**Franklin Technology Center Course Syllabus**

**Certified Nursing Assistant Course**

**Campus:** 420 Grand Ave

**Department:** Health Science

**Course Title:** Certified Nursing Assistant Course

**Program Type:** Secondary

**Credit:** 3 hours

**Prepared By:** Heather Coble, RN-Instructor

**Date Approved by Department:**

**Assistant Director:**

1. **COURSE DESCRIPTION FOR CATALONG :**

The CNA training program is a one-year curriculum for high school seniors designed to prepare students for employment in a long-term care facility. The course is designed to teach skills in basic patient care that will qualify the students to assist the licensed practical nurse or the registered nurse in direct patient care. The student will be given instruction on how to perform uncomplicated nursing procedures.

1. **OBJECTIVES OF THE DISCIPLINE:**

The fall semester will be spent in the classroom and classroom lab where basic nursing skills and practices will be taught, learned, and tested upon. The later part of the fall semester and spring semester will be spent in the classroom and clinical setting at National Health Care where basic nursing skills will be performed and mastered on long-term care patients. Guest speakers throughout the year will share information in their specific health field.

1. **GENERAL EDUCATION OBJECTIVES (CORE):**
2. To apply the principles of personal hygiene and physical and mental health to self and others
3. To identify responsibilities of the nurse assistant to the resident and health care team
4. To identify the nurse assistant’s role as it fits into the organizational structure of a long-term health care facility
5. Give nursing care using basic skills and techniques in performing uncomplicated nursing procedures according to the program standards
6. To administer nursing care to residents based on a plan of care and/or direction of charge personnel
7. Exhibit attitudes and behaviors that indicate respect for resident’s rights in assisting residents with their activities of the daily living
8. To assist residents who are handicapped to return to or maintain health potential
9. **TEXTBOOKS:** Nurse Assistant in a Long-Term Care Facility-student reference notebook and Student Response Forms notebook

Various Medical Text and Medical Terminology Text will be used as supplemental information

1. **MAJOR REFERENCES IN THE LIBRARY AND WORLD WIDE WEB AS RESEARCH**
2. **DAILY PROCEDURE**
3. Roll will be taken at the beginning of each class

A student is considered tardy when he/she is not in his/her seat when the tardy bell rings

1. The student is expected to remain seated for dismissal by the instructor
2. The student is expected to come to class prepared for learning.
	1. Nurse Assistant Student Reference and Student Response forms notebooks
	2. Pen/pencil
	3. Notebook Journal
	4. Separate notebook for note-taking or loose leaf paper
3. **CLASSROOM RULES, RESPONSIBILITIES AND EXPECTATION**
4. To behave in a professional and respectful manner, be punctual, prepared with textbook, writing utensil, and assigned work, a separate notebook for note taking, and ready to learn upon entering the classroom.
5. To share in the excitement of learning about the health care world
6. To participate in classroom discussions, group activities, and projects.
7. To always look for opportunities to learn, be useful of in class time, and stay on task
8. To seek individualized instruction when needed
9. To prepare assignments, notebooks, and other projects neatly, legible, and turn them in on time
10. To maintain an open mind, be respectful of others, and their differences
11. To work as a community within the classroom and help fellow students
12. To maintain STRICT CONFIDENTALITY for patients and hosts at all clinical sites
13. No food or drink in classroom

Each student can earn 100 employability points per week by attending class daily and following the “Classroom Rules, Responsibilities and Expectations,” which adds up so attendance is very important

Students are required to join Skills USA as their vocational student organization and are responsible for the dues and being a participant in its activities during the year.

**REQUIRED COST FOR THIS PROGRAM:**

1 Scrub set-Approximately $30-35.00

TB test-Approximately $10-15.00

Skills USA Dues-$15.00

Safety Care Registry-Approximately $10.00

**Clinical:**

Students are required to purchase, have two sets of approved scrubs, name tag and proper shoes for clinical rotations. Tennis shoes should be worn; no slippers or Toms will be permitted. Students are responsible for having all of their immunizations up to date including a recent TB test before starting clinical. Students will have to registered with the Safety Care Registry before allowed to attend clinical. They also must maintain a “C” average in the class and 90% attendance to participate in clinical. During clinical students are expected to arrive on time, be appropriately dressed and groomed, participate and indicated, and stay the expected length of time. NO DRIVING UNLESS CLEARED WITH ADMINISTRATION. It is also very important that the student notify the instructor if they are unable to attend or must leave early. Failure to do so can lead not only to point deduction, and being dropped from clinical, but also possible failure of the class. There MUST be a total of 100 hours of clinical time before taking CNA exam. If clinical days are missed it is the students responsibility to make up clinical hours, arrangements must be made with National Health Care and Mrs. Coble.

1. **Evaluation:**

**Absences:**

It is the student’s responsibility to follow up on missed work, tests, notes, etc. This should be taken care of outside of regular class time. The instructor is available before and after school (8:00-3:45; the student is responsible for making arrangements with the instructor)

Test: Advanced notice will be given preceding an exam

Quizzes: No advance notice

Absences on exam day: The exam should be made up before or after school within I day of the absence

Absences the day before exam day: The student is still expected to take the exam on the date scheduled

School Related Absences: It is the student’s obligation to turn in assignments, take exams/quizzes, and complete other class duties before leaving. Failure to do so may result in a reduced grade or a 0%. Good rule of thumb: always check with the instructor when you know you’re going to be absent

Quizzes cannot be made up

1. **Attendence**

***Important:***

Franklin Tech is modeled after the workplace, in this Certified Nursing Assistant Course students are expected to be in class and on time every day. Personal business must be taken care of **on your own time**. Approved school functions are the only excused absences, AND **MUST BE CLEARED THROUGH FRANKLIN TECH BEFORE ABSENCE OR STUDENT WILL BE COUNTED ABSENT**. ALL other absences other than school functions are unexcused. Dr. appointments, illness, funerals etc. are all days absent. In the educational process, if instructions and training opportunities are missed, it will be reflected in the points received by that student and will affect their grade as follows:

**Late Work:**

Late work is unacceptable in the work place. One of the essential skills to be obtained during this course is the ability to meet deadlines. Of course there are exceptions for absences due to illness and school related activities. It is the **student’s responsibility** to seek missed assignments. Instructors are not obliged to repeat a lab of other in-class experiences missed by the absent student. Students should be aware that the quality of learning experience may suffer as a result of absence and/or chronic lateness. There will be a penalty of one letter grade (10%) for each day an assignment is late up to 3 days. Therefore the following penalties will be assigned for work turned in late:

 1 DAY -- 10% Reduction in Grade

 2 DAYS -- 20% Reduction in Grade

 3 DAYS -- 30% Reduction in Grade

 4 DAYS or more -- NO GRADE

A student can miss anywhere between 1 – 4 days and keep their A, if they miss more than 4 it will drop them to a B. Miss over 6 days absent and you automatically fall to a C. Then if you miss as many as 8 or 9 you can expect a grade of a D.

ANYTHING over 10 days will result in a grade of an F.

EXCESSIVE LATE WORK WILL NOT BE TOLERATED. A CONFERENCE WITH PARENTS/GUARDIANS AND/OR PRINCIPAL WILL RESULT.

***WARNING!!!: ANY STUDENT PLAYING GAMES ON THE COMPUTER OR UNAUTHORIZED USE OF THE INTERNET, DURING CLASS HOURS WILL RECEIVE A ZERO FOR THE DAYS WORK ETHIC AND A ZERO ON THAT DAYS ASSIGNMENT.***

**Grading:**

Grades will be based on exams, quizzes, homework, class notebook, special project/presentations, group participation, etc.

Grades will be based on TOTAL POINTS EARNED/TOTAL POINTS POSSIBLE

Students are expected to keep track of their own grade. A table has been provided by the instructor for this purpose

**GRADING SCALE IS AS FOLLOWS**:

A - 100-90% Maximum if absent 4 days

 B - 89-80% Maximum if absent 5-6 days

 C - 79-70% Maximum if absent 7-8 days

 D - 69-60% Maximum if absent 9 days

 F - 59 – 0% Maximum if absent 10 or more days

On the grade card there will be placed a letter grade of A, B, C, D, F to indicate the grade achieved during the grading period. Each student will receive a Student Profile indicating which tasks have been mastered during the course of the two year program. **A certificate will be given only after completion of the course with a minimum average grade of a C and at least 90% attendance**. Employability readiness is directly related with the grade achieved and the tasks mastered

Days absent can be made up thirty minutes before or after school or on teacher identified days. 120 minutes required for 1 day of make up.

**CLOTHING POLICY**

One of our top priorities at Franklin Technology Center is to train the student to successfully enter and to succeed in their chosen field. ***Students will be expected to dress appropriately for their career path.*** Hats, if worn, MUST BE REMOVED UPON ENTERING THE BUILDING AND REMAIN OFF WHILE IN THE HALLWAYS WITHOUT REMINDERS, UNTIL THE STUDENT EXITS THE BUILDING. Some programs allow hats in their lab areas. NO SHOWING OF CLEAVAGE OR SHORTS THAT ARE TOO SHORT! This would not be permitted in the workplace and will not be permitted in this classroom.

**Academic Honesty:**

Consistent with the Joplin Schools policy and simply stated, every student is expected to complete his/her own work. Per the school district policy, students who participate in any act which would deceive, cheat, or defraud to promote or enhance their or anyone else’s grade or grades has committed academic dishonesty. Academic dishonest also includes knowingly or assisting other people committing academic honesty. Academic dishonesty includes but is not limited to plagiarism (using other people’s work for their own) or cheating in any form. If this policy is violated all parties involved will receive a zero for that assignment.

**A POLICY OF NONDISCRIMINATION:** The School District of Joplin R-VIII and Franklin Technology Center complies with all local, state, and federal laws and regulations concerning civil and human rights. Educational programs, admissions, and employment practices of the school district and school are free of any discrimination based on race, sex, color, religion, national origin, handicap or prior Vietnam or military service. The policy of the school district and school not to discriminate on the basis of sex or handicap is in compliance with Title IV of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973 respectively.

Compliance Officer:

 Superintendent of Schools

 The School District of Joplin R-VIII

 P.O. Box 128

 Joplin, MO 64802

 417-625-5200

 It is the policy of Franklin Technology Center not to discriminate on the basis of race, color, age, gender, disability, religion, or national origin in its education programs, financial aids, activities, admission, or employment policies.

Under the Americans with Disabilities Act, every effort will be made to assist any student with special needs. If you are an individual with a disability and require an accommodation for this class, please notify the instructor or the Special Service Coordinator at Franklin Technology (625-5260)

I have read, and understand the policies listed for the Health Science 1 program of study.

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents are invited and encouraged to visit our facility.

Questions, comments or further explanation can be received by calling

***The BEST Teacher*** @ 625-5260 ext.

**PLEASE SIGN AND TURN IN TO THE BEST TEACHER!**