



Medicaid Nurse Aid/Practicum (Health)

COURSE SYLLABUS

2016-2017

School Name: Casey County ATC

Course # MNA 100/HEA 198

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Program Name: Health Sciences

Instructor: Teena Kissee

Hours: 8:00 – 4:00 Monday-Friday

Location Room #3

Course Description:

MNA 100 - This course is designed to provide knowledge and skills for nurse aides to assume the roles and responsibilities required in long-term care. The focus of this course is communication, infection control, safety, residents' rights, and basic nursing skills.

HEA 198 – Practicum allows students to obtain clinical hours in a long-term care setting.

Tasks: Tasks will be reviewed and are available to view at any time at <http://www.kytechcurriculum.org/reports.asp?version=0&report=8&type=h&filter=86>

Classroom Rules and Expectations:

- Be on time!
- Be prepared for class with paper, pencil, or other materials as instructed.
- Remain seated until bell rings.
- Do your best! Always give 100% ~ no less~!
- Clean up your workspace each day and push your seat and place all lab supplies in proper area before leaving the classroom.
- Codes of conduct policies from the district as well as the ATC are enforced.
- This program is fast pace and thus requires self-motivation.
- Cell Phones will be kept in phone docks on student desk, and will only be used at teacher discretion. NO phones will be permitted in the skills portion of this class.

Pre-requisites:

Principles of Health Science, Anatomy, Medical Terminology/Emergency Procedures/CPR courses

Course Requirements

A student must present evidence of compliance with the OSHA (Occupational Safety and Health Administration) Hepatitis B Immunization requirement or waiver. The Hepatitis B waiver is in the statement of understanding that students will read and sign during the first week of class. A copy of the student's immunization record will serve as documentation of the Hepatitis B immunization.

Student liability insurance is purchased through Casey County ATC. Students must also be checked against the Kentucky Board of Nursing Abuse Registry, maintained with the Kentucky Nurse Aide Registry. If a student were to be listed on the Abuse Registry, they would not be allowed to complete the course.

Students entering the clinical requirement of the nurse aide course must have a Kentucky State Immunization Certificate with an expiration date, a flu shot and have a negative PPD (tuberculosis skin exam) prior to entering the first day of class. Students with positive PPDs or who convert from negative to positive status must submit the results of a chest x-ray which shows no active disease and proof of treatment, if applicable, and follow the requirements of the clinical facilities. TB skin tests will be scheduled for students through the high school nurse.

Students entering the clinical requirement of the nurse aide course must also have a flu shot prior to entering the first clinical day. Students are responsible for providing documentation of flu shot to the instructor.

Attendance

Absences may prove detrimental to a student's performance and progress. Work schedules and outside appointments should not conflict with the course schedule. The Kentucky Medicaid Nurse Aide training regulations require a student to successfully complete a minimum of seventy-five (75) combined clinical/lab and classroom hours. The clinical hours required are sixteen (16). A student **MUST** complete seventy-five (75) total course hours before being allowed to take the federally mandated competency evaluation in order to become a state registered nursing assistant (SRNA). The instructor monitors absences. **ATTENDANCE IS CRUCIAL!! Any student that misses in-class theory hours in excess of three classes will NOT be allowed to sit for the state exam and may be removed from the class. This includes students requiring home hospital services and/or homebound status. NO clinical days will be made up. It is imperative all students be in attendance on clinical days.**

Materials Used:

Sorrentino, Sheila A. Mosby's Textbook for Long-Term Care Nursing Assistants. 7th Edition.

Sorrentino, Sheila A. Mosby's Workbook and Competency Review for Long-Term Care Nursing Assistants. 7th Edition.

Kentucky Medicaid Nurse Aide Testing Procedures Manual and Study Guide
11/18/2015 (will be provided by instructor).

Student Organizations: Students enrolled in any Health Science class at the ATC may join the Health Occupations Students of America (HOSA). Dues are \$25.00. This covers state and local dues. T-shirt cost(s) are not included in dues amount.

Tests, Quizzes, In-class Assignments dates are subject to change.

Demonstration of mastery of content will be in the form of performance and/or written assessments, assignments, and activities. Ample time will be given in class to finish most tasks. Some homework may be required. If necessary,

students may stay after school Monday – Friday until 4:00 pm when scheduled in advance.

Clinical Performance

The student's clinical performance is evaluated by the clinical instructor. During clinicals, students will receive feedback of clinical performance to learn and demonstrate application of knowledge, concepts and skills during the direct care of clients/residents. Activities within the clinical setting will be at the discretion of the instructor and coordinated with the theoretical/technical level of the student. The overall clinical objectives are outlined on the student clinical task list. Unsatisfactory clinical performance may result in a student receiving a failing grade of an "F" for the course (HEA 198). The instructor assigns clinical experiences for their educational value and thus no payment (wages) will be earned or expected. All applicable personnel policies, standards, philosophy, and procedures of the clinical site will be followed. Students must perform satisfactory in the clinical setting. It is required that students pass the classroom and lab/clinical components of the course. If a student is not successful in either phase (classroom or lab/clinical) the entire course must be repeated.

Conduct

It is the expectation that nurse aide faculty and students will conduct themselves with a professional demeanor. Any unprofessional behavior such as violation of HIPPA (Health Insurance Portability & Accountability Act) requirements, posting of client information through any social networking source, breach of confidentiality or slander concerning clients/residents or peers will necessitate immediate expulsion from the classroom/clinical lab setting and a referral conference with faculty and the nurse aide coordinator. The student will be counted absent for any time missed secondary to such an infraction and may be subject to dismissal from the course dependent upon the nature of the offense(s).

Clinical Transportation

The Casey County Area Technology Center will arrange for district transportation for students to and from the clinical sites. Students are to follow all school rules while away from school at clinical sites.

Appearance

All students will present an image which promotes maximum confidence in the quality of services provided by students. The following guidelines are not all-inclusive. Certain situations may arise that may be addressed individually by the faculty in the clinical setting. Faculty has the discretion to determine the appropriateness of the student's attire and professional appearance. Students not adhering to a professional appearance may not go to clinical and will remain at school. Some specific guidelines concerning attire and professional appearance are as follows:

- Identification – student ID badges must be worn at all clinical facilities, at all times.
- Uniforms must be worn to clinicals and will follow the guidelines set by the clinical site. Uniforms must be clean, free of wrinkles, and neat. Uniforms cannot expose undergarments. Shoes worn to clinical sites must be made of a solid material (i.e. leather) that can be disinfected/cleaned.
- Personal appearance – Hair must be clean, neat and controlled. Hair which rests on the shoulders should be secured at the nape of the neck or put upon the head. If long hair remains uncontrolled when secured at the nape of the neck it will need to be further restrained with clasps and/or braiding. Make-up should be minimal and in good taste. Nails must be short without any fingernail polish. Artificial nails are prohibited.

- Cleanliness/Odors – Specific personal hygiene and personal appearance regulations of the clinical agencies must be adhered to by students. Do not wear cologne, aftershave, or perfume.
- Jewelry and Body decorations – Some facilities may require removal of all rings and jewelry. A watch with a second hand must be worn. Students are permitted to wear one pair of post earrings in the earlobes. No other visible jewelry, piercings or tattoos will be allowed in the clinical area. Tattoos that are visible must be covered.
- Eating/Chewing Gum – Most agencies/facilities do not allow eating or drinking on the clinical units/floors. Eating and drinking should be reserved only for breaks in designated areas. Chewing of gum during clinical time is not permitted.

Fees:

Lost/damaged books will require reimbursement in the amount of the cost of a new book prior to graduation.

Field trips may require a fee for transportation and registration.

Required:	Insurance	\$15.00
	Testing	\$55.00
	Scrubs	\$25.00
	(Optional) Lab Coat	\$25.00

Fees must be paid within two weeks of the start of school unless prior arrangements have been made.

(ALL FEES ARE APPROXIMATE AND SUBJECT TO CHANGE)

Competency Evaluation

Required Documentation – All candidates must present an unexpired state or federal issued photo identification card and an **original non-laminated** Social Security card. Examples are driver’s license or military ID. Photocopies of identification documents cannot be substituted for originals. Federal regulations require the registry to have the nurse aide’s accurate name. This means there must be a complete match of **first name, middle initial and last name**. This means that the first name and the last names match letter for letter and the middle initials must be the same. If one ID has a middle name and the other has the initial for the name on it, this will be acceptable. You must bring your Social Security card in good condition with no lamination or tape. You must also bring a photo ID (driver’s license or military ID are examples) and the name on the ID must match the name on your Social Security card. If you arrive for the exam and do not have the required documentation, you will not be allowed to complete the evaluation.

GRADING

Procedures:

1.	Objective Tests – 100 pts each
2.	Chapter Quizzes (planned and/or unplanned) – 20 pts each
3.	Weekly Workbook Checks – 50 pts/week

4.	Skills Check-off (this can include professional appearance/ethical behavior) – 100 pts each
5.	Clinical Journal – 100 pts
6.	Clinical Performance (this can include professional appearance/ethical behavior) – 200 pts/site visit
7.	Employability Portfolio-300 pts
8.	Official clinical dress every Friday. 50 points each

Grade Assignment:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 - 59	F

Grade Composite

10 Exams and 1 Comprehensive Final	40%
Daily/Skill Check-Off Practice/Quizzes	10%
Employability and Clinical	30%
Skills Check-Off Exams Weekly	20%

In order to be compliant with Kentucky Medicaid Services, every test taken is averaged into the final grade and must be a minimum of 70% retakes and extra points are not allowed.

Tutoring: Is available upon request and must be scheduled in advance with Ms. Kissee.

Classroom Procedures:

- 1. Hands-on activities in class with equipment mannequins, practicing transfers on each other, and taking an active role in learning inside as well as outside the classroom.**
- 2. On-Site Clinical Hours at Health Facility Obtaining 16 Required Hours.**
- 3. Minimum of 59 In-Class Theory Hours**

By signing below, I state that I understand the requirements of this course, the responsibilities of studying, fees involved, and the requirements necessary to successfully take the state exam. In addition, I understand I may be reassigned to another class if I cannot adhere to the attendance policy, therefore forfeiting any funds I have paid in advance. In addition, I understand I must maintain a 70% on ALL exams to be successful in the Medicaid Nurse Aide Class.

Parent Signature _____ Date _____

Student Signature _____ **Date** _____

Health Science Classroom Safety Rules

- Walk – Do NOT Run!
- Keep Aisles clear.
- All chair legs must remain in contact with the floor at all times.
- Absolutely NO horseplay!
- No food or drinks allowed in the classroom.
- Report any hazardous situations immediately!
- Only one person may be absent from the classroom at any given time.

Classroom Expectations

Safety orientation will be conducted during the first 2-3 weeks of school. This includes completing a unit on common safety issues in the classroom laboratory and health care setting; instruction regarding earthquake, fire, tornado, and bomb threat evacuation procedures; location of fire extinguishers, primary/secondary exits; and the location and use of Material Safety Data Sheets. Students must take AND pass a safety test.

Safety Inspections

A safety committee of student members will be appointed. A safety inspection of the health science classroom will be completed each month. The inspection checklist and safety form will be signed by each student member, the teacher, and the principal. These inspections are in addition to the semi-annual school inspections.

Evacuation Procedures

The following procedures will be followed:

- School evacuation plan will be posted in the classroom where easily viewed by all students.
- Students will be instructed in the proper evacuation procedures during safety orientation.
- Primary and secondary exits will be identified.
- Students will routinely practice proper evacuation procedures.
- An outside meeting area will be identified and will be communicated to students during orientation.

Hazardous Communication Training

- Hazardous Communications will be covered during safety orientation.
- Students will be trained in the proper use of and location of Safety Data Sheets.

Accidents

All accidents should be reported immediately to supervisor/teacher as soon as possible after the accident occurs. An accident report should be completed and filed in the office.

Name: _____ Date: _____ Teacher: _____

I have completed the **Safety Orientation** for the ___Health Sciences_____ program, and certify that I understand all the safety regulations pertaining to it. This orientation included the physical and chemical dangers (cleaners, paints, thinners, solvents, etc. . .) to which I may be exposed while in this shop/classroom as required by the Hazardous Communication Standard; power tool and equipment safety; and general classroom/shop safety. I also understand that I am now under a **DIRECT ORDER** not to use **ANY** tools and/or chemicals until and unless the instructor has given permission. I have also been told that to use such tools and/or chemicals without permission will result in disciplinary action.

I have received training in the following:

- () The location of the Hazardous Chemical list and SDS sheets in my classroom/shop are located by the fire extinguisher.
- () How to find and utilize the corresponding SDS sheets from the hazardous chemical list as part of my safety orientation or in the event of an accident.
- () I have been instructed on the safe and proper use of the items found on the chemical list in my shop/area classroom.
- () I know the location of, and have instruction in the safe use of the required personal protective equipment (PPE) for the items listed on the chemical list as well as any tools/equipment.
- () I have informed my parents about the hazardous communication program, and informed them that the program is available for their scrutiny upon appointment.
- () I have been shown the location of all fire extinguishers in or near the shop and shown how to use each type.
- () I have been instructed on Blood Bourne Pathogens and understand to treat all bodily fluids as being infectious.
- () I have been instructed on the potential for needle sticks and the protocol associated with the phlebotomy program and MNA program for sharps injuries.
- () I have been instructed and have performed a walk thru of all exits and emergency routes and protocols.

Parent Signature

Date

Student Signature

Date

