

This course follows the curriculum specified by the Kansas Department for Aging and Disability Services (KDADS) for instruction of persons planning employment as Certified Nurse Aides in long-term care facilities or pursuing health care careers. Outside-of-class reading, and homework assignments are required. After successful course completion, the student is eligible to take the state test to be credentialed as a Certified Nurse Aide (CNA) in Kansas.

This course has both online and face-to-face components. Assigned readings and assignments are posted online and must be completed prior to each class/lab meeting. Discussion and skills are addressed during face-to-face class/lab sessions at MATC. Students must be able to consistently access the Internet to obtain & complete course assignments by due dates. Allow minimum 4-6 hours for coursework preparation prior to attending each of the class sessions. Students may use their personal computer or a public computer (school or public library). Classes will not be cancelled due to weather. If weather related college closure, zoom meetings will be held for lecture.

[Click this link to begin the online enrollment into the CNA Course](#)

Class enrollment will close once 9 students are enrolled.

Required for Enrollment:

- **Two (2) personal documents:** state-issued photo ID and copy of SSN card (not just the number) (uploaded with application)
- **Report of negative TB screening**
- **Evidence of current Flu Vaccination** completed for the current influenza season.
- **COVID Vaccination** evidence of this vaccination as required by clinicals.
- **CASAS Reading Test. Schedule your test online.** A \$5.00 fee will need to be paid upon scheduling the exam. The CASAS or TABE Test may be waived for college graduates or those who have completed college level writing courses (English Composition, Expository Writing, etc.) grade "C" or higher. Submit your transcript or grade report.

Course cost is \$120.00 Spring 2022 semester

Military or Veterans VA Financial Aid is approved for this course. Please see the financial aid office for eligibility.

Fees must be paid at the time of enrollment (or sponsor letter presented**). MATC accepts cash, check, Visa, MasterCard and Discover.

NOTE: To enroll, all documents must be submitted, along with payment method. No partial enrollments or "holds" are accepted.

Class Dates:

February 3 – April 28, 2022; 1:30 – 5:30 PM

Course dates listed above are pending KDADS approval

Course cancellation may occur at MATC's discretion

Lecture/Lab: Manhattan Area Technical College, Room 401, Thursdays (Times noted above)

Clinicals: Saturday's/Sunday's clinical dates are shown on the printed schedule & available on Canvas

Required Textbook: Hedman, Fuzy, and Rymer. (2018). **Hartman's Nursing Assistant Care: Long-Term Care (4th ed.).** Albuquerque: Hartman Publishing. ISBN 978-1-60425-074-9

Required Workbook: Hedman, Fuzy, and Rymer. (2018). **Workbook, Hartman's Nursing Assistant Care: Long-Term Care (4th ed.)** ISBN 978-1-60425-075-6. Textbook and workbook are available through MATC's eCampus Bookstore. Information on MATC Bookstore website <https://manhattantech.ecampus.com>. Please allow 2 weeks for delivery of books.

Additional Information:

- **Scrubs are required attire daily.** Information on obtaining scrubs will be provided at the time of enrollment.
- **Refund Policy:** Student may "drop" and receive a refund of tuition and fees if a written notification is received at the MATC front office before 5:00 pm on the Friday before class begins. No refunds are given after the class begins.

**** Third party Billing Agreement:** Payment, a purchase order, or a signed authorization to bill a company or agency as a third party must accompany the student's course enrollment. Companies and agencies requesting to be billed as third party agree to pay all items authorized regardless of the performance of the student.

CNA Course Information

Thank you for choosing the CNA course at MATC! Whether you are preparing for employment as a CNA, completing prerequisites for a healthcare profession admissions portfolio, or have another goal in mind, you will find the experience and knowledge gained from this class applicable to many situations as you interact with people throughout your lifetime.

Things to know and do to prepare for the Certified Nurse Aide (CNA) course:

1. **Read the course materials** you received at time of enrollment. An **interview assignment is due** the second class meeting. All chapter reading/work book assignments are listed on your schedule.
 - a. There are online quizzes following each class day, generally you will have up to 4 days to submit your answers.
 - b. Self-Study papers will be opened with a due date as the topics have been discussed in the class.
 - c. Laboratory practice is **mandatory**, the lab days are listed on the course schedule.
2. **Establish your MATC Log-In.** Go to www.manhattantech.edu Select “MATC Online.” Click the “Help” tab, then click “Create Account/Reset Password.” You will need the **Student ID Number** shown on the payment receipt you receive during the enrollment process. Read and follow instructions carefully.
 - a. **Access to online course materials will be available approximately one week before class begins.**
3. **Obtain your Parking Pass & Photo ID**
 - a. This will be done the first-class date. You will need your vehicle license plate number to complete the online form.
4. **Acquire the textbook immediately.** Read the Chapters assigned prior to the class time. The class dates & chapters are listed on the course schedule. This helps you be prepared to participate in the classroom. It will take 2-3 weeks to receive your text/work book.
5. **Visit the website:** <http://videos.hartmanonline.com/index.php> This takes you to Hartman Publisher (prints your text/workbooks), enter “matc4524” to log in. Select the skills video’s that apply to what will be covered in Laboratory setting. (Flash may be required on your computer.) Check to be certain you are able to view these tutorials on your computer.
6. **Scrubs requirement** for clinical. You will need scrubs (1 set) to wear for classroom instruction, clinical orientation **and** for the three clinical shifts.
 - a. The two solid color options are **Wine** (a burgundy color) and **Caribbean Blue** (a deep teal color). You may purchase scrubs from a vendor of your choice, but the color requirement, must be met.
 - b. **K-Scrubs** (Manhattan, 321 Fort Riley Blvd, 785.320.7244) is prepared to assist you with fitting and ordering/purchasing. Allow ample time to order your preferred style in one of the required colors.
7. **Other equipment you will need:**
 - a. **Watch with sweep second hand.** Cell phones, digital watches will not work in the clinical environment.
 - b. **Stethoscope**, twin tube is preferred (not required for class). This style seems to handle the use of a CNA better.
 - c. **Blood Pressure Cuff.** While not mandatory you purchase one, you are required to perform manual B/P assessments.
8. **Bring textbook and pencil/pen to each class meeting.** Assignments are due & to be submitted at the beginning of the class/lab session. Wear your name badges so everyone knows who you are.
9. For class meetings, I prefer you wear your scrubs. This protects your privacy/modesty. No open toed shoes are allowed; tennis/walking type shoes are suggested. **NO LOOSE, SUGGESTIVE CLOTHING ALLOWED.** You will be sent home to change.
 - a. Ladies, please wear a snug fitting “Tee shirt/Tank top” over the undergarments. This protects you from exposing yourself to the residents & co-workers.
 - b. Gentlemen, please wear appropriate undergarments.
 - c. Everyone – personal hygiene is extremely important. Hair must be pulled back if it’s long, facial hair is to be trimmed neatly, uniforms must be clean without damage.
 - d. You will be role-playing, participating in demonstrations, developing skills through practice, and simulating a long-term health care environment while in the nursing labs at MATC. Clothing layers are wise, for comfort during seasonal weather.
10. **Use the email address below** for communications, questions, clarification, etc. before the first-class session.
 - a. When you encounter difficulties with the course, please communicate promptly with the instructor. Timely attention to these questions/problems/issues leads to probable resolution and positive outcomes.
11. **Come prepared for introductions** and to share unique information about yourself during the first-class meeting.
 - a. Your instructor looks forward to meeting you and enabling your progress toward a health care related career!
12. **COVID-19 Restrictions:** Go Here <https://manhattantech.edu/covid19> to read about MATC Covid-19 policies
 - a. You will be expected to comply with all policies related to the current pandemic or you will be restricted from attending classes.

Students enrolling for the **Certified Nurse Assistant** class at Manhattan Area Technical College Your instructor will be

Mark Ballinger BSN RN
CCMA, CMAA, EMT
Director Allied Health

MarkBallinger@manhattantech.edu (email is my preferred after hours communication form)
785.320.4524 (office)

CNA Thursday Manhattan High School Schedule Feb - Apr 2022

	Date	Time	Topics	Learning Activities
1	2/3/22	1330 1730	Introduction Overview & CNA Roles Chapters 1, 2, 3	Be prepared to discuss what brings you to the CNA class, how the class will work & Canvas access Handwashing & Indirect Skills
2	2/10/22	1330 1730	CNA Roles & Vital Signs Chapters 4, 14 Computer Usage & Interview Assignment Due	Communication, Documentation, Vital Signs TPR demonstration, B/P demonstration
3	2/17/22	1330 1730	Infection Prevention & Safety Body Mechanics Chapters 5, 6 Quiz 1 Due	PPE, Positioning on side, Transfers to/from bed & w/c Ambulate with Gait Belt
4	2/24/22	1330 1730	Understanding Older Person Chapters 8, 10 CDC Assignment Due Medical Abbreviation Quiz Due	Clinical Assignments Measure/Record Ht/Wt, Perineal Care Male/Female Bedpan Placement, Catheter Care - Male/Female
5	3/3/22	1330 1730	Nursing Process, MDS, Terms Chapters 13, 16, 17 NATCEP Assignment Due Quiz 2 Due	Personal Cares, Hygiene, Grooming, Positioning Bed Bath, Oral Care, Denture Care Dressing Resident, Measure & Record I&O
6	3/10/22	1330 1730	Nutrition, Fluids, Resident's Unit Chapters 2 (review pgs 16-19), 4 (review pgs 43-48), 12, 15 Vital Signs/Abbreviations quiz & Quiz 3 Due	Nutrition & Fluid Assistance, I&O, Bedmaking Feeding the Dependent Person Bring pudding, applesauce or jello & disposable utensils to feed each other Bring Toothbrush & tooth paste to brush each others teeth
Spring Break - No Classes Week of March 14-18, 2022				
7	3/24/22	1330 1730	Confusion, Dementia, Disorders Chapters 19, 20 Alzheimers Assignment Due Quiz 4 Due	Clinical Simulation, Antiembototic stockings, Range of Motion Class/Lab Vital Signs Due
8	3/26/22	1300 1700	Cardiopulmonary Resuscitation	Must Attend
8	3/31/22	1330 1730	Changes of Aging, Rehab, Restorative Chapters 9, 18 Physical Changes with Aging Paper Due	Mid Term Test @ 1500 Therapies, Strategies
8	3/31/22	1330	Meet at Via Christi Village Before class starts	Clinical Orientation
9	4/7/22	1330 1730	Comfort, Rest, Pressure Ulcers Chapters 7, 21, 22 Quiz 5 Due	First Aid, Additional Care Procedures
10	4/14/22	1330 1730	Assisted Living, Working as CNA, KNAR Chapters 11, 23 Quiz 6 Due	AL, KNAR, Wrap-up, Final Skills Evaluation

11	4/21/22	1330 1730	End-of-Life Care, Admit, Discharge Chapter 24 <i>Quiz 7 Due</i>	End of Life Care, Complete Skills Evaluation, <i>Final Exam, State Test Review</i>
12	4/28/22	1330 1730	Assisted Living, Working as CNA, KNAR	Employment as a CNA, KNAR <i>Final Course Exam @ 1500</i>
Clinical Dates				
1	4/2/22	0530 1430	Via Christi Village Clinicals	Mandatory Attendance
2	4/3/22	0530 1430	Via Christi Village Clinicals	Mandatory Attendance
3	4/9/22	0530 1430	Via Christi Village Clinicals	Mandatory Attendance