



University of Alaska Southeast  
School of Career Education

11120 Glacier Highway • Juneau, Alaska 99801-8683 • (907) 796-6120 FAX (907) 796-6571

**Tech Prep Articulation Agreement  
Between  
University of Alaska Southeast (UAS)  
and  
Wrangell Public School District (WPSD)**

**Health Sciences  
School Year 2016-2017**

**Purpose:**

In addition to the general Tech Prep Agreement, the purpose of this articulation agreement is to outline the mutual understanding as we have agreed to the following process and criteria with respect to the program of Health Sciences.

**Course:**


The school district program will follow a curriculum coordinated with the administration and faculty of UAS pertaining to the following course:

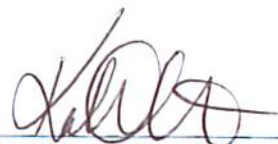
**HS 105 – Certified Nurse Aide Training** – Trains students in basic skills needed to assist nurses and to be efficient health care team members. Successful students qualify to sit for the Alaska State Nurse Aide certification exam. Minimum 75 lecture hours and 80 lab/practicum hours. **9 Credits Prerequisite: Instructor approval and application with health examination, current TB test and immunizations.**


Although teaching methods may differ, this course will be subject to the instructional objectives and outcomes of the attached UAS syllabus.

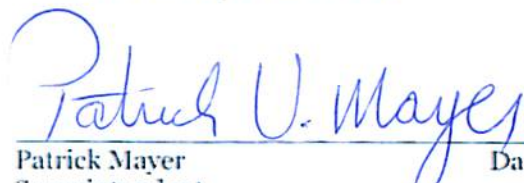
**Administration:**

1. Students must have an overall 2.0 GPA to register for university credit.
2. It is recommended that course work be completed at a level of 3.0 GPA.
3. Successful completion of these courses will qualify student to sit for the Alaska State Nurse Aide Certification Exam provided age requirements have also been met.
4. Students must be a minimum of seventeen (17) years of age before registering for the Certified Nurse Aide Training course.
5. UAS program chairs shall review and approve all course syllabi and related curriculum documents to ensure they replicate the UAS course. This includes standardized course syllabi, course objectives, textbooks, tools, equipment, and methods for evaluation.
6. To receive concurrent credit, the student will register for the Tech Prep course at the beginning of the term in which the competencies will be completed. Registration for yearlong courses will take place during the fall semester.
7. The UAS grade posted will be the UAS grade earned for the course and submitted by the district instructor.
8. Student grades will be submitted by 5:00 p.m. of the final day of the district semester at [uaonline.alaska.edu](http://uaonline.alaska.edu).
9. Any change in instructor requires suspension of this addendum.

 8/14/2016  
Christine Urata, Program Head Date  
Health Science  
University of Alaska Southeast

  
Katrina Ottesen/Sue Nelson, Instructor Date  
Health Science  
Wrangell Public School District

 8-18-16  
Pete Traxler, Dean Date  
School of Career Education  
University of Alaska Southeast

  
Patrick Mayer Date  
Superintendent  
Wrangell Public School District

**University of Alaska Southeast – Health Sciences Program**  
**Certified Nurse Aide Training – HS 105-J01**  
**9 credits**  
**FALL 2015**

**Lecture/Labs**

**Tuesday and Thursday**  
**August 31st to December 14th**  
**10:30-4:30pm**  
**Wildflower Court & TEC**

**First Aid & CPR Certification**

**October 23, 2015 5:00pm-9:30pm**

**And**

**October 24, 2015 0830-05:30pm**

**Location: Technical Education Center**

**Clinical**

**October 29, 30, 31 and November 5, 6, 7 0600-1430**

**Juneau Pioneers' Home and Wildflower Court**

**Instructor:**

**Christine Urata**

**Email: [cjurata@uas.alaska.edu](mailto:cjurata@uas.alaska.edu)**

**TEC: 796-6125**

**Cell phone: 723-4688**

**Office hours at TEC TBA**

**Required Textbook & Workbook: Carter, P. J. (2012) Lippincott's Textbook for Nursing Assistants (Third Edition) and Lippincott's Workbook to Accompany Lippincott's Textbook (All reading assignments are noted in Course Outline.)**

**Course Description and Objectives:**

This course trains entry-level workers in basic skills and theory needed to be efficient health care team members. Students will learn to assist nurses and perform 22 required care provider skills. Scope of material covered is listed in Course Outline. Upon completion of course, students will be qualified to sit for the Alaska State CNA Certification Exam. Course provides a minimum of 60 lecture hours and 80 lab/clinic hours. Application includes required criminal background check, physical exam, and current TB test. an Accuplacer reading test with a 10<sup>th</sup> grade pass rate is required. Student must have high school diploma or GED. Submitted applications must be approved by the instructor before student can register in the class.

**Instruction Methods:****Didactic****Small groups****Class presentation Skills****lab****Videos & demonstrations****Self-directed workbook exercises****In class and take home assignments****Online and in class quizzes****Book reflection****Article reflections****Art projects Midterm****& Final****Guest lecturers****Clinical rotations at Juneau Pioneers' Home and Wildflower Court****UAS Competencies**

UAS faculty has defined 6 basic competencies in which students will be assessed. Competencies are embedded as assignments and tasks in the course curriculum. These competencies are:

**Communication Quantitative Skills****Information Literacy Computer Usage****Professional Behavior****Critical Thinking****UAS Course Goals**

**At the successful completion of this training course, the student will be able to:**

**Function within the nurse aide scope of practice as defined by Alaska state law.**

**Demonstrate appropriate communication skills.**

**Demonstrate behavior that maintains patient rights.**

**Demonstrate knowledge of safety concerns.**

**Demonstrate an understanding of basic nursing skills.**

**Demonstrate an understanding of basic patient personal care skills.**

**Demonstrate knowledge of growth and development principles. Demonstrate knowledge of restorative nursing care.**

**Grades will be based on the following categories**

**30% Professionalism: Assignments, Attendance, Participation, Presentation, Punctuality**

**5% Book reflection (see Course Outline for due dates)**

**10% Online quizzes (due dates in Course Outline)**

**10% Midterm (See Course Outline for due date)**  
**15% Skills checklist (due November 19) and Clinical Instructor evaluation**  
**30% Written (November 19, 2015) and Skills Final Exams (November 24, 2015)**

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### **Grading Scale**

**A 94-100% A- 90-93%**  
**B+ 87-89% B 84-86% B- 80-83%**  
**C+ 77-79% C 74-76% C- 70-73%**

**A grade of “C” is required to take the State Certification Exam.**

#### **Attendance:**

**Absence from class or clinic must be preapproved by Instructor.**  
**Missing more than 12 hours of class may result in dismissal from course.**  
**Students must complete 60 hours of theory and 80 hours of skills/clinic to complete the course.**  
**Hours missed below the 60/80 may be made up but must be on the students own time.**  
**Missing more than 10 hours of class may lower grade. For example, a B will become a B-.**

#### **Attendance and Late Assignment Policy:**

**Notify the instructor as soon as you know you will be absent or tardy.**  
**The preferred method of notifying the instructor of any absence or tardy is to call and speak to the instructor directly. In the event that doesn't work you may send a text. Please only utilize the Instructor's cell phone regarding absences or tardiness by calling before 9 PM or after 6 AM.**  
**It is the responsibility of the student to contact the instructor regarding content missed due to being absent or tardy to class.**  
**Unexcused or un-notified absences from class or clinic may result in course dismissal per course rules.**

#### **Tardiness:**

**Time noted on instructor's cell phone will be used as a reference point for determining tardies.**  
**Tardiness greater than 15 minutes must be approved by instructor or student will be dismissed from class.**  
**Each tardy will result in the subtraction of points from Attendance points (2 for each tardy).**  
**Tardiness five times will lower course grade. For example, a B will become a B-. Each subsequent tardy will result in the grade being lowered as described above. Tardiness eight times will result in dismissal from course.**

#### **Clinical:**

**All clinical hours must be completed.**  
**In the event of illness or emergency, clinical hours may be made up on the designated clinic date(s).**  
**Arriving at clinic more than 5 minutes late will result in dismissal from course unless tardy has been pre-approved by Instructor.**

**Testing policy:**

Missed quizzes/midterms/assignments cannot be made up without prior arrangement and will receive partial credit.

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**Mid-Semester conference**

A mid-semester teacher-student conference is mandatory.

**Learning Support Options:** Extra credit assignments will be assigned on a case-by-case basis for extra credit only if the overall grade is lower than a "C."

**Classroom Expectations:**

**Be Prepared:** Read chapters before class so as to be prepared. Participate in class-skills/lecture and be attentive.

**Cell Phones:** Cell phones remain off but can be turned on during breaks. If necessary, cell phones may be in the silent mode for emergencies or child care concerns, please notify the instructor if this is needed.

No dogs or children in class.

**Attire:** Street clothes in class, no pajamas please!

Street clothes must be worn at the Juneau Pioneers' Home. (Black jeans are OK, no blue jeans)

Scrubs must be worn at Wildflower Court and please no blue jeans on days when we visit.

**Students will need regular computer access with reliable internet connection in order to complete this course.**

The Learning Center serves students through academic support services that enable students to achieve personal, academic, and vocational goals. For an up to date schedule and other information, visit their website at: HYPERLINK "<http://www.uas.alaska.edu/uas/TLC/>" <http://www.uas.alaska.edu/uas/TLC/> or call them at 907-796-6348. The midterm may be offered in the Learning Center, we will discuss in class.

**Disabilities Statement:** Students who have documented disabilities should contact the Disability Support Services Office at 796-6514 to implement necessary academic and/or programmatic accommodations.

**Mutual Respect:** All students have the right to be safe and respected by others while in class. All students also have the mutual obligation to respect their colleagues and the professor. Disagreements of opinion are healthy to the open exchange of viewpoints, but not verbal or physical abuse, sexual harassment, bullying, or other behaviors that are offensive to other students

or create a hostile learning environment. The official UAS "Student Conduct" is detailed in the "Policies" tab under the subheadings of "Harassment," "Endangerment, Assault, or Infliction of Physical Harm," and "Disruptive or Obstructive Actions" in the *UAS Student Guide* (<http://www.uas.alaska.edu/students/guide/conduct.html>). *Students who persist in disrespectful behaviors may be withdrawn from the course upon the instructor's discretion.*

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**Course Evaluations:** During the last three weeks of the semester an evaluation of the course will be available for you to fill out online. To fill it out, first make sure you are logged into UAS Online at HYPERLINK "<http://uascentral.uas.alaska.edu/online>" <http://uascentral.uas.alaska.edu/online> and log in at the upper right hand corner of the page. Next to your list of classes will be an "EVALUATION UNDERWAY" notice. Click on the blue highlighted course number, and once at your classes' website you will find a link to the evaluation. If you are having trouble, contact IT at 7966400.

**The State CNA Certification Exam will probably be mid December on a Saturday. I will notify you when an exact date is set. Thank you for your patience.**

State exam fees include:

Application fee: \$279

Fingerprinting fee: \$15.00

Passport photos: approximately \$8.00 at Walmart

Please note: The schedule and requirements in this syllabus are subject to change. In the event changes are made students will be notified.



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

BOARD OF NURSING  
Gail Bernh MSN, ANP  
Executive Administrator  
550 West Seventh Avenue, Suite 1500  
Anchorage, AK 99501-3567  
Mair: 907.269.8161  
Fax: 907.269.8196

August 16, 2016

Sue Nelson RN  
PO Box 1081  
Wrangell, AK 99929

Re: Wrangell Medical Center CNA training program

The Wrangell Medical Center (WMC) is current in approval for their training program from the Board of Nursing. The Department of Health and Social Services granted the Medical Center a NATCEP waiver through August 29, 2016.

We look forward to WMC restarting their NA training program. I will be conducting a site visit to the training program and the facility this fall.

Please let me know if there is anything else you need from me.

Sincerely,

*Sandi*

Sandi Fredrickson RN  
Nurse Consultant  
Alaska Board of Nursing  
AK Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing  
907-269-8098 Direct Line

**WRANGELL MEDICAL CENTER  
CERTIFIED NURSE AIDE TRAINING COURSE  
WRANGELL HIGH SCHOOL**

**For the school year of 2016-2017**

**Course will take place at Wrangell Medical Center Classroom.**

**Scheduled start time Sept 6 2016**

**PRIMARY INSTRUCTOR:**

**Sue Nelson RN, BSN (Course coordinator)**

**sue.nelson@wrangellmedical.org**

**907-874-7000 ext 147**

**Katrina Ottesen RN, BSN**

**katrina.ottesen@wrangellmedical.org**

**907-874-7000 ext 114**

**Textbook: MOSBY'S TEXTBOOK AND WORKBOOK FOR NURSING ASSISTANTS, 8<sup>th</sup> edition**

**Wrangell Medical Center's Mission Statement is "To Enhance the Quality of Life for all We Serve". We offer the training to those wishing to be a member of the healthcare team but unable to leave this island community to further their education at this time. Our program follows the curriculum as established by the Alaska Board of Nursing, thus allowing the students to sit for the state certifying exam.**

**METHODS OF INSTRUCTION:**

**Class room lecture which includes videos.**

**Lab and clinical skills practice**

**Quizzes and final exam**

**Speakers are invited to speak on their specialties such as the dietician speaking on nutrition.**

**ATTENDANCE POLICY: Attendance at classroom and clinical is mandatory. Any absences must be approved and make up will be assigned to ensure the student completes the mandatory 60 hours of classroom and 80 hours of lab/clinical as set forth by state law. Excessive tardiness and/or absences can result in failure of the course or dismissal from the course all together.**

**Student should come to class prepared. Student should bring writing materials as well as the textbook. Student will be dressed appropriately in clean clothing with no pictures or writing on shirts, shoes need to be closed toed. Long hair should be tied back while in clinical rotation.**



**COURSE GOALS: At the completion of the course students will be able to:**

- 1. The student will function under the Alaska Board of Nursing scope of practice.**
- 2. Will demonstrate understanding of basic nursing skills**
- 3. Will demonstrate understanding of resident rights and safety.**
- 4. Will demonstrate understanding of communication skills.**
- 5. Will demonstrate understanding of being a part of a team.**
- 6. Will demonstrate an understanding of growth and development as well as the aging process.**
- 7. Will demonstrate an understanding of basic patient personal care skills.**

**GRADING:**

**20% -professional behavior, attendance, punctuality, lab/clinical skills, clinical attendance**

**20% Quizzes**

**20% Mid term exam**

**20% Written final exam**

**20% Skills final exam**

**A grade of a "C" is required to sit for the state exam.**

**Grading will be: A- 90-100%; B- 80-89%; C-70-79%**

**CLASSROOM/CLINICAL EXPECTATIONS:**

**Cell phones are off.**

**Arrive on time and be ready for the class period.**

**Participate with skills demonstrations.**

**Dress according to attendance policy.**

**Treat the residents with dignity and respect at all times.**

**Student Contract**  
**Expectations for Offsite Educational Programs**  
**Wrangell Public School District**

**Program: Certified Nurses Aid (CNA) Training**

**Personal Data**

**First:** \_\_\_\_\_ **M.I.** \_\_\_\_ **Last:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_

1. Once accepted, students *must* maintain a 3.00 Grade Point Average (GPA) in the CNA course.
2. Students agree to participate in an interview as part of the admission process which will place emphasis on personal circumstances, special achievements, leadership, and community service.
3. Certified Nurses Aid Training is worth 2 Wrangell High School credits and 9 University of Alaska Southeast college credits.
4. Failure to complete this class:
  - will result in receiving zero credit for the class at both WHS and UAS.
  - will negatively impact the student's GPA at both WHS and UAS.
  - will impact credits towards graduation.
5. In order to be eligible, students must be at least 17 years old.
6. Students will be required to sign in and sign out at all class sessions.
7. Students must be on time to every class session.
8. Students must be willing to meet the obligations of this program as outlined by the course syllabus attached to this contract. Before considering this class, please be proactive and work with your coach/sponsor in advance when considering extracurricular activities.  
Note: 1 college credit equals 750 minutes of class time (12.5 hours/credit)

**Note:** Letters of recommendation are encouraged. Additional forms are located in the Tech Prep office.

I am aware of and agree with all of the aforementioned information and will abide by this contract.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Certified Nurses Aide Training Student Recommendation Form

**Student Name:** \_\_\_\_\_

The person whose name appears above has applied for the Certified Nurses Aide Training offered through Wrangell Medical Center and the University of Alaska Southeast. Your evaluation of the applicant will help with the selection process.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please check the appropriate evaluation:

	Extraordinary	Outstanding	Above Average	Average	Below Average	Cannot Judge
Ability to Communicate Orally						
Ability to Communicate in Writing						
Motivation						
Perseverance						
Organization						
Problem Solving						
Responsibility						
Integrity and Professional Ethics						
Sensitivity to Others						

**Additional Comments:**

**Overall Evaluation of the Candidate:**

\_\_\_\_\_ Outstanding \_\_\_\_\_ Strong \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please return to: Kimberly Szczatko, Tech Prep Regional Coordinator**