



In Collaboration With



**Meceola Tech
CNA Course Syllabus
CNA 140**

Instructor:

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Credentials/Experience:

Associate Degree in Nursing

Bachelor Degree in Business Administration

State of Michigan Nurses Aide Trainer Permit

Course Description:

This course provides clinical experience in a long-term care facility, and is an excellent introduction to basic nursing skills. This course requires 120 hours and attendance for all classroom instruction as well as 36 (included in the 120 hours) clinical hours outside of the classroom. Within the hours of classroom time the topics of abuse and neglect, how to feed and dress patients, proper positioning for patients, lifting patients, infection control, and many others will be discussed and tested on. Students will demonstrate sensitivity to resident's emotional, social, and mental health needs through skillfully directed interactions. Those who attain a passing grade will receive a completion certificate allowing them to sign up for the state exam to become a licensed Certified Nursing Assistant.

Requirements to Complete the CNA Program:

- To successfully complete the program, a student must pass each module with a minimum score of 75%.
- If a student fails an examination, the option is to take a make-up exam or repeat the entire module, based on the CNA Instructor's discretion.

Credentials:

Upon successful completion of the program, students will have the opportunity to earn the following credentials:

- Certified Nurse Aide

- CPR and First Aid

Curriculum:

UNIT	SECTION	Hartmann Content	SKILLS *** (Prometric Skill Test) BOLD *** Plus ALL Indirect Behaviors	DIDACTIC HOURS	LAB & CLINICAL HOURS
1	The Nursing Assistant in Long-Term Care	Ch 1		3.25	
2	Prevention & Control of Infection	Ch. 6	(Handwashing) (Standard Precautions)	0.75	0.75
3	Ethical & Legal Issues- Resident Rights & Abuse Prevention	Ch 2		0.75	
4	Communication Skills	Ch. 3		2	
5	Communication Challenges	Ch. 4		0.75	
6	Diversity and Human Needs and Development	Ch 5		1.5	
7	Respiratory & Integumentary systems in Aging & Disease	Ch. 20,18	(Changing O2 regulator/tubing)(Skin Care)	1	
8	Cardiovascular System in Aging and Disease	Ch. 19		1	
9	Safety and Body Mechanics/Restraint Use	Ch. 7	(Proper Body Mechanics)(Restraints)	2.25	1
10	Emergency Care: First Aid and Disasters	Ch. 8	(choking (Heimlich Maneuver), seizures, unconscious resident, burns, bleeding, fires)	1	1.5
11	Admission/Transfer/Discharge Duties and Physical Evals	Ch. 9 & 13	(Vital Signs: O2Sat, Temp, Pulse & Respirations, B/P)(H&W)	2	2
12	Bedmaking and Unit Care	Ch. 10	(Bed Operation) (Unoccupied Bed)(Occupied Bed)	1	1.5
13	Musculoskeletal System in Aging and Disease Learning to Position and Move Correctly	Ch. 21 Ch. 11	(Assisting W/ Falls)(Ambulate) (Transfer) (Position)(Turn)(ROM)	1	2
14	Personal Care - Oral Hygiene, Hand and Foot Care, Hair Care and Shaving	Ch. 12	(Dentures) (Oral Hygiene TA)(Oral Hygiene UR)(Hand & Nail Care) (Foot Care)(Hair Care) (Shampoo In Bed) (Shaving)	1.5	3
15	Personal Care - Bathing, Peri Care, Dressing and Appearance	Ch. 12	(Bathing/Tub Shower)(Bathing/Bed Bath)(Perineal Care Male) (PC Female)(Dressing)	2	3
16	Rehabilitation and Restorative Care	Ch. 25	(Mechanical Lift) (Wheelchair) (Walker) (Cane)	1	1.5
17	Endocrine System in Aging and Disease	Ch. 23		0.5	
18	Nutrition and Fluid Balance	Ch. 14	(Hydration Nutrition) (Intake/Output)(drain bag)	1	1
19	The GI and Urinary Systems in Aging and Disease	Ch. 15, 16	(Bedpan Urinal)(Commode)(Cath Care) (Spec.)	1	1.25
20	The Reproductive System in Aging and Disease	Ch. 17		0.25	0.5
21	The Nervous System in Aging and Disease	Ch. 22		1.5	
22	Immune & Lymphatic Systems In Health & Disease	Ch. 24		1	
23	Subacute Care and Specialty skills	Ch. 26		1	
24	End-of-life Care	Ch. 27	(Postmortem Care)	1	1
25	Professional Considerations	Ch. 28		1	
	Clinicals - Orientation				3

	Clinicals - Long Term Care				21
GRAD	Final Exam, Prometric, Employability, Graduation			2	
			TOTAL HOURS - 77	33 Didactic	20 Lab 24 Clinical

Applications and Admissions:

Applications for enrolling in Meceola Tech can be found online at www.meceolatech.org.

Enrollment:

Students that meet all of the requirements to become a student at Meceola Tech will be sent a letter indicating that they have been accepted into the desired course.

Students will also receive an invoice that outlines all of the current charges and the dates that payments are expected by.

Once accepted into the Meceola Tech, a criminal background check will be conducted on all applicants. Meceola Tech Administration will have final discretion of acceptance.

Cost of Attending Meceola Tech:

Tuition

- MOISD Service-Area Resident \$1,065
- Out of District Resident \$1,172

The book required for the class is ONLY a rental, however it can be purchased if the student wants to take notes within the pages.

Payment Options:

Tuition and all related costs can be paid with cash, check, or by credit card. Master Card, VISA, Discover, or American Express are accepted.

- In person: Pay by credit card, cash, or check at the Mecosta Osceola Career Center.
- By mail: Mail payment to Meceola Tech, Attn: Meceola Tech Admissions, 15830 190th Ave., Big Rapids, MI 49307.
- By Telephone: Make payment using a credit card at (231) 796-5805.

Payment may be paid in full, however payments can be divided into three equal payments.

- First payment is due on or before the first day of class
- Second Payment is due on or before the fourth week of class
- Third payment is due on or before the eighth week of class

******If tuition becomes delinquent, students may not be permitted to continue in the course of study until payment is received.**

Course Drop/Tuition Reimbursement:

- Within the first week of the course starting: 100% tuition reimbursement

Licensure Requirements:

The following are minimum requirements to be licensed as a CNA in the State of Michigan:

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Attendance:

- In order to meet the hour requirement, it is highly recommended that students are in attendance for all sessions.
- Any class that is missed must be made up. This will be up to the instructor's discretion as to how and when.
- More than two (2) absences total will result in a consideration of dismissal from the program.
- Sign in / Attendance shall be taken at the start of class. Any student arrival more than 10 minutes late shall be counted as absent.
- Students need to arrive on time and tardiness will not be allowed.

Dress Code:

All students will be dressed appropriate for a classroom setting.

- No torn, see-through, abbreviated or offensive graphic designs are not permissible.
- Name tags will be provided and worn at all times while in the clinical setting.
- The student is also expected to practice good hygiene while in the classroom and clinical setting.
 - Clean teeth and fresh breath
 - Recognition of and care for body odor
 - Clean and neat hair. Long hair must be pulled back
 - Clean hands and fingernails
- Limit cologne/perfume and casual make-up
- Studded earrings only
- No bracelets and necklaces to be worn under clothing.

- No tongue or facial piercing
- Neatly trimmed moustache or clean-shaven.

Dress Code for Clinical Rotations:

- Tattoos must be covered in the clinical setting
- Agape Scrubs must be worn
- Visible body piercings are not allowed in the clinical area beside earrings that are tight to skin

Assignments:

Completion of the coursework is mandatory.

Assessments:

Information used for instruction and testing is based on the State of Michigan Basic CNA Goals and Objectives. Students must receive a final grade of 75% or higher in all areas of testing/clinical objectives to successfully complete this class. This grade will be based on didactic, practical, and affective activities, as well as all quizzes, tests, written and practical exams and clinical objectives. The final written and practical exam must be successfully passed in order to be eligible to take the state exam

- Tests may be given at any time during the class session.
- Students must be present in order to take the test or quiz.
- If the student is not able to be in class on the exam night, student must notify one of the instructors ahead of time and make other arrangements to complete the exam.
- If the student fails to notify one of the instructors, they shall be counted as absent and shall receive a zero (0) on the exam.
- Tests will be multiple choice, true-false, matching, short answer and essay.
- One retest will be allowed on final practical skills test.
- Clinical objectives must be completed with 75% of the objectives being signed off on as satisfactory.
- Students who successfully complete the course will receive a certificate of completion and will have their names registered with the Michigan Department of Community Health as having successfully completed the course.

Grading System:

A cumulative final grade of 75% for classroom lecture is required to graduate from the Nurse Aide program.

Grade	Percentile
A	100-95%
B	94-88%
C	87-81%
D	80-75%
Fail	74% or <

Academic Failure

Student academic failure may result if student:

1. Violates the student Code of Conduct or
2. Violates HIPAA policy or
3. Fails to achieve a cumulative grade of 75% for all programs or
4. Does not satisfactorily demonstrate 100% of the required skills in lab and/or clinical or
5. Student who does not meet the attendance requirements.

Student Conduct:

Students will be courteous and respectful of all staff, patients and guests. Conduct for which dismissal may be imposed includes, but not limited to, the following:

- Use, consumption, or sale of alcoholic beverages or contraband on the property of the sponsors.
- The malicious or willful destruction of the sponsor's property.
- Theft
- Physical assault or sexual harassment of another person.
- Any misconduct that would be cause for dismissal from a position in the healthcare field.
- Cheating on evaluation tools.
- Falsification or misrepresentation in the prerequisites for entry into the course.

Sexual Harassment:

The Meceola Tech CNA class will follow the Mecosta-Osceola ISD Policy for Sexual Harassment. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual, or (3) such conduct has

the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Alcoholic Beverages and Controlled Substances and Medications:

- Consuming or possessing alcoholic beverages during training hours, including meal and break times is prohibited.
- Possession or use of controlled substances, except pursuant to a valid prescription is prohibited.
- CNA students using any over-the-counter medications or prescription medications shall report this use in writing to the instructor.
- Use of any tobacco products, including cigars, cigarettes, chewing tobacco, snuff or tobacco in any other form, is prohibited while on the campus of the Meceola Tech.

Firearms:

Students are not allowed to possess weapons at any time, in any building. This includes any student with a carry permit (C.P.L.) **NO EXCEPTIONS!**

Americans With Disability Act Policy:

See attached MOISD policy

Dismissal Policy:

All considerations of dismissal are reviewed and considered before Meceola Tech Administration. Any resolution of the administration is considered full and binding.

Criteria for consideration of dismissal includes:

- Failure to comply with any of the course policies.
- Failure to demonstrate competency in any area of didactic instruction.
- Failure to satisfactorily complete all clinical and skill requirements.
- Failure to act in a professional manner befitting CNA personnel while representing this course.
- Evidence of cheating, plagiarism or falsifying records.
- Evidence of breach of confidentiality regarding classmates, patients, preceptors, hospital staff, physicians or any other persons associated with this course.
- Conviction of felonious activity while enrolled in this program.

If a student is dismissed, tuition will not be refunded. All refunds will be at the discretion of the Meceola Tech Administration.

TOBACCO USE

Tobacco is not allowed on MOISD property. This includes “vaping” and e-cigs.

CLINICAL TIME

You are to notify one of the instructors if you are unable to attend a clinical rotation. All clinical time shall be completed before course completion is issued. Students are required to complete the core curriculum class and lab studies prior to student involvement with clinicals at the long term care facility. During clinical practice students are expected to maintain professionalism, abide by HIPAA laws, respect and serve those being cared for. Any misconduct by the student may result in failure of clinical practice resulting in failing the program. All students must submit the following for clinicals 10 days prior to the first day of class:

All Campus requirements:

1. Submit 1 step TB results & Hep B verification;
2. Background check, School will provide.

HEALTH AND SAFETY

All students are required to practice universal precautions at all times in the classroom and clinical setting. In addition, proof of negative TB skin testing and Hepatitis Vaccination (or signed declination form) are required. Students who are ill should not attend class or visit a clinical site if there is any danger of transmission of the illness to others.

BACKGROUND CHECK/CRIMINAL HISTORY

This is to inform all students that a criminal history may impact the ability to participate in clinicals, examination, and/or to become licensed in the State of Michigan. ALL students will undergo a background check prior to entering their clinical rotations. The State of Michigan will also conduct a background check prior to licensing. Students may review the NRCNA Felony Conviction Policy located on the MDCH website for further detailed information. ALL STUDENTS ARE RESPONSIBLE FOR UNDERSTANDING THE NRCNA AND STATE OF MICHIGAN CRIMINAL HISTORY POLICIES. Healthcare professionals are placed in a position of the highest public trust. Students are required to meet the background check restrictions as found in Public Health Code Act 368 Section 333.20173a. Detailed restrictions may be found at:

[http://www.legislature.mi.gov/\(S\(gc5ur23vnmtpjcg11vcxwqh\)\)/mileg.aspx?page=GetObject&objectname=mcl-333-20173a](http://www.legislature.mi.gov/(S(gc5ur23vnmtpjcg11vcxwqh))/mileg.aspx?page=GetObject&objectname=mcl-333-20173a)

