

PHILANDER SMITH COLLEGE

Certified Nursing Assistant/ Home Health Aide Program



STUDENT HANDBOOK

2023-2024

INSTRUCTOR'S INFORMATION

Name: Rolanda Carner, MPH, RN, Primary Instructor

Office Hours: By Appointment on Lecture Dates

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COURSE INFORMATION

Campus: Philander Smith College
900 W Daisy L. Gatson Bates Drive
Little Rock, AR 72202

SCHOOL APPROVAL & REGULATIONS

Philander Smith College holds a Certificate of Approval from the Arkansas Department of Human Services Office of Long-Term Care to provide Nursing Assistant Training and is licensed by the Arkansas Department of Higher Education to operate a CNA school.

This school provides training and certification preparation for Certified Nursing Assistant candidates. Students completing this course are prepared to take the state examination for certification as a nurse assistant.

ADMISSION REQUIREMENTS FOR THE CERTIFIED NURSING ASSISTANT /HOME HEALTH AIDE PROGRAM

Prospective students must:

- Be at least 18 years of age.
- Be able to read, write, and speak English.
- **High School Diploma/GED (proof required)**
- Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and
- Complete Philander Smith College Nursing and Allied Health Application form.
- Approval of a Nursing & Allied Health faculty advisor or Primary Instructor.
- Completion of all the general admission procedures of the college. Refer to the Philander Smith College Catalog and Student Handbook.
- Not be listed on the LTCF Employment Clearance Registry with a disqualification status due to a substantiated administrative finding of abuse, neglect, misappropriation of resident property, or a disqualifying criminal record in accordance with Ark. Code Ann. & 20-38-101.

EQUAL OPPORTUNITY

This school provides equal employment, admission, and educational opportunities without regard to race, color, religion, handicap, sex, age, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the program it operates.

AMERICAN WITH DISABILITY ACT

ADA Statement: “Qualified, self-identified students with documented disabilities had the right to free accommodations to ensure equal access to educational opportunities at American Nursing Assistants Association (ANAA).”

ENROLLMENT PREREQUISITES:

You will not be allowed to enroll until all requirements listed below are met:

- Complete Admission Requirements for Philander Smith College
- Complete Program Application
- High School Diploma or GED

- Provide current Drivers License and Social Security Card
- Background Check
- Drug Screen
- TB skin test
- Immunization records (Current Flu shot, Immunization record, Hepatitis B series or signed declination form)

CERTIFIED NURSING ASSISTANT TRAINING PROGRAM TUITION AND FEES

- Tuition and fees are as follows:
- Application fee \$100.00 Non-Refundable
- Tuition: \$600.00
- Nursing Assistant Training Total Course Fee \$700.00
- We offer a 3-step payment plan:
 - \$100.00 due at application, if not accepted into the program, \$75.00 of this will be refunded.
 - One-half of the remaining Tuition (\$200.00) must be paid prior to the first day of class.
 - Next tuition payment of (\$200.00) must be paid by the end of the first week of class.
 - Remaining tuition payment of (\$200.00) by the last week of class
- If remaining tuition is not paid by the end of the week of class, students will be terminated from the program. **The refund policy will be enforced.**

CANCELLATION & REFUNDS

- **CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or major Holidays) after the enrollment contract is executed.
- If a student is not accepted for enrollment by the school, the applicant is entitled to a full refund of monies paid less and the application fee of \$25.00. The effective date of termination for refunds will be the last day of attendance.
- The student shall not be required to purchase instructional supplies, books, pay fees, etc. until such time as the materials are needed.
- All refunds shall be made by the school to the student or lender no later than thirty (30) days after the student withdraws or is terminated from the program.

Proof of refund shall be placed in the student file. Refunds will be made by check and a photocopy of the check will be placed in the student's records and be available upon request by the student.

REFUND POLICY

- The registration fee of one hundred dollars (\$100) paid to the school by the student shall be retained as an enrollment or application fee.
- All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
- The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
 - At completion of less than twenty-five percent (25%) of the program, the refunds shall be made on a prorated basis.
 - At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
 - At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
 - At completion of 75% or more of the program no refund is due to the student.

Students will be refunded a full refund immediately when a program is discontinued in which the student is currently enrolled.

ITEMS INCLUDED IN COURSE FEES:	
<ul style="list-style-type: none"> ● Background Check ● Drug Screen ● One Set of Scrubs ● CPR (recommended if available) 	<ul style="list-style-type: none"> ● Gait Belt ● TB skin test ● School Name Badge ● Textbook

REQUIRED SUPPLIES NOT INCLUDED IN TUITION:	
<ul style="list-style-type: none"> ● White shoes ● Second-hand watch ● Stethoscope ● Notebook or loose-leaf paper 	<ul style="list-style-type: none"> ● #2 pencil ● Pens (black only) ● State testing fees

CLASS TIMES

Philander Smith College offers the Certified Nursing Assistant/Home Health Aide Program every six weeks. **Class times and dates may vary depending on student enrollment.**

<u>Section of Class</u>	<u>Day of Class</u>	<u>Time of Class</u>	<u>Class Number</u>
Theory Days			
Section 03 and 04	Monday - Friday	8 AM – 12:30 PM	Class 1 to 19
Section 05 and 06	Monday - Friday	1 PM – 5 PM	Class 1 to 19
Section 07 and 08	Monday - Friday	5:30 PM – 9:30 PM	Class 1 to 19
Clinical Days			
Section 03 and 04	3 weekdays (will vary)	7:30 AM – 4:00 PM	Class 20 to 22
Section 05 and 06	3 weekdays (will vary)	7:30 AM – 4:00 PM	Class 20 to 22
Section 07 and 08	3 weekdays (will vary)	7:30 AM – 4:00 PM	Class 20 to 22

HOLIDAY CLOSING

Philander Smith College will be closed for the following Holidays:

- New Year’s Day: January 1
- Memorial Day: The last Monday in May
- Juneteenth: 19th
- Independence Day: July 4
- Labor Day: The 1st Monday in Sept
- Thanksgiving Day: Fourth Thursday in November
- Christmas Day: December 25

NURSING ASSISTANT TRAINING PROGRAM GRADUATION REQUIREMENTS

Students must meet the minimum requirements for graduation within the program period. The classroom portion of the training is approximately 80 hours (19 class days) in length and the clinical portion is approximately 24 hours (3 days) in length for a total of 98 -104 hours for the Program which exceeds the minimum state required 90 hours.

Students **must** satisfactorily complete a minimum of 74 class hours for the program and 24 clinical hours for consideration for graduation.

Upon successful completion of 48 contact hours, students will receive a Home Care Aide Certificate of Completion. Students who successfully complete both the classroom and clinical portion of the course and meet their financial obligations to the school will receive a Certificate of Completion which qualifies them to take the state exam to become a Certified Nursing Assistant in the State of Arkansas.

Potential work locations where graduates may be employed include home health, hospice, long-term care, physician offices, hospitals, clinics, and assisted living facilities.

MAKE-UP WORK POLICY

Make-up for class period work will only be allowed if the student misses due to an excused absence only. Make-up work must be turned in, in a time frame as directed by the instructor. No more than 5% of the total clock hours can be made up.

Clinical time make-up will only be allowed during the next scheduled class, as the student/instructor ratio permits.

LEARNING OBJECTIVES:

This course includes classroom and clinical instruction in the following areas: communication and interpersonal skills, infections control, safety, and emergency procedures, promoting residents' independence, respecting resident rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and the Barbara Broyles Alzheimer and Dementia Training.

COURSE REQUIREMENTS AND EXPECTATIONS

Attendance Policy

As this is an hours-based certification, we have a 100% attendance policy. If there is an emergency, please contact your instructor prior to class time to determine the appropriate recourse. Course makeup will only be allowed with the appropriate documentation. Unapproved absences could lead to non-completion. Approved absences must be made up within 2 weeks. Students who are more than 10 minutes late to class will not be allowed to take the daily quiz.

Dress Code

Students will be expected to attend class and student practical/ labs clean and neatly dressed to present a professional appearance.

1. Scrubs

For professional purposes, students are expected to wear black scrubs to all clinical sessions. Pregnant students may wear a black maternity top.

2. Footwear

Appropriate footwear will be required for professional appearance and safety. Closed-toe shoes are required for both lecture and lab portions of the course.

3. Fingernails

Fingernails must be clean and at a reasonable length. Reasonable length is defined as no more than 1/8" beyond the fingertip. Acrylic nails are not allowed.

4. Jewelry

While students are in clinical; jewelry should be limited to a wedding ring and a wristwatch. Conservative earlobe earrings (**no more than one pair**) that do not extend more than 1/2 inch below the earlobe are acceptable. Wearing of other jewelry or any other apparel must be pre-approved by the instructor.

5. Fragrances

All perfumes, colognes, and fragrances of any kind are prohibited from the classroom and practical/lab sessions due to potential allergies.

CELL PHONES AND PAGERS

Cell phones must be set on vibrate. NO cell phones out during quizzes, tests, or lab portion.

RECORDING DEVICES

Prohibited

The student use of recording devices, including camera phones, video and audio tape recorders, cameras, and any other electronic device that is capable of recording human voice or image is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. No pictures or videos may be placed on social media.

Allowed

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations. Additionally, the use of recording devices is prohibited in restrooms, locker rooms, dressing rooms, and other locations where people have a reasonable expectation of privacy. Violation of this policy may result in discipline, including expulsion.

PROFESSIONAL INTERACTIONS

- Be prepared.
- Be on time.
- Maintain courteous and respectful interactions with both instructors and students.
- Maintain strictly professional interactions with staff.

COURSE TIMELINE

Due to any unforeseen conditions with the educational facility including but not limited to, Weather conditions, Instructor availability, or Holidays, the due dates for any material, or the end date of the course are subject to change.

SPECIAL STUDENT LABORATORY REQUIREMENTS

- It is the responsibility of the student to prepare for each lecture/practical session. Practical exercises must be reviewed prior to attending the

practical period to provide the student with a basic understanding of what will be expected of him/her during the practical session.

- Each student is responsible for his/her own work and for the cleaning up of the student lab.
- Food, drink, gum, mints, lozenges, (anything by mouth), or the application of cosmetics is not permitted in the laboratory. **Avoid putting objects in your mouth or touching your face.**
- **Hands must be washed before and after** performing procedures or handling equipment. Proper hand washing is essential in preventing the acquisition and spread of potentially harmful organisms.
- Privacy, confidentiality, safety, professionalism, and appropriate behavior are **ESSENTIAL** when learning and applying the technical skills necessary to perform as a C.N.A.
- Disinfect or clean the work area thoroughly after each laboratory session.
- Cleanliness, proper handling, and maintenance of equipment & supplies, as instructed, are essential.
- All accidents/incidents are to be reported immediately to the practical instructors.

GRADING AND EVALUATION

Grading Breakdown

Assignment	Percentage of Grade
Test One	15%
Test Two	15%
Final	20%
Quizzes	20%
Homework	20%
Participation	10%

Grading Scale

Letter Grade	Score
A	90% -100%
B	80% - 90%
C	70% - 80%
D	Below 69%

REQUIREMENTS FOR APPROVAL OF A NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM.

- In order for a nurse aide training & competency program to be approved by the State, it must contain a minimum of the following:
 - Consist of no less than 74 clock hours of training (total)
 - Include at least the subjects specified in paragraph (B) of this section.
 - Include at least 24 hours of supervised practical training (clinical training) and 16 hours of lab training
 - Ensure that:
 - Students do not perform any services for which they have not trained and been found proficient by the instructor.
 - Students who are providing services to residents are under the general supervision of a licensed nurse or a registered nurse.

- The curriculum of the nurse aide training program must include:
 - At least a total of 16 hours of training in the following areas prior to any direct contact with a resident:
 - Communication and interpersonal skills
 - Infection control
 - Safety/emergency procedures including the Heimlich maneuver.
 - Promoting residents' independence
 - Respecting residents' rights

- Basic nursing skills include:
 - Taking and recording and recording vital signs
 - Measuring and recording height and weight
 - Caring for the residents' environment
 - Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor
 - Caring for residents when death is imminent.

- Personal care skills, including but not limited to:
 - Bathing
 - Grooming, including mouth care.
 - Dressing
 - Toileting
 - Assisting with eating and hydration
 - Proper feeding techniques
 - Skin care
 - Transfers, positioning and turning.

- Mental health and social service needs:
 - Modifying aide's behavior in response to residents' behavior
 - Awareness of developmental tasks associated with the aging process.
 - How to respond to residents' behavior
 - Allowing residents to make personal choices, proving, and reinforcing other behavior consistent with the resident's dignity.
 - Using the resident's family as a source of emotional support

- Care of cognitively impaired residents:
 - Techniques for addressing the unique needs and behaviors of individual with dementia (Alzheimer's and others)
 - Communicating with cognitively impaired residents
 - Understanding the behavior of cognitively impaired residents
 - Appropriate responses to the behavior of cognitively impaired residents
 - Methods of reducing the effects of cognitive impairments

- Basic restorative services:
 - Training the resident in self-care according to the resident's ability
 - Use of assistive devices in transferring, ambulating, eating, and dressing
 - Maintenance of range of motion
 - Proper turning and positioning in bed and chair
 - Bowel and bladder training
 - Care and use of prosthetic and orthotic devices

- Residents' Rights:
 - Providing privacy and maintenance of confidentiality
 - Promoting the residents' right to make personal choices to accommodate their needs.

- o Giving assistance in resolving grievances and disputes Providing needed assistance in getting to and participating in resident and family groups and other activities
- o Maintaining care and security of residents' personal possessions
- o Promoting the resident's right to be free from abuse, mistreatment and neglect and the need to report any instances of such treatment to appropriate facility staff.
- o **Avoiding the need for restraints in accordance with current professional standards}**

REQUIRED TEXTBOOK

Hartman's Nursing Assistant Care: The Basics, 5th Edition

by Hartman Publishing and Jetta Fuzy, RN, MS, ISBN: 978-1-60425-100-5

STUDENT WORKBOOK

Hartman's Nursing Assistant Care: The Basics, 5th Edition

by Hartman Publishing and Jetta Fuzy, RN, MS, ISBN 978-1-60425-101-2

COURSE OBJECTIVES

- Upon successful completion of this course, the student will be able to:
- Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.
- Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
- Apply nursing assistant theoretical knowledge in providing basic healthcare services.
- Perform essential nursing assistant clinical skills.
- Use accurate and appropriate communication with members of the healthcare team.
- Employ ethical and moral behaviors, and the characteristics of honesty, responsibility, and caring in the provision of patient/resident care.
- Carry out and follow up on patient/resident care tasks as delegated by the nurse.

METHOD OF INSTRUCTION

- Lecture/Discussion
- Video/DVD
- School laboratory setting
 - o Hands-on use of manikins and anatomical models
- Written handouts.

- Return demonstration.
- Clinical experience

**CURRICULUM and INTEGRATED LESSON PLAN
COURSE MAP**

- Introduction
- Topics, Activities, and Learning Materials
- Course Orientation
- Collect Paperwork
- Lab Orientation

Part I: (Theory/Lab) 16 hours

- Communication and Interpersonal Skills (2-hours theory/classroom lab)
- Infection Prevention and Control (2-hours theory/classroom lab)
- Safety and Emergency Procedures (4-hours theory/classroom lab)
- Promoting Independence/Respecting Residents Rights (3-hours theory/classroom lab)
- Introduction to Resident Care (5-hours theory/classroom lab)

Part II: (Theory/Lab) 43 hours and 16 hours clinical

- Personal Care Skills (23-hours theory/lab & 12-hours clinical)
- Basic Nursing Skills (10-hours theory/lab & 8-hours clinical)
- Social/Cognitive/Behavioral (5-hours theory/classroom lab)
- Basic Restorative Services (5-hours theory/lab & 4-hours clinical)

Part III: (Theory/Lab) 15 hours (BBADT)

- Barbara Broyles Alzheimer and Dementia Training (15-hours Theory, Classroom lab)

*A MINIMUM OF 16 CLOCK HOURS OF CLINICAL ASSIGNMENTS, IN A LONG-TERM CARE FACILITY, WILL BE PERFORMED UPON SUCCESSFUL COMPLETION OF THE CURRICULUM

CLASS TIMES

Philander Smith College offers the Certified Nursing Assistant Program every two months. Philander Smith College will be offering classes: **Classes and times may vary depending on student enrollment.**

Lecture/Lab Days:

5 Week Class Monday-Friday 8:00 am to 12:30 pm

Monday-Friday 1:00 pm to 5:00 pm

Monday-Friday 5:30 pm to 9:30 pm

3 Clinical Weekdays Days will vary 7:30 am to 4:00 pm

CURRICULUM and INTEGRATED LESSON PLAN

TOTAL PROGRAM TIME

THEORY HOURS (Completion of Section I 16 hours required before direct contact with residents)	LAB HOURS (Minimum 24 hours required)	CLINICAL HOURS (Minimum 16 hours required)	TOTAL HOURS FOR NURSE AIDE TRAINING PROGRAM (Minimum 90 hours required)
16	58	24	98

**The student is held accountable to the Code of Student Conduct and Academic Honesty policy as outlined in the Philander Smith College Handbook
PLAGIARISM AND ACADEMIC INTEGRITY**

DAILY AGENDA						
UNIT ONE						
DAY	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO

DAY 1						
	8:00A-9:00A	1	Introduction to the Role of the Nurse Aide	1		
	9:00A-10:30A	1.5	Resident Rights	2	Initial Steps #1 Final Step #2	
	10:30A-12:00	1.5	Infection Control	3	Handwashing/hand Rub #3 Gloves #4 Gown #5 Mask #6	
		4 HRS				

DAILY AGENDA						
UNIT ONE						
DAY 2	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-8:30A	0.5	Infection Control	3		
	8:30A-10:30A	2	Fire Safety and Other Resident Safety Concerns	4		
	10:30A-12:30P	2	Medical Concerns/Emergency Procedures	5	Falling or fainting #9 Choking #10 Seizures #11	
		4.5 HRS				

DAY 3	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-11:00A	3	Basic Care Skills	6	Unoccupied Bed #12 Thickened liquids #13 Measure and Record Fluid Intake #14 Passing Fresh Ice Water #15	

					Serving a Meal Tray #16	
	11:00A-12:00P	1	Common Diseases and Disorders Respiratory and Urinary Systems	7		
	12:00 - 12:30p	0.5	Common Diseases and Disorders Respiratory and Urinary Systems (Continued)	7		
		4.5 HRS				

DAILY AGENDA						
UNIT ONE						
DAY	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
4						
	8:00A-9A	1	Oxygen Use	8	Nasal Cannula #17	
	9A - 10 A	1	Common Diseases and Disorders Nervous, Circulatory & Musculo-Skeletal System	9		
	10A-11A	1	Common Diseases and Disorders Nervous, Circulatory & Musculo-Skeletal Systems	9	Passive Range of Motion #69 to be discussed, Demonstrated, and checked-off during Lesson #22	
	11A-12A	1	Common Diseases and Disorders Gastrointestinal and Endocrine Systems	10		

	12A-12:30P	.5	Common Diseases and Disorders Reproductive, Immune/Lymphatic Systems	11		
		4.5 HRS				

DAILY AGENDA						
UNIT TWO						
DAY	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
5	8:00A-12:30P	4.5	Activities of Daily Living (Bathing, Shampoo, Perineal Care)	12	Shower/Shampoo #18 Bed bath/catheter care/ Perineal care #19	
		4.5 HRS				

DAILY AGENDA						
DAY	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
6	8:00A-9:00A	1	Activities of Daily Living (Bathing, Shampoo, Perineal Care) (Continued)	12	Back Rub #20 Shampoo Hair in Bed #21 Whirlpool #22	
	9:00A-12:00P	3	Activities of Daily Living (Oral Care, Grooming, Nail Care)	13	Oral Care #23 Oral Care for Unconscious #24 Denture Care #25	

					Shaving with an Electric Razor #26 Shaving with a Safety Razor #27	
	12P -12:30P	0.5	Activities of Daily Living (Oral Care, Grooming, Nail Care)		Comb/Brush Hair #28 Fingernail Care #29 Foot Care #30	
		4.5 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 7	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-9:00A	1	Activities of Daily Living (Oral Care, Grooming, Nail Care)	13	Comb/Brush Hair #28 Fingernail Care #29 Foot Care #30	
	9:00A-12:30P	3.5	Activities of Daily Living (Dressing, Toileting)	14	Change Gown #31 Dressing a Dependent Resident #32 Assist to Bathroom #33 Assist to Bedside Commode #34 Bedpan/ Fracture Pan #35	
		4.5 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 8	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO

	8:00A-9:00A	1	Activities of Daily Living (Dressing, Toileting)	14	Urinal #36 Empty Urinary Drainage Bag #37 Urine Specimen Collection #38 Stool Specimen Collection #39 Application of Incontinent Brief #40 Measure and Record Urinary Output #14	
	9:00A-11:30A	2.5	Activities of Daily Living (Positioning/Turning, Transfers)	15	Assist to Move Head of Bed #41 Supine Position #42 Lateral Position #43 Fowler's Position #44 Semi-Fowler's Position #45 Use of Wheelchair and Geriatric Chair #46 Transfer to Chair #47 Sit of Edge of Bed #48 Using a Gait Belt to Assist with Ambulation #49 Walking #50 Assist with Walker #51 Assist with Cane #52	
	11:30A-12:30P	1	Activities of Daily Living (Devices Used for Transfer)	16	Transfer Using Mechanical Lift #53	
		4.5 HRS				
Homework: Vocabulary Terms						

DAILY AGENDA						
UNIT TWO						
DAY 9	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:00A -9:00A	1	Activities of Daily Living (Devices Used for Transfer) (Continued)	16	Transfer to Stretcher/Shower Bed #54 Transfer: Two Person/ Lift-emergency only #55	
	9:00A -11:00A	2	Resident's Environment	17	Occupied Bed #56	
	11:00A -12:30P	1.5	Skin Care/Pressure Prevention	18	Inspecting Skin #57	
		4.5 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 10	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-9:00A	1	Skin Care/Pressure Prevention (Continued)	18	Float Heels #58 Bed Cradle #59	
	9:00A-12:00P	3	Activities of Daily Living (Nutrition/Hydration)	19	Feeding #60	

		4 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 11	TIME	HOUR S	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-12:00P	4	Basic Nursing Skills (Vital Signs, Height, and Weight)	20	Review Initial/Final Steps #1 and #2 Oral Temperature #61 Axillary Temperature #62	
		4 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 12	TIME	HOUR S	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-12:00P	4.5	Basic Nursing Skills (Vital Signs, Height, and Weight) (Continued)	20	Pulse and Respiration #63 Pulse Oximeter #64 Blood Pressure #65 Height #66 Weight #67	
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 13	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-9:00A	1	Restraints	21	Application of Physical Restraints #68	
	9:00A-10:30A	1.5	Rehabilitation/Restorative Services	22	Passive Range of Motion #69 Splint Application #70 Abdominal Binder #71 Abduction Pillow #72 Knee Immobilizer #73 Palm Cones #74	
	10:30A-12:00P	1.5	Devices/Interventions – Prosthetics, Hearing Aids, Artificial Eye, Eyeglasses, Dentures, Compression Stockings SKI	23	Assisting with Hearing Aids #75 TED Hose Application #76	
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 14	TIME	HOUR S	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-9:30A	1.5	Special Care Needs – Intravenous Fluids, non-Pharmacological Pain Interventions	24		
	9:30A-12:00P	2.5	Cognitive Impairment/Dementia/Alzheimer's Barbara Broyles Alzheimer and Dementia Training <i>Chapter 30: Caring for Persons with Confusion and Dementia</i>	25		
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 15	TIME	HOUR S	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-12:00A	4	Cognitive Impairment/Dementia/Alzheimer's Barbara Broyles Alzheimer and Dementia Training	25		Bathing Without a Battle: Look at Me
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 16	TIME	HOUR S	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-1 2:00P	4	Cognitive Impairment/Dementia/Alzheimer's Barbara Broyles Alzheimer and Dementia Training (Continued)	25		
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 17	TIME	HOUR S	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-1 2:00P	4	Cognitive Impairment/Dementia/Alzheimer's Barbara Broyles Alzheimer and Dementia Training (Continued)	25		
		4 HRS				

DAILY AGENDA						
UNIT THREE Clinical site orientation Make up						
DAY 18	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-8:30A	.5	Cognitive Impairment/Dementia/Alzheimer's Barbara Broyles Alzheimer and Dementia Training (Continued)	25		
	8:30A-9:45A	1.25	Mental Health, Depression and Social Needs	26		
	9:45A 11:00P	1.25	Admission/Transfer/Discharge	27	Admission of a Resident #77 Transfer/discharge of the Resident #78	
	11:00P-12:00P	1	End of Life	28	Postmortem Care #79	
		4.HRS				

DAILY AGENDA						
UNIT THREE Clinical site orientation						
DAY 19	TIME	HOUR S	LECTURE	LESSON	SKILLS	VIDEO
	8:00A-8:30 A	.5	Daily Responsibilities	29		
	8:30A-9:00 A	.5	Protecting Your Profession	30		
	9:00A-11:00A	2	<i>CPR training (if available)</i>			
	11:00A -12:00P	1	Complete any skills competencies prior to clinical rotation. Review clinical objectives. Clinical facility tour/orientation			
		4 HRS				

DAILY AGENDA						
UNIT THREE Clinical Site						
DAY 21	TIME	HOUR S	Clinical Site	LESSON	SKILLS	VIDEO
	7:30A – 11:30A	4	Clinical Training			
	11:30A – 12:00P	30 min	LUNCH			
	12:00P – 4:00P	4	Clinical Training			

DAILY AGENDA						
UNIT THREE Clinical Site						
DAY 22	TIME	HOUR S	Clinical Site	LESSON	SKILLS	VIDEO
	7:30A – 11:30A	4	Clinical Training			
	11:30A – 12:00P	30 min	LUNCH			
	12:00P – 4:00P	4	Clinical Training			

DAILY AGENDA						
UNIT THREE Clinical Site						
DAY 23	TIME	HOUR S	Clinical Site	LESSON	SKILLS	VIDEO
	7:30A – 11:30A	4	Clinical Training			
	11:30A – 12:00P	30 min	LUNCH			
	12:00P – 4:00P	4	Clinical Training			

DAILY AGENDA						
UNIT THREE						
DAY 24	TIME		Practice Testing			
	8:00A – 12:00P		FINAL EXAM Headmaster Practice Test (online) How to practice for licensure examination How to apply for licensure examination Graduation, Certificates given, and Pictures			

The Certified Nurse Assistant Program 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 school 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 ensure 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 the school contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

STUDENTS WITH DISABILITIES

The school seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need accommodation because of a documented disability, please contact the Office of Disability Support Services.

PREVENTING SEXUAL DISCRIMINATION AND HARASSMENT

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. Title IX covers discrimination in program admissions, activities, faculty-to-student sexual harassment, and student-to-student sexual harassment. School policy against sexual harassment extends not only to employees of the school but to students as well. If unlawful sexual harassment or gender-based discrimination is encountered, please bring this to the attention of the class professor or email labrown@philander.edu

SYLLABUS CHANGES

The instructor reserves the right to make changes to the syllabus as long as the students are notified. Please note that this syllabus is a recommendation, not a requirement.

Students will be participating in clinical experiences during their course of the program that includes content lectures, exercises, and hands-on laboratory experiences.

- We recommend Philander Smith College's Certified Nursing Assistant students complete health provider-level CPR training.
- Students will have practiced the required skills and procedures in class prior to practicum and are only allowed to proceed with skills signed off by their primary instructor.
- **Students must complete the program in its entirety prior to taking the state nursing assistant certification exam.**

Students are responsible for knowing and adhering to due dates for readings and other class activities. Please note that the reading assignments coordinate with the lecture topics and are not in the same chapter order of the textbook. Changes to the schedule will be announced during class time. Students are responsible for noting all changes and adhering to them.

COMPLAINT PROCESS

Philander Smith College strives to provide an exceptional educational experience in a safe and secure environment. If any student, organization, or third-party vendor has a complaint they are encouraged to call the Director of Nursing at 501-370-3595 as well encouraged to email their complaint to tevens@philander.edu Also to ensure your concerns are met you may contact: Office of Long Term Care P.O. Box 8059, Slot S409, Little Rock, AR 72203-1437 or email OLTC2@arkansas.gov

SIGNATURE PAGE

Please read the statement below and sign the appropriate lines within and at the bottom of the page.

I _____ certify that I have read and understood
Printed Student Name

the syllabus in its entirety and understand the requirements stated within. I agree to all of the policies stated within. If you agree with the above statement, sign, and date in the appropriate line below.

Student signature: _____ Date: _____

Enrollment Agreement Requirements

- Name and address of school
- Start date of course and program.
- Projected end date of course and program
- Title of program
- Total number of clock or credit hours in the program
- Registration fee for program and tuition for program
- Cost of book(s) and equipment for program
- Cost of supplies for program
- Total cost of the program (registration, tuition, cost of books, equipment, supplies, etc.)
-



ENROLLMENT AGREEMENT

You have agreed to enroll in the Nurse Aide Training Program (NATP) offered by Philander Smith College located at 900 W Daisy L Gatson Bates Drive in Little Rock, Arkansas, 72202. The program will start on March 3, 2023, and is projected to end on (Month)/(Day)/(Year).

The Nurse Aide Training Program (NATP) consist of a minimum of the program has a minimum of 98 hours for program completion.

Philander Smith College's NATP has a \$100.00 registration fee, and tuition cost of \$600.00. The cost of books and supplies are included in the cost of tuition. The total program cost is \$700.00 and must be paid before you can receive your certificate of completion.

Student Printed Name

Philander Smith College
Representative Print

Student Signature

Philander Smith College
Representative Signature

Date

Date

Student Financial Records Requirements

- School name
- Student's name
- Name of funding source
- Reason for charge (registration fee, tuition fee, book fee, etc.)
- Amount paid.
- Type of payment (cash, check, credit card)



STUDENT FINANCIAL RECORDS

Philander Smith College has prepared the financial record for (Student Name) _____, who has paid the \$100.00 registration fee, and the amount listed below for the \$600.00 tuition fee via _____ payment source.

STUDENT NAME	FUNDING SOURCE	REASON FOR CHARGES	AMOUNT PAID	PAYMENT TYPE	COMMENTS

Student Printed Name

Philander Smith College
Representative Print

Student Signature

Philander Smith College
Representative Signature

Date

Date

Student Attendance Records Requirements

- School name
- Student's name
- Title of program
- Date
- Hours attended.



STUDENT ATTENDANCE RECORDS

Philander Smith College has prepared the attendance record for (Student Name)
 _____, for the Nurse Aide Training Program for the
 dates listed below and the hours in attendance.

STUDENT NAME	DATE	HOURS ATTENDED	COMMENTS

 Student Printed Name

 Philander Smith College
 Representative Print

 Student Signature

 Philander Smith College
 Representative Signature

Date



Date

Student Transcript Requirements (Transcripts must be typed)

- School name and address
- Student's name and address
- Title of program
- Student's start date
- Student's end date
- Student's status in the program (Graduate, Withdrawn, Terminated)
- Month and date each course was taken and grade earned.
- Courses numbered or designated to indicate exact course.
- Total number of clock or credit hours in the program

STUDENT TRANSCRIPT

Philander Smith College issued the below academic transcript for (Student Name) _____ for the Nurse Aide Training Program(NATP) with a start date of (Month/Day/Year) _____ and end date of (Month/Day/Year) _____. The program has a minimum of 98 hours for completion.

STUDENT NAME	STUDENT ADDRESS	START DATE	END DATE	STATUS IN PROGRAM	COURSE	TOTAL CLOCK HOURS

Student Printed Name

Philander Smith College
Representative Print

Student Signature

Philander Smith College
Representative Signature

Date

Date