

SAMPLE CURRICULUM FORMAT

This is a sample fictitious curriculum submission. It is not meant to be realistic, nor does it include a sample class schedule nor copies of actual handouts since it was made up to provide an example to prospective NATCEP applicants. However, all hours in each section do match and add up to the required minimums.

SECTION I

- Excellent Nurse Aide Training Academy (ENATA)
- 1400 White Hat Lane, Scrubs, HI, 96813 - Oahu
- Corner Nursing Home. 3131 Medicine Ave., Scrubs, HI, 96813 - Oahu
- (808) 123-4567
- (808) 098-7654
- Pgood@okiedoke.com
- Penny Goodnurse, RN, MSN
- RN-45678943
- 10 years of experience as a RN. See attached resume for specific experience, LTC experience and experience supervising nurse aides.
- (808) 678-1234
- Pluto Stethoscope, LPN
- LPN-787663635
- 5 years of experience as a CNA and 10 years of experience as an LPN. See attached resume for specific experience.
- Penny will train all supplemental instructors on course curriculum, modality, techniques, and assessment methods. During classroom activities, Penny will provide general supervision by being available to the supplemental instructor for consultation via calls, texts or video calls Penny will remain on the premises of the NATCEP school or clinical sight during any period that a supplement instructor is teaching personal care skills to provide oversight and be immediately available for any questions. Penny will watch any supplemental instructor teach at least 1 classroom and 1 lab lecture per quarter and will evaluate each supplemental instructor's performance during those observations as well as asking each student to complete a confidential instructor assessment at the completion of each training period.

SECTION II

Brief description of the NATCEP to include at a minimum:

- ENATA plans to have 8 students per training period (cycle). Each cycle will last approximately 3 weeks. ENATA plans to hold 10 cycles per year for a total of approximately 80 graduates per year.

SECTION III

Curriculum details for classroom instruction *AND* supervised practical training instruction.

Legend Notations: CL stands for Classroom Lecture

For the Supervised Practical Training activities, the following legends are used:

- CL – Class Lecture
- LL – Lab Lecture
- CNS – Clinical Nursing Skills
- PC – Personal Care Skills
- RS – Restorative Services

Monday through Friday students will arrive at ENATA at 8am and the day will end at 5pm for 11 days. One day will run over by 30 minutes. There will be two 15-minute breaks and a 30 minute lunch break each day leaving 8 hours of instruction time. Total instruction time is 88.5 hours. During the instruction time the class will complete classroom activities, lab lectures and lab hands-on demonstrations and skills checks as outlined in the lesson plans.

There will be a 2.5-day clinical rotation at Corner Nursing Home from 7am to 3pm for 2 days consisting of two 15-minute breaks and a 30 minute lunch break each day. The last clinical day will run from 7am-1230pm with one 15-minute break. This will leave 7 hours of hands-on clinical hours for two days and one day of 4.25 hours for a total of 18.25 hours. During clinical hours, the Primary Instructor will be on site at Corner Nursing Home providing general supervision to students and the supplemental instructor during all clinical hours. However, the Supplemental Instructor may be the only instructor providing direct supervision to students at any given time.

A total of 106.75 hours of instruction time will be performed.

Appropriate PPE will always be worn when in any in-person setting.

When there are mandates for stay at home orders, all classroom and lab lectures will take place via Zoom video calls. Students must have their videos on during the entire training period and must interact when applicable during instruction. Students will take their practice tests during the video feed, take a picture of their test, and text then it to the instructor when they are finished with the test. After the class, the students will email the actual test to the instructor for grading

Lab demonstrations will either be done in person at the ENATA's lab using ENATA's mannequins or it may be done online; if students have a family member available, they may use them in place of ENATA's mannequin.

Clinical hours must be done in ENATA's lab and will be limited to 4 students (2 per bed). The same 2 students will be paired during the entire clinical rotation to minimize transmission of any infectious disease.

Two make up days, a 4-hour study day, and final exam day hours are **not** included in the table below. ENATA's total class schedule will be 111 hours plus any make up days and final exam hours.

The Primary Instructor will teach all Supervised Practical Training regarding Clinical Nursing Skills and Restorative Services. The Supplemental Instructor will teach all Supervised Practical Training regarding Personal Care Skills as well as classroom instruction.

For table below, see the legend above.

| Area of Instruction | Classroom (CL) Time | Additional Time | Lab Lecture (LL) Time | Hands on Lab Hours | Hands on Clinical Hours | Total Time |
|--|------------------------------|--------------------------------------|--|--|--|-------------------|
| Unit 1 – Introduction to Nurse Aide | 8.75 hrs. (3 hrs. of 16) | 15 min. CL | CNS 30 min. RS 1 hr. | CNS 15 min. RS 15 min. | CNS 15 min. RS 15 min. | 11.5 hrs. |
| Unit 2 – Safe and Clean | 5.5 hrs. (5.5 hrs. of 16) | | CNS 3 hrs. PC 1.5 hrs. | CNS 1 hr. PC 1.5 hrs. | CNS 2 hrs. PC 1.5 hrs. | 16 hrs. |
| Unit 3 - Communication | 7 hrs. (7 of 16) | 0 | 0 | 0 | 0 | 7 hrs. |
| Unit 4 – Basic Needs | 2.75 hrs. (30 min. of 16) | 1.5 hrs. CL | CNS 30 min. RS 30 min. | CNS 30 min. | 0 | 5.75 hrs. |
| Unit 5 – Personal Care | 0 | 0 | PC 7.5 hrs. | PC 5 hrs. | PC 5 hrs. | 17.5 hrs. |
| Unit 6 – Activity and Exercise | 30 min. | 30 min. LL | CNS 1 hr. PC 1 hr. RS 4 hrs. | CNS 1 hr. PC 45 min. RS 2 hrs. | CNS 1 hr. PC 45 min. RS 2 hrs. | 14.5 hrs. |
| Unit 7 – Foods and Fluids | 0 | 0 | CNS 2 hrs. RS 2.25 hrs. | CNS 1 hr. | CNS 1 hr. | 6.25 hrs. |
| Unit 8 - Elimination | 1.75 hrs. | 0 | CNS 45 min. PC 3 hrs. RS 45 min. | CNS 30 min. PC 1.5 hrs. | CNS 30 min. PC 1.5 hrs. | 10.25 hrs. |
| Unit 9 – Vital Signs | 0 | 0 | CNS 4.5 hrs. | CNS 3 hrs. | CNS 2.5 hrs. | 10 hrs. |
| Unit 10 – Special Procedures | 0 | | CNS 2.75 hrs. | CNS 1 hr. | 0 | 3.75 hrs. |
| Unit 11 – Mental Health | 3.75 hrs. | 30 min. | 0 | 0 | 0 | 4.25 hrs. |
| | 30 hrs. Classroom Activities | 2.75 additional Classroom Activities | CNS 15 hrs. PC 13 hrs. RS 8.5 hrs. Lab Lecture Time (total 36.5 hrs.) | CNS 8.25 hrs. PC 8.75 hrs. RS 2.25 hrs. Hands on Lab (total 19.25 hrs.) | CNS 7.25 hrs. PC 8.75 hrs. RS 2.25 Hands on Clinical (18.25 hrs.) – 3 days of clinicals | 106.75 hrs. |
| Total CNS Hours: 30.5 Total PC Hours: 30.5 Total RS Hours: 13 | | | | | | |

Unit 1 – Introduction to Nurse Aide (11.5 Hours)

Unit 1 contains the following areas of instruction:

- Job Description of a Nursing Assistant (30 minutes CL)
- The requirements to become a successful Nursing Assistant including but is not limited to:
 - Passing this course and passing the CNA exam (additional, 15 minutes CL)
 - Having a good, positive, caring attitude, appropriate professional conduct (30 minutes CL)
 - Speaking clearly, in respectful tone of voice and in a professional manner and capacity (30 minutes CL)
 - Being a contributing member of an inter-disciplinary team (30 minutes CL)
 - Dressing in professional attire (15 minutes CL)
 - Showing your dependable and reliable by coming to work on your scheduled days and times (15 minutes CL)
 - Why it is important to report any resident changes (physical or emotional) and to document those changes. (CNS 30 minutes LL and 30 minutes lab/clinical)
 - Using time and stress management, teamwork and developing relationships with residents (30 minutes CL)
- Discussion of how bodies change as we age (30 minutes CL)
- Discuss general preventive health care and basic human bodily functions (30 minutes CL)
- Discussion of how we can prevent damage to an aging body's skin.
 - Use lotions and skin moisturizers (15 minutes CL)
 - Change or re-position resident at least every two hours to prevent pressure sores (RS 30 minutes LL and 30 minutes lab/clinical)
 - Help resident choose appropriate clothing for temperature (15 minutes CL)
 - Be gentle when handling the resident to avoid injury (15 minutes CL)
 - Promote circulation and maintaining skin integrity (RS 30 minutes LL)
- Discussion of the laws that protect our kupuna (towards the required 16)
 - Resident's Bill of Rights, APS (Adult Protective Service) laws, OBRA laws, civil rights, and Title VI. A sample of a Resident Bill of Rights will be displayed and discussed on screen (30 minutes CL)
 - Understanding and promoting resident's rights (30 minutes CL)
 - Respecting resident's rights (30 minutes CL)
 - HIPAA and confidentiality (15 minutes CL)
 - Respecting privacy (15 minutes CL)
 - Right to make a grievance/complaint (15 minutes CL)
 - Right to be free from abuse, mistreatment, and neglect (15 minutes CL)
 - Discuss reporting any instances of potential abuse to appropriate facility/agency/staff (30 minutes CL)
- Discussion on health care delivery system in Hawaii and the agencies and facilities that care for the aged on each island. (1 hr. CL)

Total Classroom time: 8.75 hours (3 hours towards the 16)

Total Basic Clinical Nursing Skills time: 30 minutes LL and 30 minutes lab/clinical

Total Restorative Service time: 1 hour LL and 30 minutes lab/clinical

Total additional classroom time: 15 minutes

Instruction will be done using Loving Handbook Textbook 3rd edition (LHT) to understand medical terms and definitions. Key terms and points to remember handout will be given at the beginning of class for reference. Standard Steps for Nursing Assistant Daily Schedule will be given at the end of class for reference. Study Guide #1 will be done in class. Review Unit 2 information will be assigned for homework prior to next class.

Unit 2 – Safe and Clean (14.75 Hours)

Unit 2 contains the following areas of instruction:

- Safety of a resident (15 minutes CL)
- Urgent and emergency situations (30 minutes CL)
- Description of principles of body mechanics (30 minutes CL)
- Demonstrate skill on use of proper body mechanics (PC 30 minutes lab)
- Description of principles of infection control and controlling the spread of infections (1 hr. 30 minutes CL)
- Description of standard precautions (15 minutes CL)
- Discussion of infectious diseases (30 minutes CL)
- Demonstration of skills for ensuring a safe and clean environment
 - Hand washing (CNS 30 minutes LL and 30 minutes lab/clinical)
 - Unoccupied bed making (PC 30 minutes LL and 1 hour lab/clinical)
 - Occupied bed making (PC 30 minutes LL and 1 hour lab/clinical)
 - Transfer belt placement (CNS 30 minutes LL and 1 hour lab/clinical)
 - Restraint application (PC 30 minutes LL and 30 minutes lab/clinical)
 - Discussion on avoiding the need for restraints in accordance with current professional standards (30 minutes CL)
 - Donning and doffing of PPE (CNS 1 hour LL and 1 hour lab/clinical)
 - Safely taking care of linen (CNS 30 minutes LL and 30 minutes lab/clinical)
- Fall risk and prevention (CNS 30 minutes LL)
 - Residents with hearing, vision issues or other impairments
 - Residents who are new to the facility
 - Residents who are weak or frail
- Identifying and reporting potential safety hazards (30 minutes CL)
 - Spills
 - Unlocked cleaning supplies, medications, or disinfectants
 - Poor lighting
 - Unsafe electrical equipment
 - Unlocked wheelchairs
 - Bedrails and restraint injuries
 - Call bells not working or not within reach
 - Cluttered hallways or rooms

- Discussion on preventing accidents (30 minutes CL)
- Choking and using the Heimlich maneuver. (30 minutes CL)

Total Classroom time: 5.5 hours (towards the required 16)

Total Basic Clinical Nursing Skills time: 3 hours LL and 3 hours lab/clinical

Total Personal Care Skills time: 1.5 hours LL and 3 hours lab/clinical

Practice test from Unit 1 will be done at the beginning of class. Instruction for Unit 2 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used regarding infection control (www.linkhere.com), Heimlich maneuver (www.linkhere.com) and proper body mechanics (www.linkhere.com). Study Guide #2 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 3 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab and clinical rotation.

Unit 3 – Communication and Interpersonal Skills - 7 Hours – All Classroom (CL)

Unit 3 contains the following areas of instruction:

- Description of communication and interpersonal skills (30 minutes CL)
- Discussion of verbal and written communication (30 minutes CL)
- Discussion of non-verbal communication (30 minutes CL)
- Description of effective communication (30 minutes CL)
- Description of communication with the inter-disciplinary team (30 minutes CL)
- The CNAs responsibility in legal documentation practices (1 hour CL)
 - Documenting nursing assistant activities including vital signs, back rubs, bathing, and ambulation (30 minutes CL)
 - Giving report to the next shift of nurses and CNAs (30 minutes CL)
- Communicating with persons who are impaired (30 minutes CL)
- Discussion of barriers to communication (30 minutes)
- Discussion of communicating a resident's care plan (1 hour)
- Using the five senses to communicate (30 minutes)

Total Classroom time: 7 hours (towards the required 16)

Practice test from Unit 2 will be done at the beginning of class. Instruction for Unit 3 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used regarding non-verbal communication (www.linkhere.com) and legal documentation (www.linkhere.com). Role playing will be used to demonstrate communication skills in classroom. Communication skills will be utilized throughout labs and clinical rotations. Study Guide #3 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 4 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab and clinical rotation.

Unit 4 – Basic Needs 5.75 Hours

Unit 4 contains the following areas of instruction:

- Description of the basic human needs/physical and psychological (30 minutes CL)
 - Discussion on importance of training the resident in self-care according to resident’s ability. (RS 30 minutes LL)
- Description of developmental tasks and common conditions associated with aging (30 minutes CL)
- Discussion of the aging process and Maslow’s hierarchy of needs (additional – 2 hrs 15 minutes CL)
 - Physiological needs (15 minutes CL)
 - Food
 - Oxygen/air
 - Water
 - Elimination
 - Rest and sleep
 - Activity and exercise
 - Stimulation
 - Sexuality
 - Safety needs (30 minutes CL)
 - From accidents
 - Security and privacy
 - Discuss maintaining care and security of resident’s personal possessions (15 minutes CL – towards the 16)
 - Social needs (additional 30 minutes CL)
 - Caring about someone
 - Being cared about
 - Ability to make choices
 - Discuss how to promote resident’s rights to make personal choices to accommodate their needs (15 minutes CL – towards the 16)
 - Spirituality
 - Esteem needs (additional 15 minutes CL)
 - Sense of identity
 - Feeling of importance and being worthwhile
 - Self-actualization (additional 15 minutes CL)
 - Hobbies and interests
- Discussion of coping mechanisms that are used to deal with grief and loss (additional 15 minutes CL)
 - Loss of friends/family
 - Loss of home and belongings
 - Loss of function
- Discussion related to individual differences, cultures, and beliefs (additional 15 minutes CL)
- Discussion related to death and dying
 - Caring for residents when death is imminent (CNS 30 minutes LL and 30 minutes lab/clinical)
 - Coping with death and dying (30 minutes CL)

Total Classroom time: 1 hour (30 minutes towards the 16)

Total Basic Clinical Nursing Skills time: 30 minutes LL and 30 minutes lab/clinical

Total Restorative Services time: 30 minutes LL

Total additional classroom time: 3.25 hours

Practice test from Unit 3 will be done at the beginning of class. Instruction for Unit 4 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used regarding death and dying (www.linkhere.com) and Maslow's hierarchy of needs (www.linkhere.com). Study Guide #4 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 5 information will be assigned for homework prior to next class.

Unit 5 – Personal Care hours (17.5 Hours all PC Time)

Unit 5 contains the following areas of instruction:

- Description of ADLs, (Activities of Daily Living) (PC 30 minutes LL)
- Goals of skin care (PC 30 minutes LL)
- How to prevent and care for pressure ulcers (PC 45 minutes LL)
- Response to call lights/bells (PC 15 minutes LL)
- Description of personal care needed by residents (PC 15 minutes LL)
- The following person care skills and the reasons for performing them will be taught in lab lecture and demonstrated in lab and clinical rotations.
 - Bed Bath (PC 30 minutes LL and 1 hour lab/clinical)
 - Partial Bath (PC 30 minutes LL and 1 hour lab/clinical)
 - Tub or shower bath (PC 30 minutes LL and 1 hour lab/clinical)
 - Perineal care (PC 30 minutes LL and 1 hour lab/clinical)
 - Back rub (PC 15 minutes LL and 1 hour lab/clinical)
 - Mouth care including denture care (PC 15 minutes LL and 30 minutes lab/clinical)
 - Mouth care for unresponsive resident (PC 15 minutes LL and 30 minutes lab/clinical)
 - Fingernail care (PC 15 minutes LL and 30 minutes lab/clinical)
 - Foot care (PC 15 minutes LL and 30 minutes lab/clinical)
 - Hair care including bed shampoo (PC 30 minutes LL and 30 minutes lab/clinical)
 - Shaving residents both male and female (PC 30 minutes LL and 30 minutes lab/clinical)
 - Eyeglasses care (PC 15 minutes LL and 30 minutes lab/clinical)
 - Hearing aid care and placement (PC 15 minutes LL and 30 minutes lab/clinical)
 - Dressing residents (PC 30 minutes LL and 1 hour lab/clinical)

Total Personal Care Skills time: 7.5 hours LL and 10 hours lab/clinical

Practice test from Unit 4 will be done at the beginning of class. Instruction for Unit 5 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used to teach all personal care skills (www.alllinkslistedhere.com). Personal care skills will be utilized throughout labs and clinical rotations. Study Guide #5 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 6 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab prior to direct contact with residents and practiced during clinical rotations.

Unit 6 – Activity and Exercise (14.5 Hours)

Unit 6 contains the following areas of instruction:

- Review of body mechanics (additional 15 minutes LL)
- Discussion regarding the benefits of exercise (additional 15 minutes LL)
- Principles of rehabilitation (RS 45 minutes LL)
 - Prevention
 - Maintenance
 - Restoration
- Discussion of the effects of immobility and its effects on every body system (RS 30 minutes LL)
- Description of body alignment (RS 15 minutes LL)
- Discussion on providing needed assistance in getting to and participating in resident and family groups and other activities (30 minutes CL)
- The following activity and exercise skills and the reasons for performing them will be taught and demonstrated in lab and clinical rotations.
 - Ambulation (CNS 30 minutes LL and 1 hour lab/clinical)
 - Walking with a cane (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Walking with a walker (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Transferring to a wheelchair (PC 30 minutes LL and 30 minutes lab/clinical)
 - Transporting in a wheelchair (PC 15 minutes LL and 30 minutes lab/clinical)
 - A wheelchair transfer using two people (PC 15 minutes LL and 30 minutes lab/clinical)
 - Using a mechanical lift (will be demonstrated and skills check done in clinical rotation - optional hours and only when available)
 - Placing a resident in supine position (RS 15 minutes LL and 30 minutes lab/clinical)
 - Placing a resident in side-lying position (RS 15 minutes LL and 30 minutes lab/clinical)
 - Moving a resident up in bed (RS 15 minutes LL and 30 minutes lab/clinical)
 - Moving a resident up in bed using a lift sheet (RS 15 minutes LL and 30 minutes lab/clinical)
 - Providing passive range of motion of the shoulder and elbow (RS 15 minutes LL and 30 minutes lab/clinical)
 - Providing passive range of motion of the hip and knee (RS 15 minutes LL and 30 minutes lab/clinical)
 - Use of assistive devices in transferring, ambulation, eating and dressing (RS 30 minutes LL and 30 minutes lab/clinical)
 - Care and use of prosthetic and orthotic devices (RS 30 minutes LL and 30 minutes lab/clinical)

Total Classroom Time: 30 minutes

Total Basic Clinical Nursing Skills Time: 1 hour LL and 2 hours lab/clinical

Total Personal Care Skills Time: 1 hour LL and 1.5 hours lab/clinical

Total Restorative Services Time: 4 hours LL and 4 hours lab/clinical

Total Additional Supervised Practical Training: 30 minutes LL

Practice test from Unit 5 will be done at the beginning of class. Instruction for Unit 6 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used to teach all activity and exercise skills (www.alllinkslistedhere.com). These skills will be utilized throughout labs and clinical

rotations. Study Guide #6 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 7 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab prior to direct contact with residents and practiced during clinical rotations.

Unit 7 – Foods and Fluids (6.25 Hours)

Unit 7 contains the following areas of instruction:

- Discussion about nutrition (RS 15 minutes LL)
- Discussion regarding essential nutrients (RS 15 minutes LL)
- Importance of using the food pyramid and recommended daily servings (RS 15 minutes LL)
- Discussion on factors that affect nutrition (RS 30 minutes LL)
- Types of diets including special diets (RS 30 minutes LL)
- Importance of fluid balance and symptoms of dehydration (RS 30 minutes LL)
- Discussion on preparing residents for mealtime and assisting with eating and hydration (CNS 30 minutes LL and 30 minutes lab/clinical)
- The following skills related to foods and fluids and the reasons for performing them will be taught and demonstrated in lab and clinical rotations.
 - Feeding a resident using proper feeding techniques (CNS 30 minutes LL and 30 minutes lab/clinical)
 - Measuring intake – fluids including oral/IV or tube feeding (CNS 1 hour LL and 1 hour lab/clinical)

Total Basic Clinical Nursing Skills Time: 2 hours LL and 2 hours lab/clinical

Total Restorative Services Time: 2.25 hours LL

Practice test from Unit 6 will be done at the beginning of class. Instruction for Unit 7 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used to teach all feeding skills (www.allinkslistedhere.com). These skills will be utilized throughout labs and clinical rotations. Study Guide #7 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 8 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab prior to direct contact with residents and practiced during clinical rotations.

Unit 8 – Elimination (10.25 Hours)

Unit 8 contains the following areas of instruction:

- Discussion concerning how elimination occurs, normal and abnormal urine and feces. (30 minutes CL)
- Discussion why some kupuna have trouble with elimination (30 minutes CL)
- Factors which may affect elimination (15 minutes CL)
- How incontinence can adversely affect a client's mental health (30 minutes CL)
- Description and discussion of bowel and bladder training programs (RS 45 minutes LL)
- The following skills related to elimination and the reasons for performing them will be taught and demonstrated in lab and clinical rotations.
 - Assisting resident to the bathroom or to use bedside commode (PC 1 hour LL and 1 hour lab/clinical)

- Assisting resident with a bedpan (PC 30 minutes LL and 30 minutes lab/clinical)
- Assisting resident with use of urinal (PC 30 minutes LL and 30 minutes lab/clinical)
- Caring for residents with an indwelling catheter (PC 30 minutes LL and 30 minutes lab/clinical)
- Completing perineal care or care for an incontinent resident (PC 30 minutes LL and 30 minutes lab/clinical)
- Emptying a urine drainage bag (CNS 15 min LL and 30 minutes lab/clinical)
- Measuring output – urine, emesis, and feces – (CNS 30 minutes LL and 30 minutes lab/clinical)

Total Classroom Time: 1.75 hours

Total Basic Clinical Nursing Skills Time: 45 minutes LL and 1 hour lab/clinical

Total Personal Care Skills Time: 3 hours LL and 3 hours lab/clinical

Total Restorative Services Time: 45 minutes LL

Practice test from Unit 7 will be done at the beginning of class. Instruction for Unit 8 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used to teach all elimination skills (www.alllinkslistedhere.com). These skills will be utilized throughout labs and clinical rotations. Study Guide #8 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 9 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab prior to direct contact with residents and practiced during clinical rotations.

Unit 9 – Vital Signs (10 hrs.)

Unit 9 contains the following areas of instruction:

- Description of vital signs (CNS 30 minutes LL)
- Normal and abnormal vital signs (CNS 30 minutes LL)
- Reporting abnormal vital signs to supervisor (CNS 15 minutes LL)
- Tips when taking vital signs (CNS 15 minutes LL)
- The following skills related to vital signs and the reasons for performing them will be taught in lab lecture and demonstrated in lab and clinical rotations.
 - Temperature
 - Oral (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Rectal (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Axillary (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Tympanic (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Electronic (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Pulse (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Blood Pressure
 - Manual (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Electronic (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Respiratory Rate (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Pulse Oximetry (CNS 15 minutes LL and 30 minutes lab/clinical)

- Measuring and recording Height and Weight (CNS 30 minutes LL and 30 minutes lab/clinical)

Total Basic Clinical Nursing Skills Time: 4.5 hours LL and 5.5 hours lab/clinical

Practice test from Unit 8 will be done at the beginning of class. Instruction for Unit 9 will be done using the LHT for medical terminology, definition, and instruction. Videos will be used to teach all vital sign skills (www.allinkslistedhere.com). These skills will be utilized throughout labs and clinical rotations. Study Guide #9 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 10 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab prior to direct contact with residents and practiced during clinical rotations.

Unit 10 – Special Procedures (3.75 Hours)

Unit 10 contains the following areas of instruction:

- Definition of therapeutic tubing (CNS 15 minutes LL)
- Discussion regarding the safety precautions when caring for a resident with therapeutic tubing (CNS 15 minutes LL)
- A definition of a stoma (CNS 15 minutes LL)
- A discussion of how to care for a resident with a stoma (CNS 15 minutes LL)
- A discussion related to how to care for a resident using pressure relieving devices (CNS 15 minutes LL)
- Information related to oxygen, feeding and IV tubing safety (CNS 15 minutes LL)
- Skills demonstration in lab/clinical for the following skills:
 - What to look for when monitoring tube placement and what signs or symptoms to report for unusual changes (CNS 30 minutes LL)
 - TED hose application (CNS 15 minutes LL and 30 minutes lab/clinical)
 - Care of a stoma – colostomy care (CNS 30 minutes LL and 30 minutes lab/clinical)

Total Basic Clinical Nursing Skills Time: 2.75 hours LL and 1 hour lab/clinical

Practice test from Unit 9 will be done at the beginning of class. Instruction for Unit 10 will be done using the LHT for medical terminology, definition, and instruction. Study Guide #10 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 11 information will be assigned for homework prior to next class. Skills demonstrations will be done in lab prior to direct contact with residents and practiced during clinical rotations.

Unit 11 – Mental Health and Social Services (4.25 Hours)

Unit 11 contains the following areas of instruction:

- Discussion related to mental health and social services (1 hour CL)
- Modifying the nurse aide's behavior in response to residents' behavior. (15 minutes CL)
- Awareness of developmental tasks associated with the aging process. (15 minutes CL)

- Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others)
 - Communicating with cognitively impaired clients (15 minutes CL)
 - Understanding and responding to residents' behavior. (15 minutes CL)
 - Allowing the resident to make personal choices, providing, and reinforcing other behavior consistent with the resident's dignity. (15 minutes CL)
 - Methods of reducing the effects of cognitive impairments. (30 minutes CL)
 - Using the resident's family as a source of emotional support. (15 minutes CL)
 - Maintaining routine and familiarity (15 minutes CL)
 - Definition and discussion of cognitive impairment (15 minutes CL)
 - Appropriate responses to the behavior of cognitively impaired residents. (15 minutes CL)
- Discussion regarding social services which assist residents with behavior needs (additional 15 minutes CL)
- Information related to behavior modifications (additional 15 minutes CL)

Total Classroom time: 3.75 hours

Total additional classroom time: 30 minutes

Practice test from Unit 10 will be done at the beginning of class. Instruction for Unit 11 will be done using the LHT for medical terminology, definition, and instruction. Study Guide #10 will be done in class. Key terms and points to remember will be handed out at the end of class. Review Unit 11 information will be assigned for homework prior to next class.

ENATA will have a written agreement with Corner Nursing Home for students to practice their skills in a real-world environment. Each student will be assigned 1-2 patients for each clinical day. The residents will be assigned by the Primary or Supplemental Instructor based on a discussion with the charge nurse prior to the start of the clinical rotation day. No employee from Corner Nursing Home will be allowed to instruct or train any ENATA student. Students will need a TB clearance and background checks performed prior to entry to Corner Nursing Home. Students will also need to have completed a First Aid and CPR (Cardiovascular Pulmonary Resuscitation) course at a location outside of ENATA as ENATA does not provide certification for either of those classes. The First Aid and CPR course are for students of Corner Nursing Home to provide direct resident care. The Primary Instructor will observe and instruct students in the mornings. The Supplement Instructor will observe and instruct students in the afternoons with the Primary Instructor remaining on the premises for consultation as needed and for supervisory oversight.

SECTION IV

Attendance will be taken by each instructor. If a trainee is tardy or leaves a class early, that time and training on that topic must be made up by the trainee. The instructor will note any absence, tardiness or leaving class early and the material that was missed. The trainee will need to come in on scheduled make up days to complete the training they missed.

At the end of each lesson plan there will be a practice test which is an end of chapter test. Passing grades are 70 or above. A student will be allowed to re-take one chapter test of their choosing to increase their grade per class cycle. At the end of the class cycle, a final exam consisting of 100 questions, 10 from each chapter, will be taken by all trainees. Trainees must achieve a passing grade of 70 or above to graduate and receive a certificate of completion from ENATA.

After Lesson Plans #5 and #10, there will be one 8-hour session (one after #5 and one after #10) for students to make up any time missed classes/labs prior to clinical rotation and to get additional training and help in understanding any area they need additional instruction in. Students may not miss more than two classes in any given class cycle. If they do, they must enroll and finish their training during the next class cycle. They will not be charged again for attendance.

All students will have the competency skills checklist completed by the Primary Instructor prior to attending clinical rotation. The competency skill checks will be performed just as they are expected to be performed to pass the CNA exam. The instructor will use both the DHS (Department of Human Services) Competency Checklist Form and the Skills Sheets from Prometric's website. Students **Shall Not** perform any services directly to residents in any facility for which the student has not been trained **and** found to be proficient by the Primary RN Instructor. If a student cannot pass the competency skill checks, they will not be permitted to attend clinical rotation and will not be permitted to graduate with their class. However, they will be able to take the class again at no additional charge to them and attend the clinical rotation in the next class cycle. Students will be permitted to perform each skill check 3 times before receiving a failure designation for that skill. Skills competency checks will be graded on a pass/fail system only. If a student fails, the reason they failed will be explained to them verbally and in writing.

Throughout the class cycle, both Primary and Supplemental Instructors will be asking questions of all students throughout the day to assess everyone's comprehension of the material being taught and their suitability to perform as a professional CNA in a long-term care facility with elderly and disabled clients. Should either of the instructors have concerns they will discuss it with each other and approach the student with their concerns and provide suggestions on how to improve their performance.

If any student continues to have trouble with understanding any course content or instructor because English is their second language, ENATA will refund the students' money and suggest the student complete an English as a second language course before re-enrolling in the course with ENATA.

After clinical rotation, there will be one 4-hour day devoted to studying for the final exam and taking the final exam two days later to allow trainees time to study.

SECTION V

Instructional materials that will be used/given to trainees:

- Last name, initials. Of. author (2019) *Loving Handbook Textbook* (3rd edition). Honolulu, HI: Worth Publishers.
 - Each student will need to purchase their own copy. They may purchase used textbooks if they can find one.
- Title of video. Retrieved December 5, 2018 from <http://www.videolinkhere.com>.
- 1st page of each handout will be attached in the order they are mentioned in the curriculum above.
- All handouts are taken directly from the textbook.
- Copy of first page of DHS (Department of Human Services) competency checklist.
- Copy of first page of Prometric skills check sheet.