



Course Description/Outline

Course Title: Nurse Aide Refresher (CEP III)

Course#: NUR 3242

Program #: 05019

Description:

This course is designed to review and test the students' knowledge of Nurse Aide Level I content. This course is for individuals who were listed on NA I Registry in NC or another state in good standing at time of expiration, those who previously completed a state approved NA I program but did not take the state exam within the 2 year time, and those who are or have been listed in another state as NA I. By successfully completing this course, the students are eligible to register for the NNAAP State Exam in an effort to be listed on the NC NA I Registry.

Course Learning Objectives:

Upon successful completion of this course, the student will:

- 1) Understand Resident's Rights and their role in protecting these rights.
- 2) Understand and demonstrate the basic restorative care services available to residents.
- 3) Understand mental illness and caring for those residents with mental illness.
- 4) Understand methods for caring for the cognitively impaired resident.
- 5) Be able to demonstrate proficiency in the performance of basic nursing skills.
- 6) Be able to demonstrate proficiency in the performance of personal care skills.
- 7) Be able to demonstrate proficiency in the NNAAP Skills.
- 8) Be able to demonstrate a knowledge of the required didactic information for the state exam
- 9) Understand registration and testing process for NC NA I State Exam.

Course Length:

Seated hours: 45.0 hours

Pre-Requisites:

STANLY COMMUNITY COLLEGE

- Prior listing on NA I Registry in NC in good standing at time of expiration (MUST HAVE EXPIRED WITHIN LAST 5 YEARS)
- Prior listing on NA I Registry in another state in good standing at time of expiration (MUST HAVE EXPIRED WITHIN LAST 5 YEARS)
- Certificate of Completion from previously completed state approved NA I program who did not take test within 2-year timeframe (MUST HAVE TAKEN CLASS WITHIN LAST 5 YEARS)
- Current listing on NA I Registry in another state

Requirements due on first night of class:

- Current Driver's License;
- Signed social security card;
- Proof of prior NA I listing in any state
- Certificate of Completion from a state-approved NA I program.

Textbook: *NAT Curriculum Student Manual* published by DHHS

Grading:

Students must obtain a minimum of 80% on the written exam, successfully demonstrate 5 random NNAAP skills in 30 minutes, and meet the attendance requirements for this course to receive a Certificate of Completion.

Attendance:

Students must attend 100% of the course to be considered for course completion.

COLLEGE POLICIES: College rules and policies are found on the SCC website at <https://www.stanly.edu/future-students/college-catalog/policies>. Students are responsible for reading and adhering to all College rules and policies.

ADA STATEMENT: If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the ADA services office. You may contact Megan Brehun at (704) 991-0161 or mbrehun6994@stanly.edu if you have any questions concerning disability services. You may also visit <https://www.stanly.edu/future-students/college-catalog/student-support-services/disability-services-ada> to learn more about ADA services at Stanly Community College. It is important to request accommodations early enough to give the ADA services office adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based solely on the recommendations of the ADA services office.

TUTORING and TESTING SERVICES: All students are able to receive the extra assistance they need to be successful through SCC's free tutoring and testing services. These services include the Academic Support Center, Testing Center, Smarthinking, and the Writing Center.

- **The Academic Support Center** specializes in tutoring where trained student and faculty tutors are available by appointment. The center also serves as an academic computer lab for student use. It is located in 230 Patterson Building next to the Eagle's 1 Stop on the Albemarle campus. To contact the Academic Support Center, call 704-991-0210 or email tutoring@stanly.edu. For more information, visit the webpage at <https://www.stanly.edu/current-students/academic-support-center>.
- **Smarthinking** gives students access to online tutoring 24 hours a day, 7 days a week. The link to Smarthinking is available through the Moodle login page.
- **The Testing Center** offers proctored testing services and is by appointment only. To schedule a testing appointment, go to the website, select Future Students then select Testing and Assessment. Select "Schedule an Appointment" under the Curriculum Testing heading and fill out the electronic form. The request will be e-mailed to a testing coordinator who will then contact the student to secure an appointment date and time. For direct access, click <https://www.stanly.edu/current-students/testing-and-assessment>, scroll down to Curriculum Testing, and then click on Schedule Your Exam.
- **The Writing Center** offers face-to-face tutoring options to help students become stronger, more confident writers. To contact the Writing Center, call 704-991-0172 or email lbarrier8948@stanly.edu.

SECURITY ALERTS: All students will be notified of security alerts via a banner posted on the SCC website, SCC student email (SCC Gmail), home phone, and cell phone. Students must update their contact information immediately after a change has occurred to ensure communication is received.

TENTATIVE COURSE SCHEDULE: The Tentative Course Schedule in the syllabus is a guideline and may change at the instructor's discretion. It is the responsibility of the student to keep up with any changes in Moodle or class assignments.

Day 1: NC Nurse Aide and Infection Control, NNAAP practice exam, review of candidate handbook
Day 2: Demo & Practice VS, PPE, HH, mouth and denture care
Day 3: Safety and Emergency, Law and Ethics, Demo & Practice foot, hair, and nail care
Day 4: Basic Restorative Care, Body Mechanics, and Demo & Practice bathing, dressing, TED, ambulation, transfer, positions, and ROM
Day 5: Nutrition and Fluids and Demo & Practice foley, assist with BR, BSC, bedpan, and urinal, pericare, catheter care, and collecting specimens
Day 6: Restraints, Pain, and End of Life Care and Demo & Practice feeding, I&O, and restraints
Day 7: Cognitive Changes, Psychological Effects of Aging, Dementia & Alzheimer's, and Mental Illness
Day 8: Mock Testing
Day 9: Mock Testing
Day 10: Mock Testing

Student Grievance Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-12-2013</u>
	<u>Executive Leadership Team</u>	<u>11-04-2013</u>
	<u>ICORE</u>	<u>10-30-2013</u>

Stanly Community College recognizes the importance of a prompt and efficient resolution process for both academic as well as non-academic student grievances. The primary objective is to ensure that students have the opportunity to present grievances to the College regarding a certain action or inaction by a member of the college community and that the College has a consistent way of resolving those grievances in a fair and just manner.

Student Grievance Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>09-21-2015</u>
	<u>ICORE</u>	<u>09-09-2015</u>

This policy will apply to grievances that are not governed by other specific grievance procedures such as but not limited to Title IX.

Informal Resolution. Prior to taking formal action, the student is strongly encouraged, but is not required to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. As an alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student within five (5) school days for non-academic grievances or three (3) days for final grade appeals, either verbally or in writing.

Formal Resolution. If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing, by completing the [Student Appeals Form](#), to the administrator of the department or area where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the administrator no later than five (5) school days after the student first became aware of the facts which gave rise to the grievance. Final grade appeals will be subject to a three (3) school day submission period. The student will be assigned a counselor to serve as an advocate and to provide support during the grievance process. The student will be supplied with the counselor's name and contact information upon submission of the grievance. The administrator will conduct an investigation as warranted to resolve any factual disputes. Based upon the investigation, the administrator shall make a determination and submit his/her decision in writing to the student and to the person alleged to have caused the grievance within five (5) school days of receipt of the written grievance. Final grade appeals will be subject to a three (3) school day response period.

Appeal Procedure. Within three (3) school days of receipt of the administrator’s decision, a student who is not satisfied with the response of the administrator after the initial review may pursue further review by submitting the original written grievance ([Student Appeals Form](#)), together with the administrator’s written decision, to the Dean of Students. The Dean of Students may delegate another administrator to act on his/her behalf i.e. the Assistant Dean of Students and Career Placement). The Dean of Students may direct that further facts be gathered or that additional remedial action be taken. Within five (5) school days (5 days for final grade appeals) of receipt of the appeal, the Dean of Students shall submit his/her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision. The Dean of Students’ decision will be final.

Time Limits. If the student fails to meet the time limits at any step the grievance is automatically considered dropped. If college personnel, at any step, fail to meet the time limits, the grievance will be automatically advanced to the next step.

Please note that the time associated with the student appeals process may hinder progression into the following semester in certain types of academic programs.

STUDENT GRIEVANCE PROCEDURE CHART	
Informal Resolution	
Non-Academic Grievance	Final Grade Appeal
Student is encouraged to discuss his or her grievance with the person alleged to have caused the grievance or the student may present his or her grievance in writing to the person alleged to have caused the grievance.	
5 School Days	3 School Days
In either case, the person alleged to have caused the grievance must respond to the student verbally or in writing.	
5 School Days	3 School Days
Formal Resolution	
Student must submit grievance and use the Student Grievance and Grade Appeals Form.	

5 School Days	3 School Days	
Appropriate administrator will investigate, and send a written decision to the student and person alleged to have caused the grievance.		
5 School Days	3 School Days	
If unresolved, an appeal will be sent to the Dean of Students. The original Student Grievance and Grade Appeals Form and written decision from appropriate supervisor will be forwarded as well. The Dean of Students may direct that further facts be gathered or additional remedial action be taken.		
3 School Days	3 School Days	
The Dean of Students may delegate this appeal to another administrator. The administrator will send a written decision to the student and person alleged to have caused the grievance. The written disposition shall include the reasons for the decision and the decision from this level will be final.		
5 School Days	5 School Days	

Student can access grievance policy by going on www.stanly.edu then click on current students, policies, and find student grievance policy. There is a link provided there for the student appeals form.

