



**2017-2018**

# ***Nurse Assistant (Certified)***

**OUTLINE**

**DESCRIPTION:**

Nurse Assistant - Certified is designed to prepare students for employment as a Nurse Assistant in a variety of settings. Students will learn patient care, observation, and communication skills with an emphasis on caring for the geriatric resident in a long-term care facility. Integrated throughout the program are career preparation standards that include basic academic skills, interpersonal skills, problem solving, safety, and technology. Nurse Assistant - Certified prepares students to take the State Competency Exam required for certification. Clinical worksite learning is a required component of the program.

**INFORMATION:**

- A. Pre-requisites: High School Diploma or equivalent and successful completion of a basic skills test.
- B. Abilities required: Ability to perform the essential functions of the position.
- C. Dress requirement and grooming: As required by industry standards.
- D. Student must master 70% of the certificate competencies in order to receive a certificate.
- E. Fee: Registration and materials fee for adult students varies, see current program information or student handbook.
- F. Length: 240 hours (140 classroom, 100 clinical)  
*\*Class hours reflect competency based instruction in a laboratory setting.*
- G. Sector: Health Sciences & Medical technology
- H. Pathway: Patient Care

<b>O*Net SOC Codes</b>	
<b>Code #</b>	<b>Title</b>
31-1014.00	Nursing Assistants

**Program Hours and Instruction Sequence**

<b>Program Section</b>	<b>Course Hours</b>	<b>Clinical Hours</b>
Orientation	3	0
Units 1-5, Standard Employability - Taught throughout the program	11	0
Units 14-21, Core Program - Taught for the remainder of the program	126	100
<b>Total</b>	<b>140</b>	<b>100</b>

Competencies from each section can be taught in any order that best facilitates student learning.

## MAJOR INSTRUCTIONAL UNITS

### Orientation

#### Competencies

- A. Introduce the class and facilities.
- B. Discuss the syllabus and major objectives.
- C. Explain applicable classroom management procedures, the ROP Student Rules of Conduct, and any operational guidelines.
- D. Review instructor/student expectations.
- E. Explain enrollment and attendance requirements and procedures.
- F. Review grading and student evaluation procedures.
- G. Discuss the community classroom aspect of the program if applicable.
- H. Discuss the “next steps” related to additional education, training, and employment.
- I. Review classroom safety, emergency and disaster procedures.
- J. Maintain professional development and industry certification.

### 1. Communication Skills (Module 8 CNA State Requirements)

#### Certificate Competencies

- A. **Demonstrate positive verbal communication skills using appropriate vocabulary, demeanor, and vocal tone in the classroom and/or worksite.**
- B. **Read and interpret written information and directions.**

#### Supplemental Competencies

- C. Practice various forms of written communication appropriate to the occupation.
- D. Practice positive body language skills.
- E. Practice professional verbal skills for resolving a conflict.
- F. Demonstrate active listening skills including techniques for checking for understanding, and for obtaining clarification of directions.

### 2. Interpersonal Skills (Module 8 CNA State Requirements)

#### Certificate Competencies

- A. **Demonstrate positive teamwork skills by contributing to a group effort.**
- B. **Practice the importance of diversity awareness and sensitivity in the workplace.**
- C. **Define sexual harassment in the workplace and identify the employee’s role and responsibility.**

#### Supplemental Competencies

- D. Practice participation skills.
- E. Identify different personality types and strategies for working effectively with each type.

## MAJOR INSTRUCTIONAL UNITS

- F. Practice business and social etiquette skills appropriate to the occupation.
- G. Discuss the role of business and personal ethics in the decision-making process.
- H. Evaluate various job-related scenarios and justify decisions based on ethics.
- I. Demonstrate flexibility and adaptability in working with others.
- J. Demonstrate the use of time management skills.

### 3. Employability Skills

#### Certificate Competencies

- A. Demonstrate appropriate attendance and punctuality practices for the classroom and worksite if applicable.
- B. Prepare a resume, cover letter, and job application forms.
- C. Demonstrate interviewing techniques using appropriate tone and body language.
- D. Demonstrate appropriate dress and grooming standards in seeking employment and for the workplace.

#### Supplemental Competencies

- E. Identify strategies for employment retention.
- F. Analyze the impact of social networking on employability.
- G. Identify the need for continuing education, professional development, and professional growth in chosen field.
- H. Identify appropriate procedures for leaving a job.
- I. Identify sources of job information, including electronic sources.
- J. Review company policies and current trends in employee compatibility screening, drug screening, and background checks.

### 4. Personal and Occupational Safety (Module 4 and 12 CNA State Requirements)

#### Certificate Competencies

- A. Demonstrate procedures to be followed in the case of emergencies.
- B. Discuss ways to report a potential safety hazard to a supervisor.
- C. Identify and discuss cyber ethics, cyber safety, and cyber security.

#### Supplemental Competencies

- D. Apply personal safety practices to and from the job.
- E. Describe the procedure for reporting a work-related hazard or injury.
- F. Recognize the effects of substance abuse in the workplace.
- G. Recognize good housekeeping as a safety issue.
- H. Define and discuss ergonomics in relation to the working environment.
- I. Discuss the electrical hazards of working with electronic equipment.

## MAJOR INSTRUCTIONAL UNITS

### 5. Introduction to the Nurse Assistant (Module 1 CNA State Requirements)

#### Certificate Competencies

- A. Identify common practices of maintaining resident confidentiality.
- B. Identify the roles, responsibilities, and professional conduct of the Nursing Assistant.
- C. Discuss the legal implications of California Code of Regulations of Title 22, Division 5, and OBRA.

#### Supplemental Competencies

- D. Describe various health care facilities and services available for employment.
- E. Identify the various members of the health care team and their relationship to the Nurse Assistant.
- F. Define the Scope of Practice of a Nursing Assistant.
- G. Explain the legal responsibilities of certification after exiting the training program.

### 6. Patients/Residents Rights (Module 2 CNA State Requirements)

#### Certificate Competencies

- A. Identify various patient rights including the role of Ombudsman.
- B. Identify signs of abuse, physical, sexual, emotional, neglect, and financial exploitation.
- C. Describe Nurse Assistant's role as a mandated reporter in reporting abuse.

#### Supplemental Competencies

- D. Describe legal and ethical implications of reporting and not reporting.

### 7. Safe Environment (Module 4 CNA State Requirements)

#### Certificate Competencies

- A. Identifies basic emergency codes used in the long-term care facility.
- B. Discuss fire and disaster plans as they relate to the long-term care setting.
- C. Identify safety hazards commonly found in the workplace environment.
- D. Identify methods used for fall and accident prevention.

#### Supplemental Competencies

- E. Explain the importance of CAL-OSHA.
- F. Demonstrate the safe application of postural supports/restraints and define the legal and psychological implications of their use.
- G. List and demonstrate the required responsibilities of a CNA during an emergency situation.

## MAJOR INSTRUCTIONAL UNITS

### 8. Body Mechanics (Module 5 CNA State Requirements)

#### Certificate Competencies

- A. Demonstrate proper body mechanics in order to prevent injury to resident and student.
- B. Demonstrate passive range of motion.
- C. Demonstrate a two person lift with a draw sheet.
- D. Demonstrate turning the resident in bed without lift sheet.
- E. Demonstrate placing person in lateral position.
- F. Demonstrate resident ambulation.
- G. Demonstrate positioning in wheelchair.
- H. Demonstrate transfer technique from bed to wheelchair with gait belt.
- I. Discuss and demonstrate the proper use of gait belts.

#### Supplemental Competencies

- J. Discuss alternative lifting and other devices (i.e., mechanical lift and two-person lift).
- K. Demonstrate proper height of bed when conducting resident care.

### 9. Medical and Surgical Asepsis (Module 6 CNA State Requirements)

#### Certificate Competencies

- A. Demonstrate proper hand washing technique.
- B. Demonstrate methods of Universal/Standard Precautions used in the prevention and spread of disease.
- C. Define transmission-based precautions and related terminology, including isolation techniques.
- D. Identify basic signs and symptoms of an infection.
- E. Recognize and follow directions using Material Safety Data Sheets (MSDS) when handling hazardous chemicals.
- F. Demonstrate donning and removing PPE.

#### Supplemental Competencies

- G. Identify common classifications of microorganisms and the diseases they cause.
- H. Identify the six parts of the chain of infection.
- I. Differentiate between contamination, asepsis, and sterile technique.

### 10. Weights and Measures (Module 7 CNA State Requirements)

#### Certificate Competencies

- A. Demonstrate obtaining a resident's weight and measurements.
- B. Accurately measure and record intake.

## MAJOR INSTRUCTIONAL UNITS

### C. Accurately measure and record output.

#### Supplemental Competencies

- D. Identify units of measurement in the metric and household systems for weight, length, and liquid.
- E. Identify common measuring equipment and describe steps to accurately convert common measurements between the household and metric systems.
- F. Accurately convert traditional time (i.e., Greenwich Time) to military time.
- G. Identify and demonstrate changes in weight and reporting.
- H. Demonstrate measuring a resident's height.

## 11. Patient/ Resident Care Skills (Module 8 and 9 CNA State Requirements)

#### Certificate Competencies

- A. Demonstrate proper technique for safe bed bath.
- B. Demonstrate proper technique for a safe shower.
- C. Demonstrate perineal care with proper technique.
- D. Demonstrate proper technique in performing oral hygiene.
- E. Demonstrate proper technique in performing nail care.
- F. Demonstrate proper technique for shaving.
- G. Identify signs, symptoms, and areas of the body prone to pressure ulcers, including measures used for prevention and treatment.
- H. Discuss the procedure for bowel and bladder training and correct documentation.
- I. Demonstrate the application and explain the purpose of elastic stockings (i.e., TED hose).
- J. Demonstrate the role of the Nursing Assistant in caring for residents with IV, urinary, and gastric tubing.

#### Supplemental Competencies

- K. Demonstrate assisting a resident with care of personal clothing.
- L. Demonstrate bed making procedures, including occupied and unoccupied bed.
- M. Demonstrate dressing a resident with or without an IV or tubes.
- N. Identify the normal and abnormal characteristics of urine and feces, and common problems of elimination.
- O. Demonstrate the proper procedures for assisting a resident with bladder or bowel elimination.
- P. Identify and demonstrate the proper care, handling, and application of prostheses, including the insertion/removal of a hearing aid.
- Q. Differentiate between the various types of enemas and suppositories, including their purpose.
- R. Explain the safety and proper set-up of oxygen usage.
- S. Discuss and demonstrate the proper technique for resident admission, transfer, and discharge according to facility policy.

## 12. Vital Signs (Module 10 CNA State Requirements)

#### Certificate Competencies

- A. Demonstrate the correct procedure for measuring and recording a resident's temperature.

## MAJOR INSTRUCTIONAL UNITS

- B. Demonstrate the correct procedure for measuring and recording a resident's pulse.**
- C. Demonstrate the correct procedure for measuring and recording a resident's respiration rate.**
- D. Demonstrate the proper procedure for measuring and recording a resident's blood pressure.**
- E. Demonstrate proper order of taking and recording vital signs (TPRBP).**
- F. Identify and report levels of pain.**
- G. Identify normal and abnormal values for vital signs.**

### Supplemental Competencies

- H. Discuss factors that influence the resident's vital signs including the normal and abnormal values.
- I. Identify the five vital signs and the body functions measured by each.
- J. Describe the equipment and methods used to obtain and record a resident's vital signs.
- K. Demonstrate the correct procedure for cleaning, disinfecting, and storing vital sign equipment.
- L. Correctly define, spell, and pronounce terminology of vital signs.

## 13. Nutrition (Module 11 CNA State Requirements)

### Certificate Competencies

- A. Demonstrate proper feeding techniques.**
- B. Demonstrate how to pass dietary tray correctly.**
- C. List the signs and symptoms of choking and proper interventions.**
- D. Describe normal and special diets, including snacks commonly ordered for residents.**

### Supplemental Competencies

- E. Identify common nutrients and food sources.
- F. Describe the recommended dietary allowance.
- G. Discuss the body's basic need for food and fluids.
- H. Discuss the special nutritional needs of the residents.
- I. Identify alternative ways to meet the resident's need for food and fluids, including nasogastric and gastrostomy tubes.
- J. Discuss the use of feeding assistive devices.
- K. List alternative nutritional sources (GI, TPN, etc.).
- L. Identify necessary precautions per diagnosis in regards to resident's nutrition (e.g., NPO, Thick-It liquids) and choking and aspiration precautions.

## 14. The Long Term Care Resident (Module 13 CNA State Requirements)

### Certificate Competencies

- A. Identify common changes due to the aging process, diseases, disorders and their signs and symptoms.**
- B. Demonstrate strategies for diffusing an angry or combative resident.**
- C. Explain the role of a CNA in caring for a resident with Alzheimer and/or dementia.**

## MAJOR INSTRUCTIONAL UNITS

### Supplemental Competencies

- D. Identify the psycho-social, spiritual, and recreational needs of the long term resident.
- E. Discuss the special care needs to residents with development disabilities, mental illness, or other disabling conditions.
- F. Discuss community resources available for the needs of the resident.

## 15. Rehabilitation/Restorative Care (Module 14 CNA State Requirements)

### Certificate Competencies

- A. Identify CNA's role in preventing complications from inactivity.
- B. Demonstrate range of motion.
- C. Identify and assist the resident in activities of daily living (ADLs).

### Supplemental Competencies

- D. Discuss rehabilitation (restorative care) and how it promotes independence and resident potential.
- E. State strategies to promote independence and resident's optimal potential in rehabilitation.
- F. Describe the members and purpose of the rehabilitation team.
- G. List common comfort and adaptive devices, and explain the purposes of each including hand rolls and splints.
- H. Identify procedures and devices used to promote mobility and ambulation for residents with physical and/or visual impairment.
- I. Discuss the relationship between the resident's self-esteem and family involvement in their care.

## 16. Observation and Charting (Module 15 CNA State Requirements)

### Certificate Competencies

- A. Demonstrate proper charting technique.
- B. Define observation and list the senses used to observe a resident, including and when it is necessary to report change in condition.
- C. Identify legal and ethical issues in charting.

### Supplemental Competencies

- D. Describe objective and subjective observations.
- E. Discuss the importance of the resident's care plan.
- F. Discuss the types of charting documents and use for each.
- G. Identify procedures to use when recording on a resident's chart.
- H. Demonstrate proper use of medical terminology and accepted abbreviations in charting.

## 17. Death and Dying (Module 16 CNA State Requirements)

## **MAJOR INSTRUCTIONAL UNITS**

### **Certificate Competencies**

- A. Identify the signs of biological death.**
- B. Describe the procedure for postmortem care.**
- C. Describe the stages of the grieving process.**
- D. Identify the role of Hospice.**

### **Supplemental Competencies**

- E. Discuss the approaches used to meet common emotional and spiritual needs of the terminally ill resident and their family.
- F. Discuss the rights of the dying resident.
- G. Discuss the care and comfort measures for dying residents.

## California Department of Health Services Minimum Program Hours

Program Section	Lecture	Clinical
Module 1 - Introduction to the Nurse Assistant (Unit 6)	4	0
Module 2- Patients/Residents Rights (Unit 7)	4	2
Module 3- Nursing Communication and Interpersonal Skills (Unit 1 and 2)	3	0
Module 4- Safe Environment (Unit 5 and 8)	4	2
Module 5- Body Mechanics (Unit 9)	5	4
Module 6- Medical and Surgical Asepsis (Unit 10)	4	8
Module 7- Weights and Measures (Unit 11)	3	1
Module 8) Patient/ Resident Care Skills (Unit 12)	14	46
Module 9- Patient/ Resident Procedures (Unit 12)	11	25
Module 10- Vital Signs (Unit 13)	5	8
Module 11- Nutrition (Unit 14)	5	6
Module 12- Emergency Procedures (Unit 5)	2	0
Module 13- The Long Term Care Resident (Unit 15)	6	0
Module 14- Rehabilitation/Restorative Care (Unit 16)	7	4
Module 15- Observation and Charting (Unit 17)	4	4
Module 16- Death and Dying (Unit 18)	5	0
Total	86	110