

PHILANDER SMITH UNIVERSITY

Certified Nursing Assistant/ Home Health Aide Program



STUDENT HANDBOOK

Certified Nursing Assistant

COURSE INFORMATION

Campus: Philander Smith University
900 W Daisy L. Gatson Bates Drive
Little Rock, AR 72202

SCHOOL APPROVAL & REGULATIONS

Philander Smith University holds a Certificate of Approval from the Arkansas Department of Human Services - Division of Medical Services - Office of Long-Term Care to provide Nursing Assistant Training and is licensed by the Arkansas Department of Higher Education to operate a CNA school.

This school provides training and certification preparation for Nursing Assistant candidates. Students completing this course are prepared to take the state examination for certification to become a certified nursing assistant.

ADMISSION REQUIREMENTS FOR THE CERTIFIED NURSING ASSISTANT /HOME HEALTH AIDE PROGRAM

Prospective students must meet the following eligibility requirements:

- Be at least 18 years of age.
- Demonstrate the ability to read, write, and speak English.
- Possess a high school diploma or GED (proof required).
- Be in good health, able to bend, twist, lift a minimum of 50 pounds, and free from communicable disease.
- Submit a completed Certified Nursing Assistant (CNA) application through Philander Smith University.
- Receive approval from a nursing faculty advisor or the primary instructor.
- Complete all the general university admission procedures. (Refer to the Philander Smith University Catalog and Student Handbook for more information).
- Not be listed on the Long Term Care Facility (LTCF) Employment Clearance Registry with a disqualification status due to a substantiated administrative finding of abuse, neglect, misappropriation of resident property, or a disqualifying criminal record in accordance with Ark. Code Ann. § 20-38-101.

EQUAL OPPORTUNITY

Philander Smith University is committed to providing equal opportunity in employment, admission, and educational opportunities without regard to race, color, religion, disability, sex, age, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in any of its programs or activities.

AMERICAN WITH DISABILITY ACT

Philander Smith University complies with the Americans with Disabilities Act and is committed to providing equal access to educational opportunities for all students.

Qualified, self-identified students with documented disabilities are entitled to reasonable accommodations to ensure full participation in academic programs. It is the student's responsibility to initiate the accommodation process by contacting the appropriate office and providing current documentation of their disability.

Accommodations are provided at no cost and are designed to support the student's access to all aspects of the program while maintaining academic integrity.

ENROLLMENT PREREQUISITES

Students will not be permitted to enroll in the Certified Nursing Assistant program until all of the following requirements have been satisfied:

- Completion of all general admission requirements for Philander Smith University
- Submission of the Certified Nursing Assistant Program Application
- Proof of high school diploma or GED
- Valid government-issued photo identification (current driver's license or state ID)
- Criminal background check
- Drug Screening
- Immunization Record to include:
 - Influenza (flu) vaccine during current flu season
 - Tuberculosis (TB) skin test or current Chest X-Ray
 - Rubeola (measles), Mumps, Rubella (MMR) – 2 vaccine doses or positive titer
 - Tetanus, Diphtheria Pertussis (Tdap) within 10 years
 - Varicella (chickenpox) vaccine or positive titer or medically documented history
 - Hepatitis B (3 vaccine series) or positive titer
 - Fully vaccinated against COVID-19

TUITION AND FEES

Itemized Fees List

● Tuition	\$800.00
● Books	70.00
● Uniforms	75.00
● CPR	65.00
● TB Skin Test	35.00
● Certification Exam	125.00
● Background Check and Drug Screen	120.00
● Supplies (stethoscope & Watch)	<u>60.00</u>
 Total Charges	 \$1350.00

An application fee of \$100.00 is non-refundable

CANCELLATION & REFUNDS

- **CANCELLATION POLICY:** A full refund will be made to any student who cancels the enrollment contract within seventy-two (72) hours (until midnight of the third day excluding Saturdays, Sundays, or major Holidays) after the enrollment contract is executed.
- If a student is not accepted for enrollment by the school, the applicant is entitled to a full refund of monies paid less and application fee of \$25.00. The effective date of termination for refunds will be the last day of attendance.
- The student shall not be required to purchase instructional supplies, books, pay fees, etc until such time as the materials are needed.
- All refunds shall be made by the school to the student or lender no later than thirty (30) days after the student withdraws or is terminated from the program. Proof of refund shall be placed in the student file. Refunds will be made by check and a photocopy of the check will be placed in the students' records and be available upon request by the student.

REFUND POLICY

- The registration fee of one hundred dollars (\$100) paid to the school by the student shall be retained as an enrollment or application fee.
- All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
- The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
 - At completion of less than twenty-five percent (25%) of the program, the refunds shall be made on a prorated basis.
 - At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
 - At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
 - At completion of 75% or more of the program no refund is due to the student.

Students will be refunded a full refund immediately when a program is discontinued in which the student is currently enrolled.

ITEMS INCLUDED IN COURSE FEES:

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|----------------------------|---|
| • Background Check | • Gait Belt |
| • TB skin test | • Drug Screen |
| • School Name Badge | • One Set of Scrubs |
| • Textbook | • CPR (recommended if available) |

REQUIRED SUPPLIES NOT INCLUDED IN TUITION:

- | | |
|----------------------------|----------------------------|
| • White shoes | • #2 pencil |
| • Second hand watch | • Pens (black only) |

- **Stethoscope**

- **Notebook or loose leaf paper**

CLASS TIMES

Philander Smith University offers the Certified Nursing Assistant/Home Health Aide Program every two months.

<u>Section of Class</u>	<u>Day of Class</u>	<u>Time of Class</u>	<u>Class Number</u>
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Theory Days

Section 03 and 04	Tuesday - Thursday	8:30 AM – 12:30 PM	Class 1 to 19
Section 05 and 06	Tuesday - Thursday	1:00 PM – 5:00 PM	Class 1 to 19
Section 07 and 08	Tuesday - Thursday	5:30 PM – 9:30 PM	Class 1 to 19

Skills/Lab Days

Section 03 and 04	Wednesday - Thursday	8:30 AM - 12:30 PM	Class 20 & 21
Section 05 and 06	Wednesday - Thursday	1:00 PM - 5:00 PM	Class 20 & 21
Section 07 and 08	Wednesday - Thursday	5:30 PM - 9:30 PM	Class 20 & 21

Clinical and Final Exam

Clinical	Tuesday (may vary)	6:30 AM – 3:00 PM	Class 22 & 23
Clinical	Wednesday (may vary)	6:30 AM – 3:00 PM	Class 22 & 23
Final Exam	Thursday (may vary)	8:30 AM - 12:30 PM	Class 24

HOLIDAY CLOSING

Philander Smith University will be closed for the following Holidays:

- New Year's Day: January 1
- Martin Luther King Holiday - 3rd Monday each year
- Memorial Day: The last Monday in May
- Juneteenth: 19th
- Independence Day: July 4
- Labor Day: The 1st Monday in Sept
- Thanksgiving Day: Fourth Thursday in November
- Christmas Day: December 25

NURSING ASSISTANT TRAINING PROGRAM GRADUATION REQUIREMENTS

Students must meet the minimum requirements for graduation within the program period. The classroom (theory/skills/lab) portion of the training is approximately 88.5 hours (21 class days) in length and the clinical portion is 16 hours - 8 two hours days in length for a total of 104.5 hours for the Program.

Students **must** satisfactorily complete a minimum of 88.5 class hours for the program and 16 clinical hours for consideration for graduation.

Upon successful completion of 48 contact hours students will receive a Home Care Aide

Certificate of Completion. Students who successfully complete both the classroom and clinical portion of the course and meet their financial obligations to the school will receive a Certificate of Completion which qualifies them to take the state exam to become a Certified Nursing Assistant in the State of Arkansas.

Potential work locations where graduates may be employed include home health, hospice, long term care, physician offices, hospitals, clinics, and assisted living facilities.

MAKE UP WORK POLICY

Make-up for class period work will only be allowed if the student misses due to an excused absence only. Make-up work must be turned in, in a time frame as directed by the instructor. No more than 5% of the total clock hours can be made up.

Clinical time make-up will only be allowed during the next scheduled class, as student/instructor ratio permits.

LEARNING OBJECTIVES:

This course includes classroom and clinical instruction in the following areas: communication and interpersonal skills, infections control, safety and emergency procedures, promoting residents' independence, respecting resident rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and the Barbara Broyles Alzheimer and Dementia Training.

COURSE REQUIREMENTS AND EXPECTATIONS

Attendance Policy

As this is an hours-based certification, we have a 100% attendance policy. If there is an emergency, please contact your instructor prior to the class time to determine the appropriate recourse. Course make up will only be allowed with the appropriate documentation. Unapproved absences could lead to non-completion. Approved absences must be made up within 2 weeks. Students who are more than 10 minutes late to class will not be allowed to take the daily quiz.

Dress Code

Students will be expected to attend class and student practicals/ labs clean and neatly dressed to present a professional appearance.

1. Scrubs

For professional purposes, students are expected to wear black scrubs to all on-campus sessions. Pregnant students may wear a black maternity top.

2. Foot Wear

Appropriate footwear will be required for professional appearance and safety. Closed-toe shoes are required for both lecture and lab portions of the course.

3. Fingernails

Fingernails must be clean and at a reasonable length. Reasonable length is defined as no more than 1/8" beyond the fingertip. Acrylic nails are not allowed.

4. Jewelry

While in student practical, jewelry should be limited to a wedding ring and a wristwatch. Conservative earlobe earrings (**no more than one pair**) that do not extend more than 1/2 inch below the earlobe are acceptable. Wearing of other jewelry or any other apparel must be pre-approved by the instructor.

5. Fragrances

All perfumes, colognes, and fragrances of any kind are prohibited from the classroom and clinical/lab sessions due to potential allergies.

CELL PHONES AND PAGERS

Cell phones must be set on vibrate. NO cell phones or smart watches can be accessible during quizzes, exams, or labs.

RECORDING DEVICES

Prohibited

The student use of recording devices, including camera phones, video and audio tape recorders, cameras and any other electronic device that is capable of recording human voice or image is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. No pictures or videos may be placed on social media.

Allowed

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations. Additionally, the use of recording devices is prohibited in restrooms, locker rooms, dressing rooms, and other locations where people have a reasonable expectation of privacy. Violation of this policy may result in discipline, including expulsion.

PROFESSIONAL INTERACTIONS

- Be prepared
- Be on time
- Maintain courteous and respectful interactions with both instructors and students
- Maintain strictly professional interactions with staff

COURSE TIMELINE

Due to any unforeseen conditions with the educational facility including but not limited to, Weather conditions, Instructor availability, or Holidays, the due dates for any material, or the end date of the course are subject to change.

SPECIAL STUDENT LABORATORY REQUIREMENTS

- It is the responsibility of the student to prepare for each lecture/practical session. Practical exercises must be reviewed prior to attending the practical period to

provide the student with the basic understanding of what will be expected of him/her during the practical session.

- Each student is responsible for his/her own work and for the cleaning up of the student lab.
- Food, drink, gum, mints, lozenges, (anything by mouth), or the application of cosmetics is not permitted in the laboratory. **Avoid putting objects in your mouth or touching your face.**
- **Hands must be washed before and after** performing procedures or handling equipment. Proper hand washing is essential in preventing the acquisition and spread of potentially harmful organisms.
- Privacy, confidentiality, safety, professionalism, and appropriate behavior are **ESSENTIAL** when learning and applying the technical skills necessary to perform as a CNA.
- Disinfect or clean work area thoroughly after each laboratory session.
- Cleanliness, proper handling and maintenance of equipment & supplies, as instructed, are essential.
- All accidents/incidents are to be reported immediately to the practical instructor.

GRADING AND EVALUATION

Grading Scale and

Letter Grade	Points	Score
A	600-540	100% -90%
B	539-480	89% - 80%
C	479-420	79% - 70%
F	Below 419	Below 70%

REQUIREMENTS FOR APPROVAL OF A NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM.

- In order for a nurse aide training & competency program to be approved by the State, it must contain a minimum of the following:
 - Consist of no less than 88.5 clock hours of training (total)
 - Include the subjects specified in the curriculum
 - Include at least 16 hours of supervised practical training (clinical training) training
 - Ensure that:
 - Students do not perform any services for which they have not trained and been found proficient by the instructor.

Students who are providing services to residents are under the general supervision of a licensed nurse or a registered nurse.

- The curriculum of the nurse aide training program must include:
 - At least a total of 16 hours of training in the following areas prior to any direct contact with a resident:
 - Communication and interpersonal skills
 - Infection control
 - Safety/emergency procedures including the Heimlich maneuver
 - Promoting residents' independence
 - Respecting residents' rights
- Basic nursing skills include:
 - Taking and recording and recording vital signs
 - Measuring and recording height and weight
 - Caring for the residents' environment
 - Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor
 - Caring for residents when death is imminent
- Personal care skills, including but not limited to:
 - Bathing
 - Grooming, including mouth care
 - Dressing
 - Toileting
 - Assisting with eating and hydration
 - Proper feeding techniques
 - Skin care
 - Transfers, positioning and turning
- Mental health and social service needs:
 - Modifying aide's behavior in response to residents' behavior
 - Awareness of developmental tasks associated with the aging process
 - How to respond to residents' behavior
 - Allowing resident to make personal choices, proving and reinforcing other behavior consistent with the resident's dignity
 - Using the resident's family as a source of emotional support
- Care of cognitively impaired residents:
 - Techniques for addressing the unique needs and behaviors of individual with dementia (Alzheimer's and others)
 - Communicating with cognitively impaired residents
 - Understanding the behavior of cognitively impaired residents
 - Appropriate responses to the behavior of cognitively impaired residents
 - Methods of reducing the effects of cognitive impairments
- Basic restorative services:
 - Training the resident in self-care according to the resident's ability
 - Use of assistive devices in transferring, ambulating, eating and dressing
 - Maintenance of range of motion
 - Proper turning and positioning in bed and chair
 - Bowel and bladder training
 - Care and use of prosthetic and orthotic devices
- Residents' Rights:
 - Providing privacy and maintenance of confidentiality

- o Promoting the residents' right to make personal choices to accommodate their needs
- o Giving assistance in resolving grievances and disputes Providing needed assistance in getting to and participating in resident and family groups and other activities
- o Maintaining care and security of residents' personal possessions
- o Promoting the resident's right to be free from abuse, mistreatment and neglect and the need to report any instances of such treatment to appropriate facility staff
- o Avoiding the need for restraints in accordance with current professional standards)

REQUIRED TEXTBOOK

Hartman's Nursing Assistant Care: The Basics, 5th Edition by Hartman Publishing and Jetta Fuzy, RN, MS, ISBN: 978-1-60425-100-5

STUDENT WORKBOOK

Hartman's Nursing Assistant Care: The Basics, 5th Edition by Hartman Publishing and Jetta Fuzy, RN, MS, ISBN 978-1-60425-101-2

COURSE OBJECTIVES

- Upon successful completion of this course, the student will be able to:
- Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.
- Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
- Apply nursing assistant theoretical knowledge in providing basic healthcare services.
- Perform essential nursing assistant clinical skills.
- Use accurate and appropriate communication with members of the healthcare team.
- Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.
- Carry out and follow up on patient/resident care tasks as delegated by the nurse.

METHOD OF INSTRUCTION

- Lecture/Discussion
- Video/DVD
- School laboratory setting
- Hands-on use of manikins and anatomical models
- Written handouts
- Return demonstration
- Clinical experience

CURRICULUM AND INTEGRATED LESSON PLAN COURSE MAP

- Introduction
- Topics, Activities, and Learning Materials
- Course Orientation
- Collect Paperwork
- Lab Orientation

Part I: (Theory/Lab) 16 hours (required before direct contact with residents)

- Communication and Interpersonal Skills (2-hours theory/classroom lab)
- Infection Prevention and Control (2-hours theory/classroom lab)
- Safety and Emergency Procedures (4-hours theory/classroom lab)
- Promoting Independence/Respecting Residents Rights (3-hours theory/classroom lab)
- Introduction to Resident Care (5-hours theory/classroom lab)

Part II: (Theory/Lab/Skills) 53.7 hours and 16 hours clinical

- Personal Care Skills (23-hours theory/lab & 12-hours clinical)
- Basic Nursing Skills (10-hours theory/lab & 8-hours clinical)
- Social/Cognitive/Behavioral (5-hours theory/classroom lab)
- Basic Restorative Services (5-hours theory/lab & 4-hours clinical)

Part III: (Theory/Lab 15 hours (BBADT)

- Barbara Broyles Alzheimer and Dementia Training (15-hours Theory, Classroom lab)

A MINIMUM OF 16 CLOCK HOURS OF CLINICAL ASSIGNMENTS, IN A LONG TERM CARE FACILITY, WILL BE PERFORMED UPON SUCCESSFUL COMPLETION OF THE CURRICULUM

CLASS TIMES

Philander Smith University will offer the Certified Nursing Assistant Program twice per semester depending on student enrollment.

Lecture/Lab/Skills Days:

7 Weeks
 Tuesday-Thursday - 8:30 am to 12:30 pm
 Tuesday-Thursday - 1:00 pm to 5:00 pm
 Tuesday-Thursday - 5:30 pm to 9:30 pm

Clinical Days:

1 Week (2 days=16 hrs total)

8 Weeks Total

**CURRICULUM and INTEGRATED LESSON PLAN
 TOTAL PROGRAM TIME**

THEORY/LAB/SKILLS HOURS	CLINICAL HOURS	TOTAL HOURS
88.5	16	104.5

DAILY AGENDA						
UNIT ONE						
DAY	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
DAY 1						

	8:30A - 9:30A 1:00P - 2:00P 5:30P - 6:30P	1	Introduction to the Role of the Nurse Aide	1		
	9:30A - 11:00A 2:00P - 3:30P 6:30P - 8:00P	1.5	Resident Rights	2	Initial Steps #1 Final Step #2	
	11:00A - 12:30P 3:30P - 5:00P 8:00P - 9:30P	1.5	Infection Control	3	Handwashing/hand rub #3 Gloves #4 Gown #5 Mask #6	
		4 HRS				

DAILY AGENDA						
UNIT ONE						
DAY 2	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:00A 1:00p - 1:30P 5:30P - 6:00P	.5	Infection Control	3		
	9:00A - 11:00A 1:30P - 3:30P 6:00P - 8:00P	2	Fire Safety and Other Resident Safety Concerns	4		
	11:00A - 12:30P 3:30P - 5:00P 8:00P - 9:30P	1.5	Medical Concerns/Emergency Procedures	5	Falling or Fainting #9 Choking #10 Seizures #11	
		4 HRS				

DAILY AGENDA						
UNIT ONE						
DAY 3	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:00A 1:00P - 1:30P 5:30P - 6:00P	.5	Medical Concerns/ Emergency Procedures	5		
	9:00A - 12:00P 1:30P - 4:30P 6:00P - 9:00P	3	Basic Care Skills	6	Unoccupied Bed #12 Thickened liquids #13 Measure and Record Fluid Intake #14 Passing Fresh Ice Water #15 Serving a Meal Tray #16	
	12:00P - 12:30P 4:30P - 5:00P 9:00P - 9:30P	.5	Common Diseases and Disorders Respiratory and Urinary Systems	7		
		4 HRS				

DAILY AGENDA						
UNIT ONE						
DAY 4	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO

	8:30A - 9:00A 1:00P - 1:30P 5:30P - 6:00P	.5	Common Diseases and Disorders Respiratory and Urinary Systems (Continued)	7		
	9:00A - 10:00A 1:30P - 2:30P 6:00P - 7:00P	1	Oxygen Use	8	Nasal Cannula #17	
	10:00A - 11:00A 2:30P - 3:30P 7:00P - 8:00P	1	Common Diseases and Disorders Nervous, Circulatory & Musculo-Skeletal Systems	9	Passive Range of Motion #69 to be discussed, Demonstrated, and checked-off during Lesson #22	
	11:00A - 11:45A 3:30P - 4:15P 8:00P - 8:45P	.75	Common Diseases and Disorders Gastrointestinal and Endocrine Systems	10		
	11:45A - 12:30P 4:15P - 5:00P 8:45P - 9:30P	.75	Common Diseases and Disorders Reproductive, Immune/Lymphatic Systems	11		
		4 HRS				

DAILY AGENDA

UNIT TWO

DAY 5	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 12:30P 1:00P - 5:00P 5:30P - 9:30P	4	Activities of Daily Living (Bathing, Shampoo, Perineal Care)	12	Shower/Shampoo #18 Bed bath/catheter care/ Perineal care #19	
		4 HRS				

DAILY AGENDA

UNIT TWO

DAY 6	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:30A 1:00P - 2:00P 5:30P - 6:30P	1	Activities of Daily Living (Bathing, Shampoo, Perineal Care) (Continued)	12	Back Rub #20 Shampoo Hair in Bed #21 Whirlpool #22	
	9:30A - 12:30P 2:00P - 5:00P 6:30P - 9:30P	3	Activities of Daily Living (Oral Care, Grooming, Nail Care)	13	Oral Care #23 Oral Care for Unconscious #24 Denture Care #25 Shaving with an Electric Razor #26 Shaving with a Safety Razor #27	
		4 HRS				

DAILY AGENDA

UNIT TWO

DAY 7	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:30A 1:00P - 2:00P 5:30P - 6:30P	1	Activities of Daily Living (Oral Care, Grooming, Nail Care)	13	Comb/Brush Hair #28 Fingernail Care #29 Foot Care #30	
	9:30A - 12:30P 2:00P - 5:00P 5:30P - 9:30P	3	Activities of Daily Living (Dressing, Toileting)	14	Change Gown #31 Dressing a Dependent Resident #32 Assist to Bathroom #33 Assist to Bedside Commode #34 Bedpan/ Fracture Pan #35	
		4 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 8	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:30A 1:00P - 2:00P 5:30P - 6:30P	1	Activities of Daily Living (Dressing, Toileting)	14	Urinal #36 Empty Urinary Drainage Bag #37 Urine Specimen Collection #38 Stool Specimen Collection #39 Application of Incontinent Brief #40 Measure and Record Urinary Output #14	
	9:30A - 12:00P 2:00P - 4:30P 6:30P - 9:00P	2.5	Activities of Daily Living (Positioning/Turning, Transfers)	15	Assist to Move Head of Bed #41 Supine Position #42 Lateral Position #43 Fowler's Position #44 Ambulation #49 Walking #50 Assist with Walker #51 Semi-Fowler's Position #45 Use of Wheelchair and Geriatric Chair #46 Transfer to Chair #47 Sit of Edge of Bed #48 Using a Gait Belt to Assist with Assist with Cane #52	

	12:00P - 12:30P 4:30P - 5:00P 9:00P - 9:30P	.5	Activities of Daily Living (Devices Used for Transfer)	16	Transfer Using Mechanical Lift #53	
		4 HRS				
Homework: Vocabulary Terms						

DAILY AGENDA						
UNIT TWO						
DAY 9	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:30A 1:00P - 2:00P 5:30P - 6:30P	1	Activities of Daily Living (Devices Used for Transfer) (Continued)	16	Transfer to Stretcher/Shower Bed #54 Transfer: Two Person/ Lift-emergency only #55	
	9:30A - 11:30A 2:00P - 4:00P 6:30P - 8:30P	2	Resident's Environment	17	Occupied Bed #56	
	11:30A - 12:30P 4:00P - 5:00P 8:30P - 9:30P	1	Skin Care/Pressure Prevention	18	Inspecting Skin #57	
		4 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 10	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:30A 1:00P - 2:00P 5:30P - 6:30P	1	Skin Care/Pressure Prevention (Continued)	18	Float Heels #58 Bed Cradle #59	
	9:30A - 12:30P 2:00P - 5:00P 6:30P - 9:30P	3	Activities of Daily Living (Nutrition /Hydration)	19	Feeding #60	
		4 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 11	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 12:30P 1:00P - 5:00P 5:30P - 9:30P	4	Basic Nursing Skills (Vital Signs, Height and Weight)	20	Review Initial/Final Steps #1 and #2 Oral Temperature #61 Axillary Temperature #62	
		4 HRS				

DAILY AGENDA						
UNIT TWO						
DAY 12	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO

	8:30A - 12:30P 1:00P - 5:00P 5:30P - 9:30P	4	Basic Nursing Skills (Vital Signs, Height and Weight) (Continued)	20	Pulse and Respiration #63 Pulse Oximeter #64 Blood Pressure #65 Height #66 Weight #67	
		4 HRS				

DAILY AGENDA

UNIT THREE

DAY 13	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:30A 1:00P - 2:00P 5:30P - 6:30P	1	Restraints	21	Application of Physical Restraints #68	
	9:30A - 11:00A 2:00P - 3:30P 6:30P - 8:00P	1.5	Rehabilitation/ Restorative Services	22	Passive Range of Motion #69 Splint Application #70 Abdominal Binder #71 Abduction Pillow #72 Knee Immobilizer #73 Palm Cones #74	
	11:00A-12:30P 3:30P - 5:00P 8:00P - 9:30P	1.5	Devices/Interventions – Prosthetics, Hearing Aids, Artificial Eye, Eyeglasses, Dentures, Compression Stockings SKI	23	Assisting with Hearing Aids #75 TED Hose Application #76	
		4 HRS				

DAILY AGENDA

UNIT THREE

DAY 14	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 10:00A 1:00P - 2:30P 5:30P - 7:00P	1.5	Special Care Needs – Intravenous Fluids, Non–Pharmacologic Pain Interventions	24		
	10:00A - 12:30P 2:30P - 5:00P 7:00P - 9:30P	2.5	Cognitive Impairment/Dementia / Alzheimer’s Barbara Broyles Alzheimer and Dementia Training <i>Chapter 30: Caring for Persons with Confusion and Dementia</i>	25		
		4 HRS				

DAILY AGENDA

UNIT THREE

DAY 15	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
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	8:30A - 12:30A 1:00P - 5:00P 5:30P - 9:30P	4	Cognitive Impairment/Dementia/ Alzheimer's Barbara Broyles Alzheimer and Dementia Training	25		Bathing Without a Battle: Look at Me
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 16	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 12:30P 1:00P - 5:00P 5:30P - 9:30P	4	Cognitive Impairment/Dementia/ Alzheimer's Barbara Broyles Alzheimer and Dementia Training (Continued)	25		
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 17	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 12:30P 1:00P - 5:00P 5:30P - 9:30P	4	Cognitive Impairment/Dementia/ Alzheimer's Barbara Broyles Alzheimer and Dementia Training (Continued)	25		
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 18	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 9:00A 1:00P - 1:30P 5:30P - 6:00P	.5	Cognitive Impairment/Dementia/ Alzheimer's Barbara Broyles Alzheimer and Dementia Training (Continued)	25		
	9:00A - 10:15A 1:30P - 2:45P 6:00P - 7:15P	1.25	Mental Health, Depression and Social Needs	26		
	10:15A - 11:30A 2:45P - 4:00P 7:15P - 8:30P	1.25	Admission/Transfer /Discharge	27	Admission of a Resident #77 Transfer/discharge of the Resident #78	
	11:30A - 12:30P 4:00P - 5:00P 8:30P - 9:30P	1	Admission/Transfer /Discharge	28	Post Mortem Care #79	

		4 HRS				
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DAILY AGENDA						
UNIT THREE						
DAY 19	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 8:45A 1:00P - 1:15P 5:30P - 5:45P	.25	End of Life	28		
	8:45A - 9:30A 1:15P - 2:00P 5:45P - 6:30P	.75	Daily Responsibilities	29		
	9:30A - 10:15A 2:00P - 2:45P 6:30P - 7:15P	.75	Protecting Your Profession	30		
	10:15A - 12:30P 2:45P - 5:00P 7:15P - 9:30P	2.25	Review theory objectives			
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 20	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 12:30A	4	Skills/Lab			
	1:00P - 5:00P	4	Skills/Lab			
	5:30 P - 9:30P	4	Skills/Lab			
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 21	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	8:30A - 12:30A	4	Skills/Lab			
	1:00P - 5:00P	4	Skills/Lab			
	5:30 P - 9:30P	4	Skills/Lab			
		4 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 22	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	6:30A - 11:30A	5	Clinical Training			
	11:30A - 12:00P	30 min	LUNCH			
	12:00P - 3:00P	3	Clinical Training			
		8 HRS				

DAILY AGENDA						
UNIT THREE						
DAY 23	TIME	HOURS	LECTURE	LESSON	SKILLS	VIDEO
	6:30A - 11:30A	5	Clinical Training			
	11:30A - 12:00P	30 min	LUNCH			
	12:00P - 3:00P	3	Clinical Training			

		8 HRS				
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DAILY AGENDA

UNIT THREE

DAY 24	TIME	HOURS				
	8:30A - 12:30P 1:00P - 5:00P 5:30P - 9:30P	4	FINAL EXAM Headmaster Practice Test (online) How to practice for licensure examination How to apply for licensure examination Graduation, Certificates given, and Pictures			
		4 HRS				

The student is held accountable to the Code of Student Conduct and Academic Honesty policy as outlined in the Philander Smith University Handbook

PLAGIARISM AND ACADEMIC INTEGRITY

The Certified Nurse Assistant Program is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of school rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT

Students shall adhere to the laws governing the use of copyrighted materials. They must ensure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at the school contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

STUDENTS WITH DISABILITIES

The school seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

PREVENTING SEXUAL DISCRIMINATION AND HARASSMENT

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. Title IX covers discrimination in program admissions, activities, faculty-to-student sexual harassment, and student-to-student sexual harassment. School policy against sexual harassment extends not only to employees of the school, but to students as well. If unlawful sexual harassment or gender-based discrimination is encountered, please bring this to the attention of the class professor or contact Dr. Shannon Clowney Johnson at (501) 975-8540, or email at: sclowney@philander.edu.

SYLLABUS CHANGES

The instructor reserves the right to make changes to the syllabus as long as the students are notified. Please note that this syllabus is a recommendation, not a requirement.

Students will be participating in clinical experiences during their course of the program that includes content lectures, exercises and hands-on laboratory experiences.

- We recommend Philander Smith University's Certified Nursing Assistant students complete health provider-level CPR training.
- Students will have practiced most skills and procedures in class prior to coming to your facility, and are only allowed to proceed with skills signed off by their primary instructor.
- Students must complete the listed skills prior to taking the **(C.N.A. certification exam)** certification exam.

Students are responsible for knowing and adhering to due dates for readings and other class activities. Please note that the reading assignments coordinate with the lecture topics and are not in the same chapter order of the textbook. Changes to the schedule will be announced during class time. Students are responsible for noting all changes and adhering to them.

COMPLAINT PROCESS

Philander Smith University strives to provide an exceptional educational experience in a safe and secure environment. If any student, organization, or third party vendor has a complaint they are encouraged to call the Complaint to Dr. Shannon Clowney Johnson at (501) 975-8540 as well they are encouraged to email their complaint to sclowney@philander.edu. Also to ensure your concerns are met you may contact:

Arkansas Division of Higher Education, 423 Main Street, Suite 400, Little Rock, Arkansas 72201 and phone number (501) 371-2000.



SIGNATURE PAGE

Please read the statement below and sign the appropriate lines within and at the bottom of the page.

I _____ certify that I have read and understood the syllabus in its entirety and understand the requirements stated within. I agree to all of the policies stated within. If you agree with the above statement, sign and date in the appropriate line below.

Student signature: _____ Date: _____



ENROLLMENT AGREEMENT

You have agreed to enroll in the Certified Nursing Assistant (CNA) offered by Philander Smith University located at 900 W Daisy L Gatson Bates Drive in Little Rock, Arkansas, 72202. The program will start on (Month)/(Day)/(Year), and is projected to end on (Month)/(Day)/(Year).

The Certified Nursing Assistant Program consists of a minimum of minimum of 100 hours for program completion.

Philander Smith University's CNA program has a \$100.00 application fee that is not included in the tuition and fees cost. The tuition fee is \$800.00 and all combined fees are estimated at \$1350.00. The cost of books and supplies are included in the cost of tuition and fees. The total program cost must be paid before you can receive your certificate of completion.

Student Printed Name

Philander Smith University
Representative Print

Student Signature

Philander Smith University
Representative Signature

Date

Date



STUDENT FINANCIAL RECORDS

Philander Smith University has prepared the financial record for (Student Name):

_____, who has paid the \$100.00 registration fee, and
 the amount listed below for the \$800.00 tuition fee via _____ payment source.

STUDENT NAME	FUNDING SOURCE	REASON FOR CHARGES	AMOUNT PAID	PAYMENT TYPE	COMMENTS

 Student Printed Name

 Philander Smith University
 Representative Print

 Student Signature

 Philander Smith University
 Representative Signature

 Date

 Date

Date

Date



STUDENT TRANSCRIPT

Philander Smith University issued the below academic transcript for (Student Name)

_____ for the Certified Nursing Assistant (CNA) with a start date of (Month/Day/Year) _____ and end date of (Month/Day/Year) _____.

_____ The program has a minimum of 104.5 hours for completion.

STUDENT NAME	STUDENT ADDRESS	START DATE	END DATE	STATUS IN PROGRAM	COURSE	TOTAL CLOCK HOURS

Student Printed Name

Philander Smith University
Representative Print

Student Signature

Philander Smith University
Representative Signature

Date

Date