

 <b>SYLLABUS</b> <i>Your Course Learning Plan</i>	<b>COURSE: AHS 114/CRN 38191 Nursing Assistant</b> <b>INSTRUCTORS: Beth Bazevage, MSN, RN</b> <b>Marie Hardman, MS Ed, BSN, RN</b> <b>TIME &amp; DAY/ TIME FRAME: <u>Fall 2014/August 18- Dec 6</u></b> <b>Tuesday, Thursday - 11:30 - 15:30 (August 18-Dec 4)</b> <b>Thursday - 06:00 - 15:30 (October 23 - November 25)</b>
<b>A. Instructor Contact &amp; Communications</b>	
<b>Classroom Location:</b>	<b>Prescott Campus - Building 2 - Room 211; Skills 2-207</b>
<b>YC Email Address:</b>	<a href="mailto:Beth.Bazevage@yc.edu">Beth.Bazevage@yc.edu</a>
<b>Office/Campus Location:</b>	<b>Prescott Campus: Building 2, Room 219</b>
<b>Office Hours:</b> <b>Phone:</b> <b>Web site:</b>	<b>Beth Bazevage:</b> <b>Tuesdays 9:00 AM – 11:00 AM</b> <b>Wednesdays 1:00 PM – 4:00 PM</b> <b>Office: (928) 771-6182</b> <b>Allied Health Division Office: (928) 771-6122</b> <a href="http://www.yc.edu/alliedhealth">http://www.yc.edu/alliedhealth</a>
<b>Blackboard and student email communication:</b>	<p>Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent called 'Scholar.' In the best interest of effective communications management, this address will reside on the College maintained e-mail system. The new student email system at Yavapai College is based on Microsoft Outlook Web Access (OWA), accessed the system by clicking on the email icon in the myYC portal. Students are expected to check their scholar email account on a daily basis. If you need help go to:</p> <p><a href="http://www.yc.edu/content/myyc/emailinfo.htm">http://www.yc.edu/content/myyc/emailinfo.htm</a></p> <p>Students may elect to forward their e-mail to an address different from their official Yavapai College account (see instructions on website), but assume full responsibility for reading e-mail at the forwarded location. AHS114 utilizes Blackboard to post grades, announcements, the course calendar and syllabus, daily class objectives, assignments and view videos. Students are responsible to check Blackboard for announcements on a daily basis.</p>

<b>B. General Course Information, Content, &amp; Learning Outcomes</b>	
<b>Credit Hours/Course Purpose:</b>	Five (5) credit hours. Help students learn competencies required in the role of nursing assistant. To prepare students to take the written and skills competency exam for Nursing Assistant Certification in Arizona.
<b>Course Description:</b>	AHS 114. Nursing Assistant. Preparation for the role of a nursing assistant in a long term care facility. Basic nursing assistant skills and emergency procedures; client needs and rights, written and verbal communication; ethical and legal aspects; safety and infection control. Includes classroom and clinical instruction.
<b>Prerequisite/Co-requisite:</b>	Application required with the following documentation: Skin test or chest x-ray negative for TB, or equivalent within 12 months; current DPS fingerprint clearance card and CPR for the Healthcare Provider. Must be at least 16 years of age. Reading proficiency. Four lecture. Three lab.
<b>Course Content:</b>	<ol style="list-style-type: none"> <li>1. Communication, interpersonal skills and documentation</li> <li>2. Infection control</li> <li>3. Safety and emergency procedures</li> <li>4. Client independence</li> <li>5. Client rights</li> <li>6. Abuse, mistreatment and neglect</li> <li>7. Basic nursing assistant skills</li> <li>8. Age specific mental health and social service needs</li> <li>9. Cognitively impaired client care</li> <li>10. Basic restorative care skills</li> <li>11. Role as a health care team member</li> <li>12. Legal aspects of nursing assistant practice</li> <li>13. Body structure and common diseases</li> </ol>
<b>Learning Outcomes:</b>	1. Apply basic nursing assistant skills safely. (7, 10)

	<p>2. Use restorative care skills and emergency procedures safely. (3,10)</p> <p>3. Utilize infection control principles and procedures. (2)</p> <p>4. Identify and report changes in the client's condition. (1, 3, 6, 8, 9,13)</p> <p>5. Describe and protect client rights. (5,6)</p> <p>6. Assist and promote client independence. (4,10)</p> <p>7. Apply the legal and ethical aspects of the nursing assistant role. (5,6,11,12)</p> <p>8. Employ effective written and verbal communication skills. (1,7,9)</p> <p>9. Adapt to individual client behaviors and needs. (1,3,7-10)</p> <p>10. Adapt to the unique needs of the client with cognitive impairment. (9)</p> <p>11. Describe the role of the nursing assistant as a member of the health care team. (11, 12)</p> <p>12. Explain basic body structure and function. (13)</p> <p>13. Identify the signs and symptoms of common diseases. (13)</p>
<p><b>Assessment Measures</b></p>	<p>1. Lecture/Skills Lab (80 hours minimum attendance)</p> <p>2. Written Exams and quizzes</p> <p>3. Skills demonstrations and check-offs</p> <p>4. Clinical practicum (40 hrs minimum attendance)</p> <p>5. Manual Skills test</p> <p><b>Clinical Safety:</b> Due to restrictions listed in the July, 2010 Hazardous Occupation Orders from The United States Department of Labor, students under the age of 18 are not allowed to operate a mechanical lift or trash compactor in the clinical setting. Please notify your clinical instructor if this applies to you.</p>
<p><b>Grading (credit) criteria:</b></p>	<p>1. ATTENDANCE: It is important that you understand, as required by the Arizona State Board of Nursing, a minimum of 120 hours is</p>

required to pass the course. (80 hrs lecture/skills lab and 40 hrs clinical). Each student's attendance will be recorded daily by student signature. Missing more than the allowable hours in either category will result in failure of the class regardless of test grades. Please notify Beth Bazevege or Marie Hardman if you will be absent or need to miss any amount of time from a class or clinical day. You must be on time the first day of class or you will be dropped from the class. Open positions will be offered to students on the alternate list providing they are present and on time the first day of class.

2. INCLEMENT WEATHER: In the case of inclement weather Yavapai College may delay the start of classes until 10am or close the campus for the entire day. In the case of a delay, AHS114 lecture classes will still take place, beginning at 10am and ending at the regular scheduled time. If inclement weather occurs on a clinical day (beginning at 6am), it is possible the decision for delay or closure may not be known before this time. These situations will be considered on a case by case basis, and a decision will be made and communicated to the students by the instructor. If the college has a delay or closes for the entire day due to weather, the hours will be made up as needed to meet the requirements of the Arizona State Board of Nursing.

3. TARDINESS: For each time you are tardy in the morning or after lunch (up to fifteen minutes), a minimum of fifteen minutes will automatically be deducted from your total hours. This procedure will also be used in the clinical setting. Tardiness time will be deducted from your total class hours and/or total clinical hours accordingly. Tardiness hours count against the required hours to pass the course.

#### 4. ASSESSMENTS:

A. WRITTEN EXAMS AND QUIZZES: The student must have a 75% or higher weighted total on written tests (Arizona State Board of Nursing Rule R4-19-801 requires that either a student attain at least 75% on each theoretical exam, OR 75% on a comprehensive theoretical exam), and have passed the skills lab. There are 7 written assessments:

**(4) Exams: each 17.5% of grade, total of 70% of grade**

**(2) Quizzes: each 5% of grade, total of 10% of grade**

**(1) Comprehensive Final Exam: 20% of grade**

B. SKILL DEMONSTRATION AND CHECK OFFS: The student must successfully meet all required skills competencies in skills lab

(PASS/FAIL)

C. CLINICAL PRACTICUM: The student must successfully meet all required skills competencies in the clinical setting, and follow all guidelines and standards outlined in the nursing assistant handbook. (PASS/FAIL)

D. MANUAL SKILLS TEST: The student must pass the skills test on the first attempt with an 80% on each of 4 skills and not have missed any critical steps noted in any skill (PASS/FAIL)

5. If all the criteria listed above are met, the course letter grade will be determined by the student's exam and quiz grades using the following scale:

A = 90%-100%

B = 80%-89.9%

C = 75%-79.9%

D = 65%-74.9%

F = below 65% or not meeting criteria above

**GRADES ARE NOT ROUNDED.**

**NO EXTRA CREDIT CAN BE EARNED OR GIVEN.**

**MISSED TESTING:** In the event that a quiz or exam is missed without prior instructor notification, the student will receive a "zero" on the quiz or exam. Prior notice is considered by 30 minutes before the start of the class on the day of a test through a phone call and message left on the instructor's office phone, or an email sent to the instructor. If the student gives prior notice, the student must make up the test within two business days of the date of the exam. The makeup exam will cover the same content as the original exam, but be a different exam than given on the first exam day. If the student does not make up the exam within two days, he or she will receive a "zero" on the exam.

**LATE ARRIVAL ON TEST DAYS:** If the student is late to class on the day of the exam by more than 15 minutes without prior notification, 10% will be deducted from the total exam grade.

**FINAL EXAM RE-TAKE:** If a student has passed the course with a 75% or higher weighted total on the written assessments, but did not achieve a 75% or higher on the final exam, the student has the option to re-take the final exam once. This is allowed as an attempt to achieve a score of 75% to qualify for the State competency exam. The re-take exam will cover the same content as the first exam, but will not be the same exam. The score achieved on the re-take exam will not change the student's final course grade. The only exam that qualifies for a re-take is the comprehensive final. Both the initial exam score and the re-take exam score will be documented in the student record.

	<p><b>TIME FRAME TO GRADE EXAMS:</b> Exams and quizzes will be graded within 48 hours of the date given. If the instructor is unable to do this, students will be notified.</p> <p><b>UNSATISFACTORY GRADES:</b> If, by the end of the class, a student fails to achieve a passing grade in an Allied health class, a grade of “U” or unsatisfactory will not be assigned, unless it is specifically requested by the student. A “U” may be an issue for students that receive any and all types of financial aid including government loans. If the student requests a “U,” the decision is final, and an Acknowledgement form will be signed by the student. The Unsatisfactory Grade cannot, at any time, be changed to a letter grade.</p>
<p><b>C. Textbooks, software, supplies, equipment and/or tools</b></p>	<p><b>ISBN: 978-0-323-08067-5 Sorrentino and Remmert: Mosby’s Textbook for Nursing Assistants, 8th ed. with, Mosby Nursing Assistant Video Skills Student version 3.0 DVD.</b></p> <p><b>Stethoscope</b>  <b>Watch with second hand</b>  <b>Uniform per student handbook</b>  <b>Black ink pen</b>  <b>Yavapai College issued student name badge</b></p>

<p><b>Student Resources</b></p>	
<p><b>Campus Resources:</b></p>	<p>Campus Resources available through Student Affairs  (<a href="http://www2.yc.edu/content/studentaffairs/default.htm">http://www2.yc.edu/content/studentaffairs/default.htm</a>)</p>
<p><b>Library Services:</b></p>	<p>Library services are available at the Prescott Campus and the Verde Valley Campus libraries. Both libraries are members of a countywide library network, which provides access to a wide-range of information and resources at libraries throughout Yavapai County. Possession of a College library card entitles students to access materials housed at member libraries. Instructors may place required course materials on reserve in the library or make assignments that require the use of library resources. Both libraries also include public computer access. Please contact the library on your campus of choice for open hours (Prescott – (928) 776-2260; Verde – (928) 634-6541)</p>
<p><b>Learning Centers &amp; Tutoring:</b></p>	<p>A Learning Resource Center is available at the Prescott (928) 776-2085 and Verde Valley (928) 634-6562 Campuses. These centers provide a variety of learning support for students including tutoring, adaptive computer and learning equipment for students with disabilities, and a networked general computer lab for registered students. Tutoring is available through the Learning Centers at Prescott and Verde Valley</p>

	campuses. Please call: Prescott – (928) 776-2085 or Verde Valley – (928) 634-6562.
<b>Course mentoring/ Student Disability Resources:</b>	<p>Contact the instructor through e-mail, by phone, or in person before or after class, or at a break time to arrange for additional assistance or suggestions.</p> <p>Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations must be arranged BY THE STUDENT through the Disabilities Resource department. Students may visit the Learning Resource Center front desk (Building 1-207 Prescott campus, Building I-106, Verde) to schedule an appointment, or call (928) 776-2085, Prescott and (928) 634-6562, Verde.</p>
<b>Open Computer Labs:</b>	Please contact the library on your campus of choice (Prescott – (928) 776-2260; Verde – (928) 634-6541) for summer hours of operation with locations in Building 2-201, Nursing Clinical Learning Center and Prescott Library Computer Commons (2nd floor). Campus is closed each Friday during summer session.
<b>Holidays &amp; Closures:</b>	<p><b>September 1, 2014- Labor Day</b></p> <p><b>November 11, 2014 – Veteran’s Day</b></p> <p><b>November 26, 2014- Thanksgiving</b></p>
<b>Important Dates:</b>	<p>Instruction Begins –<b>August 18, 2014</b></p> <p>Last Day to Add/Drop Regular class -<b>August 24, 2014</b></p> <p>Last Day for 100% refund -<b>August 24, 2014</b></p> <p>Last Day of Student-initiated Withdrawals (no refunds)–<b>October 13, 2014</b></p> <p>Last Day of classes - <b>December 6, 2014</b></p>

<b>Institutional Policies</b>	
<b>Course Withdrawal:</b>	<p><b>Last day to Drop AHS114 Fall 2014 for a 100% refund: August 24, 2014</b></p> <p><b>Last day to withdraw from class (no refund): October 13, 2014</b></p> <p>Students are responsible to drop a class through the Self-Service option on the YC Portal. If you have not withdrawn from a class by the student initiated drop date, you will receive the letter grade earned in the course at the end of the semester. An instructor may withdraw students from class after the student initiated date. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on the student’s permanent record.</p>

<p><b>Academic Integrity:</b></p>	<p>Honesty in academic work is a central element of the learning environment. It will be assumed that you will present your own work. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's Student Code of Conduct.</p> <p>Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct (<a href="http://www.yc.edu/v4content/student-services/code-conduct.htm">http://www.yc.edu/v4content/student-services/code-conduct.htm</a>)</p>
<p><b>Student Code of Conduct:</b></p>	<p>Respect for the rights of others and for the College and its property are fundamental expectations for every student. The "Code of Conduct" outlines behavioral expectations, and explains the process for responding to allegations of student misconduct. Copy this web link into internet browser for the Student Code of conduct: <a href="http://www.yc.edu/content/studentaffairs/scc/default.htm">http://www.yc.edu/content/studentaffairs/scc/default.htm</a></p>
<p><b>Cell Phones/Texting:</b></p>	<p>All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center and testing areas. Texting during classroom learning time is not permitted. If you have an emergent reason to use a cell phone, please leave the classroom and go outside of the building to have your conversation.</p>
<p><b>Tobacco/Drug Use:</b></p>	<p>Yavapai College abides by the Smoke Free AZ policies. Smoking is prohibited indoors and may only be done at least 25 feet from doors, windows and vents. Illegal drug use and abuse of alcohol pose significant threats to health and can be detrimental to the user, and the entire YC community and is STRICTLY PROHIBITED.</p>
<p><b>Drug Screening:</b></p>	<p>Allied Health students that participate in internships or a clinical experience are tested for illegal drug use. Students with positive drug screens are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug-related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure. Please meet with an academic advisor for further directions.</p>



<p><b>Cell Phone, Pages &amp; Texting:</b></p>	<p>Yavapai College is committed to providing a quality learning environment. All cell phones and pagers must be placed in a non-audible mode while in classrooms, computer labs, the library, the learning center, and testing areas. Cell phones and pagers need to be used outside these facilities.</p>
<p><b>Tobacco Use:</b></p>	<p>Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. If you use the facilities at Yavapai College, we comply with ASRS 36-301.01, Smoke Free AZ. Smoking is prohibited indoors and 25 feet from all doors, windows and vents.</p> <p>In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.</p>
<p><b>Drug &amp; Alcohol Free Environment:</b></p>	<p>Yavapai College’s policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community, and is prohibited.</p>
<p><b>Medical Marijuana:</b></p>	<p>Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, “...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Because Yavapai College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities. See Nursing Assistant Handbook, Fall, 2014, for additional information.</p>



**SYLLABUS  
AGREEMENT**

**Course:** AHS114 Nursing Assistant

**Instructor:** Beth Bazevage, MSN, RN

**Time Frame:** Fall 2014 August 18, 2014 - December 6, 2014

I have been provided with a copy of the syllabus for this course in either electronic or paper format. I have read this syllabus and have been given a chance to ask questions about it.

I understand the syllabus requirements and agree to them.

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Student Signature

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Date