



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

O*Net SOC Codes	
Code #	Title
31-1014.00	Nursing Assistants

Program Hours and Instruction Sequence

Program Section	Course Hours	Clinical Hours
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
Total	140	100

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.

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- 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.

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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.

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- 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.

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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