

# **American Health Care Association's, *How to be a Nurse Assistant, 7<sup>th</sup> edition.***

## **COURSE DESCRIPTION & OBJECTIVES**

This course will prepare the student to take the required state exam to become a Certified Nursing Assistant (CNA), a trained professional that serves as an assistant to Licensed Practical Nurses (LPN) and Registered Nurses (RN). The student will learn information and skills that will allow him/her to assist in providing basic care to the patients as well as understanding what pertinent information to relay to the nurses in charge including changes in behavior and/or condition. The student will be prepared to function in all levels of long-term care facilities as well as hospitals providing direct patient care. Responsibilities may vary slightly from long-term care facilities to acute care facilities with this course preparing the student to provide CNA services in both types of healthcare agencies.

Upon completion of this course, the student will be able to:

1. provide competent basic patient care utilizing knowledge and skills in observation, documentation, communication, hygiene, exercise and activity, safety, nutrition, elimination, and sleep & comfort.
2. integrate knowledge and understanding of the CNA role into their practice.
3. apply appropriate decision-making in choosing knowledge and skills to apply in different healthcare facilities.
4. recognize relevant patient observations and information that must be reported to the charge nurse.
5. deliver appropriate patient care based on an understanding of patient preferences, current health status, and family needs.

### **Chapter 1 Objectives:**

1. Define long term care and list the settings in which this type of care is provided.
2. Explain why people enter long term care facilities.
3. Describe the services that are offered in long term care facilities and the people and departments that provide them.
4. Explain how long term care is paid for and which agencies regulate this care.

5. Provide an overview of the primary duties of the nurse assistant.
6. Explain the roles of nursing staff and members of the interdisciplinary care team.
7. Identify at least three ways to build a good relationship with the charge nurse.
8. Identify at least three ways to build a good relationship with coworkers.
9. List five main factors that influence how care is delivered.
10. Explain how nursing shifts work and how tasks are assigned to nurse assistants.
11. Describe time management strategies that are essential for nurse assistants.
12. Explain why staying healthy is important for nurse assistants, and list at least three actions you can take to maintain and improve your health.

### **Chapter 2 Objectives:**

1. Differentiate between verbal and nonverbal communication.
2. Explain how touch is a form of communication.
3. List some general guidelines for active listening and promoting effective communication.
4. Describe how to successfully interact with residents with various special communication needs.
5. Describe ways to communicate with residents who are behaving inappropriately.
6. List the steps involved in conflict resolution.
7. Define customer service and explain how poor customer service affects residents' quality of life and families' level of satisfaction with residents' care.
8. Explain why providing excellent customer service is an integral part of resident care.
9. List some strategies for ensuring good customer service in your daily caregiving.

### **Chapter 12 a Objectives:**

- Define ethics and explain why ethical decision making is important in health care.
- Explain the purpose of a code of conduct for health care professionals.
- List and describe the rights that apply to residents of long term care facilities.
- Identify signs of resident abuse, and state the guidelines for reporting suspected abuse.

- Explain the role played by an ombudsman.

### **Chapter 3 Objectives:**

1. Explain Maslow's hierarchy of human needs and how they relate to a person's quality of life.
2. List Erikson's eight stages of psychosocial development.
3. Define family and explain why residents' family members are important to quality of life.
4. Describe ways that nurse assistants can include the resident's family as part of the care team.
5. Explain why it is important to develop a positive relationship with residents' families and provide examples of effective communication with family members.
6. Explain why treating a resident with dignity and respect is an important part of caregiving.
7. Describe how activities contribute to a resident's quality of life.
8. Define themes of care, name the eight themes, and give examples of how to use themes to enhance residents' quality of life.
9. Describe the key principles of alternative care models.
10. Explain why protecting residents' rights is essential in maintaining quality of life.

### **Chapter 4 Objectives:**

1. Explain how microorganisms are transmitted from one person to another.
2. Name and describe each link in the chain of infection.
3. Define standard precautions and explain how these measures prevent the spread of infection.
4. Demonstrate proper handwashing technique.
5. Demonstrate the proper way to put on and remove gowns, gloves, masks, and other personal protective equipment.
6. Explain how soiled linen and wastes in the resident's environment must be handled.
7. Explain when and why isolation precautions are used.
8. Differentiate between cleaning, disinfection, and sterilization.

9. Explain why observation is an important part of providing personal care.
10. State the acronym that is used for common preparation steps in providing personal care and describe each step.
11. State the acronym that is used for common completion steps in providing personal care and describe each step.
12. Demonstrate the proper way to carry out the following procedures: complete bed bath, tub bath, shower, whirlpool bath, shampooing, brushing and flossing, cleaning dentures, providing mouth care for comatose residents, shaving a male's face, shaving a female's legs and underarms, trimming facial hair, brushing/combing/styling hair, caring for fingernails and toenails, dressing and undressing a dependent resident.

### **Chapter 5 Objectives:**

1. Define standard precautions.
2. Explain the OSHA Bloodborne Pathogens Standard and how it applies to the actions of health care staff.
3. Define ergonomics, and demonstrate proper body mechanics for daily care tasks.
4. List at least 10 commonsense strategies for preventing injury to yourself and residents.
5. Describe your role in disaster preparedness and your responsibilities during an actual emergency.
6. State general guidelines that should be followed in an emergency situation.
7. Identify the signs of choking and demonstrate how to perform the Heimlich maneuver.
8. Explain the correct emergency care measures for a resident experiencing a heart attack, cardiac arrest, seizure, burns, hemorrhaging, and shock.

### **Chapter 6 Objectives:**

1. Name the sources of information about residents.
2. Explain the difference between objective and subjective information.
3. Explain your role in the care-planning process.
4. Explain when and how to report and document information about the resident.

5. Explain your role in the history and physical examination and the admission process.
6. Demonstrate methods for taking vital signs: temperature, pulse rate, respiration rate, and blood pressure.
7. Demonstrate how to measure height and weight using an upright scale.
8. Explain why protecting residents' privacy is so important, and describe measures you can take to ensure their privacy.
9. Demonstrate how to make an unoccupied and an occupied bed.
10. Demonstrate the use of a call system.
11. Describe your role in transferring and discharging a resident.

### **Chapter 7 Objectives:**

1. State the importance of moving and positioning residents correctly.
2. List at least five questions to consider when preparing to move or position a resident.
3. Demonstrate how to move a resident safely.
4. Explain the correct way to assist a resident who has fallen.
5. Describe your role in promoting residents' independence.
6. List the types of equipment used to enhance mobility and promote independence and describe how each is used.
7. Demonstrate range-of-motion exercises and assisted walking.

### **Chapter 8 Objectives:**

1. Explain the role of the facility food service department.
2. List ways to provide and encourage good nutrition for residents.
3. Provide examples of ways to make dining a pleasant experience.
4. Demonstrate how to properly record residents' food and fluid intake and output.
5. List ways to help residents maintain their dignity when you help them with elimination.
6. Name and describe equipment used to help with elimination.
7. Demonstrate correct ways to help a resident use a bedpan, urinal, and portable commode.

8. State how to identify changes in residents' elimination patterns.
9. Demonstrate specimen collection techniques.
10. Describe your role in ostomy care.

### **Chapter 9 Objectives:**

1. List the body systems and name and describe the major structures and functions of each system.
2. Provide examples of age-related changes in each body system.
3. Differentiate between acute and chronic conditions.
4. Explain the importance of early detection of cancer.
5. Explain how the body responds to infection.
6. Provide at least five examples of information and observations that should be reported to the charge nurse.
7. Name and describe common diseases and conditions that affect each body system, along with their associated signs and symptoms.
8. Describe the nurse assistant's role in observation and care of residents with these diseases and conditions.

### **Chapter 10 Objectives:**

1. Explain your role in caring for diabetic residents.
2. Describe various methods used for oxygen delivery and your role in oxygen administration.
3. List the signs and symptoms to observe and report when a resident is receiving dialysis.
4. Explain why some residents need enteral nutrition or total parenteral nutrition and the methods used to provide it.
5. Describe your role in caring for a person receiving enteral feedings or total parenteral nutrition.
6. List types of hot and cold applications and the purposes of each.
7. Explain your role in preoperative and postoperative care of residents undergoing surgery.
8. Describe your role in caring for residents who are developmentally disabled.

9. Name five symptoms associated with each stage of Alzheimer's disease.
10. State six principles that should guide your care of residents with Alzheimer's disease and related disorders.
11. List techniques used to responding to residents' behavioral symptoms.
12. Explain your role in helping residents with Alzheimer's and related disorders with activities of daily living.

### **Chapter 11 Objectives:**

1. Explain the methods used to assess a resident's level of pain and your responsibility for reporting pain.
2. Describe signs you may see that indicate a resident is in pain.
3. List the possible side effects of pain medications.
4. Describe complementary or alternative therapies commonly used to manage pain.
5. List ways to promote comfort and sleep.
6. Explain the purpose of advance directives such as a living will.
7. Name and describe common feelings people have about death.
8. Define the Kübler-Ross five stages of grief.
9. Explain the goals of end-of-life care and your role in providing this care.
10. Describe the care of the body after death.

### **Chapter 12 Objectives:**

- Define ethics and explain why ethical decision making is important in health care.
- Explain the purpose of a code of conduct for health care professionals.
- List and describe the rights that apply to residents of long term care facilities.
- Explain the role played by an ombudsman.
- Identify signs of resident abuse, and state the guidelines for reporting suspected abuse.
- Describe different types of surveys and the purpose of each.
- List the steps that are part of the survey process.
- Provide examples of common survey questions.

- Explain your role in facility surveys.