General Education Learning Objective

Communicate with clarity and precision
Make use of technology to organize, and convey information
Describe a wide range of global, social, and cultural points of view
and apply various perspectives to analyze human behavior
Develop awareness of diverse ethical perspectives
Understand and exhibit civic engagement and social responsibility
Apply critical thinking through problem solving

Nursing Assistant Program Objectives

Assist the nurse in provider of care
Practice with in the discipline of nursing in the assistant role
Demonstrate employability readiness
Demonstrate readiness for certification
HCPV 410C
Includes - HCPV 122 Classroom and Lab 125 hrs.
- HCPV 120 Clinical 40 hrs.

INSTRUCTOR: ____________________________

OFFICE HOURS: ___________________ TELEPHONE: ___________________

CLOCK HOURS: 165

TEXT: Mosby’s Essentials for Nursing Assistants (latest edition)

COURSE DESCRIPTION: This course prepares students for certification and employment as nursing assistants in long-term care facilities, clinics, home care and hospitals. Students learn to identify and meet basic patient care needs for safety, vital signs, comfort, and activities of daily living.

STUDENT LEARNING OUTCOMES: Upon completion of the course, the student will be able to: (according to Florida Department of Education Curriculum Framework 01.0-22.0)

01.0 Demonstrate knowledge of the health care delivery system and health occupations.
02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0 Demonstrate legal and ethical responsibilities for this scope of practice.
04.0 Demonstrate an understanding of and apply wellness and disease concepts.
05.0 Recognize and practice safety and security procedures.
06.0 Recognize and respond to emergency situations.
07.0 Recognize and practice infection control procedures according to standard precautions.
08.0 Demonstrate an understanding of information technology applications in healthcare.
09.0 Demonstrate employability skills.
10.0 Demonstrate knowledge of blood borne diseases, including HIV, Hepatitis and TB.
11.0 Apply basic math and science skills and personal financial skills.
12.0 Use verbal and written communications specific to the nursing assistant.
13.0 Recognize and have awareness of global health care issues.
14.0 Perform physical comfort and safety functions specific to the nursing assistant.
15.0 Provide personal patient care that includes bathing, hygiene, grooming and dressing.
16.0 Perform patient care procedures including activities of daily living, feeding, intake and output.
17.0 Apply principles of nutrition.
18.0 Provide care for geriatric patients.
19.0 Apply the principles of infection control specific to the nursing assistant.
20.0 Provide biological, psychological, and social support.
21.0 Perform supervised organizational functions, following the patient plan of care.
22.0 Assist the restorative (rehabilitative) activities.
COURSE GRADING POLICIES:

Students must earn a minimum of 76% in the classroom component and a grade of satisfactory must also be achieved in clinical to successfully complete any course in the PCT program. There will be six unit exams in this course. A final letter grade will be given according to the following scale:

- 90 – 100% = A
- 80 – 89% = B
- 76 – 79% = C
- 75 or below = F
NURSING ASSISTANT
UNIT ASSIGNMENTS

Total Number of Hours for Nursing Assistant Course = 165 Hours
Class = 125 hours
Clinical = 40 hours
Textbook: Mosby’s Essential of Nursing Assistant latest edition by Sorrentino

Unit I

Chapters Text & Workbook

Chapter - Intro to Health Care Agencies
Chapter - The Nursing Assistant
Chapter - Work Ethics
Chapter - Communicating with the Health Team
Chapter - Safety
Chapter - Preventing Infection/Infectious Diseases
Chapter - Assisting with Comfort
Chapter - Medical Terminology A-C

Lab Skills: Review your textbook and be prepared to demonstrate
- Handwashing
- Isolation Procedures - Masking, Gowning, Gloving
- Bedmaking
- Charting ADLs
- Communication skills
- Discuss the importance of personal Finance (Budget)
- Send and receive e-mail in Angel System

Vocabulary
Medical Abbreviations as above

Professional Quality: Professionalism
Unit II
Textbook & Workbook

Discussion Topics:
- Chapter - Understanding the Person
- Chapter - Safety Handling, Moving and Transferring the Person
- Chapter - Body Mechanics
- Chapter - Personal Hygiene
- Chapter - Personal Care & Grooming
- Chapter - Medical Terminology C-F
- Chapter - Preventing Falls

Lab Skills: Review your textbook and be prepared to demonstrate
- Safe Patient Transfer
- Bathing, Shampooing, Nail Care, Skin Care, Peri-care, Shaving
- Oral Hygiene, Denture Care
- Positioning Techniques & Body Mechanics

Vocabulary
Medical Abbreviations as above

Professional Quality: Honesty

Professional Appearance
Unit III
Textbook & Workbook

Discussion Topics:
- Chapter - Body Structure and Function
- Chapter - Urinary Elimination
- Chapter - Bowel Elimination
- Chapter - Assisting with Assessments
- Chapter - Medical Terminology –G-M

Lab Skills: Review your textbook and be prepared to demonstrate
- Vital Signs: Pulse Sites, Temperature, Pulse, Respirations, Blood Pressure, Recording Vital Signs
- I & O
- Ostomy, Enema & Catheter Care
- Basic First Aid
- Use of Bedpan & Urinal

Vocabulary
Medical Abbreviations as above

Professional Quality: Respect
Caring
NURSING ASSISTANT

Unit IV

Read: Complete review questions at end of each chapter

Workbook: Complete assigned chapters as above

Discussion Topics:

<table>
<thead>
<tr>
<th>Chapter</th>
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<th>Care of the Older Person</th>
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<tbody>
<tr>
<td>Chapter</td>
<td>-</td>
<td>Nutrition and Fluids</td>
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<td>Chapter</td>
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<td>Oxygen Needs</td>
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<td>Chapter</td>
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<td>Persons with Hearing and Vision Problems</td>
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<td>Chapter</td>
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<td>Common Health Problems</td>
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<td>Chapter</td>
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<td>Medical Terminology N-P</td>
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</tbody>
</table>

Lab Skills: Review your textbook and be prepared to demonstrate
- Feeding & Nutrition
- I & O
- N-G Tube Feeding
- Oxygen Delivery Systems
- Dressing Clients with Disabilities

Vocabulary
- Know all key terms
  - Medical Abbreviations
    - Mid- noc to po

Professional Quality: Accountability
Confidentiality
NURSING ASSISTANT

Unit V
Textbook & Workbook as assigned

Discussion Topics:

- Chapter Restraints
- Chapter - Exercise and Activity
- Chapter - Wound Care
- Chapter - Mental Health Problems
- Chapter - Confusion and Dementia
- Chapter - Medical Terminology: Post op to RUQ (Roman Numerals)
- Assisting with Rehab & Restorative

Lab Skills: Review your textbook and be prepared to demonstrate
- ROM, APROM,
- Use of Mechanical lift
- Elastic Stockings
- Height/Weight
- Ambulation
- Use of canes, walker & wheelchairs
- Foot Care
- Proper use of Restraints
- Wound Care: the nursing assistant role
- Hot and cold Application: the nursing assistant role

Vocabulary
Medical Abbreviation as above

Professional Quality: Non-judgmental Attitude
Tact
NURSING ASSISTANT

Unit VI
Textbook & Workbook as assigned

Discussion Topics

- Handout - Admission, Transfer and Discharge
- Chapter - Assisting with Specimen Collection
- Chapter - Emergency Care
- Chapter - The Dying Patient
- Chapter - Medical Terminology

Lab Skill: Review your textbook and be prepared to demonstrate
- Nursing Assistant role in admitting a patient to the nursing home or hospital
- Nursing Assistant role in transferring a patient to another unit
- Nursing Assistant role in discharging a patient from a nursing home or hospital
- Nursing Assistant role in helping a dying patient
- Post Mortem Care
- Specimen Collection

Vocabulary
S-Z
# NURSING ASSISTANT - PERFORMANCE CHECK OFF SKILLS

<table>
<thead>
<tr>
<th>NAME</th>
<th>SKILL</th>
<th>S/U</th>
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<td>1. Handwashing</td>
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<td>3. Isolation Procedures/Standard Precautions</td>
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<td>4. Bedmaking – Unoccupied/Occupied</td>
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<td>5. Charting ADL’s on Flow Sheet</td>
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<td>6. Communication Skills</td>
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<td>7. Patient Transfer</td>
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<td>7a. Assist with Ambulation</td>
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<td>7b. Transfer from Bed to Wheelchair</td>
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<td>8. Bathing/Shower/Nail Care/Skin Care/Peri Care/Shaving</td>
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<td>9. Oral Hygiene and Denture Care</td>
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<td>10. Positioning Techniques/Body Mechanics</td>
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<td>11. Care of Residents Unit</td>
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<td>11a. Care of Patient Personal Items</td>
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<td>12. Pulse Sites</td>
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<td>16. Blood Pressure</td>
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<td>17. Recording Vital Signs</td>
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<td>18. Collecting Specimen</td>
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<td>19. Intake &amp; Output</td>
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<td>20. Ostomy, Enema &amp; Catheter Care</td>
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<td>21. Feeding &amp; Nutrition</td>
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<td>22. Intake &amp; Output</td>
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<td>23. Oxygen Delivery Systems</td>
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<td>24. Dressing Clients with Disabilities</td>
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<td>25. Use of Bedpan/Urinal</td>
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<td>26. ROM (Range of Motion) Active/Passive</td>
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<td>27. Use of Mechanical Lift</td>
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<td>28. Elastic stockings</td>
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<td>30. Use of Canes, Walkers, &amp; Wheelchairs</td>
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<td>31. Ambulation</td>
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<td>32. Foot Care</td>
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<td>33. Use of Restraints</td>
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<td>35. Exam Positioning and Draping</td>
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<td>36. Transfer techniques</td>
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<td>37. Post Mortem Care</td>
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ININDIAN RIVER STATE COLLEGE

NURSING ASSISTANT
CLINICAL EVALUATION
Performance Criteria

I. MAINTAINS EFFECTIVE INTERPERSONAL RELATIONSHIPS:

A. Shows respect for other people.
B. Shows respect for authority.
C. Uses proper channels for communication.
D. Uses criticism for self-growth.
E. Accepts patient as he is.
F. Uses judgment in conversations.
G. Addresses peers and personnel by appropriate title.
H. Communicates with patient and family.

II. MAINTAINS NURSING COMMUNICATION:

A. Obtains and understands assignment at the start.
B. Seeks needed additional information.
C. Uses appropriate sources for obtaining information.
D. Uses information when giving nursing care.
E. Reports significant observations to appropriate personnel.
F. Correctly charts significant information in the appropriate record.
G. Reads and understands pertinent data from the chart.
   (i.e. vital signs, intake & output)

III. EFFECTIVELY ORGANIZES & PLANS CARE:

A. Listens to patient report.
B. Uses report/data for organizing work.
C. Follows plan or adjusts as required.
D. Alters plan as patient's dependency changes from day to day.
E. Alert to changes in nursing measures.

IV. PROVIDES INDIVIDUALIZED PATIENT CARE: (Quality)

A. Considers patient state of dependency in giving assistance.
B. Involves patient in self-care according to age and limits.
C. Identifies needed modifications.  (i.e. sees that patient with limited use of hands is fed.)
V. **PRACTICES SAFETY:**

A. Aids patient in ambulation as needed.
B. Uses side rails and restraints properly.
C. Alert to fire hazards.
D. Washes hands at all appropriate times.
E. Uses proper body mechanics.
F. Observes principles of aseptic technique.
G. Alert to safety hazards in nursing area.
H. Leaves patient and area in safe condition when off nursing unit.

VI. **USES TIME EFFICIENTLY:**

A. Starts on time.
B. Gauges time according to assignments.
C. Uses spare time for learning purposes.
D. Completes assignment on time.
E. Assists peers as required.

VII. **EFFICIENTLY USES SPACE AND EQUIPMENT:**

A. Gathers supplies and readies the area.
B. Arranges materials for convenience.
C. Maintains order in area while working.
D. Has knowledge of nursing procedure and skill in carrying it out.
E. Leaves the area in order. (i.e. patient's unit; supply areas, etc.)

VIII. **DEMONSTRATES RELIABILITY:**

A. Attends all assigned class/clinical days.
B. Reports to assigned area at assigned time.
C. Reports to instructor/preceptor and charge person before leaving area and upon return.
D. Uses only allowed time for breaks/lunch.
E. Notifies unit of lateness or absence at least 30 minutes prior to start of shift.
F. Arranges for make-up of any missed work.

IX. **DISPLAYS PROFESSIONAL APPEARANCE:**

A. Follows policies on uniform/appearance as outlined in Student Handbook.
B. Maintains positive health habits.
# INDIAN RIVER STATE COLLEGE

Nursing Assistant Clinical Evaluation Record

Date: From__________ to____________

Rating Scale: 5. Outstanding; 4. Above Average; 3. Average; 2. Below Average; 1. Unsatisfactory

<table>
<thead>
<tr>
<th>Name</th>
<th>Clinical Site</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Rating Scale</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains effective interpersonal relationships with members of the healthcare team</td>
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<tr>
<td>Demonstrates therapeutic communication skills</td>
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<td>Organizes individual patient care in timely manner</td>
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<td>Demonstrates individualized patient care as per plan of care.</td>
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<td>Utilizes infection control procedures in patient care.</td>
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<tr>
<td>Demonstrates safety and security procedures</td>
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<tr>
<td>Utilizes time efficiently</td>
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<tr>
<td>Demonstrates employability skills (punctuality, accountability, responsibility, trustworthiness)</td>
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<tr>
<td>Displays professional appearance (Hair, Nails, Uniform, Shoes)</td>
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<td>Attendance</td>
<td># Absences</td>
<td># Tardy</td>
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<td># Absences_______ # Tardy________</td>
<td>Total Score</td>
<td>Final Grade_______</td>
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Faculty
Signature________________________ Date__________

Student Signature________________________ Date__________
DO NOT WRITE ON THIS FORM
PUT RESPONSE ON THE SCANNTRON FORM
INDIAN RIVER STATE COLLEGE
NURSING DEPARTMENT
STUDENT NURSE EVALUATION OF
CLINICAL SITE

Directions: Evaluate your clinical instructor according to the following scale on your SCANNTRON.

RATINGS:

Excellent A 
Good B 
Satisfactory C 
Needs Improvement D 
Unacceptable E 

1. Overall, my clinical experience on this unit was positive.
2. The nursing staff took a sincere interest in assisting me to achieve my learning goals.
3. The nurses would make an effort to inform students of learning opportunities as these opportunities arose.
4. The nursing staff provided positive professional role models for students.
5. The nurses expressed an enthusiasm for nursing.
6. The nurses demonstrated a high level of proficiency, consistent with principles I learned in school.
7. A relationship of collaboration and mutual respect was demonstrated between the nursing staff and my instructor.
8. The nurses provided students with factual information regarding patients and the nursing standards of the unit.
9. The unit census was adequate to meet the clinical objectives.
10. The unit provided a variety of learning experience.
Please add specific comments on scantron regarding your experience that would help us improve future learning experiences at this clinical site for others.

**DO NOT WRITE ON THIS FORM**

**PUT RESPONSE ON THE SCANTRON FORM**

INDIAN RIVER STATE COLLEGE

STUDENT NURSE EVALUATION OF

[CLINICAL INSTRUCTOR]

Directions: Evaluate your clinical instructor according to the following scale on your SCANTRON.

**RATINGS:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
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<tr>
<td>Good</td>
<td>B</td>
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<tr>
<td>Satisfactory</td>
<td>C</td>
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<tr>
<td>Needs Improvement</td>
<td>D</td>
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<tr>
<td>Unacceptable</td>
<td>E</td>
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</table>

1. Encourages student interaction
2. Selects varied clinical assignments related to weekly clinical objectives which contribute to student's learning
3. Has up-to-date nursing knowledge and is able to demonstrate skill in nursing practice
4. Correlates scientific principles to nursing and reinforces theoretical content
5. Serves as a role model while teaching effectively
6. Encourages adaptation of nursing procedures to individualize patient care
7. Meets unexpected situations competently
8. Maintains calm demeanor
9. Guides students toward assuming increasing responsibility of own learning
10. Gives constructive criticism and evaluation

Please add specific comments on scantron regarding your experience that would help us improve future learning experiences.