

NAT/HHA101	Nursing Assistant & Home Health Aide Training	112 Hours	75 Lecture Hours 16 Practice/21 Clinical Hours
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## Overlook Academy, Inc. SYLLABUS

COURSE TITLE: NURSING ASSISTANT & HOME HEALTH AIDE TRAINING

INSTRUCTOR: Novensie Coudeau

COURSE SCHEDULE: Monday, Tuesday, Thursday | 10:00 am – 4:30 pm subject to change

**COURSE LENGTH: 75 lecture hours /16 Hours Practice 21 Hours Clinical**

### **COURSE OVERVIEW:**

Overlook Academy Inc. provides a comprehensive training program that meets the Federal and State requirements for aspiring nurse assistants, and Home Health Aide. The program offered is a combined 6-week course, totaling 111 hours, which includes Nurse Assistant Training (NAT) and Home Health Aide Training (HHA). Within this dual program, students engage in 75 hours of lecture, 16 Hours Practice, and 21 hours of hands-on clinical experience at a local nursing facility.

The curriculum employs a variety of teaching methods, including lectures, videos, role-playing, and laboratory practice, to develop essential skills such as bathing, dressing, positioning, and vital signs assessment. The training environment is equipped with comfortable desks, hospital beds, scales, wheelchairs, walkers, and commodes, along with all necessary equipment to facilitate skill development. Successful completion of the Program grants students' certificates for both nurse aide training and home health aide training, affirming their competence in these critical healthcare roles.

### **COURSE OBJECTIVES:**

#### **Program Objectives for NAT/HHA101 AND HHA102**

By the conclusion of our training classes, students will be able to:

- Build relationships, communicate and interact competently with patients
- Demonstrate sensitivity to reach patients emotional, social, and mental health needs through skillful interactions
- Assist patients in attaining and maintaining functional independence
- Exhibit professional behavior while supporting and promoting resident's rights
- Recognize the importance of the Nurse Assistant's role in improving the quality of life for patients
- Perform support functions such as transporting patients
- Taking vital signs and helping patients with special needs
- provide personal care to patients such as bathing, dressing.
- Encourage patients to be independent
- Be sensitive to the physical and psychosocial needs of those in the health care field
- Communicate effectively with staff, residents, clients, patients and their family and

friends

- Help reduce the potentially negative effects of the health care system
- Observe and document a person's physical condition and overall, well being
- Understanding the importance of recording significant information regarding patients
- Demonstrate sound decision-making abilities and provide safe practices based on direction from a RN or LPN

**TEXTBOOK REQUIREMENTS:**

Dugan, D. (2023): Nursing Assisting: A Basic Foundation in Caregiving, 6<sup>th</sup> Edition. Hartman Publishing, Inc.  
(PROVIDED)

Dugan, D. (2023): Nursing Assisting: A Foundation in Caregiving, 6<sup>th</sup> Edition Workbook. Hartman Publishing, Inc.

Medical Dictionary will be available at the school for the student to use for research and medical terminology upon request.

**ADDITIONAL REQUIREMENTS:**

**Tuberculosis (TB) Test Requirement:**

As part of the course enrollment, students are required to provide documentation of a negative Tuberculosis (TB) test. A licensed healthcare provider, such as a doctor, must conduct this test and the results should indicate the absence of TB infection. The documentation should be submitted at the beginning of the course or within the specified timeframe communicated by the instructor. Please note that only TB tests conducted by medical professionals will be accepted. Students are responsible for any costs associated with obtaining the TB test and providing the necessary documentation, Overlook Academy do not conduct or provide TB Test Testing at our facility.

**GRADING REQUIREMENTS:**

Students must successfully pass the three evaluation exams with a minimum score of 75% and 100% competence in the clinical practical skills in order to complete the course. The course instructor provides a written evaluation for each student and a copy is maintained in the student's file. In addition, all outstanding financial obligations must be met and missed classes must be made up prior to clinical practice. If a student does not meet the grade requirements they will be withdrawn from the program and must start over from the beginning the next time it is offered free of charge.

Final grades will be determined as follows:

GRADE BREAKDOWN		GRADE SCALE	
Quizzes	20%	90-100	A
Exam 1	40%	80-89	B
Final Exam	40%	75-79	C
	100%	74 & below	F

**ATTENDANCE REQUIREMENTS:**

Students are required to have a 75% attendance rate, if a student is not in class when the class begins, they will be marked absent and be withdrawn from the class and will not receive credit

for the day. Make-up work is not allowed unless the student missed class for an emergency and can document the emergency. This only applies to one (1) missed class and does not apply to clinical. Clinical classes require a 100% attendance, there are absolutely no make-ups. If a student missed a clinical class, they will be withdrawn from the program and must start over from the beginning the next time it is offered Attendance is a mandatory requirement as it plays a crucial role in the interactive nature of lectures.

**INSTRUCTOR RESPONSIBILITIES:**

1. At the beginning of each course, the instructor will provide a course syllabus to each student in the class.
2. The instructor will evaluate each student’s participation; assignments, assessments and projects based on the grading criteria published in the syllabus.
3. Accurate records of each student’s attendance and grades will be maintained by the instructor and retained at the office. Attendance will be reported at the conclusion of each class meetings, course grade averages will be reported at the mid-term and final weeks, as a minimum.
4. Unannounced quizzes and special projects may be given at the instructor’s discretion.

Schedule: 112 hours presented for 6 weeks.

**COURSE OUTLINE:**

Week	Day 1	Day 2	Day 3
Week 1	Chap.1 The Nursing Assistant in Long-Term Care	Chap.2 Foundations of Resident Care	Chap 2. cont. Foundations of Resident Care.
Week 2	Chap. 3 Understanding Your Residents	Chap. 3 cont. Understanding Your Residents rights, Hippa	Chap. 4 Body Systems and Related Conditions Quiz 1
Week 3	Chap. 5 Confusion, Dementia, and Alzheimer's Disease	Chap. 6 Personal Care Skills	Chap.7 Basic Nursing Skills Exam 1
Week 4	Chap.7 cont. Basic Nursing Skills	Chap. 8 Nutrition and Hydration	Chap. 9-10 Chap. 9: Rehabilitation and Restorative Care Chap. 10: Caring for Yourself Quiz 2
Week 5	Introduction to Home health care lab	Safety and infection control in the Home Health care setting lab	Safety and infection control in the Home Health care setting lab cont.  Final Exam
Week 6	Clinical Begins	Clinical	Clinical

Session Course Outline may change as needed and shall be determined by the instructor. Content shall not change, and if so, students shall be given prior notice. However, depending on the term, the course breakout in sessions per week may vary, but all contact hours shall be met within the term, and within the class schedule parameters.