UNIVERSITY OF NEW MEXICO
VALENCIA CAMPUS

CERTIFIED NURSING ASSISTANT PROGRAM (8 CREDITS)

ALLIED HEALTH – CNA 101-501
SYLLABUS CNA Fall 2025

This course is a wonderful opportunity to gain the skills needed to provide 'hands on' patient care under the direct supervision of a nurse. It is also an opportunity to be part of a nursing team and experience the opportunities the healthcare field offers.

Hours/Days/Location: Lecture: **UNM-VC Skills Lab**
TUES & THURS 4 PM – 8 PM
Skills Laboratory: **UNM VC**- Skills Lab
Clinica*l* Experience: Genesis (Formerly Belen Meadows) TBA

Office Hours: **Nursing Room 232**
Tuesdays and Thursdays 9:30 AM – 4 PM and By Appointment

Instructors: **Meghan Parry, DNP, FNF-C, MSN-Ed, RN (MParry2@unm.edu)**
Contact phone# Cell (505) 7102260 UNM Valencia (505) 925-8870
Claudia Lopez CDLopez192@unm.edu

Textbook and Workbook: "Successful Nursing Assistant Care" 6th edition, Diane Dugan RN

Course Objectives:
An introduction to basic nursing skills with an opportunity for students to explore a variety of patient needs. Basic nursing skills will be applicable for patients in need of acute or chronic long-term care. Patient care for those in Home Health, Hospice, Assisted Living, or Mental Health facilities will also be introduced. Successful completion of the course with a score of 80% and being 18 years or older permits students to take the NM Nursing Assistant certification exam.

The 96 hours of classroom and lab skills practice enable students to obtain introductory knowledge of basic theoretical areas: Anatomy & Physiology, Aging, Patient Safety, Communication skills, Cultural Competency, Medical Terminology, and a variety of other subjects. This course will also permit students to learn and practice basic nursing skills in a laboratory and healthcare setting. A 32-hour supervised clinical experience in a health care facility permits students to perform safe, basic patient care skills and utilize the basic nursing knowledge attained.

Teaching/Learning Strategies: Instruction methods will vary and include: lecture, discussion, work groups, workbook exercises and clinical skills practice. The clinical portion of this course will include a demonstration of practical skills. This practical experience will take place in a 'student to patient' situation in the clinical facility setting.

Integrative Education Training: IET will be utilized in the classroom to enhance learning and to teach and build skills that are essential to student success. Ms. Claudia Lopez, who specializes in adult education, will be an instructor for the course. IET focuses on the use of study skills, organizational skills, and other techniques that aim to enhance learning and create a strong fundamental foundation.

Student Learning Objectives:

At the end of this course, students will possess the knowledge to demonstrate:

1. Basic nursing skills with an emphasis on patient safety.
2. Knowledge of basic medical terminology and documentation 3. Knowledge of basic anatomy and physiology.
4. Knowledge of basic pathophysiology and the correlation with CNA standards and practices.
5. The professionalism and competence commensurate with a basic nursing care provider.
6. The Nursing Process and the basic fundamentals of Nursing Science.
7. Knowledge of local, state and federal guidelines that apply to the healthcare industry.
8. Team-building and communication skills, the basics of good work ethics and job seeking skills
9. Preparation for the state certification exam.

Student Responsibilities:

1. Be present, prepared and punctual for all class sessions- review Chapters to be covered prior to class.
2. Complete all activities as directed. [***Full credit given for homework submitted by due date.***]
3. Academic dishonesty and disciplinary issues: Students will maintain the highest standards of honesty and integrity in accordance with the UNM Student Code of Conduct, page 179-181, 20012-2014 UNMValencia Catalog. Students will conduct themselves professionally at all times. Inappropriate language and disruptive behavior is not professional, and will not be tolerated.

Qualifications for attendance to the clinical rotation Students *must:*

A. Meet the attendance policy.
B. Achieve 80% in nursing skill exam (Skills Final).
C. Attain 80% or better on homework, exams and class performance.
D. Performance of basic nursing skills in a safe, independent and professional manner.
E. Have necessary equipment required.
F. Obtain a completed Health Form indicating the ability to lift at least 50 pounds without assistance, up to date Immunization record, Tuberculosis test and possess AHA Healthcare Provider CPR Certification (online courses will not be accepted).

Students With Special Needs: In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Equal Access Services at 9258560 (Student Services Bldg.) It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

***Attendance Policy*: No more than 12 hours of absence during Lecture and skills lab. Arrangements must be made by the students to make up missed work. ABSOLUTELY NO ABSENCE IS ALLOWED DURING CLINICAL *Tardiness >20 minutes results in the session being counted as an absence*.**

Homework Policy: You will receive partial credit for late homework assignments if turned in the **next** class day - it will not be accepted thereafter.

Lab Fees: Per UNM Valencia

***Grading Policy*:** The CNA course is a Job Skills Program, unlike some courses, students cannot make a high grade simply by achieving high scores on exams and/or homework-basic nurse skill attainment is prudent. Students will be graded as follows:
Homework/class participation- 10% (workbook, assignments)
Research Paper - 10% (infectious/chronic diseases subject)
Exams/Quizzes- 15%
Skills Final - 20%
Clinical Experience- 30%
Final Exam- 15%

Letter Grading Scheme:

A	90-100%
B	80-89% **80% IS REQUIRED TO RECEIVE UNM CERTIFICATE (CERTIFICATE REQUIRED FOR STATE CERTIFICATION EXAM)**
C	70-79%
D	60-69%
F	0-59%

Electronic Devices: All electronic devices must be turned off during class. Any electronic equipment brought to class must be approved by the Instructor before use in class. Unsafe, offensive or disruptive behavior in a clinical or classroom setting can be grounds for failure of class.

Patient/Resident Confidentiality *must be maintained at all times during the off-site Clinical Aspect*. Failure to do so will result in immediate removal from the CNA program. Confidentiality is required by Federal law under HIPAA Regulations.

Student health requirements: to participate in the laboratory skills or at the clinical experience site, students must be able to lift at least 50 pounds *without* assistance. Students must return a completed health form signed by a healthcare provider (Physician, Nurse Practitioner or Physician Assistant) to Allied Health Dept Staff at UNM-VC. Students will also need to take a copy of an up-to-date Immunization record with documentation of the Hepatitis B series, Measles, Mumps, Varicella, Rubella, Tdap, Influenza and a current Tuberculosis test, and Drug Screen (See UNM-VC Handbook for details) for review by Allied Health Dept Staff at UNM-VC.

Clinical facilities require fingerprinting and an FBI background check before entering the facility for the clinical experience. The cost will be approximately $73.30 and payable to Gemalto (payee subject to change)- none of the fee would go to UNM VC. Students are completely responsible for this procedure and the fees.. UNM/VC will facilitate this.

**Students are to have an appointment scheduled with Allied Health Department Staff at UNM-VC for review of above document requirements and to schedule above Background Check as per UNM VC program director

Laboratory Skill practice and Health Care Facility Dress Code: Students are required to dress professionally. This will include scrub uniforms with white or mostly white closed toe, ***clean shoes***. Tattoos must be covered. Jewelry should be ***conservative:*** a watch, wedding ring or a simple ring on one finger. Earrings (one per ear) should be of the stud nature and not extend beyond the ear lobe. No other rings/studs are allowed (eyebrow, nose, or tongue). For safety reasons, chokers, necklaces, bracelets and dangling earrings shall not be worn. Chewing gum is not acceptable during lab practice or clinical portion. Perfumes, after shave lotions and scented hair sprays are offensive to most patients and should not be worn. Hair, beards, mustaches and sideburns must be neat and trimmed at all times. If hair length touches the collar, it is to be held back and away from collar. To avoid injury to patients, fingernails are to be short, clean and well manicured and natural. **NO ARTIFICIAL NAILS OR GEL NAILS; NO CHIPPED, PEALING, OR CRACKED POLISH ACCEPTED.**

Clinical and Laboratory skills equipment:

Required scrub uniform	Stethoscope
White or light colored-closed toe shoes	Small notebook, and black pen
Gait belt	School picture ID
Watch **with a second hand**	Adult size blood pressure cuff

Upon successful completion of the CNA course (overall grade is 80%), you will be eligible to take the NM State Certification Exam. Payment for the exam ***must be in the form of a money order or cashier's check*****,** specifics regarding payment to follow**. (Personal checks or cash not accepted.)**

IN SUMMARY, the following MUST be maintained in a portfolio to be kept by the student. The student is responsible for taking the portfolio to the clinical setting. The portfolio will be periodically checked by your instructor prior to clinical experience:

- *CPR* for HealthCareProviders (BLS) card, current. ● Department of Health Forms

- *Completed health form* indicating that you can lift 50 pounds without assistance, a copy of an up to date immunization record with documentation of the Hepatitis B series, 2 Measles, Mumps and Rubella (MMR) injections, 2 Varicella (Chicken Pox), current Tuberculosis test, Tdap and Influenza. Current Drug Screen.

COVID SECTION

Respect the UNM Community by Preserving Health

You have the ability to prevent the spread of COVID-19 and to preserve the health of fellow students, your instructor, staff and the community by following UNM health protocols. The UNM Provost Administrative Directive on Mandatory Student Face Covering and Symptom Reporting of July 9, 2020 requires that all students on UNM-Main and UNM branch campuses wear face masks in the face-to-face classroom and on campus unless they have a specific mask accommodation (confidentially documented with the Accessibility Resource Center). UNM Provost Administrative Directive is consistent with Governor Lujan Grisham's Public Health Emergency Order as amended, and the Public Health Order of the New Mexico Health Secretary. It also requires daily participation in symptom screening through covid

screen, which will be sent via UNM e-mail.

Acceptable masks and mask wearing in class: A two-layer mask that covers the nose and mouth and that is cleaned regularly is acceptable. A face shield is not sufficient protection. It is vital that you wear your mask correctly, covering your nose and mouth. Removing your mask for an extended period to eat or drink in class violates the Provost Administrative Directive and endangers others.

Mask Wearing Accommodation: Individuals with a documented disability or diagnosis may seek accommodation with the UNM Accessibility Resource Center (ARC) (arc.unm.edu). Individuals do not need to reveal private information to an instructor. ARC will require documentation of health requirements, which will be kept confidential. The instructor will be informed only of any need for accommodation.

Consequences of not wearing a mask properly: Unless you have an ARC-approved accommodation, if you don't wear a mask, or if you do not wear a mask properly by covering your nose and mouth, you will be asked to leave class. If you fail to wear a mask properly on more than one occasions, you can expect to be dropped from the class. If you insist on remaining in the classroom while not wearing a mask (without an ARCdetermined accommodation), class will be dismissed for the day to protect others and you will be dropped from the class immediately.

This class may move to remote delivery at any time to preserve the health and safety of the students, instructor and community. Please check [fill in your communication system] regularly for updates about our class and please check https://bringbackthepack.unm.edu regularly for general UNM updates.

The Instructor reserves the right to change/amend the syllabus as needed/required throughout the course.