





# Certified Nursing Assistant Training Program

Offered in partnership with the  
Perry Foundation Academy of Health

**UNLV** | CONTINUING  
EDUCATION

 702-895-3394

 [ced.unlv.edu](http://ced.unlv.edu)

 [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

 UNLV Paradise Campus, Bldg. 100

Welcome to the UNLV Continuing Education Certified Nursing Assistant Training Program, offered in partnership with the Perry Foundation Academy of Health.

Certified Nursing Assistants (CNAs) offer patients compassion and patience while assisting them with day-to-day life tasks such as health monitoring, dressing, bathing, and feeding. CNAs enjoy solid job security and frequently work a flexible schedule. Typical work environments include long term care facilities, hospitals, clinics, and in the home.

You will be instructed on a broad range of subjects including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement, and more.


The Perry Foundation Academy of Health's CNA program is 96 hours and takes just over four weeks to complete, preparing you to take the Nevada State Board of Nursing (NSBN) exam. This is a hybrid program meaning some of the curriculum will be completed online while other portions will be in person.

## **Classroom Training Facility**

### **Perry Foundation**

2920 Green Valley Parkway, Bldg. 7, Ste. 712  
Henderson, Nevada 89014  
702-413-7338

## **Contact UNLV Continuing Education**

 702-895-3394

 [ced.unlv.edu/certified-nursing-assistant](http://ced.unlv.edu/certified-nursing-assistant)

 [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

 UNLV Paradise Campus

851 E. Tropicana, Las Vegas, NV 89119

## Entrance Requirements and Prerequisites

Persons wishing to enroll in the Perry Foundation Academy of Health CNA Program must show proof of high school diploma or equivalency, or satisfactorily complete a pre-admission assessment. The individual also must complete the enrollment agreement and interview with a member of the school's faculty.

Background checks are a requirement of the program. If a student declines, or if the background is unsatisfactory to the Perry Foundation or clinical training sites, the student will not be permitted to participate in the program. Students are admitted to the program, subject to the results of the background check. Be advised, this background check is in addition to the Nevada State Board of Nursing requirement for licensure.

## Enrollment Requirements

### 1. Background Check

CNA Program background checks are completed online through [www.mystudentcheck.com](http://www.mystudentcheck.com).

- Select school (Perry Foundation Academy of Health)
- Select program.
- Complete required fields, then "continue" to enter payment information.
- Print receipt and submit to Perry Foundation office.

### 2. CPR / BLS

Students need to provide proof of successful completion of either a CPR + First Aid course or BLS (Basic Life Support) for Healthcare Workers course administered by the American Heart Association or equivalent.

### 3. Immunizations

Students need to provide documentation of current immunization status for the following:

- Tetanus, Diphtheria Pertussis Immunity: DPT or Dtap or TDaP within 5 years.
- TB screening (two-step).
- Hepatitis B (series of three).
- Two MMR (Measles, Mumps, and Rubella).
- Varicella Immunity (series of two immunizations or documented history from physician).
- Current Influenza vaccine in flu season.

## Items required for class

Stethoscope	\$20**
Blood Pressure Cuff	\$20**
Gate Belt	\$15**

Students should have computer and internet access for online portion of instruction.

\*\* approximate cost and can be provided to student at cost

## Costs for licensing

Finger printing/background check	\$70
License application	\$50
Clinical skills and written test (first time)	\$150
Clinical skills (retake)	\$97.50
Written exam (retake)	\$52.50

## Theory, Laboratory and Clinical Hours

Total hours 96

Theory and clinical classes will meet for 24 hours per week for 4 weeks. Dates and times of classes vary so check schedule for exact days and times.

*\*Class days and start times are subject to change. Clinical times will be earlier than class times and vary on clinical location, instructor will provide times first day of class.*

## Registration and Cancellation

### Registration Fees and Payment

Payment in full is due at the time of registration. Tuition is payable by check or money order, as well as Visa, MasterCard, Discover Card, or American Express. Register online at [ced.unlv.edu/register](http://ced.unlv.edu/register) or by telephone at 702-895-3394.

### Wait List

Once a class fills up, you may choose to join the wait list. If a seat in the class becomes available or if we have enough people on the wait list to open a new section, we will contact you.

### Refunds and Dropping or Withdrawing from Classes

The Certified Nursing Assistant Training Program follows the Perry Foundation Academy of Health cancellation and refund policy in compliance with [NRS 394.449](#). You may cancel out of a course up to 24 hours before the scheduled start date and receive a full refund minus \$150.

Requests for refunds must be made in writing. Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu). Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class.

### Course Cancellations and Changes

The Division of Educational Outreach reserves the right to cancel any class or make any other changes it deems necessary in order to provide students with the best educational experience possible as well as to ensure the health and safety of all members of the university community. Changes include but are not limited to the following: change of schedule, location, instructor, and mode of instruction. If a class is canceled, the university will issue a full refund of the registration fee to each enrolled student. Under no circumstances will the amount refunded exceed the amount of the registration fee.

## **Learning Objectives**

1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Nevada State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
  - Communication and interpersonal relationships.
  - Safety and infection control.
  - Personal care procedures.
  - Vital signs.
  - Nutritional requirements and techniques.
  - Admission, transfer, and discharge procedures.
  - Exercise and activity.
  - Elimination.
  - Unsterile warm and cold applications.
  - Care to clients with special needs.
  - End of life care.
  - Care to clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.
10. Adhere to the policies and procedures of clinical sites.

## **Learning Outcomes**

1. Students will be able to demonstrate knowledge of common elements required for certification by the Nevada State Board of Nursing. This will be measured by student achievement of a passing grade on instructor developed and administered final examinations.
2. Students will be able to demonstrate compliance with standards of practice for nursing assistants.
3. Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test given at the end of the program that contains elements of all required steps for all required skills.

## **Nevada State Board of Nursing CNA Examination and Licensure**

Once students have successfully completed the Nurse Assistant Training Program, they must complete the following requirements for licensure:

**Step 1:** Schedule and pay for both the knowledge and the skills exam with the NSBN approved testing vendor, Headmaster LLP.

Visit the Headmaster website at [www.hdmaster.com](http://www.hdmaster.com) for scheduling information and payment instructions.

**Step 2:** Ensure proper Nevada State Board of Nursing approved fingerprinting / background check has been completed. Confirmation receipt may be required as part of the application submission.

**Step 3:** Complete online application and submit application fee.

Visit the Nevada State Board of Nursing website at [www.nevadanursingboard.org](http://www.nevadanursingboard.org) and click on the Nurse Portal to create your account and begin your application. It is strongly encouraged that you create your account in advance. Be advised, you will be asked to upload a copy of your certificate of completion.

## **Conduct**

### **Unsafe & Unsatisfactory Performance**

Students that exhibit poor behavior or are disruptive during any learning sessions, will be subject to conduct documentation so that they may take immediate corrective action. In addition, in the event unsatisfactory academic or clinical performance occurs, the student will also receive written documentation as follows:

First offence – Documented verbal warning.

Second offence - Written warning.

Third offence - Dismissal. (Refund policy applies)

### **Severe Infractions that Demand Immediate Dismissal**

Students are expected to maintain high moral and ethical standards during all learning sessions and clinicals.

Perry Foundation Academy of Health maintains the right to immediately dismiss any student, without prior warning for the following infractions (refund policy applies):

1. Falsification of any records including patient and student records.
2. Carelessness or violations of Facility rules and procedures which could jeopardize the safety of self or others and/or which could result in bodily injury or damage to Facility property.
3. Failure to apply clinical principles learned in class and laboratory sessions.
4. Disorderly conduct including fighting, horseplay, threatening, or abusing any individual, patient, visitor, or member of the public. Immoral or indecent conduct.
5. Refusal to follow the instruction of the instructor, preceptor, or facility leadership.

6. Distribution, use, possession, purchase or sale of or being under the influence of alcohol, narcotics, intoxicants, drugs or hallucinatory agents during class or clinical rotations.
7. Use of alcohol or drugs while in a student uniform.
8. Threats of violence, acts of violence, terrorist threats or acts of terrorism against the facility, patients, employees or the general public.
9. Sleeping during clinical rotations.
10. Stealing from the facility, fellow students, patients or members of the public, regardless of the amount. Soliciting tips, gifts or other gratuities or favors from patients or their families.
11. Possession of weapons or explosives on school or facility premises.
12. Disclosure (whether negligent or intentional) of confidential information pertaining to patients including, but not limited to the violation of the Patient's Right and Confidentiality Policies and the Health Information Portability and Accountability Act (HIPAA).
13. Repeat tardiness or unexcused absences.
14. Academic Dishonesty, as defined by the following:
  - Obtaining or providing unauthorized information during an examination through verbal, visual, or unauthorized use of books or other aides.
  - Obtaining or providing information concerning all or part of an examination prior to that examination.
  - Taking an examination for another student, or arranging for another person to take an exam in one's place.
  - Altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

## Clinical Policies

Clinical instruction is provided during the program. This instruction is provided in various locations, such as the Perry Foundation Academy of Health, long-term acute hospitals, and various skilled nursing facilities.

1. The purpose of the clinical session is for the student to extend the learning experience in a real-life setting.
2. Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical lab sessions.
3. Students are expected to perform safely in all areas of client care. Any performance, which endangers a patient's well-being may result in the student's removal from the clinical.
4. Students will be expected to follow all policies and procedures in relation to parking, use of cafeteria, nursing assistant scope of practice, uniform requirements, and routines established for the nursing unit.
5. **Reporting Suspected Child or Elder Abuse:** Nevada Revised Statutes (NRS) 432B.220 and NRS 200.5091 require a student to report suspected child or elder abuse or neglect to the clinical instructor. Per the statute, this includes physical or mental injury of a non-accidental nature, sexual abuse or exploitation, or negligent treatment or maltreatment. Anyone who fails to report these conditions is guilty of a misdemeanor, as indicated in NRS 432B.240 and NRS 200.5099.
6. **Reporting of problems during clinical:**
  - A. Students noting patient or staff problems during clinical should inform their clinical instructor immediately.
  - B. The instructor will evaluate the behavior or problem against the criteria for Unprofessional Behavior before reporting to the School Director or Academic Director.
    - Generally, the criteria are: gross negligence, abuse, or performing duties outside the scope of practice.
    - Each clinical instructor is responsible for reporting unprofessional behavior directly to the Academic Director.
    - The Academic Director will evaluate the behavior and discuss with the facility site representative and report it if necessary.
  - C. If the incident needs to be addressed, the student should:
    - Ask the staff diplomatically OR
    - Question the staff to help understand the behavior or action OR
    - Report the incident to the clinical instructor who will follow up with facility staff if necessary.
    - The student should always be prepared to state or write what they would do differently in the same circumstance and provide a rationale.
  - D. The clinical instructor's role is to manage the event for a good outcome for the student, the facility staff, and the facility.
  - E. Global or system issues should be discussed with the facility and the Academic Director.



## **Confidentiality**

Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the CNA student's responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

Perry Foundation Academy of Health expects that all students and faculty will protect the privacy rights, including maintaining confidentiality, of all clients. It is expected that students and faculty will NOT:

- Discuss the care of clients with anyone not involved in the client's direct care.
- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical setting (this includes computer printout information).
- Use the client's name on any written form or notation (initials only).

## **Dress Code**

The dress code is to be followed in both classroom and clinical settings unless otherwise stated.

- Perry Foundation Academy of Health scrubs to be worn at clinicals. Classroom attire is at the discretion of the instructor and will be communicated prior to the start of class.
- No canvas, open-toe, or high-heeled shoes. Open-back shoes are permitted, but must be worn with the strap in position to hold the shoe on. Athletic shoes are acceptable, but must be white or black.
- Hose/socks must be worn at all times.
- Any shirt worn under the scrub top must be white or black only, at the discretion of the instructor based on the policy of the clinical site.
- Perry Foundation Academy of Health issued badges are to be worn at all times on the upper torso (above the waist) during clinical sessions so that it may easily be read by patients, visitors, co-workers, and physicians.
- During clinicals, facial piercings, tongue rings, or nose ornamentation may only be worn only if the clinical training site allows.
- Tattoo(s) that are exposed are not considered appropriate during clinical sessions and must be covered unless otherwise permitted by the clinical site.
- Please be aware and conscientious of your personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfume or cologne are inappropriate.
- Hair is to be clean, neat, and safely secured so as not to compromise the patient's medical condition.
- No nail extensions.
- No hats.
- Cell phone usage is prohibited during lab and clinical sessions.
- No chewing gum during clinical sessions.
- No food is allowed in clinical sessions unless on a break and in a designated break room.

## **Coordinating Clinical Experience with Health Care Facilities**

Perry Foundation Academy of Health students are in clinical settings to learn as much as possible (in a very limited time) on how to give the best care possible. These experiences vary. Students should give or seek help when it is needed. Students may work alone, with each other, or with a staff member. Instructors help the students understand their roles, teach and guide the students' learning experience.

Each facility's nursing staff is responsible for the quality of nursing care the patients receive from all members of the health care team; therefore, the facility nursing staff is responsible for the quality of care the patients receive from students. Because the staff knows the patient and are ultimately responsible for their patient, the instructor and students must collaborate with these nurses for their skills and knowledge to give the best nursing care possible.

The following guidelines for students, instructors and staff nurses should help clarify responsibilities for each role in the clinical setting:

### **Student Commitments:**

1. Arrive at the designated clinical assignment 15 minutes before the shift is scheduled to begin.
2. Notify the clinical instructor at least two hours in advance of an absence.
3. Understand and follow facility policies.
4. Understand scope of practice and skill level. Only provide care in which you are qualified and competent.
5. Not pass a patient call light.
6. Actively seek help when uncertain of ability to perform tasks.
7. Be a team member by offering assistance whenever possible.
8. Seek out learning opportunities and discuss with preceptor and instructor.
9. Report errors and omissions immediately and take necessary action.
10. Report any illness or injury to instructor or unit supervisor immediately.

### **Instructor Commitments:**

1. Be responsible for the overall supervision of the students including being physically in the facility during the clinical rotation.
2. Understand, teach, and follow facility policies and procedures.
3. Be responsible for the overall learning experience of the students.
4. Seek out learning experiences for students.
5. Keep facility informed as to: names of students, dates of experiences, changes in plans, and types of clients to meet lab objectives, lab objectives; list skills students can perform.
6. Collaborate with students and staff.
7. Evaluate student performance.
8. Facilitate post-conferences.
9. Maintain good relationships and act as a mediator when needed.

### **Clinical Facility Staff Commitments:**

1. Helping students and instructors select clients to meet learning objectives.
2. Educate student on facility policies, procedures, and standards of practice.
3. Assisting the students with direct patient care.
4. Notifying the instructor and student of learning opportunities.
5. Notifying the student and instructor if unsafe or at-risk actions are witnessed.
6. Promptly contact the instructor with questions or concerns.
7. Share knowledge and demonstrate patient care when appropriate.
8. Provide input of student's progress to the instructor.

### **Drug Free Environment**

Perry Foundation Academy of Health is committed to protecting the safety, health, and well-being of its employees, clients, and all people who come into contact with its workplace(s) and property, and/or use its products and services. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, the Perry Foundation Academy of Health is committed to ensuring a substance-free environment for all its employees and clients. Perry Foundation Academy of Health therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, Perry Foundation Academy of Health strictly prohibits the abuse of alcohol or prescription drugs. Any violation of this policy will result in disciplinary action up to and including dismissal from the program and possible referral for criminal prosecution.

### **Electronic Devices**

Personal Data Systems are not allowed during exams. Electronic devices including but not limited to cell phones must be in silent mode during classroom, lab, and clinical sessions.

### **Attendance**

Attendance is necessary to obtain the most benefit from the CNA program and as such, the following policy is in effect.

- Absence: If the student misses 25% or more of a class, it will be considered an absence.
- Tardiness: If the student arrives after a scheduled start time of a session.

Three tardies will equal one absence. After two absences, the student may be withdrawn from the program. Tardies and absences will not be allowed during clinical session.\*

*\*Makeup for any missed time will be at the discretion of the instructor.*

### **Please note: In the event of an emergency, the student must do the following:**

1. Notify the instructor. Do **NOT** leave a voice mail or email.
2. Follow up with the instructor regarding his/her absence and schedule the makeup. Make up time for a missed session may be required and is at the discretion of the instructor and academic director. More than two absences, for any reason, will withdraw the student from the program. Refund policy applies.

## **Course Work**

Course work missed for any reason may be made up at the discretion of the instructor. It is the responsibility of the student to consult with the instructor prior to any absences from any session. The instructor makes the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period.

## **Prevention of Blood Borne Pathogen Exposure**

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Infection control programs are designed to protect patients, students, and staff from infections.

All students are required to familiarize themselves with the clinical training facility's blood borne pathogen, infection control, and accidental exposure policies and procedures.

## **Accidental Exposure**

A student who has exposure to blood or body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and/or cuts with soap and water.
- Flush splashes to the nose, mouth, or skin with copious amounts of water.
- Irrigate eyes with clean water, saline, or sterile irrigants.
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility AND
- Notify clinical faculty who will then implement the process below.
- If there is a witness to the incident, several steps can be taken simultaneously.

Clinical training facility and student must:

- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.

The Clinical Faculty will be responsible for coordinating the procedures needed to get appropriate care for the student.

The Clinical Facility will:

- Identify the source of the exposure.
- Obtain stat physician's order for needle stick exposure panel, if a needle stick.
- Obtain consent from source client, if not in chart.
- Determine who will be the health care provider for the student for counseling and treatment, if needed.
- Obtain phone number and name of student and the health care provider, and provide this information to the contacts listed below.
- Normally the labs will be run STAT and will be reported to the student's physician.

- Provide the student with contact information to obtain source testing results.
- Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure. Medical evaluation may be at the clinical training facility; a private healthcare provider; at an urgent care facility; or at an emergency room.
  - Student should bring a copy of the documents with as much completed information as possible to the health care provider. They should also have the contact number for source information so that the health care provider may obtain results.

#### Additional responsibilities

- The clinical instructor must notify the Academic Director of the incident as quickly as possible.
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn as a result of an exposure.
- It is the student's responsibility to follow-up with any counseling recommended by his/her healthcare provider as a result of an exposure.
- It is the student's responsibility to follow-up with any treatment recommended by his/her healthcare provider as a result of an exposure.

#### Source information

- The clinical facility will collect as much information as possible from the source patient following an exposure. While Perry Foundation Academy of Health will make every effort to maintain confidentiality, the Perry Foundation cannot be held responsible for acts and omissions of the clinical agency.

## Standard of Academic Progress

### Grading scale

Letter Grade	Numerical Grade (%)	GPA
A+	97 – 100	4.0
A	94 - 96	4.0
A-	90 – 93	3.7
B+	87 – 89	3.3
B	84 – 86	3.0
B-	80 – 83	2.7
F	< 80	0

All students must maintain the following minimum standards of Satisfactory Academic Progress (SAP):

- Maintain a minimum grade of 80%.
- Compliance with our attendance policy.
- Maintain satisfactory improvement of learned skills.

Students are monitored for SAP at the completion of the first four days and are advised of their academic progress at that point in time.

Students who have not maintained a minimum grade of 80% or have not complied with the stated attendance policy at the completion of the 96-hour program will be, at the discretion of the faculty, allowed readmission following all policies, rules and regulations.

### Evaluation Criteria

#### Skills

- Learner will demonstrate satisfactorily in all learned skills and document competency on skills demonstration checklist.
- Learner must achieve a PASS on a PASS/FAIL scale during final skills demonstration exam.

#### Quizzes

- Quizzes will be completed regularly throughout the program and will be weighted less than exams. Retakes of quizzes will be allowed at the discretion of the instructor.

#### Exams

- Exams will be completed throughout the program and will be more comprehensive than quizzes.

#### Finals & Successful Completion of Program

- The final exam consists of two parts: written and skills demonstration. Students must PASS the skills demonstration on a PASS/FAIL scale and achieve a minimum 80% academic average, including the final exam.

## Placement Services

Perry Foundation Academy of Health does not guarantee employment, but offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## Program Content and Schedule

Program Schedule	Total Hours	Objectives	Content
<p><i>Day 1-</i> The Role and Responsibility of the Nursing Assistant. Communication and Interpersonal Relationships</p> <p>Course Expectations &amp; Catalog Review Introduce Skills Video and 'My Evolve'</p> <p>Ch 1 Intro to Health Care Agencies Ch 2 The Person's Rights Ch 3 The Nursing Assistant Ch 4 Delegation Ch 5 Ethics and Laws</p> <p>Homework: Review Chapters 1-5 Read Ch 6 Student and Work Ethics</p> <p style="text-align: right;"><i>Theory Hours</i> 8 <i>Lab Hours</i> 0</p>		<p>Describe the types, purposes, and organization of health care agencies, the health care team and the nursing team/service department.</p> <p>Understand the importance of the nursing assistant and responsibilities.</p> <p>Describe the 4 steps in the delegation process and the <i>Five Rights of Delegation</i>.</p> <p>Identify scope of practice, legal issues, rights of residents and reporting elder abuse.</p>	<p>Responsibilities and scope of practice of a nursing assistant.</p> <p>Types of health care facilities, healthcare team, chain of command and patient care partnership.</p> <p>The Omnibus Budget Reconciliation Act of 1987 (OBRA), the ombudsman role and protecting person's rights.</p> <p>Ethics and Laws. Legal issues including: liability, negligence, tort laws, reporting, disciplinary actions, ethical behavior, resident's rights, elder abuse and reporting.</p>
<p><i>Day 2-</i> Vital Signs. Anatomy and Physiology</p> <p>Review</p> <p>Ch 7 Communicating with the Health Team Ch 8 Assisting with the Nursing Process Ch 9 Understanding the Person Ch 10 Body Structure and Function</p> <p>Homework: Review Chapters 7-10 Read Ch 13 Safety</p> <p><b>Mock Kills</b></p> <ul style="list-style-type: none"> <li>• Blood Pressure</li> <li>• Vital Signs</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 5 <i>Lab Hours</i> 3</p>		<p>Describe the communication process and effects of non-verbal interpretation.</p> <p>Explain the purpose, legal and ethical responsibilities and recording in the medical record.</p> <p>Demonstrate best care practices for temperature taking, use of different types of thermometers, blood pressure, how to take an accurate pulse and respiration.</p> <p>Name the components of the musculoskeletal, urinary, integumentary, cardiovascular, respiratory, endocrine, sensory, digestive, and nervous systems.</p> <p>Understand the effects of aging on the respective systems.</p> <p>Identify and know common meaning and abbreviations used in health care.</p>	<p>The person's rights, delegation. Elements in the communication process, barriers to successful communication, observed interpretation.</p> <p>Medical records: purpose, sections, responsibilities, recording.</p> <p>Plan of care and personal stress management.</p> <p>Vital signs, temperature taking, normal ranges of body temperatures, types of thermometers.</p> <p>Taking an accurate pulse, respiration, blood pressure; the normal range and correct equipment.</p> <p>The components, function and impact of aging on various systems of the anatomy.</p>

<p><i>Day 3- Safety and Infection Control</i></p> <p>Review</p> <p>Ch 16 Preventing Infection Ch 17 Body Mechanics Ch 18 Safely Moving the Person Ch 19 Safely Transferring the Person</p> <p>Homework: Review Chapters 13, 16-19 Read Ch 20 The Person's Unit</p> <p><b>Mock Skills</b></p> <ul style="list-style-type: none"> <li>Isolation Gown &amp; Gloves – Urinary Drainage Bag</li> <li>Handwashing</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 5 <i>Lab Hours</i> 3</p> <p><i>Day 4- Personal Care Procedures</i></p> <p>Review Exam 1</p> <p>Ch 14 Fall Prevention Ch 15 Restraint Alternatives and Safe Restraint Use Ch 21 Bedmaking Ch 22 Personal Hygiene Ch 23 Grooming</p> <p>Homework: Review Chapters 14-15, 20-23</p> <p><b>Mock Skills</b></p> <ul style="list-style-type: none"> <li>Pivot Transfer – Bed to WC</li> <li>Pivot Transfer – WC to Bed</li> <li>Ambulation</li> <li>Reposition on Side</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 4.5 <i>Lab Hours</i> 3.5</p>	<p>List rules of general safety, fire, disaster, oxygen use, restraints.</p> <p>Explain the chain of infection, Standard Precaution techniques, asepsis, disinfection and sterilization.</p> <p>Demonstrate proper hand washing, gowning and gloving. Demonstrate safely transferring the client, safely repositioning the client and ambulation of the client.</p> <p>State the role of the nursing assistant in treatment and procedures of: skin care; oral hygiene; bathing; dressing and undressing; shaving; nail and hair care.</p>	<p>Rules of safety, fire, disaster and oxygen. Principle of body mechanics, restraints and safely moving the person.</p> <p>Infection control, standard precaution techniques, and lifesaving methods and measures.</p> <p>Proper use and correct application of gait belt. Principles of safety as they relate to wheelchairs, beds, gurneys, transfers with assistive devices, etc.</p> <p>Ambulating a client with or without the use of assistive devices.</p> <p>Importance and characteristics of a comforting environment and comfort devices.</p> <p>Bedmaking guidelines and best practices.</p> <p>Preventing, caring for and maintaining skin integrity, oral hygiene, nail and hair of patients/residents, emphasizing safety and privacy.</p>
<p><i>Day 5- Bed Making and Environmental Comfort. Nutritional Requirements and Techniques. Elimination Procedures</i></p> <p>Review</p> <p>Ch 24 Urinary Elimination Ch 25 Urinary Catheters Ch 26 Bowel Elimination Ch 27 Nutrition and Fluids Ch 28 Nutritional Support and IV Therapy</p> <p>Homework: Review Chapters 24-28, Intake and Output Worksheet</p> <p><b>Mock Skills</b></p> <ul style="list-style-type: none"> <li>Making Occupied Bed</li> <li>Bed Bath – Partial</li> <li>Denture Care</li> <li>Mouth Care</li> <li>Foot Care</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 4.5 <i>Lab Hours</i> 3.5</p>	<p>Identify characteristics of a well-made bed.</p> <p>Demonstrate how to make an occupied, unoccupied bed that is closed/ open; partial bed bath; denture care, mouth care, and foot care.</p> <p>Describe food nutrition, signs of dehydration, preparing, serving and feeding.</p> <p>Describe completing the intake and output record, observations of feedings and assistive devices available to assist with patients in eating meals.</p> <p>Describe and name major structures of the urinary and digestive system; observations and reporting; collection of specimens; observations and reporting</p>	<p>Importance and characteristics of a comforting environment and comfort devices.</p> <p>Bedmaking guidelines and best practices.</p> <p>Food pyramid, dehydration, special diets, dietary practices.</p> <p>Preparing, serving, feeding, assistive devices and observations of patient's diet.</p> <p>Urinary bladder, bowel elimination: guidelines for caring, collecting, assisting and observations.</p>



<p>Day 6- Exercise and Activity. Admission and Discharge Procedures. Procedures for Unsterile Warm and Cold Applications</p> <p>Review</p> <p>Ch 30 Exercise and Activity Ch 32 Admissions, Transfers, and Discharges Ch 36 Wound Care Ch 37 Pressure Ulcers Ch 39 Oxygen Needs</p> <p>Homework: Review Chapters 30, 32, 36, 37, 39. Read: Ch 31 Comfort, Rest and Sleep Ch 33 Assisting with the Physical Examination Ch 34 Collecting and Testing Specimens</p> <p><b>Mock Skills</b></p> <ul style="list-style-type: none"> <li>• Perineal Care</li> <li>• Bedpan &amp; Output</li> <li>• Catheter Care</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 3 <i>Lab Hours</i> 5</p>	<p>Describe basic range of motion (ROM), principles of exercise and safety as they relate to wheelchairs, beds, gurneys, transfers, etc.</p> <p>Describe transferring, positioning, and ambulating a client, and how to protect from falls.</p> <p>Explain the admission and discharge of a client according to agency policy.</p> <p>Describe the proper procedure for measuring height and weight.</p> <p>Describe the steps in warm and cold applications; general rules; effects; types; safety factors; and possible complications.</p> <p>Demonstrate proper perineal care, bedpan, output and catheter care.</p>	<p>Benefits of exercise/activity, complications due to lack of exercise/activity.</p> <p>Basic range of motion and safety of: movement, transferring, positioning, ambulating, falls and prostheses.</p> <p>Admission and discharge according to agency policy.</p> <p>Proper procedure for measuring height and weight.</p> <p>Wound care, oxygen needs and preventing infections.</p> <p>General rules of application of heat and cold, effects, types, safety factors and possible complications.</p>
<p>Day 7- Rehabilitation of Clients with Special Needs. Care of Clients with Nervous System Diseases. Care of Client with Diabetes. Care of Clients with Respiratory Diseases. Care of Clients with Cognitive Impairment.</p> <p>Content Review Exam 2</p> <p>Ch 40 Respiratory Support and Therapies Ch 41 Rehabilitation and Restorative Nursing Care Ch 48 Mental Health Disorders Ch 49 Confusion and Dementia Ch 54 Basic Emergency Care</p> <p>Homework: Review Chapters 40, 41, 48, 49, 54. Read during clinicals week: Ch 42 Hearing, Speech, and Vision Problems Ch 43 Cancer, Immune System and Skin Disorders Ch 44 Nervous System and Musculo-Skeletal Disorders Ch 45 Cardiovascular, Respiratory, and Lymphatic Disorders Ch 46 Digestive and Endocrine Disorders Ch 47 Urinary and Reproductive Disorders</p> <p><b>Mock Skills</b></p> <ul style="list-style-type: none"> <li>• Dressing a Bed-Ridden Client</li> <li>• Feeding a Dependent Client</li> <li>• ROM – Upper Extremities</li> <li>• ROM – Lower Extremities</li> </ul> <p style="text-align: right;"><i>Theory Hours</i> 5</p>	<p>Describe needed attributes to work successfully with clients with special needs; needed assistance; effects of rehabilitation on the client's life; prevention of complications; assisting with communication and physical limitations.</p> <p>Differentiate between the central nervous system and the peripheral nervous system.</p> <p>Identify common disorders of the nervous system.</p> <p>Discuss actions and observations for clients who have seizures.</p> <p>Describe Type 1 and Type II diabetes, hyperglycemia, hypoglycemia and how to manage and treat each.</p> <p>Describe various reactions seen in people with cognitive impairment.</p> <p>Identify contributing causes, care, plan and impact of client with cognitive impairment.</p> <p>Discuss preventing and reporting elder abuse.</p>	<p>Assisting clients with mental and physical limitations.</p> <p>Actions to assist with physical limitations.</p> <p>Central and peripheral nervous system: disorders, observations and nursing actions.</p> <p>Endocrine system: Type I and Type II Diabetes, ways diabetes is managed/treated.</p> <p>Symptoms of hyperglycemia and hypoglycemia and emergency treatment.</p> <p>Describe the respiratory system, functions, respiratory distress and oxygen therapy.</p> <p>Discuss care of clients with respiratory diseases, steps for collection of sputum specimens, pulse oximetry, and oxygen flow adjustment.</p> <p>Respiratory system, functions, safety measures, actions and collection of specimens.</p> <p>Impact and stages of cognitive impairments, nursing actions, plan of action, preventing and reporting elder abuse.</p>

	<i>Lab Hours</i>	3		
<i>Day 8</i>		8		
Clinical Rotation Quiz				
<i>Day 9</i>		8		
Clinical Rotation Content Review: Chapters 42-47				
<i>Day 10, 11</i>		16		
Clinical Rotation Content Review				
<i>Day 12- Care of Clients who are Grieving, Dying or Deceased</i>			Describe the rights, care, signs, symptoms, and needs of a dying client.	Rights of a dying client, stages of grieving process, hospice program and ways to meet the needs of the dying client.
Content Review Poster Presentation (if applicable)			Describe post-mortem care, mental health condition and suicide prevention measures.	
<i>The following are to be covered if not assigned earlier in curriculum.</i>				
Ch 11 Growth and Development				
Ch 12 Care of the Older Person				
Ch 51 Sexuality				
Ch 53 Assisted Living				
Ch 55 End-of-Life Care				
Ch 56 Getting a Job				
<b>Finals</b>				
	<i>Theory Hours</i>	8		
	<i>Lab Hours</i>	0		

Theory Hours	43
Lab Hours	21
Clinical Hours	32
<b>Total</b>	<b>96</b>