



UPSTATE AREA HEALTH EDUCATION CENTER

104 S Venture Drive Greenville, SC 29615
(864) 349-1160 | <https://www.upstateahec.org>

GERONTOLOGY (CNA) RECERTIFICATION COURSE SYLLABUS

UPSTATE AREA HEALTH EDUCATION CENTER

INSTRUCTOR: MS. AMANDA ABRAMS, RN

CONTACT: HEALTH CAREERS PROGRAM DIRECTOR - 864-349-1175

LOCATION: NHC-GREENVILLE- 1305 BOILING SPRINGS ROAD, GREER, SC 29650 ABD RIVERSIDE HIGH SCHOOL - 4 HAMMETT BRIDGE ROAD, GREER, SC 29650

PLAN FOR ASSESSING, EVALUATING, AND RECORDING PROGRESS AND ACHIEVEMENT

The recertification CNA course is a *fast paced class*. A large amount of material will be covered in a short period of time. *Major assessments* will occur at the end of each unit. However, a mid-chapter test may be added if it becomes apparent the class is having difficulty in mastering the information. Quizzes will also be given frequently (depending on the length of the unit) for progress checks. It is our goal that each student will have a mastery of the class content and clinical skills so that each may be able to successfully complete the state certification test. Extra help opportunities will always be available by appointment.

GRADES WILL BE DETERMINED IN THE FOLLOWING MANNER:

50%-Major Assessments, Skills Check in laboratory, Clinical performance, CNA Exam Preps

50%-Mock Skills Evaluation and Mock Written Examination (Candidates must score an 85 on the Mock Written Examination and a 100% on the Mock Skills Evaluation in order to qualify for state certification testing. Candidates will be allowed remediation as time allows.

SC Department of Education State Competencies, Standards and Foundation for Gerontology may be found at the following website:

<http://ed.sc.gov/agency/programsservices/148/documents/gerontologystandard1.pdf>

If internet access is unavailable you may request a printed copy from the instructor.

RULES AND PROCEDURES FOR MANAGING STUDENT BEHAVIOR

The rules and procedures will be discussed in detail. Candidates **must sign stating he/she has read and understands the rules and will follow them to the best of their ability**. Candidates will be reminded regularly of the rules and procedures and reviewed as necessary. **Exceptionally professional conduct in the clinical setting is expected.**

ANY CANDIDATE, WHO IS DISRUPTIVE TO THE CLINICAL SETTING, WILL BE REMOVED FROM THE CLINICAL SETTING FOR THE REMAINDER OF THE ROTATION. CANDIDATES REMOVED FROM THE CLINICAL SETTING WILL NOT QUALIFY TO APPLY FOR THE CNA CERTIFICATION EXAM.

RULES FOR CANDIDATE BEHAVIOR IN THE CLASSROOM

1. Obey all NHC-Greenville rules while on their property and all RHS rules while on their property..

2. Dress appropriately while in class and clinicals. Business casual or standard nursing uniform/scrubs for class and nursing uniform/scrubs for clinicals. Specific details regarding color will be discussed during orientation.
3. Respect your fellow students, NHC and RHS employees/property and yourself.
4. Be on time and prepared for class with required materials.
5. Turn in assignments when due.

CONSEQUENCES FOR CLASS RULES

1. Warning (verbal or nonverbal)
2. Dismissal from course if offense severe.

DAILY CLASSROOM PROCEDURES

1. Notebooks and writing utensils are required each day.
2. Assignment should be turned in at the beginning of class or the assignment is deemed "late."
3. Homework and will be posted daily.
4. Late assignments will be accepted but daily deductions from highest possible score may be applied.
5. Roll is taken at the beginning of class.
6. Tardiness to class will result in not meeting the DHEC required hours of classroom/lab instruction.
7. Absences to class will result in not meeting the DHEC required hours of classroom/lab instruction.
8. Tardiness or absences to the clinical site will result in not meeting the DHEC required hours of clinicals.
9. Make-up classroom/lab/clinical time will be at the instructor's convenience.
10. If a candidate will be tardy or absent to clinicals, they must notify Ms. Abrams at 864-401-5337 before 9:00 pm the night before, or between 6:00-6:30 am the morning of the tardy/absence. Arrangements must be made for care of the resident the candidate was assigned to.

C.N.A. CLINICAL REQUIRMENTS, RULES AND PROCEDURES

UNIFORMS AND NAME BADGES:

Specific color regarding uniforms will be given during orientation. Rubber soled, non-skid shoes are to be worn. Tennis shoes are acceptable. **Name badges must be worn at all times in the clinical setting. This is a requirement by SCDHEC. The candidate will be responsible for keeping up with the badge. If it is lost, the candidate must pay for its replacement.**

CELL PHONES

While working at NHC of Greenville **no cell phones will be allowed on the candidate's person**. This is a facility rule. If a family member needs to contact you during clinical hours, they may call NHC of Greenville at 864-458-7566 or call the clinical instructor directly at 864-401-5337.

PERSONAL APPEARANCE:

THE DRESS AND PERSONAL APPEARANCE CODES ARE IN PLACE FOR THE HEALTH AND SAFETY OF THE RESIDENTS AND CANDIDATE ALIKE. CANDIDDATES NOT IN COMPLIANCE TO THE DRESS/PERSONAL APPEARANCE CODE DURING CLINICALS WILL NOT BE ALLOWED TO PERFRM PATIENT CARE. Absences to clinical will result in not meeting the DHEC required hours of clinical

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experience. Make-up clinical time will be at the instructor's convenience. If missed time is not made up, the candidate will not be eligible to take the state certification skills and written exam. This is non-negotiable as it is a SCDHEC mandated rule.

A personal appearance and dress code must be followed and will be strictly enforced. This will be discussed in detail with the students. Because of the nature of the care we will provide residents, and the health center's guidelines, the following will apply:

A. Hair – Hair that may fall in eyes or distract from care must be pinned back. Long hair must be worn off the shoulders and out of their face. Bangs must not fall forward into the student's face.

B. Fingernails – Acrylic nails, nail polish are **NOT** permitted while at NHC of Greenville. Nails must be trimmed short. One should not be able to see fingernails so when looking at palm side of hands.

C. Jewelry – No jewelry is acceptable except for: watch with second hand, wedding ring, and small stud type earrings, only one in each ear lobe. Bracelets and necklaces are not allowed. Body piercing jewelry, **including tongue piercing**, will NOT be allowed.

D. Perfumes and scented lotions, etc. are not to be used on clinical days.

IMMUNIZATIONS: (CANDIDATES SHOULD BRING A COPY OF THEIR IMMUNIZATION RECORDS)

Required immunizations will be discussed.

NATIONAL NURSE AIDE ASSESSMENT PROGRAM (NNAAP™):

To receive certification candidates will be required to take the NNAAP™. This is a measure of nurse aide related knowledge, skills, and abilities. It consists of both a written/oral examination and a skills examination. The purpose of NNAAP™ is to make sure the nurse aide understands and can safely perform job duties. This is a valuable experience, as most health careers require an exam of this type. More information regarding the test dates and requirements will be sent home at a later date. If all requirements are met, the candidate will qualify to take the state certification exam. If the candidate takes the exam and is not successful, he/she may retake all are part of the test up to 2 times, for an additional fee. Certification is good for 2 calendar years.

SOCIAL SECURITY NUMBER:

CANDIDATES **MUST HAVE SOCIAL SECURITY NUMBERS TO TAKE THIS EXAM AND BECOME CERTIFIED** CANDIDATES WILL BE ASKED TO PROVIDE THEIR SOCIAL SECURITY NUMBERS AT THE BEGINNING OF THE COURSE. SOCIAL SECURITY NUMBERS ARE REQUIRED BY NHC OF GREENVILLE LONG TERM CARE FACILITY AS WELL AS THE SC STATE BOARD OF NURSING, THE CERTIFYING BOARD FOR CERTIFIED NURSING ASSISTANTS. MEASURES ARE TAKEN TO ASSURE THESE NUMBERS ARE KEPT CONFIDENTIAL ARE NOT USED FOR ANY OTHER PURPOSE.



REQUIREMENT CHECK

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PLEASE READ THE FOLLOWING STATEMENTS AND INITIAL EACH LINE INDICATING THAT YOU UNDERSTAND THE REQUIREMENTS OF THE C.N.A. CLASS. PLEASE CALL MS. ABRAMS, WITH ANY QUESTIONS OR CONCERNS. (864-401-5337)

CANDIDATE INITIAL/SIGNATURE:

_____ I understand that I must score an 85 on the Mock Written Examination and a 100% on the Mock Skills Evaluation in order to qualify for the NNAAP state certification testing. Candidates will be allowed remediation as time allows.

_____ I understand it is my responsibility to attend class, participate in practice sessions, and complete assignments as required.

_____ I understand my responsibility regarding the policies of the class, NHC of Greenville Nursing Facility, and Riverside High School.

_____ I understand that I must have a negative result to my 2-step TB test to participate in the clinical rotations at NHC of Greenville and have a clean criminal background check.

_____ I understand that I may be asked to obtain certain vaccinations. a flu shot, and/or have drug screening if required by NHC of Greenville.

_____ I understand I will be required to provide complete personal care for the NHC of Greenville residents in my care.

_____ I understand the personal appearance and dress code (including piercing) as stated in the clinical rules and procedures and agree to comply with this dress code.

_____ I understand attendance is required during the clinical rotation to meet the state certification requirement of hours.

_____ I understand I must provide my personal social security number in order to take this class and sit for the South Carolina C.N.A. examination.

Candidate's Printed Full Name

Email Address

Phone Number

Candidate's Signature

Date