

# Secondary Technical Education Program

## Nursing Assistant Course

Melissa Upton, RN, B.A.  
1353 West Highway 10  
Anoka, MN 55303  
Main Office Phone: 763-433-4000  
Voicemail: 763-433-4047  
Email: [Melissa.Upton@anoka.k12.mn.us](mailto:Melissa.Upton@anoka.k12.mn.us)

Nicole Henning, RN  
1353 West Highway 10  
Anoka, MN 55303  
Main Office Phone: 763-433-4000  
Voicemail: 763-433-4066  
Email: [Nicole.HenningHobot@anoka.k12.mn.us](mailto:Nicole.HenningHobot@anoka.k12.mn.us)

### Course Description:

This course introduces concepts of basic human needs, basic nursing and personal care skills, social needs, mental health issues, resident's rights, rehabilitation and restorative care. The skills are learned and performed in a supervised laboratory setting as well as a long term care clinical setting. This course meets the requirements of the federal government and the Minnesota Board of Nursing for a nursing assistant. This course is designed to prepare the student to take the state of Minnesota Nursing Assistant Competency Examination in order to be placed on the Minnesota Nursing Assistant Registry. Upon successful completion of the exam, the student can be employed in a long term care facility, hospital or assisted living facility.

### Articulated Credit:

The student has the opportunity to receive 4 college credits from upon successful completion of this course. In order to earn college credit, the student must pass the unit exams, pass all required skills, complete the clinical component, meet the attendance requirements and earn 80% overall for the final grade.

### Reimbursable Expenses

Nursing assistants who pay for the cost of training and testing prior to employment are eligible for reimbursement. The nursing assistant has one year from the completion of the test to turn in receipts requesting reimbursement. The long term care facility where the nursing assistant is employed has 90 days to reimburse the nursing assistant. If the nursing assistant does not stay employed for 90 days at the facility, the facility is under no obligation to reimburse the nursing assistant. The first nursing home the nursing assistant stays employed at for at least 90 days would then be responsible to reimburse the nursing assistant if it has been one year or less since the completion of the test. Only certified nursing homes or boarding care homes are required to reimburse a nursing assistant.

### Text and References:

- Reinhart, P. (2009). Long Term Care Nursing Assistant Course. Minnesota Department of Health approved curriculum.
- Carter, P. (2012). Lippincott's Textbook for Nursing Assistants—A Humanistic Approach to Caregiving -3<sup>rd</sup> Edition. Philadelphia, PA : Lippincott Williams & Wilkins.

### Course Outcomes:

Upon successful completion of the course, the student will be able to:

1. Describe federal and state regulations
2. Discuss legal implications
3. Outline basic human needs
4. Describe adult growth and development
5. Utilize effective communication
6. Implement safety practices
7. Perform activities of daily living skills
8. Describe activity and exercise needs
9. Describe elimination needs
10. Identify cognitive impairments
11. Develop organizational skills
12. Integrate employee rights and responsibilities in the workplace
13. List personal qualifications
14. Compare institutionalized and individualized care
15. Explain normal aging process
16. Describe cultural diversity and individuality
17. Demonstrate infection control practices
18. Demonstrate vital signs
19. Explain importance of proper skin care
20. Cite dietary considerations for specific populations
21. Summarize mental health
22. Discuss death and dying
23. Identify purpose of clinical experience

## **Assessment of Student Performance**

Students will be expected to:

1. Attend class. Attendance in class is mandatory. No more than 9 hours of class can be missed if the student is to attend clinical and receive college credit.
2. Be on time for class. Repeated tardiness will result in time lost for the student.
3. Attend clinical. Attendance at clinical is mandatory in order for the student to earn college credit.
4. Participate in class discussions and labs.
5. Complete lab skills during the scheduled lab times.
6. Pass each unit test. There will be a test upon completion of each unit. The student must pass each test with a minimum of 80% in order to proceed to clinical and earn college credit.
7. Turn in all assignments and projects on the due date. Failure to turn in assignments on the due date will result in loss of full credit. For each day that the homework is overdue, there will be a 25% reduction in the grade earned by the student for that particular assignment.
8. Communicate with the teacher when he/she is absent. It is the student's responsibility to approach the teacher after an absence to find out what was missed.

## **Course Evaluation**

1. All lab skills are pass/fail.
2. Clinical competencies are performed and evaluated during the clinical component of the course. All clinical competencies are pass/fail.
3. Unit tests, quizzes and assignments are averaged and your cumulative percentage points are translated into your grade.
4. Grades will be earned as follows:

A 97-100%	A- 94-96%	
B+ 92-93%	B 89-91%	B- 87-88%
C+ 85-86%	C 82-84%	C- 80-81%
D+ 78-79%	D 76-77%	D- 74-75%

F Below 74%

## **Additional Expenses for the Student**

A criminal background study and a mantoux/serology test must be completed by each student preparing to attend clinical. Also, each student must purchase black uniform scrubs and have white tennis shoes or nursing duty shoes for the clinical component of the course. If the student chooses to take the state Nursing Assistant Competency exam upon completion of the course, the cost is \$180.00.

## **Academic Integrity**

Students are expected to practice the highest standards of ethics and honesty in all of their work. Any form of academic dishonesty may result in disciplinary action. Any act or attempt of plagiarism, cheating or falsification will not be tolerated. The instructor reserves the right to assign a zero for that assignment, quiz or test and/or make a referral for further disciplinary action. Any academic dishonesty could result in failure of the course.

## **Supplies Needed**

- Notebook for taking notes
- Pens and pencils
- Folder
- Composition book or notebook for daily journaling and activities