



Owens Community College
Course Syllabus STN 110
SEMESTER
School of Nursing & Health Professions

Course Name: Nurse Assistant Training Program
Course/Section: STN 110-XXX
Credits: 3
Contact Hours: Lecture: 2.0; Lab: 1.8; Clinical; 1.2
Main Instructor:
Owens Email:
Lab Instructor:
Owens Email:
Lab Assistant:
Owens Email:

Please use only Owens email for course communications.

CATALOG DESCRIPTION:

The program is an Ohio Department of Health approved Nurse Aid Training Competency and Evaluation Program (NATCEP) that prepares the student to give basic nursing care to Long Term Care Residents and to take the Ohio State Testing and Competency Evaluation to become a CNA (Certified Nurse Assistant).

NOTE: OHIO SENATE BILL 160 REQUIRES A CRIMINAL BACKGROUND CHECK FOR ANYONE EMPLOYED IN LONG TERM CARE BEFORE HIRING.

PREREQUISITIES/PRECLINICAL REQUIREMENTS:

- Students must have a background check before attending clinical. (See information and form on Blackboard.)
- Students must meet all Technical Standards as outlined in Blackboard.

PRECLINICAL MEDICAL REQUIREMENTS: To be turned in by Day 10 of class!

- 2-step PPD, or Chest x-ray and/or TB blood test
- Documentation of Covid vaccination & recent flu vaccination or exemption forms
- Pregnancy release form if needed
- ALL forms must be hard copy.
- Clinical is assigned AFTER forms are turned in.

COURSE MATERIALS:

- **Required Text:** Lippincott's Textbook for Nursing Assistants (6th edition) A Humanistic Approach to Caregiving: Pamela J. Carter, ISBN: 9781975198909
- D&S Diversified Technologies CNA Candidate Handbook-pamphlets-Handed out in class.
- Course Information Booklet – posted in Blackboard and handed out in class.
- **Optional:** Lippincott's Workbook for Nursing Assistants a Humanistic Approach to Caregiving (6th edition): Pamela J. Carter (Consider if State testing)
- You may buy the electronic version of the book as well, and you will need to bring your laptop with you in case it is referred to in class.
- There is a copy of the textbook on file in the Owens library. The book may also be purchased online and downloaded as a rental.

INCLUSIVE ACCESS MATERIALS – On the back of the front page of the textbook is an area to scratch off and reveal a code. Log into <http://thepoint.lww.com/activate> for additional activities for learning.

BLACKBOARD AND COMPUTER ACCESS

- Computer access, internet access, and knowledge of Black Board is needed to take online tests, complete online assignments, and for other class material.
- There is a tutorial on Blackboard.

WHAT YOU WILL LEARN IN THIS COURSE**COURSE OBJECTIVES-as posted directly from state curriculum**

The objective of this NA training and competency evaluation program is to ensure the provision of quality services to residents in LTCFs by NAs who are able to:

1. Form relationships, communicate and interact competently on a one-to-one basis with LTCF residents as part of the team implementing resident care objectives;
2. Demonstrate sensitivity to the residents' physical, emotional, social and mental health needs through trained, directed interactions;
3. Assist residents in attaining and maintaining functional independence;
4. Exhibit behavior in support and promotion of residents' rights; and
5. Demonstrate observation and documentation skills needed in support of the assessment of the long-term care residents' health, physical condition and well-being.

STUDENT LEARNING OUTCOMES:

After successful completion of this course, the student will be able to:

STANDARD	OBJECTIVE	WHERE ASSESSED
I Overview	1.1 Explain Ohio Department of Health requirements for Certified Nurse Aides	Test 1, 5
II Communication	2.1 Describe the LTCF work environment. 2.2 Describe the role and responsibilities of the NA, including maintaining confidentiality. 2.3 Describe the use of policy and procedure manuals. 2.4 Demonstrate professionalism in behavior and appearance. 2.5 Utilize communication and interpersonal skills that accomplish effective communication with staff, residents and administration. 2.6 Describe appropriate communication techniques for impaired or English-Second-Language residents. 2.7 Describe the Care Conference, Care Plan and Care Conference. 2.8 Identify legal rights of the nursing home resident. 2.9 Identify ways to document in a resident's medical record.	Test 1, 5 Lab Practice Skill Test Clinical
III Infection Control	3.1 Identify the importance of infection control and factors which promote the growth and spread of pathogenic microorganisms. 3.2 Utilize basic infection control measures and determine which methods of infection control are correct for situations needing extra precautions. 3.3 Identify factors that indicate an infection may exist.	Test 2, 5 Lab Practice Skill Test Clinical
IV Safety	4.1 Identify abnormal or emergency situations and perform basic safety procedures. 4.2 Verbalize correct use of oxygen therapies. 4.3 Explain fire safety measures. 4.4 Identify natural disasters and follow emergency directives accurately. 4.5 Maintain proper body mechanics for self and good body alignment for residents. 4.6 Determine what alternative safety measures should be utilized and perform safety measures with use of restraints. 4.7 Determine safety measures for ambulation techniques and perform these correctly.	Test 2, 4, 5 Lab Practice Skill Test Clinical
V Independence	5.1 Identify ways to promote resident's independence and maintain current levels of functioning.	All Tests Clinical
VI Rights	6.1 Prioritize Residents' Rights in all interactions with the residents.	All Tests Clinical
VII Basic Skills	7.1 Describe observational methods and when to report changes in the resident. 7.2 Differentiate between normal aging changes and abnormal signs/symptoms. 7.3 Recognize signs/symptoms of common diseases and verbalize NA actions for each.	Test 3, 4, 5 Lab Practice Skill Test

	7.4 Discuss ways to keep the resident's environment safe, comfortable and properly maintained. 7.5 Identify types of bed making and when each is appropriate 7.6 Identify techniques to assist a resident during admission or discharge procedures. 7.7 Promote resident safety at mealtime. 7.8 Identify various types of nutrition, including modified diets, tube-feedings and IV therapy and ensure resident safety with each. 7.9 Measure height and weight accurately. 7.10 Measure vital signs accurately and determine actions to take if measurements are NOT within normal limits.	Clinical
VIII Personal Care	8.1 Demonstrate general practices of oral hygiene for a variety of residents. 8.2 Demonstrate techniques for bathing residents in the resident's bed, a whirlpool, bathroom, tub and shower, while maintaining privacy and resident safety. 8.3 Perform personal care for resident in a safe and efficient manner. 8.4 Describe strategies to maintain skin integrity and prevent or improve skin problems. 8.5 List problems associated with urinary incontinence, and describe ways to prevent infections, including those related catheterization. 8.6 Perform correct procedure for assisting a resident with a bedpan, fracture pan, urinal, bedside commode or toilet. 8.7 Measure intake and output with 100% accuracy. 8.8 Identify problems with bowel elimination and discuss ways to assist resident with bowel problems.	Test 4, 5 Lab Practice Skill Test Clinical
IX Mental Health	9.1 Describe the developmental stages associated with the aging process and discuss myths related to aging. 9.2 Describe interventions and actions to take to meet the emotional needs of the resident and response to the resident's behavior. 9.3 Identify actions the NA may take to help the resident rest and sleep 9.4 Discuss actions NA can take to protect a resident's sexuality 9.5 Differentiate between: mental health, mental illness, developmental disability and intellectual disability and determine NA actions needed for each. 9.6 Identify behaviors that indicate confusion and describe NA actions to provide effective care. 9.7 Identify NA's role and responsibility in caring for the depressed resident 9.8 Provide efficacious care of the dying resident, based on their current stage of grief.	Test 1, 5 Lab Practice Skill Test Clinical
X Restorative	10.1 Describe negative effects of immobility and enumerate effective interventions. 10.2 Identify correct steps to take to maintain bowel and bladder training. 10.3 Describe prosthetic devices and how to assist resident to use correctly.	Test 4, 5 Lab Practice Skill Test Clinical
XI Resident Rights	11.1 Describe the role of the Ohio long-term care ombudsman program and list ways to prevent abuse.	Test 1, 5
OVERALL Learning Objectives	A) Define all medical terminology listed in textbook, vocabulary list, study stack, videos, and D&S booklet. B) Maintain safety procedures in class, lab and clinical to ensure safety of staff, residents, and others. C) Follow basic infection control procedures. D) Demonstrate prioritization of work. E) Demonstrate an effective communication style. F) Display professional behavior in class, lab and clinical through dress, speech and all actions. G) Prioritize resident rights in all interactions at clinical, to ensure that each resident's dignity, human rights and life is honored.	Assignments All Tests Classroom Lab Practice Skill Test Clinical

ACADEMIC SUPPORT

DISABILITY SERVICES:

If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or register for accommodations, please contact the Disability Resource Center at 567-661-7007, or email: disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

If you have accommodations, please print out a copy of your paperwork, and bring to your instructor on the first day of class so we can accommodate you without delay.

TUTORING SERVICES:

Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to : <https://www.owens.edu/successcenters/>.

COUNSELING SERVICES:

Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

CAMPUS AND COMMUNITY CONNECTIONS:

The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information:

<https://www.owens.edu/connection/> or contact connections@owens.edu

OWENS LIBRARY:

The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

GENERAL INFORMATION

STUDENT CODE OF CONDUCT:

All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

- IMPORTANT – Students may take pictures of assignment material due to FERPA regulations. Students may bring a laptop or tablet to take notes if desired. Audio recording is allowed.

ANTI-DISCRIMINATION AND HARASSMENT & TITLE IX/SEXUAL MISCONDUCT:

All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

RELIGIOUS ACCOMMODATIONS:

A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

DOCUMENT COLLECTION:

Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

CLASSROOM ADMITTANCE:

OCC classes shall only be attended by the officially registered OCC students or perspective students, manager, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

USE OF AI TOOLS:

This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

All written assignments, projects, and exams must be completed independently.

INSTRUCTOR EXPECTATIONS

INSTRUCTIONAL METHODS:

Instructional Methods may include, but are not limited to:

lecture, skill demonstrations, hands-on lab skill practice, class discussions, student interactions & participation, educational games/activities, scenarios, student skill demonstrations, vocabulary lists (study stacks), videos, online assignments, test reviews, tests.

ATTENDANCE POLICY:

In accordance with Ohio Department of Health regulation 3701-18-13 paragraph E section 1; **Attendance of all class/lab and clinical time is mandatory.**

- Missed time includes full-day absence, late arrivals (tardy), early departures, long or repetitive breaks, or any other time missed during class/lab/clinical.
- No class time may be missed for the first five days of class.
- Any missed time (up to 6 class/lab hours or 1 clinical day) must be made up within 60 calendar days. **Students with excessive missing time may fail the class.**
- *Students coming to class with an obvious illness will be required to wear a mask for the safety of other students OR the student will need to leave for the day.*
- Please see the Course Information Booklet for more information on attendance.

CLASS/LAB/COMPUTER LAB ENVIRONMENT:

- The classroom and lab are meant to be places of learning. A student who **causes disorderly or disruptive conduct** that interferes with any College activities, College Officials or any member of the College community including the instructor, other students and with the instruction during the learning process, may be asked to leave the learning site for the remainder of the day. The severity of the offence will determine if a warning is given first and if the student will be allowed back in class. The attendance policies will be followed and an incident report will be filed if necessary.
- Cell phones need to be used outside of class and put away during class/lab time.
- Students with electronic devices visible during test times will be dismissed from the test on grounds of academic dishonesty and receive a zero for that test grade and an incident report will be filed. Students may fail the class for academic dishonesty.
- Please see the Course Information Booklet for more information.

DRESS CODE:

- Students are expected to review and follow dress code at all times.
- Failure to follow dress code for class/lab will result in student being asked to leave for the day. Time must be made up according to attendance policy.
- Students coming to Skill Test Day OR Clinical without the proper attire will NEED to leave and must reschedule the missed time by emailing the class (not clinical) instructor. NOTE: Make-up time may not be available for skill demonstration and/or clinical days.
- Please see the Course Information Booklet for more information on dress code.

HOW GRADES ARE DETERMINED AND MAJOR ASSIGNMENTS**GRADING PROCEDURE FOR ASSIGNMENT/TEST PORTION OF CLASS**

Assignments: There are 5 assignments found online in Blackboard. Each assignment may be done multiple times. One is due on each test day. No late assignments are accepted. See weekly calendar for due dates.

Assignment	Learning Objectives	Units Covered	Value
1	1, 2, 7.5, 11	Units 1 & 2	2% of grade total
2	3, 4	Units 3 & 4	2% of grade total
3	7.1, 7.4, 7.6-7.10, 8	Unit 5	2% of grade total
4	7.2 & 7.3	Unit 7	2% of grade total
5	9, 10	Units 6 & 8 & comprehensive	2% of grade total
ALL	5, 6, 11, A-G	comprehensive	As above

Written Tests: There are 5 tests which will be taken in the computer lab during class. Missed tests must be made up in the Testing Center within 2 days. Students with accommodations for tests will take tests in the Testing Center.

Test	Learning Objectives	Units Covered	Value
1	1, 2, 7.5, 11	Units 1 & 2	18% of grade total
2	3 & 4	Units 3 & 4	18% of grade total
3	7.1, 7.4, 7.6-7.10, 8	Unit 5	18% of grade total
4	7.2 & 7.3	Unit 7	18% of grade total
5	9, 10	Units 6 & 8	18% of grade total
ALL	5, 6, 11, A-G	comprehensive	As above

Grading Scale:

- Students with at least a 77% assignment/test average will be able to move on to the next step and will be scheduled to give their Skill Demonstration.
- Students scoring below 77% will need to drop or will fail the class.
- The grade earned for this section of the course is the grade that will appear on the grade card, if the Skill Demonstration and clinical hours are also passed.
- Grading Scale:

✓ 93% - 100%	A
✓ 85% - 92%	B
✓ 77% - 84%	C
✓ 60% - 76%	D
✓ 0% - 59%	F

GRADING PROCEDURE FOR LAB PORTION OF CLASS**Lab/Skill Practice Time:**

- Lab time includes skill demonstrations by the instructor and practice time for students. Lab time is pass/fail.
- Stay busy and ask questions if you are uncertain of your accuracy. Students wasting lab time will be asked to leave for the day and will need to make up any time missed. **No phones allowed during lab practice.**
- ALL lab time must be attended or made up BEFORE you attend your Skill Demonstration appointment on Day 11.
- See Course Information Booklet for more information.

Skill Test Day:

- Students need to arrive 15 minutes early and come in clinical attire.
- All skills must be passed with 80% accuracy and no major safety issues.
- Students failing the skill demonstration will not attend clinical hours, nor pass the class, to ensure resident safety.

GRADING PROCEDURE FOR CLINICAL PORTION OF CLASS

- Clinical will consist of 16 hours, usually completed in two 8-hour days or three 5.5-hour days. The primary instructor will assign dates around Day 5 or 6 of class.
- **Clinical is scheduled on a first-come, first-served basis. Clinical is NOT scheduled until ALL of the required paperwork is turned in to classroom/online instructor.**
- Instructors will attempt to give students the dates they prefer. ***However, there is no guarantee that you will be assigned to your preferred clinical dates or location.*** Students who turn in paperwork early get first choice.
- If you need to be scheduled with another class, you will not receive verification of your clinical dates until the last day of class, to ensure dates are available.
- Clinicals are assigned based on the availability of the LTCF, which may NOT be on the same days of the week as class is scheduled.
- If you have other classes that prevent you from attending clinical as scheduled, you need to bring in documentation to prove your reason for exemption BEFORE scheduling your clinical day.
- Once assigned to clinical, these dates will ONLY be changed in case of LTCF issues. If you cannot attend clinical as scheduled, it will be considered an absent day.
- Students must complete at least 90% of available skills to pass clinical.

COURSE COMPLETION CERTIFICATE INFORMATION

In order to receive a NATCEP certificate, a student must:

First turn in all required paperwork for the class/LTCF

- Complete all written online course work, with a minimum written score of 77%
- Attend all lab hours AND attend all clinical hours.
- Pass the skill Test with 80% on each skill tested.
- Pass the clinical component of the clinicals.

In Case of School Closure, Please Note:

- While unlikely, there is a possibility that the College will be required to suspend face-to-face classes and labs temporarily. While we hope this is not the case, if this happens, your class will not meet in person. Depending on circumstances, we may conduct the lecture portion of the class online and will make up the hands-on portion when classes are able to resume or provide e-learning as well.
- If a class day is cancelled for any reason, we still need to make-up the required hours for the class. We will have an addended syllabus to meet the required needs.

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.

CLASS CALENDAR STN 110				
DAY	Date	TOPICS	LEARNING OBJECTIVES	SKILLS
1		Unit 1: Ch 1-4 Healthcare Systems, Professionalism & Legal Resident Rights	1.1, 2.1, 2.2, 2.3, 2.4, 6.1, 7.5, 11.1 A, B, C, D, E, F, G	Occupied Bed, Gait Belt Use & Dangling, Pivot Transfer From Bed Ambulation & Walker
2		Unit 1: Ch 5-6 Unit 2: Ch 7-9 Communication, Growth & Development, Long Term Care/Dementia	2.5, 2.6, 2.7, 2.8, 2.9, 9.1, 9.2, 9.6 A, B, C, D, E, F, G	Move up in Bed (Boost) Position on Side & Positions, Hand Hygiene/Handwashing
3		TEST 1 – Units 1 & 2 Unit 3 Ch 10-12 Infection Control, Positioning, Transfers	3.1, 3.2, 3.3, 4.7 A, B, C, D, E, F, G	Crutches & Cane, Restraints Upper & Lower ROM, Lift Equipment
4		Unit 4 Ch 13-16 Patient Safety & Safety First Aid, Restraints Resident Unit & Admissions	4.1, 4.3, 4.4, 4.5, 4.6, 5.1, 7.4, 7.6 A, B, C, D, E, F, G	Abd Thrusts, Vitals (PR & RR), Blood Pressure
5		TEST 2 – Units 3 & 4 Unit 5 Ch 17-21 Vitals, Comfort and Rest	7.1, 7.9, 7.10, 9.3 A, B, C, D, E, F, G	Weights, Height in Bed Temps, Review Vitals, Dressing
6		Unit 5 Ch 22-25 Cleanliness & Grooming, Nutrition, Oxygen Therapies	4.2, 7.7, 7.8, 8.1, 8.2, 8.3 A, B, C, D, E, F	Partial Bath, Special MCare Dentures & Mouthcare, Feed Pt & Pass Trays
7		Unit 7 Ch 28-31 Elimination, Bowel and Bladder, Urinal & Toileting TEST 3 – Unit 5	8.5, 8.6, 8.7, 8.8, 10.2 A, B, C, D, E, F, G	Female Peri Care, Male Peri & Apply Brief, Catheter Care
8		Unit 7 Ch 32-38 Body Systems Skin Care	7.2, 7.3, 8.4 A, B, C, D, E, F, G	Bedpan, PPE & Empty Cath Bag, Hair & Nail Care, Shaving, & TEDS
9		TEST 4 – Unit 7 Unit 6 Ch 26-27 Unit 8 Ch 39-42 Disabilities, Mental Health, Cancer, Death & Dying	9.4, 9.5, 9.7, 9.8, 10.3 A, B, C, D, E, F, G	Review Water Skills **Last Day PR/RR Testing
10		TEST 5 - Units 6 & 8 and comprehensive	LAB PRACTICE DAY All Objectives	All skills on test to be reviewed.
11		SKILL TEST <u>Scrubs Required!!</u>	LAB SKILLTest DAY All Objectives	DEMO will take about 2 hours for every 2 students.
TBD		CLINICAL HOURS	Students will be scheduled for clinicals the last weeks of the term. More info to follow.	

Assignments are due the day before each Test Day.