

Boca Ciega High School

Center for Wellness and Medical Professions

Gulfport, FL 33707

(727) 893-2780 ext. 2124

Our Vision is 100% student success

Welcome to the Certified Nursing Assistant Program at the Center for Wellness and Medical Professions at Boca Ciega High School. This is a highly rigorous program designed to give students a start in the health care field. Students are entering a profession that will enhance their self-esteem, offer a sense of self-fulfillment, and provide students with the opportunity for job stability and upward mobility.

Nursing is a profession and vocation requiring knowledge, skill, judgment, compassion, integrity, and honor. These qualities will render a certified nursing assistant student the ability to provide quality healthcare to individuals and their families.

The nurse instructor is the facilitator of learning. Various strategies are used throughout the program by the instructor(s) to enhance student learning. Students are responsible for their learning; therefore, they need to let the instructor know when they need help. It is important that students understand what is being asked of them in the role of a certified nursing assistant.

Students have received the current editions of the Pinellas County Schools Code of Student Conduct and the Certified Nursing Assistant Handbook of Policies and Procedures.

We wish all students success in their new endeavor. We will make every effort to assist students in their quest for the nursing profession. These guidelines and the Pinellas County Schools Code of Student Conduct (current edition) are the doctrines that will be used when addressing departmental issues with our school administration.

Sincerely,

Michael A. Gauthier, MS, RN, PA

**C O U R S E S Y L L A B U S**

|  |  |
| --- | --- |
| Course name | Nursing Assistant 3 |
| Course number | 8417211 |
| Course description | This is a year-long course designed to prepare students for employment as nursing assistants in nursing homes, hospitals or other health care facilities. |
| Course standards | This course will cover the following Florida Department of Education standards for Career and Technical Education:  34.0 Use verbal and written communications specific to nurse assisting  35.0 Demonstrate legal and ethical responsibilities specific to nurse assisting  36.0 Perform physical comfort and safety functions specific to nurse assisting  37.0 Provide personal patient care  38.0 Perform patient care procedures  39.0 Apply principles of nutrition  40.0 Provide care for geriatric patients  41.0 Apply the principles of infection control specific to nursing assisting  42.0 Provide biological, psychological and social support  43.0 Perform supervised organizational functions, following the patient plan of care  44.0 Assist with restorative (rehabilitative) activities  45.0 Perform skills related to the hospital setting  46.0 Provide care for the adult patient |
| Pre-requisites | Health Science Anatomy and Physiology (8417100)  Health Science Foundations (8417110) |
| Resources | * Mosby’s Textbook for Nursing Assistants, 9th Edition, 2017. Sorentino, Sheila A. and Remmert, L. N. * Applied Education Systems (AES) online course * Prometric https://www.prometric.com/en-us/clients/nurseaide/pages/fl.aspx * 4YourCNA https://4yourcna.com/ |
| Teacher | Mr. Michael A. Gauthier, RN, MS, PA-C (referred to as “Mr. G”)  [gauthierm@pcsb.org](mailto:gauthierm@pcsb.org)  727-893-2780 ext. 1407 (classroom) or 2366 (office)  Room 06-008 |
| School year | 2020-21 |

The CWMP student is held to a very high standard of performance. We are preparing future professionals. Professionals are held to a higher standard. The faculty is committed to the success of each of our students, however we are not willing to compromise the standards that make this program and its students so great. The following are the guidelines for reaching the above standards and for evaluating the students for this course.

**Classroom Code of Conduct:** In addition to the Pinellas County’s Code of Student Conduct**,** the following is Mr. G’s Code of Student Conduct:

1. RESPECT the teacher, your classmates, and the learning process.
   1. Come to class prepared with your binder, paper, and a writing instrument.
   2. Be in your seat and ready for learning when the final bell rings.
   3. Attempt to answer questions when they are posed to you or the class.
   4. Give your full effort in individual or group projects.
   5. Pay attention when others are speaking, including the teacher.
   6. Always ask permission to leave the classroom.
   7. Complete any assignments or homework as assigned.
   8. Keep cell phones out of sight AND powered down (district-wide policy).
2. RESPECT others’ belongings, including the teacher’s and the school’s
   1. All medical equipment (e.g. hospital beds, wheelchairs, etc.) should be used with great care and only with the permission of the teacher.
   2. Desks and skill stations should be left clean and neat when leaving the classroom.
3. RESPECT others’ privacy, including the teacher’s.
   1. Ask permission to approach Mr. G’s desk. Anything on his desk or his computer screen is considered confidential.

**Absences:**

* Students, both face-to-face (F2F) and MyPCS Online (MPO) are expected to be present for at least half of the class period, otherwise they will be considered absent. It is the responsibility of the the MPO students to assure that the instructor is aware of their time in the class.
* **Missed work:** It is the student’s responsibility to check the “What Did I Miss When I Was Absent?” binder in the classroom or the BCHS Lesson Plan site for any assignments/activities that the student might have missed. Students must complete the assignment(s) and return to Mr. G following PCS guidelines of handing in work in as many days as you were absent (for example: If you were absent 2 calendar days, your assignment must be turned in 2 calendar days after you return to school.). Assignments handed in after the allotted time will earn 50%. Work that has not been handed in will receive a score of zero.
* **Test/Quizzes:** If a student has an unexcused absence the day before a test or quiz, she/he will be expected to take it on the regularly scheduled day. If the student is absent on the day a test or quiz is given, it will be the student’s responsibility to approach the instructor to arrange an alternate time to take the test.

**Cell phones:**  Cell phones may be used in the classroom for classroom purposes after obtaining permission from Mr. G. If a student is found using a cell phone without permission, three points will be deducted from that day’s participation grade. If the student has more than 2 occurrences they will receive a referral to Mrs. Fabrizio.

Cell phones and smart watches must be placed in the Cell Phone Time Out pockets before any test or quiz and when students go to the rest room.

**Class participation:** A class participation grade will be given with each class. A total of 10 points are possible. Deductions will be made anytime a student is not participating in class or violating Mr. G’s Classroom Code of Student Conduct. Participation involves being engaged in the learning process: being prepared for class (completion of assigned work), following classroom code of conduct, listening, and contributing to classroom discussion. Examples of participation deductions include:

|  |  |
| --- | --- |
| Behavior | Penalty |
| Unexcused absence | -5 |
| Excused absence | Excused\* |
| Late | -3 |
| Late, chronic | -4 |
| Cell phone | -3 |
| Dress code | -3 |
| Socializing during class | -3 |
| Sleeping | -3 |
| Not participating in small groups | -2-5 |
| Not taking notes | -2-5 |
| Unapproved computer use | -4 |
| Rest room excess time | -3 |
| Restroom use after 4/semester | -3 |

\*Students who have an excused absence will a \* in Focus indicating that day is excused only if upon return to class the student reports to Mr. G what she/he has done to keep up with classwork. Students **must** fill out an Attendance Clarification Form found on the Turn-In Tower in the classroom if their excuse note was handed in to the office after the date of their absence.

**Communication:** Students are encouraged to communicate with me about minor/non-urgent issues through email (gauthierm@pcsb.org). I will communicate important class information via "Announcements" in Canvas. Students should make sure that they have turned notifications on in Canvas for "Announcements".

My designated time for planning is during Periods 6 and 7. I will be available after school until at least 3:00 PM daily. Students may consult with the instructor to set up a time for extra help.

Parents/guardians are encouraged to contact me by phone (mobile 207.312.4317) or email (gauthierm@pcsb.org) about any questions or concerns they might have. Student success relies on good communication between students, parent/guardians, and their teachers. You can expect me to respond to any email within 24 hours (in most cases, much sooner than that). My goal is to contact parents with any issues or concerns I might have as well as any successes the student might have had.

**Computer/iPad use:** Computers in the computer lab and iPads are to be used for classroom project and research only. Students will lose 4 class participation points for unapproved use. Students must sign out the iPad when taking it from the iPad cart.

**School Binder:** Students are required to maintain an agenda book and a binder and to take notes during lectures using the focused note taking system. Students are expected to print the chapter’s focused notes before the beginning of that chapter. This will be considered a notebook grade. Students will have their notebooks checked and graded on a random, unannounced basis. A rubric used for grading will be given at the start of the year. At times, only specific aspects of the binder system will be checked. All binder checks will be 15% of your quarter/semester grades.

**Food/Drink:** Food and drinks are only allowed for a special circumstance and with my prior approval. Clear water bottles are allowed in class, however students are not allowed to leave the class to fill them. This should be done in between classes or from the sinks found in the classroom.

**Grading:** Each assignment, including quizzes and tests, is assigned a point value (not percentage). Points from 10 to 200 are assigned by Mr. G based on the importance of that assignment to the overall quarter objectives. At the end of a grading period, the point values are converted to an overall percentage. Letter grades are assigned as follows: A: 90-100; B: 80-89; C: 70-79; D: 60-69; and

F: 0-59. Any student who fails a test must retake the test until they earn a passing grade. Students must earn a passing grade on any exam in order to be allowed to continue in the course.

CWMP students are expected to earn a course grade of C or higher.

**Homework/Assignments:** Homework and assignments are due on the assigned due date unless you were absent (see Missing Work under Absences). Late work will be accepted for 50% credit. If the work is not handed in, the late work will be assigned a zero.

**Passes:** Passes will be issued for extenuating circumstances. They are issued at the discretion of the teacher. The student will be required to complete all of the information on the pass. The teacher will then sign the pass.

**Restroom breaks:** It is recommended that students use the restroom in between classes. When students are required to use the rest room during class:

* It must be during a transition period (between lecture and activity periods).
* The student must write the date on the line where their name is listed on the Rest Room Tally board.
* Students will only be allowed 4 rest room passes during each semester. When a student has used all of their rest room passes, they will lose three class participation points for each rest room break.
* Students must place their cell phone in the Cell Phone Time Out pouch before going to the rest room.
* If a restroom is not available, the student must return to class. Students should not be waiting in the hall for the restroom to become available.
* Restroom passes will not be allowed during the first and last 10 minutes of class.
* Excessive use of restroom will be addressed on an individual basis.

**Supplies:** All students are expected to have the following items each class period: school binder, binder paper, an agenda book, and a writing instrument.

If any families would like to donate items to the classroom, the following would be most appreciated: boxes of facial tissues, pens and pencils, and loose leaf binder paper. This is not required.

**COURSE OUTLINE:** The following is an outline of the course content. The timeline will be subject to change based on student progress.

|  |  |  |  |
| --- | --- | --- | --- |
| Grading  Period | Unit Title | Resources | Clinical skills/Tasks |
| 1 | UNIT 1: The Nursing Assistant | AES: The Health Assistant Module  Text CH 1. Introduction to Health Care Systems  Text CH 3. The Nursing Assistant  Text CH 4. Delegation  Text CH 5. Ethics and Laws | [\_] Communication skills  [\_] Clinical paperwork |
| UNIT 2: Infection Control | AES: Infection Control Module  Text CH 16. Preventing Infection | [\_] Handwashing  [\_] |
| UNIT 3: Body Mechanics | AES: Body Mechanics Module  Text CH 13. Safety  Text CH 14. Preventing Falls  Text CH 17. Body Mechanics  Text CH 18. Safely Moving the Person  Text CH 19. Safely Transferring the Person | **Moving a person**  [\_] Raising a person’s head and shoulders  [\_] Moving a person up in bed  [\_] Moving a person up in bed with an assistive device  [\_] Moving a person to the side of the bed  [\_] Change position to supported side-lying position (4)  [\_] Logrolling a person  [\_] Dangling a patient  [\_] Ambulate the resident using a transfer/gait belt (1)  [\_] Transport a resident in a wheelchair  [\_] Transport a resident on a stretcher  **Transferring a person**  [\_] Pivot transfer the resident from bed to wheelchair (20) and vice versa  [\_] Transferring a person to and from the toilet  Transferring a person to and from a stretcher  [\_] Transferring a person using a mechanical device  Fingerprinting October, 2019 |
| 2 | UNIT 4: Patient Comfort | AES Patient Comfort Module  Text CH 21. Bedmaking  Text CH 22. Personal Hygiene  Text CH 23. Grooming | **Bedmaking:**  [\_] Open bed  [\_] Closed bed  [\_] Surgical bed  [\_] Occupied bed  [\_] Changing an occupied bed (3)  **Personal Hygiene and Grooming**  [\_] Provide mouth care w/ teeth (13)  [\_] Provide mouth care w/ dentures (12)  [\_] Provide perineal care to incontinent female (14)  [\_] Partial bed bath w/ backrub (16)  [\_] Foot care (11)  [\_] Hand and nail care (15)  [\_] Dress resident w/ weak arm (5)  [\_] Shaving a person |
| UNIT 5: Nutrition and Elimination | AES: Nutrition and Elimination Module  Text CH 27. Nutrition and Fluids  Text CH 24. Urinary Elimination  Text CH 25. Urinary Catheters  Text CH 26. Bowel Elimination | [\_] Feed a resident (7)  [\_] Assist resident w/ bedpan (2)  [\_] Catheter care (10)  [\_] Empty urinary drainage bag (6) |
| UNIT 6: Client Status | AES: Client Status Module  Text CH 29. Measuring Vital Signs | [\_] Measure radial pulse (8)  [\_] Measure respirations (9)  [\_] Measure blood pressure  [\_] Prometric application |
| 3 | UNIT 7: Special Populations | AES: Special Populations Module  Text CH 30. Exercise and Activity  Text CH 42. Hearing, Speech, and Vision Problems  Text CH 48. Mental Health Disorders  Text CH 49. Confusion and Dementia  Text CH 50. Intellectual and Developmental Disabilities | [\_] Clinical rotations at Menorah Manor |
| UNIT 8: Rehabilitation and Restorative Care | AES: Rehabilitation and Restorative Care Module  Text CH 41 Rehabilitation and Restorative Nursing Care | [\_] Range of motion shoulder (17)  [\_] Range of motion arms (18)  [\_] Range of motion legs (19)  [\_] Use of ambulation assist devices (canes, crutches, walkers) |
| UNIT 9: The Surgical Patient | AES: The Surgical Patient Module  Text CH 35. The Person Having Surgery | [\_] Applying and removing elastic stockings  [\_] Applying and removing binders  [\_] Incentive spirometry  Review skills  Clinical rotations |
| 4 | UNIT 10: Specimen Collection and Testing | AES: Specimen Collection and Testing Module  Text CH 34. Collecting and Testing Specimens | Prometric CNA examination |
| UNIT 11: Other responsibilities of the CNA | Text CH 32: Admissions, Transfers, and Discharges Confusion and Dementia  Text CH 55. End-of-Life Care | [\_] Post-mortem care |

**Clinical Experience:** As part of the DOH’s requirements, each student is required to have 40 hours of clinical experience. That experience will take place starting in January-March. Students **will be assigned** 4 clinical days. Clinical days run from **7:00 AM until 1:30 PM**. Student work and activity schedules will need to accommodate this schedule. Any missed time will need to be made up. Students cannot sit for the certification examination until they have completed the 40 hours of clinical experience.

**CNA Certification Exam:** The goal of this course is that each student will sit for and pass the Florida Department of Health’s certification examination. The Florida Department of Health (DOH) has contracted with Prometric to develop and administer its Certified Nursing Assistant (CNA) Exam. The examination consists of two parts: a 60-question computer-based examination and a clinical skills evaluation (3 clinical skills out a list of 20 **and** handwashing). Students are required to pass **BOTH** components in order to pass the certification exam.

**It is a CWMP requirement that each student SIT for (take) the certification exam for them to be able to graduate with a medical diploma.** It is not required that students pass the exam. With that being said, **the CWMP program will not allow any students who are not prepared to sit for the examination**. That determination will be made through the following criteria to be completed 2 weeks before the scheduled examination:

* 80% on a supervised Prometric practice examination ($10 fee – each student is responsible for this fee). Each student will have 3 chances to pass this exam ($10 fee for each attempt).
* Pass skill evaluation done by Mr. Gauthier

**IMPORTANT**: As stated earlier, any student not being allowed to sit for the exam will **not** be allowed to graduate with a medical diploma and its associated privileges.

**Before** any student can be allowed to participate in clinical rotations, the following are **required:**

* **Field Trip Permission** (signed and dated)
* **Verfication of Accidental Financial Responsibility** form (signed and dated)
* **Disease Contact Release form** (signed, dated, AND notarized)
* **PRometric examination application**
* **FINGERPRINTING:** 2-step process
* **Basic life support:** must be current through April, 2017
* **Immunization Record:** A copy of student’s up-to-date immunization – must include the following:
* **Hepatits B – ONE of the following options required:** 
  + **Hepatitis vaccine:** 3 doses required
  + **Hepatitis B Declination** statement signed by a parent and the student.
* **DIPTHERIA, TETANUS, AND PERTUSSIS – ONE of the following options required:**
  + **DTap**: 5 doses
  + **Tdap:** 1 dose
  + **TD:** 3 doses
* **MEASLES, MUMPS, AND RUBELLA:** MMR in 2 doses
* **VARICELLA – ONE of the following options required:**
  + **Varicella vaccine**
  + **Had Varicella disease**
* **TUBERCULOSIS (TB) SKIN TESTING: 2 ARE REQUIRED**
  + **#1 – Within the past year**
  + **#2 – Within a month of clinical start date**
* **INFLUENZA VACCINE RECEIVED AFTER SEPTEMBER, 2020.**

As you can see, there are many requirements. A packet discussing the process in further detail will be sent home during the first grading period.

A spreadsheet will be posted in the classroom with each student’s name and what they have completed. It is the **student’s** responsibility to keep track of what might be missing. Students will not be allowed to sign up for clinicals until they have handed in all of the required forms.

**FINAL NOTE:** I look forward to working with each of you during this school year. I have a lot to teach you, but you have a great deal you will teach me, as well. I hope to help you realize the goals that you have set for yourself for the coming year. Let’s get started!

Mr. G

Student and Parent Affirmation

By signing my name below, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affirm that I have thoroughly read and understand the contents of the course syllabus (paper or Canvas). My signature also implies that I agree to adhere to all of the guidelines and rules that are included in this course syllabus.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian printed name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature Date

Parent/Guardian Information:

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [\_] Home [\_] Mobile [\_] Work

Alt. Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [\_] Home [\_] Mobile [\_] Work

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* This form must be returned to class by 09/09/2020. \*\*\*

It will be a homework grade.