NURSING CAREERS
COURSE DESCRIPTION

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Nursing Careers is a course designed for students who are interested in obtaining the Michigan Certified Nursing Assistant certificate (CNA). The class covers both the state mandated health careers curriculum for career and technical education and the nurse aide training curriculum. The second semester involves a 12 week clinical experience at the Tuscola County Medical Care Community where students will be caring for residents as part of their training. Presently, the demand for almost all health care careers is very high. In particular, the demand for RNs is extremely high in virtually all areas of the country. There is also a tremendous need for CNAs. The demand for occupations in the nursing field is not only presently high, but is projected to become even higher as the Baby Boomer population is aging and demanding more health care services.

Goals and Objectives:
The goals and objectives in the Nursing Careers classroom address both the Career Technical Education Health Careers curriculum (based on the National Consortium for Health Science Education) and the Michigan Nurse Aide Training curriculum. The goals and objectives pertain directly to the following areas:

| The long term care facility | Academic foundations |
| The long term care resident | Medical terminology |
| Resident rights/law/ethics | Teamwork |
| The nurse aide responsibilities | Health care systems |
| Human interaction skills/Communication | Health maintenance |
| Infection control and safety | Employability skills |
| Emergency procedures | Work based learning |
| Basic personal care skills | Personal health and wellness |

Student Expectations:
Being a CNA is very much an adult career and this Michigan Nurse Aide training program is being extended to high school students who are mature and trustworthy. It is expected that students will possess a desire to work with people and maintain SAFE, ethical, dependable, friendly, courteous, and mature behavior. Each student is to follow guidelines set in the Tuscola Technology Center Student and Parent Handbook, the rules as they pertain to students at the Tuscola County Medical Care Community, as well as the classroom rules and norms.
High School Graduation Credits
Nursing Careers offers the 3rd level science and the 4th level math credits that are required for high school graduation. Please check with your counselor regarding your credits as it depends on your home school.

HOSA
The students will have an opportunity to become members of Health Occupations Students of America (HOSA). HOSA gives students the opportunity to learn health care skills of their choosing, over and above what’s offered in class and leadership skills. Students are strongly encouraged to participate in HOSA in order to better develop their leadership abilities.

Attendance Policy:
Because this is a State of Michigan approved nurse aide training program, the Nursing Career class has a strict attendance policy in order to meet standards set by the state.

The following attendance awards will be issued:

0 absences for the year: perfect attendance certificate and seal
1 – 5 absences for the year: outstanding attendance seal
0 absences for marking period: perfect attendance for marking prd. certificate

The attendance policy is as follows:

Attendance guidelines: If you do not meet the CNA attendance requirements you can still earn high school credit. For each semester all students, even Trimester schools, must have no more than 5 total absences (excused and unexcused) each semester in order to obtain their CNA certification. There are three types of absences; unexcused, excused, and the home school does not send a bus. Only excused absences can be made up, absences are excused with a parent call or note to the Tech Center within 48 hours. The Tech Center offers several AFTER SCHOOL make up days during the year. Upon an absence, a parent should call Student Services at 989.673.5300 or the student should bring in documentation regarding the reason for the absence within 48 hours (i.e. doctor’s note, note from parent, death notice, etc.). The assistant principal and student services office determine if an absence is excused or unexcused.

Home school absences: If the home school is not sending a bus the student can come to the Tech Center without a driving permit, or be dropped off, and the day would count as a make-up day for any excused absences. The student must sign out of their home school and sign in at the Tech Center upon arrival. When the home school doesn’t send a bus it DOES NOT count against the student as excused or unexcused BUT during clinicals there is still a minimum amount of clinical floor time needed to obtain the CNA certification. There has to be enough time at the clinical setting for the student to check off on all skills and meet the State of Michigan Certified Nurse Aide guidelines for our program. These are the State rules, not mine. CLINICAL time CANNOT be made up.

If the student has more than 8 absences at the end of either semester (excused or unexcused), not only will the student be unable to earn a Career Technical Education Certificate, but the student’s semester grade will also drop one full letter grade (i.e. from a B to a C).
**Student Assessment and Grading:**
Your class grade will be calculated according to the following breakdown:

80% Combination of worksheets, tests, and projects
20% Weekly Professionalism and Lab Grade

The Weekly Professionalism and Lab Grade will be evaluated on work habits (demonstrating employability skills, class participation, class rules and norms, completion of assignments, etc.), and respect for fellow students, and staff. The grade will be evaluated by the instructor on a weekly basis. The Lab Grade portion includes students using lab time wisely and staying on task.

In order to be eligible to participate in the clinical experience and earn the CNA certification during the second semester, each student must pass each DHO book test with a 75% or better. Students must also be able to **demonstrate safe and mature behavior in order to attend clinicals**.

**Cell Phones:**
Cell phone use during class is strictly prohibited unless indicated by the instructor. All students will put their cell phones in a designated area. If the phone is visible anywhere in the classroom other than the designated area or if the student is using the phone it’s considered the first offense. The policy for these offences are as follows:

1st Offense - Device is taken and returned at the end of the class period
2nd Offense - Device is held for parent’s pick up at TTC and disciplinary referral issued.
3rd Offense - Student will receive an out of school suspension and the device will be held for parent pick at the Tech Center.

**Clinical Work Experience:**
The students will be furthering their studies through a clinical experience at the Tuscola County Medical Care Community during the second semester. Clinicals typically take place from the second week in March to the third week in May. During the work experience, a pair of NAVY blue scrubs and a watch with a second hand will be required. These will be at the students’ expense.

**Seasonal Flu Shot and TB Test:**
The Tuscola County Medical Care Community and the McLaren Caro Region hospital require each student receive the seasonal flu shot. If you have health insurance, it may cover all or part of the cost of the vaccine. Otherwise, most places charge $30-40. Your doctor’s office, the Tuscola County Health Department, Caro Rite Aid, and Caro Walmart all offer the influenza or flu shot. All students are also required to have a TB test before attending clinicals and engaging in patient care. With parent permission, an RN from the Tuscola County Health Department will administer the TB test here at school.
Nursing Assistant Certification:
The Michigan nurse aide training program is imbedded in the Nursing Careers class. The overall objective of the nurse aide training program is the provision of quality services to residents at the Tuscola Medical Care Facility by nurse aides who are able to:

1. Form a relationship, communicate, and interact competently on a one on one basis with residents
2. Demonstrate sensitivity to residents needs through skillful and directed interaction
3. Attain and maintain functional independence on a professional level
4. Support and promote residents’ rights
5. Attain and maintain observational and documenting skills in assessing residents’ health

To be eligible to take the Michigan CNA certification test, the student must first earn the Nursing Careers Certificate of Completion. To earn a Nursing Careers Certificate of Completion, each student must:

1. Have no more than 5 absences for each semester and meet the clinical time requirements
2. Earn a C (75%) or better for all DHO book test AND have an overall grade of at least 75%

Upon successful completion of the nursing careers class, each student will be eligible to take the certified nursing assistant test (CNA test), which is conducted by the State of Michigan. The total cost of all testing fees is $125.00. Each CNA candidate is responsible for these fees up front before testing. However, if the student is currently employed or receives an offer of employment from a federally certified facility (i.e., nursing home, or county medical care facility) within one year of passing the exam, the State of Michigan will provide for reimbursement of the costs incurred. Please call me if you have any questions regarding these fees.

Students With Special Needs
Each student that enrolls in Nursing Careers that may have special needs is given extra support for attaining success by following the necessary accommodations delineated in their IEP. The State of Michigan Nurse Aide exam allows for some accommodations in their testing to obtain the certification, students with special needs may or may not be able to obtain the certification depending on the extent of accommodations needed.

Cheating
Students who are caught cheating will be forced to find another Tech class or return to their high school. The State of Michigan mandates that any student caught cheating in a state approved nurse aide training program will be removed from the class.

Missed Exams and Assignments
As stated in the TTC Parent and Student handbook, students are expected to make up all work missed during excused absences. It is the student’s responsibility to contact their instructor for make-up assignments and consult the daily log. The student will be allowed the same number of days to complete make up assignments as the number of days that he/she was absent. Students will NOT be permitted to make up assignment missed during unexcused absences.

LATE WORK: No late assignments will be accepted. Worksheets and assignments are designed to help the student prepare for the test and are due before the test is administered. Every student is given ONE grace for late work PER YEAR.
School Supplies:
The following items will be needed for class this year:

1. watch with a second hand
2. pencil and **BLACK** pen
3. a working email address
4. Navy scrubs for clinicals
5. Ear buds
6. Socks

CNA Testing:
Students who have met all of the class standards will be eligible to take the State of Michigan Certified Nurse Aide exam at the end of the school year. **In order to take the exam, each student must have a valid driver’s license or state issued I.D.**

Probation Policy:
If a student violates any of the above rules and expectations, he/she has been unable to demonstrate dependability in the classroom and/or on the job and will be placed on probation. A meeting will be held with the student, the instructor, the student’s parent(s), and the assistant principal to discuss the student’s ability to meet the expectations for the remainder of the school year. The probationary status will be placed in the student’s file and the student’s possibility of earning a Nursing Careers Certificate will be uncertain, based on the circumstances of the infraction. **As a result, if the student does not earn a Nursing Careers Certificate, the student will not be eligible for CNA testing with the state of Michigan.** If the student’s infraction is found to be correctable and the student has no further infractions for the remainder of the school year, the probationary status will be lifted and the student will be granted a Nursing Careers Certificate.

Articulated Credits:
The Nursing Careers class currently articulates college credit with the following post-secondary institutions:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker College</td>
<td>Medical Terminology</td>
<td>2 credits</td>
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<tr>
<td></td>
<td>CNA (must pass exam)</td>
<td>5 credits</td>
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<tr>
<td>Davenport University</td>
<td>CPR</td>
<td>1 credit</td>
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<tr>
<td></td>
<td>Medical Terminology</td>
<td>3 credits</td>
</tr>
<tr>
<td>Delta College</td>
<td>Intro to Health Careers</td>
<td>2 credits</td>
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<tr>
<td></td>
<td>CNA Training</td>
<td>4 credits</td>
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<tr>
<td></td>
<td>Community First Aid</td>
<td>1 credit</td>
</tr>
<tr>
<td>Mott College</td>
<td>CPR</td>
<td>1 credit</td>
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</tbody>
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Class Norms:

- DEMONSTRATE MUTUAL RESPECT FOR ONE ANOTHER
LISTEN CAREFULLY WITH THE INTENTION TO UNDERSTAND

CONTRIBUTE TO YOUR OWN AND OTHERS’ LEARNING

SEARCH FOR INSIGHTS AND PERSONAL CONNECTIONS

SET ASIDE JUDGEMENTALNESS

Class Rules:

1. Respect your fellow students and the teacher. Do not talk when someone else has the floor. Feel free to courteously share your ideas with the class. We all learn from each other.

2. Have books, notebook, paper and black ink pen ready at the beginning of the period, every day.

3. No leggings unless shirt covers to the mid thigh area. No off the shoulder tops. No shoes on the beds, when you get into a bed you must wear socks.

4. Wear clothing daily that sufficiently covers the midriff, cleavage, and buttocks while you squat, bend over, or pick up items off the floor.

5. Only water allowed in class and snacks on store days.

6. Anyone that needs to leave the classroom must ask the instructor and have the hall pass in their possession. A direct route must be taken to and from the destination.

7. All students will have assigned seats for many of the class activities.

8. Students must strictly adhere to the cell phone policy described above.

9. The use of all lab equipment is for educational purposes only.

10. Leave the lab looking neat and clean.
Dear Parent(s),

Hello, I’m Ms. Grady. I couldn’t be more excited to have your child in my class! It is my passion to help students learn about the profession I love. Students don’t have to be a CNA or nurse when they leave this class, my goal is for them to leave with a better understanding about the human body and a glimpse into many different healthcare career options.

To keep you updated and informed on what’s going on in our class I will be sending home a Class Dojo information page and will send a link to your cell phone listed. I will require all students join the app as well. Class Dojo allows us to communicate via private messages if needed and has a Facebook type flow. The front page allows me to post pictures of our class, post reminders, and links to important topics.

I want to formally state this is a very serious and fast paced class, we will cover very adult topics about the human body and death. In clinicals students will be working with real residents. Students must maintain a mature and respectful attitude at all times. Your child will be exposed to sensitive health information and must maintain confidentiality, they are not to share this information with anyone.

I know this is a lot of information presented at once. Please call if you have any questions or concerns at all about the information provided. If you do not have any questions at this time, please sign the enclosed signature form indicating that you have read this syllabus and have your son or daughter return it to me as soon as possible.

Thank you for taking the time to read about our busy classes! I am looking forward to a great year and I hope to meet all of you at some point in the next few months!

Sincerely,

Maggie Grady, RN, BSN
Nursing Careers Instructor
989-673-5300
989-528-9014
NURSING CAREERS

PARENT AND STUDENT SIGNATURE FORM

Yes, I have read the information provided to me in the syllabus regarding Nursing Careers at the Tuscola Technology Center. I have no questions at this time regarding the curriculum, student expectations, clinicals, cell phone policy, attendance policy, the flu shot, or TB test. I will call, without hesitation, if I have questions in the future.

_________________________________________  ________________________
Parent signature                        Date

_________________________________________  _______________________________
Cell Phone                        Alternate phone and times to be reached

_________________________________________
Email address

_________________________________________  ________________________
Student signature                        Date

_________________________________________
Cell Phone