Assistant Programs

CONFIDENTIALITY STATEMENT

As a student in the Nursing Assistant program or Patient Care Assistant program at Lake Technical Center, I realize that while working in any health care facility during the program as part of my assigned clinical experience, I am dealing with confidential communications. I am also aware that what I learn about patients, their families, physicians, employees, and faculty/staff during the course of my work is to be discussed only in accordance with my professional responsibilities.

I shall not discuss what I have learned in the provision of my care in any other manner. I understand and assume my responsibility to protect the rights of patients, their families, physicians, and hospital/center employees by maintaining confidential communication.

I realize that violation of the above agreement will be grounds for probation or dismissal as determined by program instructor, program chairperson, and administration.

Student Signature

Date

Print Name

**LAKE TECHNICAL CENTER
Health Science Education
Nursing Assistant and Patient Care Assistant Programs**

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have received a copy of the Nursing Assistant / Patient Care Assistant programs Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies results in the termination of my program.

Student Signature

Date

Print Name