**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Prepared by</th>
<th>College/School</th>
<th>Tanana Valley Campus</th>
</tr>
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<tbody>
<tr>
<td>Allied Health</td>
<td>Cathy Winfree</td>
<td>Phone</td>
<td>455-2876</td>
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**Email Contact:**

<table>
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<tr>
<th>Cathy Winfree</th>
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| cmwinfree@alaska.edu |

**1. ACTION DESIRED**

*(CHECK ONE):*

- Trial Course
- New Course **X**

**2. COURSE IDENTIFICATION:**

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course #</th>
<th>No. of Credits</th>
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<tbody>
<tr>
<td>HLTH</td>
<td>207</td>
<td>6</td>
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Justify upper/lower division status & number of credits:

Class builds on previous class (HLTH 107) and work experience, but is not of sufficient level to warrant upper division status.

**3. PROPOSED COURSE TITLE:**

Certified Nurse Aide II: Medication Aide- Certified (MA-C)

**4. CROSS LISTED?**

*YES/NO*

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If yes, Dept:

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<th>Course #</th>
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*Requires approval of both departments and deans involved. Add lines at end of form for such signatures.*

**5. STACKED?**

*YES/NO*

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If yes, Dept:

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**6. FREQUENCY OF OFFERING:**

One time per year

*(Every or Alternate) Fall, Spring, Summer – or As Demand Warrants*

**7. SEMESTER & YEAR OF FIRST OFFERING (if approved)**

Fall 2010

**8. COURSE FORMAT:**

**NOTE:** Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

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<th>COURSE FORMAT:</th>
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<tr>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
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<td>6</td>
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* 6 weeks to full semester*

**OTHER FORMAT (specify)**

Lecture, skills lab, and clinical lab

**9. CONTACT HOURS PER WEEK:**

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<tr>
<th>LECTURE hours/weeks</th>
<th>LAB hours /week</th>
<th>Practicum Hours/week</th>
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<tr>
<td>4</td>
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*Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.*

**OTHER HOURS (specify type)**
10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

HLTH 207 CNA II: Medication Aide-Certified 6 cr
Basic pharmacology and medication administration for certified nurse aides. Includes drug delivery routes, classifications, effects, and side effects. Communication principles, ethics, nursing process, and body structure and function will be reviewed. This course prepares the CNA to assist the RN or LPN to pass medications in health care settings as approved by the Alaska Board of Nursing and to sit for the National Council State Board of Nursing Medication Aide Certification Exam.
Prerequisites: Current license as a CNA by State of Alaska, have at least one full year of experience as a CNA, supply three letters of reference from healthcare professionals, accuplacer math score of 48 or higher, be 18 years of age or older, be immunized as required by the training site/facility. (4 + 4)

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities N = Natural Science S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? [ ] YES [ ] NO

IF YES, check which core requirements it could be used to fulfill:
O = Oral Intensive, Format 6 [ ] W = Writing Intensive, Format 7 [ ] Natural Science, Format 8 [ ]

12. COURSE REPEATABILITY: [ ] YES [ ] NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? [ ] TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? [ ] CREDITS

13. GRADING SYSTEM:

LETTER: [ ] PASS/FAIL: [ ]

14. PREREQUISITES

Hold an unencumbered Nurse Aide Certification in the State of Alaska
Have at least one full year of experience as a CNA
Supply three letters of reference from professionals
Accuplacer math score of 48 or higher
Be 18 years of age or older
Be immunized as required by training site/facility

These will be required before the student is allowed to enroll in the course.

RECOMMENDED
Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

None other than prerequisites

16. PROPOSED COURSE FEES

$ 0
Has a memo been submitted through your dean to the Provost & VCAS for fee approval? [ ] Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? [ ] Yes/No

If yes, give semester, year, course #, etc.: [ ]
18. **ESTIMATED IMPACT**

**WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.**

Adjunct faculty may be hired to teach program. Existing classroom and lab space is available.

19. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (ffk1j@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No [x] Yes [ ] Do not anticipate needing equipment or library support.

20. **IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

Allied Health will be the only department impacted.

21. **POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

Expands the career pathway for nurse aides and potentially brings more students into the Allied Health Programs. May create additional opportunities for students to pursue other healthcare fields, but has no direct impact on other courses, programs, or departments.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

There is currently high demand for health care education, and the Nurse Aide course currently offered provides a thorough introduction to the fundamental of nurse aide work. The proposed Medication Aide course builds on the Nurse Aide curriculum and teaches basic Pharmacology and Medication Administration to experienced and qualified CNAs who choose to work in settings where state statutes allow them to assist in medication administration. The structure of the two courses is similar, employing lecture, skills lab and clinical lab components. The textbooks and workbooks for the two courses are written by the same author, and offer excellent guidance and resources to students.

There are more than 100 students annually who complete nurse aide training through UAF/TVC, and become Certified Nurse Aides. Providing courses that promote professional growth and advancement encourages those students to pursue career goals in nursing. Employers in this community hire nurse aides to assist in medication administration. This course assures that there will be competent and qualified CNAs able to meet the needs of those workplaces.
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<th>APPROVALS:</th>
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Offerings above the level of approved programs must be approved in advance by the Provost.

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<th>ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE</th>
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<th>ADDITIONAL SIGNATURES: (If required)</th>
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ATTACH COMPLETE SYLLABUS (as part of this application).  
Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide  
http://www.uaf.edu/uafgov/faculty/cd/syllabus.html.

The department and campus wide curriculum committees will review the syllabus to  
ensure that each of the items listed below are included. If items are missing or  
unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES  
During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will  
contain the following information (as applicable to the discipline):

1. Course information:  
   - Title, number, credits, prerequisites, location, meeting time  
     (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:  
   - Name, office location, office hours, telephone, email address.

3. Course readings/materials:  
   - Course textbook title, author, edition/publisher.  
   - Supplementary readings (indicate whether required or recommended) and  
     any supplies required.

4. Course description:  
   - Content of the course and how it fits into the broader curriculum;  
   - Expected proficiencies required to undertake the course, if applicable.  
   - Inclusion of catalog description is strongly recommended, and  
     Description in syllabus must be consistent with catalog course description.

5. Course Goals (general) and Student Learning Outcomes (more specific)  
6. Instructional methods:  
   - Describe the teaching techniques (eg: lecture, case study, small group  
     discussion, private instruction, studio instruction, values clarification,  
     games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar:  
   - A schedule of class topics and assignments must be included. Be specific  
     so that it is clear that the instructor has thought this through and will  
     not be making it up on the fly (e.g. it is not adequate to say “lab”.  
     Instead, give each lab a title that describes its content). You may call  
     the outline Tentative or Work in Progress to allow for modifications during  
     the semester.

8. Course policies:  
   - Specify course rules, including your policies on attendance, tardiness,  
     class participation, make-up exams, and plagiarism/academic integrity.

9. Evaluation:  
   - Specify how students will be evaluated, what factors will be included,  
     their relative value, and  
     how they will be tabulated into grades (on a curve, absolute scores,  
     etc.)

10. Support Services:  
    - Describe the student support services such as tutoring (local and/or  
      regional) appropriate for the course.

11. Disabilities Services:  
    The Office of Disability Services implements the Americans with Disabilities  
    Act (ADA), and insures that UAF students have equal access to the campus and  
    course materials.  
    - State that you will work with the Office of Disabilities Services (208  
      WHIT, 474-5655) to provide reasonable accommodation to students with  
      disabilities.”