

**COURSE OUTLINE****Course:** 30313 NURSING ASSISTANT - CERTIFIED**Total Course Hours:** 270.00**CBEDS Title:** NURSING SERVICES**CBEDS #:** 4280**Job Title(s):**

CNA, Nursing Assistant

**Prerequisites:**

TB Clearance

**Course Description:**

This course combines classroom and hospital training and teaches skills necessary for patient care in convalescent hospitals. This course prepares students to take the exam for the State Certified Nurse Assistant Certificate (CNA). It prepares students to become CPR/First Aid certified. Students are required to be fingerprinted as required by the Department of Health Services.

Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

**Occupational Competencies**

**1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes**

3.00		<b>1</b>	<b><u>ORIENTATION</u></b>	<ul style="list-style-type: none"> <li>A Identifies and discusses course objectives and competencies.</li> <li>B Discusses ROP Student Outcomes.</li> <li>C Explains class attendance and behavior objectives.</li> <li>D Demonstrates knowledge of course outline.</li> </ul>
15.00	5.00	<b>2</b>	<b><u>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</u></b>	<ul style="list-style-type: none"> <li>A Describes accident procedure.</li> <li>B Demonstrates appropriate safety practices (e.g. bending, lifting, infection control, etc.).</li> <li>C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).</li> <li>D Demonstrates knowledge of CPR.</li> <li>E Demonstrates knowledge of basic first aid.</li> </ul>
3.00	2.00	<b>3</b>	<b><u>ETHICS AND LEGAL RESPONSIBILITIES</u></b>	<ul style="list-style-type: none"> <li>A Defines sexual harassment and discusses tactics for handling harassment situations.</li> <li>B Applies appropriate workplace behavior and standards.</li> <li>C Describes and applies confidentiality and HIPPA regulations for clinical staff.</li> </ul>
3.00	2.00	<b>4</b>	<b><u>LEADERSHIP AND TEAMWORK</u></b>	<ul style="list-style-type: none"> <li>A Describes the characteristics and benefits of teamwork and leadership.</li> <li>B Demonstrates ability to make appropriate decisions.</li> <li>C Works well with others and gives/takes constructive criticism.</li> </ul>

Hours	
Class	OJT

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|-------|------|-----------|---|--|
| 12.00 | 3.00 | <b>5</b>  | <b><u>CAREER PLANNING</u></b>   | <ul style="list-style-type: none"> <li>A Prepares a finished, professional portfolio showing the best work that has been completed during the class.</li> <li>B Locates job opportunities through the use of want-ads and placement agencies.</li> <li>C Visits at least one facility related to area of training and observes jobs performed.</li> <li>D Completes a job application correctly.</li> <li>E Prepares for and critiques a simulated employment interview.</li> <li>F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity.</li> <li>G Identifies acceptable procedures to leave a job.</li> <li>H Applies for a scholarship.</li> <li>I Completes a professional resume.</li> <li>J Demonstrates appropriate personal grooming and dress.</li> </ul> |
| 2.00  | 5.00 | <b>6</b>  | <b><u>COMMUNICATION</u></b>   | <ul style="list-style-type: none"> <li>A Uses effective workplace conversation.</li> <li>B Reads and interprets written information and directions.</li> <li>C Practices various forms of written communication appropriate to the occupation.</li> </ul>  |
| 5.00  | 5.00 | <b>7</b>  | <b><u>STUDENT OUTCOMES</u></b>  | <ul style="list-style-type: none"> <li>A Demonstrates Occupational Specific, Communication and Critical Thinking Skills</li> <li>B Demonstrates Responsible Work Ethics</li> <li>C Demonstrates Career/Employment Literacy</li> <li>D Demonstrates Effective Use of Technology</li> </ul>  |
|       |      | <b>8</b>  | <b><u>CERTIFIED NURSING CERTIFICATION</u></b>   | <ul style="list-style-type: none"> <li>A Student has successfully completed the requirements to sit for the Certified Nursing Assistant written and practical certification examinations.</li> <li>B Student has not successfully completed the requirements to sit for the Certified Nursing Assistant written and practical certification examinations.</li> </ul>   |
| 8.00  | 2.00 | <b>9</b>  | <b><u>CERTIFIED NURSE ASSISTANT OVERVIEW (MODULE 1)</u></b>                               | <ul style="list-style-type: none"> <li>A Demonstrates knowledge of ROP Introduction and Policies.</li> <li>B Displays ability to relate trainees responsibility to total certified nurse assistant program.</li> <li>C Displays roles and responsibilities of CNA.</li> <li>D Demonstrates knowledge of Title II.</li> <li>E Understands requirements for N.A. certification.</li> <li>F Displays professionalism.</li> <li>G Displays ethics and confidentiality.</li> </ul>  |
| 2.00  | 2.00 | <b>10</b> | <b><u>PROMOTING RESIDENT RIGHTS AND INDEPENDENCE (MODULE 2)</u></b>                       | <ul style="list-style-type: none"> <li>A Demonstrates and practices Title 22, health and safety Code, title 42 Federal Regulations.</li> <li>B Understands responsibility of health and safety.</li> </ul>   |
| 2.00  | 2.00 | <b>11</b> | <b><u>COMMUNICATIONS AND INTERPERSONAL SKILLS (MODULE 3)</u></b>                          | <ul style="list-style-type: none"> <li>A Demonstrates proper communication skills.</li> <li>B Identifies defense mechanisms.</li> <li>C Understands socio-cultural factors.</li> <li>D Demonstrates awareness of attitudes-illness and health care.</li> <li>E Understands the importance of family interactions.</li> </ul>   |
| 2.00  | 1.00 | <b>12</b> | <b><u>PREVENTION AND MANAGEMENT OF CATASTROPHE AND UNUSUAL OCCURRENCES (MODULE 4)</u></b> | <ul style="list-style-type: none"> <li>A Demonstrates skill in emergency procedures.</li> <li>B Demonstrates and practices general safety rules.</li> <li>C Demonstrates and practices fire and disaster plans.</li> <li>D Understands roles and procedures for CNA.</li> <li>E Demonstrates and practices patient safety.</li> </ul>  |

Hours	
Class	OJT

4.00	7.00
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**13 BODY MECHANICS (MODULE 5)**

- A Demonstrates and identifies basic rules body mechanics.
- B Demonstrates transfer techniques.
- C Demonstrates proper ambulation technique.
- D Demonstrates proper use of body mechanics and positioning techniques.

4.00	3.00
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**14 MEDICAL AND SURGICAL ASEPSIS (MODULE 6)**

- A Demonstrates knowledge of various micro-organisms.
- B Utilizes basic principles of asepsis.
- C Practices universal precautions for infection control.

5.00	3.00
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**15 WEIGHTS AND MEASURES (MODULE 7)**

- A Demonstrates knowledge of the Metric System.
- B Demonstrates knowledge and displays weight, length and liquid volume.
- C Demonstrates application of Military Time (24 hour clock)

14.00	45.00
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**16 RESIDENT CARE SKILLS (MODULE 8)**

- A Demonstrates skill in dressing.
- B Demonstrates skill in bathing/medicinal baths.
- C Demonstrates skill in oral hygiene.
- D Demonstrates skill in shaving.
- E Demonstrates skill in hair care (combing).
- F Demonstrates skill in skin care, including prevention of decubitus ulcers.
- G Demonstrates skill in prosthetic devices.
- H Demonstrates skill in elimination needs.
- I Demonstrates skill in pericare.
- J Explains procedures in bowel and bladder retaining.
- K Demonstrates skill in weight and measurement of the resident including knowledge of the bed scale.

10.00	25.00
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**17 RESIDENT CARE PROCEDURES (MODULE 9)**

- A Demonstrates skill in collection of specimens, including stool, urine and sputum.
- B Demonstrates skill in care of patients with tubing - gastric.
- C Demonstrates skill in care of patients with tubing - oxygen.
- D Demonstrates skill in care of patients with tubing - urinary.
- E Demonstrates skill in care of patients with tubing - I.V.
- F Demonstrates skill in bed making.
- G Demonstrates skill in I & O.
- H Explains steps in cleansing enemas.
- I Explains steps in laxative suppositories.
- J Demonstrates skill in admission, transfer, discharge.
- K Demonstrates skill in dressings/bandages.
- L Demonstrates skill in application of topical ointment.

3.00	6.00
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**18 VITAL SIGNS (MODULE 10)**

- A Demonstrates knowledge of purpose/factors affecting vital signs.
- B Demonstrates knowledge of normal ranges.
- C Demonstrates knowledge of temperature, pulse, respiration.
- D Demonstrates knowledge of methods of measurement.
- E Demonstrates knowledge of blood pressure.
- F Demonstrates knowledge of abnormalities.
- G Demonstrates knowledge of recording.

3.00	10.00
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**19 NUTRITION (MODULE 11)**

- A Demonstrates knowledge of proper nutrition.
- B Demonstrates knowledge of feeding techniques.
- C Demonstrates knowledge of diet therapy.

Hours	
Class	OJT

2.00	2.00
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**20 EMERGENCY PROCEDURES (MODULE 12)**

- A Demonstrates knowledge of signs and symptoms of distress.
- B Demonstrates knowledge of immediate and temporary interventions.
- C Demonstrates knowledge of emergency codes.

5.00	3.00
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**21 LONG-TERM CARE RESIDENT (MODULE 13)**

- A Demonstrates knowledge of needs of persons-Alzheimers, dementia, mentally impaired, developmental disorder.
- B Demonstrates knowledge of introduction to anatomy and physiology.
- C Demonstrates knowledge of physical and behavioral needs/changes.
- D Demonstrates knowledge of common diseases/disorders including signs and symptoms.

2.00	10.00
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**22 REHABILITATIVE NURSING (MODULE 14)**

- A Demonstrates knowledge of promoting patient potential.
- B Demonstrates skills in devices and equipment.
- C Demonstrates skills in ADLs.
- D Demonstrates knowledge of family interactions.
- E Demonstrates knowledge of complications of inactivity.
- F Demonstrates skills in ROM.
- G Demonstrates skills in ambulation.

6.00	8.00
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**23 OBSERVATION AND CHARTING (MODULE 15)**

- A Demonstrates knowledge and/or skills in observation and reporting responsibility.
- B Demonstrates knowledge and/or skills in patient care plan.
- C Demonstrates knowledge and/or skills in patient care documentation.
- D Demonstrates knowledge and/or skills in legal issues of charting.
- E Demonstrates knowledge and/or skills in medical terminology and abbreviations.

2.00	2.00
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**24 DEATH AND DYING (MODULES 16)**

- A Demonstrates knowledge of stages of grief.
- B Demonstrates knowledge of emotional and spiritual needs of patient and family.
- C Demonstrates knowledge of rights of dying patient.
- D Demonstrates knowledge of signs of approaching death.
- E Demonstrates knowledge of monitoring the patient.
- F Demonstrates skills in post-mortem care.

## Additional Course Information

This course articulates with Chaffey College.

### TOTAL HOURS

Class	OJT	Course
117.00	153.00	270.00