



HOWARD COLLEGE – BIG SPRING
WORKFORCE TRAINING/CONTINUING EDUCATION

1001 Birdwell Lane Big Spring, TX 79720
(432)264-5131 Fax (432)264-5189

SEMESTER: CE USE ONLY *HC STUDENT ID OR SOCIAL SECURITY#: _____ DATE: _____

NAME: _____
LAST FIRST MI

ADDRESS: _____
STREET CITY STATE ZIP

PHONE NUMBER: Hm: _____ Wk: _____ *Birth Date: _____

EMPLOYER NAME: _____ EMAIL: _____

ETHNIC GROUP: _____ (WHITE, HISPANIC, AFRICAN-AMERICAN, etc.) MALE: _____ FEMALE: _____

*DO YOU HAVE CHILDREN UNDER 16 YEARS OF AGE? _____ (Y or N) *ARE YOU A VETERAN? _____ (Y or N)

DO YOU HAVE A HS DIPLOMA or GED? _____ (Y or N)

STUDENT DATA UPDATE FOR GOVERNMENT REPORTS

Please circle **YES** or **NO** to the following questions.

- | | |
|--|--------|
| 1. Are you enrolled in a developmental class or Adult Basic Education (ABE) because of TASP Or placement scores? | YES NO |
| 2. Are you receiving Pell Grant or other Federal assistance? | YES NO |
| 3. Do you have a disability which substantially limits a major life activity? | YES NO |
| 4. Do you have difficulty speaking or understanding instructions in the English language? | YES NO |
| 7. Are you a homemaker no longer supported by public assistance and having difficulty obtaining Employment? | YES NO |
| 8. Are you a single parent? | YES NO |

THIS BOX IS FOR HOWARD COLLEGE USE ONLY:

WECM#: _____ COURSE: _____ ROOM: _____
INSTRUCTOR: _____ CLASS DAYS: _____ TIMES: _____
1st CLASS DAY: _____ 3rd CLASS DAY: _____ FINAL: _____

I understand I can withdraw from the class under the following Continuing Education guidelines for withdrawals:

1. Prior to the first class day 100% refund
2. Prior to the second class day 70% refund
3. Second class day and beyond 0% refund

The withdrawal process includes contacting the Continuing Education office or the Registrar's Office during business hours to complete an official drop slip.

Please sign and date below indicating that you have read and understand the guidelines for withdrawal

"Education...For Learning, For Earning, For Life!"

Signature: _____ Date: _____

Howard College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 1001 Birdwell Lane, Big Spring, TX 79720, 432-264-5100

CERTIFIED NURSE AIDE STUDENT AGREEMENT

Howard College- High School Campus

I, _____, as a condition of admittance the Certified Nurse Aide program, contend the following statements are true.

1. I am able to read, write, and comprehend English on at least an eighth-grade level;
2. I can provide at least 2 forms of ID with the **SAME NAME** on each, one of which **MUST** be a Social Security Card, and one of which must be a valid photo ID. (Students are required to obtain a student ID from Howard College). I must pay a one-time \$10 liability insurance charge prior to registration.
3. I am aware that I must pay a state exam fee in order to take the CNA State exam (\$105.00). This money must be received by Howard College registrar's office BEFORE April 1st in order to take the state exam (State Exam fees are paid to NACES, who charge the fee for the certification exam) **Exam fees are NON-REFUNDABLE-
4. Upon registration, I must provide proof that I have received the 1st series of the Hepatitis B immunization (or provide a notarized copy of an immunization waiver).
5. I understand that I **MUST NOT** have any disqualifying attributes as listed on the Nurse Aide Registry, listed unemployable on the Employee Misconduct Registry and have not been convicted of a criminal offense listed in Texas Health and Safety Code, 250.006.
6. I give permission for Howard College to perform a criminal background check and obtain information from the Nurse Aide Registry and Employee Misconduct Registry from the DADS website for my student file.
7. I understand that copies of the results of the Nurse Aide Registry, Employee Misconduct Registry and my criminal background check will be kept in my student file for review only by the Texas Health and Human Services auditor and the NATCP Director at any given time.
8. I understand if I am pregnant or become pregnant while attending the CNA course, I must obtain a Physicians order giving permission to take the class.
9. I understand that I will be required to lift greater than 10 lbs. If I am currently under the care of a Physician for any previous surgery, I must obtain a Physicians order giving permission to take the class.
10. I understand that I will have to complete a minimum of 24 clinical hours at a nursing facility off the school campus after school hours (**NO absences allowed**). This will be scheduled by my class instructor and failure to attend clinical will result in failure of the course.
11. I will be required to wear scrubs, a watch with a second hand and closed toe shoes while in the clinical setting.
12. **CELL PHONE USE IS PROHIBITED AT THE CLINICAL SITE AND CLASSROOM.** STUDENTS WHO DO NOT COMPLY WILL BE DISMISSED AND COUNTED ABSENT FOR CLASS for the day. Sent home from clinical for cell phone use will result in FAILURE of the course. Contact the HOWARD COLLEGE NURSING DEPARTMENT for emergency reasons and the student will be notified.

Student (PRINTED)

Student Signature

DATE

Parent/Guardian (PRINTED)

Parent/Guardian Signature

DATE



CNA Background- Drug Test INSTRUCTIONS

HIGH SCHOOL STUDENTS: DO NOT SIGN UP UNTIL AFTER AUGUST 1ST

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter:

Package Code HH86: Background Check- Drug Test

3. AFTER REGISTERING - PRINT

-within 24 hours you will receive 1st e-mail for background check

-within 48 hours you will receive an e-mail for drug screen

4. Perform Drug Test at:

Drug Screen Compliance

501 Birdwell Lane

Big Spring, TX 79720

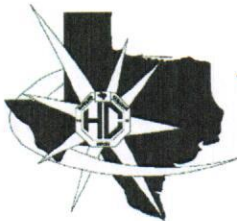
Phone: 432-264-7506

PAYMENT INFORMATION

Payment options include: Visa, Mastercard, Discover, Debit, Electronic check and money orders. NOTE: USE OF ELECTRONIC CHECK OR MONEY ORDER WILL DELAY ORDER PROCESSING UNTIL PAYMENT IS RECEIVED.

****For additional assistance, please contact the Castle Branch Service**

Desk at: 1-888-723-4263



HOWARD COLLEGE
Workforce/Continuing Ed-

Certified Nurse Aide High School Course Syllabus

Director/Instructor: Vanessa Arista MSN, APRN, FNP-C **Office Hours:** By Appointment **Office**
Location: HGC A5
E-mail address: varista@howardcollege.edu **Office phone:** 432-264-5067

Instructor: TBA **Office Hours:** By appointment
E-mail address: _____ **Office phone:** _____

Prerequisites:

Must:

- be able to read, write, and understand English on an 8th grade level
- provide proof of 1st Hepatitis B (or notarized copy of immunization waiver),
- a current TEXAS ID (DL or School ID) with legible picture and a
- Social Security Card with SAME EXACT NAME on each
- Complete and PASS the Howard College background check AND drug screen Results of **BOTH** must be in the student file **PRIOR** to attending clinical **NO EXCEPTIONS.** (**the student MUST withdraw from the class if results are not received PRIOR to the scheduled clinical)

Meeting Times/Days: TBA

I. Course Description:

Mastery of entry level nurse aide skills. Course emphasizing long-term elderly care facilities. Skills include physical and psychological needs of residents, safety, infection control, and resident rights. Course prepares the student to perform basic nursing skills through both theory and clinical experiences. The class consists of 112 hours: 40 clinical / 72 theory

II. Instructional Materials:

Texas Nurse Aide Candidate Handbook
Department of Aging and Disability Services Curriculum- Provided in Class

III. Course Requirements

Evaluation/Grading:

Lecture: 1 numerical grade per week- (ie. quiz, test, projects, worksheets)
- averaged together for one final grade

Clinical/Lab: Skills performance checklist and assignments will be graded as: Satisfactory/Unsatisfactory

-participation in the classroom and clinical setting is required for a satisfactory grade.
The student must receive a satisfactory in clinical and in the lab portion of the class to pass the course.

If a student is absent on an assignment day, it is at the discretion of the instructor to accept/decline late papers.

The student must pass the lecture and clinical portion of the class to pass and obtain credit for the course.

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The student MUST pass the Background check AND Screen PRIOR to attending clinical

Howard College Student Agreement-the student and parent or legal guardian must read, sign and comply with the student agreement and turn in to the Instructor or Program Director

IV. Program Outcomes

Given guidance by the faculty, an environment conducive to learning, and sufficient opportunity to develop, explore, and to practice the desired skills, the student, upon mastery of this course will be able to:

1. Act as an accountable individual and implement basic nursing skills through:
 - a. adherence to Howard College student policies
 - b. regular and punctual and active participation of lecture and clinical activities
 - c. demonstration of honesty & professionalism in all activities
2. Demonstrate verbal and nonverbal communication skills in the laboratory setting
3. Demonstrate safe, basic nursing skills through:
 - a. use of infection control
 - b. delivery of comfort and safety measures
 - c. support of the biological, psychosocial, and cultural aspects of residents who reside in long-term care facilities
4. Identify personal strengths and areas for improvement
 - a. identify aspects of ethical nursing practice
 - b. demonstrate competence in skills laboratory/clinical settings
5. Students will be required to attend clinical. NO ABSENCES are allowed for clinical. Clinical hours are TBA and will be planned according to instructor availability. Students should plan to attend all clinical days scheduled.
6. Identify personal strengths and areas for improvement
 - c. identify aspects of ethical nursing practice
 - d. demonstrate competence in skills laboratory/clinical settings
7. Students will be required to attend 40 hours of clinical on that may be performed at the instructors discretion on Saturdays, school allotted days, and or after school hours. NO ABSENCES are allowed for clinical. Clinical hours are TBA and will be planned according to instructor availability. Students should plan to attend at least 1 clinical per month. Clinical is STATE mandated and the student will not obtain all STATE required hours to pass the class if the student is absent for clinical.

V. Student Learning Outcomes

The student will demonstrate competency in the delivery of basic nursing skills, the physical and psychological needs of residents, safety, infection control and resident rights of persons residing in long-term care facilities

VI. Attendance Policy/Makeup Work

A student cannot miss more than **8 hours** per semester during the Fall and Spring. Students who miss more than 8 hours per semester (Fall and Spring) will not meet the requirements for the program and will not receive credit for the class

The clock utilized will be the clock in the classroom; clocks at facilities will be used for clinical settings.

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TARDY: If the student is not present when tardy bell rings, or if she/he leaves within the last 30 minutes of class she/he will be counted tardy.

THREE (3) TARDIES = 1 hr absent

Make Up Work

If the student is absent on the day homework is due, the homework will be due on the first day back at the beginning of class/clinical. If the homework is not turned in on the first day back to class/clinical, the student will receive an unsatisfactory until the assignment is received by the instructor.

VII. Class Assessment/Grading

90-100 =	A		
80-89 =	B	Satisfactory (S) =	Pass
70-79 =	C	Unsatisfactory (U) =	Fail
59-69 =	D (failure of the course)		
59-below =	F		

VIII. Course Content and Rigor: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

IX. Confidentiality in Courses:

Any personal information shared by students in college-level courses, either written or verbal, face-to-face or online, is not considered confidential nor does it fall under FERPA guidelines. Students should refrain from sharing information they do not wish to make public knowledge. The instructor reserves the right to report pertinent information to the appropriate administration if s/he feels that the student may be a danger to him/herself or others.

X. ADA Statement:

Any student who requires special accommodations due to a documented disability under the provisions of the American with Disabilities Act should contact the District Coordinator the first week of class.

XI. Course Calendar

Week	Course Outline	Procedural Guidelines
Week 1	Ut 1 Introduction Ut 2 Role of the Nurse Aide in LTC	
Week 2	Ut 3 Safety Measures	
Week 3	Ut 4 Emergency Measures	<u>Guidelines 1-3</u> Fainting/syncope

Week 4	Ut 4 Emergency Measures	<u>Guidelines 4-6</u> Application of cold packs Vomiting aspiration Clearing the obstructive airway
Week 5	Ut 5 Infection	<u>Guidelines 7</u> Hand washing
Week 6	Ut 6 Infection	<u>Guidelines 8-9</u> Personal Protective Equipment, Isolation precautions
Week 7	Ut 6 Residents Rights Ut 7 Independence/ Communication	<u>Guideline 8</u> Communication
Week 8	Ut 7 Interpersonal Skills/ Ut 8 Taking Care of Yourself	<u>Guideline 8</u> Innrerpersonal skills
Week 9	Ut 9 Body Mechanics	<u>Guideline 11-17</u> Positioning residents Turning/moving/sit up/transfer
Week 10	Ut 9 Positioning/Moving Residents	<u>Guideline 18-19</u> Making occupied/unoccupied bed
Week 11	Ut 11 Assisting with Bathing	<u>Guideline 20-22</u> Tub/shower Complete bed bath Partial bed bath
Week 12	Ut 12 Toileting and Perineal Care	<u>Guideline 23-25</u> Bedpan/urinal Peri care/incontinent care with or without catheter, Male or female
Week 13	Ut 13 Skin Care	<u>Guideline 26</u> Back rub
Week 14	Ut 14 Hygiene and Grooming	<u>Guideline 27-29</u> Brush teeth, denture care, special mouth care
Week 15	Ut 14 Hygiene and Grooming	<u>Guideline 30-32</u> Hair care, shampooing the hair, shaving the resident
Week 16	Ut 14 Hygiene and Grooming	<u>Guideline 33-35</u> Hand, foot, nail care Dressing/undressing resident AM/PM care
Week 17	Ut 15 Nutrition	<u>Guideline 36</u> Assisting with meals
Week 18	Ut 15 Nutrition	<u>Guideline 37-38</u> Feeding/syringe feeding
Week 19	Ut 16 Hydration	<u>Guideline 39</u> Serve fresh drinking water
Week 20	Ut 16 Hydration	<u>Guideline 40</u> Intake and output (I & O)
Week 21	Ut 17 Elimination	<u>Guideline 41-43</u> Indwelling urinary catheter care, urine/stool specimen collection
Week 22	Ut 18 Promoting a proper- restraint Environment	<u>Guideline 44</u> Soft restraints (mitt and vest)

Week 23	Ut 19 Vital Signs	<u>Guideline 45-46</u> Temp (oral, axillary and rectal) Pulse and respiration
Week 24	Ut 19 Vital Signs	<u>Guideline 47-48</u> Blood Pressure Weight
Week 25	Ut 20 Observe/report/charting	<u>Guideline 49</u> Observe/report/chart
Week 26	Ut 21 Admission/transfer and Discharge	<u>Guideline 49</u> Observe/report/chart
Week 27	Ut 22 Coping with Death	<u>Guideline 50</u> Postmortem Care
Week 28	Ut 23 Intro to Restoration	<u>Guideline 51</u> Range of Motion (upper extremities)
Week 29	Ut 24 Role of Nurse Aide in Restoration	<u>Guideline 51</u> Range of Motion (lower extremities)
Week 30	Ut 25 Psychosocial Needs of Residents	<u>Guideline 52</u> Assisting with psychosocial needs
Week 31	Ut 26 Specific Behavior Problems/issues	<u>Guideline 53</u> Assisting with specific behavior problems
Week 32	Ut 27 Cognitive Impairment	<u>Guideline 54</u> Assisting with cognitive impairment

XII. **Smoking and eCigarettes:** Smoking or other use of tobacco products and use of electronic cigarette devices is prohibited in all Howard County Junior College district facilities and vehicles.

XIII. **Additional Information:**

CELL PHONE POLICY: CELL PHONE USE IS PROHIBITED IN THE CLASSROOM. IF CELL PHONE USE OCCURS, THE STUDENT WILL BE ASKED TO LEAVE THE CLASS AND WILL RECEIVE AN ABSENCE FOR THE CLASS PERIOD. IF A STUDENT SHOULD NEED TO BE CONTACTED FOR EMERGENCY REASONS DURING CLASS HOURS, PLEASE CONTACT THE HOWARD COLLEGE NURSING DEPARTMENT AND A MESSAGE CAN BE RELAYED (FOR EMERGENCY SITUATIONS ONLY).

State Exam: After successful completion of the nurse aide training program, the student will then be eligible to take the Nurse Aide State Exam to become certified nurse aide in the State of Texas. The exam consists of two parts; a skills exam and a written exam. The student must pass both to become certified. The student will have 3 attempts to pass each test. The student must register and pay for the state exam with Pearson Vue on their own and must have a valid credit card to do so. Please see state exam registration process for guidelines on how to register. STATE EXAM FEES ARE NON-REFUNDABLE