Wilco Area Career Center

500 Wilco Blvd, Romeoville, IL 60446

815-838-6941

Course Title: Accelerated CNA

Instructors: Debra Bunker RN, Linda Cirrincione RN, Nancy Evans RN, Kimberly Galiardo RN, Amanda Ramsden RN

Length of Course: One Semester (Fall)

Description/Content:

Designed to prepare qualified nurse assistants to administer care as a member of a nursing team in hospitals and long-term care facilities. Course content includes principles of patient care and laboratory / clinical experience. The program is certified by the Illinois Department of Public Health.

Instructional Philosophy:

The Basic Nursing Assistant Training Program is structured to prepare the student for employment as a Certified Nursing Assistant (CNA). The curriculum includes all standards and procedures contained in the IDPH Certified Nurse Aide Instruction Manual. The State Nurse Assisting Competency Examination can be taken with the successful completion of the theory portion of this class and the completion of 40+ hours of on-site clinical experience at a local nursing facility, which is included in the course structure. Upon passage of the state certification exam, the student will be eligible to gain employment as a CNA in various health care facilities such as hospitals, nursing homes, assisted living facilities, and home health agencies. Students may also choose to continue their education in preparation for any number of careers in the health care field.

Credit and Contact Hours:

The student will receive 3 high school credits for successful completion of this year long course.

Joliet Junior College offers 6.0 credit hours for the successful completion of this course with a final grade of 80% or better. Students are expected to pass the Illinois State Certification Exam on the first (1st) attempt.

Other:

Students must be at least 16 years of age and must have completed at least 8 years of grade school or provide proof of equivalent knowledge. Students must be able to speak and understand the English language and be in good physical, mental and emotional health. American Heart Association (AHA) Basic Life Support (BLS) CPR certification must be completed prior to the clinical experience.

Books, Supplies & Supplemental Materials:

Required

1. Sorrentino / Remmert (2023). Mosby's Essentials for Nursing Assistants; 7th edition textbook. ISBN: 978-0-323-79631-6
2. Study guides and homework as assigned by instructors.

Student Learning:

1. Discuss the role of the nurse assistant in various healthcare settings.
2. Name the body systems and describe their main functions.
3. Perform all 21 state required performance skills satisfactorily (competently).
4. Demonstrate effective ways to care for residents with Alzheimer's Disease and related dementias.
5. Identify and demonstrate the correct procedure when performing CPR.
6. Demonstrate respect for the resident as a physical, social, psychological and spiritual being.
7. Practice safe and complete personal care to all assigned residents.
8.

Supplemental Material:

1. Students will need to purchase a khaki Wilco scrub top along with navy blue scrub pants. The scrub top can be purchased by the student through Wilco's uniform supplier. The navy-blue pants can be purchased on your own or through the Wilco uniform supplier. White socks and white, closed toe, leather/vinyl shoes are required for the clinical experience and will be purchased by the student. (No Crocs or backless shoes)
2. Students will need a working watch with a second hand.
3. Students will need a completed physical exam, and a 2 step TB skin test (or equivalent chest x-ray or blood test) prior to the start of the clinical experience.
4. American Heart Association BLS – CPR certification will be available through Wilco Area Career Center prior to the start of clinical experience.
5. Must be dressed appropriately for the lab: This includes closed toe shoes (no Crocs,/ flip/flop/ sandals etc.) tops must meet pants at the waist (no mid-drift tops), and limited jewelry. NO CELLPHONES ARE ALLOWED IN THE LAB AT ANY TIME.

Methods of Instruction:

1. Lecture (classroom theory presentation)
2. Skills laboratory
3. Clinical on-site rotation

Beneficial Skill / Knowledge:

The ability to perform basic math functions such as addition, subtraction, and fractions is required. Knowledge of biology and anatomy is beneficial.

General Education Student learning outcomes:

Students will demonstrate an ability to think critically and analytically.

Graded assignments and policies:

1. Chapter Tests (representing each chapter in the textbook) will be given.
2. Three (3) Module exams (each covering multiple chapters) will be given during this course.
3. One (1) comprehensive exam will be given at the end of 1st semester.
4. Clinical performance evaluation (based on clinical evaluation tool).
5. Chapter assignments / vocabulary related to each chapter's content.
6. Active participation in skills laboratory and at the clinical site.
7. Four (4) special projects during the year:
    a. Interview a Resident/Resume during Module 1
    b. Skill poster presentation / pamphlet during Module 2
    c. Fluid (liquid dietary) Tray during Module 3
    d. Alzheimer's Disease Research Paper during Module 4

Grading Policy:

1. An average of at least 80% is required in each of the following areas: chapter tests, the average of module exams 1 and 2, the average of module exams 3 and 4, the comprehensive final exam, and in clinical performance.
2. Overall average of at least 80% is required and will be evaluated at the end of semester one (1) and prior to registration for state certification exam.

*** Not meeting one of more of these areas indicates that the student is not performing within the course requirements.

Wilco ACC	**JJC Dual Credit grading scale**
90-100 = A	93-100 = A
80-89 = B	86-92 = B
70-79 = C – student will be removed from clinical	80-85 = C
60-69 = D	79 or below student will be dropped

Major Tests & Exams

1. Chapter tests account for 30% of the student's overall grade.
2. Module exams (3) and comprehensive final account for 10% of the student's overall grade.
3. Chapter assignments account for 10% of the student's overall grade.
4. Active participation in skills lab accounts for 20% of the student's overall grade
5. Clinical site performance accounts for 20% of the student's overall grade.
6. Four (4) Special Projects account for 10% of the student's overall grade.

Averages will be evaluated at the end of the 1st semester and prior to registration for the state certification exam. Not meeting one or more of these areas indicates that the student is not performing within the course requirements. Any students evaluated as not meeting the course requirements may result in the student being ineligible for the state certification exam for Certified Nursing Assistants. Module exams or comprehensive final exam retakes will be considered under special circumstances (i.e. hospitalization) by the instructor in consultation with Wilco's principal to determine a student's eligibility for a retake.

Classroom Policies & Procedures: General Information

The Basic Nurse Assistant Training Program at Wilco Area Career Center consists of 100+ hours of theory and skills laboratory and 40+ hours of clinical content. This program meets the requirements and guidelines set by the Illinois Department of Public Health. Methods of instruction include lecture, discussion, videos, role playing, special projects, interactive computer applications and laboratory practice sessions along with supervised clinical experience in a local nursing home. Homework assignments will be determined by each individual instructor. Homework assignments are due on the date established by each instructor. Late work will incur a 50% reduction in points available for that assignment. 000

Electronic devices are to be silenced and put away. This includes cell phones, texting devices, iPod, iPad and other items that the instructor finds inappropriate to the learning environment. These electronic devices may be used during break times, at the discretion of each individual instructor. Failure to comply with this policy will result in disciplinary action as deemed appropriate by the instructor. This may include removal of the item from the student as per Wilco handbook. Multiple violations may result in a parent pickup of the device from the Wilco office.

Instructional Integrity:

Any student that is found to have cheated on daily classwork, quizzes, exams or midterm/final will receive a "0%" as the grade for the assignment or exam.

Pre-Clinical level:

Students must submit a completed physical exam stating that he/she is in good health and able to perform the duties of a certified nursing assistant without restrictions. Students are required to have a 2-step TB skin test completed. This may be obtained from your physician, clinic or respective county health department. Chest x-rays and / or Quantiferon Gold blood test are also acceptable. The 2-step consists of 2 TB skin tests done a minimum of 7 days and maximum of 21 days apart. Both tests must be completed prior to the start of clinical. Students are also required to have the COVID-19 vaccine and boosters per CDC guidelines for Health Care Providers. At this time, no vaccination is required; however, if guidelines change over this year we are subject to follow changes.

NO TB TESTS – NO CLINICAL EXPERIENCE – NO EXCEPTIONS!

Students must have completed a CPR – BLS certification course through the American Heart Association prior to the start of clinical.

PLEASE NOTE: Some clinical sites may have additional requirements (flu shot, urine drug screen etc.). These will be discussed in class with the instructor.

Students must meet the following criteria to participate in the clinical experience:

1. Fingerprint criminal background check completed. Results must be available prior to clinical.
2. Physical exam completed successfully. Students must be able to participate in the clinical experience without restrictions.
3. 2-step TB skin tests within one (1) year with negative results or appropriate chest x-ray / blood test within one (1) year.
4. Successful CPR - BLS certification through the American Health Association.
5. ***FAILURE TO MEET THE ABOVE CRITERIA #1, #2, #3, AND #4 WILL RESULT IN THE STUDENT NOT BEING ELIGIBLE TO START THE CLINICAL EXPERIENCE.***
6. **Maintain overall average at 80% or better.**
7. Successfully perform skills tested in the classroom lab / clinical setting. Minimum of three (3) attempts are allowed for each of the 21 required skills. If failure of one (1) skill occurs, continuing the class will be permitted for high school credit; the student will not be eligible for the clinical experience. Inability to complete the clinical experience portion of the class will result in the student not being eligible to take the CNA certification exam.
8. Regular attendance (that meets the attendance guidelines), professional attitude and class participation are required.
9. ***FAILURE TO MEET THE ABOVE CRITERIA #6, #7, AND #8 MAY RESULT IN THE STUDENT NOT CONTINUING WITH THE CLINICAL EXPERIENCE.***

State regulations permit a maximum number of 8 students per one (1) clinical instructor in the clinical area. Therefore, it may be necessary to attend clinical with another instructor at 1 or 2 pre-designated clinical sites.

Incomplete Grades:

An incomplete grade is generally not an option for this course. Only on rare occasions (i.e. serious illness with a doctor's verification or other extreme emergencies) will the instructor in consultation with Wilco Area Career Center's principal take an incomplete into consideration.

Expectations of Professional Conduct:

Students are expected to interact with classmates, instructors, residents and facility staff in a polite and respectful manner. Uncooperative, disrespectful, argumentative, rude or other disruptive behavior will result in disciplinary action which may include removal from the clinical experience. The goal is to create a positive learning environment of teamwork among students and instructors and meet the needs of the residents.

Any student who is under the influence of alcohol / illegal drugs / controlled substances will be immediately removed from the clinical rotation. Students must exhibit emotional maturity and stability in both the classroom and clinical settings to participate safely and competently.

Classroom / Lab:

Students are expected to arrive on time (including return from break time) and be prepared to participate. Dress is casual but must be suitable for classroom and laboratory experience; no low-cut tops, low rise pants or short shorts. All equipment and supplies are the property of Wilco Area Career Center and should be handled with care and remain in the classroom. It is the responsibility of the student to effectively utilize all delegated class time for reading, studying, group projects, skill practice and other assignments. Sleeping or other behavior which distracts others and interferes with the learning process will be addressed by the instructor.

Lab Practice:

Lab practice is a necessary component that helps prepare the students for their clinical experience. Skills will be learned and practiced in a simulated environment with demonstrations and guided practice. Students will also be required to show mastery of multiple skills during the school year. ** The student must be able to competently perform each skill during the entire school year and at the request of the theory / clinical instructor at any time. Skill testing will be performed at both Wilco Area Career Center and in the clinical setting to ensure skill mastery. Students must participate in all lab practices and show proficiency when tested to comply with IDPH and Wilco Area Career Center requirements. Any student unwilling to participate in classroom skill and / or testing may be prevented from attending clinical experience. If a student does not pass <u>all</u> required skills, they will not be eligible for the State Competency Exam per IDPH regulations

Clinical:

It is important to remember that students are representing Wilco Area Career Center and are guests in the clinical facilities. If at any time a student has a concern related to a fellow student, resident, facility staff member or facility policy / procedure, he / she should report immediately to the clinical instructor. Resident confidentiality and resident rights must be maintained always. Resident safety is the priority in the clinical setting. Any incident or behavior which could endanger the physical, emotional or psychological well-being of a resident, family member, employee of the facility, instructor, or fellow student will be addressed immediately by the clinical instructor. The incident will be reviewed by the theory / clinical instructor in consultation with Wilco Area Career Center's administration. Depending on the severity of the safety issue, disciplinary action may result in a warning or immediate removal from the clinical experience.

Student uniforms consists of a khaki Wilco scrub top, navy blue uniform pants (elastic waist, not drawstring), white socks, white supportive/protective, leather/vinyl, non-skid shoes (no clogs, Crocs, or backless shoes), watch with second hand, small spiral notebook and black pen. Uniforms should be clean and wrinkle free; pants should be hemmed and not touching the floor. Appropriate undergarments should be worn but not visible (no low-rise pants). Hair must be neat, clean and arranged off the collar. Make-up should be minimal; no strongly scented perfume or deodorant. Facial hair on male students must be clipped, short and well-groomed. Gum chewing is not allowed. Items NOT allowed; sweat pants, stretch pants, colored socks, hats, jewelry (wedding bands only). **No visible facial or body piercing allowed**. **No nail polish is permitted**. Nails must be short, filed nails; no sculptured or artificial nails. Body tattoos must be covered while in the clinical setting. These are examples but may not be inclusive of facility guidelines.

General Attendance:

To maximize the student's learning experience, attendance is required. Students may miss no more than six (6) Wilco school days for the entire semester. On the seventh (7) day the student will be removed from the clinical portion of the class and will not be eligible for the state certification exam. They will remain eligible for high school credit if they achieve a passing grade in accordance with the Wilco grading scale.

Students who are absent on days when chapter tests, module exams, or the comprehensive final exam are given will be allowed to make up the test or exam ONLY if the absence is EXCUSED by the student's home school. An UNEXCUSED absence given by the home school will result in a zero (0%) for any test or exam given on the day of the absence.

Clinical Attendance:

Any clinical absence MUST be made up by the student by the end of the semester the clinical day was missed. **After four (4) hours of clinical absences, the student will be subject to clinical withdrawal and will be unable to take the state exam.**

Clinical make up days are subject to instructor availability. The cost of making up clinical time will be at **$20 per hour**. It is the student's responsibility to follow up with the clinical instructor regarding any missed clinical day. If a student misses a scheduled clinical make up session, it counts as an additional clinical absence. Failure to make up a missed clinical day during the semester it was missed, could potentially result in the student not having completed the required clinical hours to be eligible for the state certification exam. Special considerations will be given for unusual circumstances (i.e. hospitalizations, court, etc.). Proper documentation must be provided to establish circumstances. Please note that make up time does not "erase" the absence; it will still be considered an absence.

Retake Policy:

Under special circumstances (i.e. hospitalizations), the instructor in consultation with Wilco Area Career Center's principal may determine that a student will be eligible for a retake. Only one retake will be allowed per year.

Comprehensive Final Examination Information:

A comprehensive final examination will be at the end of the 1st semester of this course.

Academic Honor Code:

The objective of the academic honor code is to sustain a learning centered environment in which all students are expected to demonstrate integrity, honor and responsibility, and recognize the importance of being accountable for one's academic behavior.

Intellectual Property:

Students own and hold the copyright to the original work they produce in this class. It is a widely accepted practice to use student work as part of Wilco Area Career Center's internal self-evaluation, assessment procedures or other efforts to improve teaching and learning and in

promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the classroom instructor.

Student Handbook:

Wilco Area Career Center's student handbook is available online. Each student and parent are responsible for understanding and adhering to the information found in the handbook. If a student or parent has any questions, please see the classroom instructor.

Sexual Harassment:

Wilco Area Career Center seeks to foster a community environment in which all members respect and trust each other. In a community in which persons' respect and trust each other, there is no place for sexual harassment. Wilco Area Career Center has a strong policy prohibiting the sexual harassment of any member of the Wilco Area Career Center community by another. ** See student handbook.

Safety:

Students with an impaired ability to concentrate may jeopardize safety in this classroom for themselves, their classmates and their instructor. If your ability to concentrate is impaired, you should discuss this matter with your instructor prior to operating equipment or performing laboratory procedures. Students / family are responsible for reporting to their instructor any condition that would impair the ability to concentrate.

HOSA – "Future Health Professionals"

HOSA's goal is to encourage all future healthcare professional students to join and be actively involved in HOSA.

HOSA is a powerful instructional tool that works best when it is integrated into a Health Science Education curriculum and classroom. Health Science instructors are committed to the development of the total person. Those who join HOSA have instructors who recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the healthcare field. The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people oriented and capable of playing a leadership or followership role as a member of a health care team.

***** Joining HOSA is optional but highly encouraged. The HOSA Illinois & National membership fee is $30.00 for the year.**

WILCO INSTRUCTIONAL AGENDA

MODULE	CHAPTERS	TOPICS
Module 1	**Chapter 1** – Introduction to Health Care	(1) Functions of Healthcare Facilities/ Home Health Agencies
	Chapter 2 – The Person's Rights	
	Chapter 3 – The Nursing Assistant	(1) Philosophy of patient care
	Chapter 4 – Ethics and Laws	(1) Role of multidisciplinary team
	Chapter 5 – Student and Work Ethics	(1) Psychological needs of patient / family
	Chapter 8 – Medical Terminology	(2) Resident rights
		(3) Personal qualities of nurse assistants
	Chapter 11 – Safety Needs	(3) Duties of nurse assistants
	Chapter 12 – Preventing Falls	(4) Standards for what a nurse assistant can and cannot do
	Chapter 14 – Preventing Infection	
	Chapter 15 – Isolation Precautions	
		(4) Code of conduct for nursing assistants
		(4) Protecting resident / patient privacy
		(5) Ethical behavior in the workplace
	CPR / Emergency Procedures	(11 & 12) Falls / Safety
		(11) Fire Safety
		(11) Disasters

		(11 & 12) Body Mechanics (14) Cleanliness (14) Principles of hand washing (14) Principles of disinfection (14) Principles of sterilization (14) Techniques of disinfection (14) Maintaining equipment and supplies (15) Isolation Techniques (15) Physiological aspects (15) Psychological aspects (15) Isolation in the home Medical Terminology (all chapters)
Module 2	**Chapter 6** – Communicating With the Person **Chapter 7** – Health Team Communications **Chapter 16** – Body Mechanics **Chapter 17** – Moving the Person **Chapter 18** – Transferring the Person **Chapter 19** – The Person's Unit **Chapter 20** – Bedmaking **Chapter 21** – Oral Hygiene **Chapter 22** – Daily Hygiene and Bathing **Chapter 23** – Grooming Needs **Chapter 24** – Dressing and Undressing **Chapter 28** – Nutrition **Chapter 29** – Meeting Nutrition Needs	(6) Communication – verbal / non-verbal (6) Recording / Reporting / Medical Record (6) Conflict (6) Admission, Discharge, and Transfer (7) Communication Barriers (7) Basic Needs (16) Body Mechanics (16) Bed Positions (17) Bed Mobility (18) Use of transfer belts

Chapter 30 – Fluid Needs

Chapter 33 – Comfort and Rest Needs

(18) Transfer to wheelchair

(18) Transfer to stretcher

(20) Bed making – open, closed, and surgical

(19) Furniture and equipment in room

(19) Need for clean environment /Comfortable environment

(33) Back massage

(22) Oral hygiene

(22) Bathing – complete and partial bed bath, shower, and tub bath

(22) Perineal care

(22) Care of back, feet, and skin

(23) Observing and reporting

(23) Hair care

(23) Shaving

(23) Nail care

(24) Dressing and undressing

(28) Nutrition and Dietary

(28) Diet / therapeutic diets

(29) Feeding techniques

(29) Nourishments

(30) Measuring Intake and Output

(30) Encouraging / restricting

		fluids
		Medical terminology (all chapters)
Module 3	**Chapter 9** – Body Structure and Function	(9) Skeletal System
	Chapter 10 – The Older Person	(9) Circulatory System
	Chapter 13 - Restraint Alternatives and Restraints	(9) Muscular System
	Chapter 25 – Urinary Needs	(9) Digestive System
	Chapter 26 – Urinary Catheters	(9) Respiratory System
	Chapter 27 – Bowel Needs	(9) Urinary System
	Chapter 31 – Measurements	(13) Restraints and Alternatives
	Chapter 34 – Collecting Specimens	(25) Bedpans and urinals
	Chapter 39 – Hearing, Speech, and Vision	(25) Urinary Incontinence Problems
	Chapter 40 – Common Health Problems	(26) Catheter and drainage bag tubing
	Chapter 41 – Mental Health Disorders	(26) Catheter care
	Chapter 42 – Confusion and Dementia	(27) Constipation and fecal impaction
		(27) Enemas
		(31) Temperature, pulse, respirations, and Blood pressure
		(31) Height / Weight
		(31) Pain
		(31) Recording / Documentation of assessments

(34) Specimens

(39) Hearing and vision loss

(40) Cancer

(40) Arthritis / Osteoporosis / Fractures

(40) CVA with aphasia / TIA

(40) Parkinson's Disease

(40) MS

(40) TBI

(40) MI / Angina

(40) CHF

(40) COPD

(40) Diverticular Disease

(40) Hepatitis

(40) Urinary Disorders

(40) Reproductive Disorders

(40) Diabetes

(40) Autoimmune Disorders

(40) HIV / AIDS

(40) Shingles

(40) Mood / behavioral disturbances

(40) Supportive techniques

(42) Definitions

(42) Signs and symptoms

(42) Implications

Medical Terminology (all chapters)

Module 4	**Chapter 32** – Exercise and Activity Needs	(32) ROM exercises
	Chapter 35 – Wound Care	(32) Crutches, canes, and walkers
	Chapter 36 – Pressure Injuries	(35) Circulatory ulcers
	Chapter 37 – Oxygen Needs	(35) TED anti-embolic stockings
	Chapter 38 – Rehabilitation Needs	(35) Apply dressings / taping / Montgomery Straps
	Chapter 43 – Emergency Care	(35) Hot and cold applications
	Chapter 44 – End – of – Life Care	(36) Pressure ulcer risks
	Chapter 45 – Getting a Job	(36) Pressure ulcer complications
		(37) Oxygen / devices / flow rates
		(37) Pulse Oximetry
		(37) Oxygen Safety
		(38) Rehabilitation Philosophy
		(38) Rehabilitation Principles
		(38) ADL's
		(43) Emergency care
		(43) Cardiac and respiratory arrest
		(43) Defibrillation / AED use
		(43) Hemorrhage
		(43) Choking
		(43) Seizures
		(44) Care of the terminally ill resident / patient

(44) Psychological needs of the resident / patient

(44) Psychological needs of the family

(44) Care of the body (post mortem care)

(45) Preparation for job interviews

Medical Terminology (all chapters)