

## PMCI Nursing Assistant Course Syllabus

### Professional Medical Careers Institute Nursing Assistant Program

**State Identification number: S-1104 (am class) and S -1115 (pm class)  
8 Week Day Program and 9 Week Evening Programs**

**Course Number:** S -1104 and S - 1115

**Course Title:** Nursing Assistant

**Semester Credits/ Credit Hours:** *OBRA Federal regulation (Sec. 483.152) requires a minimum of 75 clock hours of training. California requires 50 hours of theory and 100 hours of clinical training. Professional Medical Careers Institute provides approximately 104 hours of clinical training and 79 hours of theory for a total of about 185 hours.*

**Lecture Hours:** 4 pm until 8:30 pm on Monday, Tuesday and Thursday for the PM class.  
8 am until 1:30 pm on Monday, Wednesday, Thursday and Friday for the AM class.

**Clinical Practicum Hours:** *104 hours of supervised clinical training. The PM class has training on designated days – Monday, Tuesday and Saturdays after the first 3 weeks of theory lecture and skills lab. The AM class has training on Monday, Tuesdays and Fridays after the first 3 weeks of theory lecture and skills lab.*

**Faculty name(s):** Helen Taylor, R.N., Suenette Watnick, R.N., Judy Panczak, R.N., Charles Pierson, R.N., Cheryl Glaus, R.N., Pam York, LVN, Leticia McClure, LVN. Rori Campbell, LVN.

#### **Faculty contact information**

- E-mail address>> Helen@pmcicareers.com
- Office number and location: 920 Hampshire Rd. Suite S, Westlake Village, Ca. 91361
- Office days/hours>> 8am – 5 pm Monday-Friday
- Phone number>>805-497-4064

**Prerequisites/ Co-requisites:** **Must read and speak English; provide a physical showing student is fit for duty and has current immunity to communicable diseases with a negative PPD test or clear chest X-ray**

#### **Course Description:**

This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting. Students will learn the information and practical skills necessary for taking and passing the certification exam required by the state of California.

**Course Objectives:** Upon completion of this course, students will be able to:

1. Understand the roles and responsibilities required of a nursing assistant working in a health care setting.

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2. Perform basic and personal care skills according to the individual needs of the patients, residents, and clients in the health care setting.
3. Develop a basic understanding of body structure and function so that abnormal changes can be easily observed and reported.
4. Discuss how knowledge of the stages of growth and development helps plan holistic care and recognize each person's individual needs.

### Required titles

- Carter, Pamela J., *Lippincott's Essentials for Nursing Assistants: A Humanistic Approach to Caregiving*. Lippincott Williams & Wilkins: Philadelphia, 2007.
- Carter, Pamela J., *Workbook to Accompany Lippincott's Essentials for Nursing Assistants*. Lippincott Williams & Wilkins: Philadelphia, 2007.

### Recommended titles

- Lippincott's Video Series for Nursing Assistants

### Course Policies

**Attendance Policy:** Attendance is critical to successful completion of the course. All modules must be completed. There is one make-up day for theory and one make-up day for clinical. ONLY EXCUSED absences are allowed for illness, verified with a physician's note, jury duty or death of an immediate family member. Three late arrivals count as one absence. Those who are more than 15 minutes late to lecture or clinical may be asked to go home and take an absence. Those who exceed TWO days of missed lecture or clinical may be asked to repeat the course with another class.

### Student Evaluation/ Grading Policies:

Reading and homework are essential components of PMCI's certified nurse assistant program. Homework counts for 100 points. Quizzes are given daily and range from 15 points to 50 points. There is one final exam covering the 16 modules covered in class and a hands-on exam to prepare students for state testing.

**Examination Policy:** A passing grade is 75% on all tests and quizzes. Students may re-take an examination that was missed. Up to 5 test re-takes are allowed for those who score less than 75% on any test or quiz. The student must show proof of remediation, study and completion of all homework prior to a re-take. The test re-takes must be completed within 1 week of the test that was missed.

**Expectations of Students:** All students are expected to abide by student conduct policies, attendance policies and clinical policies. Students are expected to attend all labs, lectures and clinical and dress and behave in a professional manner.

**Assignments/ Presentations:** Homework is reviewed each week for a total of 100 points. All reading and assignments must be completed each week to succeed in this program. Students will work in groups to present a common disorder to the class.

**Course Schedule – Dates subject to change without notice. Classes are offered every 3 months.**

<b>Week/Day</b>	<b>Topic(s)/Instructional Unit</b>	<b>Reading Assignments/Chapter #</b>
One	<b>1: Introduction to Health Care</b>	1. The Health Care System 2. The Nursing Assistant's Job 3. Professionalism and Job-Seeking Skills * Video Module 15
One	<b>2: Communication</b>	4. Communication Skills Appendix B: Introduction to the Language of Health Care *Video Module 1
Two	<b>3: Basic Human Needs</b>	5. Those We Care For 6. The Patient's or Resident's Environment
Three, Four Five, Six	<b>4: The Human Body in Health and Disease</b>	7. Basic Body Structure and Function 8. Common Disorders 9. Rehabilitation and Restorative Care
One	<b>5: Infection Control</b>	10. Infection Control *Video Module 2
One	<b>Lab/skills practice for infection control</b>	
One, Five	<b>6: Safety and Responding to Emergencies</b>	11. Workplace Safety 12. Patient and Resident Safety 13. Basic First Aid and Emergency Care *Video Module 12
One	<b>Lab/skills practice for safety</b>	
	<i>* OBRA requires at least 16 hours of training in the above listed areas prior to any direct contact with a resident</i>	
Three, Four Three	<b>7: Assisting With Mobility and Exercise</b>	14. Assisting With Repositioning and Transferring 15. Assisting With Exercise *Video Modules 3, 4, and 11
Three	<b>Lab/skills practice for mobility and exercise</b>	
One, Three	<b>8: Bedmaking</b>	16. Bedmaking *Video Module 5
One, Three	<b>Lab/skills practice for bedmaking</b>	
	<b>9: Measuring Vital Signs, Height,</b>	17. Measuring and Recording

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Two, Three	<b>and Weight</b>	Vital Signs, Height, and Weight *Video Module 6
Two	<b>Lab/skills practice for vital signs</b>	
One, Two	<b>10: Assisting With Hygiene and Grooming</b>	18. Assisting With Hygiene 19. Preventing Pressure Ulcers and Assisting With Wound Care 20. Assisting With Grooming *Video Modules 7 and 8
One	<b>Lab/skills practice for hygiene and grooming</b>	
Two	<b>11: Assisting With Nutrition</b>	21. Assisting With Nutrition *Video Module 9
Two	<b>12: Assisting With Elimination</b>	22. Assisting With Urinary Elimination 23. Assisting With Bowel Elimination *Video Module 10
Two	<b>Lab/skills practice for elimination</b>	
Four	<b>13: Assisting With Comfort</b>	24. Assisting With Comfort
Three	<b>14: Death and Dying</b>	25. Caring for People Who Are Dying *Video Module 14
Three Four	<b>15: Confusion, Dementia, and Developmental Disabilities</b>	26. Caring for People With Dementia 27. Caring for People With Developmental Disabilities *Video Module 13
Four Five	<b>16: Special Care Concerns</b> *Optional course additions	28. Caring for People With Cancer 29. Caring for People With HIV/AIDS 30. Caring for People Who Are Having Surgery
Weeks 3-9	<b>Clinical Practicum</b>	
	<b>Certification Exam</b>	TBA