

COURSE SYLLABUS

**Teaching Nursing Assistants: An Instructor Course
Fall 2002
Instructor: Cyndee McDaniel, RN, MSNc**

Location: Mt. Hood Community College, Allied Health Department

<u>Day/Date</u>	<u>Room#</u>	<u>Time</u>
Thursday, Nov. 14	2761	10am - 5pm
Friday, Nov. 15	2700	8am - 4pm
Thursday, Dec. 12	2761	9am - 4pm
Friday, Dec. 13	TBD	9am - 4pm
Thursday, Jan. 9	2761	9am - 4pm
Friday, Jan. 10	2761	9am - 4pm

Instructor Contact Information:

Phone: 503-804-9506
Email: cyndee@resourceconnectors.com
Fax: 503-228-3242

A. DESCRIPTION

This course is designed to facilitate learning and understanding for new and experienced nursing assistant instructors. Emphases are on the role of the instructor, teaching and learning skills, understanding competencies, and program delivery and evaluation. The course was developed to meet the learning needs of nursing assistant instructors and to promote knowledge of course design and delivery according to Oregon State Board of Nursing requirements. It is presented as a pilot grant-funded course administered by the East Multnomah County One Stop Career System (ECOS).

B. ORGANIZATION

This is a lecture-lab course in which topics are presented by the course instructor; individual and group work is completed in class, and, assigned projects are completed and submitted outside of class.

C. COURSE OBJECTIVES

1. To inform participants of the Oregon State Board of Nursing rules regarding nursing assistant class development, delivery, and evaluation.
2. To provide students with an understanding of how a curriculum is developed.
3. To introduce "understanding by design" methodology for use in developing course content and evaluating student performance and understanding.
4. To provide an opportunity for learning teaching and assessment skills.
5. To offer a forum for discussion to enhance peer to peer learning.

D. COURSE TOPICS

The course will cover the following topics:

1. OSBN Rules, Division 61 and 63
2. Assessing your teaching and learning skills
3. Program content and design
4. How people learn
5. Preparing a lesson plan

D. COURSE TOPICS (cont.)

6. Teaching organization and techniques
7. Communication and using questions effectively
8. Assessment techniques
9. Successful clinical experiences
10. Competency in learning
11. Motivating students and dealing with difficult behaviors
12. Program evaluation

E. TEXT AND REQUIRED SUPPLIES

No text is required, however participants are required to read class handouts and engage in discussion in class and outside of class via computer.

F. ATTENDANCE

Attendance and participation is required during all scheduled class times to receive certificate of completion.

G. ASSIGNMENTS

Two assignments will be completed outside of class. Information about assignments will be provided during class. First assignment is due December 6, 2002. Second assignment is due January 6, 2003. Completed assignments must be emailed or faxed.

G. RULES OF CONDUCT

No cell phones are allowed in class except during break times.

H. YOUR IDEAS, EVALUATIONS, ETC.

Your ideas, comments, perspective, suggestions, and thoughts are welcome. This is a pilot course and your participation in its development is critical. We come together as learners and teachers toward understanding of how to better prepare the nursing assistant. Thank you for participating in this class.

TENTATIVE SCHEDULE

A schedule is not a required part of or required addendum to a syllabus. It does, however, help keep the course on track, help the instructor from "running out of time" at the end of a course, enable students to always see what is coming up, and evidences good planning and organization. It also saves the instructor significant planning time during the course. The schedule should not be so tight, though that it is difficult to keep up with it or that it makes the course rigid. Until a course has been taught a couple of times, it may be hard to anticipate every component. It should be entitled "Tentative" Schedule so you are not legally at risk if you diverge from it even slightly.

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| 11/13 | Introduction to the course; OSBN rules; assessing your learning and teaching skills; how people learn; understanding by design |
| 11/14 | Determining competencies; preparing a course syllabus; preparing a lesson plan; teaching techniques |

Tentative Schedule (cont.)

12/6	First assignment due
12/12	Teaching techniques - principles of good practice, methods, visual aids, encouraging student retention; presentation skills
12/13	Communication skills; motivating students; using questions effectively; dealing with difficult behaviors; success in the clinical environment
1/6	Second assignment due
1/9	Assessment and evaluation; measuring competency; quizzes, tests, and exams; dealing with stress
1/10	Teaching organization; workplace skills, program evaluation; feeling good about teaching