



Course Syllabus

Course Title: Nurse Assistant

Course Number: NA-101 thru NA-108

Course Hours: 122

Course Length: 5 Weeks

Course Description

The Nurse Assistant program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. The student will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients and residents. Graduates of this program may find entry-level employment as a nurse aide with hospitals, long term care facilities, home health, assisted living, doctor's or medical office, facilities for the mentally challenged, rehabilitation facilities, adult day care and more. At the end of the 80-clock hour course each passing student will be given a certificate of completion and scheduled for the state test to be Certified Nurses Assistant

Program Objective

This program is designed to prepare students for entry-level positions as Nurse Assistants in any health care setting in which their skills may be utilized. The course provides knowledge and skills practice on patient/resident communication, assistance with activities of daily living and observation for condition changes. Students who successfully complete this program will be prepared to take the Texas State Certified Nurses Assistant test.

Attendance

Course Hours and Duration

Full time students complete the program in 5 weeks attending 24 hours weekly, Monday through Friday 9am-2pm. This program has a duration of 122 hours.

Course Certification

At the end of this 122-clock hour course, each passing student will be issued a Certificate of Completion.

Methods of Instruction

The clock-hour education is provided through sequential learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and

student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

Job-Related Health, Safety and Fire-Prevention

Job-related health, safety, and fire-prevention related to this course are reviewed the first day of class by the instructor.

Method of Delivery

This program is offered on campus only (*not offered online*).

Theory and Skills

Forty-eight (48) hours are required by The Omnibus Reconciliation Act (OBRA). Clinical sessions are hands-on practical sessions during which the student gains proficiency in applying the knowledge and performing the procedures and skills discussed and practiced in the classroom and laboratory settings. Students are under the direct supervision of a qualified instructor. Clinical hours may vary from classroom hours. They are scheduled with a hospital or nursing center. Teaching focus at the completion of the clinical sessions, students will be able to practice good work ethics and good communication skills when communicating with the health team. They will be able to demonstrate good communication skills when communicating with patients and residents. They will also be able to demonstrate an understanding of how to promote the person's rights, an understanding and correct application of body mechanics, medical asepsis, standard precautions, isolation precautions, and the bloodborne pathogen standard. They will understand how to provide care in a respectful and safe manner, and in a way that promotes each person's optimal level of function. Students will promote exercise, activity, and independence to the extent possible for all patients and residents. They will treat all patients and residents with dignity and respect. Students will also be able to demonstrate competency in reporting and recording observations and the care given and in performing the skills and procedures presented and practiced in previous lessons.

Assessment Methods

Theory grades will be assigned based on the academic scores of exams administered at the end of each module and by the assigned projects related to the theoretical content being given. Practice grades, on the other hand, will be assigned taking into account the student's ability to apply the theory learned, in the development of work-based activities in the labs and clinics.

Measures Used

One clock hour constitutes 60 minutes of directed, supervised instruction and appropriate breaks.

Instructional Material

Mosby's Essentials for Nursing Assistants, 5th edition, Sheila A. Sorrentino, Leighann N. Remmert - ISBN: 978-0-323-11322-9

The TEACH Instructor Resources and Program Guide for Mosby's Essentials for Nursing Assistants

ExamView Test Bank

PowerPoint slides

Image Collection

Mosby's Nursing Assistant Companion CD

Workbook and Competency Evaluation Review for Mosby's Essentials for Nursing Assistants, 5th edition

Mosby's Nursing Assistant Video Skills

Grading Scale

90-100 %	=	A
80-89 %	=	B
70-79 %	=	C

60-69 %	=	D
59 % and below	=	F
Incomplete	=	I

Students must achieve a 75% in order to pass each course.

Students falling behind are advised and encouraged to attend additional classes and/or tutoring.

Week 1

Competency – Orientation and Hospitals and Nursing Centers

At the completion of this chapter, students will be able to define the key terms and key abbreviations, describe hospitals and long-term care centers and the persons cared for in long-term care centers, identify the members of the health team and nursing team, describe four nursing care patterns, the programs that pay for health care, and the Omnibus Budget Reconciliation Act of 1987 (OBRA), and explain the rights of patients and residents and explain how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Textbook – Chapter 01

Competency – The Person’s Rights

At the completion of this chapter, students will be able to define the key terms and key abbreviations, be able to explain the purpose of The Patient Care Partnership: Understanding Expectations, Rights, and Responsibilities, be able to state the purpose and requirements of OBRA, and identify and protect the person’s rights under OBRA, be able to explain the ombudsman role, and be able to describe how to promote PRIDE in the person, the family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 02

Competency – The Nursing Assistant

At the completion of this chapter, students will be able to define the key terms and key abbreviations, be able to list the reasons for denying, suspending, or revoking a nursing assistant’s certification, license, or registration, will be able to describe a nursing assistant’s roles and duties, the limitations on their roles, and the standards for nursing assistants developed by the National Council of State Boards of Nursing (NCSBN), be able to explain why a job description is important, be able to explain the delegation process, their role in the delegation process, and how to accept or refuse a delegated task, be able to give examples of intentional and unintentional torts, be able to explain how to protect the right to privacy, the importance of informed consent, and the meaning of elder abuse, and be able to describe how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 03

Assessments

Module 1 Test | Ch. 1, 2, 3

Competency – Work Ethics

At the completion of this chapter, students will be able to define the key terms and key abbreviation, be able to describe the practices for good health, hygiene, and professional appearance; the qualities and traits of a successful nursing assistant; and ethical behavior on the job, be able to explain how to get a job, how to plan for

childcare and transportation, how to manage stress, and how to identify the aspects of harassment, be able to discuss how to resign from a job and identify the common reasons for losing a job, be able to explain the reasons for drug testing, and will know how to promote PRIDE in the person, the family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 04

Medical Terminology

Confidentiality, Gossip, Harassment, Preceptor, Priority, Professionalism, Teamwork, and Work ethics.

Competency – Communicating with the Health Team

At the completion of this chapter, students will be able to define the key terms and key abbreviations and describe the rules for good communication, be able to explain the purpose, parts, and information found in the medical record; describe the legal and ethical aspects of medical records; and describe the purpose of the Kardex, be able to explain their role in the nursing process, be able to list the information to report to the nurse, the rules for recording, and the rules for answering phones, will know how to use the 24-hour clock, medical terminology, and abbreviations, be able to explain how computers and other electronic devices are used in health care while protecting the right to privacy, be able to explain how to problem solve and deal with conflict, and will know how to promote PRIDE in the person, the family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 05

Module 2 Test 4, 5, 8

Week 2 -----

Competency – Understanding the Person

At the completion of this chapter, students will be able to define the key terms, will be able to identify the parts that make up the whole person, will be able to explain how to properly address the person, Abraham Maslow's theory of basic needs, how culture and religion influence health and illness, and how to deal with behavior issues, be able to identify the elements for good communication, the methods for good communication, and the barriers to good communication, be able to explain the importance of family and visitors and identify the courtesies given to the person, family, and friends, and be able to explain how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 06

Competency – Body Structure and Function

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to identify the basic structures of the cell and explain how cells divide, will be able to describe four types of tissue, will be able to identify the structures and functions of each body system, and be able to explain how to promote PRIDE in the person, the family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 07

Competency – Care of the Older Person

Bibliographic References

Nurse Assisting Care Textbook – Chapter 08

Competency – Assisting with Safety

Bibliographic References

Nurse Assisting Care Textbook – Chapter 09

Competency – Assisting with Fall Prevention

At the completion of this chapter, students will be able to define the key terms, will be able to identify the causes and risk factors for falls and describe the safety measures that prevent falls, be able to explain how to use bed rails safely, the purpose of handrails and grab bars, how to use wheel locks safely, how to use transfer/gait belts, and how to help the person who is falling, will be able to explain how to promote PRIDE in the person, family, and themselves, and practice and be able to perform the procedures described in this chapter.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 10

Competency – Restraint Alternatives and Safe Restraint Use

Bibliographic References

Nurse Assisting Care Textbook – Chapter 11

Competency – Preventing Infection

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to identify what microbes need to live and grow, be able to list the signs and symptoms of infection, explain the chain of infection, and describe healthcare-associated infections and the persons at risk, be able to describe the practices of medical asepsis, disinfection, and sterilization methods; and explain how to care for equipment and supplies, be able to explain Standard Precautions, Transmission-Based Precautions, and the Bloodborne Pathogen Standard, be able to perform the procedures described in this chapter and explain how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 12

Assessments

Module 3 Test | Ch. 5, 6, 7

Competency – Body Mechanics

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to explain the purpose and rules of body mechanics, will be able to explain how ergonomics can prevent work-related injuries and will be able to identify the causes, signs, and symptoms of back injuries, will be able to position persons in the basic bed positions and in a chair, will be able to explain how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 13

Competency – Assisting with Moving and Transfers

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to identify comfort and safety measures for handling, moving, and transferring the person; explain how to prevent work-related injuries when handling, moving, and transferring persons; and identify the information needed from the nurse and the care plan before handling, moving, and transferring persons, will be able to describe the four levels of independence and perform the procedures described in this chapter, will be able to explain how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 14

Competency – Assisting with Comfort

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will know how to control temperature, odors, noise, and lighting for the person's comfort, will be able to explain how to use the furniture and equipment in the person's unit, Students will be able to describe the basic bed positions, will be able to identify hospital bed system entrapment zones, and identify the persons at risk for entrapment in the hospital bed system, will be able to describe four ways to make beds, describe how to handle linens following the rules of medical asepsis, and perform the procedures described in this chapter, will be able to explain how to assist the nurse with relieving pain, how to assist the nurse with promoting sleep, and how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 15

Assessments

Module 4 Test | Ch. 10, 12, 13, 14

Week 3 -----

Competency – Assisting with Hygiene

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to describe the care given before and after breakfast, after lunch, and in the evening, will be able to describe the rules for bathing and identify safety measures for tub baths and showers, will be able to explain the purposes of a back massage and the purposes of perineal care, will be able to identify the observations to report and record while assisting with hygiene, will be able to explain how to promote PRIDE in the person, family, and themselves and be able to perform the procedures described in this chapter.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 16

Competency – Assisting with Grooming

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to explain why grooming is important, will be able to describe grooming measures (hair care, shaving, nail and foot care); describe the safety measures for shaving; and describe the rules for changing clothing and gowns, will be able to explain how to promote PRIDE in the person, family, and themselves, and will be able to perform the procedures described in this chapter.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 17

Competency – Assisting with Urinary Elimination

Bibliographic References

Nurse Assisting Care Textbook – Chapter 18

Competency – Assisting with Bowel Elimination

Bibliographic References

Nurse Assisting Care Textbook – Chapter 19

Competency – Assisting with Nutrition and Fluids

Bibliographic References

Nurse Assisting Care Textbook – Chapter 20

Competency – Assisting with Assessment

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to explain why vital signs are measured, why intake and output are measured, how to prepare the person for height and weight measurements, and how to assist with pain assessment, will also be able to list the factors affecting vital signs, identify the normal ranges for each temperature site, identify the pulse sites, and identify the fluids counted as intake and the fluids counted as output, will know when to use each temperature site and will be able to describe normal respirations and the practices followed when measuring blood pressure, will be able to perform the procedures described in this chapter, and will be able to explain how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 21

Assessment

Module 5 Test | Ch. 15, 16, 17

Competency – Assisting with Specimens

At the completion of this chapter, students will be able to define the key terms and key abbreviations, will be able to explain why specimens are collected and explain the rules for collecting specimens, will be able to describe the different types of specimens and perform the procedures described in this chapter, and will be able to explain how to promote PRIDE in the person, family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 22

Medical Terminology

Acetone, Glucosuria, Glycosuria, Hematuria, Hemoptysis, Ketone, Ketone body, Sputum

Assessment

Medical Term Review

Competency – Assisting with Exercise and Activity

At the completion of this chapter, students will be able to define the key terms and key abbreviations and perform the procedures described in this chapter, will be able to describe bedrest and explain how to prevent complications from bedrest, will be able to describe the devices used to support and maintain body alignment,

will be able to understand four walking aids and range-of-motion exercises, and will be able to explain how to promote PRIDE in the person, the family, and themselves.

Bibliographic References

Nurse Assisting Care Textbook – Chapter 23

Assessment

Module 6 Test | Ch. 21, 22, 23

Competency – Assisting with Wound Care

Bibliographic References

Nurse Assisting Care Textbook – Chapter 24

Competency – Assisting with Pressure Ulcers

Bibliographic References

Nurse Assisting Care Textbook – Chapter 25

Competency – Assisting with Oxygen Needs

Bibliographic References

Nurse Assisting Care Textbook – Chapter 26

Competency – Assisting with Rehabilitation and Restorative Nursing Care

Bibliographic References

Nurse Assisting Care Textbook – Chapter 27

Competency – Caring for Persons with Common Health Problems

Bibliographic References

Nurse Assisting Care Textbook – Chapter 28

Competency – Caring for Persons with Mental Health Disorders

Bibliographic References

Nurse Assisting Care Textbook – Chapter 29

Competency – Caring for Persons with Confusion and Dementia

Bibliographic References

Nurse Assisting Care Textbook – Chapter 30

Competency – Assisting with Emergency Care

Bibliographic References

Nurse Assisting Care Textbook – Chapter 31

Competency – Assisting with End-of-Life Care

Bibliographic References

Nurse Assisting Care Textbook – Chapter 32

Paperwork

Completion of state-required paperwork for the written or oral and skills competency evaluation

Review Final

Skills Final Review

A review and completion of final check-off of procedures as needed. The Procedure Checklists (pp. 182-328 in the Workbook and Competency Evaluation Review) can be used during clinical sessions.

Weeks 4 and 5 -----

Review of Clinical Experience. A review and completion of final check-off of procedures as needed. The Procedure Check lists (pp. 182-328 in the Workbook and Competency Evaluation Review) can be used during clinical sessions.

Final Exam

Final Examination Theory

Multiple Choice, 100 questions, Rubric A

Value: 35% towards final course grade

Timing: 60 minutes

Final Examination Practical

Practical Assessment, Demonstration of skills, Rubric B

Value: 35 % towards final course grade

Timing: 60 minute

Multiple Choice Tests

Multiple choice test prepared with questions that evaluate the student understanding of the concepts presented for the competencies being evaluated. The grading is based as exactly explained in the first section of this syllabus:

% of Questions Answered Correctly	Points Awarded	Grade Awarded
90-100 %	4	A
80-89 %	3	B
70-79 %	2	C
69 % and below	0	F-Unsatisfactory

Practical Assessments

Skills demonstration based on evaluation sheet prepared for each competency.

The evaluating instructor will grade on a Pass or Fail basis. For a student to pass, he/she will need to demonstrate his/her ability to perform the required activity as an employer will expect.

P – Pass – 100% - A

F – Fail – 0% - F

Final Grade Assignment

The final grade for this course is determined as per the following table:

Professionalism/Attendance	10%
Assignments/Quizzes	20%
Clinical	20%
Exams	50%