

Unit	Lesson	Lesson Objectives
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<b>Nurse Assisting</b>		
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**Healthcare Industry**

- Analyze the difference between residents, patients, and clients.
- Discuss aspects of the healthcare industry.
- Explain the purpose of healthcare agencies.
- Identify various settings of healthcare services.

**Roles in Health Care**

- Define the roles of healthcare team members.
- Differentiate the role of assistant and advocate.
- Identify settings where nursing assistants work.
- Identify the role of the nursing assistant within the organization of nursing services.

**Regulations**

- Define nursing assistant as used in your state.
- Discuss the content of OBRA and its application to the role of nursing assistant.
- Explain the significance of achieving and maintaining active status on the Nursing Assistant Registry.
- Summarize the training requirements to become a nursing assistant and to become certified as a nursing assistant.

**Beginning Terminology**

- Identify root words, prefixes, and suffixes commonly used in healthcare settings.
- Identify terms, symbols, and abbreviations used in the medical record.
- Recall common medical abbreviations.

**Scope of Job**

- Analyze how the nursing assistant works as a member of a healthcare team.
- Describe the scope of the nursing assistant job.
- Discuss the role of the nursing assistant in providing daily care and comfort.

**Care Plans**

- Discuss the role of the nursing assistant in following the plan of care and promoting independence.
- Explain the philosophy of restorative care.
- Identify factors to consider when providing care to others.
- Identify the purpose of the care plan in health care.

**Professional Characteristics**

- Discuss professional characteristics expected in the healthcare setting.
- Explain how to project a positive image as a nursing assistant.
- List qualities of an effective nursing assistant.

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#### Inner Well-Being

- Demonstrate body mechanics to protect one's self.
- Discuss the importance of maintaining inner well being when working in a healthcare setting.
- Explain ways for nursing assistants to maintain physical and emotional well being.

#### Life-Long Learning

- Differentiate formal and informal learning.
- Identify individual personal strengths and weaknesses.
- Recall how to set personal and professional goals.
- Recognize the importance of career choices and lifelong learning in the healthcare setting.

### Legal and Ethical Aspects

#### Regulatory Agencies and Standards

- Discuss major laws and regulations affecting nursing.
- Discuss the difference between an accident and incident.
- Discuss the impact of governmental agencies and federal laws, such as OBRA, HIPAA, and others.
- Identify the implications of patient complaints.

#### Ethics Concepts

- Describe the patient's bill of rights, code of ethics and organizational ethics.
- Discuss ethical issues and responsibilities specific to the nurse assisting role.
- Discuss the ethical principles related to health care.

#### Legal Concepts

- Identify behaviors and practices that could result in liability, negligence, or malpractice.
- Outline legal standards for healthcare providers.
- Use problem solving processes when dealing with legal issues.

#### Health Insurance Portability and Accountability Act (HIPAA)

- Define confidentiality and privileged communications in healthcare settings.
- Discuss the patients' rights to privacy and confidentiality.
- Explain how the Health Insurance Portability and Accountability Act (HIPAA) helps protect patient confidentiality.
- Identify when it is appropriate and inappropriate to share healthcare information.

#### Patients' Rights

- Describe how nursing assistants can protect a patient's right to privacy and confidentiality.
- Describe how patient independence can be promoted.
- Identify strategies to provide privacy and confidentiality.
- Identify ways to protect and promote patients' rights.

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<b>Abuse and Neglect</b>		
<p>Differentiate abuse and neglect.</p> <p>Explain how to provide care while maintaining the client's right to freedom from abuse, mistreatment and neglect.</p> <p>Identify signs of abuse or neglect in a patient.</p> <p>Recall the responsibility and mechanisms for reporting abuse or neglect.</p>		
<b>Physiologic Aspects</b>		
<b>Human Needs</b>		
<p>Describe physical, social, and emotional changes that occur with aging.</p> <p>Discuss Maslow's hierarchy of needs.</p> <p>Discuss myths of aging.</p> <p>Identify basic human needs.</p>		
<b>Cells to Organs</b>		
<p>Define health, illness, and disease.</p> <p>Define the functions of glands, hormones, and metabolism.</p> <p>Discuss and describe the human body including organization, chemical processes, and the linkage from cells to systems.</p>		
<b>Body Systems I</b>		
<p>Explain the structures and functions of the integumentary, immune, and sensory systems.</p> <p>Identify common conditions, diseases, and care of the integumentary, immune, and sensory systems.</p>		
<b>Body Systems II</b>		
<p>Explain the structures and functions of the respiratory and cardiovascular and lymphatic systems.</p> <p>Identify common conditions, diseases, and care of the respiratory and cardiovascular and lymphatic systems.</p>		
<b>Body System III</b>		
<p>Explain the structures and functions of the urinary and digestive systems.</p> <p>Identify common conditions, diseases, and care of the urinary and digestive systems.</p>		
<b>Body Systems IV</b>		
<p>Explain the structures and functions of the endocrine and reproductive systems.</p> <p>Identify common conditions, diseases, and care of the endocrine and reproductive systems.</p>		
<b>Body Systems V</b>		
<p>Explain the structures and functions of the musculoskeletal and nervous systems.</p> <p>Identify common conditions, diseases, and care of the musculoskeletal and nervous systems.</p>		
<b>Restorative Care</b>		
<p>Describe activities consistent with restorative and rehabilitative care programs.</p> <p>Describe the role of a restorative nursing assistant (RNA) as part of a restorative care team.</p> <p>Identify the principles of restorative nursing care.</p>		

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	<b>Dementia</b>	<p>Define the types of dementia.</p> <p>Discuss techniques to address the needs of individuals with dementia or other cognitive impairments.</p> <p>Discuss the characteristics and stages of Alzheimer's disease.</p> <p>Discuss the needs of individuals with dementia.</p>
	<b>Grief</b>	<p>Define grief, loss, and mortality.</p> <p>Describe the stages of grief and mourning.</p> <p>Identify appropriate behaviors to support persons and their reactions to grief.</p>
	<b>Death and Dying</b>	<p>Describe signs of impending death.</p> <p>Describe the steps in post-mortem care.</p> <p>Discuss principles of caring for dying patients and their families.</p> <p>Explain how to care for dying patients.</p>
<b>Psychosocial Aspects</b>		
	<b>Culturally Sensitive Care</b>	<p>Discuss cultural considerations in caregiving.</p> <p>Explain how cultural attitudes influence psychological responses.</p> <p>Identify ways to provide culturally sensitive care.</p>
	<b>Psychological Responses</b>	<p>Discuss the role of diversional activities in the healthcare setting.</p> <p>Distinguish between the types of psychosocial needs.</p> <p>Identify activities to promote positive mental health and psychosocial well being.</p> <p>Identify changes in patient psychosocial behaviors.</p>
	<b>Sources of Stress</b>	<p>Describe the effects of stress on the mind and body.</p> <p>Identify sources of stress common to patients and residents.</p>
	<b>Self-Worth</b>	<p>Define self worth.</p> <p>Describe the normal response to loss.</p> <p>Identify considerations in caregiving to promote dignity and self worth.</p> <p>Identify factors that affect self worth.</p>

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	<b>Sexuality</b>	<p>Discuss the normal expression of sexuality.</p> <p>Identify actions to promote the expression of sexuality needs by residents.</p> <p>Identify barriers to the discussion of sexuality in healthcare settings.</p> <p><b>Special Situations I</b></p> <p>Describe ways to provide care to angry, depressed, or unresponsive patients.</p> <p>Discuss how to respond to patients with mental health conditions.</p> <p>Explain the ways to modify behavior in response to the patient's behavior.</p> <p>Identify the special needs of patients with mental health conditions.</p> <p><b>Special Situations II</b></p> <p>Discuss how to respond to patients with special needs.</p> <p>Identify special needs that patients may have.</p>
	<b>Infections and Infection Control</b>	<p><b>Chain of Infections</b></p> <p>Describe the chain of infection.</p> <p>Explain the environment-host-pathogen triad.</p> <p>Identify modes of disease transmission.</p> <p><b>Medical Asepsis</b></p> <p>Demonstrate hand-washing technique.</p> <p>Describe the steps for effective hand washing.</p> <p>Recall principles of medical asepsis.</p> <p><b>Standard Precautions</b></p> <p>Demonstrate donning and removing masks.</p> <p>Demonstrate donning and removing PPE.</p> <p>Demonstrate gloving technique.</p> <p>Explain how to provide care using standard precautions.</p> <p>Identify actions to prevent exposure to body fluids.</p> <p>Identify the components of standard precautions.</p> <p><b>Transmission Precautions</b></p> <p>Demonstrate disposal of biohazardous waste (i.e. double bagging).</p> <p>Demonstrate how to collect specimens from patients in isolation.</p> <p>Describe precautions required when working with patients in isolation rooms.</p> <p>Describe transmission-based precautions.</p> <p>Explain how to provide care using transmission-based precautions.</p>

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		<p><b>Blood-Borne Diseases</b></p> <ul style="list-style-type: none"> <li>Discuss blood-borne diseases, including HIV/AIDS.</li> <li>Explain how blood-borne diseases are transmitted.</li> <li>Identify safety precautions for working proximal to body fluids.</li> </ul> <p><b>Infection Control Procedures</b></p> <ul style="list-style-type: none"> <li>Describe how to promote infection control in the home health settings.</li> <li>Describe measures that promote infection prevention and control.</li> <li>Recall the adult immunization schedule.</li> </ul>
<b>Safety and Emergencies</b>		
		<p><b>Employee Safety and Injury Prevention</b></p> <ul style="list-style-type: none"> <li>Describe OSHA guidelines related to workplace safety.</li> <li>Explain the ultimate goal of injury prevention in the workplace.</li> <li>Identify standards for workers' rights, harassment, and labor and employment laws.</li> </ul> <p><b>Safe Environments</b></p> <ul style="list-style-type: none"> <li>Analyze hazardous labeling signs and safety signs and symbols found in healthcare environments.</li> <li>Describe the general principles for using healthcare equipment safely.</li> <li>Explain how to use checklists and "read-back" procedures to prevent errors.</li> <li>Explain the importance of a safe work environment.</li> </ul> <p><b>Environmental Hazards</b></p> <ul style="list-style-type: none"> <li>Explain how to prevent accidents for patients, visitors, and healthcare staff.</li> <li>Identify environmental safety hazards.</li> </ul> <p><b>Patient Safety</b></p> <ul style="list-style-type: none"> <li>Explain safety procedures related to patient care.</li> <li>Identify factors that place patient safety at risk.</li> <li>Identify ways to maintain the security of the patient's property/possessions.</li> </ul> <p><b>Nonmedical Emergencies</b></p> <ul style="list-style-type: none"> <li>Describe fire safety/evacuation procedures and disaster drill plans.</li> <li>Explain how to apply safety precautions and emergency procedures for fires, chemical spills, and biohazardous materials.</li> <li>Identify ways to promote safety and handle nonmedical emergencies.</li> </ul> <p><b>Violence in the Workplace</b></p> <ul style="list-style-type: none"> <li>Discuss strategies to manage conflicts with clients/residents or coworkers.</li> <li>Explain the factors that can trigger workplace violence.</li> <li>Identify safety measures to prevent workplace violence.</li> </ul>

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### Restraints

- Describe the steps for using alarms (door, bed, and others) for monitoring patients.
- Describe the use of restraints and alternatives to using them.
- Discuss factors to be considered in the use of restraints.
- Identify the monitoring requirements for the patient while in protective devices.

### Emergency Medical Responses

- Apply principles of basic emergency care.
- CPR and artificial ventilation.
- Demonstrate responses to special situations (i.e. fainting/syncope, falls, seizure, bleeding, vomiting/aspiration).
- Identify appropriate actions in response to emergency situations.
- Perform abdominal thrusts.
- Recognize deviations from normal physiological processes.

## Communication

### Fundamentals of Communication

- Explain the importance of active listening.
- Identify effective methods for developing good relationships with patients and coworkers.
- List the basic elements of communication.
- Recognize the factors that impact effective communication.

### Verbal Communication

- Demonstrate effective communications with a patient.
- Discuss effective techniques for presenting or sharing information with patients, families, and healthcare teams.
- Identify effective ways to answer the intercom/call signal.
- Identify principles of verbal communication.

### Written Communication

- Identify approved abbreviations and terms used for written communication.
- Identify information that nursing assistants must write into the medical record.
- Recall the importance of spelling and grammar for effective written communication.

### Nonverbal Communication

- Discuss the significance of interpreting cues from patients and family.
- Identify common forms of nonverbal communication.
- Recognize the factors that impact nonverbal communications.

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### Factors Influencing Communication

- Describe how culture impacts communication.
- Identify how to overcome communication barriers.
- Recognize the factors that influence communication.

### Special Needs Situations

- Discuss the special communication needs of a person with a sensory loss.
- Explain strategies for communicating with individuals with special needs.
- Identify devices available to promote communication.

### Observing and Reporting

- Differentiate subjective and objective data.
- Explain how to report a change in patient status.
- Identify key observations when working with patients.
- Recognize changes in a patient's condition.

## Activities of Daily Living

### Activities of Daily Living I

- Describe the components of personal hygiene for patients.
- Discuss principles of assisting patients in meeting hygiene needs.
- Explain how to use a shower chair and assist a patient with bathing.
- Explain the steps for giving a bed bath, including removing and replacing a gown.

### Activities of Daily Living II

- Describe the process of providing oral care to patients who are unconscious.
- Discuss considerations and precautions for shaving and providing facial care for another person.
- Recall how to provide oral and denture care.

### Activities of Daily Living III

- Describe the use of assistive devices in dressing and undressing patients.
- Identify how to dress, undress, and groom a patient.
- Recall how to provide hair care and nail care.

### Activities of Daily Living IV

- Discuss how to assist a patient with special needs with ADLs.
- Explain the proper technique for giving perineal care.
- Identify the components of AM care.



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		<p><b>Skin Care</b></p> <ul style="list-style-type: none"> <li>Discuss the significance of skin care.</li> <li>Discuss the skin care needs of patients with casts or braces.</li> <li>Identify the uses of pressure-reduction devices to maintain skin integrity.</li> <li>Recognize and report alterations in the skin, including the four stages of decubitus ulcers.</li> </ul> <p><b>Nutrition I</b></p> <ul style="list-style-type: none"> <li>Define therapeutic diets.</li> <li>Describe special nutritional needs related to aging or the presence of disease.</li> <li>Identify the principles of good nutrition.</li> <li>Recall the considerations for distributing nutrients to patients.</li> </ul> <p><b>Nutrition II</b></p> <ul style="list-style-type: none"> <li>Discuss proper feeding techniques, including the use of assistive eating devices.</li> <li>Discuss the role of the NA in selecting and preparing meals for a patient.</li> <li>Explain the skills that are necessary for feeding a patient.</li> <li>Identify responsibilities related to serving and monitoring patients during meals.</li> </ul> <p><b>Intake and Output</b></p> <ul style="list-style-type: none"> <li>Describe how to measure and record appropriate intake, output, and nutritional intake.</li> <li>Discuss how to care for a patient who is vomiting.</li> <li>Discuss how to manage a patient's hydration needs.</li> <li>Identify the containers and devices used to measure intake, output, and nutritional intake.</li> </ul> <p><b>Rest and Sleep</b></p> <ul style="list-style-type: none"> <li>Discuss the procedures for creating an environment conducive to rest and sleep.</li> <li>Identify the components of PM care.</li> <li>Name the steps involved in giving a therapeutic backrub.</li> </ul> <p><b>Elimination</b></p> <ul style="list-style-type: none"> <li>Describe how to assist a patient in meeting elimination needs.</li> <li>Discuss care for an incontinent patient.</li> <li>Explain how to use a bedpan and urinal.</li> <li>Identify principles of bowel and bladder training.</li> </ul>

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<b>Mobility and Positioning</b>		
<b>Ambulation</b>		
Demonstrate how to ambulate with gait belts, walkers, and quad canes.		
Describe the use of assistive devices that allow patients to ambulate.		
Discuss the importance of ambulation and the significance of limited mobility.		
Identify safety precautions used when ambulating patients.		
<b>Principles of Immobility</b>		
Discuss methods of pressure reduction.		
Explain the application of elbow and heel protectors.		
Identify consequences of immobility.		
Recall the nursing assistant's responsibilities in the care of an immobile patient.		
<b>Antiembolics</b>		
Demonstrate the application of antiembolic stockings.		
Describe the safe and effective use of antiembolic stockings and sequential compression.		
Review principles of lower extremity circulation.		
<b>Body Alignment</b>		
Define body mechanics.		
Discuss the consequences of poor alignment.		
Explain the checkpoints of function alignment in different positions.		
Recall how to demonstrate proper body mechanics.		
<b>Positioning I</b>		
Demonstrate the technique used to turn a patient.		
Discuss the use of assistive positioning devices.		
Identify the position used for different types of examinations.		
Recall how to turn a patient in bed.		
<b>Positioning II</b>		
Demonstrate the technique for positioning a patient in the following positions: Sims's, Fowler's, supine, prone, Trendelenberg, and dangle.		
Describe the steps for sitting a patient on the edge of the bed.		
Discuss when it is appropriate to use positions for patients in bed.		
Identify the different positions for a patient in bed.		

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### Range of Motion

- Demonstrate range of motion exercises.
- Differentiate active and passive range of motion.
- Explain when it is appropriate to perform range of motion exercises.
- Identify the range of movement for major joints.

### Transferring and Transporting

- Demonstrate how to use a mechanical lift.
- Describe the technique used to safely transport a patient in a wheelchair.
- Describe the technique used to safely transport a patient on a stretcher.
- Identify the technique used to move a patient from a bed to a stretcher.

## Common Procedures

### Bed-Making

- Demonstrate the skill of occupied and unoccupied bed-making.
- Describe the techniques used for making an unoccupied and an occupied bed.
- Identify the correct position of the call light, intercom, and other devices needed by a patient.
- Recall how to place a footboard, bed cradle, egg crate, or air pressure mattress on a bed.

### Heat and Cold Therapy Applications

- Describe the use of K-pads, cooling and heating blankets, and ice bags.
- Discuss the reasons for heat and cold therapy applications.
- Identify safety parameters when using heat and cold therapies.

### Oxygen Therapy

- Describe the safety parameters required when using oxygen therapy.
- Discuss the care of a patient receiving oxygen therapy.
- Identify the different types of oxygen therapy.

### Catheter Care

- Demonstrate urinary catheter care.
- Explain how to position and empty a drainage bag.
- Identify the different types of urinary catheters.

### Specimen Collection

- Demonstrate how to collect a urine specimen.
- Describe the proper techniques for specimen collection.
- Differentiate the types of specimens frequently collected from patients.
- Identify the correct method for labeling patient specimens.

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		<p><b>Admission and Discharge</b></p> <ul style="list-style-type: none"> <li>Describe the procedure for discharging and transferring a patient.</li> <li>Discuss the effects of a discharge or transfer on a patient.</li> <li>Recall the procedure for admitting a patient.</li> </ul> <p><b>Prosthetics &amp; Orthotics</b></p> <ul style="list-style-type: none"> <li>Describe the use of prosthetic and orthotic appliances.</li> <li>Discuss the care of prosthetic or orthotic equipment.</li> <li>Identify considerations for safe storage of prosthetic and orthotic equipment.</li> <li>Recognize how a prosthetic or orthotic is an extension of a patient's physical self.</li> </ul> <p><b>Tubes and Drains</b></p> <ul style="list-style-type: none"> <li>Define the proper technique for observing, measuring, and recording drainage from medical tubes.</li> <li>Discuss the care of a patient with a feeding tube and IV therapy.</li> <li>Identify safety considerations when a patient has a medical-related tube attached.</li> <li>Identify the different types of drainage tubes commonly used in healthcare settings.</li> </ul> <p><b>Vital Signs I</b></p> <ul style="list-style-type: none"> <li>Demonstrate the measurement of temperature using oral, axilla, rectal, and skin thermometers.</li> <li>Describe how to report vital signs to a licensed nurse.</li> <li>Identify how to measure temperature, height, and weight.</li> <li>Identify when it is appropriate to use a bed or chair scale.</li> <li>Recall the different types of thermometers and their appropriate uses.</li> </ul> <p><b>Vital Signs II</b></p> <ul style="list-style-type: none"> <li>Describe how to measure blood pressure with manual, Doppler, and electronic equipment.</li> <li>Explain how to measure heart and respiratory rate.</li> <li>Explain the process of measuring oxygenation levels with a pulse oximetry device.</li> <li>Identify normal vital sign values and age-related variations.</li> </ul> <p><b>Pain</b></p> <ul style="list-style-type: none"> <li>Describe how the NA can effectively respond to a patient experiencing pain.</li> <li>Explain how to report a patient's pain to the licensed nurse.</li> <li>Identify the different types of pain scales.</li> <li>Recall the signs and symptoms of pain.</li> </ul>

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<b>Diagnostic Testing</b>		
<p>Explain the different types of specimens that can be collected and tested.</p> <p>Explain the procedure for blood glucose testing.</p> <p>Identify the technique for collecting patient specimens for lab studies.</p> <p>Identify the technique for labeling and sending patient specimens.</p>		
<b>Optional Procedures</b>		
<b>Pre-Operative Care</b>		
<p>Explain how to complete a pre-operative check.</p> <p>Identify the process of preparing a patient for an operative procedure.</p> <p>Review the informed consent process.</p>		
<b>Post-Operative Care</b>		
<p>Discuss the immediate care of a patient returning from the OR.</p> <p>Explain how to prepare a room for a post-operative patient.</p> <p>Identify key post-operative observations.</p>		
<b>Special Equipment</b>		
<p>Discuss the importance of knowing the proper and safe operation of equipment.</p> <p>Identify personal responsibility in the use of equipment.</p> <p>Identify the purpose of special equipment found in the healthcare setting.</p>		
<b>Postpartum Patients</b>		
<p>Describe special security measures in the postpartum setting.</p> <p>Discuss the care of postpartum patients.</p> <p>Discuss the significance of patient identification in the postpartum setting.</p> <p>Identify key observations in the postpartum setting.</p>		
<b>Cast Care</b>		
<p>Discuss basic cast care.</p> <p>Explain how to check circulation in a casted extremity.</p> <p>Identify key observations of a patient with a cast.</p>		