

**GRAYS HARBOR COLLEGE
CERTIFIED NURSING ASSISTANT COURSE
CNA 102**

Please notify your instructor immediately, both verbally and in writing, if you are a student with special needs who may require course adaptations, special physical accommodations, attention for potential medical emergencies, or would need help in the event the building must be evacuated.

Grays Harbor College
CNA 102
Nursing Assistant Concepts

Credit Hours: 9

Course Description:

The learner is introduced to basic nursing care, resident rights, safety and emergency nursing procedures. Principles of therapeutic relationships and client care are presented as well as the legal/ethical issues related to nursing assistant practice. Students demonstrate competencies required to assist in giving basic nursing care to patients in long-term care agencies under the supervision of the instructor or licensed nursing staff. AIDS education and training (8 hours) and CPR certification (8 hours) is included. 5 lecture hours and 8 lab hours.

Prerequisites:

Completion of Washington State Criminal History Background Check is required prior to entry into clinical agencies. Documentation on file in Nursing Program Office of immunizations: Hepatitis B immunization series started, skin test or x-ray findings negative for active TB.

Learner Outcomes: At the completion of the course, the learner will be able to:

1. Demonstrates basic technical skills that facilitate an optimal level of functioning for the client, recognizing individual, cultural, and religious diversity.
*(Disciplinary Learning)**
2. Provide personal care to clients. *(Disciplinary Learning, Social and personal responsibility)*
3. Identify psychosocial characteristics of all clients including persons with mental retardation, mental illness, dementia, Alzheimer's Disease, and related disorders.
(Disciplinary Learning)
4. Incorporates principles and skills of restorative nursing in providing care.
(Disciplinary Learning)
5. Demonstrate behaviors that maintain and respect client rights and promote clients' independence, regardless of race, religion, life-style, sexual preference, disease process, or ability to pay. *(Social and personal responsibility)*
6. Use effective communication skills in order to function as a member of the nursing team. *(Literacy)*
7. Use procedures and techniques to prevent the spread of microorganisms.
(Disciplinary Learning, Social and personal responsibility)
8. Demonstrates the ability to identify and use safety and emergency procedures
(Disciplinary Learning, Social and personal responsibility)
9. Deliver sensitive care to the dying patient and the family. *(Social and personal responsibility)*
10. Demonstrate knowledge of and is responsive to the laws and regulations that affect his/her practice including but not limited client abuse and neglect, client

* *Desired Student Abilities*

complaint procedures, workers right to know, and the Uniform Disciplinary Act.
(*Disciplinary Learning, Social and personal responsibility*)

Textbooks & Materials:

1. Sorrentino, S. & Gorek, B. (2007). *Mosby's textbook for long-term care nursing assistants* (5th ed). Philadelphia: Elsevier Mosby
2. The Law Relating to Nursing Assistants 18.88A RCW (Provided in class)
3. Resident's Rights Handout (Provided in class)
4. Watch with second hand strongly recommended, stethoscope optional, uniform, nursing shoes

Teaching/Learning Methods: Lecture, discussion, videotapes, role play, demonstration/return demonstration

Course Requirements:

1. A grade of "C" (2.0) or better is required to pass the course.
2. Active participation in class
3. Attendance is required.

Methods Of Evaluation:

Weekly quizzes

Final written and skills exam

Passing grade for clinical

Grading Scale:

Passing

A	=	96-100%	A-	=	93-95%	B+	=	89-92%
---	---	---------	----	---	--------	----	---	--------

B	=	85-88%	B-	=	82-84%	C+	=	79-81%
---	---	--------	----	---	--------	----	---	--------

C	=	75-78%
---	---	--------

Not passing

C-	=	70-74%	D	=	69% or less
----	---	--------	---	---	-------------

Course Outline

- I. Introduction: 16-hours of education in the following prior to clinical rotations
 - A. Communication and interpersonal skills
 1. Communication in health care
 2. Communicating with staff members
 3. Guidelines for communicating with clients
 - B. Infection Control
 1. Chain of infection
 2. Body defenses
 3. Viral infections
 4. Bacterial infections
 5. Guidelines for preventing infections
 6. Self-care
 - C. Safety/emergency procedures, including the Heimlich maneuver
 1. The client environment
 2. Safety measures
 3. Fire Safety
 4. Nursing assistant safety
 - D. Guidelines for promoting the client's independence
 - E. Respecting client's rights
 1. Resident's rights and responsibilities
 2. Providing privacy and maintaining confidentiality
 3. Giving assistance in resolving grievances and disputes
 4. Providing needed assistance in getting to and participating in facility activities
 5. Maintaining care and security of personal belongings
 6. Promoting the right to be free from abuse, mistreatment and neglect
 7. Reporting any abusive treatment
 8. Avoiding use of restraints in accordance with current professional and facility standards
- II. Basic Nursing Skills
 - A. Taking and recording vital signs
 1. Body temperature
 - a. Definitions of body temperature
 - b. Temperature control
 - c. Measuring body temperature
 - d. Clinical thermometers
 - e. Guidelines for using oral and rectal thermometers
 - f. Guidelines for safe use of a glass thermometer
 2. Pulse
 - a. Sites for taking a pulse
 - b. Using a stethoscope

- c. Pulse rate
- d. Rhythm and force of pulse
- e. Taking a radial pulse
- f. Taking an apical pulse
- 3. Respirations
 - a. Abnormal respirations
 - b. Counting respirations
- 4. Blood pressure
 - a. Factors affecting blood pressure
 - b. Equipment
 - c. Measuring blood pressure

- B. Measuring and recording height and weight
 - 1. Guidelines for obtaining accurate weight and height
 - 2. upright scale
 - 3. electronic scale
 - 4. bed scale
 - 5. chair scale

- C. Caring for the client's environment
 - 1. Environment and nursing assistant safety
 - 2. The client environment
 - 3. Safety measures

- D. Reporting and recording observations
 - 1. Making observations
 - 2. Reporting changes in client condition
 - 3. Documentation

- E. Caring for dying clients
 - 1. Five stages of grief
 - 2. Preparation for death
 - 3. Client self-determination
 - 4. Role of nursing assistant
 - 5. Hospice care
 - 6. Physical changes as death approaches
 - 7. Postmortem care
 - 8. Organ donation
 - 9. Autopsy

III. Personal Care skills

A. Bathing

1. Guidelines for client bathing
2. Assisting with tub or shower bath
3. Bed bath
4. Peri-care (male/female)
5. Hand and fingernail care
6. Foot care
7. Bed shampoo

B. Bedmaking

1. Making the unoccupied bed
2. Making the occupied bed

C. Grooming/oral care

1. Routine oral care
2. Special oral hygiene
3. Denture care
4. Daily shaving
5. Hair care

D. Dressing

1. Guidelines for dressing and undressing the client
2. Use of assistive devices

E. Toileting

1. Elimination needs
2. Giving and removing a bedpan
3. Giving and removing a urinal
4. Assisting with the use of the bedside commode
5. Providing catheter care

F. Maintaining and restoring musculo-skeletal function

1. Range of motion exercises
2. Care and use of prosthetic and orthotic devices
3. Methods of fall prevention

G. Assisting with eating and hydration

1. Nutritional needs and diet modifications
2. Normal nutrition
3. Essential nutrients
4. Six food groups
5. Basic diets
6. Supplements and nourishment
7. Recognizing weight loss
8. Fluid balance
9. Providing fresh water
10. Recognizing signs of dehydration

11. Alternative nutrition
12. Measuring and recording intake and output
13. Proper feeding techniques
 - a. feeding the client
 - b. assisting the client with self feeding
 - c. use of assistive devices
 - d. feeding dependent client
14. Reporting weight loss, decreased food and fluid intake, and decreased urine output.

H. Skin care

1. Integumentary system structures
2. Skin functions
3. Aging changes
4. Skin lesions
5. Guidelines for preventing pressure ulcers

I. Positioning, moving, transferring, ambulating

1. Body mechanics for client and nursing assistant
2. Transfer skills
 - a. Moving
 - b. Lifting
3. Guidelines for safe transfers
4. Use of transfer belts
5. Use of assistive devices: cane, walker, crutches
6. Positioning
 - a. Fowler's position
 - b. Supine position
 - c. Side-lying (lateral)
 - d. Prone position
 - e. Sims' position
6. Moving the client
 - a. Moving client up on bed
 - b. Moving client to side of bed
7. Transfers
 - a. Bed to wheelchair – one person assist
 - b. Stretcher transfers
 - c. Toilet transfers
 - d. Tub transfers
 - e. Car transfers
8. Assisting the client to ambulate
9. Preventing falls

IV. Mental Health and Social Service Needs

A. Nursing assistant's response to client behavior

1. Care for the demanding client
2. Care for the client experiencing emotional distress
3. Modifying own behavior in response to client behavior

4. Assisting the client to cope
 5. Reporting client concerns
- B. Meeting the spiritual and cultural needs of clients
- C. Awareness of developmental tasks associated with the aging process
1. Normal changes of aging
 2. Developmental tasks of the elderly
 3. Adaptations necessary to accommodate the aging process
- D. Allowing personal choices
1. Respect for human dignity
 2. Safety issues
 3. Exercise, activity, and recreation needs
- E. Recognizing the family as a source of emotional support
1. Traditions
 2. Client/family teaching
- F. Care of the cognitively impaired client
1. Techniques for addressing the unique needs and behaviors of client with dementia (Alzheimer's Disease and others)
 2. Care for the emotionally stressed client
 3. Mental health
 4. Defense mechanisms
 5. Maladaptive behavior
 6. Alcoholism
 7. The cognitively impaired client
 - a. Communicating effectively with the cognitively impaired client
 - b. Understanding behavior
 - c. Responding appropriately to behavior
 - d. Reducing the effects of cognitive impairment
- V. Basic Restorative Services
- A. Rehabilitation and restorative services
 - B. Interdisciplinary health care team
 - C. Principles of rehabilitation
 - D. Training the client in self-care according to client abilities
 - E. Complications of inactivity
 - F. Restorative programs
 - G. Guidelines for implementing restorative programs
 - H. Use of assistive devices
 - I. Bowel and bladder training
- VI. CPR for Health Care Providers
- VII. HIV/AIDS (see page 11)

Standards of Practice and Competencies of Nursing Assistants. Consistent with the requirements of WAC246-841-400, the following Standards of Practice are accompanied by competencies per RCW18.88A and OBRA 483.13

During clinical rotations, and at the completion of the course, students demonstrate the following:

1. Basic technical skills. The nurse assistant demonstrates basic technical skills which facilitates an optimal level of functioning for the client, recognizing the cultural, and religious diversity:
 - a. Demonstrate proficiency in CPR and Heimlich maneuver;
 - b. Takes and records vital signs;
 - c. Takes and records height and weight;
 - d. Measures and records fluid and food intake and output of clients;
 - e. Recognizes and reports abnormal signs and symptoms of common disease and conditions;
 - f. Demonstrates sensitivity to client's emotional, social, and mental health needs;
 - g. Makes observations of client's environment to ensure safety and comfort of client;
 - h. Participates in care planning and nursing reporting process;
2. Personal care skills. The nurse assistant demonstrates basic personal care skills:
 - a. Assists client with bathing, mouth care, and skin care;
 - b. Provides toileting assistance to client;
 - c. Assists client with eating and hydration;
 - d. Utilizes proper feeding techniques;
 - e. Provides for client privacy;
3. Mental health and social service needs. The nurse assistant demonstrates the ability to identify the psychosocial characteristics of all clients including persons with mental retardation, mental illness, dementia, Alzheimer's and relaxation disorders:
 - a. Modifies his/her own behavior in response to the client's behavior;
 - b. Identifies adaptations necessary to accommodate the aging process;
 - c. Provides training in, and the opportunity for, self-care according to the client's capabilities;
 - d. Demonstrates skills supporting client's personal choices;
 - e. Identifies ways to use the clients family as a resource for emotional support
4. Basic restorative services. The nurse assistant incorporates principles and skills of restorative nursing in providing nursing care:
 - a. Demonstrates knowledge and skill in using assistive devices in ambulation;
 - b. Demonstrates knowledge and skill in the maintenance of range of motion;
 - c. Demonstrates proper techniques in turning/positioning client in bed and chair;
 - d. Demonstrates proper transferring of client;
 - e. Demonstrates knowledge about methods for meeting the elimination needs of clients;
 - f. Demonstrates knowledge and skill for the care and use of prosthetic and/or orthotic devices;

5. Client rights and promotion of client independence. The nurse assistant demonstrates behavior which maintains and respects client rights and promotes client independence, regardless of race, religion, life-style, sexual preference, disease process or ability to pay:
 - a. Recognizes that the client has the right to participate in decisions about his/her care;
 - b. Recognizes and respects the client's need for privacy and maintenance of confidentiality;
 - c. Promotes and respects the client's right to make personal choices to accommodate their needs;
 - d. Taught how to deal with their own on the job frustrations and are instructed in basic anger management skills to effectively report client concerns;
 - e. Provides assistance in getting to and participating in activities
 - f. Provides for the care and security of client's personal possessions;
 - g. Provides care which maintains the client free from abuse, mistreatment or neglect, and reports any instance to appropriate facility staff;
 - h. Maintains the client's environment and care through appropriate nurse assistant behavior so as to minimize the need for physical and chemical restraints.

6. Communication and interpersonal skills. The nurse assistant uses communication skills effectively in order to function as a member of the nursing team:
 - a. Reads, writes, speaks and understands English at the level necessary for performing duties of the nursing assistant;
 - b. Listens and responds to verbal and nonverbal communication in an appropriate manner;
 - c. Recognizes how one's own behavior influences client's behavior;
 - d. Makes adjustments for client's physical or mental limitations;
 - e. Uses terminology accepted in the nursing facility to record and report observations and pertinent information;
 - f. Records and reports observations, action, and information accurately and timely;
 - g. Demonstrates ability to explain policies and procedures before and during client care.

7. Infection Control: The nurse assistant uses procedures and techniques to prevent the spread of microorganisms.
 - a. Uses principles of medical asepsis and demonstrates infection control techniques and universal precautions;
 - b. Explains how disease causing microorganisms are spread: lists ways the HIV and Hepatitis B virus can spread from one person to another;
 - c. Demonstrates knowledge of cleaning agents and methods, which destroy microorganisms on surfaces.

8. Safety/emergency procedures: The nurse assistant demonstrates the ability to identify safe/emergency procedures.
 - a. provides adequate ventilation, warmth, light and quiet measures;
 - b. uses measures that promote comfort, rest, and sleep;
 - c. promotes clean, orderly, and safe environment and equipment for the client;
 - d. identifies and utilizes measures for accident prevention;
 - e. identifies and demonstrates principles of body mechanics;

- f. demonstrates proper use of protective devices in the care of clients;
 - g. demonstrates knowledge of fire and disaster procedures;
 - h. identifies and demonstrates principles of health and sanitation in the service of food;
 - i. demonstrates proper use and storage of cleaning agents and other potentially hazardous materials;
 - j. recognizes abnormal changes in body functions and the importance of reporting changes to a supervisor;
9. Death/dying client and family. The nurse assistant will be able to use the nursing process to plan and implement care for the dying client and their family:
- a. discuss the five stages of dying;
 - b. discuss his/her own reactions to death and dying;
 - c. begin to assess the needs of the dying client and his/her family;
 - d. describe the signs of imminent death;
 - e. Understand general post-death care.
10. Rules and Regulations. The nurse assistant demonstrates knowledge of and is responsive to the laws and regulations which affect his/her practice including but not limited to:
- a. client abuse and neglect;
 - b. client complain procedures;
 - c. Workers right to know;
 - d. The Uniform Disciplinary Act.
11. Care of the cognitively impaired. The nursing assistant demonstrates awareness of the various cognitive disorders, i.e., dementia, Alzheimer's, mental illness, retardation and other related disorders, and possible causes, characteristics and demonstrated behaviors
- a. Aware of the behavior and care of the cognitively impaired client;
 - b. Describes methods for reducing the effects of cognitive impairment;
 - c. Aware of effective interventions and techniques using re-directing re-approaching for managing behaviors of the cognitively impaired;
 - d. Communication techniques for interacting with the cognitively impaired with focus on non-verbal and verbal feedback and one step directives;
 - e. Uses appropriate responses for working with the behavior of the cognitively impaired.
 - f. Demonstrates modification of his/her behavior in response to behavior of the cognitively impaired;
 - g. Knows the various stages of loss seen with Alzheimer's disease and effective approaches in dealing with these losses both with clients and family
 - h. Insight into modifications beneficial in directing and assisting cognitively impaired client with activity of daily living skills, including dietary and mobility needs;
 - i. Values the importance of social interactions at all levels of cognitive function: provides opportunity for meaningful social interaction relevant to individual cognitive abilities
 - j. Realizes the right of all clients to dignity and provides dignity for clients at all levels of cognitive loss;

- k. Aware of how physiological needs directly affect behavioral responses and emotional alterations;
- l. Aware of unique challenges to the family/social structure seen with long term/short term cognitive losses
- m. Provides support and reinforcement at all social levels.

HIV/AIDS

- A. Etiology and epidemiology of HIV
 - 1. Etiology
 - 2. Reported AIDS cases in the United States and Washington State
 - 3. Risk groups/risky behavior
 - B. Transmission and infection control
 - 1. Transmission of HIV
 - 2. Infection control precautions
 - 3. Factors affecting risk for transmission
 - 4. Risks for transmission to health care workers
 - C. Testing and counseling
 - 1. HIV test information
 - 2. Pretest counseling
 - 3. Post test counseling
 - D. Clinical Manifestations and treatment
 - 1. Clinical manifestations of HIV infection
 - 2. Case management
 - 3. Physical care
 - 4. Psychosocial care
 - 5. Home care
 - 6. Resources
 - E. Legal and ethical issues
 - 1. Confidentiality as defined in the AIDS Omnibus bill
 - 2. Informed consent
 - 3. Legal reporting requirements
 - 4. Ethical issues
 - 5. Civil rights
 - F. Psychosocial Issues
 - 1. Personal impact of the HIV continuum
 - 2. The human response to death and dying
 - 3. Issues for care providers
 - 4. Family issues
5. Special populations

Nursing Assistant Skills Checklist

Student	Quarter/Year			
Instructor				
Skill	S	NI	NI	Comments
* Handwashing				
*Vital Signs: Blood Pressure				
*Temperature - non-mercury glass thermometer				
tympenic thermometer				
* Pulse				
* Respiration				
*Measures & Records weight				
Making unoccupied bed				
*Making occupied bed				
*Mouth care				
*Denture care				
Shaving electric safety				
*Feeding the dependent client				
Measuring & recording intake				
*Measuring & recording output				
*Giving and removing bedpan / urinal				
*Peri-care male/ female				
*Catheter care				
Assisting with shower				
* Modified Bed bath				
*Positions client on side				
*Passive Range of motion exercises - shoulder				
*PROM – Knee and ankle				
Care & use of prosthetic/orthotic devices				
*Put elastic stocking on client				
Assist with dressing/undressing				
*Dressing upper with weak right arm				
*Transfers from bed to w/c				
*Assist with ambulation				
Assist with walker ambulation				
*Hand and fingernail care				
*Foot care				
Assist with Mechanical lift				
Appropriate client communication				
Practices confidentiality & privacy				
* On skills test				

Instructor

Date