



# 2008 Student Catalog

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# **ALPI Technical Education Center**

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## **SCHOOL HISTORY**

ALPI Technical Education Center was established in November of 2004. The school provides a Nursing Assistant program for individuals to receive career training and employable skills.

### **PURPOSE:**

The purpose of the ALPI Technical Education Center is to provide a State approved Nursing Assistant training program. The graduate student will be prepared to take and pass the Florida Certified Nursing Assistant exam. Certification as a Nursing Assistant will qualify the individual for employment in the healthcare field.

### **CAMPUS INFORMATION**

Two buildings comprise the Pierson, Florida campus, adjacent to the Taylor/Middle High School;

Building 1: Administrative Offices, career and Internet access, computers and a Community information center.

Building 11: Nursing classrooms, fully equipped laboratory and educational reference resources area for student use.

Free parking and walkways are handicap accessible. Access to public dining is within walking distance, a common dining is available, and Campus security is provided routinely by the Volusia County Sheriff's Office.

Request for auxiliary aids or services in the ADA should be made prior to enrollment.

### **SCHOOL PHILOSOPHY AND OBJECTIVE**

The ALPI Technical Education Center's philosophy believes that all individuals wish to have access to career opportunities for the purpose of reaching their educational career goals. The school objective is to provide a State approved training program to assist qualified individuals in becoming certified and eligible for employment in the healthcare field.

### **POLICY STATEMENT**

The school does not discriminate regarding race, color, creed, and national origin of religion. Training offered by the school is also recommended to handicapped individuals who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

## **LEGAL OWNERSHIP**

The Agricultural and Labor Program, Inc. is the governing body for the ALPI Technical Education Center.

## **BOARD OF DIRECTORS**

William Holt, Chairperson  
David Walker, Vice Chairperson  
Josephine Howard, Secretary  
Christine Samuel, Treasurer  
Glaister Brooks, Parliamentarian  
Patricia Gamble  
Marjorie Gaskin  
Clarence Grier  
Marva Hawkins  
Jonathan Longs, Sr.  
Vernon McQueen  
Katie Clarke  
Grace Miller  
Lester Roberts  
Kerry Skurtu  
Terry Wellington  
Velma H. Williams  
Arabell Wiggins, *Board Emeritus*

## **FACULTY AND STAFF**

Chief Executive Officer, Deloris Johnson

School Administrator, Patty MacCollister, RN

Community Services Director, Joan Turner

Program Coordinator/Academic Advisor, TBA

Admissions Coordinator/Financial Advisor, TBA

Administrative Secretary, TBA

Nursing Assistant Instructor, Patty MacCollister, LPN, RNAS, RNS.  
Pennsylvania, Venango County AVTS, Florida, Daytona Beach Community College, Florida, Miami  
Fl., University of Florida, respectively.

## **HOURS OF OPERATION**

The School is open Monday – Friday, 9:00 a.m. until 9:00 p.m.

Student Services Office is open 9:00 a.m. – 5:00 p.m.

Classroom/Lab is open 9:00 a.m. – 9:00 p.m. (weekdays)

Classroom/Lab is open 10:00 a.m. – 1:00 p.m. (Saturday)

*\*Students are required to attend a minimum of (3)  
days per week for a total of 10 hours per week.*

## **SCHEDULED SCHOOL CLOSINGS**

### **HOLIDAYS**

<b>NEW YEARS DAY</b>	<b>JANUARY 1, 2007</b>
<b>MIK'S BIRTHDAY</b>	<b>FEBRUARY 15, 2007</b>
<b>GOOD FRIDAY</b>	<b>APRIL 6, 2007</b>
<b>MEMORIAL DAY</b>	<b>MAY 30, 2007</b>
<b>INDEPENDENCE DAY</b>	<b>JULY 2, 2007</b>
<b>LABOR DAY</b>	<b>SEPTEMBER 1, 2007</b>
<b>THANKSGIVING DAY</b>	<b>NOVEMBER 22, 2007</b>
<b>VETERAN'S DAY</b>	<b>NOVEMBER 11, 2007</b>
<b>CHRISTMAS DAY</b>	<b>DECEMBER 25, 2007</b>

### **UNSCHEDULED SCHOOL CLOSINGS**

The School Administrator determines school closings due to an Emergency, Inclement Weather, or Unforeseen Circumstances. Students will be notified as soon as possible, prior to the start of class. The instructor determines rescheduled hours. All program hours (120) must be completed prior to Graduation.

### **PROGRAM ENROLLMENT PROCEDURE**

A Student Admission Application may be obtained and submitted at any time from the Student Services office.

The school provides Open Registration. Once the Student has submitted a completed application, an appointment for registration is made with the Student Services Office.

Official Enrollment is granted when the student has met the Requirements and Eligibility as determined by the Student Services Office.

## **PROGRAM ENROLLMENT AND ELIGIBILITY REQUIREMENTS**

The student applicant must be:

1. A US citizen or registered alien
2. 18 years of age
3. Able to communicate using the English language
4. Able to pass the Criminal Background Screening as required by regulation.
5. A High School Graduate, GED, or score (7) on the Test by Adult Basic Education (TABE), students under 18 years of age must have parents consent.
6. Able to meet the financial obligations prior to enrollment.
7. Able to provide medical and communicable disease health clearances
8. Pre-registered and have completed application on file.
9. A community member of good moral and ethical character

### **ADMISSION REQUIREMENTS**

The completed application is reviewed by the Student Services Office and sent to the Admissions Coordinator/Financial Advisor. TABE testing, if required, is given at that time. The application is then forwarded to the Program Coordinator/Academic Advisor. The Advisor and Student will discuss plans, goals, and pathways for success. At the completion, the Student will be enrolled for the next quarter. The Student will be provided a tour and given a catalog at that time.

### **DENIAL OF ADMISSIONS**

A student applicant may be denied admissions if they do not meet the program Admissions and Eligibility Requirements as listed in the catalog. An applicant who has been academically dismissed by the school previously may not be remitted.

### **GRADUATION REQUIREMENTS**

A diploma is granted to students who have:

1. Successfully completed and passes all the required components of the program
2. Completed the full 120 clock hours required
3. Fulfilled all monetary obligations to the school

## **SATISFACTORY ACADEMIC PROGRESS GRADING**

Students are graded for the program on a pass/fail basis. The Registered Nurse Instructor will evaluate the Academic, Hands on Skills, and Professionalism achieved to determine the final grade. The student who successfully passes all components will graduate and receive a diploma. The Instructor throughout the program monitors students for success. Students who are in the unsatisfactory range (69 percentile) will be placed on academic probation. The school will assist the student to improve to at least a minimum 70 percentile (satisfactory).

### **NUMERIC GRADE SCALE**

A = 90-100%	Excellent
B = 80-89%	Good
C = 70-79%	Satisfactory
D = 60 – 69%	Unsatisfactory
F = <60%	Failing

### **ALPHA GRADE SCALE**

AD	Academic Dismissal
W	Student Withdrawal
P/F	Pass / Fail
I	Incomplete
C	Complete

### **COURSE GRADE REQUIREMENTS**

NA 100	Nursing Assistant Theory	70% minimum
NA 101	Nursing Assistant Lab	Pass
NA 102	Nursing Assistant Practicum	Complete

\*A written mid-term exam is given at 6 weeks. A written final exam is given at 12 weeks.

## **STUDENT RULES AND REGULATIONS**

### **1. Leave of Absence**

A written request for Leave of Absence must be submitted to the Program Coordinator (Student Services Office). The request shall have the expected date of the Students return. The leave may be granted up to 60 days. Students may resume classes at the next available time.

Students who do not return at the specified time, and do not notify the Program Coordinator of such, shall have terminated the contract and be given a refund (if applicable) according to the Refund Policy.

### **2. Make-Up Work**

Students are required to make-up class time and work missed prior to advancing to the next course. Arrangements may be made with the individual Instructor.

### **3. Tardiness**

Attendance is taken at the beginning of each class. Students arriving up to 15 minutes after attendance will be considered late. Students arriving after 15 minutes will be considered absent at the discretion of the Instructor. All late and absent time must be made-up prior to completion of the program.

### **4. Unauthorized Absence and lost Class Time**

Students who receive a third unauthorized absence from the Instructor are referred to the Program Coordinator for counseling and placed on Academic Probation. Should another unauthorized absence be obtained, the student is referred to the Administrator and will be placed on Academic Warning prior to an Academic Dismissal. Unauthorized lost class time without prior instructor notification may constitute an unauthorized absence.

**5. Interruptions in Training/Termination**

Students are not terminated based on the failure to learn. Students who do not successfully complete an examination are encouraged to attend additional class sessions to obtain competency. The student will be allowed to re-take an exam as arranged with the instructor. If the student fails the re-take, they are referred to the Academic Advisor to discuss continuation of the program. Students who choose to continue are advised they will not receive a diploma.

**6. Probation**

Students may be placed on probation status by the Administrator for failure to comply with attendance or failure to achieve a satisfactory academic progress level. Re-evaluation of the student on probation will be conducted after 14 days.

**7. Program Re-Entry**

Students who canceled the program and elect to re-enter at a later date must notify the Academic Advisory in writing. Re-admission will follow standard admissions procedures. Students terminated under Academic Dismissal by the Administrator will not be allowed re-entry.

**8. Conduct**

Students are required to conduct themselves as professionals. Disrespect, illegal, or harmful behavior toward the staff, peers, clinical community, etc. are grounds for termination (academic dismissal).

Theft, illegal drugs, alcohol and weapons are not allowed on school or clinical property. Violation will result in a report to the local law enforcement agency.

## **GRIEVANCE POLICY**

All students have the right to have their complaints recognized, reviewed, and addressed without fear of discrimination or reprisal. Student satisfaction is a priority. Individuals who wish to express their concerns or complaints may do so by writing or by telephone to:

ALPI Technical Education Center  
100 East Washington St.  
Pierson, Florida 32180  
Phone: 386-749-3182

All students and individuals have the right to prompt and equitable resolution of a complaint.

The complain/ appeal procedure is as follows:

- Documentation of the nature and specifics shall be noted in writing on a complaint form
- The school Administrator shall reply to all complaints and attempt a resolution.
- When the matter cannot be resolved at the school level, the individual may contact:

The Commission for Independent Education  
Department of Education  
325 West Gaines St., Suite 1414  
Tallahassee, FL. 32399-04000  
Telephone: 850-245-3200  
Toll Free-888-224-6684

## STUDENT SERVICES

### A. Housing

The school does not provide housing for the students. A list of realtors and copies of local papers publications are available in the Student Services Office on a regular basis.

### B. Student Records

Hard copies of student records are permanently retained on the premises in a safe, confidential, and fire proof file cabinet. Duplicate records shall be kept on a secured computer system. Students may submit a written request for records and must sign a written request for release to potential employers.

### C. Student Placement

- Students are assisted with job placement and provided contact information of employment opportunities through the Program Coordinator.
- Job postings are placed on a bulletin board in the Student Services Office when received.
- ATEC is a Volusia/Flagler Country Workforce Board Career Link resource with a computer system offering job search assistance available in the Student Services Office.
- Although assistance is provided there is no expressed guarantee of employment.

### D. ATEC

The student catalog will be on display at the site, a copy will be provided upon enrollment. There is also a copy of the ATEC catalog on the web: [ALPI.org](http://ALPI.org), click on ATEC and then click catalog.

Application Fee ( non-refundable )	10.00
Program Course Fee ( Tuition )	575.00
Books and Materials	300.00
Uniform Fee	50.00
Laboratory Supplies Fee	50.00
Liability Insurance Fee	25.00
C N A State Testing Fee ( current )	102.00
CPR Fee	25.00
Physicals/Vaccines ( current )	25.00
Graduation Fee	25.00
Retest Fee	29.00
Background Check Fee	44.00
Total	1,260.00

All costs for the program are printed herein. There shall be no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to third party requests. Cost of credit is included in the price cost for the goods and services.

The fees reflect current costs and may be subject to change. Prior notice shall be posted and provided to the students upon enrollment. Price increases shall not affect currently enrolled students.

#### **FEE PAYMENT SCHEDULE**

**1. SELF PAY**

**Students shall have their financial obligation met prior to enrollment. All fees are inclusive of the program cost.**

**2. SCHOLARSHIP, SPONSORSHIP, GOVERNMENT GRANT, OR AWARDS**

**The Financial Advisor will verify and/or determine eligibility for the student program costs and qualify the student for enrollment. There will be no additional program cost to these students when program costs are covered in full.**

## CANCELLATION AND REFUND POLICY

**Should a student be terminated or cancelled for any reason, all refunds will be made according to the following policy:**

1. Cancellation must be made in person, certified mail or termination
2. All monies will be refunded if the student cancels within three (3) business days after signing the enrollment agreement and making full payment.
3. All monies will be refunded if the school cancels classes after payment has been made by the student
4. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee,
5. Cancellation after attendance has begun, but prior to 50% completion of the program will result in a pro-rated refund of the tuition cost only, computed on the number of hours completed to the total program hours. NA State exam fees and graduation fees will be refunded in full.

## PROGRAM IDENTIFICATION SYSTEM

The ALPI Technical Education Center, 120 Hour Program for Nursing Assistant, consists of:

Three (3) courses containing a total of 31 Sections

**Successful Completion** All 31 sections of the three (3) courses must be successfully completed prior to graduation from the program and receipt of a 120 Hour Nursing Assistant Program Diploma.

**Alphanumeric code system** Utilized for course and section identification as follows:

“Alpha” denotes the Program Name, i.e.: NA is Nursing Assistant

“Numeric” denotes the course or section number as follows:

Numeric beginning with 1 is the course number

Numeric beginning with 0 is the section number

**Clock Hours** The actual hours spent in the classroom, lab, or clinical areas.

## ADDITIONAL PROGRAM INFORMATION

**Program Instruction** Consists of verbal lectures, audio/visual support, and hands on demonstration taught by Registered Nurses (RN).

**Transfer of Credits** Nursing Assistant credits are not transferred to or from the school. Credit for previous training or experience will not be granted.

## NURSING ASSISTANT CURRICULUM

<u>Course Number</u>	<u>Course Name</u>	<u>Clock Hours</u>
NA 100	Nursing Assistant Theory	50
	<b><u>Section Name and Description</u></b>	
	<b>Introduction to Healthcare</b> The Health Care System The Nursing Assistant Professional and Job Seeking Skills Legal and Ethical Issues Communication Skills Those We Care For	8
	<b>Safety</b> Communicable Disease and Infection Control Blood borne and Airborne Pathogens (HIV/AIDS) Workplace Safety/Fire Safety Patient/Resident Safety and Restraints Positioning/Lifting/Transferring Patients Basic First Aid/Emergency Care/Disaster Preparation	8
	<b>Basic Patient and Resident Care</b> Patient/Resident Environment Admissions/Transfer/Discharges Bed Making Vital Signs/Height and Weight Cleanliness and Hygiene Grooming Basic Nutrition Urinary/Bowel Elimination	8
	<b>Death and Dying</b> Terminally Ill Patient Care/Hospice Dying Patient Care/Post Mortem Care	2
	<b>Structure and Function of the Human Body</b> Human Body Structure/Functions The Integumentary/ Musculoskeletal System The Cardiovascular/Respiratory System The Nervous/Sensory System The Endocrine/Reproductive System The Urinary/Gastrointestinal System The Immune/Lymphatic System	8

## NURSING ASSISTANT PROGRAM CURRICULUM (cont'd)

<u>Section Name and Description</u>	<u>Clock Hours</u>
<b>Special Care Concerns</b> Developmental Disabilities Patient Care Mental Illness Patient Care Dementia/Alzheimer's Patient Care Cancer Patient Care AIDS Patient Care	8
<b>Common Chronic and Acute Disorders</b> Diseases/Disorders of Musculoskeletal/Nervous Systems Diseases/Disorders of Circulatory/Respiratory Systems Diseases/Disorders of Urinary/Gastrointestinal Systems Diseases/Disorders of Endocrine/Reproductive Systems Diseases/Disorders of the Immune/Lymphatic/ Integumentary Systems	4
<b>Rehabilitation and Restorative Care/Sub Acute Care</b> Promoting Patient/Resident Independence Ambulation with a cane, walker, crutches Body Alignment Range of Motions Exercises Maintaining Airway	4

**NURSING ASSISTANT PROGRAM CURRICULUM (cont'd)**

<u>Course number</u>	<u>Course Name and Description</u>	<u>Clock Hours</u>
NA 101	Nursing Assistant Skills Lab	30

**Section Name and Description**

Interpersonal Skills  
 Hand washing/Gloving  
 Pulse/Respiration/Blood Pressure/Temperature/ 2 Step  
 Blood Pressure  
 Mouth Care and Dentures  
 Transfers  
 Hair/Nail Care  
 Range of Motion Upper/Lower Extremities  
 Bed making/Changing an Occupied bed  
 Height and Weight  
 Repositioning of Patient  
 Bedpan/Disposable briefs/Colostomy care  
 Dressing AM/PM  
 Perineal Care  
 Feeding  
 Bathing/Partial Bed Bath  
 Isolation Techniques  
 Patient Environments  
 CPR  
 Catheter Care/ Urinary Drainage Bag , Measuring and Recording Contents

<u>Course Number</u>	<u>Course Name</u>	<u>Clock hours</u>
NA 102	Clinical Practicum	40

**Section Name and Description**

Clinical Rotation-Long Term Care Facility  
 Total Patient Care/Workplace Environment

**Total Hours            120**

## NURSING ASSISTANT PROGRAM COURSE DESCRIPTION

### NA 100--NURSE ASSISTANT THEORY

**50 Clock Hours**

Classroom instruction provided to assist students in learning essential information to permit them to become certified and function as skilled nursing assistants.

#### **Introduction to Healthcare--8 Clock Hours**

Provides students with a foundation that will ensure their success in the Nursing Assistant Health Care Career.

#### **The Healthcare System**

Healthcare delivery, organization and insurance

#### **The Nursing Assistant**

OBRA (Omnibus Budget Reconciliation Act), responsibilities, teamwork, registry

#### **Professionalism and Job-Seeking**

Job seeking, ethics, personal hygiene

#### **Legal and Ethical Issues**

Patient rights, ethic guidelines for behavior

#### **Communication Skills**

Telephone, team members, tactics, conflict resolution.

#### **Those We Care For**

Growth & Development, Basic Human Needs, Culture/Religion

#### **Safety --8 Clock Hours**

Provides students with necessary information to protect them while providing nursing assistant care to their patients/residents.

#### **Communicable Disease/Infection Control**

Immune system, medical asepsis, isolation procedures, infection control in healthcare setting.

#### **Blood borne and Air borne Pathogens**

Standard precautions, Hepatitis B and C, provides required 2 hour initial HIV/AIDS Training.

#### **Workplace Safety/ Fire Safety**

Lifting, Falls, Fire Safety

#### **Patient/Resident Safety and Restraints**

Risk Factors, use of restraints, application, avoiding and reporting accidents

#### **Positioning/Lifting/Transferring Patients**

Positions, mechanical and ambulatory assistance, lifting techniques

#### **Basic First Aid/Emergency Care/Disaster Preparation**

Responding, equipment, training required, role of the Nursing Assistant

**Basic Patient and Resident Care--8 Clock Hours**

Providing instructions for basic Patient/Resident needs.

**Patient/Resident Environment**

Familiarizing student with Patient/Resident unit and what is found there

**Admissions, transferring, discharges**

Process for identifying new surroundings, preparing to move current surroundings, preparing to return to previous surroundings.

**Bed Making**

Different types, proper handling of linens

**Vital Signs height and weight**

Monitoring normal measurements

**Cleanliness and Hygiene**

Assisting Patients with routine personal hygiene care

**Grooming**

Assisting with Hair/Nails, Dressing, Shaving, Makeup application

**Basic Nutrition**

Special diets, meal tray preparation, feeding assistance, fluids/hydration,

Measuring/recording intake and output

**Urinary/Bowel Elimination**

Various equipment and use (bedpan, urinal, catheters), obtaining samples, recording and reporting

**Death and Dying--2 Clock Hours**

Aiding students in understanding and preparing for the grieving process and caring for Patients/Residents at end of life

**Terminally Ill Patient Care**

Grief, will, dignity, effective care, Hospice

**Dying Patient Care / Post Mortem Care**

Physical/Emotional needs, family, post-mortem care

**Structure and Function of the Human Body--8 Clock Hours**

Provides understanding of the human body systems, and how they pertain to the nursing assistant duties

**The Integumentary/Musculoskeletal System**

Structures, functions, disorders, general measures, fluid balance, heat and cold application, pressure sores.

**The Cardiovascular/Respiratory System**

Disorders, functions, structures, general care measures, oxygen use, blood vessel identification, disease state

**The Nervous/Sensory System**

Structures, functions, disorders, taste, smell, hearing, effects of aging, care of eye and ear devices

## **Structure and Function of the Human Body (cont'd)**

### **The Endocrine/Reproductive System**

Gland structure, hormones, functions, disorders, male/female reproductive systems, sexually transmitted diseases

### **The Urinary/Gastrointestinal System**

Urinary structure, function, disorders, digestive system structure, effects of aging, Ostomy care

### **The Immune/Lymphatic System**

Nonspecific and specific immunity, lymphatic structure

### **Special Care Concerns --8 Clock Hours**

Provides understanding of care of patients/residents with special needs/disease involvement.

#### **Developmental Disabilities Patient Care**

Types of disorders, special needs, rights, communication

#### **Mental Illness Patient Care**

Copying/defense mechanisms, types of illness, care and assistance with ADL's rights.

#### **Dementia/ Alzheimer's Patient care**

Causes and Symptoms, caring for Alzheimer's Patients

#### **Cancer Patient Care**

Types, treatments, physical/emotional needs, care

#### **AIDS Patient Care**

Risks, rights, physical/emotional needs, care

### **Common Chronic and Acute Conditions--4 Clock Hours**

Purpose is to familiarize students with common disorders that are found in the patients/residents the nursing assistant cares for.

#### **Diseases/Disorders of Musculoskeletal/ Nervous Systems**

Arthritis, rheumatoid arthritis, osteoporosis, fractures, muscular dystrophy, amputation, C.V.A, Parkinson's disease, multiple sclerosis, epilepsy, hearing impairment, vision impairment

#### **Diseases/Disorders of Circulatory / Respiratory Systems**

hypertension, CAD, Angina Pectoris, Myocardial Infraction, CHF, PVD COPD, Asthma, Pneumonia.

#### **Diseases/Disorders of Urinary/ Gastrointestinal Systems**

UTI, Kidney Failure, GERD, Ulcerative Colitis, Peptic, Ulcers, Constipation

#### **Diseases/Disorders of Endocrine/Reproductive Systems**

Diabetes Mellitus, Chlamydeous, Syphilis, Gonorrhoea, Benign Prostatic hypertrophy

#### **Disorders of Immune/Lymphatic/Integumentary Systems**

AIDS, HIV, Decubitus Ulcers, Pressure Sores

**Rehabilitation and Restorative Care/Sub Acute Care--4 Clock Hours**

Providing students with understanding of patient/resident care found in settings aside from hospital and nursing home.

**Promoting Patient/Resident Independence**

Understanding goal setting, purpose of keeping patient/resident active

**Ambulation with a cane, walker, crutches**

Equipment, transfer belt use, guidelines for patient safety

**Body Alignment**

Positioning, contractures

**Range of Motion Exercises**

Active Rom, Passive Rom

**Airway Maintenance**

Tracheostomy management, mechanical ventilation

## NURSING ASSISTANT COURSE DESCRIPTION

### NA 101--NURSING ASSISTANTS SKILLS LAB

30 Clock Hours

It is in the skills lab setting that students acquire the knowledge and hands on experience of performing the various skills and procedures required of nursing assistants in the State of Florida.

#### **Interpersonal Skills**

Communicating with patients and team members

#### **Hand washing/Gloving**

Techniques and types

#### **Pulse/Respiration/Blood Pressure/Temperature/2 Step Blood Pressure**

Techniques, recording and reporting

#### **Mouth Care and Dentures**

Morning/evening care techniques, safety with denture cleaning and storage

#### **Transfers**

Equipment, techniques, patient/Nursing Assistant safety, restraints

#### **Hair/Nail Care**

Cleansing, maintenance, patient choices

#### **Range of Motion Upper/Lower Extremities**

Assisted exercises and reporting pain

#### **Bed Making/Changing an Occupied bed**

Types, handling of linens, comfort

#### **Height and Weight**

Purpose, technique, recording, reporting

#### **Repositioning of Patient**

Equipment, technique, recording frequency, pressure ulcer prevention

#### **Bedpan/Disposable Briefs/Colostomy Care**

Equipment, techniques, recording/reporting

#### **Dressing AM/PM**

Assistance with dressing, decision-making, patients with weakness independence

#### **Perineal Care**

AM/PM Post Elimination, cleansing techniques/equipment

#### **Feeding**

Techniques equipment, measuring, recording/reporting

#### **Bathing/Partial Bed Bath**

Techniques, comfort, skin care, reporting

#### **Isolation Techniques**

Purpose, equipment, infection control

#### **Patient Environments**

Privacy, Rights, Cleanliness, Comfort

#### **CPR**

Students will learn adult, child, infant Basic Life Support for the Healthcare Provider.

Includes AED training, Certification will be granted upon successful completion by Certified Instructor.

#### **Catheter care/Urinary Drainage Bag(Measuring and Recording Contents)**

Maintenance, types, skin care, precautions, reporting, recording contents of drainage bag

## **NURSING ASSISTANT COURSE DESCRIPTION**

**NA 102--CLINICAL PRACTICUM**

**40 Clock Hours**

### **Clinical Rotation-Long Term Care**

- Students will provide Nursing Assistant care to residents in a nursing home setting for a total of 40 hours.
- All aspects of activities of daily living will be performed under the supervision of a faculty registered Nurse from the school.
- Theory learned from the classroom and skills acquired in the lab will help prepare the student to give patient care and communicate with team members in a workplace environment.

## RESOURCES

### Laboratory Equipment

Adult Anatomical Model  
Ambu Bag  
Bedside Commode  
Wall Clock  
Crutches  
Hospital beds with rails  
Linen Hamper  
Over the Bed Table  
Oxygen Demo Set  
Height and Weight Scale  
Bio Hazard Disposal Set  
Sphygmomanometers/Stethoscopes  
Thermometers (glass, digital, electronic)  
Walkers  
Wheelchairs  
CPR Training Equipment  
Teaching Stethoscopes  
Black and Dry Erase boards  
Bookcase  
Overhead Projector  
Computers w-Internet  
File Cabinet  
TV/VCR with Nursing Assistant Tapes

### Laboratory Supplies

Ace Wraps  
Airway Demos  
Wash/Emesis Basins  
Fracture Bedpan  
Standard Bedpan  
Catheters  
Under pads/ chuxs  
Colostomy Demos  
Isolation Packs  
Elastic Stockings  
Enema Kits  
Gloves  
Graduated Containers  
Hospital Tray (food)  
Linen (towels, sheets, etc)  
Nail Care Sets  
Restraints  
Specimen Cups  
Personal Care Items (comb, soap. Etc.)  
Urinals  
Patient Clothing  
Transfer Belts  
Clipboards  
Student Table and Chairs

### TEXTBOOKS/WORKBOOKS

Nursing Assistant Care, Susan Alvare, Diana Dugan, Jetta Fuzy; Hartman Publishing, Inc 2005  
The Nursing Assistant's Handbook Workbook; Hartman Publishing, Inc. 2005

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