



NURA1407
Body Systems

Learning Folder

Summer - 2020

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Syllabus for NURA 1407 Body Systems

Course: NURA NURA 1407.055 FE

Nurse Aide for Healthcare / Body Systems Course Instructor Contact

Information (Subject to Update)

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Text: No Text. E-mail only

Office Hours: By appointment

Course Hours: 5:30pm – 9:30 pm;

Clinical Hours: To Be Announced

All Clinical Hours : TBA.

IMPORTANT COMMUNICATION NOTE:

Instructors will frequently communicate with you via NTCC email and Blackboard Announcements

Be sure to check your email and blackboard course DAILY.

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

Course/Catalog Description: Nurse Aide Nurse Aide Healthcare Lab

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service's needs.

End-of-Course Outcomes: Demonstrate basic care of residents in a long-term care facility; communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs. Discuss the rights of the residents; provide safety and preventive measures in the care of residents; demonstrate skills in observing and reporting; assist

residents in attaining and maintaining maximum functional independence; and function effectively as a member of the health care team.

NTCC Response to COVID-19 (Coronavirus)

In consideration of the latest recommendations from the [CDC](#), [Federal](#) and [State](#) Governments regarding the unprecedented COVID-19 (Coronavirus) pandemic, the NTCC Campus is closed to the public until further notice and **all classes have transitioned to online**.

As this is a rapidly changing situation, we are monitoring the latest updates and guidelines closely and will keep our campus community apprised of any further changes that may become necessary. Campus health and safety is our top priority and we are working diligently to ensure that there is minimal disruption to instruction and student services during this time.

NTCC continues to follow all local recommendations and those made by the [Center for Disease Control](#), the [World Health Organization](#) and the [Texas Department of State Health Services](#).

Course Requirements:**Course Outline:**

Orientation to Syllabus and Course Policies.

Course Textbooks Required:

Carter, P. J. (2020). *Lippincott textbook for nursing assistants: a humanistic approach to caregiving*. Philadelphia: Wolters Kluwer.

Carter, P. J., & Carter, P. J. (2020). *Workbook for Lippincott essentials for nursing assistants: a humanistic approach to caregiving*. Philadelphia: Wolters Kluwer.

Carter, P., 2015. *Lippincott Video Series for Nursing Assistants*. Lippincott Williams & Wilkins.

Texas Nurse Aide Candidate Handbook – downloadable at

<https://home.pearsonvue.com/getattachment/73a0c524-4cbe-401a-aa5c-fe1ebf4e2517/Texas%20Nurse%20Aide%20Candidate%20Handbook-064400.aspx>

Recommended Reading(s):

Students may also use Nursing/Medical Websites to gather information upon approval of the instructor.

Grading:

Your grade in this course must be 75 % to pass. Grades will

be assigned based on percentage earned.

90-100	= A
84-89	= B
75-83	= C
60-74	= D
<59	= F

Tests/Exams / Course Content:

The grade earned in this course will be based on the following criteria:

Chapter Tests.....	40%
WorkBook Assessments.....	10%
Quizzes.....	10%
Video Assignments.....	10%
Final Exam.....	25%
Classroom Participation.....	5%

Total 100%

In order to sit for the Final Exam, a Passing Grade of 75% must be obtained in all course content including chapter tests, exams, workbook assessments, quizzes, video assignments, and classroom participation.

Students receiving any Chapter Test grade that results in a grade of <75% will be required to contact the instructor to discuss an action plan to ensure successful completion of the CNA Program.

Course Policies:

1. NTCC Honesty Policy applies to this course.
2. Use NTCC email to contact me regarding this course.
3. NTCC Student Handbook regulations will be followed in this course and clinical.

COURSE DESCRIPTION AND PREREQUISITES

Health Occupations students are preparing themselves for entry-level placement in Health Care, including Nursing Assisting certification with the State of Texas. Program contents includes Anatomy and Physiology, Path physiology and Medical Terminology. Students are trained in nurse assisting skills utilizing the OBRA 1991 guidelines, and may apply for certification after completion of the required clinical hours provided by the program. As time permits, students will also be trained in advanced care patient assisting skills.

Students are trained in advanced CPR skills and First Aid with certification in the American Heart Association BLS for Health Care Providers and National Safety Certification.

Prerequisites to admission into the CNA Program include:

1. Negative TB Test
2. Current CPR License
3. Required Vaccinations

COURSE GOALS AND OBJECTIVES

To prepare nurse aides with the knowledge, skills and abilities essential for the provision of basic care to residents in long-term care facilities. Course will consist of a minimum of 60 clock hours of classroom training that doesn't involve direct patient care and 40 clock hours of hands-on resident care in a nursing facility.

After completing this course, participants will be able to:

1. Provide basic care to residents of long-term facilities
2. Communicate and interact effectively with residents and their families, with sensitivity to the psychological needs of the resident
3. Assist residents in attaining and maintaining maximum functional independence
4. Protect, support and promote the rights of residents
5. Provide safety and preventative measures in the care of residents
6. Demonstrate skill in observing, reporting and documentation
7. Function effectively as a member of the health care team

METHODOLOGY

1. Teacher lecture, discussions, Power point presentations
2. Video
3. Demonstrations and Hands on Practice of skills

STUDENT CONDUCT

Professionalism is required due to the delicacy of the subject material. Under no circumstances will foul language be allowed. Thefts of books or equipment and any abuse of equipment will result in removal from the program.

Students will be responsible for reading and abiding by the Student Code of Conduct. Students will be required to provide a signed copy of the Student Code of Conduct on the first day of class. See Student Code of Conduct page below.

Any physical abuse, verbal or mental abuse of elderly residents will result in disciplinary action and reporting to Adult Protective Services for review, and possible criminal prosecution. All students must sign a document stating that no felony charges are in your history. This is a state mandate for all health career programs. Cell phones must remain on silent mode during lecture and lab. Recording devices will not be allowed in the classroom. Exceptions to recording devices must be approved by the instructor with a written request.

ATTENDANCE POLICY SPECIFIC TO CONTINUING EDUCATION

Students are expected to on time weekly for class. It will be impossible to catch up on missing skills and materials. Adult Ed Attendance Policies will be strictly adhered to. In case of illness or unexpected circumstances, please call and leave a message as to why you will be out. Any missed days must be made up. Students are expected to be back from Break on time. Tardiness will not be accepted. Students will be expected to follow course policies regarding conduct, attendance and professionalism in the classroom/ clinical environment at all times.

LAB/CLINICAL SKILLS

Skills are either a Pass/Fail status. Clinical skills as stated under Clinical guidelines must meet 100% proficiency in the nursing skills to meet State Requirements.

CNA EXAM INFORMATION

Any person with a Felony Record, or conviction involving child/adult abuse, and/or neglect, assault, battery or theft will require permission from the board prior to testing.

Criminal Background Checks are required in Texas for all persons going into a health care career/job.

To sit for the exam:

- All skills must be passed to take the CNA exam.
- Core curriculum exams must be passed with 75%.
- Clinical hours must be completed successfully.

Upon completion of the program, a Certificate will be issued, which will allow you to take the exam. You will receive a packet of study materials to assist you in preparing for the test. Be sure and read the materials over thoroughly. You will be trained according to the testing guidelines.

You are encouraged to take the exam as soon as possible upon completion of the program to ensure positive outcomes. The longer you wait, the less likely that you will pass.

Student Code of Conduct

The following list of violations of the Student Conduct Code is an example of behaviors that may result in disciplinary action by the College. This list is not to be regarded as all-inclusive. In the event of ambiguity, inconsistency or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the vice president of student services will make the final determination. Any student or student organization found to be responsible for misconduct is subject to College sanctions.

1. ACADEMIC DISHONESTY

A. CHEATING includes

- a. submitting material that is not the student's as part of the student's course performance;
- b. using information or devices that are not allowed by the faculty;
- c. obtaining and/or using unauthorized materials;
- d. fabricating information, research and/or results;
- e. violating procedures prescribed to protect the integrity of an assignment, test or other evaluation;
- f. collaborating with others on assignments without the faculty's consent;
- g. cooperating with and/or helping another student to cheat; and/or
- h. demonstrating any other forms of dishonest behavior.

B. PLAGIARISM includes

- a. directly quoting the words of others without using quotation marks or indented format to identify them;
- b. using sources of information (published or unpublished) without identifying them;
- c. paraphrasing materials or ideas without identifying the source; and/or
- d. unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

2. ALCOHOL POSSESSION AND USE includes

- A. possessing or consuming alcoholic beverages on campus, including residence halls, or during school-related activities;
- B. driving under the influence of alcohol; and/or
- C. participating in any activity or conduct involving the use of alcohol that is in violation of law.

3. ASSAULT includes

- A. any intentional physical contact of an insulting or provoking nature, and/or
- B. any physical abuse, intentional injury or physical harm to another person.

4. CLASSROOM DISRUPTION includes any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.

5. DAMAGE OR DESTRUCTION OF PROPERTY includes causing any damage or destruction of college property or another person's property.

6. DECEPTION includes

- A. misusing any college records, forms or documents through forgery, unauthorized alteration, reproduction or other means;
- B. giving or receiving of false information to the College or to any college official, administrator or administrative unit;
- C. providing false information to law enforcement officials;
- D. possessing fake, altered or any other identification that belongs to another person; and/or
- E. attempting to perpetrate a fraud against the College or a member of the college community.

7. DISORDERLY CONDUCT includes

- A. all lewd, obscene, indecent behavior or other forms of disorderly conduct;
- B. abuse or unauthorized use of sound amplification equipment; and/or
- C. any conduct, which materially interferes with the normal operation of the College or with the requirements of appropriate discipline.

8. DISORDERLY/IMPROPER ASSEMBLY includes

- A. any assembly for causing a riot, destruction of property or disorderly diversion, which interferes with the normal operation of the College, and/or
- B. any obstruction to the free movement of other persons about campus or the interference with the use of college facilities.

9. DRUG ACTIVITY includes

- A. the possession, use, manufacture, cultivation, distribution, sale and/or misuse of any controlled or illegal substance, including designer drugs;
- B. the possession and/or use of any drug paraphernalia; and/or
- C. any activity or conduct involving drugs that is in violation of local, state or federal law.

10. FAILURE TO COMPLY includes

- A. failing to respond to a lawful request by properly identified college officials or law enforcement officials in the performance of their duties;
- B. failing to report for a conference, meeting or appointment with any college official or faculty member;
- C. failing to appear and cooperate as a witness in a disciplinary case when properly notified;
- D. failing to comply with any disciplinary condition imposed on a person by any judicial body or administrator; and/or
- E. fleeing from law enforcement or college officials.

11. FALSE REPRESENTATION includes any unauthorized claim to speak and/or act in the name of Trinity Valley Community College or any organization, student, college officials or faculty members.

12. FELONY CONVICTION means

- A. being convicted of a felony,
- B. pleading guilty to a felony,
- C. pleading nolo contendere to a felony, and/or
- D. receiving first offender treatment or similar pretrial diversionary treatment for a felony-grade offense.

13. FIRE SAFETY includes

- A. failure to evacuate or immediately respond to a fire alarm;
- B. participation in creating or causing a false fire alarm;
- C. participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
- D. failure to follow the instructions of staff and emergency personnel during fire alarms;
- E. the possession, use, manufacture and/or sale of any incendiary device;
- F. participation in setting or causing to be set any unauthorized fire; and/or
- G. the possession and/or use of any type of fireworks.

14. GAMBLING includes engaging in any form of gambling that is in violation of the law.

15. HARASSMENT includes

- A. any act that creates an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal or physical conduct, and/or
- B. intentionally and/or repeatedly following, stalking or contacting another person in a manner that intimidates, harasses or places another in fear of his/her personal safety or that of his/her property.

16. HAZING is defined as an act, which endangers the emotional, mental or physical health, or safety of a student, with or without his/her expressed permission, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above. Any acts of hazing are considered violations of the Student Conduct Code.

17. JOINT RESPONSIBILITY refers to

- A. students who knowingly act or plan to act in concert to violate college regulations, and/or
- B. any student who knowingly allows another student to violate college regulations without reporting to a college official. Such students have individual and joint responsibility for their behavior.

18. SEXUAL ASSAULT includes any sexual conduct that takes place without the victim's consent, including any penetration of the vagina, anus or mouth by the perpetrator's penis or by any object. Sexual conduct will be deemed to be without the victim's consent when

- A. the victim has instructed the perpetrator not to engage in the conduct;
- B. the victim is forced to submit to the act;
- C. the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;

- D. the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
- E. the victim is unable to give consent or permission, or is unable to resist because of any mental or physical disability.

19. SEXUAL HARASSMENT is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when
- A. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
 - B. submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; and/or
 - C. such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or academic environment.
20. SEXUAL MISCONDUCT is defined as intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent.
- A. Sexual misconduct includes
 - a. touching either the body part directly or on the clothing covering that body part and/or
 - b. forcing the victim to touch an intimate area of another person.
 - B. Sexual conduct will be deemed to be without the victim's consent when
 - a. the victim has instructed the perpetrator not to engage in the conduct;
 - b. the victim is forced to submit to the act;
 - c. the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
 - d. the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
 - e. the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability.
21. SOLICITATION includes
- A. conducting an unauthorized sales campaign in a residence hall, classroom or administrative building or any other campus location, and/or
 - B. placing door hangers or signs on cars on campus or in on campus residential facilities or other campus property.
22. STUDENT IDENTIFICATION CARD VIOLATIONS include
- A. altering, lending or selling a student identification card;|
 - B. using a student identification card by anyone other than its original holder; and/or
 - C. using a student identification card in any unauthorized manner.
23. THEFT means taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including, but not limited to, the College) without the owner's permission.
24. THREATS include
- A. an expression of intention to inflict injury or damage and/or
 - B. causing another person to feel fear for their safety or wellbeing.
25. UNAUTHORIZED ENTRY into any college building, office, residence hall, off-campus residence, parking lot, motor vehicle or other facilities includes
- A. remaining in any building after normal closing hours without proper authorization, and/or
 - B. remaining overnight in public areas of the residence hall or surrounding areas without approval from the College.
26. UNAUTHORIZED USE includes
- A. unauthorized use of college equipment;
 - B. unauthorized use of bathrooms, exits or windows;
 - C. unauthorized use or duplication of keys; and
 - D. unauthorized use or possession of any parking permit.
27. UNAUTHORIZED USE OF COMPUTER RESOURCES includes
- A. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - B. unauthorized transfer of a file;
 - C. unauthorized use of another individual's identification and password;
 - D. use of computing facilities that interferes with the normal operation of the college computing system;
 - E. use of computing facilities that violates copyright laws;

- F. use of tools for port-scanning, "sniffing" or monitoring or reading transmissions from other users on the network; and/or
- G. any violation of the college's computer use policies. All devices attached to the college network must be registered. Workstations attached to the college network are required to have virus protection software. Virus definitions must be updated at least every two weeks.

28. VIOLATION OF CONFIDENTIALITY means violating the confidentiality of a student's educational record and includes

- A. judicial advocates or College Judicial Board members, who may not disclose confidential judicial information, and/or
- B. student employees, who may not disclose confidential work-related information.

29. VIOLATION OF LAW is any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality or other political subdivision or the laws of another nation or political subdivision. Such acts are deemed to be a violation of the Student Conduct Code when the act

- A. occurs on the campus of the College, including all property owned, leased, licensed or otherwise controlled by the College;
- B. occurs in the context of any event planned, presented, sanctioned or made available by the College, any affiliate of the College or any student organization;
- C. occurs at any intercollegiate athletic event in which one of the College's teams is participating, home or away;
- D. involves more than one member of the college community; and/or
- E. otherwise adversely effects the College.

30. WEAPONS AND FIREARMS

- A. No student may keep, use, possess, display or carry any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (including BB guns, air-soft guns, stun guns and paintball guns) on any property owned, controlled or leased by the College unless specifically authorized by the administration or as part of a college-sanctioned event;
- B. No student may use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on any property owned, controlled or leased by the College unless specifically authorized by the administration or as part of a college-sanctioned event.
- C. Anything used to injure, attempt to injure or harass another person is considered a weapon.
- D. Illegal or unauthorized weapons include but are not limited to firearms, explosives, other weapons or dangerous chemicals.

31. LOITERING on college-owned or controlled property, including buildings and parking lots, is prohibited. Loitering on college premises is defined as lingering idly or without purpose in any area of the campus without official authority, hanging around in clusters, creating or causing unusually loud noises, disrupting the use of facilities and/or wandering aimlessly about campus between the quiet hours of 10:00 p.m. and 7:00 a.m.

I _____ have read and understand what is expected of me as a student at Northeast Texas Community College. (Print Name)

(Students Signature)

(Date)