***Course Three (revised) – CNA/GNA/CCMA Course

Queen Anne’s County High School                         Mrs. Robin Reese-Poust

COURSE DESCRIPTION:

Students are prepared for the nursing assistant, geriatric nursing assistant, and clinical medical assistant certification exams from the Maryland Board of Nursing. As of now, a geriatric clinical experience which includes mandated hours will be completed next semester as part of this certification process. Students will expand their knowledge in various diagnostic and therapeutic technologies as they relate to patient care. The student will demonstrate proficiency in the classroom and clinical setting. Students will discuss and practice ethical and professional behavior and respect the HIPPA laws.

COURSE OUTCOMES:

1. Describe the nursing assistant code of ethics, nursing process, and explain the guidelines for documentation.
2. Accurately use medical terminology, abbreviations, and medications found in the long term care facility.
3. Effectively apply written, verbal and non-verbal communication skills.
4. Practice ethical and professional behavior and respect confidentiality.
5. Become familiar with the many roles of the medical assistant.
6. Incorporate various diagnostic and therapeutic technologies as they relate to patient care.
7. Demonstrate proficiency in clinical and medical settings.
9. Identify ways to promote nutrition and hydration.
10. Discuss rehabilitation and restorative care to promote independence and wellness.
11. List and discuss interventions for difficult behaviors related to confusion and dementia.
12. Describe techniques and knowledge during end-of-life care.
EXPLANATION OF ASSESSMENTS:
1. Quizzes/Tests are given consistently throughout the course.

2. **A final examination and/or culminating activity are required at the end of the course.**

3. Notebook Completion: All students must maintain a journal notebook including all class assignments, class notes, handouts, quizzes, tests and other pertinent information.

4. A work text is used to allow students to self-evaluate learning. Work text sections are reviewed in class and are graded.

5. A research project/paper concerning disease processes will be assigned and completed.

6. Article reviews are done from newspapers and professional journals in order to explore current legal and ethical issues. Students are encouraged to discuss and reflect on these various topics.

7. Current events pertinent to the medical field will be discussed.

CLASSROOM EXPECTATIONS & CONSEQUENCES:

The classroom expectations include:

- Being Respectful
- Being Prepared
- Following Directions the FIRST Time given.
- Using Appropriate Language At ALL Times.
- Cell Phones OFF AND OUT OF SIGHT at all times.

Students who do not follow these rules and rules found in the student handbook will have consequences. At first offense the student may receive a verbal warning. At second offense the student may have a conference with the teachers. At third offense the student may have a note, email and/or a phone call home. At fourth offense the student may receive a referral.

**ATTENDANCE:** is extremely important for a student to excel, especially in the pathway. Since health occupations/nursing is a cumulative subject, attendance is so very important for a student's achievement and success. In this class, the Maryland Board of Nursing also stresses the importance of regular and consistent attendance in order to be eligible for certifications. Therefore, if a student exceeds 2 undocumented absences per
quarter, a conference will be held with the student and parent to determine the student’s
continued enrollment in the program.

EXCUSED ABSENCES, EXCUSED LATENESS AND SUSPENSIONS: missing
assignments as a result of excused absences or suspensions MUST be made up within
three school days of the student’s return. (Queen Anne’s County Policy). Assignments
missed as a result of an excused lateness must be made up the next day. Teachers
may extend these deadlines at their discretion for extended absences or unusual
circumstances.

CLASSROOM PROCEDURES:
1. Each student is responsible for maintaining a notebook suitable for organizing
   handouts, worksheets, quizzes, diagrams, and class notes. A three inch binder works
   best and helps tremendously as a study guide for all assessments.

2. Courtesy and Honesty must be displayed at all times.

HOMEWORK POLICY:
Homework will be assigned to practice skills taught in class. It is my philosophy that
homework is important as an assessment and learning tool.

GRADING POLICY:
Mastery  50%
Progress  50%

Mastery Assessments: may include application of skills learned through performances,
projects, presentations and unit exams.

Progress Assessments: may include products produced to show understanding of
concepts through participation in class activities, performances, smaller projects,
quizzes, exit slips.

Retakes/Revision (Mastery Exams Only): For each course, students will be allowed to
retake or revise one summative exam (except for the Mid-Term or Final Exam) within 3
school days from the time the assessment is returned if they score less than a 70%.
They may earn up to a 70% with the retake. Teachers may use their discretion as to
whether to use a set of different questions, the same test, a new test, or an alternative
assessment. As part of the daily instructional process, teachers may choose to have
students redo any formative assessments. It is the responsibility of the student to
request and arrange time to the retake. All retakes are administered after school.

ACADEMIC DISHONESTY AND PLAGIARISM WILL NOT BE TOLERATED.
Upon completion of this course, the student must obtain a final grade of 70% or higher in order to progress to the next nursing course.

REQUIRED MATERIALS:
- 3-inch Binder with dividers and notebook paper
- Pencils and Paper
- Highlighters
- Index Cards
- Composition Notebook
- Proper Nursing Uniform (Scrubs and CLEAN closed toed white shoes)

TEXT:
Dugan, Diana RN. Successful Nursing Assistant Care, 2nd Edition, Hartman Publisher

PARENT/TEACHER CONTACT:
I firmly believe that communication is a major key to success. Please don’t hesitate to contact me. My office hours are included in the distance learning schedule. I will be at school a couple of days a week and you can call me at 410-758-0500 X 227 if you have any questions or concerns. If you are unable to reach me, please leave a message and I will get back to you as soon as possible, within 24 hours. You may also e-mail me at robin.reese-poust@qacps.org. Also, please let me know that preferred method of contact and the time of day that works best for you in case I need to contact you. I am looking forward to working with your child this school year.

EMERGENCY PROCEDURES
All emergency procedures (fire drills, weather drills, etc.) have been reviewed with the students as they pertain to evacuation and/or shelter in place situations. Each drill’s instructions are specific to the classroom location and crisis situation. If you have any questions or concerns about what your student should do in the case of an emergency, please speak to your student and/or email me directly.
Please sign and return this page of the syllabus.

I have read and understood the above policies.

Student Signature:

____________________________________

Date:

____________________________________

Parent/Guardian Signature:

____________________________________

Date:

____________________________________

Parent/Guardian Preferred Contact Information and Time of Availability (Cell, Email, Both)

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