

I. Course Evaluation Criteria

A. Theory, Classroom and Lab Learning Experiences

1. **Attendance and Preparedness:** The students are expected to abide by the attendance policy and be prepared for every theory, classroom, and lab learning experience.
2. **Required Supplies:**
 - Textbook: Sorrentino, S. & Remmert, L. (2018). *Mosby's essentials for nursing assistants*, 6th ed. St. Louis, MO: Mosby.
 - Workbook: Sorrentino, S. & Remmert, L. (2018). *Mosby's essentials for nursing assistants: Workbook and competency evaluation review*, 6th ed. St. Louis, MO: Mosby.
 - Mosby's Skill videos (access code provided with textbook bundle)
 - Syllabus: Available online through the Blackboard course.
 - Handbook: Available online through the Blackboard course.
 - College of DuPage Student ID
 - Blood pressure cuff (sphygmomanometer)
 - Stethoscope
 - B.L.S. for Health Care Providers current textbook (*Read before C.P.R. class)
 - Pen and paper; small pad of paper for clinical
 - Watch with second hand
 - Transfer/gait belt (available in the bookstore)
 - Uniform and comfortable white shoes worn to all class and clinical sessions
3. **Professional Conduct and Communication:**
 - a. The role of the student is to assume responsibility for his/her own learning and to recognize and accept that the level of achievement is contingent upon his or her own individual ability and motivation.
 - b. Each student is expected to respect each other and the instructor by acting in a manner that reflects honesty; integrity, courtesy, and responsibility per the *College of DuPage Code of Conduct and Academic Honesty Policy (refer to the College Catalog)*.
 - c. Students must contribute to teamwork, be receptive to instructions and accept constructive criticism.
 - d. Any behavior on a student's part that makes learning difficult for himself or herself, fellow classmates, or the instructor will **not** be allowed. Such behaviors include, but are not limited to the following:
 - Coming unprepared (without required supplies or assignments completed).
 - Talking while the instructor is lecturing or presenting educational material.

- Sleeping in class.
 - Using cell phones for non-educational purposes.
 - Engaging in any social media site during scheduled instructional time.
 - Throwing things in the class.
 - Engaging in inappropriate or argumentative behavior.
 - Bringing children into the classroom or clinical setting.
 - Using taping devices, video equipment, or translation devices.
- e. A student exhibiting behavior that hinders the learning process may be asked to leave the classroom, and the situation will be brought to the attention of the Dean and Program Coordinator.
- f. Failure to abide by the College of DuPage Academic Integrity Policy (per the college catalog) will result in a failing grade and dismissal from the course. “Student Services and General Student Information”

4. Manual Skills:

Each student is expected to utilize open lab time and outside of class, time to practice and master the IDPH mandated 21 skills. Students are encouraged to use the Nursing lab in the Health and Science Center on the Glen Ellyn campus.

B. Clinical Learning Experience

Any violation of the following requirements will result in points being deducted from the Clinical Evaluation Tool, and Occurrence Report being written and possible dismissal from the clinical day, resulting in an absence.

- 1. Attendance and Preparedness:** The students are expected to abide by the Attendance Policy and be prepared for every clinical experience.
 - a. Uniform to be worn to EVERY clinical session includes:
 - Navy blue scrub pants: hemmed without touching the floor; high-waisted
 - White scrub top with pockets: undergarments should not be revealed (A plain white shirt may be worn for warmth, NO colored undershirts or bras)
 - White supportive, protective shoes (NO sandals, high heels, or clogs; foot must be completely covered)
 - White socks that show above the shoe must be worn with the shoes
 - Gait belt
 - A watch with a sweep second hand (no digital watches)
 - COD identification badge (worn above the waist at all times)
 - b. Hair must be of a natural color, neat, clean and off the shoulders. Long hair must be arranged off the collar.
 - c. Make-up must be conservatively used.

- d. Facial hair on male students must be short-clipped and well groomed.
- e. No strongly scented deodorant, perfumes or after shaves.
- f. Only a small post earring in each ear and a wedding band may be worn to clinical. **NO** facial or body piercings allowed.
- g. Fingernails must be kept clean, short and filed for safety of the patients/residents. **NO** sculptured, artificial, and/or gel nails. Natural nails are best; however, sheer pale-colored or clear polish (not visibly chipped) *may* be used.
- h. Body tattoos must be covered during clinical.
- i. Daily showers and deodorant should be used to prevent offensive body odor. The student will be asked to leave if the body odor and/or tobacco odor is strong.
- j. No gum allowed.
- k. Cell phones and/or other electronic devices will not be allowed on the clinical units. It is preferable that valuables, including cell phones, not be brought into the clinical setting, as most facilities do not supply a locked area for the students. The clinical facility and the College of DuPage are not responsible for lost or missing items.

NOTE: The instructor may have additional requirements to the dress code and clinical requirements depending on the clinical site policies.

2. Professional Conduct and Communication

- a. The student must follow all guidelines pertaining to *safety*, *medical asepsis*, and *patient's rights* in the clinical setting. Failure to do so will result in a failing grade for clinical.
- b. The student is responsible to seek the assistance of the instructor in the clinical setting before proceeding with new, unfamiliar, or uncertain aspects of patient care.
- c. The student must exhibit emotional stability in the clinical setting in order to properly care for patients/residents.
- d. It is the responsibility of any student who observes or has direct knowledge of another student being in a condition that impairs their ability to perform clinical duties, or poses a hazard to the safety and well-being of others, to promptly report the incident to the instructor.

- e. During a clinical day, the student must report incidents or changes in condition of the resident/patient to the instructor.
- f. The student must be able to communicate appropriately with the instructor, staff, fellow students, patients/residents and their families.
- g. Clinical is a participatory, hands-on experience that requires active involvement of a student. There will be no “observation” or “auditing” of any clinical experience for any reason.

II. Grading Policy

- A passing grade in both the theory (lecture/lab) and clinical components must be achieved in order to sit for the Illinois state competency exam for nurse aides.
- Students must competently demonstrate ALL skills mandated by the Illinois Department of Public Health regulations in order to pass the course. The list of the skills with detailed guidelines is in the CNA Student Handbook.

A. THEORY (LECTURE / LAB) GRADING:

- Students must achieve cumulative scores of 78% or higher **in each** of the three written assessment areas:
 - Exams 1-6 (300 points possible)
 - CPR test plus Flex Points (100 points possible)
 - Final Exam (100 points possible)
 - The instructor may advise a student to *withdraw* if minimum cumulative scores are not being met (when passing becomes impossible, to protect the student’s grade point average). Withdrawal must occur according to current college withdrawal policy as stated in this document.
1. **PRACTICAL SKILLS** (no points)
 - There are two (2) types of practical skills.
 - Must be successfully accomplished with a resident.
 - May be successfully accomplished in the lab OR with a resident.
 - Three assessment attempts may be provided to competently perform each skill prior to the end of the course.
 2. **EXAMS 1-6 (300 points total)**
 - There will be six (6) 50-point written exams given during the course. The exam questions will come from the textbook/workbook, videos and classroom/clinical instructional activities.
 - If a student misses an appointment to make-up an exam, a grade of **Zero** will be given for that exam.
 - **Each** exam is worth 50 points.
 - Students must achieve a cumulative score of 78% or higher (i.e. 234 points).

If it becomes apparent that a student is unable to achieve the minimum 78%, this will constitute grounds for dismissal from the program and the student will be advised accordingly.

3. FLEX ASSIGNMENT, CLINICAL JOURNAL & CPR test (100 points total)

- FLEX assignment (50 points): The theory instructor has flexibility to design and assign a rigorous assignment. It will be designed with course outcomes in mind, but will be different from what other instructors might assign in this area. Possible projects include, but are not limited to disease paper, professional, regulatory agency report, community service project, etc. The instructor will describe the assignment(s) and distribute a rubric explaining criteria for point achievement.
- CLINICAL JOURNAL (25 points): The clinical instructor will monitor the online clinical journal entries and provide feedback. Please refer to the Clinical Journal rubric for point distribution.
- CPR: In compliance with IDPH guidelines and the College of DuPage requirement for CPR instruction, each student will attend a scheduled American Heart Association CPR class regardless of current CPR certification.
- CPR test (25 points). Each student must pass written exam and performance evaluation in order to become CPR certified.
- Missing a scheduled CPR class will constitute an absence. It is the responsibility of the student to attend a make-up session and take a CPR class.

4. FINAL EXAM (100 points total)

- A comprehensive written exam will be given at the end of the course.
- Attendance on the day of the final exam is mandatory.
- Students must achieve an average score of 78% or higher on the Final Exam, (i.e. 78 points).

5. EXTRA CREDIT

- Five (5) points maximum
- Turned in as scheduled (no last minute rescue extra credit)
- *Only applied if a passing score is achieved* (the extra credit cannot aid in achieving a passing grade, but it can aid in *improving* a passing grade.

NOTE: Please address any concerns, questions, or discrepancies in grading to instructor within one week of grade postings. Grades are firm and points are not “rounded up.”

Group I – Exams 1-6 (300 pts.)	%	Points	Grade	Minimum required for passing
	93-100%	279 - 300	A	
	85 – 92.9%	255 - 278	B	
	78 – 84.9%	234 - 254	C	234
	Below 78%	233 and below	F	
Group II – Flex. Journal, CPR (100 pts.)	%	Points	Grade	
	93-100%	93 - 100	A	
	85 – 92.9%	85 - 92	B	
	78 – 84.9%	78 - 84	C	78
	Below 78%	77 and below	F	
Group III – FINAL EXAM (100 pts.)	%	Points	Grade	
	93-100%	93 - 100	A	
	85 – 92.9%	85 - 92	B	
	78 – 84.9%	78 - 84	C	78
	Below 78%	77 and below	F	
Extra Credit (A maximum of 5 pts. may be earned)				5

Cumulative grade scale (with extra credit added): Total points possible 500 plus 5 E.C.

Percentage	Points earned	Letter grade
93-100%	465-505	A
85-92.9%	425-464.9	B
78-84.9%	390-424.9	C

B. CLINICAL GRADING:

Clinical is a PASS/FAIL Grade. A Passing/Failing grade for clinical is based on the Evaluation Criteria for Clinical utilized on the Clinical Evaluation Tool.

The Clinical Evaluation Tool (CET) is used in the clinical setting. A numeric scoring system is used to determine a student's progress; however, **the numbers are not points** awarded to the student. A passing grade for clinical is based on receiving a minimum score of 44 on the CET.

Each student may have three assessment attempts to competently perform each skill prior to the end of the course. Failure to competently perform all IDPH mandated skills will result in a failing grade for the course.

Failure to PASS the clinical component will result in a failing grade for the entire course regardless of the theory (lecture/lab) grade.

III. Reading Assignment and Exam Schedule

The instructor will provide a Content Calendar with specific dates, times and outside activities the students need to know. The following table is provided as a general guideline:

Exam Title	Textbook Content (Chapters): Mosby's Essentials for Nursing Assistants, 6 th Ed.	Textbook Chapter 8 Content
Exam 1	Chapters 1, 2, 3, 4, 5, 6, 7, 9	None.
Exam 2	Chapters 10, 11, 12, 13, 23 plus 8 (pages 79-81; 88-89; 95)	Overview; Lymphatic and Immune systems
Exam 3	Chapters 14, 15, 16, 17, 18, 19 plus 8 (pages 81-84)	Integumentary and Musculo- skeletal systems
Exam 4	Chapters 20, 21, 22, 24, 25, 26 plus 8 (pages 87-88; 90-91)	Digestive, Urinary, and Circulatory systems
Exam 5	Chapters 27, 28, 29, 30, 31, 32 plus 8 (pages 84-87; 89-90)	Respiratory and Nervous systems
Exam 6	Chapters 33, 34, 35, 36, 37, 38 plus 8 (pages 92-95)	Endocrine and Reproductive systems
Final Exam	Chapters 1-38	All.