



**CQES: Center for Quality Eldercare Services**  
**8020 W. Sahara Ave. #235 Las Vegas, NV 89117**  
**Office: (702) 489-5822 Fax: (702) 489-5858**

**Course Syllabus**  
**101: Caregiving Fundamentals**  
**2017-2018**

**Subject: Caregiving Fundamentals**  
**Day(s): 3 Days**  
**Time(s): 9:00A – 3:00P**

**Instructor: Gretchen Batis**  
**Guest Speaker:**  
**Contact Information: (702) 489-5822**  
**Email: CQES@CQES.org**

**Course Description:**

This course will provide a demonstrable knowledge to assist the elderly in maintaining their independence and retaining quality of life. During the study students will understand and demonstrate core fundamentals of activities of daily living. They will have a workable comprehension of infection control procedures and proper body mechanics.

**Course Objectives:**

**After Completing this Course the Student:**

1. Describe what direct care workers (DCWs) do and where they may work.
2. Describe the continuum of care, service settings, and job opportunities for DCWs in various community settings.
3. Define the term “*scope of practice*” and list three or more factors that determine the scope of practice for direct care workers (DCWs) and In-Home Care Aides.
4. List the Nevada State regulations on mandatory training hours for DCW and In-Home Care Aide.
5. Identify, describe, and differentiate cases of abuse, neglect, and exploitation; describe preventive measure; state the reporting requirements and identify legal penalties.
6. Describe guidelines for avoiding legal actions and list methods for protecting consumer’s rights and dignity.
7. Prepare written documentation following documentation guidelines.
8. Explain how infectious diseases are spread, and common preventive measures; identify components of the Blood borne Pathogen Standard.
9. Identify and explain basic principles of personal care and demonstrate selected personal skills.
10. Identify and demonstrate good body mechanics related to transferring and walking with an individual. Demonstrate the proper use of selected assistive devices.

**Course Requirements:**

1. **Maintain a three-ringed binder that will contain the course syllabus, class notes, handout, returned papers and all other related materials.**
2. **There will be no excused absences; student must re-schedule class if he cannot attend class.**
3. **Students must complete all reading and written assignments as/when instructed.**

4. Students must wear scrubs and closed-toed shoes with no heel.
5. Student must bring a Gait Belt for classroom clinical instruction (For Caregiving Class only).

**Grading Policy:**

If Student does not earn at least a 80% on the final course exam, they will be required to study, and re-take the exam, prior to receiving their Certificate of Completion.

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

**Progress Reports:**

Instructor will submit a daily progress report for each student on:

1. Professional Appearance (Scrubs)
2. Missing Assignments
3. Absent or Late and for what Reason
4. Works Well With Others
5. Participation in Class Discussions
6. Quality of Work
7. Legible Writing
8. Making Progress as Day Continued
9. Attentive to Instruction
10. Areas that Needs Improvement
11. Overall Grade for Class Objectives

**Class Format:** Instruction, Lecture & Video Formats will be followed. All students are expected to participate in any class discussions, small group work or any other method of communication and interchange used by the instructor.

**Textbooks:** 101 Caregiving Fundamentals/In-Home Care Aid