



Syllabus for HO110

Course Information

Semester & Year: Spring 2024

Course ID & Section #:HO-110- E6637

Instructors' names: Heather Mitchell, Debbie Struble

Day/Time of required meetings: Lectures Sunday and Monday 0800-1500 weeks 1-6, Clinical Sunday and Monday 0800-1600 Seaview Wellness & Rehabilitation Center

Location: AT126/Over campus clinical site

Course units: 6

Text books:

- Mosby's Textbook Nursing Assistants, 10th Edition

Instructor Contact Information

Instructor: Heather Mitchell

Office hours: Monday 1500-1600 or by appointment

Phone number: 530-966-4001

Email address: Heather-Mitchell@redwoods.edu

Instructor: Debbie Struble

Office hours: Sunday 1500-1600 or by appointment

Phone number: 530-945-6692

Email address: Debbie-Dtruble@redwoods.edu

Catalog Description

A course in providing safe, effective, and efficient direct patient care, emphasizing the role of the nurse assistant as a member of the health care team. The components of the course are as required by the regulations and include asepsis, infection control, and assisting the nurse to provide holistic care to the client(s). Upon completion of the course, if all other external requirements are met, the student will be eligible to take the nurse assistant certification exam in California.

Note:

1. Physical exam clearance, including required immunizations and evidence of no communicable disease completed on the approved CR forms.
2. Must attend course orientation and complete all required admission paperwork before beginning the course.
3. Background check required.
4. Drug screening may be required by clinical sites.

Course Student Learning Outcomes (*from course outline of record*)

1. Demonstrates skills needed to function as a nurse assistant in a clinical setting.
2. Communicate knowledge and requirements of the nurse assistant's roles and responsibilities as a member of health care team.

Prerequisites/corequisites/ recommended preparation

None

Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (e.g., audio books, E-texts), assistive technology, on-campus transportation, and more. If you believe you might benefit from disability-or-health-related services and accommodations, please contact Disability Services and Programs for Students (DSPS). If you are unsure whether you qualify, please contact DSPS for a consultation: dsps@redwoods.edu.

- Eureka: 707-476-4280, Student Services Building, 1st floor
- Del Norte: 707-465-2324, Main Building, near the library
- Klamath-Trinity: 707-476-4280

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Admissions deadlines & enrollment policies

Spring 2024 Dates

- *Classes begin: 1/16/24*
- *Martin Luther King's Birthday (All campuses closed): 1/15/24*

- *Last day to add a class: 1/19/24*
- *Last day to drop without a W and receive a refund: 1/26/24*
- *Census date: 1/29/24 or 20% into class duration*
- *Last day to petition to file P/NP option: 2/7/24*
- *Lincoln's Birthday (All campuses closed): 2/16/24*
- *President's Day (All campuses closed): 2/19/24*
- *Last day to petition to graduate or apply for certificate: 3/7/24*
- *Spring Break (All campuses closed): 3/11/24-3/16/24*
- *Last day for student-initiated W (no refund): 3/29/24*
- *Last day for faculty-initiated W (no refund): 3/26/24*
- *Cesar Chavez Day: 4/1/24*
- *Final examinations: 5/4/24-5/10/24*
- *Semester ends: 5/10/24*
- *Grades available for transcript release: approximately 5/24/24*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#)

to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and training regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veterans Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Learning Management System via CANVAS

Learning activities, class handouts, announcements and or other activities specific to HO110 will be posted within the course site accessed through CANVAS. The primary method for communicating via email between the instructor and student is through the HO110 course site messaging feature.

Evaluation & Grading Policy

Assignments and Formative/Summative Evaluation

Quizzes, examinations, and other assignments allow both student and faculty to evaluate learning and assist students in preparing for CNA exam. Quizzes (formative evaluation) cover a relatively small amount of material and are not cumulative. The midterm (summative evaluation) assesses a student's knowledge of the first half of the term. The final exam (summative evaluation) assesses the student's knowledge of the second half of the term.

Course Assignments and Grading

To demonstrate mastery of course objectives, students will accomplish a variety of assignments.

<u>Assignments</u>	<u>% Of Course Grade</u>
Quizzes (4)	25%
Midterm Exam	25%
Final Exam	25%
Discussions & Activities	15%
Group Project	10%
Clinical	Pass/Fail

Grading Scale:

A grade of "C" or better is required for progression and completion in the ADN program. A minimal average of seventy-five (75) percent is required for a passing grade of "C." In the ADN program, the following letter grade symbols and GPA will be awarded for the attainment of the following numerical grade:

Grade Symbol	Course Grade (%)	Clinical Component	GPA	Definition
A	95 – 100	Pass	4.0	Excellent
A-	90 – 94	Pass	3.7	Excellent
B+	87 – 89	Pass	3.3	Good
B	84 – 86	Pass	3.0	Good
B-	81 – 83	Pass	2.7	Good

Grade Symbol	Course Grade (%)	Clinical Component	GPA	Definition
C+	78 – 80	Pass	2.3	Satisfactory
C	75 – 77	Pass	2.0	Satisfactory
D	65 – 74	Pass	1.0	Poor. No progression
F	< 65 or clinical failure		0.0	Fail. No progression
I	---		---	Incomplete (see C/R Catalog)
W	---		---	Official Withdrawal

Students' scores for all assignments in this course will be posted on CANVAS.

Academic Support:

If you are having difficulty with course content or assignments, please make an appointment with your instructor immediately to discuss your situation and explore strategies for course success.

Testing Guidelines:

Quizzes and tests are given at a scheduled time. The tests will be administered through Canvas and proctored in person. To preserve the integrity of testing materials faculty, retain all hard copies of the exams. Should a student wish to review their tests they can make an appointment with the instructor to do this. During the review students are not allowed to write down key concepts or answers for any question including the math. No photos or tape recordings of the discussion in class/meeting regarding the test(s) are allowed. There will be no make-up quizzes. Permission for an alternate arrangement for midterm and final examinations may be possible only in extreme circumstances deemed so by the Course Faculty and Department Director.

Skills Lab Referral (SLR). Please see specific instructions and SLR form in the Department of Nursing and Health Occupations Nursing Programs Handbook.

Statement of Concern (SOC). Please see specific instructions and SOC form in the Department of Nursing and Health Occupations Nursing Programs Handbook.

Faculty-Student Conference. Please see specific instructions and forms in the Department of Nursing and Health Occupations Nursing Programs Handbook.

Academic Standards and Policies:

Students are expected to follow the program policies as discussed in the Health Occupations Nursing Programs Handbook 2023-2024. Please review the following policies carefully.

- Ethics
- Attendance (class, skills lab, clinical, simulation)
- Academic Honesty and Integrity

Course Schedule:

HO-110-D1527-Basic Patient Care-Course Reading Assignment & Schedule

Theory Days

Week	Sunday	Reading	Monday	Reading	Quiz/Test are on Sunday's
1	1/21/2024	1. Health Care Agencies 2. The Person's Rights 3. The Nursing Assistant. 5. Ethics and Laws	1/22/2024	6. Student and Work Ethics 7. Communication with the Patient 8. Health Team Communications 9. Medical Terminology	Discussion 1
2	1/28/2024	10. Body Structure and Function 13. Safety 14. Preventing Falls 17. Isolation Precautions	1/29/2024	11. Growth and Development 12. The Older Person 18. Body Mechanics 19. Moving the Person	Quiz 1
3	2/4/2024	31. Fluid Needs 41. Pressure Injuries 42. Heat and Cold Applications 49. Cardiovascular, Respiratory and Lymphatic Disorders	2/5/2024	20. Transferring the Person 21. The Person's Unit 50. Digestive and Endocrine Disorders 51. Urinary and Reproductive Disorders	Quiz 2
4	2/11/2024	22. Bedmaking 23. Oral Hygiene 24. Daily Hygiene and Bathing 25. Grooming	2/12/2024	26. Dressing and Undressing 27. Urinary Needs 28. Urinary Catheters 29. Bowel Needs	Quiz 3
5	2/18/2024	32. Nutritional Support and IV Therapy	Holiday		Quiz 4

		33. Vital Signs 34. Exercise and Activity 39. The Person Having Surgery			
6	2/25/2024	16. Preventing Infection 36. Admissions, Transfers, and Discharges 37. Assisting with the Physical Examination 38. Collecting and Testing Specimens	2/26/2024	43. Oxygen Needs 44. Respiratory Support and Therapies 45. Rehabilitation Needs 46. Hearing, Speech, and Vision Problems	
7	3/3/2024	52. Mental Health Disorders 53. Confusion and Dementia 54. Intellectual and Development Disabilities	3/4/2024	55. Sexuality 56. Caring for Mothers and Babies	Midterm
8	3/11/2024	Spring Break	3/17/2024	Spring Break	
9	3/17/2024	Clinical site	3/18/2024	Clinical site	
10	3/24/2024	Clinical site	3/25/2024	Clinical site	Discussion 2
11	3/31/2024	Clinical site	4/1/2024	Holiday	
12	4/7/2024	Clinical site	4/8/2024	Clinical site	Group project
13	4/14/2024	Clinical site	4/15/2024	Clinical site	Resume
14	4/28/2024	Clinical site	4/29/2024	Clinical site	
15	5/4/2024	Final			

Disclaimer: This schedule may be subject to changes. Students will be notified in advance if any changes are necessary.