

## **NURSING FUNDAMENTALS**

### **COURSE SYLLABUS**

#### **Believe in Andrews**

#### **INSTRUCTOR AND COURSE INFORMATION**

Name: Dorsel Edwards, MSN. Ed, BSN, RN  
School Phone Number: (336) 819-2800, ext. 1662  
School email: [edwardd2@gcsnc.com](mailto:edwardd2@gcsnc.com)  
Availability: Upon request or Tuesday, and Wednesday or Thursday from 3:00-4:00 pm  
\*\* Confirm with teacher if planning to stay in afternoon  
Use email, or remind APP *anytime* for questions, problems with assignments.

#### **COURSE PREREQUISITES, RESOURCES AND REQUIREMENTS**

- Successful completion of Health team Relations or Health Science 1, Health Science 2 and a valid American Heart Association Healthcare Provider CPR/First Aid card (card must be valid to \_\_\_\_\_) A valid Social Security Card which is signed and **NOT LAMINATED** and a second form of valid picture identification, as specified in the Nurse Aide 1 candidates handbook
- Successfully passing a criminal background check and a tuberculosis-screening test. Testing for alcohol and drug use may also be required.
- In this course students will use a variety of resources, including
  - Textbook – Diversified Health Occupations: Nursing Assistant Care: Long Term Care and the accompanying Workbook (both provided)
  - Email and various internet sites
  - NC Nurse Aide Training Program curriculum and skills checklists
  - Nurse Aide 1 Candidates Handbook
- In addition, students are expected to come to class *every day* with a pen/pencil, a three ring binder (**at least 3”**) containing this syllabus, your signed course contract and note book paper and dividers for each of the six areas described below in course objectives. Each of the 6 divided areas will include 1) Vocabulary (this will include Key Terms, Medical Terminology and Abbreviations), 2) Notes/Reading Assignments/Journal Reflections, 3) Class work/Workbook assignments and Homework, 4) Projects and 5) Quizzes/Tests.
- Two sets of scrub tops and bottoms – colors to be determined in first week of class
- Closed toed shoes
- Competent performance of all required skills in the classroom. This includes the physical performance of skills, safe, appropriate behavior and collaboration.
- Competent, safe and appropriate performance of skills during 40 hour (minimum) clinical
- Passing the course requirements to attain certificate of completion
- *Encouraged: Taking NC NA 1 certification test (first time fees paid by School District)*

#### **PURPOSE**

Nursing Fundamentals is an Honors course designed to prepare students with the knowledge and skills needed by a Nurse Aide in the workplace. Successful completion of the course provides students with a school generated certificate of completion which makes them eligible to take the NC Nurse Aide certification test when all requirements are met.

## **COURSE OBJECTIVES**

- Students will understand the following: 1) The role, range of function, legal and ethical responsibilities of the nurse aide within the healthcare system; 2) Communication, interpersonal and physical care skills that promote mental health and meet social and special needs of residents in long term care and 3) Infection control, safety and emergency skills within the nurse aide range of function.
- In classroom labs students will demonstrate competent performance of: 1) Nurse aide skills related to residents' vital function and movement; 2) Nurse aide skills related to residents' hygiene, grooming, skin integrity and living environment needs and 3) Nurse aide skills needed to provide for residents' nutrition, hydration and elimination needs.
- Upon successful completion of these skills in the classroom setting, students will apply nurse aide skills by providing hands on resident care during a 40 hour (minimum) clinical experience in an approved long term care facility.
- *Encouraged: Taking and passing NC NA 1 certification test (first time fees paid by School District)*

## **COURSE POLICIES**

Since one of the primary purposes of this Honors course is for students to develop knowledge and skills needed by a Nurse Aide in the workplace, **conforming to T. Wingate Andrews High School (TWA) Code of Conduct, WBHS Honor Code, attendance and active participation are required.**

In addition:

- ✓ Students are expected and required to follow **ALL** classroom guidelines and procedures
- ✓ Students are required to submit all assignments directly to the teacher or to the teacher's email
- ✓ The following are **STRICTLY PROHIBITED** in the classroom:
  - Cell phones and electronic devices (including but not limited to calculators, MP3 players, cameras, ear phones, etc.)
  - Food including candy and gum
  - Any Drink other than a clear water bottle with water

**\*\*ALL food and drink is prohibited while using technology** (e.g. laptops, computers)

### **T. Wingate Andrews High School TWA Honor Code**

Cheating on any aspect of the course is absolutely prohibited and will result in the maximum penalty allowed under the West Brunswick High School Academic Honor Code.

## **ATTENDANCE POLICY**

**Attendance** - The class will follow the attendance policy set forth by T. Wingate Andrews High School

**Tardiness** – Arriving late to class is **NOT** acceptable. It is the student's responsibility to obtain any information that was missed. It is not acceptable for students to disrupt classroom instruction with requests for information and assignments when they are tardy.

Following T. Wingate Andrews High Schools tardiness policy, after (1) tardy students will get a verbal warning, after (2) tardies students will get a written warning and parents will be notified. Any further tardiness will require students to follow disciplinary instructions from administration.

Due to the skill acquisition and performance requirements of this course, **100% on-time attendance in classroom labs and the clinical rotation is mandatory. Failure to meet attendance requirements will result in failing the course and possibly not graduating.**

## **CLASSROOM PROCEDURES**

- PLEASE BE ON TIME FOR CLASS
- Upon entering the room, turn your cell phone off and place it in the designated container
- Take your required materials out and be ready to work when the bell rings
- Each day will begin with “Bell Ringer”
- Each student is responsible for their work, participating in labs and working in assigned pairs.
- To ask a question/make a comment please be respectful and raise your hand.
  - During discussions your answers/questions need to be relevant to the topic being discussed
- **Skill acquisition** requires you to be mindfully present and stay focused on the skill you are learning to perform.

### **The steps of skill acquisition are:**

- Watch a demonstration of the skill by the teacher and, at times, online.
  - Working in pairs, begin guided practice. During guided practice you are to actively observe your classmates perform the skills if it is not your turn to practice. To demonstrate active observation, you will be required to complete a skills checkoff sheet when you and your partner are not actively practicing the skill. The teacher will provide feedback, corrections and cueing to students who are practicing the skill.
  - Independent practice involves practicing the skill without any teacher or peer input during the skill performance. Active observation by students is still required. In this step the teacher also observes, using the skill checkoff sheet. This step is pass or fail.
  - Skill acquisition check off is obtained when you are able to competently and independently demonstrate skill performance
- **THERE ARE NO BATHROOM PASSES THE FIRST OR LAST 20 MINUTES OF CLASS.** The “Bathroom Pass” may be used **one at a time** by writing the date, your name, time out and time in on the bathroom pass sheet. Excessive use of the bathroom pass either in frequency or duration will result in restrictions.
  - Due to the length of this class, you will have a 15 minute break at the teachers discretion
  - During Quizzes/Tests you must remain silent and may not communicate until everyone has finished. Failure to follow this procedure will result in a **ZERO** and you will **NOT** be allowed to make it up. In addition, a referral for cheating will be made.
  - If you have a scheduled check out or prior approved release, let the teacher know prior to the beginning of class. If you have an emergency, let the teacher know so you can be assisted.
  - If you have questions/concerns **YOU** are responsible for taking appropriate initiatives to get them addressed without being disruptive to the classroom.
  - For in person discussion of grades, progress reports, make-up work, parent/teacher/student concerns and personal matters affecting academic performance a **private appointment** must be made with the teacher.

## **CLASSROOM GUIDELINES**

1. Follow ALL rules set forth by T. Wingate Andrews High School and Guilford County Schools
2. Follow ALL classroom POLICIES AND PROCEDURES
3. Come to class on time and be **READY TO LEARN**
  - ✓ Bring all materials to class. Have them out and everything else put away.
  - ✓ Bring a positive attitude
4. Be dignified and show respect to **EVERYONE**
  - ✓ **RESPECT** your teacher, guest speakers, your classmates, **YOURSELF AND OTHERS**
  - ✓ Be **POLITE** and **HELPFUL**
  - ✓ **NO OFFENSIVE LANGUAGE, CURSING, BULLYING OR TEASING**

- ✓ No sleeping in class
- 5. Follow directions the FIRST time they are given
- 6. Most days you will be wearing scrubs or other specified apparel in class. On days when you are wearing regular clothes you must follow TWA dress code including pants at the natural waist, no hats or hoodies on head, no inappropriately revealing clothes (stretch pants/leggings, short shorts or skirts, underwear or bra showing), no flip-flops and appropriate dress at all times.
  - ✓ Keep hands, feet and objects to yourself
  - ✓ No personal grooming in class
- 7. Keep the room neat and clean

## **ASSIGNMENTS**

Assignments will be submitted directly to your instructor or to your teacher's email.

- ***Class work/Homework assignments*** will be given daily/weekly depending on the assignment
- ***Quizzes/Unit Tests*** will be given daily/weekly and will cover information from class discussions, reading assignments, notes, vocabulary and activities for each unit of content
- ***Major Exam Tests*** will be given as a pre-test at the beginning of the semester, a comprehensive mid-term at the end of the first 9 weeks, an in-class comprehensive final exam and a state end of course exam which will count as 20% of your semester grade.
- ***Projects*** will include sponsoring an American Red Cross blood drive and other projects using rubrics and HOSA guidelines, etc. as assigned by the teacher throughout the semester
- ***Practicum and skill activities*** include skill acquisition and demonstrated competent performance of the 64 skills of the Nurse Aide Training Program in the classroom lab and the 25 skills during the 40 hour minimum clinical rotation.
- **There will be a test, project and/or practicum for each unit. All tests will be completed online or paper and pencil.**

**Make – up Work** - If a student is absent from class, regardless of the reason, it is their responsibility to make up missing work, including assignments, projects, quizzes, tests, Practicum and skill activities. Requests for make-up work are **not acceptable during class instructional time.** Students will need to request missing and make-up work before or after school or online via teacher's email.

\*\* To make-up tests, quizzes or skills, students must make arrangements with the teacher to come **early before school, stay late after school or by other scheduled appointment.**

\*\*For all make-up work, students have **ONE** day for each day absent, to turn in the work for full credit unless otherwise approved by the teacher.

**Late work** – All assignments given during a two week progress reporting period **MUST** be made up by the end of the following 2 week progress reporting period (The allowed make-up period).

\*\*Partial credit will be given for late work, with a 10% deduction for each day late during the allowed make-up period.

**Beyond that make-up period time frame, the student will not be allowed to make up the work and will receive a zero (0) for that assignment.**

- ***Class Participation*** includes **demonstrating safe and appropriate behaviors during daily participation in all activities performed in class and in the clinical setting.** Each class day students can earn up to ten (10) class participation points. Since you must be present to participate, attendance is necessary to earn class participation points. **Individuals, pairs, groups and, at times, the whole class can earn 10 points per week class participation grade) for excellence in class participation.** Failure to follow class room policies, guidelines/rules and procedures, disruption of instruction or disrespectful behavior will result in deduction of points as well as possible additional consequences, depending on the infraction.

## **CONSEQUENCES**

All your choices have consequences. When you chose to follow the guidelines, rules, policies and procedures you will be making good choices. If you chose not to follow the guidelines, rules, policies and procedures, you will face penalties.

**Penalties include: 1<sup>st</sup> Offence** - Verbal Warning/Student-Teacher conference

**2<sup>nd</sup> Offence** – Call home and, depending on offence, written referral to administration

**3<sup>rd</sup> or more Offence** – Call home and written referral to administration

## **ATTENDANCE REQUIREMENTS**

All classroom absences beyond 8 class periods must be made-up during face-to-face time with the RN instructor, at the instructor's convenience. Due to the skill acquisition and performance requirements of this course, **100% on-time attendance in classroom labs and the clinical rotation is mandatory.**

**Failure to meet attendance requirements will result in failing the course, not receiving credit and possibly not graduating.**

## **SKILL ACQUISITION REQUIREMENTS**

Skill acquisition check off is obtained when you are able to competently and independently demonstrate skill performance. *Practicum and skill activities* include skill acquisition and demonstrated competent performance of the 64 skills of the Nurse Aide Training Program in the classroom lab and the 25 skills during the 40 hour minimum clinical rotation. **Failure to meet skill acquisition requirements will result in failing the course, not receiving credit and possibly not graduating.**

## **SAFE PRACTICE REQUIREMENT**

In addition to demonstrating competent, independent performance of all skills you are also required to demonstrate safe and appropriate behavior at all times in school and in the clinical setting. Failure to do so may result in a determination that you are unsafe to practice. While you may be able to receive an alternative assignment for classroom requirements, if you are unsafe to practice you will not be allowed to continue/complete the clinical rotation and therefore, you will not be eligible to receive the certificate of completion or take the NC NA 1 examinations. **Failure to meet safe practice requirements will result in failing the course, not receiving credit and possibly not graduating.**

## **COURSE EVALUATION AND GRADING SCALE**

Class work/Homework assignments, Quizzes/Unit Tests, Major Exam Tests (a mid-term at the end of the first 9 weeks, an in-class comprehensive final exam and a state end of course exam which will count as 20% of your semester grade), Projects, Practicum and skill activities, Attendance and Class Participation are all components of evaluation for this course.

<u>REQUIREMENT</u>	<u>%</u>	<u>Grading Scale</u>	<u>Letter Grade</u>
<b>Quizzes/Tests / Projects</b>	<b>20</b>	<b>90 - 100</b>	<b>A</b>
<b>Practicum/Skills</b>	<b>40</b>	<b>80 – 89</b>	<b>B</b>
<b>CTE Final Exam</b>	<b>20</b>	<b>70 – 79</b>	<b>C</b>
<b>Assignments</b>	<b>10</b>	<b>60 – 69</b>	<b>D</b>
<b>Class Participation</b>	<b>10</b>	<b>less than 60</b>	<b>F</b>

**Please turn this page over. Sign and date the Student Contract in blue or black ink.**

T. Wingate Andrews

NURSING FUNDAMENTALS

# NURSING FUNDAMENTALS STUDENT CONTRACT

I \_\_\_\_\_ (printed name) have read and understand the syllabus for Nursing Fundamentals. I understand that if I have any questions concerning any aspect of the course I need to ask my instructor for answers. I agree to follow all policies, guidelines, procedures and expectations set forth by the instructor, including, but not limited to, the attendance, skill acquisition and safe practice requirements. I understand the consequences and rewards that may arise from the choices I make in this class. I plan to have an excellent semester and to do my very best in this course.

I verify that I have received, reviewed and understand the syllabus, requirements and expectations for Nursing Fundamentals.

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Student Signature

Date

\*\*\*\*\* **Return signed contract to instructor by \_\_\_\_\_, 20\_\_\_\_** \*\*\*\*\*

I verify that I have received the signed student class contract from the above student confirming their understanding of the syllabus, requirements and expectations for Nursing Fundamentals.

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Instructor Signature

Date

**\*NOTE – THE ORIGINAL SYLLABUS AND STUDENT CONTRACT WILL BE RETURNED TO STUDENT FOR PLACEMENT IN THEIR NOTEBOOK. COPY WILL BE PLACED IN THEIR FILE BY THE INSTRUCTOR.**