

# NURSING ASSISTANT (ARTICULATED)

## MASTER PLAN OF INSTRUCTION

2020 - 2021

Amanda Dwyer, BSN, RN  
Instructor



### MISSION

**The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.**

The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, the Florida Educational Equity Act of 1984 and the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, (239) 334-4544.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



**Fort Myers Technical College**  
3800 Michigan Avenue  
Fort Myers, FL 33916  
(239) 334-4544



# **Nursing Assistant (Articulated)**

## **INTRODUCTION**

We believe that the “future belongs to those who prepare for it” and we welcome you to your new future as a student in the Articulated Nursing Assistant program.

There has probably never been an adult student who did not have misgivings about going back to school. I’m sure most of your classmates are feeling the same way. The mature students feel that they are competing with youth who have more recent schooling; however, both youth and maturity have advantages. It has been proven time and time again that a mature student has NOT lost the ability to learn, although sometimes it takes a little longer. Some of you will find, to your surprise, that studying is actually fun. We believe that all of you will find it rewarding. The faculty and staff of Fort Myers Technical College and its affiliating health agencies will do all in their power to make this educational experience both pleasant and profitable. Please call on us for help at any time.

Your instructors are registered nurses and certified teachers.

## **PROGRAM MISSION**

The mission of the Nursing Assistant (Articulated) program is to prepare men and women for employment as nursing assistants in acute and long-term care facilities. This program is available to all individuals who meet entrance standards without regard to sex, race, color, creed, religion, national origin, age or handicap.

## **PROGRAM PHILOSOPHY**

The faculty acknowledges the importance of the contribution articulated nursing assistants make by the successful completion of this program. We believe that every human being has individual worth, has needs for self-esteem and respect, and should be given an opportunity to realize his or her potential.

We believe that each student is a potential learner with individual differences to be recognized and respected. We believe that education is a continuous learning process, dependent upon motivation and ability, and best occurs under the guidance and direction of a qualified teacher. Learning results in changes in the behavior of the learner. The teacher sets the stage by planning a logical sequence of meaningful educational experiences, using a variety of teaching methods, centered around clearly defined teacher and student objectives designed to develop student potentials.

Since the nursing assistant functions on the nursing team as an assistant to the nurse, the assistant must be one upon whom the nurse can rely to perform safely and respectfully those tasks assigned.

We believe that the successful completer of this program must meet well-defined minimum standards of attitude, behavior, knowledge, skill and performance to function in this role and to insure the highest possible quality of nursing care as directed by the nurse.

We believe, therefore, that through good instruction, closely supervised clinical practice, observation of employment attitudes and habits along with counseling to meet individual needs, that we can accomplish our purpose of preparing both men and women in a rewarding health occupation field.

## **PROGRAM CONTENT**

### **Basic Healthcare Worker**

- Demonstrate knowledge of the health care delivery system and health occupations.
- Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- Describe the importance of professional ethics and legal responsibilities.
- Demonstrate an understanding of and apply wellness and disease concept.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Use information technology tools.
- Explain the importance of employability skill and entrepreneurship skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Demonstrate mathematics and science knowledge and skills.
- Demonstrate language arts knowledge and skills.
- Demonstrate personal money-management concepts, procedures, and strategies.
- Solve problems using critical thinking skills, creativity and innovation.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

### **Nurse Aide and Orderly**

- Use verbal and written communications specific to nursing assistant.
- Demonstrate legal and ethical responsibilities specific to nursing assistant.
- Perform physical comfort and safety functions specific to nursing assistant.
- Provide personal patient care.
- Perform patient care procedures.
- Apply principles of nutrition.
- Provide care for geriatric patients.
- Apply the principles of infection control specific to nursing assistant.
- Provide biological, psychological, and social support.
- Perform supervised organizational functions, following the patient plan of care.
- Assist with restorative (rehabilitative) activities.

## **ESSENTIAL TRAINING TASKS**

### **Physical Requirements**

- Ability to perform repetitive tasks
- Ability to walk the equivalent of 5 miles per day
- Ability to reach above shoulder level
- Ability to demonstrate high degree of manual dexterity
- Ability to cope with confrontation
- Ability to work with chemicals and detergents
- Ability to handle multiple priorities in a stressful situation
- Ability to tolerate exposure to dust and/or odors
- Ability to assist with problem resolution
- Ability to adapt to shift work
- Ability to work alone
- Ability to grip
- Ability to demonstrate high degree of patience
- Ability to distinguish colors

- Ability to adapt to shift work
- Ability to lift a minimum of 25 pounds and a maximum of 100 pounds
- Ability to work in areas that are close and crowded
- Ability to bend a knee
- Ability to sit or stand for long periods
- Ability to perform CPR

### **Cognitive Requirements**

- Ability to cope with a high level of stress
- Ability to make fast decisions under high pressure
- Ability to project audible verbal communications at a distance of 4 feet
- Ability to cope with the anger/fear/hostility of others in a calm manner
- Ability to manage altercations
- Ability to interpret audible sounds of distress Ability to concentrate

## **PLAN OF INSTRUCTIONAL PRACTICES**

### **Teaching Methods**

Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, and online courses are among the teaching methods utilized.

Textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, video-taped instructions, guest speakers, board examples, field trips, customer service projects. Computerized tutorials, computerized assessment, interactive learning, web-based learning, and online courses are used for instruction.

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skills remediation. Curriculum may be adapted to meet the individual needs and individual goals of students.

### **Safety**

A basic outline of safety standards and practices is covered along with a continuous implementation of safety principles.

### **Evaluation**

Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, work habits, achievement of entry-level competencies, and other methods are used for evaluation.

### **Work-Based Activities**

Work-based learning activities play an integral part of the curriculum of FMTC's career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply 'real world' experience using the knowledge and skills attained in the program. Second, the activity provides the instructor with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies, and evaluation required during the activity.

## GRADING PROCEDURE

### Teacher Grading Procedure

- Unit test/quizzes/ skills exam
- Final exam – Written & Procedures by Prometric
- Written and oral assignments
- Attendance, behavior, and dress code are vitally important and contribute to the final grade

### Final Grade Formula for OCP A

- Quizzes 60%
- Final Exams (Written & Skills) 20%
- Homework/Skills Performance 10%
- Employability Skills 10%

### Final Grade Formula for OCP B

- Quizzes 60%
- Final Exams (Written & Skills) 20%
- Clinical 10%
- Employability Skills 10%

Grading Policy for the program is as follows:

All student work will be taken into consideration when determining student grades. Oral and written tests, group discussions, written work, checklists, homework, and student projects are all representative means which may be used to determine student grades.

The grading scale is:

A 90-100%

B 80-89%

\*Below 80% is unsatisfactory

In order to proceed to the next section of the Articulated Nurse Assistant program and attend clinical, a student must have a minimum overall average of 80%. A student must also achieve an 84% or greater on the basic life support test. There will be two (2) attempts given. If, after the second attempt, the student does not score an 84% or greater, they will be withdrawn. Overall grades include quizzes, homework, skills performance, and employability. A student must achieve an 80% or greater on the skills final in order to graduate.

Successful completion of Occupational Completion Point B of Nursing Assistant Articulated qualifies the student to take the state certification examination for nursing assistant. Such certification is required for employment in a nursing home, in accordance with chapter 464.203, Florida statutes.

Fort Myers Technical College is a postsecondary institute designed to provide trained individuals to industry. The approved postsecondary program grading requirements must be met if the student is to receive a certificate.

### Program Progress

Students are required to complete the program of training within the hours allotted by the state of Florida for completion. Progress must be at a rate that will allow completion of the program with the number of membership hours stated in the Curriculum Framework.

Failure to progress at this rate will require the student to meet with the program instructor, career specialist, and an administrator in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

**Work Habits**

Effective work habits are the cornerstone to successful employment. Students are expected to demonstrate productive work habits during all phases of enrollment. Instructors will work with students who need assistance in this area to improve the overall possibility for successful employment.

**Attendance:** Attends class, arrives/leaves on time; be prepared for class by reading assignments and completing homework, contribute to class discussion and involvement in lab activities (in other words, no sleeping or daydreaming), begin and end work as expected, use work time appropriately.

**Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility; displays a high level of effort and commitment to performing and completing work.

**Teamwork:** Respects the right of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit.

**Appearance:** Displays appropriate dress, grooming, hygiene, and etiquette; wears clothing suitable to the job, task and environment; wears full regulation uniform, if required by program.

**Attitude:** Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest.

**Productivity:** Follows safety practices; conserves and maintains equipment and supplies; keeps work area neat and clean; follows directions and procedures; makes up assignments and tests punctually; notifies proper authorities of situations presenting potential safety hazards; does not use or knowingly permits others to use tools and equipment improperly; stays on task and utilizes time constructively.

**Organization:** Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in adapting to changes.

**Communication:** Communicates accurate information to others in a professional and courteous manner; displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills; asks pertinent questions; listens attentively to others, notifies instructor in advance of absences or tardies.

**REQUIREMENTS FOR A CERTIFICATE**

All competencies specified in the Curriculum Framework for this program must be successfully completed. Successful completion is at least an 80 percent average in the areas of skills, knowledge, and work habits. Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated. In addition to the requirements above, the recommendation of the instructor for certification includes: consideration of personal appearance, willingness to learn and to work, punctuality, cooperative attitude, and appropriate work habits. Students who exit the program early and have successfully completed each course or the competencies of an Occupational Completion Point (OCP), will be issued a partial transcript.

**STUDENT DRESS CODE**

Students who attend FMTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair, and appropriately sized.

The director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

**Dress Code/Uniform Required:**

Two sets of scrubs- white top and ciel blue bottoms  
White leather shoes (all white leather, closed toe, closed heel)  
Watch with a second hand

**JOB DESCRIPTIONS****OCP A Basic Healthcare Worker (90 Hours)**

Students completing OCP A will be able to obtain advance standing in other medical courses.

**OCP B Nurse Aide and Orderly (75 Hours)**

After completing the certification exam and obtaining their CNA the student will be able to obtain employment as a CNA in long-term care or acute settings.

**Nursing service: Nursing Assistant**

Position Summary: The nursing assistant is responsible for providing direct resident care under supervision of the charge nurse. The nursing assistant follows established facility policies and procedures while providing care and coordinate resident care with other facility personnel and families.

Position Relationships

Responsible to: Charge nurse, treatment nurse, nurse supervisor, director of nursing

Interrelationships: Director of nursing, nurse supervisor, charge nurse, treatment nurse, other department supervisors, physicians, families, consultant personnel auxiliary service providers.

Qualifications

Education: High School diploma desirable

Personal

Presents a neat, well-groomed appearance; good physical and emotional health

1. Follows established performance standards and performs duties pertaining to nursing service policies and procedures.
2. Request clarification and/or training for policies and procedures that are not clearly understood.
3. Provides direct patient care as assigned, completing assignments accurately and in a timely manner.
4. Identifies special patient problems and reports immediately to the charge nurse.

**TEXTBOOKS**

For the most recent book list for the Nursing Assistant (Articulated) program, visit FMTC's online bookstore –[www.fmtcshop.com](http://www.fmtcshop.com).

**REQUIRED MATERIALS**

Supplies: Pens  
Pencils  
Watch with second hand

**SPECIAL REQUIREMENTS:**

Background Screen  
Drug Screen  
Two-step TB Skin Test (2)  
Rubella, Varicella, Rubeola Titers

**PROGRAM OBJECTIVES**

See the attached Florida Department of Education Curriculum Framework for program objectives and competencies.

**Florida Department of Education  
Curriculum Framework**

**Program Title:**        **Nursing Assistant (Articulated)**  
**Program Type:**       **Career Preparatory**  
**Career Cluster:**      **Health Science**

<b>PSAV</b>	
Program Number	H170690
CIP Number	0351390203
Grade Level	30,31
Standard Length	165 hours
Teacher Certification	REG NURSE 7 G PRAC NURSE @7 %7%G *(Must be a Registered Nurse) LPN 7 G*
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stm">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stm</a>
Basic Skills Level	N/A

\* The LPN 7 G district issued certification is a practical nurse. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator which must be a registered nurse. Please refer to F.A.C. 64B9-15.005 for requirements.

### Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as nursing assistants (SOC 31-1014 Nursing Assistants).

The content includes but is not limited to interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

**Additional Information** relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

## Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the post-secondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1014

## Regulated Programs

Successful completion of this program from an approved school prepares the student for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes. To be approved, this program must be supervised by a registered nurse and have follow the faculty qualifications set forth in 64B9-15.005 (3) (a) F.A.C.

New programs must be approved by the Board of Nursing, Department of Health prior to enrolling students.

Those students who satisfactorily complete an approved course are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both acute and long-term care.

In accordance with 64B9-15.005 F.A.C., students will perform nursing skills in the clinical and simulated laboratory settings under the supervision of a qualified instructor. The recommended teacher/student ratio in the clinical area is 1 to 12, but the maximum is 1 to 15.

In accordance with 64B9-15.006 F.A.C., Clinical and simulated laboratory learning experiences must correlate with 80 hours of didactic instruction In addition, a minimum of 40 hours clinical experiences must be obtained. Simulated labs are not a substitute for clinical experience. The clinical instruction shall include at least 20 hours of long-term care clinical instruction in a licensed nursing home or licensed long-term care facility.

In addition, Students must have a minimum of 16 hours of training in communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, and respecting residents' rights prior to any direct contact with a resident.

According to Section 400.211, F.S., persons who are enrolled in a state approved nursing assistant training program, approved by the department of education, and may be employed by a licensed nursing home for a period of four months. However, the certification requirements must be met within four months of such initial employment.

## Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and

preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

## **Standards**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Use verbal and written communications specific to nurse assisting
- 13.0 Demonstrate legal and ethical responsibilities specific to nurse assisting
- 14.0 Perform physical comfort and safety functions specific to nurse assisting
- 15.0 Provide personal patient care
- 16.0 Perform patient care procedures
- 17.0 Apply principles of nutrition
- 18.0 Provide care for geriatric patients
- 19.0 Apply the principles of infection control specific to nursing assisting
- 20.0 Provide biological, psychological, and social support
- 21.0 Perform supervised organizational functions, following the patient plan of care
- 22.0 Assist with restorative (rehabilitative) activities
- 23.0 Perform skills related to the hospital setting (optional)