



**CATALOG DESCRIPTION:** Prepares individuals desiring to work as nursing assistants with the knowledge, skills and attitudes essential for providing basic care in extended care facilities, hospitals and home health agencies under the direction of licensed nurses. Presents information on the health care system and employment opportunities at a variety of entry levels. Includes an overview of the health care delivery systems, health care teams and legal and ethical considerations. Individuals who successfully complete this course are eligible to apply to sit for the Indiana State Department of Health (ISDH) certification exam for nursing assistants. This course meets the minimum standards set forth by the ISDH for Certified Nursing Assistant training.

**MAJOR COURSE LEARNING OBJECTIVES:** Upon successful completion of this course, the student will be expected to:

1. Demonstrate an understanding of the role of the nursing assistant in health care.
2. Identify and demonstrate beginning nursing assistant knowledge, skills and attitudes for the provision of quality nursing care.
3. Demonstrate communication techniques appropriate to a nursing assistant.
4. Perform resident care procedures according to the Indiana State Department of Health standards.
5. Utilize knowledge of the legal and ethical aspects of health care related to the responsibilities as a nursing assistant and member of the health care team.
6. Apply basic math skills to patient care situations.

**COURSE CONTENT:** Topical areas of study include those inclusive of the Certified Nursing Assistant curriculum as prescribed by the Indiana State Department of Health

**ACADEMIC HONESTY STATEMENT:**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**COPYRIGHT STATEMENT:**

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

**ADA STATEMENT:**

SECTION 504 COMPLIANCE PLAN In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the New Castle Community School Corporation provides you, as the parents or guardian, with the following procedural safeguards in relation to your child: 1. You have the right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement and any significant change in said placement of your child. 2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity... a) before the initial placement. b) before and subsequent significant change in placement. 3. You have the right to an opportunity to examine all relevant records for your child. 4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your child. 5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction. The following person is designated as Section 504 Compliance Coordinator: Amy Blake, Director of Special Education (765) 521-7223.

New Castle Career Center seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the New Castle Career Center's Office. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

**METHODS OF EVALUATION:** For course evaluation there will be tests, homework, clinical evaluations, and return demonstrations.

**MAKE-UP POLICY:** Please approach this class as you would outside employment. If you find that you must miss a class you are expected to have a parent contact the instructor by e-mail, phone or text message to let her know that you will not be in class and to make arrangements for make-up work. All work should be made up within one week of your return to class.

**GRADES:** The Ivy Tech Grade will be different from the high school grade because the semester grade is the average of the grades earned in each grading period and the final examination. It is the semester grade which is recorded on the student's permanent record. Weighted courses will have 1 point added to the student's GPA.

**NEW CASTLE CAREER CENTER GRADING SCALE:**

98-100%	=	A+
92-97%	=	A
90-91%	=	A-
88-89%	=	B+
82-87%	=	B
80-81%	=	B-
78-79%	=	C+
72-77%	=	C
70-71%	=	C-
68-69%	=	D+
62-67%	=	D
60-61%	=	D-
0-59%	=	F

Grading is based upon a total points system. Grades are taken from tests, quizzes, homework, projects, participation, and employment skills (PRIDE: Persistent, Respectful, Initiative, Dependable, Efficient) Employment Skills will count as a minimum of 30% of the total points per grading period per grading period.

Skills Evaluations are based upon ISDH CNA checklist requirements

Clinical Experience is determined by the clinical supervisor and will play a significant part of the Employment Skills grade. The purpose of the supervisor evaluation is to show how well work related skills are being mastered or improved. The evaluation is based upon the overall impression of the supervisor on the performance of the student while working or learning in the clinical area. A student may be removed from the clinical setting due to a failing effort on the clinical evaluation.

Semester Grade:

1<sup>st</sup> Semester Grade

3/7 of grade=1<sup>st</sup> grading period grade

3/7 of grade=2<sup>nd</sup> grading period grade

1/7 of grade=Portfolio Project

2<sup>nd</sup> Semester Grade

3/7 of grade=3<sup>rd</sup> grading period grade

3/7 of grade=4<sup>th</sup> grading period grade

1/7 of grade=Final Exam (End of Course Assessment)

Each student has the opportunity to earn dual credits.

The dual credits that will be offered for the 2019/2020 school year are as follows:

- 3 credits for HLHS 100 Introduction to Health Careers
- 3 credits for HLHS 101 Medical Terminology (Requires Accuplacer testing to qualify)
- 5 credits for HLHS 107 CNA Preparation
- 3 credits for HLHS 111 Health and Wellness for Life

**Dual Credit Grades** are based upon the Ivy Tech Grading Scale which is as follows:

93-100% A

85-92% B

75-84% C

70-74% D

69% & below F

**SEXUAL HARASSMENT:** Sexual harassment is not acceptable in any situation, and NCHS follows the New Castle Community School Board's policy and complaint procedure regarding this matter. Copies are available in the High School Office.

**WITHDRAWAL POLICY FOR HIGH SCHOOL DUAL CREDIT COURSES:**

**For fall semester only courses:** If you do not have a C or better on November 15<sup>th</sup>, you will be withdrawn from college credit. Students may request to be withdrawn before November 15<sup>th</sup>.

**For spring semester only courses:** If you do not have a C or better on April 15<sup>th</sup>, you will be withdrawn from college credit. Students may request to be withdrawn before April 15<sup>th</sup>.

**For year-long courses:** If you have a D or F at the end of first semester, you will be withdrawn from college credit. If you do not have a C or better on April 15<sup>th</sup>, you will be withdrawn from college credit. Students may request to be withdrawn before April 15<sup>th</sup>.

**FINANCIAL AID:**

**For all courses:** Federal financial aid is based on a 2.0 GPA and a 67% course completion rate.

**RIGHT OF REVISION STATEMENT:**

The instructor reserves the right to alter or modify the methods of instructional delivery, methods of evaluation, activities schedule, and/or other items as deemed necessary to complete the objectives of the course. **Any changes made to this syllabus that affect the manner in which the student's grade is determined will be provided to the student in writing prior to the effective date.**

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**ATTENDANCE POLICY:** Attendance is expected at all scheduled class meetings and roll will be taken each class meeting. Three (3) tardy attendances are equal to one (1) class absence. It is your responsibility to be prepared for the next class meeting. If you must leave early for an appointment, please notify the instructor before class begins.

**FINANCIAL AID:**

**For all courses:** Federal financial aid is based on a 2.0 GPA and a 67% course completion rate.

**RIGHT OF REVISION STATEMENT:**

The instructor reserves the right to alter or modify the methods of instructional delivery, methods of evaluation, activities schedule, and/or other items as deemed necessary to complete the objectives of the course. **Any changes made to this syllabus that affect the manner in which the student's grade is determined will be provided to the student in writing prior to the effective date.**

Health Science Education  
Tentative Assignment Schedule  
2019/2020

**Week #1 (First Day for Students: Tuesday, August 7, 2019)**

Topics: Health Science Education Introduction-rules & regulations, Health Care Systems, Professions, Professional Characteristics, Teambuilding, Resident Rights, Abuse (Hartman's Nursing Assistant Care Chapters 1, 2, 3), Abbreviations #1.

**Week #2 Class 8/12-8/16/19**

Topics: PPD #1, Health Care Systems, Professional Characteristics of Health Care Empathy, Secret Pals, Introduction of Communication Unit, Worker include Lifelong Learning, & Introduction of Vital Signs-Measuring & Recording (Hartman's Nursing Assistant Care Chapters 5, 6, 7, 14). Abbreviations Quiz #2, AHEC Guest Speaker, Jenny Koors

**Week #3 Class 8/19-8/23/19**

Topics: PPD #2, Healthcare Systems Test, Vital Signs & Pain Lecture and Vital Signs check-offs begin, Cont. with Communication Lesson including Med Term Chapter 1 "*Introduction to Medical Language*" and Assessment, Memorize Initial & Final Steps for CNAs, Activities of Daily Living (ADLs): positions, transfers, ambulation, bathing, peri care, shampoo, cath care, back rub, whirlpool, grooming & personal hygiene (oral care, denture care, shaving, combing hair, nail and foot care), Abbreviations #2, CNA CPR Group #1, HOSA Officer Election

**Week #4 Class 8/26-8/30/19**

Topics: Vital Signs Quiz, General Orientation to Henry County Hospital (Includes info. On Safety, Topics such as body mechanics, infection control, disaster response, fire, fainting, fall, choking & maintaining safe work environment, confidentiality, abuse & HIPAA), Cont. Vital Signs Check-offs, Medical Law & Ethics Unit, Check-offs for W/C transport, ambulation, gait belt, walker, cane, Introduction of Infection Control Skills: handwashing, gloves, mask, gown, goggles Abbreviations Quiz #3, Safety Quiz, Vital Signs Quiz, CNA CPR Group #2, Indiana Donor Network Guest Speaker: Andi Amburgey, Communication Quiz

**Week #5 Class 9/2-9/6/19 (Labor Day September 2, 2019—No School)**

Topics: Infection Control and skills of Hand washing, Donning/Doffing Gloves Check-offs, (Hartman's Nursing Assistant Care Chapters 4, 10, 13), Continue with Vital Signs Check offs, Oxygen Use, Nasal Cannula Care; Devices/Interventions: Hearing Aids & TED Hose; Special Care Needs, Cognitive Impairment & Therapies, Mental Health & Social Needs, Criminal Background Checks, Rehabilitation & Restorative Services: ROM, Splint, Abdominal Binder, Abduction Pillow, Knee Immobilizer, Palm Cone; (Hartman's Nursing Assistant Care Chapters 8, 19, 20, 21), Medical Law & Ethics Quiz, CNA CPR Group #3, Fingerprinting for background check, *Henry County Day of Caring*

**Week #6 Class 9/9-9/13/19**

Topics: Safety Unit: Including Heimlich, Donning/Doffing gloves, Fire Safety, Faint/fall & seizure, Infection Control Quiz, Activities of Daily Living: Heimlich, Donning/Doffing gloves, Fire Safety, Faint/fall & seizure, Activities of Daily Living: Change Gown, Dressing a Dependent Resident, Toileting, Bedmaking: Occupied & Unoccupied; skin care: floating heels, bed cradle; Nutrition & Hydration: thickened liquids, passing fresh ice water, feeding, assist to eat, (Hartman's Nursing Assistant Care Chapters 15, 16, 17), Abbreviations Quiz #3

**Week #7 Class 9/16-9/20/19**

Topics: HOSA Blood Drive 9/17/19 in Bundy Auditorium, Safety Quiz, Cover Admission, Transfer, Discharge, End of Life: Hospice, Signs & Symptoms, Post-Mortem Care, Daily Responsibilities of a Health Care Worker (CNA); ADLs: Shower, Bathing, Shampoo, Foot Care, Back Rub, CNA Theory & Skills Review/Practice in Lab, (Hartman's Nursing Assistant Care Chapters 11, 12, 22, 23, 24), Body Systems: A & P, Diseases & Disorders, (Integumentary, Nervous, Circulatory, Musculoskeletal, Respiratory, Urinary, Gastrointestinal, Endocrine, Reproduction, & Immune/Lymphatic Systems), (Hartman's Nursing Assistant Care Chapters 9, 18), CNA CPR Group #4, Abbreviations Quiz #4

**Week #8 Class 9/22-9/27/19**

Topics: Dementia Training, Review A&P, Common Diseases, Review skills in lab, Hoyer Lift, VS Check offs completed, CNA CPR Group #5

**Week #9 Clinical for everyone, 9/30-10/4/19 & Class 10/4/19** (Med Term Chpt 2 "Body Structure, Color, & Oncology", A & P Review) **E-Learning Day #1 10/3/19**

## Fall Break-No School October 7-11, 2019

**Week #10- Clinical for all students 10/14-10/18/19** (Specialty Area CPR Group #1) & **Class 10/18/19** A & P continued, Med Term Chpt 3 "Directional Terms, Planes, Positions, Regions, and Quadrants"

**Week #11- Clinical for all students 10/21-10/25/19** (Specialty Area CPR Group #2) & **Class 10/25/19** Prescription Drug Safety, HOSA Fall Leadership Conf.

**Week #12 Clinical for all students 10/29-10/31/19 & Class 11/1/19** A & P Test

**Week#13 Clinical for all students 11/4-11/7/19 & Class 11/8/19** **HOSA Week!**

**Week #14 Clinical for all students 11/11-11/14/19 & Class 11/15/19**

**Week #15 Clinical for Specialty Area Students all week & CNAs clinical on 11/18 & 11/19** (last CNA clinical day), Review for CNA students 11/20-11/22/19

**Week #16 11/25-11/26/19 Clinical for Specialty Area Students & Review for CNA students**  
**Thanksgiving Pitch-In 11/26/19**

## Thanksgiving Break-No School November 27-29, 2019

**Week #17 Clinical for Specialty Area Students & Testing for CNA students 12/2-12/6/19**

**Week #18 Class/No clinical 12/9-12/13/19**

Topics: Jeff Hartz-Careers, Job Seeking Skills: Interviewing, Job Application, Portfolio: Resume, Cover Letter, Credentials, Research time in computer lab for Portfolio, Assign Portfolio Project (**Due Monday, 12/16/19**)

Growth & Development Unit

Bowling for Charity

**Week #19 Class/No clinical 12/16-12/20/19**

Topics: Portfolios due (12/16/19)

Medical Math Unit

Mock Disaster

Christmas Pitch-In

## Christmas Break-No School December 21, 2019-January 6, 2020

**Week #20 Class 1/6-1/10/20**

- Topics: Students return January 7, 2020  
 Go over new class/clinical schedules  
 Concepts in Health and Wellness Chpt. 1 “Current Health Issues”  
 Personal Wellness Plan Week 1  
 Med Term Chpt 4 “Integumentary System”  
**HOSA Winter Rally January 10, 2020**
- Week #21 Class 3 days/clinical 2 days 1/13-1/17/20**  
 Topics: Concepts in Health and Wellness Chpt. 2 “Building Wellness Skills”  
 Personal Wellness Plan Week 2  
 Med Term Chpt 5 “Respiratory System”  
 Abbreviations Quiz #5  
 Med Term Video Quiz #1
- Week #22 Class 3 days/clinical 2 days 1/20-1/24/20 (No school Monday, January 20th)**  
**MLK**  
 Topics: Concepts in Health & Wellness Chpt. 3 “Managing Stress”  
 Personal Wellness Plan Week 3  
 Concepts in Health & Wellness Chpt. 4 “Mental & Emotional Health”  
 Everfi-Mental Health Basics-Online Learning Module  
 Personal Wellness Plan Week 4  
 Abbreviations Quiz #6  
 Med Term Video Quiz #2
- Week #23 Class 3 days/clinical 2 days 1/27-1/31/20**  
 Topics: Concepts in Health & Wellness Chpt 5 “Resolving Conflict”  
 Personal Wellness Plan Week 5  
 Med Term Chpt. 6 “Male Reproductive System”  
 Give Disease Presentation/Research Paper Assignment-(Presentations due as per schedule, Research outline due Wednesday, 2/5/20 Research paper due Monday, 2/24/20)  
 Abbreviations Quiz #7  
 Med Term Video Quiz #3  
 “Healthy Living” Project Group #1
- Week #24 Class 3 days/clinical 2 days 2/3-2/7/20**  
 Topics: Finish Disease/Computer Lab time  
 Med Term Chpt. 7 “Female Reproductive System”  
 Concepts in Health and Wellness Chpt. 6 “Managing Stress”  
 Personal Wellness Plan Week 6  
 Med Term Video Quiz #4 & Abbreviations Quiz #8
- Week #25 Class 3 days/clinical 2 days 2/10-2/14/20**  
 Topics: Concepts in Health & Wellness Chpt. 7 “Sexual Wellness & Reproduction”  
 Personal Wellness Plan Week 7  
 Concepts in Health & Wellness Chpt. 8 “The Physically Active Lifestyle”  
 Personal Wellness Plan Week 8  
 Med Term Chpt. 9 “OB & Neonatology”  
 Med Term Video Quiz #5  
 Abbreviations Quiz #9
- Week #26 Class 2 days/clinical 2 days 2/17-2/21/20**  
 Topics: HOSA Blood Drive 2/18/20 in Bundy Auditorium  
 Concepts in Health & Wellness Chpt. 9 “Nutritional Wellness”  
 Personal Wellness Plan Week 9  
 Abbreviations Quiz #10  
 “Healthy Living” Project Group #2



**Week #27 Class 3 days/clinical 2 days 2/24-2/28/20**

Topics: Research Paper Due 2/24/20  
Med Term Video Quiz #6  
Abbreviations Quiz #10  
Concepts in Health & Wellness Chpt. 10 "A Healthy Approach to Weight Management"  
Personal Wellness Plan Week 10  
Med Term Chpt. 10 "Cardiovascular System, Immune, Lymph, Blood"  
Group #1 Disease Research Presentations

**Week #28 Class 3 days/clinical 2 days 3/2-3/6/20**

Topics: Group #2, #3, & #4 Disease Research Presentations  
Concepts in Health & Wellness Chpt. 11 "Tobacco"  
Personal Wellness Plan Week 11  
Concepts in Health & Wellness Chpt. 12 "Alcohol & Other Drugs"  
Personal Wellness Plan Week 12  
Everfi-Alcohol EDU: Online Learning  
Abbreviations Quiz #11

**Week #29 Class 3 days/clinical 2 days 3/9-3/13/20**

Topics: Med Term Chpt. 11 "Digestive System"  
Med Term Video Quiz #7  
Med Term Chpt 12 & 13 "Eye & Ear" *Self Study*  
HOSA State Leadership Conference Prep  
"Healthy Living" Project Group #3

**Week #30 Class 3 days/clinical 2 days 3/16-3/20/20**

Topics: Concepts in Health & Wellness Chpt. 13 "Infectious Diseases"  
Med Term Video Quiz #8  
HOSA SLC Prep & Testing  
E-Learning Day March 19, 2020 Everfi Module

## **Spring Break-No School March 21-April 5, 2020**

**Week #31 4/6-4/10/20**

Topics: Concepts in Health & Wellness Chpt. 14 "Chronic Diseases"  
Personal Wellness Plan Week 15  
Med Term Chpt. 14 Musculoskeletal System"  
HOSA SLC PREP for attendees, clinical for others not attending  
Med Term Video Quiz #9  
NCHSE Pretest 4/10/20

**Week #32 4/13-4/17/20 Clinical All Week for NON-HOSA SLC**

Topics: HOSA PREP 4/3/20 & HOSA SLC April 13-15, 2020  
NCHSE Review 4/17/20

**Week #33 Class 3 days/clinical 2 days 4/20-4/24/20**

Topics: Concepts in Health & Wellness Chpt 15 "Safety & Emergency Management"  
Personal Wellness Plan Week 15  
Med Term Chpt 15 "Nervous System & Behavioral Health"  
Med Term Video Quiz #10  
Career Fair  
NCHSE Review 4/24/20

**Week #34 Class 3 days/clinical 2 days (for Nursing) 4/27-5/1/20**

Topics: NCHSE Indicator Test for Non-Nursing 4/27/20  
Concepts in Health & Wellness Chpt. 16 “Environmental Health”  
Personal Wellness Plan Week 16  
Med Term Chpt. 16 “Endocrine System”  
Med Term Video Quiz #11

**Week #35 Class 5/4-5/8/20**

Topics: Concepts in Health & Wellness Chpt 17 “Health & Wellness Throughout the Lifespan”  
Personal Wellness Plan Week 17  
ECA Review & Study Guide-Due 5/11/20  
Med Term Review & Study Guide-Due 5/11/20  
**Supervisor’s Appreciation Open House 5/8/20**

**Week #36 Class 5/11-5/15/20**

Topics: Healthy Recipes Due & Pitch-In, Go over Study Guides for Med Term Final & ECA  
End of Course Assessment: May 12, 2020  
Medical Terminology Final: May 14, 2020  
NCCC Honor Program  
Personal Wellness Plan Due May 14, 2020  
HOSA Senior Breakfast/Lunch May 15, 2020

**Week #37 Class 5/18-5/22/20**

Topics: Guest Speakers  
HomeSchool Field Trips and Honor Programs

**The instructor retains the prerogative of changing or adjusting the course syllabus to best accommodate the pace of progression and the needs of the students.**