

**Health Careers Certification**

**SYLLABUS**

**FOR**

**ADVANCED ACUTE CARE NURSING-ASSISTANT**

8/15

**Total Hours**

696 hours

**Pre Nursing Major Description**

This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. Special topics covering the care of the geriatric patient, the dying patient, the oncology patient, the pre/post-operative patient, and the management of pain are included in the course. Emphasis will be placed on developing critical thinking skills, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. This course meets requirements set by the Oklahoma State Dept. of Health for Long Term Care Nurse aide curriculum. Upon completion of this course, the student will be eligible to sit for the state certification exam. This course focuses on the use of nursing related concepts by practical nurses as providers of care and members of the discipline in collaboration with health team members. Emphasis is placed on the concepts of learning, teamwork, communication in nursing, human development, professionalism, health promotion, nursing ethics and law, and changing health care delivery systems.

Upon completion of this career major the student will receive a State Certifications for LTC upon completion of passing certification exams.

# After completing the Core Curriculum Courses including: [Health Careers Core Curriculum,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/d68323ef11d4296ee1667d7400ecb5ab.html) [Core Medical Terminology,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/18cd6a4067cf70970f66ae6745e2592b.html) [Anatomy and Physiology,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/f53c8ffaa5a2b4f14c69588ba5e37592.html) and [Core Healthcare Provider CPR and First Aid the course sequence is as follows:](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/0ea269ebfc6a4123df1bf288f0f24251.html)

**Course Title**

Long Term Care Aide

**Course Hours**

91 Hours

**Knowledge and Skills**

Module 1 - Introduction to Long Term Care Nursing Aide   
  
1. Identify different levels of care for long-term care residents.  
2. Identify different facilities that offer long-term care.  
3. Compare acute and chronic illness.  
4. Identify departments and describe their function in the long-term care facility  
5. Evaluate the cost of long-term care and who pays for these expenses  
  
Module 2 - Role of the Nursing Aide in Long Term Care   
  
1. Identify the members of the nursing team and requirements for education and training  
2. Explain how the line of authority affects the role of the nursing aide.  
3. Differentiate state and federal regulations (OBRA) affecting nurse aide.  
4. Explain the role, responsibilities and limitations of nurse aide working within the scope of practice.  
5. Discuss the requirements for maintaining nurse aide certifications.  
  
Module 3 - Consumer Rights, Ethical & Legal Issues Affecting the Nursing Aide   
  
1. Identify key items in the Resident's Bill of Rights.  
2. Identify ethical and legal situations and allegations in health care specific to Nurse Aide  
3. Identify the legal responsibilities of a nursing assistant with regard to resident's rights as defined in OBRA  
4. Recognize and describing types, signs and symptoms of abuse.  
5. Provide care, respect and security.  
6. Implement mandated standards for Health Insurance Portability and Accountability Act (HIPAA).  
7. Discuss regulatory and legal process when faced with allegations of abuse.  
8. Follow facility policies and procedures for reporting and documentation.  
  
Module 4 -Safety in LTC   
  
1. Demonstrate safe use of LTC facility chemicals  
2. Identify ways to promote a safe environment for the resident in regard to preventing falls  
3. Ensure correct identification of residents and staff.  
4. Check equipment for proper function and safety.  
5. Identify unclean and unsafe conditions.  
6. Report and take appropriate action concerning unsafe/unclean conditions.  
7. Demonstrate application of ordered restraints.  
8. Demonstrate proper safety procedures for an immobilized resident  
9. Apply principles of body mechanics and ergonomics  
10. Identify environmental hazards  
11. Provide patient with information on safety  
12. Reinforce patient's education on safety precautions, including patient's use of protective equipment to avoid injury  
13. Evaluate the environment to recognize safe and unsafe working conditions.  
14. Demonstrate methods of fire prevention in the healthcare setting.  
15. Use proper safety techniques to prevent accidents and to maintain a safe work environment.  
16. Explain an evacuation plan for a healthcare setting.  
17. Execute an emergency plan in response to a natural disaster or other emergency.  
  
Module 5 - Communication in Long Term Care   
  
1. Identify records and files common to the healthcare setting.  
2. Execute data management using electronic healthcare records.  
3. Interpret information from electronic medical documents.  
4. Discuss the content and diverse uses of health information.  
5. Demonstrate techniques for communicating with residents and families.  
6. Respond appropriately to resident and family behaviors.  
7. Utilize techniques that facilitate communication special populations.  
8. Demonstrate techniques for communicating with interdisciplinary team members.  
9. Demonstrate appropriate behavior management techniques.  
10. Recognize the need for setting boundaries and limits between caregiver and resident.  
11. Follow facility policy and procedure for reporting and documentation.  
12. Review techniques for the measurement of vital signs and documentation, including pain as the fifth vital sign.  
13. Recognize document and report changes in behavior, environment and physical well-being.  
14. Explain when an incident report is required.  
  
Module 6 - Meeting Basic Human Needs for Residents in LTC   
  
1. Identify techniques to encourage resident independence dignity and self-esteem.

2. Using techniques that promote resident independence in:  
Provide choices (meals, clothing)  
Scheduling adult daily living activities (ADLs)  
3. Distinguish between types of psychosocial needs:  
Emotional  
Mental Health  
Spiritual  
Cultural  
4. Respond appropriately to the psychosocial needs of the resident and family.  
5. Identify and report symptoms of depression.  
6. Demonstrate techniques for responding to psychosocial needs of diverse populations.  
7. Identify factors that affect relaxation/sleep  
8. Identify action that can promote relaxation/sleep  
  
Module 7 - Normal and Abnormal Body Structure and Function   
  
1. Define terms related to normal and abnormal body structure and function for residents/patients in LTC.  
2. Describe common health problems.  
3. Distinguish between signs and symptoms.  
4. Describe four modes of therapy.

Module 8 - Infection Control   
  
1. Apply infection control procedures including standard precautions and handwashing techniques.  
2. Compare different methods of controlling the growth of microorganisms  
3. Apply personal safety procedures based on Occupational Safety and Health Administration (OHSA) and Center for Disease Control Prevention (CDC) regulations.  
4. Apply proper use of personal protective equipment (PPE).  
5. Use infection control techniques when collecting specimens.  
6. Demonstrate isolation techniques.  
7. Define terms related to infection control.  
8. Identify isolation precautions for common microorganisms.  
  
Module 9 - LTC Resident/Patient Mobility, Positioning and Transfer   
  
1. Discuss items found in the typical patient unit  
2. Operate basic equipment found in the typical patient unit  
3. Discuss ways to control the patient's environment  
4. Using the principles of good body alignment, resident/patient positioning and supportive devices  
5. Demonstrate safe techniques for transferring, moving, lifting residents/patients with and without assistive devices  
6. Adjust a hospital bed  
7. Ambulate resident/patient with/without assistive devices  
8. Operate a wheelchair safely  
9. Perform passive/active range of motion exercises  
10. Follow a resident/patient's exercise plan.  
11. Demonstrate the ability to  
12. Prepare a patient unit  
13. Place the bed in prone position  
14. Place the bed in Fowler's position  
15. Place the bed in Trendelenberg position  
16. Make an occupied bed  
17. Make an unoccupied bed  
  
Module 10 - Basic Nursing Skills   
  
1. Make unoccupied and occupied bed.  
2. Recognize the need for proper maintenance of supportive and preventive devices.  
3. Provide assistance with ADLs:  
Assist with a bedpan, facture pan, bedside commode and urinal.  
Administer a sitz bath  
Administer a back rub  
Assist resident/patient with hand washing  
Provide full or partial bath in shower, tub, chair or bed  
Perform shampoo in sink, tub, bed or shower.  
Provide skin care  
Provide oral hygiene and denture care  
Provide perineal care  
Provide foot care appropriate to disease process  
Assist patient with dressing/undressing  
Provide nail care  
Shave patient  
Provide resident's/patient's hair care  
Assist resident/patient with applying and removing TED/support stockings  
4. Provide assistance with elimination:  
Provide toileting assistance utilizing incontinence products and bedside commode.  
Provide catheter care and maintenance  
Provide ostomy care  
Provide bladder and bowel retraining  
5. Provide assistance with nutrition and hydration:  
Recognize the importance of proper nutrition and hydration  
Demonstrate proper use of feeding devices and techniques:  
Utensils  
Serving  
Positioning  
Compensatory swallowing  
Puree/mechanically  
Altered  
Thickening agents  
Purchase groceries within resident's/patient's dietary restrictions  
Use sanitary practices to prepare and store meals  
Use sanitary practices to wash and clean dishes, utensils, kitchen/dining area  
Calculate intake and output  
Document intake and output on appropriate form

Data Gathering  
1. Measure and record vital signs  
2. Identify and report pain.  
3. Obtain a stool specimen  
4. Obtain a urine specimen  
5. Measure weight, height, and length  
6. Inspect skin for continuity and abnormalities  
  
Module 11 - Care for the Patient with Dementia/Alzheimer’s?   
  
1. Identify the types and causes of cognitive impairment  
2. Demonstrating techniques for promoting independence with ADLs for patients with Alzheimer's/dementia  
3. Demonstrating techniques for communicating effectively with Alzheimer's/dementia residents/patients  
4. Demonstrating techniques for managing behaviors associated with Alzheimer's/dementia  
5. Identifying measures to promote the safety of residents/patients with Alzheimer's/dementia  
  
Module 12 -Death and Dying   
1. Identify differences in the way people handle the death and dying process.  
2. Identify the signs of approaching death.  
3. Identify the spiritual preparations for death practiced in various religious denominations.  
4. Demonstrate the procedure for post-mortem care.  
5. Select descriptions of the hospice philosophy and method of care.  
6. Identify responsibilities of the NA for supportive care.  
7. Identify and respond to the needs of the resident/patient and his/her family during illness and stages of dying.  
8. Provide post mortem care.  
  
Module 13 -Supervised Clinical Experience in   
  
After completion of this clinical, you will qualify to sit for the certification exams for Nursing Assistant. You will have opportunities to apply knowledge of basic nursing principles and skills in delivery of patient care in the nursing home setting. Guidelines for the beginning long-term care aide student entering the clinical area are included. The student utilizes the knowledge acquired in the classroom to provide patient  
care in a long-term care facility.  
  
**Clinical Objectives**  
  
This clinical experience meets the requirements for the State of Oklahoma Department of Health.  
  
The student will demonstrate skills and knowledge learned in classroom and laboratory when in supervised clinical experience.  
  
1. Fulfill the preparatory requirements to attend the clinical site as described in the Student Handbook, and the health care clinical facility information.  
2. Apply knowledge from the long-term care nursing assistant course and successfully complete the skills checklist.  
3. Demonstrate beginning ability to perform nursing aid skills.  
4. Provide care for the geriatric patient  
Apply procedures to protect and promote patient's rights.  
Identify basic medical conditions and psychosocial needs.  
Identify common signs, symptoms and treatment of disease and disorders.  
Establish effective communication with patients, members of the family, and health care team.  
Provide care based on the basic needs of the patient.  
Demonstrate infection control and safety measures as evidenced by the completion of module exam, performance skill exam and clinical evaluation with 100% accuracy.  
Appropriately respond to emergencies.  
Perform transfer and ambulation skills.  
Measure and record vital signs, and height and weight.  
Provide patient care and comfort measures.  
Report abnormal findings.  
Support rehabilitation plans.  
Provide principles of nutrition by providing and recording nutritional needs.  
Report diet modification needs.  
Provide hydration need and record intake and output.  
Perform special care procedures for patients exhibiting symptoms of impending death  
Perform special care procedures for patients according to OBRA.

### Course Title

Concepts of Nursing

**Course Hours**

40 hours

### Course Description

This course focuses on the use of nursing related concepts by practical nurses as providers of care and members of the discipline in collaboration with health team members. Emphasis is placed on the concepts of learning, teamwork, communication in nursing, human development, professionalism, health promotion, nursing ethics and law, and changing health care delivery Knowledge and Skills Systems.

1. Utilize appropriate learning skills to successfully complete a nursing education career major.
2. Implement effective communication techniques in nursing practice.
3. Effectively utilize teamwork skills in any setting.
4. Provide age-appropriate and culturally competent care throughout the patient’s lifespan.
5. Provide health promotion strategies to support and encourage patient wellness.
6. Develop professionalism traits to be used in nursing practice.
7. Implement nursing ethics and law principles to ensure nursing best practice.
8. Recognize evolving health care delivery systems issues and make changes accordingly.

**Course Title**

Fundamentals of Nursing

**Course Hours**

160 Hours

**Knowledge & Skills**

-Utilize the nursing process to gather data regarding patient's medical status.   
-Analyze data related to patient's medical status.  
-Utilize the nursing process to contribute to the patient's plan of care.  
-Utilize the nursing process when making decisions related to patient care.  
-Utilize the nursing process to safely demonstrate nursing skills needed to promote patient wellness.  
-Utilize the nursing process to evaluate patient's responses to nursing actions.  
-Discuss documentation guidelines.  
-Perform aspects of the patient's complete physical examination.  
-Use correct aseptic or sterile techniques.  
-Identify safety issues related to patient care.  
-Provide wound care in a variety of patient situations.  
-Implement nursing actions to prevent complications of immobility.  
-Provide nursing care for the patient before, during and after a therapeutic procedure and/or surgery.  
-Identify nursing care needed for the dying patient.  
-Explain nursing care needed for the geriatric patient.  
-Discuss nursing care for the patient in pain.  
-Demonstrate techniques for obtaining specimens needed for diagnostic testing.  
-Provide pre-operative, intraoperative, and postoperative care.

**Instructional Procedures**

This course consists of a self-paced curriculum using the listed curriculum resources as a guide moving sequentially through the texts. Complete and turn in chapter review questions and take chapter tests on classroom computers through Examview. In the Foundations of Nursing Complete chapters 1, 2, 3, 4, 5, 6, 7, 8, 10, 12, 14, 15, 18, 22, 24, 25, 26, 27, 29, 30, 32, and 40. Plus an extra reading and work sheet assignment on preop, intraop, and postop care. View the nursing assistant skill videos on Healthweb. The student is required to practice lab skills until clinical skills are at competency level prior to progressing to clinical. The instructor will periodically counsel with the student concerning progression through the course.

**Curriculum Resources**

Nursing Assisting Care Long-Term Care and Home Care 2nd ed. Hedman, Fuzy, Rymer, S. A., Albuquerque, NM, Heartman’s, 2013.

Mosby’s Nursing Assistant Video Skills,Mosby,Inc, an affiliate of Elsevier Inc. 2010.

Foundations of Nursing 7th ed. Cooper and Gosnell, St. Louis, Elsevier Mosby, 2015

**Evaluation**

For the purpose of evaluations, points will be earned in the following areas; weighted by

percentages shown:

A. Attendance/Work Ethic 25% of overall grade

B. Written assignments 15%

C. Quizzes 20%

D. Projects/presentations 15%

E. Tests 25%

**Students will be required to maintain 90% class attendance for the preceding 9 week session to be eligible for clinical assignment. In addition, 90% clinical attendance must be maintained for a passing clinical evaluation.**

Clinical skills must be completed at competency level prior to progressing to the next section.

Clinical evaluations will be entered as a test grade for each occupational area.

Final grades will be assigned on the following scale:

90-100%=A Incomplete=I

80-89%=B No Grade=NG

70-79%=C Withdraw Passing=W/P

60-69%=D Withdraw Failing=W/F

Students will be kept informed of their grades and notified when examinations are scheduled. Quizzes will be unannounced. Students are encouraged to make an appointment with the instructor (before or after class, during break times and/or during lunch break) if he/she does not understand or disagrees with the grade earned. The rationale for scheduling an appointment is so the student and instructor may have a one-on-one discussion without unnecessary interruptions. The instructor will critique tests and student assignments in a classroom setting.