



Professional Medical Careers (PMC) Certified Nursing Assistant Program Syllabus

School Year 2020-2021

Instructors	Megan Ritchie LPN Jade Williams LVT, M.ED	Phone	360-570-4434 360-570-4453 or 360-570-4468
Room # 427	PMC classroom	E-mail	megan.ritchie@tumwater.k12.wa.us
Room # 438	Skills Lab		jade.williams@tumwater.k12.wa.us

Class hours: AM session 7:50-10:20 & PM session 11:10-1:40.

Course Overview: Professional Medical Careers allows students to learn about a variety of medical careers with an emphasis on Nursing. Nursing is a holistic art and science focusing with the persons' physical, psychological, developmental (education), morals/values and spiritual wellbeing.

A. PMC prepares a student for employment and advanced training in the health occupation industry with:

- 393 hours of nurse assistant comprehensive theory of health care, that includes anatomy & physiology, medical terminology and health care math.
- 85 hours of hands on skill practice with competency skills checklists.
- 8 hours of HIV/AIDS Education and Certification.
- 50 hours of clinical direct patient care in the long-term and acute care settings.
- 16 hours of job shadow experience in the acute care setting of local health care facilities.
- Students receive additional basic education on professional leadership development, teamwork, communication, conflict resolution, organizational and time management planning.
- Students create a professional industry Portfolio that celebrates their coursework and accomplishments; including education of basic nursing management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

B. Washington State Background Checks: (refer to letter sent home to student/parent/guardian)

WSP, DSHS and DOH require all persons entering as a health care provider or student to complete and submit the Washington State Patrol, HHS Office of Inspection and the General Services Administration Excluded Parties documents. PMC submits all students' applications in September, and re-submit in January prior to clinical. Students who do not meet the background checks will be offered to transfer to another class at NMSC or return to their home high school.

C. Mandatory Immunization Requirements: (refer to information sent home to student/parent/guardian)

All students must complete and submit documentation of current immunizations. These include: TB skin test (2 step), MMR titer, Hepatitis B series, Varicella (chickenpox) immunization or blood titer, flu vaccine. **All immunizations must be completed by Tuesday December 1st 2020. Delays will result in students not complying with clinical entrance requirements for the Nursing Assistant Training Program.**

D. In accordance to the Washington State Certified Nursing Assistant Curriculum Requirements, each student must successfully pass NAC coursework requirements with 80% or better and demonstrate independent competency in the theory, verbal and written exams and skills.

E. Office of the Superintendent of Public Instruction (OSPI) governs student education in Washington High School and Technical Skill Centers:

PMCs curriculum is aligned with state frameworks in Health, Science, Reading, Writing, Math and Communications through the Career and Technical Education Model Frameworks for Nursing Assistant Certified (NAC) and the Health and Human Services Therapeutic Strand.

Students must maintain a “B” or better to qualify for College Tech Prep Credits.

F. Completion of the Nursing Assistant Certification Program will be based on ability for in person learning and clinical facility agreements for clinical placements.

Washington State Nurse Aide Certification testing: Students that have met or exceeded all course requirements will be eligible to sit for the Washington State Nurse Aide certification test. Students must have met all requirements including maintaining 80% or above on all course work and completing all clinical hours. Students requiring additional support services or modifications for testing may need to test at a regional testing site, per instructor review. Students passing the written and skills Nursing Aide Certification exam will be eligible to apply for a Washington State Nurse Aide Certification, which is an additional \$65 to the Washington State Department of Health. Students are responsible for mailing this application to the Washington State Department of Health upon passing their state exam. Testing is a privilege for students that have met the requirements. Students do not have to take the state exam at New Market, they may test on their own at a regional site. Students sitting for the exam must pay a \$124 exam fee.

Course Objectives and Units:

The central goals of nursing education are to assist the learner to develop the highest level of intellectual achievement to provide quality direct patient/resident care in a holistic care model (physical, psychological, developmental, social/cultural and spiritual) with competency those tasks that are inherent in the nursing level chosen. PMC provides educational opportunities that allow students to develop and change career goals to prepare for new and different nursing roles by:

- Introducing students to the nursing profession; history and career opportunities.

- Introduce student to human anatomy/physiology and application to nursing, including an overview of the human body including organization and chemical processes, tissues and cell function and the holistic body.
- To provide students with all information and skills required by federal and state laws to sit for the Washington State Board of Nursing Assistant Certification Exam (NNAAP).
- To provide clinical experience in which the students may safely practice clinical skills as well as patient care skills lab in the classroom setting to hone the skills and theory required to practice as a Nursing Assistant.
- To broaden the students' knowledge base of health care and delivery systems, as well as to investigate the alternative careers in the health care system.
- Use correct & approved medical terminology and abbreviations relating to body structure and function.
- Practice within the ethical and legal framework of nursing, including reporting any untoward events to the instructor in a timely fashion, and serve as an advocate for clients by taking appropriate action to promote and protect residents' rights, dignity and independence.
- Understand effective interpersonal and problem solving skills with the resident/patient, family members, and other care team members.

Attendance policy:

Students must have a parent/guardian call the front office to excuse them from class. Instructors do not have the ability to excuse students. If a student is excused from class they will have three class days to make up any missed work. If a student is unexcused from class they will not be permitted to make up any missed work. Students are graded daily on employability, so missing class is not recommended.

A student is marked tardy if they are 10 minutes or more late to class, and if a student comes into class more than 30 minutes late, they will be marked as an unexcused absence. The first tardy will be a discussion between the student and the instructor. The second will be a call home and the third tardy will warrant administrative involvement.

Course Supplies & Fees:

- PMC has a \$45.00 program fee to cover the costs of the uniform scrub tops and pants. We will order as a class near the beginning of the year, and you as a student will be required to pay your program fee prior to ordering.
- Students will need to purchase a stethoscope and blood pressure cuff, a watch with a second hand, and white closed toed shoes for clinicals. Please wait to purchase supplies until discussed with instructor.
- Students will be expected to bring a pen and a notebook with paper to class/Zoom each day.

Employability: This portion of the grade includes promptness, participation and attendance as well as appropriate classroom behavior. **Employability will be assessed and graded on a daily basis.**

Skills: For this portion of the grade students will be assessed on adequate performance of skills in the nursing skills lab, as well as any other hands on skill students will be asked to participate in.

Knowledge: This portion of the grade assesses how well students are understanding the academic class and homework piece of the class.

Inappropriate behavior: Students must follow the New Market Skills Center Employability Handbook rules (see Bullying, Harassment and Intimidation). Students must adhere to the Professional Medical Careers rules for professional classroom behavior. Inappropriate behavior is subject to intervention with instructor, administration and parent/guardian and could lead to the removal of the student from the NAC program.

All student must meet WAC 246-841-400 standards of Practice and Competencies for Nursing Assistants. Please see WAC 246-841-490 and RCW 18.88A.060 and RCW 18.88A.030. **No exceptions.**

Homework Policy: Students that are **excused** from class will have 3 class days to make up the work missed. Students with **unexcused absences** will not be allowed to make up missed course work. **Instructors are not allowed to excuse students from class, so parent/guardian will need to call the office attendance line to excuse students from class: 360-570-4501**

Late Assignments: If an assignment is turned in after the due date, 1 day late will subtract 10%, 2 days late 25%, 3 days late 50%, after 3 days there will be no opportunity to earn credit.

Food & Drink: Food and drink is permitted in the classroom but not in the skills lab, and not during any skill activities. All garbage resulting from food and drink must be disposed of correctly or the food and drink privilege may be revoked.

Leadership: There is a leadership component to this class that students will be responsible for. Working as a team in a leadership and participant role is an important 21st century skill and employability is a large portion of the grade.

Additional Policies and Course Requirements

NMSC Expectations & Policies – Student Handbook:

Students are expected to review and follow the school rules, procedures, and processes outlined in the NMSC Student Employability Handbook. New Market Skills Center follows Tumwater School District board policies. Rules will not be reprinted in the syllabi.

Cheating/Plagiarism:

Students are expected to do their own work. Cheating and Plagiarism (presenting another writer's work as one's own) will not be tolerated.

Electronic Equipment:

Electronic equipment should not be out and in use during class time unless teacher gives specific instruction to do otherwise.

Students violating the electronics policy can expect:

1st offense – warning

2nd offense – device will be confiscated and held in a locked area until class is over.

Dress Code/Uniform Requirement in Addition to Student Handbook: Scrubs are required for skills lab, job shadows, clinical experiences and community events. There will be additional information regarding the dress expectations when students are attending their clinical experience, and that information will be provided prior to the first day.

Zoom Policies

Students are expected to be professional and respectful when attending class on Zoom. The following are class policies for our meetings with Zoom. All students are expected to adhere to the policies.

- **Sign in with your full first name and last name as listed on the class roster.** Do not use a nickname or other pseudonym when you log in. **Stay focused.** Please stay engaged in class activities. Close any apps on your device that are not relevant and turn off notifications. Video needs to be kept on. **Keep it clean.** Don't share anything you wouldn't put up on the projector in class! **Mute your microphone when you are not talking.** This helps eliminate background noise. **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background. **Stay on topic.** Use the chat window for questions and comments that are relevant to class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students' real questions/concerns about the course.
- **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat

This syllabus serves as a contract between the instructors, student and parent/guardian. If there are any questions or concerns with anything written in this syllabus, please contact one of the instructors at the following:

Megan Ritchie

360-570-4434

megan.ritchie@tumwater.k12.wa.us

Jade Williams

360-570-4453 or 360-570-4468

jade.williams@tumwater.k12.wa.us

Please sign and return this page to the instructor:

I have read, understand, and agree to the class rules, grading and expectations outlined in this syllabi.

Student Name (Printed) **Student Signature** **Date**

Circle which class you are enrolled in: PMC AM PMC PM

Parent/Guardian Signature **Date**

Communication between parents and staff is extremely important for student success. Please complete the information below and indicate which type of contact you prefer.

Parent Cell # _____ **Student Cell#** _____

Parent Email _____

Student Email _____