

**Health Science Education Syllabus  
Certified Nursing Assistant/Direct Care Worker  
2019-2020**

<b>PROGRAM:</b>	Health Science Education		
<b>COURSE:</b>	Clinical Specialty I	(0789)	(1 <sup>st</sup> Semester)
	Clinical Specialty II	(0790)	(2 <sup>nd</sup> Semester)
<b>ELECTIVES:</b>	Work-Based Integration & Transition	(0520)	(1 <sup>st</sup> Semester)
	Health Science Clinical Experience	(0730)	(2 <sup>nd</sup> Semester)
<b>CREDITS:</b>	Four Credits		
<b>PREREQUISITES:</b>	Foundations of Health Science	(0711)	
	Advanced Principles of Health Science	(0715)	
<b>INSTRUCTOR:</b>	Loretta Thompson, MS, BSN, RN		
Address:	Boone Career and Technical Center 3505 Daniel Boone Parkway, Suite B Foster, WV 25081		
Phone:	(304) 369-4585		
Email:	<a href="mailto:lmthompson@k12.wv.us">lmthompson@k12.wv.us</a>		
<b>CLINICAL SITE:</b>	Hill Crest Health Care, Danville, WV		
Phone	369-0986		

**COURSE DESCRIPTION:**

Students will be provided with entry-level knowledge and skills needed to function in acute care and long-term care facilities. Students must complete a minimum of 65 classroom/skills lab hours and 55 clinical hours for nursing assistant and/or direct care worker certification. Instruction is guided by the WV Office of Health Facility Licensure & Certification Nurse Aide Education Program curriculum requirements and the WVDE. Nursing Assistants work under the supervision of a registered nurse and provide care of patients of all ages through the life cycle. The instructor to student ratio is 1:20 in the classroom and 1:10 in the clinical setting.

**COURSE GOALS AND OBJECTIVES:**

**INSTRUCTOR GOALS:**

1. To prepare each student to be a competent and reliable Certified Nursing Assistant and/or Direct Care Worker.
2. To prepare each student to achieve WV Nursing Assistant and/or Direct Care Worker Certification.
3. To prepare each student for the WIN Career Readiness tests.
4. To assist each student in the development of a professional portfolio.
5. To meet the INDIVIDUAL learning needs of all students.

## **STUDENT GOALS:**

Student Will.....

6. Maintain a passing grade of 80%, as set by the WVDE Health Science Education Department, to achieve program completion certificate and eligibility for state certification testing.
7. Achieve Certification through the *American Heart Association* for CPR/AED for the Professional Rescuer during the fall semester. (Completed junior year)
8. Achieve Certification through the *National Safety Council* for Bloodborne and Airborne Pathogens during the fall semester.
9. Perform each individual skill, as listed in the Performance Skill Procedures Handout and Skill Check-off list, as provided by the WV Nurse Aide Training & Competency Evaluation Program and/or WVDE, with an evaluation performance of "SATISFACTORY" in the classroom/lab setting prior to performing in the clinical setting.
10. Perform each individual skill, as listed in the Performance Skill Procedures Handout and Skill Check-off list, as provided by the WV Nurse Aide Training & Competency Evaluation Program and/or WVDE, with an evaluation performance of "SATISFACTORY" in the clinical setting.
11. Achieve a *Platinum, Gold, Silver, or Bronze "National Career Readiness Certificate"* by successfully passing the WIN Career Readiness modules-- Applied Mathematics, Reading for Information, and Locating Information-- with a minimum score of 5 on each individual assessment.
12. Meet the CTE program of study technical assessment (NOCTI) industry approved work-force entry score.
13. Achieve Certification for OSHA-10 General Industry: Healthcare.
14. Achieve the Governor's Workforce Credential
15. Create an individual, professional portfolio.
16. Participate in HOSA at the local, state, and/or national level.

## **GOVERNOR'S WORKFORCE CREDENTIAL**

Graduating seniors must successfully meet the following criteria to earn this credential:

- I. Academics
  - a. Obtain a grade of "B" or better in the four required state approved CTE program of study courses
- II. Certifications
  - a. Secure state-approved industry certifications that equal a minimum of ten scaled points in accordance with the WV Board of Education Policy 2520.13
- III. Technical Skills
  - a. Meet the cut-score on the respective state-approved CTE program of study technical assessment
  - b. Accomplish a minimum score of 95% on the CTE portfolio
- IV. Attendance
  - a. Attain a verified school attendance of 95% or higher in all senior course work classes
- V. Drug Screenings
  - a. Pass a minimum of two documented drug screenings during your senior year, not less than 30 days apart

## TEXTBOOKS:

*Nursing Assistant Care: Long-Term Care & Home Care*, Alvare-Hedman, Fuzy, Rymer, Hartman Publishing Inc., 2018  
*Nursing Assistant Care: Long-Term Care & Home Care*, Workbook Hartman Publishing Inc., 2018  
*NSC Bloodborne & Airborne Pathogen Workbook*, National Safety Council, 2012

## HOSA:

1. Membership Dues are \$25. Deadline to join is October 1<sup>st</sup>.
2. Fall Leadership Conference will be held October 16<sup>th</sup> at Flatwoods. Registration Cost is \$40 and Due September 27, 2019.
3. State Leadership Conference will be held March 6-7, 2020 at Marshall University. Registration Cost is \$55. Lodging costs will be determined based on the number of students attending and will be due in February.
4. 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> place winners are eligible to attend the international conference in Houston, TX, June 24-27, 2020.
5. Any student that is placed in ISS or OSS, for whatever reason, WILL NOT be permitted to participate in HOSA leadership conferences

## BASIC COURSE REQUIREMENTS:

1. **Signed student/parent contract.** Student and parent must sign the Clinical Contract in order for the student to begin the Clinical Specialty I and II courses.
2. **All students must have a flu shot.** Documentation must be provided to their instructor prior to the start of clinicals. If a student has a medical reason as to why the flu shot cannot be administered, documentation must be provided by their physician.
3. **Current PPD, MMR, Varicella, dTap, and Completed Hepatitis B Vaccinations.** \*\*Required for working in the health care facility. A copy of the immunization record must be on file prior to clinical rotations and is due to the instructor by October 1, 2019.  
*I am currently working with the Boone County Health Department to schedule a day in September for them to administer the PPD during their scheduled class time at BCTC. The costs for the PPD is \$10.*
4. **All students must pass a drug screening test before entering the healthcare facility.** Students who fail the drug test or refuse to undergo drug screening will be removed from the program. After the initial drug test, testing may occur randomly throughout the school year.

## ATTENDANCE POLICY:

The attendance standard as set by the Office of Facility & Licensure for Certified Nursing Assistants is 100% for classroom and clinicals; however, students are permitted excused absences as indicated in the attendance agreement. **Students are expected to call-in when absent or delayed.** All time missed must be made up before certificate of completion is awarded. If you student is absent, they must schedule a make-up day with the instructor to receive their seat hours for certification. **Recurrent absences will result in course failure and dismissal.**

## UNIFORMS/DRESS CODE:

1. Students are required to wear **SOLID PEWTER GRAY** scrubs to all clinical rotations. The uniform is to be clean and neat. Uniforms are provided by the career center through Simulated Workplace. If a uniform becomes lost or damaged, the student will be responsible for the cost of that uniform. The costs are as follows:

Lab Coat:	\$13
Scrub Top:	\$14
Scrub Bottom:	\$18

2. A student nametag must be worn during all clinical times. For liability reasons, the student **MAY NOT** participate in clinical rotations without wearing a nametag. If they lose their nametag, they can purchase a replacement for \$10.

3. Clean, non-skid, leather clinical shoes must be worn with the uniform.

4. No jewelry except a clinical watch with a second hand is to be worn.

5. Hair will be of collar length or shorter, or neatly pulled back and secured.

6. Males- beards should be short and neatly trimmed.

7. Nails will be clean, neatly trimmed, and manicured. **NO ARTIFICIAL NAILS ARE PERMITTED!!**

8. Tattoos must be covered and **MUST NOT** be visible during clinical rotations.

## EVALUATION:

1. Examinations, quizzes, and written assignments will be given a numerical grade according to the following scale:

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

2. Participation in skills labs is required. Students must demonstrate competence in assigned skills and will receive numerical grade upon completion of each skill. All skills must be met prior to clinical rotations.

3. All work must be neat and legible. Assignments are to include name, date, and period.

4. Incomplete work will not be accepted. Late work will be lowered by one letter grade for each day the assignment is late.

**ASSIGNMENTS WILL NOT BE ACCEPTED  
ONE WEEK AFTER THE INITIAL DUE DATE!!**

5. **FINAL EXAMINATION:** An End-Of-Course Exam will be given at the end of each semester. It will consist of both written and performance evaluations.

6. When the instructor observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:

- The instructor has the authority to give the student the grade of "F" on the assignment or a grade of "F" in the course.

- b. The instructor will submit to the principal, within three (3) days from the time the cheating occurred, a written report, along with physical evidence, stating the facts of the case and the action taken by the instructor.

**METHOD OF INSTRUCTION:**

1. Lecture and Demonstration
2. Audio-Visual Aids
3. Handouts
4. Classroom Discussion
5. Small Group Activities: Role Play, Cooperative Learning
6. Problem-Solving, Critical Thinking
7. Hands-on Skills Lab in the classroom; Documentation of skills on skills sheet
8. Clinical observation and practice, (A maximum of 10 students per instructor in the clinical setting is mandated by law)

**CERTIFICATION:**

This program follows established guidelines of the West Virginia Department of Education and The Department of Vocational Education for training of Health Assistants and Nursing Assistants. The program is certified by the West Virginia Department of Health. Graduates will be issued a school certificate of completion for NA and direct care worker and will be West Virginia State Test eligible for Certified Nursing Assistant and Direct Care Worker certifications. Both competency evaluations will consist of a written and skills performance component. Each candidate will have three (3) opportunities to pass the competency evaluation. Anyone unable to pass after three (3) attempts will be required to again complete an approved program.

CNA: Candidates must successfully complete the competency evaluation within 24 months of graduation from the nursing assistant program. If more than 24 months has elapsed since program completion, the individual must re-take an approved nurse aide education program to be test eligible. The graduate may work in a long-term care facility up to 120 days pending state test results. If the student scores a minimum of 70 on the written exam and 225/300 on the performance exam they are placed on the West Virginia State Registry for Long-Term Care Nursing Assistants; HOWEVER, even if the student scores 225 or above, the student may also fail if he/she:

- Cannot perform any part of a skill;
- Tell the rater they did not learn the skills
- Do not perform the critical steps in one or more skills; or
- Put the resident at risk for injury.

DCW: Candidates must score a minimum of 80% on both the written and performance exam.

**CNA RECIPROCITY (to another state from WV)**

The nurse aide will need to contact the State Nurse Aide program for which they are seeking reciprocity for inquiries on that State's reciprocity requirements and process. A listing of State Nurse Aide programs can be accessed at:

<http://siq.air.org.PDF/StateNAR.pdf>

**CNA RE-REGISTRATION**

If, since an individual's most recent completion of a training and competency evaluation program, there has been a continuous period of 24 consecutive months during none of which the individual provided nursing or nursing-related services for monetary compensation, the individual must complete a new training and competency evaluation program. If a nurse aide is in good standing, with no current substantiated findings of abuse, neglect, or misappropriation, and has not gone 24 consecutive months without working as a paid nurse aide, this individual is eligible for re-registration. Every WV Nurse Aide is required to apply for re-registration every 2 years.

**Title IX ADA 504 Notice**

Boone Career & Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by

Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director at 304-369-8276. For inquiries concerning 504/ADA, please contact the Director of Exceptional Education, at 304-369-8245.

I have received and reviewed the course syllabus for Clinical Specialty I  
and Clinical Specialty II for the 2019-2020 school year.

---

Parent Signature

---

Date

---

Student Signature

---

Date

Date returned to instructor: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_