**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS / LESSON PLAN**

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| **Daily/Weekly Lesson Plan Outline – 3 weeks / 60 Clock Hrs. / 0 Lab Hrs.** | | | | | |
| **COURSE TITLE** | | | | **Review Date:** | |
| **Patient Care Technician** | | | | **01/04/2016** | |
| **CODE** | **SUBJECT** |  |  | **LEC HRS** | **LAB HRS** |
| **PCT 111** | PCT / NA Certification Preparation | | | 30 | 30 |
| **COURSE DESCRIPTION:**  This course is design to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognize certification among employers. The course outline will follow the official CNA blue print to ensurethat every major topic will be covered and discussed during the total length of the course.  **Prerequisite: None**  **Required Resources**  **Text Books*:***   1. Nursing Assistant A Basic Study Guide 1oth Edition. Beverly Robertson and Kim Price. First Class Books, Inc.   **Learning Resources Center material are available**  **Instructional Methods:**  Lecture/Discussion  Audiovisual  Demonstration  **Mode of Delivery:**  Residential  **Equipment/Technology/Software**  Utilization of Power Point presentations, media center websites, reference materials, and other technology as available  **Course Objectives/ Competencies:** At the end of the course, students will be able to:   * Describe the procedure to transport, transfer, and ambulate a resident * Explain how to promote hygiene, skin care * Explain the procedure used to Bedpans * Describe how to document Fluid Intake and Output * Explain how to deal with elimination problems * Explain the proper way to take care of residents with tubing * Apply bandages * Explain how to take care of People with Diabetes, and Heart Diseases * Describe the proper response to seizures, and stroke * Explain how to promote independence: Using assistive devices * Explain the steps in assisting with range of motion exercise * Explain the procedural steps involving Dressing the resident * Feed the residents * Perform Denture Care and hot to brush Teeth | | | | | |
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|  | **Objectives to be covered** | **Lecture/ Labs** | **Method of Assessment** |
| **Week 1** |  |  |  |
| **Day 1** | Part I: Learning Activities | Lecture:     1. Explaining how to protect Resident Rights and how to protect individuals from abuse 2. Describing the procedure for: Lifting, Ambulating, Positioning, Moving and Transferring 3. Explaining the prevention of Infection: Practicing Medical Asepsis 4. Describing the procedure for Hand Washing 5. Explaining how to use precautions 6. Explaining how to control Hepatitis B virus and the preventing HIV/ AIDS 7. Describing the procedure for Weighing and Measuring 8. Explaining how to promote Personal Hygiene: Skin care. 9. Describing the way to provide physical comfort 10. Explaining the procedure for using Bedpans 11. Explaining how to treat Bowel and Bladder problems 12. Explaining how to understand Digestion | Questions |
| **Day 2** | Part I: Learning Activities | **Lecture:**   1. Describing how to document Fluid Intake and Output 2. Explaining how to deal with elimination problems 3. Explaining the proper way to take care of residents with tubing 4. Explaining how to apply bandages and dry dressings 5. Explaining the procedural steps for making beds 6. Describing and Explaining the Vital Signs 7. Explaining how to assess pain 8. Describing the measures for Preventing accidents and promoting fire safety 9. Explaining how to respond to emergencies 10. Describing how to use protective devices 11. Discussing the topic: Understanding nutrition: Serving food 12. Discussing how to recognize emotional and social needs and Adapting to physical changes 13. Explaining how to deal with confusion 14. Discussion of the topic: Understanding chronic respiratory disorders 15. Coping with Cancer 16. Explaining how to take care of People with Diabetes, and Heart Diseases 17. Describing the proper response to seizures, and stroke 18. Explaining how to promote independence: Using assistive devices 19. Explaining the steps in assisting with range of motion exercises 20. Observing, Reporting and Charting | Questions |
| **Day 3** | Part II: Clinical Skills | **Lecture:**   1. Explaining the procedural steps for Hand Washing, Hands and Nail Care, and Foot Care   Activity: Demonstrating and Practicing Hands and Nail care.  Demonstrating and Practicing Foot Care | Practice |
| **Day 4** | Part II: Clinical Skills | **Lecture:**   1. Explaining how to transfer Residents 2. Explaining how to ambulate Residents with a gait belt procedure 3. Describing the procedural steps to change of occupied bed   Activity:  Demonstrating and Practicing how to transfer a resident and how to ambulate residents with a gait belt  Demonstrating and practicing how to change occupied bed.   1. Describing the proper use of Bedpan 2. Explaining the steps required to change position of a resident in bed.   **Laboratory**:  Demonstrating and Practicing how to properly use bedpan and how to change the position of a resident | Practice |
| **Week 2** |  |  |  |
| **Day 1** | Part II: Clinical Skills | **Lecture:**   1. Explaining the procedural steps involving Dressing the resident 2. Describing the procedural steps involved in Feeding the residents   **Laboratory:**  Demonstrating and practicing how to feed residents and how to assist with resident dressing | Practice |
| **Day 2** | Part II: Clinical Skills | Lecture:   1. Explaining the vital signs and how to get lecture of Pulse and Respiration rates   **Laboratory:**  Taking Vital Signs | Practice |
| **Day 3** | Part II: Clinical Skills | **Lecture:**   1. Explaining how to perform Denture Care and hot to brush Teeth   **Laboratory:**  Demonstrating the procedural steps to perform denture care including brushing teeth | Practice |
| **Day 4** |  | **Lecture:**   1. Explaining how to assess Range of motion: Upper Extremities, Shoulder, Elbow and Wrist, Lower Extremities 2. Explaining the procedural steps concerning Putting on and Removing Gloves   Activity: Demonstrating and practicing how to determine range of motion in different areas of the body  **Laboratory:**  Demonstrating and practicing how to wear gloves and how to remove gloves properly preventing contamination of hands. | Practice |
| **Week 3** |  |  |  |
| **Day 1** | Part II: Clinical Skills | **Lecture:**   1. Explaining how to measure the content of a drainage bag 2. Describing the proper Catheter Care   **Laboratory:**  Demonstrating and practicing the procedural steps to measure the content of drainage bag and how to handle catheters. | Practice |
| **Day 2** | Part II: Clinical Skills | **Lecture:**   1. Explaining the procedural steps in performing Partial Bath   **Laboratory::**  Demonstrating and Practicing how to perform a partial bath | Practice |
| **Day 3** | Part II: Clinical Skills | **Lecture:**   1. Describing the steps to perform Perineal Care   **Laboratory:**  Demonstrating and Practicing how to  perform Perineal Care. | Practice |
| **Day 4** | Practical Test | Test  Analyzing Test results  Feedback | Test |

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete

The school uses the following grading scale:

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| **Letter** | **Number** | **Grade Point** |
| **A** | 100 - 90% | 4.0 |
| **B** | 89 - 80% | 3.0 |
| **C** | 79 - 70% | 2.0 |
| **D** | 69 - 60% | 1.0 |
| **F** | Below 60% | 0.0 |
| **I** | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final grade calculation criteria**

Q= 20 %

CA= 10%

MT= 30%

F= 40%

FG= 100%

**Evaluation Record Code**

Q= Quizzes

CA=Class Activity

MT= Mid Term

F= Final

R= Retest

FG= Final Grade

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the students has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the students has missed more than 15% of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of 85 % of the scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%,** the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

**MAKE-UP CLASS WORK**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used inclass.