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**Patient Care Fundamentals
Course Syllabus
2015-2016**



Cluster: Health Science
Pathway: Therapeutic Services – Patient Care

Course Description:

This course is designed to provide students interested in the careers that involve patient care with entry level skills most commonly associated with the career Nursing Assistant. The students are required to meet both national and intrastate professional guidelines as designated by applicable regulatory agencies such as the Occupational Health and Safety Administration (OSHA), Center for Disease Control (CDC), and the Department of Health and Human Services (HHS) with a specific focus on the Omnibus Budget Reconciliation Act of 1987 (OBRA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Upon completion of this course and its prerequisites, this course meets the Certified Nurse Assistant curriculum content as specified by the Georgia Medical Care Foundation. Students meeting all academic, attendance, and age requirements may sit for the Georgia Registry's Examination. Successful completion of the Georgia Registry Examination allows students to seek employment in the state of Georgia as a Certified Nurse Assistant.

Course of Study:

Topic:	Standards:
Employability Skills	HS-PCF-1
Care and Wellbeing of the Elderly	HS-PCF-2
Apply Patient Care Employability Skills	HS-PCF-3
Resident/Patient Rights/Privacy/OBRA/HIPPA	HS-PCF-4
Communication and Customer Service Skills	HS-PCF-5
Appropriate Behavior to meet Social Service and Mental Health Needs	HS-PCF-6
Nursing Facility Organizational Structure/Policy/Procedure	HS-PCF-7
Scope of Practice for Patient Care Assistant R/T Privacy and Proper Treatment	HS-PCF-8
Practice Safety Measures While Providing Care	HS-PCF-9
Describe and Demonstrate Infection Control Practices	HS-PCF-10
Role and Responsibility of the Healthcare Team/Effective Team Interaction	HS-PCF-11
Utilizing Care Plan to Establish ADL Routine/Sequence/Beginning/Ending Routine	HS-PCF-12
Perform Basic Patient Care Skills While Maintaining Patient Rights	HS-PCF-13
Assess, Demonstrate, and Integrate Principles of Restorative Care	HS-PCF-14
Proper Role of the Nursing Assistant in A Home Health Environment	HS-PCF-15

In addition to content standards, students will be responsible for showing mastery of the Common Core literacy standards. These standards will be taught using reading and writing activities related to the content area. Reading materials may include novels, technical manuals, articles or other appropriate materials as determined by the instructor.

Activities in this class will consist of:

Beginning and ending activity	Cooperative group work
Teacher directed instruction/lecture	Labs
Discussion	Test/quizzes
Independent work	Guest speakers

Preparing for Relevant Economic Pursuits

P.R.E.P Academy Grading Policy:

Daily/ Quizzes	25%
Projects.....	25%
Tests	30%
Benchmark/SLO	20%

Grades will be posted within 72 hours on Infinite Campus. Parents please visit the Thomas County Board of Education webpage to request a password for your student's grade record.

Make up Work:

If you are absent, it is YOUR responsibility to request work from your instructor. Extra copies of assignments will be available in the classroom in labeled folders. Because of the amount of time required to collect substantial amounts of make-up work, if you are absent more than one day you will be required to come before/after school to retrieve your assignments. **You have 3 days to make up classroom assignments. If you are absent the day of a test, quiz, or due date for a project, skills check-off or any other major assignments, you will be required to turn in or perform the task the day you return.**

Textbook:

Nursing Assistant: A Nursing Process Approach, 10th ed

Students will not be issued a textbook for this class, but one will be available for classroom use.

Classroom Rules/Conduct:

In addition to specific Healthcare Science Policies, all TCCHS Policies will be followed, please see the Student Handbook.

Class Rules

1. Be in your seat and ready to work when the bell rings
2. Absolutely no food or drinks inside of the classroom and lab
3. Bring all required supplies to class each day
4. Raise your hand before speaking
5. Follow instructions the first time they are provided
6. Participate in a positive manner in classroom activities
7. Be respectful of yourself and others
8. Take proper care of school property
9. All cell phones must remain in your book bag at all times
10. Wait for teacher dismissal once the bell rings

Consequences

1. First Offense-Verbal Warning
2. Second Offense- Teacher Detention
3. Third Offense-Parent Notification
4. Forth Offense- Referral to Administration

Computer Use:

Students will be required to access the Internet for some assignments and projects. Each student must have an Acceptable Use Policy (AUP) on file at the school. All policies in the AUP will be followed.

Students should only use the Internet when instructed for classroom purposes. Students who are caught downloading/streaming music, on inappropriate websites, attempting to bypass the server, or participating in other questionable activities will receive a referral and their computer

privileges may be revoked. The computer lab and printer in the Health Science division is to be used for course related assignments only.

P.R.E.P. Academy

36 Week Topic Outline

Course: *Patient Care Fundamentals*

Instructor: *Cindy Griner, RN, B.S.N*

Week	Topic/Standard	Essential Question(s)
1	HS-PCF-1 Demonstrate employability skills	How do I prepare for a career in the therapeutic pathway? How do I communicate effectively? How can I model work readiness traits? How may I present a professional image?
3-4	HS-PCF-2 Examine the needs of the elderly and how it impacts their care and well-being.	What are the physical, social, and emotional changes that may impact the elderly? How can I respect and advocate for patient rights? What are the principles of human growth and development in the elderly? How can I help patients with disabilities?
2 & 32	HS-PCF-3 Employability skills for proficiency work in the patient care field.	How can I set personal goals, monitor progress and exhibit self-control? I can I differentiate between work ethic skills and social behaviors in school and the work place?
5-6	HS-PCF-4 Patient's rights, privacy, OBRA and HIPPA	How can I protect client privacy and confidentiality? What is OBRA? What is an Ombudsman? How can I help secure client belongings? How can I assess for and report instances of abuse/mistreatment/neglect? How can I participate in client/family groups and activities?
7-8	HS-PCF-5 Communicate effectively with team members/family/visitors using customer service skills	How can I communicate effective in written documentation? What are effective ways to communicate with clients with various sensory and cognitive impairments? I can I make objective observations of procedures and conditions and report them correctly?
9-10	HS-PCF-6 Demonstrate appropriate behaviors to meet the mental health and social service needs of the client	How can the nursing assistant differentiate between the signs and symptoms of cognitive impairments and document them correctly? How does the nursing assistant provide care for residents with cognitive disabilities? How is proper mental health and physical health inter-related?
11 & 31	HS-PCF-7 Analyze the organizational structures of the nursing facility; adhere to policy and procedures	How can I compare and contrast the relationship between various governmental and privacy agencies guidelines for quality care? How are long term care and other health agencies different? What is the organizational structure of nursing facilities? How can the nursing assistant follow facility

		policies and procedures?
12-13	HS-PCF-8 Scope of Practice; respecting a patient's right to privacy and proper treatment.	What are the legal responsibilities of a nursing assistant? What is the education and the Scope Of Practice for the nursing assistant? How does elder abuse, misappropriation of property, and client neglect differ? How can I care for a dying patient?
14-16	HS-PCF-9 Adhere to regulations and practice safety	How can the nursing assistant promote safety and handle non-medical emergencies? What is the role of the medical assistant in emergency situations? How can I practice safe body mechanics while providing patient care? What is the correct use of restraints? How does the nursing assistant safely turn, transfer and position patients?
17	HS-PCF-10 Describe and demonstrate infection control practices	How can the nursing assistant promote and demonstrate infection control practices?
18	HS-PCF-11 Examine the role and responsibility of the healthcare team members and interact effectively to deliver quality healthcare	How can the nursing assistant be a positive team member?
19-22	HS-PCF-12 Utilize the patient care plan to promote independence while accomplishing ADLs. Demonstrate the proper beginning procedure, ending procedure.	How does the nursing assistant provide for privacy during personal care? What is the proper technique for providing a patient bath? How does the nursing assistant provide oral hygiene and eye glass care for patients? How does the CNA promote good skin care? How can I safely shave residents? What are the nutrition and hydration needs for patients? How can the nursing assistant promote a routine elimination pattern for patients?
23-26	HS-PCF-13 Perform basic patient care skills within the nursing assistant scope of practice while maintaining patient rights and following procedure	How does the nursing assistant assess, monitor and document patient vital signs, height and weight? How does the nursing assistant cite abnormal changes and report them to the supervisor? How does the nursing assistant monitor and document intake and output? How does the nursing system care for a patient with a urinary catheter? How does the nursing assistant care for patients with various drainage tubes? How do I care for a resident that is on oxygen? How does the nursing assistant care for a patient with death and post-mortem care is imminent?
27-30	HS-PCF-14 Assess, Demonstrate, and Integrate Principles of Restorative Care	What is the role of the restorative nursing assistant? How does the nursing assistant demonstrate the use of proper assistive devices and equipment? How does the nursing assistant demonstrate correct bowel and training technique and cite evidence

		concerning its effectiveness? How can I be proactive in preventing pressure ulcers and contractures? How does the nursing assistant perform range of motion exercises?
34-36	HS-PCF-15 Proper Role of the Nursing Assistant in A Home Health Environment	How do the duties of the home health assistant differ from the acute and long term care assistant? How can the home health nursing assistant promote safety and infection control in the home environment? How can the adaptations for procedures in the home setting be accomplished?



Thomas County Central High School
8646 Hwy 84 Bypass Thomasville GA 31792

July 29, 2014

Dear Parent/Guardian,

My name is Cindy Griner. I would like to take this opportunity to welcome you and your student to Patient Care Fundamentals. This is the third class in the Therapeutic Services – Patient Care Pathway. This course is designed to provide students interested in the careers that involve patient care with entry level skills most commonly associated with the career Nursing Assistant. The students are required to meet both national and intrastate professional guidelines as designated by applicable regulatory agencies such as the Occupational Health and Safety Administration (OSHA), Center for Disease Control (CDC), and the Department of Health and Human Services (HHS) with a specific focus on the Omnibus Budget Reconciliation Act of 1987 (OBRA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Upon completion of this course and its prerequisites, this course meets the Certified Nurse Assistant curriculum content as specified by the Georgia Medical Care Foundation. Students meeting all academic, attendance, and age requirements may sit for the Georgia Registry's Examination. Successful completion of the Georgia Registry Examination allows students to seek employment in the state of Georgia as a Certified Nurse Assistant. I have summarized the attached syllabus with your student in class today. Please review the materials again this evening at home. I have included the class guidelines, consequences, grade breakdown and outline for the year.

Your student will need to bring the following supplies to class each day:

Three ring binder (for all worksheets, handouts, interactive assignments, and returned tests)

Loose leaf paper

Pencils and pens (black ink)

Small pack of color pencils or markers

Glue sticks

Please review the TCCHS Student Handbook for all policies especially those concerning tardiness, absences, cell phone use, and dress code. All school rules will be consistently enforced in this class.

Class Rules:

1. Be in your seat and ready to work when the tardy bell rings
2. Absolutely no food or drinks inside of the classroom and lab
3. Bring all required supplies to class each day
4. Raise your hand before speaking
5. Follow instructions the first time they are provided
6. Participate in a positive manner in classroom activities
7. Be respectful of yourself and others
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Tests	30%
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I would also like to encourage your student to join HOSA, our career technical student organization. Health Occupations Students of America is a national organization. The yearly dues are \$25. **The dues must be paid by October 1, 2015** www.HOSA.org

My school number is 225-5050 ext 197. I am available to students before school daily from 7:30 a.m. until 7:45 a.m. I am also available after school by appointment. Parent/teacher meetings may be scheduled by contacting the guidance office, 225-5050. My email address is cgriner@tcjackets.net - Please include your student's name in the subject line. E-mail is the preferable route of contact. I also have a teacher webpage on the TCCHS web site.

I look forward to a great year,

Cindy Griner

We have been provided a copy of the syllabus for Patient Care Fundamentals as well as an introduction letter. The instructor has verbally reviewed the document with my student in class and provided the opportunity to ask questions for clarification as needed. We have discussed the packet at home and understand that we are encouraged to contact the instructor with any questions.

The following documents have also been attached for review at home:

CNA Clinical Checklist
CNA Testing Notification

Student Signature_____ Date_____

Parent Signature _____ Date_____

This document (the signature sheet only), as well as the clinical checklist and the testing notification are to be returned to school by Tuesday, August 11, 2015. This is a daily grade