### CURRICULUM COMMITTEE CHECKLIST

**NAME OF PROGRAM:** Nursing Assistant  
**Date:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Reviewed change at division meeting.</td>
<td>✓</td>
<td></td>
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<tr>
<td>Step 2</td>
<td>Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).</td>
<td>✓</td>
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<td></td>
<td>Division Chair’s signature</td>
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<td>Step 3</td>
<td>Instructional Dean reviewed and indicated need for Curriculum Committee approval.</td>
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<td>Instructional Dean’s signature</td>
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<td>Step 4</td>
<td>Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.</td>
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<td>Step 5</td>
<td>Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.</td>
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<tr>
<td>Step 6</td>
<td>Committee’s recommendations completed. (Skip if not applicable.)</td>
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<td>Step 7</td>
<td>Curriculum Committee approved.</td>
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<td></td>
<td>Curriculum Committee Chair’s signature</td>
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<td>Step 8</td>
<td>Minutes and necessary materials provided to VP of Academic Affairs.</td>
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<td>Step 9</td>
<td>Vice President of Academic Affairs approved.</td>
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<td>Vice President of Academic Affairs’ signature</td>
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<tr>
<td>Step 10</td>
<td><strong>New</strong> Course Maximum Enrollment to Shared Governance.</td>
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<td>Step 11</td>
<td>President’s approval for all changes requiring MnSCU approval.</td>
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<td></td>
<td>President’s signature</td>
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Appendix B

**New Course or Course Change Proposal Form**

Date of Proposal: March 2014

Author: Janet Rainford

Proposal Type: | New Course | Modify Course | Delete Course  
---|---|---|---
|  | Nursing Assistant | Basic Nursing |

Contact for the Course: Michele Brielmaier

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):  
HCTC 1886 Formally Basic Nursing 101 requesting change to Nursing Assistant

Number of Credits: 4

Prerequisites: None

Course Description:  
This course meets federal and state criteria for eligibility to take the state test to become a NAR, HHA, as well as the requirements for Basic Nursing 101, a requirement for the Practical Nursing Program. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide.

**Notes**

Grading Method: | Grade x | Pass/Fail |
---|---|---|

Scheduling: | Fall x | Spring x | Summer x | Alternate Years | Variable | On Demand |
---|---|---|---|---|---|---|

Instructional Type: | Lecture | Lab | Lecture/Lab x | Internship x | Seminar |
---|---|---|---|---|---|

(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

| Faculty Name | Faculty Signature | Class Max | Date |
---|---|---|---|
Sharon Derouin | Sharon Derouin | 16 | 3-5-14 |
Janet Rainford | Janet Rainford | 16 | 3-5-14 |
Sue Zielske | Sue Zielske | 16 | 3-5-14 |
Michele Brielmaier | Michele Brielmaier | Date | 3-5-14 |

Director of Nursing

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course:  
Yes | No x |

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs?  
Yes x | No |

If Yes, Which Program(s)? NA Registry or class completion

Describe What is Changing/Being Added, and the Rationale: Course name change- from Basic Nursing to Nursing Assistant. This change will make it easier for students to locate the class in registration.
Appendix C

New Program or Program Change Proposal Form

Date of Proposal: March 2014
Author: Janet Rainford (Faculty)

Proposal Type: New Program
Contact for the Program: Michele Brielmaier DON
Program Name: Nursing Assistant
CIP Code: 126190

Division in Which Program is Currently or Will Be Held:
Currently HCTC Basic Nursing - proposal change to Nursing Assistant
Proposal Start (Term/Year): Spring 2014

Program Description:
This course meets federal and state criteria for eligibility to take the state test to become a NAR, HHA, as well as the requirements for Basic Nursing 101, a requirement for the Practical Nursing Program. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide.

Notes

Degrees Offered: AS AAS AA Diploma Certificate x
Program Location: Faribault Campus x North Mankato Campus x Online
Prerequisites: None

Number of Credits: 4

If There is a Program Change, Summarize Changes to the Program:
Renaming course from Basic Nursing to Nursing Assistant

Rationale for Program Development or Program Change:
To assist the students to locate the class easier through registration

What Impact Will this New Program or Change Have on Other Programs or Areas?
None
Are There Articulations With Other Colleges? List College(s):
No

➢ Attach Program Design to this Form. Below are Some Recommended Items:
  a. List of program requirements (i.e.: what the catalog page shows for each program).
  b. Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins).
  c. All required course numbers and titles.
  d. Additional supporting information, such as minutes documenting recommendation for proposal.
South Central College

HCTC 1886 Nursing Assistant
Common Course Outline

Course Information

Description: This 4 credit course meets federal and state criteria for eligibility to take the state test to become a NA,R/HHA. It introduces concepts of basic human needs, the health/illness continuum and focuses on preparing the student to safely perform basic nursing skills needed to function as a Nursing Assistant or Home Health Aide. (Prerequisites: None)

Total Credits: 4.00
Total Hours: 96.00

Types of Instruction

Instruction Type | Credits/Hours
--- | ---
Lecture | 2/32
Lab/clinical | 2/64

Pre/Corequisites

Prerequisite None

Institutional Core Competencies

Analysis and inquiry: Students will demonstrate an ability to analyze information from multiple sources and to raise pertinent questions regarding that information.

Critical and creative thinking: Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.

Teamwork and problem-solving: Students will demonstrate the ability to work together cohesively with diverse groups of persons, including working as a group to resolve any issues that arise.

Course Competencies

1 Describe health care worker's role and responsibilities.
   Learning Objectives
   - Describe legal issues.
   - Describe ethical issues.
   - Describe personal qualifications.

2 Describe infection control techniques.
   Learning Objectives
   - Demonstrate standard precautions.
   - Demonstrate infection control techniques.
Describe communicable disease care.
Demonstrate knowledge of isolation techniques.

3 Identify Bill of Rights.
Learning Objectives
Identify citizenship rights.
Describe health care worker's role in maintaining client's rights and dignity.
Identify basic human needs.

4 Identify Vulnerable Adult.
Learning Objectives
Describe abuse.
Explain the health care worker's role in abuse.
Identify persons at risk for abuse.
Identify knowledge of abuse prevention.

5 Describe safety precautions.
Learning Objectives
Explain worker safety.
Describe safety related to the client.
Demonstrate proper techniques for client transfers.
Demonstrate safe positioning of clients.
Describe restraint use.
Identify methods to reduce or eliminate restraints.

6 Identify emergency situations/actions.
Learning Objectives
Identify emergency health situations.
Identify actions to take in emergency situations.
Identify emergency situations at the home.
Describe emergency situations at a health care facility.

7 Describe communication techniques.
Learning Objectives
Identify verbal and nonverbal communication.
Describe the health care worker's role in reporting.
Demonstrate knowledge of documentation.
Demonstrate understanding of confidentiality.

8 Demonstrate Activities of Daily Living (ADL) techniques.
Learning Objectives
Demonstrate proper client care techniques.
Identify basic human needs.
Describe the health care worker's responsibilities for meeting the client's needs.

9 Describe dementia and mental illness care.
Learning Objectives
Identify coping mechanisms.
Describe behavior modification techniques.
List methods to assist persons with dementia or mental illness.

10 Describe nutrition.
Learning Objectives
Demonstrate methods to assist persons with nutritional intake.
Identify safety with feeding techniques.
Demonstrate knowledge of risks related to feeding issues.
Describe responsibilities with meal preparation.
Demonstrate knowledge of intake and output.
Identify safe food handling and storage.

11 Demonstrate knowledge of correct measurement techniques

Learning Objectives
Demonstrate measurement of vital signs.
Describe reporting of measurement.
Demonstrate weight/height measurement.

12 Identify psycho-social needs

Learning Objectives
Identify spiritual needs.
Identify psychological needs.
Identify social needs.
Demonstrate knowledge of the health care worker's role in assisting clients to meet their psycho-social needs.