

**NURA 1001**  
**Nurse Aide for Health Care**

**Course Description**

This course covers knowledge, skills and abilities essential for the provision of basic nursing care. Topics include basic nursing skills, principles of long term care, infection control, safety, basic physical and psychological needs as related to aging, and restorative services. Includes the Texas Department of Aging and Disability Services approved curriculum.

**Course Focus**

Care of residents in long-term care facilities.

**Text and References**

Dugan, RN, Diana L., "Nursing Assistant, A Foundation in Caregiving", 3rd Edition, Hartman Publishing. Copyright 2012. (ISBN: 978-1-60425-030-5)

Texas Curriculum for Nurse Aides in Long Term Care Facilities, 2013, Department of Aging and Disability Services. [www.dads.state.tx.us/providers/NF/credentialing/NATCEP/cna.pdf](http://www.dads.state.tx.us/providers/NF/credentialing/NATCEP/cna.pdf)

State of Texas Nurse Aide Candidate Handbook, Pearson Vue., Copyright November 2013.

**Course Goals**

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

**1. The Nursing Assistant in Long Term Care**

1. Define important words in this chapter
2. Describe healthcare settings
3. Explain Medicare and Medicaid
4. Describe the residents for whom you will care
5. Describe the nursing assistant's role
6. Discuss professionalism and list examples of professional behavior
7. List qualities that nursing assistants must have
8. Discuss proper grooming guidelines
9. Define the roles of each member of the care team
10. Discuss the facility chain of command
11. Explain "The Five Rights of Delegation"
12. Describe four methods of nursing care
13. Explain policy and procedure manuals
14. Describe the long-term care survey process

**2. Ethical and Legal Issues**

1. Define important words in this chapter
2. Define the terms "law," "ethics," and "etiquette"
3. Discuss examples of ethical and professional behavior
4. Describe a nursing assistant code of ethics
5. Explain the Omnibus Budget Reconciliation Act (OBRA)

6. Explain Residents' Rights
7. Explain types of abuse and neglect
8. Recognize signs and symptoms of abuse and neglect
9. Describe the steps taken if a nursing assistant is suspected of abuse
10. Discuss the ombudsman's role
11. Explain HIPAA and related terms

### **3. Communication Skills**

1. Define important words in this chapter
2. Explain types of communication
3. Explain barriers to communication
4. List ways that cultures impact communication
5. Identify the people you will communicate with in a facility
6. Understand basic medical terminology and abbreviations
7. Explain how to convert regular time to military time
8. Describe a standard resident chart
9. Explain guidelines for documentation
10. Describe the use of computers in documentation
11. Explain the Minimum Data Set (MDS) 41
12. Describe how to observe and report accurately
13. Explain the nursing process
14. Discuss the nursing assistant's role in care planning and at care conferences
15. Describe incident reporting and recording
16. Explain proper telephone etiquette
17. Describe the resident call system
18. Describe the nursing assistant's role in change-of-shift reports and "rounds"
19. List the information found on an assignment sheet
20. Discuss how to organize your work and manage time

### **4. Communication Challenges**

1. Define important words in this chapter
2. Identify communication guidelines for visual impairment
3. Identify communication guidelines for hearing impairment
4. Explain defense mechanisms as methods of coping with stress
5. List communication guidelines for anxiety or fear
6. Discuss communication guidelines for depression
7. Identify communication guidelines for anger
8. Identify communication guidelines for combative behavior
9. Identify communication guidelines for inappropriate sexual behavior
10. Identify communication guidelines for disorientation and confusion
11. Identify communication guidelines for the comatose resident
12. Identify communication guidelines for functional barriers

### **5. Diversity and Human Needs and Development**

1. Define important words in this chapter
2. Explain health and wellness
3. Explain the importance of holistic care
4. Identify basic human needs and discuss Maslow's "Hierarchy of Needs"
5. Identify ways to accommodate cultural differences
6. Discuss the role of the family in health care
7. Explain how to meet emotional needs of residents and their families
8. Explain ways to help residents with their spiritual needs
9. Identify ways to accommodate sexual needs
10. Describe the stages of human growth and development
11. Discuss stereotypes of the elderly
12. Discuss developmental disabilities

## **6. Infection Control**

1. Define important words in this chapter
2. Define “infection control” and discuss types of infections
3. Discuss terms related to infection control
4. Describe the chain of infection
5. Explain why the elderly are at a higher risk for infection
6. Describe The Centers for Disease Control and Prevention (CDC) and explain Standard Precautions
7. Define “hand hygiene” and identify when to wash hands
8. Discuss the use of personal protective equipment (PPE) in facilities
9. List guidelines for handling linen and equipment
10. Explain how to handle spills
11. Discuss Transmission-Based Precautions
12. Describe care of the resident in an isolation unit
13. Explain OSHA’s Bloodborne Pathogen Standard
14. Discuss two important bloodborne diseases
15. Discuss MRSA, VRE, and C. Difficile

## **7. Safety and Body Mechanics**

1. Define important words in this chapter
2. List common accidents in facilities and ways to prevent them
3. Explain the Material Safety Data Sheet (MSDS)
4. Describe safety guidelines for sharps and biohazard containers
5. Explain the principles of body mechanics and apply them to daily activities
6. Define two types of restraints and discuss problems associated with restraints
7. Define the terms “restraint free” and “restraint alternatives” and list examples of restraint alternatives
8. Describe beginning and ending steps in care procedures
9. Identify what must be done if a restraint is ordered
10. List safety guidelines for oxygen use
11. Identify safety guidelines for intravenous (IV) lines
12. Discuss fire safety and explain the “RACE” and “PASS” acronyms
13. List general safety steps to protect yourself and residents in a facility

## **8. Emergency Care, First Aid, and Disasters**

1. Define important words in this chapter
2. Demonstrate how to respond to medical emergencies
3. Describe basic CPR and demonstrate knowledge of first aid procedures
4. Explain the nursing assistant’s role on a code team
5. Describe guidelines for responding to disasters

## **9. Admission, Transfer, Discharge, and Physical Exams**

1. Define important words in this chapter
2. List factors for families in choosing a facility
3. Explain the nursing assistant’s role in the emotional adjustment of a new resident
4. Describe the nursing assistant’s role in the admission process
5. Explain the nursing assistant’s role during an in-house transfer of a resident
6. Explain the nursing assistant’s role in the discharge of a resident
7. Describe the nursing assistant’s role during physical exams

## **10. Bedmaking and Unit Care**

1. Define important words in this chapter
2. Discuss the importance of sleep Learning Objective
3. Describe types of sleep disorders
4. Identify factors affecting sleep
5. Describe a standard resident unit and equipment
6. Explain how to clean a resident unit and equipment

7. Discuss types of beds and demonstrate proper bedmaking

### **11. Positioning, Moving, and Lifting**

1. Define important words in this chapter
2. Explain body alignment and review the principles of body mechanics
3. Explain why position changes are important for bedbound residents and describe basic body positions
4. Describe how to safely transfer residents
5. Discuss ambulation

### **12. Personal Care**

1. Define important words in this chapter
2. Explain personal care of residents
3. Describe different types of baths and list observations to make about the skin during bathing
4. Explain safety guidelines for bathing
5. List the order in which body parts are washed during bathing
6. Explain how to assist with bathing
7. Describe how to perform a back rub
8. Explain guidelines for performing good oral care
9. Define “dentures” and explain care guidelines
10. Discuss guidelines for performing oral care for an unconscious resident
11. Explain how to assist with grooming

### **13. Vital Signs**

1. Define important words in this chapter
2. Discuss the relationship of vital signs to health and well-being
3. Identify factors that affect body temperature
4. List guidelines for taking body temperature
5. Explain pulse and respirations
6. List guidelines for taking pulse and respirations
7. Identify factors that affect blood pressure
8. List guidelines for taking blood pressure
9. Describe guidelines for pain management

### **14. Nutrition and Fluid Balance**

1. Define important words in this chapter
2. Describe common nutritional problems of the elderly and the chronically ill
3. Describe cultural factors that influence food preferences
4. Identify six basic nutrients
5. Explain the USDA’s MyPyramid
6. Explain the role of the dietary department
7. Explain the importance of following diet orders and identify special diets
8. Explain thickened liquids and identify three basic thickening consistencies
9. List ways to identify and prevent unintended weight loss
10. Describe how to make dining enjoyable for residents
11. Describe how to serve meal trays and assist with eating
12. Describe how to assist residents with special needs
13. Discuss dysphagia and list guidelines for preventing aspiration
14. Describe intake and output (I&O) 260
15. List ways to identify and prevent dehydration
16. List signs and symptoms of fluid overload and describe conditions that may require fluid restrictions

### **15. The Gastrointestinal System**

1. Define important words in this chapter
2. Explain key terms related to the body
3. Explain the structure and function of the gastrointestinal system
4. Discuss changes in the gastrointestinal system due to aging

5. List normal qualities of stool and identify signs and symptoms to report about stool
6. List factors affecting bowel elimination and describe how to promote normal bowel elimination
7. Discuss common disorders of the gastrointestinal system
8. Discuss how enemas are given
9. Demonstrate how to collect a stool specimen
10. Explain occult blood testing
11. Define the term “ostomy” and identify the difference between colostomy and ileostomy
12. Explain guidelines for assisting with bowel retraining

### **16. The Urinary System**

1. Define important words in this chapter
2. Explain the structure and function of the urinary system
3. Discuss changes in the urinary system due to aging
4. List normal qualities of urine and identify signs and symptoms to report about urine
5. List factors affecting urination and describe how to promote normal urination
6. Discuss common disorders of the urinary system
7. Discuss reasons for incontinence
8. Describe catheters and related care
9. Explain how to collect different types of urine specimens
10. Explain types of tests that are performed on urine
11. Explain guidelines for assisting with bladder retraining

### **17. The Reproductive System**

1. Define important words in this chapter
2. Explain the structure and function of the reproductive system
3. Discuss changes in the reproductive system due to aging
4. Discuss common disorders of the reproductive system
5. Describe sexual needs of the elderly
6. Describe vaginal irrigation

### **18. The Integumentary System**

1. Define important words in this chapter
2. Explain the structure and function of the integumentary system
3. Discuss changes in the integumentary system due to aging
4. Discuss common disorders of the integumentary system
5. Discuss pressure sores and identify guidelines for preventing pressure sores
6. Explain the benefits of warm and cold applications
7. Discuss non-sterile and sterile dressings

### **19. The Circulatory or Cardiovascular System**

1. Define important words in this chapter
2. Explain the structure and function of the circulatory system
3. Discuss changes in the circulatory system due to aging
4. Discuss common disorders of the circulatory system

### **20. The Respiratory System**

1. Define important words in this chapter
2. Explain the structure and function of the respiratory system
3. Discuss changes in the respiratory system due to aging
4. Discuss common disorders of the respiratory system
5. Describe oxygen delivery
6. Describe how to collect a sputum specimen
7. Describe the benefits of deep breathing exercises

### **21. The Musculoskeletal System**

1. Define important words in this chapter
2. Explain the structure and function of the musculoskeletal system
3. Discuss changes in the musculoskeletal system due to aging
4. Discuss common disorders of the musculoskeletal system
5. Describe elastic bandages

## **22. The Nervous System**

1. Define important words in this chapter
2. Explain the structure and function of the nervous system
3. Discuss changes in the nervous system due to aging
4. Discuss common disorders of the nervous system
5. Discuss dementia and related terms
6. Discuss Alzheimer's disease and identify its stages
7. List strategies for better communication with residents with Alzheimer's disease
8. Identify personal attitudes helpful in caring for residents with Alzheimer's disease
9. Describe guidelines for problems with common activities of daily living (ADLs)
10. Describe interventions for common difficult behaviors related to Alzheimer's disease
11. Discuss ways to provide activities for residents with Alzheimer's disease
12. Describe therapies for residents with Alzheimer's disease
13. Discuss mental health, mental illness, and related disorders
14. Discuss substance abuse and list signs of substance abuse to report

## **23. The Endocrine System**

1. Define important words in this chapter
2. Explain the structure and function of the endocrine system
3. Discuss changes in the endocrine system due to aging
4. Discuss common disorders of the endocrine system
5. Describe care guidelines for diabetes
6. Discuss foot care guidelines for diabetes

## **24. The Immune and Lymphatic Systems and Cancer**

1. Define important words in this chapter
2. Explain the structure and function of the immune and lymphatic systems
3. Discuss changes in the immune and lymphatic systems due to aging
4. Describe the most common disorder of the immune system
5. Discuss infection control guidelines for a resident with HIV/AIDS
6. Discuss care guidelines for a resident with HIV/AIDS
7. Describe cancer
8. Discuss care guidelines for a resident with cancer

## **25. Rehabilitation and Restorative Care**

1. Define important words in this chapter
2. Discuss rehabilitation and restorative care
3. Describe the importance of promoting independence
4. Explain the complications of immobility and describe how exercise helps maintain health
5. Describe canes, walkers, and crutches
6. Discuss other assistive devices and orthotics
7. Discuss range of motion exercises

## **26. Subacute Care**

1. Define important words in this chapter
2. Discuss the types of residents who are in a subacute setting
3. List care guidelines for pulse oximetry
4. Describe telemetry and list care guidelines
5. Explain artificial airways and list care guidelines
6. Discuss care for a resident with a tracheostomy

7. Describe mechanical ventilation and explain care guidelines
8. Describe suctioning and list signs of respiratory distress
9. Describe chest tubes and explain related care
10. Describe alternative feeding methods and related care
11. Discuss care guidelines for dialysis

### **27. End-of-Life Care**

1. Define important words in this chapter
2. Describe palliative care
3. Discuss hospice care
4. Discuss the grief process and related terms
5. Explain the dying person's rights
6. Explain how to care for a dying resident
7. Discuss factors that influence feelings about death and list ways to meet residents' individual needs
8. Identify common signs of approaching death
9. List changes that may occur in the human body after death
10. Describe ways to help family and friends deal with a resident's death
11. Describe ways to help staff members cope with a resident's death
12. Describe postmortem care

### **28. Your New Position**

1. Define important words in this chapter
2. Describe how to write a résumé and cover letter
3. Identify information that may be required for filling out a job application
4. Discuss proper grooming guidelines for a job interview
5. List techniques for interviewing successfully
6. Describe a standard job description and list steps for following the scope of practice
7. Identify guidelines for maintaining certification and explain the state's registry
8. Describe continuing education for nursing assistants
9. Describe employee evaluations and discuss criticism
10. Discuss conflict resolution
11. Define "stress" and explain ways to manage stress
12. Describe how to be a valued member of the healthcare community

### **Student Contributions**

Each student is expected to attend every theory, practice, and lab activity; study two hours outside of class for each hour inside class; take an active role in lecture; participate enthusiastically in practice; and assume an attentive approach in lab.

### **Course Evaluation**

Student performance will be evaluated by demonstrated mastery of the course goals listed above. The Nurse Aide instructor(s) will record competency mastery by signing-off the specified course goal on the official Nurse Aide Competency Transcript. The college's Certificate of Completion will be issued only if all course goals on the Nurse Aide Competency Transcript are signed-off. The Nurse Aide Competency Transcript will be provided upon request.



Our Mission: Southwest Texas Junior College is a comprehensive, public college serving eleven counties in Southwest Texas. The College provides accessible, affordable, high-quality education that prepares students to successfully transfer to senior colleges and universities; enter the job market; pursue their professional and personal goals; and contribute to the economic growth of the region.

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College Year: 2014-2015  
Section: Fall 2014

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## VNSG 1323

### Basic Nursing Skills

#### Course Description

Mastery of entry level nursing skills and competencies of provider of care, coordinator of care and member of a profession for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. The student must pass this course with at least an 80 in order to progress to Fall B nursing semester. Credit: Three semester credit hours. Two lecture and three laboratory hours per week. TSI Requirement: M3; R3; W2. Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, PSYC 2314, and admission into the vocational nursing program Lab Fee: \$24

#### Course Focus

Mastery of basic nursing skills and for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

#### Textbook and Readings

deWit, S.C., O'Neill, P.; Fundamental Concepts & Skills for Nursing. 4rd ed. Elsevier , 2014.

deWit, S.C., O'Neill, P.; Study Guide Fundamental Concepts & Skills for Nursing. 4rd ed., Elsevier, 2014.

(Adopted 8/1/2013 ISBN: 9781437727463; 9781455708451)

Web Evolve: <http://evolve.elsevier.com>

ATI Fundamentals of Nursing PN Edition, Review Module online @ ATI Testing

Students are highly recommended to utilize current reference texts available @SWTJC Library in order to review each body system covered in this course to enhance their learning. Be aware nursing resources or texts over five years of age are considered as historical and are often considered as obsolete information.

In addition, students are welcome to use approved medical textbooks, online, references and resources including e-books as outlined in the Vocational Nursing Student Handbook for the applicable semester/year. All resources must have established validity and be recommended by SWTJC Nursing Faculty. A pre- approved list can be located in the Vocational Nursing Handbook.

#### Technology Requirements

This course is considered as a hybrid class and is dependent on the use of technology. This course is taught utilizing Distance Learning Education with Interactive Video, Class Lectures & Discussion. It is important to be successful in this course for the student to have access to a computer, software, the Internet, a printer and a calculator. In addition, Independent Study, Internet, Videos, Group Process and CAB (computer assisted instruction) and achievement tests enhance the learning process. Access to the SWTJC portal is pertinent.



### Program Outcomes for "Vocational Nursing"

The program outcomes noted with an asterisk (\*) are addressed in this course.

- \*1. Demonstrate a knowledge of and provide coordinated, patient-centered care.
- \*2. Demonstrate a knowledge of and practice safety and infection control
- \*3. Promote and maintain patient health
- \*4. Demonstrate a knowledge of psychosocial integrity and its application to patient and family care
- \*5. Demonstrate a knowledge of and practice basic patient care and comfort
- \*6. Demonstrate a knowledge of and utilize pharmacological and parenteral therapies
- \*7. Demonstrate a knowledge of and practice the reduction of risk potential
- \*8. Demonstrate a knowledge of physiological adaptation and its application to patient and family care

### Course Outcomes

The following course outcomes will be addressed in this course:

1. Demonstrate competency in basic nursing skills.
2. Identify the steps in the nursing process and how each relates to nursing care.
3. Discuss the delivery of basic nursing skills in a variety of health care settings.

### Lecture Topics

The following general lecture topics will be covered in this class:

The class focuses on all the basic fundamental skills that an LVN needs in current practice and the rationales for their use, in order to deliver safe, effective nursing care. The topics include: infection prevention and control, protective mechanisms and asepsis; infection prevention and control in the hospital and home; lifting, moving and positioning patients; assisting with hygiene, personal care, skin care and the prevention of pressure ulcers; patient environment and safety; measuring vital signs; assessing health status; admitting, transferring and discharging patients; diagnostic tests and specimen collection; and diet therapy and assisted feeding.

### Student Competencies

In order to complete this course, the student must be able to:

1. Demonstrate beginning theory and skills in the prevention of HAIs and control of infection.
2. Demonstrate beginning skills in use of Standard Precautions and Transmission-Based Precautions.
3. Demonstrate beginning skills medical and surgical asepsis utilizing PPE and Isolation techniques.
4. Demonstrate beginning skills in the use of body mechanics for the patient and the nurse.
5. Demonstrate beginning skills in safe positioning, transfers and ambulation for all patients.
6. Demonstrate appropriate ADLs to promote and support of the integumentary system.
7. Demonstrate safety in all aspects of nursing care for the patient, family and nurse.
8. Demonstrate beginning skills in identifying bioterrorism & measures to treat or contain a threat.
9. Demonstrate beginning skills in use of restraints safely.
10. Demonstrate beginning skills in the assessment of vital signs.
11. Demonstrate beginning skills in nursing process including the collection of a database.
12. Demonstrate beginning skills in physical nursing assessment.
13. Identify commonly performed diagnostic test and participate in collection of specimens.
14. Identify basic concepts of nutrition with focus on cultural considerations.
15. Demonstrate safe feeding and I&O.
16. Identify safe feeding utilizing alternative routes of feeding (nasogastric or PEG tube).
17. Demonstrate beginning skills in admission and discharge data collection and documentation.
18. Demonstrate correct use of communication techniques for safe handoff of a patient.
19. Demonstrate beginning skills in following lab skills and steps and verbalizing rationales.
20. Demonstrate beginning lab skills by completing peer and instructor check-offs on the Skills Checklist.
21. Demonstrate organization and asepsis in the performance of skills in the learning lab.

### Student Contributions

1. Each student will spend at least 4 hours per week preparing for class.
  2. Students are required to utilize the SWTJC portal to access power point presentations, handouts, and class notes.
  3. Numerous opportunities are available for learning and enriching a student's life. Students are encouraged to use the library and or e-books for additional readings of nursing journals and other textbooks available.
  4. Attendance is critical in this class.
  5. Class participation and appropriate attitude is crucial in this class.
  6. The student will refer to the Fall Student Handbook concerning classroom student behaviors.
  7. Students will participate actively in the lab.
  8. Preparation for labs are required using the standard texts. Study guides, computer assisted learning and handouts will be provided.
  9. Students are required to bring appropriate supplies including the blue supply bag to each lab.
  10. Students must utilize the ATI review online practice during the semester along with the assigned textbook and workbook in order to successfully pass the Final/ATI Achievement Exam.
- Course Evaluation

### **Course Evaluation**

The course grade is determined by a "point system." The point distribution is designated as stated on the grading tool provided.

### **Class Policies**

For class policies; please see the Vocational Nursing Student Handbook. Faculty and students will be held responsible for understanding and adhering to all policies contained within that text. Policies may be slightly different depending on the modality in which you attend class. Make sure and refresh your knowledge of these policies on a continual basis.

### **Americans with Disabilities Act (ADA) Statement**

Any student with a documented disability needing academic adjustments is requested to speak directly to the Counseling Department (see below) as early in the semester (preferable within the first week) as possible. All discussions will remain confidential.

Crystal City Krystal Silva Ballesteros (830/591-2908)  
Del Rio Marilyn Casson (830 591-1560)  
Eagle Pass Brenda Hoffman (830/591-4102)  
Uvalde Krystal Silva Ballesteros (830/591-2908)

### **Academic Integrity Statement**

Academic integrity is highly valued in our campus community. Academic integrity directly concerns ethical behaviors which affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at Southwest Texas Junior College. Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.

### **Quality Enhancement Plan (QEP)**

Southwest Texas Junior College is accredited by the Southern Association of Colleges and Schools (SACS). Accreditation is a peer-review evaluation process that SWTJC participates in every ten years. A Quality Enhancement Plan (QEP) is required as part of this process. The purpose of the QEP is to improve student learning through a systematic plan of action.

### **Use of Copyrighted Material**

Copyright is a form of protection the law provides to the authors of original works of authorship for their intellectual works that are fixed in any tangible medium of expression, both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to the owner of a copyright. SWTJC respects the ownership of intellectual material governed by copyright laws. All users of the SWTJC resources shall comply with the copyright laws and the provisions of the licensing agreements that apply to software; printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed and/or purchased by SWTJC or accessible over network resources provided by SWTJC.

## Class Schedule

### WEEK ONE

Monday

Orientation: Classroom/Lab/Clinical/Simulation

Tuesday

Lecture & Lab: Chapter 16 - Infection Prevention & Control: Protective Mechanisms & Asepsis

Wednesday

Lecture & Lab: Chapter 17: Infection Prevention and Control in the Hospital and Home

Thursday

Question and Answer Session Chapter 16 & 17 + ATI Orientation

Friday

Lab: Check-off: Skill 16-1 Hand Hygiene (p 205)

Peer skills practice for Chapters 16 & 17

### WEEK TWO

Monday

Lecture & Lab: Chapter 18 - Lifting, Moving and Positioning Patients

Tuesday

Lecture & Lab: Chapter 19 - Assisting the Hygiene, Personal Care, Skin Care, and the Prevention of Pressure Ulcers

Wednesday

Lecture: Question and Answer Session Chapter 18 & 19 + ATI

Thursday

Practice Skill 18-4 (Transferring to Wheelchair) for check-off.

Friday

Exam 1: Chapters 16 & 17

Check-off: Skill 18-4 Transferring the Patient to a Wheelchair (p 277)

Peer skills practice for Chapters 18 & 19

### WEEK THREE

Monday

Lecture & Lab: Chapter 20 - Patient Environment and Safety

Orient to Skyscape.

Tuesday

Lecture & Lab: Chapter 21 Measuring Vital Signs (T, P, R)

Wednesday

Lecture & Lab: Chapter 21 - Measuring Vital Signs (BP)

Hand out V/S Practice Sheet Due Thursday 9/15/11 @ 0800

Thursday

Lecture: Question and Answer Session Chapter 20 & 21 +Videos

Practice Skill 20-1(Unoccupied Bed) for skill check-off on Friday 9/9/11.

Friday

Exam #2: Chapters 18 & 19

Check-off: Skill 20-1 Making an Unoccupied Bed (p 318)

### WEEK FOUR

Monday

Lecture & Lab: ATI Module Nutrition, Feeding and Eating

Tuesday

Lecture & Lab: Chapter 22 - Assessing Health Status

Wednesday

Lecture & Lab: Chapter 22 - Assessing Health Status

Thursday

V/S Practice Sheet due.

Clinical Handbook Review Fall A.  
Practice V/S (T, P, R, BP) for skills check-off on Friday.  
Peer skills practice.

Friday

Exam #3: Chapters 20 & 21

Check-off: V/S check-off (T, P, R, BP).

WEEK FIVE

Monday

Lecture: Chapter 23 - Admitting, Transferring and Discharging Patients

Tuesday

Question and Answer Session for LTC Orientation

WEEK SIX

Monday

Lecture & Lab: Chapter 24 - Diagnostic Tests and Specimen Collection

Tuesday

Lab: Chapter 24 - Diagnostic Tests and Specimen Collection

Wednesday

Lab: Exam # 4 Chapters 22 & 23

Obtain LTC Patient Information in groups throughout day.

WEEK SEVEN

Monday

Lecture: Chapter 27 - Diet Therapy and Assisted Feeding

Tuesday

Lecture & Lab: Chapter 27 - Diet Therapy and Assisted Feeding

Wednesday

Lab: Chapter 27 - Diet Therapy and Assisted Feeding

Obtain LTC Patient Information in groups throughout day.

WEEK EIGHT

Monday

Exam #5: Chapter 24 & 27

Tuesday

Check-off: For any student that is incomplete.

### Office Hours

Monday

Tuesday

Wednesday

Thursday

Friday

### Southwest Texas Junior College Student Services Addendum to Course Syllabus

Admission and Registrar's		
Flores Student Services Building Admission/Registrar's Office	830.591.7255	<a href="http://www.swtjc.edu/pages//admissions/regist-rar-and-admissions">http://www.swtjc.edu/pages//admissions/regist-rar-and-admissions</a> <a href="mailto:admoffice@swtjc.edu">admoffice@swtjc.edu</a>
Advising and Counseling Services		
Flores Student Services Building Advising/Counseling Center	830.591.7271	<a href="http://www.swtjc.edu/pages//student-life/counseling-and-advising">http://www.swtjc.edu/pages//student-life/counseling-and-advising</a> <a href="mailto:advising@swtjc.edu">advising@swtjc.edu</a>
Disability Support Services*	830.591.2908	<a href="http://www.swtjc.edu/pages//student-life/counseling-and-advising/disability-support-services">http://www.swtjc.edu/pages//student-life/counseling-and-advising/disability-support-services</a>
On-line Advising		<a href="mailto:advising@swtjc.edu">advising@swtjc.edu</a>
*The College will make reasonable accommodations for students with documented disabilities. These students must contact our Disability Support Services Advisors before classroom accommodations can be provided. Qualified persons with disabilities may have support services available.		
Assessment and Testing Center		
R.K. Miller Building	830.591.2946	<a href="http://inet4.swtjc.cc.tx.us/testing/homepage.html">http://inet4.swtjc.cc.tx.us/testing/homepage.html</a> Select the link to the different assessment/exams for times and dates.

Testing Schedule		
<b>Financial Aid</b>		
Flores Student Services Building Financial Aid Office	830.591.7313	<a href="http://swtjc.edu/pages/academics/financial-aid_finaid@swtjc.edu">http://swtjc.edu/pages/academics/financial-aid_finaid@swtjc.edu</a>
Work-Study Program		<a href="http://swtjc.edu/pages/academics/financial-aid/paying-for-school/work-study">http://swtjc.edu/pages/academics/financial-aid/paying-for-school/work-study</a>
<b>Payments/Refunds</b>		
Flores Student Service Building Business Office	830.591.7365	<a href="http://www.swtjc.edu/pages/about-swtjc/facultystaff/business-office">http://www.swtjc.edu/pages/about-swtjc/facultystaff/business-office</a>
<b>Pre-College Programs/Dual Credit</b>		
Joe Richarz Memorial Building 2nd Floor	830.591.2919	<a href="http://swtjc.edu/pages/academics/outreach/dual-credit">http://swtjc.edu/pages/academics/outreach/dual-credit</a> <a href="mailto:dualcredit@swtjc.edu">dualcredit@swtjc.edu</a>
<b>Student Activities Office</b>		
Matthews Student Center	830.591.7287	<a href="http://www.swtjc.edu/pages/student-life/activities-and-events">http://www.swtjc.edu/pages/student-life/activities-and-events</a>
<b>Tutoring Services</b>		
Fly Memorial Building Student Success Center	830.591.4152	<a href="http://swtjc.edu/pages/student-life/student-success-services">http://swtjc.edu/pages/student-life/student-success-services</a>
TRIO-Student Support Services Writing Center	830.591.7295	
	830.591.2908	
<b>Veterans Services and Hazelwood Benefits</b>		
Flores Student Services Building Admission/Registrar's Office	830.591.7280	<a href="http://swtjc.edu/pages/student-life/counseling-and-advising/veteransmilitary-students">http://swtjc.edu/pages/student-life/counseling-and-advising/veteransmilitary-students</a>

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Additional information on Student Support Services can be found in the SWTJC Student Handbook. A link to the Handbook can be found on our SWTJC website under the "About SWTJC" tab. A hardcopy of the SWTJC Handbook can be obtained by contacting any Student Services office at any of our campus locations.

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