

PROVIDENCE TRAINING INSTITUTE

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NURSING ASSISTANT TRAINING PROGRAM SYLLABUS

PROGRAM DESCRIPTION

The Nursing Assistant (NA) Program at Providence Training Institute is developed to prepare students for certification to be placed on the Federal and Arizona State Registry as a CNA or licensed as an LNA by the Arizona State Board of Nursing as entry-level healthcare workers in both acute and long-term care facilities. The program provides the NA student, knowledge, and skills necessary to meet the demands of elderly nursing home residents, ultimately leading to improvements in patient care and worker satisfaction.

This nursing assistant training program curriculum, which was developed by the Nursing Assistant Advisory Committee and approved by the Arizona State Board of Nursing, incorporates Article 8 Certified Nursing Assistants rules implemented, and meets the requirements of R4-19-802 (b)(4) and R4-19-802(C)(1) through (C) (14). Designed for evening class, 5 pm to 9:30 pm schedule, and day class, 9 am to 2:30 pm schedule; it is divided into 18 competencies, each of which includes detailed outline, learning objectives and goals, learning activities, resources, and tools, with timeline of the entire course. The 120-hour curriculum consists of not less than 60 hours of classroom/didactic instruction, 20 hours of clinical skills instruction in the laboratory setting and 40 hours of instructor-supervised, clinical instruction that satisfies the requirements of R4-19-801(D)(2). The program coordinator shall ensure that the clinical experience is verified by the supervising nurse instructor in a written document (Evaluation form) that contains the number of hours provided, and confirmation that the student has demonstrated required skills and abilities, competently performed nursing assistant functions, and met course objectives.

GRADING

There is a mid-term, final exam and workbook in which you will be graded as follows:

Workbook: 40%

Mid-term: 30%

Final: 30%

You must maintain an average grade of **80% or higher**, with a Comprehensive Final exam score of at least 75%.

- If you receive less than **80%** on the mid-term or final test you will be given a chance to retake the test, your retake exams will not be higher than 80%, regardless if the grade is ABOVE 80%. **You may retake only ONE time.**
 - After **the mid-term test**, your average grade will be calculated. If the average grade is at **80% or less** the student will be counseled by the instructor.

- Should the instructor and student come up with a plan of action that ensures a successful passing grade, the student will move forward with the class
- If 70% or less a recommendation will be made to drop from the class. Should there be circumstances where the instructor and student feel that more time is needed to ensure a successful passing grade, the student will be offered to come back and take the class again, at no cost to them. This circumstance will be offered only one (1) time. There will be a fee of \$35 for a new workbook.

A Nursing Assistant Instructor shall verify and document that the student has satisfactorily demonstrated proper performance of each skill on the "Student Skills List". This must be

completed and graded as a pass/fail grade. A passing grade must be obtained prior to the student performing those skills on patients/residents without the instructor's direct

observation and supervision.

- The Instructor will determine the pass/fail grade for the Clinical Externship with documentation on the daily clinical observation/ evaluation sheet for each student.

The program is designed to meet applicable Federal and State of Arizona requirements. It prepares students to successfully complete a competency evaluation testing by providing classroom and clinical instruction regarding each of the following subjects:

1. Communication, interpersonal skills, and documentation;
2. Infection control;
3. Safety and emergency procedures, including the Heimlich© maneuver and cardiopulmonary resuscitation instruction;
4. Patient or resident independence;
5. Patient and resident rights, including:
 - a. The right to confidentiality,
 - b. The right to privacy,
 - c. The right to be free from abuse, mistreatment, and neglect,
 - d. The right to make personal choices,
 - e. The right to obtain assistance in resolving grievances and disputes,
 - f. The right to care and security of a patient's or resident's personal property, and
 - g. The right to be free from restraints;
6. Recognizing and reporting abuse, mistreatment or neglect to a supervisor;
7. Basic nursing assistant skills, including:
 - a. Taking vital signs, height, and weight;
 - b. Maintaining a patient's or resident's environment;
 - c. Observing and reporting pain;
 - d. Assisting with diagnostic tests;
 - e. Providing care for patients or residents with drains and tubes;
 - f. Recognizing and reporting abnormal changes to a supervisor;
 - g. Applying clean bandages;
 - h. Providing peri-operative care; and
 - i. Assisting in admitting, transferring, or discharging patients or residents.
8. Personal care skills, including:
 - a. Bathing, skin care, and dressing;

- b. Oral and denture care;
 - c. Shampoo and hair care;
 - d. Fingernail care;
 - e. Toileting, perineal, and ostomy care; and
 - f. Feeding and hydration, including proper feeding techniques and use of assistive devices in feeding;
9. Age specific, mental health, and social service needs, including:
 - a. Modifying the nursing assistant's behavior in response to patient or resident behavior.
 - b. Demonstrating an awareness of the developmental tasks associated with the aging process,
 - c. Responding to patient or resident behavior,
 - d. Promoting patient or resident dignity,
 - e. Providing culturally sensitive care,
 - f. Caring for the dying patient or resident, and
 - g. Interacting with the patient's or resident's family;
 10. Care of the cognitively impaired patient or resident including:
 - a. Addressing the unique needs and behaviors of patients or residents with dementia,
 - b. Communicating with cognitively impaired patients or residents,
 - c. Understanding the behavior of cognitively impaired patients or residents, and
 - d. Reducing the effects of cognitive impairment;
 11. Skills for basic restorative services, including:
 - a. Body mechanics;
 - b. Resident self-care;
 - c. Assistive devices used in transferring, ambulating, eating, and dressing;
 - d. Range of motion exercises;
 - e. Bowel and bladder training;
 - f. Care and use of prosthetic and orthotic devices; and
 - g. Family and group activities;
 12. Health care team member skills including time management and prioritizing work;
 13. Legal aspects of nursing assistant practice, including:
 - a. Board-prescribed requirements for certification and re-certification;
 - b. Delegation,
 - c. Ethics,
 - d. Advance directives and do-not-resuscitate orders, and
 - e. Standards of conduct under R4-19-814.
 14. Body structure and function, together with common diseases and conditions of the elderly.

The nursing assistant training program shall provide the student with a minimum of 16 hours instruction in the subjects identified in 1 through 6 above, before allowing a student to care for patients or residents.

Upon satisfactory completion of this Certified Nursing Assistant course, the student will receive a Certificate of Completion that contains the following:

- a. The name and classroom location of the program;
- b. The number of classroom and clinical hours in the program;
- c. The end date of the program;
- d. The program number;
- e. The signature of the program coordinator, instructor, or the supervisor of the program coordinator or instructor.

Students who successfully complete this course will be eligible to take the state competency skills and written exams that will place successful candidates on the Federal and State's Registry for Certified Nursing Assistants, and apply for the Licensed Nursing Assistant (LNA) with the Arizona Board of Nursing if they wish.

PURPOSE

The purpose of this 120-hour certified nursing assistant course is to provide the skills and abilities essential to the provision of basic care to homebound patients and residents in hospitals and long term care facilities.

OBJECTIVES

Upon completion of this course the students will be able to do the following:

- Communicate and interact effectively with patients, patient's family, co-workers and friends, and learn patient rights
- Assist patients in attaining and maintaining maximum functional independence
- Maintain the rights of the residents, patients and clients
- Apply proper body mechanics in bed making, lifting and turning patients
- Take patient vital signs and learn basic nursing assistant skills
- Follow infection control measures
- all other functions that are contained in the training program curriculum approved by the Arizona State Board of Nursing

GOALS

The goals of this training program are:

1. To introduce learners to the health care field of nursing assistants
2. To provide learners with experiences in the classroom and in the clinical areas that result in development of basic competencies required of nursing assistants
3. To provide learners with competencies that are prerequisites to specific areas and job entry.
4. To provide learners with training required by State and Federal laws for employment as a nursing assistant or LNA.
5. To provide learners who have completed a nursing assistant training program with the opportunities to update their skills.

METHODS OF INSTRUCTION:

Theory	Reading textbook, reviewing lecture notes, studying unit objectives, practice tests
Onsite Laboratory	Supervised practice, review of videos, return demonstration. Skill performance is evaluated by return demonstration in the laboratory. Selected skills must be dated and initialed by the lab instructor at the time of completion. Evaluation of skill performance will be based on the student's ability to demonstrate organizational skills, patient safety, asepsis, and patient comfort. Students are expected to practice as often as necessary prior to skill testing.
Clinical	The clinical experience is planned to integrate concepts and skills as listed in the outline. Clinical skills are added incrementally. Students need to pass all assigned lab skills and be prepared to perform them on a patient under the supervision of an instructor in clinical. Instructors will sign the student off on specific skills on the Procedural Skills Checklist as the student exhibits competence.

INSTRUCTIONAL MATERIALS:

Textbook: Mosby's Textbook for Nursing Assistants 9th edition
Authors: Sheila A Sorrentino, PHD, RN & Leighann N
Remmert, MS, RN
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Published by Elsevier, Inc.

Workbook: Mosby's Textbook for Nursing Assistants 9th edition
Authors: Sheila A Sorrentino, PHD, RN & Leighann N
Remmert, MS, RN
Relda T Kelly
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Published by Elsevier, Inc.

Skills DVD: Mosby's Nursing Assistant Skills DVD
by Sorrentino

Skills CD: Mosby's Nursing Assistant CD Companion
by Sorrentino

Inside Skills CD:

- Nursing Assistant Skills Procedure
- Audio Glossary
- Body Spectrum
- Learning Exercises

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