<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
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<tbody>
<tr>
<td><strong>Active daily Living Skills for PCTs</strong></td>
<td>Kim Glover or Lisa Riojas</td>
</tr>
<tr>
<td>Fall 2017</td>
<td><a href="mailto:KGLOVER@DCCCD.EDU">KGLOVER@DCCCD.EDU</a> or <a href="mailto:LSmithart@dcccd.edu">LSmithart@dcccd.edu</a></td>
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<tr>
<td>HPRS 1001-31232</td>
<td>469-233-7071 or 972-860-8012</td>
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<tr>
<td>9/19-11/16/17 Mondays 830am-200PM</td>
<td>40 contact hours</td>
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<tr>
<td>Methodist Medical Center Dallas</td>
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| Required Materials Including Textbook: | Disclaimer: |
| Nursing Assistant The Basics ISBN 978-1-60425-014-5 | The instructor reserves the right to amend this syllabus as necessary. |
| Hartman’s Nursing Asst Care: The Basics, 4e 978-1-60425-050-0 | |
| Hartman Publishing Inc., Jetta Fuzy RN MS | |
| **Note:** A minimum of 4 hours per week should be devoted to course material outside of class time. | |

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<tr>
<th>Course Prerequisites: High School Diploma or GED equivalent, and Medical Form</th>
<th>Medical Forms are required prior to registration. Call (972)860-2995</th>
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**COURSE DESCRIPTION:**

One of our Allied Health professional programs which provide hands on training with direct patient care within their regulated scope of practice. They perform basic nursing assistant tasks (as delegated by the nursing or medical staff) which may include obtaining patient vital signs and other data, communicating with the healthcare team and patients, assisting with activities of daily living (ADLs), complying with confidentiality requirements, performing ECGs and Phlebotomy tasks. Completers of this program are eligible to sit for the national examination through the NCCT, National Center for Competency Testing.

**COURSE OUTLINE:**

Rationale, occupational need for the course including target population:
40 hours classroom and lab instruction.

**Program Outcomes:**

The student will be proficient in the following:

- Provide hands on training with direct patient care within their regulated scope of practice.
● They perform basic nursing assistant tasks (as delegated by the nursing or medical staff) which may include;
● obtaining patient vital signs and other data, communicating with the healthcare team and patients, assisting with activities of daily living (ADLs):

1. Eating (set up, assistance)
2. aspiration
3. Bathing (Bed Bath, Peri care with & w/o Foley Cath, oral care i.e)
4. Dressing
5. Toileting
6. Transferring (log roll/ turn Q2 i.e.)
7. Please also refer to the NCCT list of ADLs on the NCCT/PCT application; CVC will also review

● Complying with confidentiality requirements, performing ECGs and Phlebotomy tasks.
● Handling procedures according to OSHA
● Minimal amount of vein puncture practice.
● Importance of ethics, professionalism, customer service and compliance.
● Blood collection methods using proper techniques and universal precautions.
● Introduction and usage of vacuum collection devices, syringes, capillary skin puncture, butterfly needles (winged infusion), and blood cultures.
● Education on blood draws with various ages of patients including infants, children, and adults.
● Emphasis placed on infection prevention, proper patient identification, labeling specimens and quality assurance. Specimen handling, processing and accessioning.

Methods of Evaluation: Students must achieve a satisfactory status on the evaluation form in all categories and a minimum of 80% on the written examination.

Methods of Presentation:
Classroom instruction and video demonstrations of procedures. Laboratory demonstrations and practice of Skills competency techniques. Review of materials.

Student Learning Outcomes:

Classroom Policies:
● Silence or turn off media devices
● Listen when the instructor is speaking, when others are engaged in the lesson, listen when they are speaking.
● You are expected to communicate in a respectful manner.
● You are expected to dress as you would for the workplace and have materials ready. (When visiting the lab, only closed toed shoes are permitted)
● Classroom breaks will be determined by the instructor, hold phone calls, text messaging and bathroom breaks for before or after class or during the designated break scheduled.
● Food or drink consumption is not permitted in the classroom or labs.
Dropping a class:
Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdrawal) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop thereafter. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access: http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy:
Studies have shown there is a direct relationship between attendance and student success in the workplace. Realizing adults have responsibilities, which weigh heavily on their time, success in this program depends on the student's ability to discipline him or herself, as it relates to attendance. Every student is expected to attend 100% of the time.

In case of absence, the following is the responsibility of the student:
- Initiate communication with instructor regarding make-up work immediately upon return to school.
- Complete all missed assignments.

Tardiness causes a disruption of the class/lab/clinical. Students are expected to attend class during inclement weather unless college is officially closed. Official closings will be announced on television and radio stations, and CVC website.
Attendance during this program is extremely important and is a direct reflection of your work ethic. Arriving late and leaving early is considered tardy. 40 contact hours of instruction are required!

QUALITY ENHANCEMENT PLAN
Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

Institutional Policies

Academic Advising:

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the student's academic, personal, and career goals. This partnership is a process that is built over the student's entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty:

Academic Honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic Dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA statement:

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at: 972-860-8119.
Located: L108

Emergency Alert:

Sign up for DCCCD Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of
weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Health Center Services:

Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.
- Over-the-counter medications for headaches, fever, seasonal allergies, mild allergic reactions, and colds.
- Emergency sanitary pads
- Blood pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing—free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening.
- Rest area for stress relief, migraine headaches, post seizure activity.
- AED (Automatic External Defibrillator) for CPR
- Student Health 101, e-magazine
  http://readsh101.com/go2cedarvalleycollege.html
- Confidential "talks"
- Assists with health related club activities when asked and time permits.

Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.