

**STNA ONLINE (All Sections)**

Rhodes State College Lecture/homework/tests: 30 Hours

Division of Health Sciences

STNA Program

E-Portfolio: No

TAG: No

OTM: No

OAN: No

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\*Office Hours:

Mondays, Wednesdays, and Fridays: Appointment

Tuesdays and Thursday: 12pm-5pm

**Mission Statement**

Rhodes State College changes lives, builds futures and improves communities through life-long learning.

**STUDENT LEARNING AND COURSE OUTCOMES**

The Student will:

* Acquire knowledge essential to the role of the Patient Care Tech

**COURSE OBJECTIVES**

1. Form relationships, communicate and interact one on one with nursing unit as part of patient care by identifying and describing attitudes and behaviors that promote effective communication.
2. Recognize the importance of non-verbal communication as well as showing how to communicate with patients who have cognitive, vision, hearing and speech problems.
3. Describe Patient Care Tech’s responsibilities in promoting Patients’ Rights related to privacy, confidentiality, independence, emotional and sexual needs, and end-of-life care by encouraging self-care and attaining and maintaining functional independence.
4. Recognize and describe changes in the body system with the aging process, common diseases and illness and its relationship to activities of daily living related to the following body systems: *Integumentary, Circulatory or Cardiovascular, Respiratory, Gastrointestinal, Endocrine, Urinary, and Nervous Systems*.

**OVERVIEW AND PURPOSE**

Introduces communication and communication challenges among hospitalized patients, age-related changes, common diseases and illnesses, by body system, among hospitalized patients, holistic nursing approach, promoting patient independence, and basic emotional and psychosocial needs. Focuses on the foundational knowledge and attitudes required to recognize common symptoms and physical and psychosocial needs among the hospitalized patient. The student builds upon knowledge acquired from general education and applied general education course work.

**Meeting Dates and Times**

Remote: Independent and self-paced study.

**REQUIRED TEXT AND MATERIALS/SUPPLIES**

Dugan, Diana L. (2023). *Nursing Assisting: A Foundation in Caregiving*, 6th edition. Canada: Hartman.

Workbook: *Nursing Assisting: A Foundation in Caregiving*, 6th edition. USA: Hartman.

**COURSE DELIVERY**

Recorded lecture and power points.

**SCHEDULE OF INSTRUCTIONAL ACTIVITIES**

This is an estimated outline of topic content hours. Please note, Instructor reserves the right to change the content dates/due dates as needed throughout the semester. Total topic area hours reflect estimated lecture, assignments when assigned for topic area, independent study for the topic area, pretest and posttest. Some of the topic areas are combined during the lecture presentation due to related subject matter. Not all topic areas include separate homework assignments.

Please see Canvas announcements and monitor your email frequently for updates. Instructor reserves the right to change daily schedule based on needs and time limitations.

Please contact your instructor when you have questions or concerns. We are all here for you and want you each to be successful.

|  |  |
| --- | --- |
| **Topic Area** | **Hours** |
| Communication and interaction with patients with impairment | 2 |
| Symptoms of infection:  Localized  Systemic | 2 |
| Principles of ergonomics, body mechanics, and body alignment | 2 |
| Normal age-related changes and symptoms of diseases:  Integumentary System  Cardiovascular System  Respiratory System  GI System  Endocrine System  Urinary System  Nervous System | 13 |
| Nutritional and fluid needs | 2 |
| Meeting the basic emotional needs of a patient | 2 |
| Sexuality and aging | 1 |
| Rehabilitation & Restorative care and Prosthetic devices | 1 |
| Care of the confused, depressed, and actively dying patient | 5 |
| **Total Hours** | 30 |

**ONLINE COMMUNICATIONS**

For privacy purposes, please correspond with your instructor via the email provided when registering for the class.

**Student E-mail**

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with college- and course- related communications. Students have the responsibility to recognize that certain communications may be time-critical. “I didn’t check my e-mail,” error in forwarding mail, or e-mail returned to the college with “Mailbox Full” or “User Unknown” is not an acceptable excuse for missing official College communications via e-mail. RSC recommends checking email once a week at a minimum in recognition that certain communications may be time-critical.

Students are expected to use proper etiquette when submitting emails to College personnel. When sending emails, the College expects students to exhibit the same professionalism and respect to College faculty and staff as you would in person; use a positive tone and use correct spelling and grammar before sending the email.

**TESTING AND EVALUATION**

Grading as follows:

|  |  |  |
| --- | --- | --- |
| **Posttest Topic** | **Total Points** | **Minimum Posttest Points Required for 80% to Pass Topic Area** |
| Communication | 30 | 24 |
| Infection Prevention and Control | 30 | 24 |
| Ergonomics, Body Mechanics, Body Alignment | 30 | 24 |
| Normal Age-Related Changes and Symptoms of Common Diseases and Conditions | 60 | 48 |
| Nutritional and Fluid Needs | 30 | 24 |
| Diversity and Human Needs and Development: Basic Emotional Needs, Sexuality, and Aging | 40 | 32 |
| Rehabilitation and Restorative Care and Prosthetic Devices | 20 | 16 |
| End-of-Life Care | 20 | 16 |

**All components must be completed in order to pass the didactic portion of the STNA Online Training course,**

**Which includes:**

* Working through each of the topic areas sequentially: **ALL topics and activities must be completed before moving on to the next module.**
* Completing the homework assignments as assigned.
* Passing the Posttest for each topic with a minimum score of 80%.
* Need at the minimum score of 208 out of the total 260 to pass.

**COURSE GUIDELINES and INSTRUCTOR EXPECTATIONS**

* Each module must be completed sequentially.
* Homework assignments, pretests, and posttests must be completed via the Respondus Lockdown Browser.
* Pretests and posttests have a time limit.
* Each module has a pretest: five questions each.
  + There is not a score for the pretest and answers will be visible once completed.
  + The pretest is available once.
* Complete the homework assignment as assigned before completing the posttest (points are not included in overall 80% for topic posttests):
  + Infection control: 25 points
  + Diversity and Human Needs and Development: Basic Emotional Needs, Sexuality and Aging: 10 points.
* Complete the Posttest for each module before moving to the next module: Each posttest must be passed with a minimum of 80% prior to moving to the next module. Posttests may be taken four times. Students are encouraged to meet with the instructor if he or she is not successful with the first attempt.
  + After four unsuccessful attempts, students will not be able to progress into the next module and are required to meet with the instructor for guidance.
  + Correct answers will not be shown after the posttest is complete. Students that wish to see the answers must meet with the instructor, and the posttest must be passed before the answers are revealed.

Please see the above table for specific information related to the number of questions for each topic posttest and points required.

**TESTING**

**Testing Guidelines during Exams**

* repeated as needed All homework assignments, pretests, and posttests are to be completed via Respondus Lockdown Browser.
* A practice quiz is available to allow students to become familiar with Respondus Lockdown Browser as well as online testing.
  + Students must complete the practice test at least once prior to starting the first module.
  + This test is not graded and may be.

**See below for instructions on accessing Respondus Lockdown Browser. This information is also posted in Canvas.**

**Using Lockdown Browser/Monitor for Online Exams**

This course requires the use of Lockdown Browser/ Respondus Monitor for homework assignments and online exams. Watch this [short video (Links to an external site.)](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of Lockdown Browser and the optional webcam feature (which may be required for some exams).

Then download and install Lockdown Browser from this link:

[https://download.respondus.com/lockdown/download.php?id=973944411 (Links to an external site.)](https://download.respondus.com/lockdown/download.php?id=973944411)

To take an online test, start Lockdown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using Lockdown Browser, review this Student Quick Start Guide (PDF)

[Student Quick Start Guide (Links to an external site.)](https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QuickStartGuide-Instructure-Student.pdf)

Finally, when taking an online exam, follow these guidelines:

* Select a location where you won't be interrupted
* Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
* Turn off all mobile devices, phones, etc. and don't have them within reach
* Clear your area of all external materials — books, papers, other computers, or devices
* Remain at your desk or workstation for the duration of the test

If you have any questions, please feel free to contact your instructor.

Good luck to you!

**Review of Exams**

* Students are required to schedule an appointment with the instructor to review posttests. Answers will not be discussed until the student has successfully passed the posttest and module.

**CANVAS Password Info for New Students**

Your Rhodes Username is your last name, period, first initial middle initial, like: **smith**

The initial password is set up as follows: Example: j120583sm

· The first initial of your first name (lower case)

· Your numeric birth month (for example—use 06 for June)

· The day of your birth (if birth date is not on file, 99 will be substituted)

· The middle two digits of your social security number

· The first two characters of your last name (lower case)

**Note to returning students:** You may be prompted to pick a new password. Remember, it must be at least 9 characters in length—no less. It must contain at least 1 number. You will be expected to access and use your Rhodes email as a Rhodes State student. All distance ed courses and many traditional courses at Rhodes State use email to communicate important campus information to students.

If you cannot log into the network, your email, or your Canvas course or you have tried 3 times unsuccessfully and are locked out of your account, contact the Help Desk. You can also reset your own password if you have set up your preferences in the Password Manage­ment link found in the Quick Links or thru the icon on the campus computer desktop!

**Netiquette**

The class adheres to the following online communications guidelines. A polite, socially acceptable and proper way to communicate electronically with others is sometimes called “netiquette” – whether that communication is in the form of an email, a discussion forum, bulletin board posting, chat room, Facebook posting, Twitter feed, Myspace comment, etc. or whether that is communication between students in a class or between the student and instructor. Follow these simple guidelines:

NEVER give out your user name or password to another student. That is a breach of the campus code of conduct.

Only say something in an email, discussion board posting, or chat room that you would say in person within a professional setting. If you are in doubt of what you are saying, then leave it out.

Because electronic communications can be easily copy/pasted or forwarded, assume everyone has access to your communications – whether they are in the form of email, discussion board or chat room.

Do not forward or post another person’s comments without their permission.

Avoid using all CAPS, as it is considered shouting.

Because nonverbal elements such as your tone of voice or your facial expressions cannot be translated into a text based format, anything that could be taken as rude or offensive probably will be. Read and re-read what you are typing before sending or posting; consider who you are sending it to and whether they might take what you are saying in a negative way.

Never reply, post a message or email when you are angry or upset. Give yourself time to think it over. Make a draft your message and re-read later. There is a good chance you will decide not to send it or you will rewrite a more appropriate response.

If reading or critiquing other students’ work is a component of your course, keep in mind that everyone is here to learn and not everything may be perfect. Keep your feedback to constructive, polite and rational comments. And be open to constructive feedback on your assignments, too.

Demonstrate the same professionalism and respect in online communications as you would in your workplace.

Use correct spelling and grammar. Compose your message in a word processing program where you can check your spelling and grammar prior to posting or sending.

Avoid abbreviations and informal language in your campus communications. ("I'll C U L8R” or “lol”).

Adhere to the college’s computer acceptable use policy, especially regarding unacceptable or prohibited content.

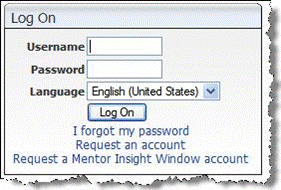
Remember that as a Rhodes State student, you are representing the college in your external online activities. Use good judgment.

**Logging into the Rhodes State Course Management System – CANVAS**

1. Go to the Rhodes State home page, www.rhodesstate.edu

2. Find the Quick links and choose Canvas Student Portal.

3. Once you are on the Canvas home page, type in your username and password in the appropriate areas.



This is the same user name and password you would use to log into the campus network or get your campus email. If you are a new student at Rhodes, see the information in the next panel about Network, Email and CANVAS for new students.

4. If you do not remember your password, call the Help Desk at 419-995-8069 and ask them to re-set your **NETWORK** password.

5. Once you are logged into CANVAS, your course should be displayed in a course listing on the left

Need help with CANVAS?

The **Student’s Quick Start Guide to CANVAS** booklet is linked on the CANVAS home page in the Help area. Other useful Help tips can be found in that Help area. Want one-on-one help navigating Canvas for the first time? Consider attending one of the on-campus orientations—or stop by the Center for Distance Education in Tech Lab room 132. The Helpdesk can assist with some questions and their contact information is listed below.

**INSTITUTIONAL INFORMATION**

**Student E-mail**

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with college- and course- related communications. Students have the responsibility to recognize that certain communications may be time-critical. “I didn’t check my e-mail,” error in forwarding mail, or e-mail returned to the college with “Mailbox Full” or “User Unknown” is not an acceptable excuse for missing official College communications via e-mail. RSC recommends checking email once a week at a minimum in recognition that certain communications may be time-critical.

Students are expected to use proper etiquette when submitting emails to College personnel. When sending emails, the College expects students to exhibit the same professionalism and respect to College faculty and staff as you would in person; use a positive tone and use correct spelling and grammar before sending the email.

**Attendance**

Regular attendance is needed to gain an understanding of the course’s content and to satisfactorily demonstrate required competencies. Lack of attendance will negatively impact the earned grade and if flagrant, could result in a grade of “E” which may negatively impact a student’s financial aid eligibility. (See Federal Student Aid Handbook for further information.)

**Withdrawal**

A student who registers for classes, but who decides not to attend the College must officially withdraw from the College dropping their classes. Failure to officially withdraw will result in the student being awarded grades of “E” in all courses, and the student being required to pay all assessed fees even though the student has actually left the College.

Students are responsible to officially drop/withdraw from all courses which they are registered when they decide to no longer attend.  If a student does not initiate an official drop/withdraw within the Office of Advising, the institution has the right to identify a date of drop/withdraw.  Students identified as not attending will be withdrawn failing “WF” by the college beginning the 6th week of the semester. (Federal Student Aid Handbook, Vol. 4, Ch 3).  Students will be notified of the action by U.S. mail. If attendance is a required element of the course and this is stated in the course materials, lack of attendance may result in a grade of “E” rather than “WF.”

**Incomplete**

An “I” indicates that the work of the student in the course is qualitatively satis­fac­tory, but that for legitimate reasons a small fraction remains to be completed; or that the record of the student in the course justifies the expectation that he or she will obtain a passing grade, but he or she has been unavoidably absent from the final exam­i­nation.

The grade “I” shall be tem­por­arily recorded on the student’s grade report. The student must com­plete the work and the instructor must report the final grade at the earliest possible time, but not later than the sixth Friday following the first day of the semester subsequent to the one in which the “I” was received (not counting summer term). Upon the request of the student to the instructor, within the six week period, the Vice President for Academic Affairs may for good reason allow a student additional time in which to complete the work. Generally, this shall not be longer than the end of the semester following the semester in which the “I” was received. As soon as the incomplete work has been made up, the instructor, or in the case of his or her absence from the College, the Dean, shall ensure the proper grade is entered on the student’s record.

Until such time as the final grade is recorded, the credit hours in the incomplete courses shall not be counted or considered for any purpose. In no case shall a student who has received the grade “I” be permitted to repeat the course in which such grade was received until such time as the “I” has been removed. If the student fails to complete the coursework, the final grade will be deter­mined by giving the student a zero on all remaining and unfinished work. These zeros will be used to calculate the final course grade. Students who are unsuccessful in a required competency (as defined in the syllabus) will receive an “E/U” grade. Note: A student’s Financial Aid Status and/or Academic Standing will be affected by the Incomplete.

**College Closures**

Please sign up for **Rhodes Alert** which can be found on the Rhodes State College website. Rhodes Alert was created to provide students with Emergency Notifications in the event of Weather Emergencies, Weather Closures, and Campus Security Threats. These notifications will be delivered via phone, email, and text message. The local TV and radio stations also post information about College closures.

**Weather Delays and Cancellations**

In the event that weather forces a delay to the start of the academic day, the College will announce when classes will begin. Classes starting and ending prior to the announced start time are cancelled. If the class starts before the announced start time but still has more than 30 minutes of class remaining after the start time, that class will begin at the announced specific time and end at its normal time.

*For example, if the College delays until 10:00 a.m., a class starting at 8:00 a.m. and ending at 10:20 a.m. would be canceled for that day. If, however, a class begins at 9:30 a.m. and has an ending time of 11:00 a.m., it would be held from 10:00 a.m. to 11:00 a.m. that day.*

This same 30 minute rule will be used in the event of an early closure of the College. The portion of the class which was scheduled prior to the announced closure time would be canceled if the start time is 30 minutes or less before the closure time.

*For example, if the College announces a 6:00 p.m. closing time, classes that begin at 5:30 p.m. would be canceled. If a class is scheduled to begin at 5:00 p.m. on that same day and had a 7:30 p.m. end time, the class would run from 5:00 p.m. to 6:00 p.m. on that day.*

Because student travel to clinical/practicum experiences may begin at an early hour, program leadership may delay the start to enable the College to assess weather conditions and allow for the College’s communication process to occur.

When the College does not issue an official delay or cancellation, students are expected to exercise their mature judgment in determining whether to attend classes or activities sanctioned by Rhodes State College. In accordance with procedures established by each individual faculty member, students are accountable for any material missed during an absence without an official delay or announced cancellation. In all cases, students are expected to pursue, by their own self-directed efforts, the course content, activities, and assignments for which they are responsible during the period of absence.

**Emergency Procedures**

**Students are responsible for following appropriate campus emergency procedures**. Students are encouraged to review the Building Emergency Action Plan on the college website: (<http://www.rhodesstate.edu/About%20Rhodes/College%20Offices%20and%20Departments/Security-Safety/Emergency%20Information.aspx>)

Section XV

**Student Resources**

Testing Center: TL132, 419-995-8476 Advising: PS 148, 419-995-8400

Campus Security: TL150, 419-995-8499 Financial Aid: PS 150, 419-995-8800

Library – Cook Hall, 419-995-8326 Career Services: PS 150, 419-995-8352

Accommodative Services: TL 132, 419-995-8009

Computer Help Desk: KH 102, next to the open computer lab, 419-995-8069

Tutoring: Academic Success Center: SCI 151/SCI 240, 419-995-8039

**COUNSELING SERVICES**

**FEELING OVERWHELMED AND NEED HELP?**

Rhodes State College and Harness Health Partners work together to support and empower students and their families. The Harness Health Partners Student Life program is available at no cost and provides:

* Immediate 24/7/365 access to caring mental health professionals: 1-855-695-2817
* Confidential assistance with personal concerns
* Access to a counselor for help dealing with stress, anxiety, and depression
* Assistance with balancing school, work, and personal needs
* Financial counseling and financial aid support
* Access to legal resources to assist with situations like consumer law, traffic citations, family law, or landlord-tenant issues
* College and career services, including where to go, how to apply, how to pay for it all, and more

Privacy is strictly protected within legal limits. Information about student contact with the Student Life program will not be released without their prior consent except in cases of imminent threat of harm, or when abuse of a child or vulnerable adult may be occurring.

Visit: [MyLifeMatters.com](https://members2.mylifematters.com/portal/welcome/sso) (password: rhodes)  
Call: 855-695-2817  
Text: “Hello” to 61295

If you need help, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), available 24 hours a day, 7 days a week, or text “START” to 741-741. This helpline is not just for people who are thinking about suicide. It is also for anyone who is depressed, despairing, going through a hard time, or just needs to talk. Any life issues may be discussed. Two other resources include the Suicide Help Hotline at 1-800-4673 and the Crisis Hope line at 1-888-567-HOPE.

**ADA Reasonable Accommodations**

Accommodative Services supports all students with documented disabilities who are enrolled for credit.  Students who have documented disabilities and feel they would benefit from accommodations at Rhodes State should contact Accommodative Services in person in the Technical Education Laboratory building, Room 132 (TL 132), via email at [AccommodativeService@RhodesState.edu](mailto:AccommodativeService@RhodesState.edu), or via telephone at 419-995-8009.  Students must meet with Accommodative Services, receive an Accommodations Letter, and present the letter to the instructor **before accommodations take effect. Accommodations are not retroactive.**

**Plagiarism**

Plagiarism is defined (As per Rhodes State Student Code of Conduct), as “The unacknowledged use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person or agency engaged in the selling of term papers or other academic materials. Acknowledgement must be in accordance with course guidelines, and documentation must occur whenever a student uses direct quotations; copies a table, chart, or diagram; constructs a table from data provided by others; paraphrases a passage; summarizes a passage; presents specific examples, figures, or factual information from a specific source and uses it to explain or support his/her judgments. Plagiarism covers the use of print, electronic, filmed, and broadcast material.” Students are encouraged to review the Code of Student Conduct on the college website (<http://www.rhodesstate.edu/currentstudents>) for examples of academic dishonesty.

**Submitting Substantially the Same Work.** Submitting substantially the same work to satisfy requirements for one course that has been previously submitted and satisfied the requirements for another course, without permission of the instructor for which the work is being submitted and without including the original work for comparison is not permitted. See Section 10.5, paragraph 5 of the Code of Student Conduct.

**Academic Honesty** All class members are assumed to be honest. Attempting to deceive, defraud, or use dishonesty for one’s own gain will not be tolerated in any form. Cheating during any class activity is unethical and compromises the integrity of the college and subverts the process of education (note: individual programs may impose greater penalties). Cheating may result in a grade of “zero” for the activity. Instructors may submit questionable behavior to the office of the Vice President for Academic Affairs who will bring the incident to the attention of the Academic Integrity Council. Students are encouraged to review the Code of Student Conduct on the college website (<http://www.rhodesstate.edu/currentstudents>) for examples of academic dishonesty.

**Signatures:  Electronic or stamped signatures from the Program Coordinator or Primary Instructors will be acceptable on all documentation where a signature is required.**

This syllabus can be changed at the discretion of the Lead Instructor and/or the Dean of Nursing at the James A. Rhodes State College.

**INSTITUTIONAL INFORMATION**

**Rhodes State College is a tobacco-free campus.**