

**LAKELAND COMMUNITY COLLEGE
GENERAL COURSE SYLLABUS**

COURSE INFORMATION

Course Title: HLTH 1350 Certified Nursing Assistant

Credit Hours: 4

Required Readings:

**Susan Alvare Hedman, Jetta Fuzy, RN, MS and Katherine Howard, MS, RN-BC, CNE.
Nursing Assistant Care/ Long-Term Care 5th Edition. Hartman's 2022.**

Nursing Assistant Care/Long-Term Care 5th Edition Workbook. Hartman's.

Course Description:

This course introduces basic knowledge and skills for care of the clients in a long-term care facility, assisted living, home health, and hospitals. Successful completion of this course students will receive a certificate from Ohio Department of Health (ODH) and are qualified to take the ODH's Training Competency Evaluation Test (State Test) to become a State-Tested Nursing Assistant and leads to placement on the Ohio Nurse Aide Registry.

- 1. Course Outcomes:** Describe the role and job responsibilities of the nursing assistant.
2. Discuss the importance of family in the health care delivery process.
3. List general guidelines for effective communication and practice effective communication.
4. Explain the importance of nonverbal communication, therapeutic touch, and listening.
5. State how microorganisms are transmitted and demonstrate universal standards.
6. Describe the role of the nursing assistant in preventing injury in the health care setting.
7. State general guidelines for good nutrition.
8. List factors that influence health.
9. Discuss the importance of developing and maintaining positive working relationships with co-workers.

10. Explain the importance of on-the-job communication skills involving observation, reporting, documentation activities and care plan development.
11. Explain and demonstrate the principles of good body mechanics.
12. Explain and demonstrate basic and personal care skills.
13. Explain ways to create a home-like environment in a long-term care Facility.
14. List ways to provide and encourage good nutrition.
15. Define and practice the nursing assistant's role in facilitating a restraint-free environment.
16. List the stages of dying.
17. Define the nursing assistant's role in caring for the cognitively impaired resident.
18. State how a nursing assistant contributes to quality care.
19. Measure and record vital signs accurately.
20. Discuss resident's legal/ethical rights related to health care.

Attendance Policy:

- In accordance with the Nursing Assistant policy, attendance in lecture, lab, and clinicals are required to pass the course. Clinical and class preparedness is mandatory: Come daily with uniform/scrubs on, hair neat, short nails and no heavy lotions or perfumes/cologne.
-Students are expected to arrive on time and remain in class, lectures, lab and clinical for the entire scheduled period. Attendance will be obtained. Any missed time must be made up; therefore, unless there is a major emergency, students must be in all classes, labs and clinicals. In the case of an unforeseen emergency, students must speak with the instructor to see if there are any options for make-up.
- Students will fail the course if he/she misses even one day of lecture, lab and/or clinical and that day is not allowed by instructor to be made up. Please be cautious of missing class as this is only an 8-week

course and by state law to graduate, the course must be completed hour-for-hour. Students are required to have at least a 70% as a final grade (lecture), sign off on all skills in lab, and successfully complete clinicals to pass this course.

- All laboratory activities are required program components. Students must complete and pass all required labs to meet program and course requirements. Failure to complete or successfully pass any required lab will result in a grade of “F” or “Fail” for the course, regardless of overall course average.

ODH requires that missed time must be made up within 60 days of the absence.

ODH NATCEP training hour requirement, 76 hours total (60 lecture & lab, 16 clinical)

Lab Topics for Skills

Skill 1	Apply an Anti-Embolic Stocking on a Resident’s Leg
Skill 2	Assist a Resident to Ambulate Using a Gait Belt
Skill 3	Assist a Resident to Ambulate with a Walker using Gait Belt
Skill 4	Assist a Resident with a Bedpan, Measure and Record Output With Hand Washing
Skill 5	Bed Bath (Partial) for a Resident- Whole face and one Arm, Hand, Underarm
Skill 6	Change a Male Resident’s brief and Provide Perineal Care with Hand Washing
Skill 7	Denture Care – Clean a Resident’s Upper or Lower Denture
Skill 8	Donn PPE (Gown, Gloves Goggles or Face Shield) Empty a Urinary Drainage Bag, Measure and Record Output, Doff PPE with Hand Washing
Skill 9	Donn PPE (Gown and Gloves), Provide Catheter Care for

Skill 10	a Female Resident, Doff PPE with Hand Washing Dress a Bedridden Resident with an Affected (weak) Side
Skill 11	Feed a Dependent Resident in Bed
Skill 12	Hair Care for a Resident
Skill 13	Make an Occupied Bed
Skill 14	Mouth Care – Brush a Resident’s Teeth
Skill 15	Nail Care for a Resident
Skill 16	Perineal Care for a Female Resident with Hand Washing
Skill 17	Position Resident in Bed on Their Side
Skill 18	Range of Motion for a Resident’s Hip and Knee
Skill 19	Range of Motion for a Resident’s Shoulder
Skill 20	Stand and Pivot-Transfer Resident from Bed to Wheelchair using a Gait Belt
Skill 21	Vital signs: Take and Record a Resident’s Pulse and Respirations

D&S Headmasters Ohio: Provides CNA state testing and Candidate handbooks
https://www.hdmaster.com/testing/othertesting/ohio_cma/OH_CMA_Home.htm

Clinical Requirements:

Note: Clinical instruction is provided by faculty who meet Ohio Department of Health NATCEP instructor qualifications.

- All clinical skills must be performed under the direct supervision of a licensed nurse or approved clinical instructor until competency is demonstrated
- Required clinical skills are evaluated and documented using skills checklists and must be successfully completed to demonstrate competency. Skills may be signed off in lab or clinicals.

- Students must arrive on time, in complete uniform, neat and without any perfumes, colognes, or fragrant lotions.
- Students must follow the policies of the facility at all times
- If there are any issues, please address them with the clinical instructor
- Students must remain respectful and professional at all times
- Always follow the proper technique when caring for residents, if not sure what that is always check with the clinical instructor before proceeding with care of any resident
- Always follow infection prevention protocols such as proper hand hygiene, use of PPE, CDC standard precautions, contact, and respiratory precautions with patient care, when entering patient's rooms, and while in facility.
- All students must have complete immunizations, and background checks completed and approved prior to clinical or student will not be allowed to attend clinical.
- Attendance will be taken each day; students must arrive on time and complete a full day of clinical hour-for-hour, and show competency of skills required by ODH in the D&S handbook to successfully complete clinical.
- Students must keep all clinical resident information confidential and abide by HIPPA, students must always respect resident's rights. Students may never take a patient's information from the facility or discuss patients with anyone not caring for the patient, including your family or friends.
- Any policies not followed could result in removal from the clinical site and/or program

COURSE SCHEDULE

Week	Date	Topics
1	October 20th & 22nd Test 1: 10/23-24	Introduction to TCEP (CNA Program), Healthcare Settings/Nursing Assistant/Care Team, Residents' Rights/Respecting Residents Rights, Communication & Interpersonal Skills, Chapters 1-4
2	October 27th & 29th Test 2: 10/30-31	Safety and Body Mechanics, Chapters 6 & 10
3	November 3rd & 5th Test 3: 11/6-7	Promoting Residents' Independence, Respecting Residents' Rights, Human Needs and Development, Healthy Human Body, Basic Nursing Skills, Chapters 8,9, 11,12, 14
4	November 10th & 12th Test 4: 11/13-14	Infection Prevention & Control, Emergency Care & Disaster Preparation, Chapters 5 & 7
5	November 17th & 19th Test 5: 11/20-21	Personal Care, Rehabilitation & Restorative Services, Special Care Skills, Chapters 13, 21, 22
6	November 24th No class on Nov. 26th (Thanksgiving)	Personal Care, Mental Health and Social Services Chapters 15-20, 23, 24
6	Clinical November 28th	At Breckenridge Village in Wiloughby 7 am– 3:30 pm
7	December 1st Test 6: 12/5-7	(Continue) Personal Care, Mental Health and Social Services Chapters 15-20, 23, 24
7	Clinical December 5th	At Breckenridge Village in Wiloughby 7 am– 3:30 pm
8	State test date TBA	TMU: Please register asap on site (username and password); for state testing. https://om.tmutest.com/apply

COLLEGE POLICIES

Religious Accommodations

You may request accommodation for up to three days of absences each semester for reasons of faith, religion, spiritual belief or organized activities connected to your religious

denomination, church, or other religious/spiritual organization. You must notify your faculty instructor(s) of the dates you require religious accommodation in writing or via email within the first fourteen (14) days of the course. The full policy can be found at www.lakelandcc.edu/web/public-policies-and-procedures/policies/3354-2-49-02