



COMBS HIGH SCHOOL
2024-2025
Nursing Assistant 1
Syllabus



Course Title: Nursing Assistant 1

Course Description:

This is a face-to-face CTE course designed to prepare students for employment in the healthcare industry, specifically Nursing Services, while developing valuable technical skills. Students are introduced to assistant health care competencies through anatomy, physiology, medical terminology, legal and ethical responsibilities, safety, and industry-specific leadership development. In addition, students will learn advanced employability skills including critical thinking skills, applied academic skills and life management skills. Students will participate in the state-approved, intracurricular CTE Career & Technical Student Organization, Health Occupations Students of America (HOSA) and participate in leadership conventions and competitions. Arizona State Nursing Board curriculum and Arizona Department of Education Nursing Services standards are taught in this course and throughout the Nursing Services program.

Day and Time: Monday **Period 3**
Tuesday
Wednesday (ER)
Thursday
Friday

Credit Hours: 1.0 high school CTE Credit

Required Texts:

1. Hedman, S.A., Fuzy, J., & Howard, K. (2022). *Hartman's Nursing Assistant Care: Long-Term Care, 5th Edition*. Hartman Publishing, Inc. ISBN: 978-1-60425-1371
2. *Workbook (2022) Hartman's Nursing Assistant Care: A Foundation in Caregiving (6th ed.)*. Hartman's Publishing Inc.
3. *Medical Terminology for Healthcare Professionals 10th Edition, Rice with MyLab Access*

Instructor: Krista Reiling R.N., B.S.N., RNC

Course Format:

This course is part of a career and technical education coherent sequence approved by the Arizona Department of Education and the East Valley Institute of Technology. Students will spend no less than 51% of class time engaged in hand-on learning.

Course Resources:

Required textbooks, workbooks, simulation software, documentation software, visual aids, handouts, test review, and other print and electronic/computer platforms and applications.

Prerequisites:

Students must be a Sophomore (10th grade) or Junior (11th Grade) to register for this course. Maturity and good attendance are a must!



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Health Occupation Students of Association (HOSA) organization:

HOSA is a student-led national organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. Students enrolled in Nursing Services courses are required to enroll in the organization as this is part of their leadership development and is intracurricular. Students are highly encouraged to participate in local, state and national HOSA events. HOSA meetings will be scheduled during conference or classtime. There also may be instances when after school and weekend commitments are designated for fundraising and community service. For more information visit www.azhosa.org. FEE is \$20.00 and is included in paid class fees

Movie/Film Policy:

Students will be shown skills videos demonstrating nursing assistant skills in class. Videos are designed to help students observe and learn skills and are provided by the testing company. Please feel free to contact me if you have any questions or concerns.

Surveys:

Students will be surveyed during the course for program and instructor feedback, each semester for program and instructor feedback per SBON (State Board of Nursing) program monitoring requirements. If you would like to preview the surveys please contact the instructor.

Classroom Expectations Consequences: Disciplinary Referral

1. Responsible, mature behavior.
2. **No Cell Phones** during class “Off and Away” School policy
3. **No Food, drink or gum in the LAB.**
4. Prepared for class with chromebook, pencils, pens, notebook, textbooks.
5. Prepared for lab with scrubs, lab kit, badge, close toed shoes, hair off neck/shoulder

Classroom Environment:

In order to provide students a safe and secure environment in which to learn that is free from distraction, the following are the expectation:

- **Cell phones policy:** Cell phones are not to be used “off and away” in class during instruction, lab simulation or at clinicals as this is considered a violation of HIPAA in healthcare and there will be **zero tolerance**. If you have a personal emergency please speak with me and we will accommodate a plan for your needs.
 - **For class instruction / lab simulations:** students are to place cell phones in the “cell hotel” at the beginning of class. If the student is found to have an electronic device in use, the first offense will result in placement of the device on the instructor's desk for the remainder of the class/lab time with lost points on the current activity during that time in class. **If** there is a second offense, the electronic device will be confiscated by security and referred to administration as this violates HIPAA.
 - **For clinicals:** If a student is found to have an electronic device during clinical rotation, the student will be sent home, a zero will be given for the clinical day and the student will be required to make-up the missed clinical on another day
 - If there is an emergency contact the instructor through email or phone at contact information given or contact CHS front office.
 - **NOTE:** I understand that emergencies arise, if that is the case, please feel free to reach out to the instructor by email or the CHS front office.



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Absences:

As a healthcare worker, you are held to a high professional standard regarding attendance and lack of presence can greatly affect providing quality patient care or affect course projects. This class is designed to prepare you for future employment in a clinical setting. Being late or frequently missing work is not acceptable in a healthcare facility, therefore in effort to teach good work ethic, this course will be observing the same standard for classroom attendance. It is very important that your student is in class every day. In order to meet the Arizona Board of Nursing requirements, students must make up the time and content missed in class. **Excessive absences will limit a student's success and they will not meet the 135 hourly requirement for this program to be eligible to test for their CNA (Certified Nursing Assistant).** It is the student's responsibility to pick up any work missed. Students will be allowed the number of days absent plus one day to make up assignments for an **excused absence**. Work that was assigned prior to an absence will be due upon return to class. An excused absence from class means you are suffering from illness or have an incident involving an urgent matter of which documentation will need to be provided. Please see **course agreement** for any additional information in regards to the absence policy.

Students are expected to meet the following requirements:

Combs High School Attendance policy

- 0-9 Absences
 - Student receives credit for the class.
 - Student will receive the grade as assigned by the classroom teacher.
- 10-15 Absences
 - Student will receive a Non-Attendance "F" for the class.
 - A student can still earn credit for the class if:
 - They earn an 80% or better on the final exam.
 - The teacher may, at their discretion, still award a non-attendance "F" in this case.
 - If a student wishes to appeal a non-attendance "F" for any reason, they may go through the following procedure:
 - Request an Academic Review Board.
 - The board is made up of the following:
 - A member of the CHS Administrative team
 - A member of the CHS Counseling staff
 - A CHS classroom teacher who does not currently have the student in a class.
 - Student and parents will write written statements explaining the cause of the excessive absences and reasons why credit should be reinstated.
 - The academic review board may vote to reinstate credit as a result of the meeting.
- 16+ Absences
 - Student will receive a Non-Attendance "F" for the class.
 - Teachers may not award credit for the course at their discretion.
 - The non-attendance "F" can be appealed to the academic review board using the same procedures as listed above.



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Method of Evaluation:

Assessment for each semester come in many forms such as projects, skill demonstration, or tests/quizzes and are based upon the course requirements and is as follows:

Theory Grade Scale

Grade	Standing	Percentage
A	Above and Beyond	90-100%
B	Good- Meeting Expectations	80-89%
C	Average/Passing	70-75%
C-D	Below Average	60-74%
F	Failing	59% and below

Assignments	10%
Quizzes	15%
Tests	20%
Workbook/My lab assignments	15%
Case Studies/Projects	20%
Final Exam	20%
TOTAL	100%

Consistency of grades:

Academic grades will reflect student learning of the Nursing Services Academic and Professional Standards to include learning outcomes of the course. Grades will **not** include extra credit, reward habits and punishments for behaviors, attitudes and/or work habits. **AZBN requires a 75% or higher average of final exams to qualify for program progression and state board CNA testing.**

Communication of grades:

Timely feedback- within a week

As necessary- can be on progress reports and in ParentVue

Grades will be updated in the electronic gradebook weekly

Examination Make-Up Policy and Late work/Retakes/Corrections:

Students absent on examination day are given a make-up examination on the first day they return to class. (During Conference or other instructor arrangements). It is the student's responsibility to contact the teacher to set up the testing.

Tutoring Schedule: Students must make arrangements for tutoring with the instructor.



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Policy Concerning Cheating and Plagiarism

All forms of student dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism are subject to disciplinary action.

Plagiarism / Academic Integrity:

It is the practice of the JOCUSD to facilitate honesty and integrity among the student body.

- Students must work to be successful in the classroom with each student's success based upon his/her own merit.
- Do not attempt to:
 - Copy answers from another student's exam
 - Share exam questions and answers (written, verbal, or photos)
 - Plagiarize another individual's work, offering another person's work, or sharing of answers on any assignment unless specifically authorized by the instructor
 - Tamper with an exam after it has been graded.
 - Use unauthorized materials during an exam, prepared answers, written notes, including but not limited to your cell phone or electronic device.
 - Acquire a test without permission or remove a test from the classroom.
- To this end, academic misconduct of any kind is unacceptable and will result in disciplinary action.
 - ***Any form** of academic dishonesty will result in an immediate referral and a zero on the assignment/exam.
 - If you are unsure if something is academically dishonest PLEASE ASK!!!
- For additional information, please see course agreement
- **Use of Artificial Intelligence**
 - Submitting work that incorporates any form of generative AI without proper citation is academic dishonesty. Unless explicitly instructed to do so, students may not use generative AI for completing classwork, projects, papers and assignments for class. If students submit work that contains generative AI content, they will be given a zero on the assignment. Repeat offenses will result in an automatic referral to administration and potential removal from the class.

Group Projects:

This class consists of many projects, some of which will be group projects. Students are to take responsibility for their portion of group assignments and be present with their materials on the due date. If an absence is unavoidable, please make arrangements to have your materials brought to school for you. Failure to do so will result in loss of points as determined by the instructor.

Respect and Diversity Statement:

All individuals have a right to an educational environment free from bias, prejudice and bigotry. As members of the Combs High School educational community, students are expected to refrain from participating in acts of harassment that are designed to demean another student's race, gender, ethnicity, religious preference, disability or sexual orientation. Students at Combs High School will respect each other.



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Measurable Student Learning Outcomes:

Upon completion of the course the student will be able to perform the following at an entry level:

1. Discuss the role and career opportunities for the Nursing Assistant, consumer rights and responsibilities in health care, and ethical and legal issues affecting the Nursing Assistant.
2. Describe the expanded role of the Nursing Assistant in rehabilitation and restorative services, obstetrical and neonate clients, pediatric clients, and related special procedures.
3. Demonstrate communication and interpersonal skills including observation, relating to clients, reporting, documentation, and nursing team member skills.
4. Apply knowledge of anatomy & physiology, medical terminology, body organization, common disorders and diseases and related care procedures for all body systems.
5. Demonstrate basic nursing skills including vital signs, height and weight, and bed making.
6. Demonstrate personal care skills including client bathing and general comfort measures.
7. Demonstrate special care procedures including warm and cold applications, assisting with physical examinations, care of surgical clients, care of emotionally stressed and dying clients.
8. Demonstrate safety, body mechanics, and mobility including environment safety, nursing assistant safety, client safety and positioning, transfer skills, and client ambulation.
9. Demonstrate medical asepsis and infection control.
10. Demonstrate care of the elderly, chronically ill, subacute client, and the cognitively impaired client.
11. Explain individual client's need for independence and methods to accomplish this in daily care.
12. Explain individual client needs including age-specific mental health and social service needs.
13. Explain the client's rights such as right to confidentiality, right to privacy, and right to be free from abuse, mistreatment, and neglect.
14. Explain the right to report abuse, mistreatment and neglect to appropriate staff.
15. Explain appropriate responses to basic emergencies. (Prerequisite is CPR for the Healthcare Provider.)
16. Explain nutritional needs and diet modifications for various medical conditions.
17. Demonstrate admission, transfer and discharge procedures of clients.

Standards: The students will demonstrate the skills required for effective Nursing Assistant responsibilities for clients under supervision of an instructor in the classroom and at the clinical sites with increasing improvement in these skills and in the time-frame allowed. The Arizona State Board of Nursing has established standardized competencies to meet the various roles of the Nursing Assistant and has approved this course.

Name	Phone	Email
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1st Semester *Subject to Change*

Week	Class Content	Reading Assignments	Competency
1 7-22	Introduction to Nursing Assistant 1. Syllabus Review/Using Technology/SOP for Online Instruction/Creating a Vision & Class Code	<i>Syllabus</i>	TS: 2.4 AS: 11-12.SL.6 PS: 1A, 1C, 2C, 8I, 9B
2 7-29	HOSA Presentation/Leadership Purpose/Scholarships/Activities/Program of Work	<i>CTSO</i>	TS: 2.4 AS: 11-12.SL.6 PS: 1A, 1C, 2C, 8I, 9B
3 8-5	Unit 1: Roles and Responsibilities Understanding Healthcare Settings Medical Terminology Intro	<i>Chapter 1</i> <i>Hartman Text</i>	TS: 1.1, 1.2, 1.3, 1.4, 7.1 AS: 11-12.RI.7, 11-12.W.7, 11-12.L.1 PS: 1B, 2A, 2B, 3E, 4B, 4C, 7A, 7B, 7C, 8A, 8B, 8D, 8I
4 8-12	Unit 1: Roles and Responsibilities The Nursing assistant and the Care Team Unit 1 Test	<i>Chapter 1</i> <i>Hartman Text/ Workbook</i>	
5 8-19	Unit 2: Ethical and Legal Issues Medical Terminology	<i>Medical Terminology</i> <i>Chapter 2</i>	TS: 2.1, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9 AS: 11-12.W.2, 11-12.RI.9, HS.L3U3.26, 11-12.W.6 PS: 3A, 3B, 3C, 3D, 4A, 4D, 4E, 4F, 8A, 8B, 8C, 8D, 8E, 8F, 8H, 8I
6 8-26	Unit 2: Ethical and Legal Issues Unit 2 Test		
7 9-2	Unit 3: Infection Prevention Disease Projects	<i>Chapter 5</i> <i>Hartman Text/Workbook</i>	TS: 3.1, 3.2, 3.3, 3.5, 3.4, 3.6, 3.7, 7.1, 10.7 AS: HS.L2U3.18, HS.L2U1.19, HS.L1U3.23, G.G-MG.A.1, 11-12.SL.2 PS: 2B, 3A, 3B, 3C, 3E, 4D, 5E, 6B, 8C
8 9-9	Unit 3: Infection Control Continued... Disease Projects		
9 9-16	Unit 3: Infection Prevention Continued... Infection Prevention Test		
10 9-23	Major Clarity/Career Exploration	<i>Employability MC</i>	
	Fall Break No School October 2 – October 9		
11 10-8	Unit 4 A&B: Safety and Body Mechanics HOSA Leadership Camp (Officers) 7th-9th	<i>Chapter 6</i> <i>Hartman Text/Workbook</i>	TS: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11 AS: G.G-CO.A.4, G.G-CO.A.5, 11-12.SL.4 PS: 1D, 2B, 3A, 3E, 4D, 7C, 8C, 8I
12 10-14	Unit 4 A&B: Safety and Body Mechanics Unit 4A Quiz	<i>Chapter 6</i> <i>Hartman Text/Workbook</i>	
13 10-21	Unit 4 A&B: Safety and Body Mechanics Group Project Presentations	<i>Chapter 6</i> <i>Hartman Text/Workbook</i>	
14 10-28	Unit 4 A&B: Safety and Body Mechanics Unit 4B Quiz	<i>Chapter 6</i> <i>Hartman Text/Workbook</i>	
15 11-4	Unit 5: Basic Vital Signs Fall Leadership Conference (11/5)	<i>Chapter 14</i> <i>Hartman Text/Workbook</i>	TS: 7.1, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9 AS: 8.EE.B 5, MP.6, MP.1, HS.P2U1.5, 11-12.SL.3 PS: 8I, 9B, 9C
16 11-11	Unit 5: Basic Vital Signs	<i>Chapter 14</i> <i>Hartman Text/Workbook</i>	
17 11-18	Unit 5: Basic Vital Signs	<i>Chapter 14</i> <i>Hartman Text/Workbook</i>	



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	Thanksgiving Break 11-25 to 11-29		
18 12-2	Unit 5: Basic Vital Signs Midterm Study Guide	<i>Chapter 14</i> <i>Hartman Text/Workbook</i>	
19 12-9	Completion of Units/Makeup		
20 12-16	Midterm		
12-25	Christmas Break 12-23 to 01-06-25		

2nd Semester *Subject to Change*

Week	Class Content	Reading Assignments	Standards
21 1-7	Unit 6: Admission, Transfer, Discharge International Time Recording	<i>Chapter 11</i> <i>Hartman Text/ Workbook</i> <i>EHRgo</i>	TS: 14.1, 14.2, 14.3, 14.4 AS: 11-12.W.3, 11-12.W.6 PS: 1A, 1C, 2C, 3D, 4E, 6C, 8I, 9A, 9B, 9C
22 1-13	Unit 6: Admission, Transfer, Discharge Unit 6 Test	<i>Chapter 11</i> <i>Hartman Text/Workbook</i> <i>EHRgo</i>	
23 1-21	Unit 7: Personal Care & The Resident's Unit	<i>Chapter 12</i> <i>EHRgo</i>	TS: 9.1, 9.2, 9.3, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 9.13 AS: G.G-MG.A.3, 11-12.W.6 PS: 3D, 4B, 4C, 4D, 4F, 5A, 6A, 8G, 8I
24 1-27	Unit 7: Personal Care	<i>Chapter 13</i> <i>Hartman Text/Workbook</i>	
25 2-3	Unit 7: Personal Care Skills	<i>Chapter 13</i> <i>Hartman Text/ Workbook</i>	
26 2-10	Unit 7: Personal Care Skills Unit 7 Test	<i>Chapter 13</i> <i>Hartman Text/Workbook</i>	
27 2-18	Unit 8: Nutrition CTSO Region 3 Conference	<i>Chapter 15</i> <i>Hartman Text/Workbook</i>	TS: 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 11.10, 11.11 AS: HS.L2U1.21, HS+B.L1U1.5, 8F.B.4, A1.N-Q.A.1,A1.N-Q.A.2, MP.7, MP.5, MP.8, 11-12.W.6 PS: 1B, 1C, 4D, 4F
28 2-24	Unit 8: Nutrition	MyPlate Chapter 15	
	Spring Break No School March 3 – March 17		
29 3-18	Unit 8: Nutrition/Hydration Start Resume Draft CTSO State Leadership Conference (17th-19th)	<i>Chapter 15</i> <i>Hartman Text/Workbook</i> <i>EHRgo</i>	
30 3-24	Unit 8: Nutrition/Hydration Unit 8 Test	<i>Chapter 15</i>	
31 3-31	Unit 9: Human Needs, Development, Diversity CTSO State Competition	<i>Chapter 8</i> <i>Hartman Text/Workbook</i>	TS: 7.1, 7.3, 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7 AS: G.G-MG.A.1, 11-12.RI.8, 11-12.W.3, 11-12.L.4 PS: 3A, 3B, 6A, 6B, 8I
32 4-7	Unit 9: Human Needs, Development Final Resume Mock Interviews	<i>Chapter 8</i> <i>Hartman Text/Workbook</i>	
33 4-14	Unit 9: Human Needs, Development	<i>Chapter 8</i> <i>Hartman Text/Workbook</i>	



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34 4-22	Unit 10: Communication Skills/Challenges/ Diversity Technical State Exam (year 2 only)	Chapter 4 Hartman Text/Workbook	TS: 7.1, 7.2, 7.3, 7.4 AS: 11-12.RI.10, 11-12.W.4, 11-12.SL.5, 11-12.L.2, 11-12.L.4, 11-12.L.6 PS: 1A, 1B, 2A, 2B, 2C, 5B, 5C, 6A, 6B, 6C, 8I
35 4-21	Unit 10: Communication Skills/Challenges/ Diversity Mock Interviews	Chapter 4 Hartman Text/Workbook	
36 4-28	Unit 10: Quiz Study Guide for final		
37 5-5	Completion of skills/assignment makeup CTE Awards Night		
38 5-12	Review for Final Exam	Study Guide for the Final	
39 5-19	FINAL EXAMS (20th-21st)		



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STUDENT AND PARENT/GUARDIAN AGREEMENT & ACKNOWLEDGEMENT FORM

Parent/guardians and students are encouraged to review the rules and procedures outlined in the JO Combs High School Student/Parent Handbook in addition to this document.

We have read this entire syllabus and understand the information presented.

_____ I give permission for Mrs. Reiling to take photos of my student of use for the portfolio and professional/school use only.

_____ I do NOT give permission for Mrs. Reiling to take photos of my student to use for portfolio and professional/school use only.

Student's Printed Name: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

I would like to be able to communicate with parents quickly and easily when needed in order to aid in the student learning process. I will contact you through Synergy, or if you prefer another method please give me your phone contact information: Phone # _____

Please sign, date and initial the appropriate consent information. Students should return this page by .
Friday, August 2, 2024.