

Nursing Aide Training Program

Fall/Winter, 2016

Course Syllabus/ Handbook



Family And Community Empowerment Services
P.O. BOX 15279
Tallahassee FL 32317
Phone: (850) 364-0187
www.facesofyou.org



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About this Handbook

This purpose of this handbook is to provide guidance to all participating students in the neXT Nursing Assistance program.

COURSE INFORMATION

Course Title

Nursing Assistant Training (NA)

What is a NA

Nursing assistants perform routine duties in caring for patients or residents. Care tasks delegated by the nurse to the assistant include: transferring a patient/resident from the bed to a chair or wheelchair; walking or performing range of motion exercises; bathing, showering, shaving or providing oral hygiene for a patient/resident; feeding; changing bed linens; and maintaining cleanliness of the patient/resident's general surroundings.

The nursing assistant is proficient in taking a temperature, respiratory rate, blood pressure and other patient/resident vital measurements, and reporting the results back to the nurse. The practice of good hand hygiene and patient/resident safety is expected at all times in the clinical setting.

Course Description

The course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a registered nurse (RN) or licensed practical nurse (LPN).

This course is designed to prepare you to take the Florida Nurse Aide Exam (FNAE). Florida candidates must pass both parts of the Prometric Nurse Aide Exam: skills and knowledge. The skills test involves carrying out a sampling of actual nursing assistant duties. All test takers are evaluated on hand washing technique and on indirect care behavior. Each test taker is evaluated on three additional skills; these are randomly assigned. The clinical skills test checklist details all skills that may be assigned.

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Satisfactory completion of the course provides eligibility to take the (FNAE) State certification as a certified nursing assistant (CNA).

Course Prerequisites

Orientation

Each student must attend an orientation session. Within the session all potential students must pass a criminal background check. Students will be sized for scrubs. Scrubs will be awarded after criminal background clears. Scrubs **must** be worn on day(s) of class.

Skills Pre-test

All potential students will be given a basic skills test. There is **NO** pass or fail. The test is used **ONLY** for assessment.

FBI background checks

Candidates must clear FBI background checks before they can be approved for testing. (They will, however, need to wait to receive notification from Prometric that their application has been received before initiating the process.)

Florida uses a Livescan process. This means that fingerprints are made electronically. Applicants may use any Livescan site that has been approved by the Florida Department of Law Enforcement. The Board of Nursing has provided a link to a listing of approved Livescan providers

This is required within ten (10) days from the first day of class.

Other Requirements

- Students must have a high school diploma or GED.
- Signed permission of a parent or legal guardian is required for students under the age of 18.
- Valid Social Security number



Training Facility Information

[Office Hours](#)

Please contact instructor to schedule an appointment, when necessary.

[Faculty](#)

FACES Staff

Name	Title	Contact Information
Carolyn Marshal	RN – Supervisor/NA Instructor	850-364-0187
Sqwrcene C. Davis	Executive Director	850-364-0187
Arriya Davis	Program Director	850-364-0187

[Calendar](#)

Classes will be closed on New Year's Day, Martin Luther King, Jr. Day (observed), President Washington's Birthday (observed), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Programs are taught in sessions/modules – as a result classes begin continually and are generally between the hours of 8:00 a.m. to 11:30 a.m. Monday-Wednesday. Laboratory times are every Wednesday



COURSE SYLLABUS

Course Title: Nursing Assistant Training
Course Number: NA2016

Course Credit

Weeks	Instructional/Lecture	Clinical/Lab Hours	Total Hours
8	52	30	82

Required Textbook

American Red Cross, Nurse Assistant Training, Third Edition

Course Objectives

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

- 1) Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.
- 2) Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
- 3) Apply nursing assistant theoretical knowledge in providing basic healthcare services.
- 4) Perform essential nursing assistant clinical skills.
- 5) Use accurate and appropriate communication with members of the healthcare team.
- 6) Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.
- 7) Carry out and follow up on patient/resident care tasks as delegated by the nurse.



ADDITIONAL COURSE REQUIREMENTS

CPR/Basic Life Support (BLS)/First aide - 1-day training

Enrollment Requirements

Students who are not on the official class roll may not remain in class. These students must leave class and may not return to class until they have enrolled in the course and their names show up on the official class roster. Enrollments Dates are continuous because classes are taught in modules.



METHOD OF INSTRUCTION

- 1) Lecture/Discussion
- 2) PowerPoint presentation
- 3) Video/DVD
 - a) College laboratory setting
 - b) Simulation laboratory
- 4) Hands-on use of manikins and anatomical models
- 5) Written handouts
 - a) Return demonstration
 - b) Clinical experience

COURSE SUPPLY REQUIREMENTS

ALL SUPPLIES PROVIDED BY FACES

Class Supplies

1. Scrubs and plain white or black shoes
2. Black non-erasable pen
3. Small notebook
4. Highlighter

Lab Supplies

1. Clinical Scrubs
2. White Keds footwear
3. Name Badge
4. Stethoscope
5. Personal Protective Equipment Goggles (PPE)
6. 54" gait/transfer belt (as needed basis for demonstration)
7. Watch with second hand or digital display
8. Latex/rubber gloves

METHOD OF EVALUATION

The student must pass theory with a minimum grade of: **C (78 %) or better.**

Grading Scale

(A=95-100, B=80-89, C=70-79)

Clinical evaluation: You must receive an S (satisfactory) in clinical and laboratory skills.



STUDENT CONDUCT CODE & POLICIES

Please Note: (Specific program policies are carried out by instructors and may vary due to content/coursework)

PERSONAL CONDUCT POLICY

Each student is expected to conduct his/her self in a manner expected of all members of the healthcare team in respect to standards of ethics, morals and integrity. Student expectations include active class participation and a positive attitude. Practices that indicate a lack of commitment to quality work or classroom/clinical interaction will impact a student's grade (e.g., leaving the class during discussions, having loud outbursts during discussions, use of profanity).

ATTENDANCE POLICY

The student is expected to arrive on time to class each day. Class attendance is considered from the beginning to the end of the class period. Student expectations include active class participation and a positive attitude. Repeated absences or any other practices that indicate lack of commitment to quality work or classroom/clinical interaction will impact a student's grade (e.g., leaving the class during discussions, having loud outbursts during discussion, use of profanity). Each student should notify the instructor regarding all absences. The student should notify the instructor—*prior to class*—of emergency absences or tardiness via e-mail or voicemail.

In order to prevent a negative impact on the course grade, one (3) excused absence is allowed, with mandatory make-up work requirement. For any additional excused absence(s), the student will either

A student who experiences a medical condition which prevents attendance at any class or clinical experience must immediately provide appropriate medical documentation to the Health Careers office.

NOTE: Due to healthcare facility requirements, a student may not be eligible to return to the clinical site without verified medical documentation that indicates a return to patient/resident care *without restrictions*.



Course Schedule

[Program Overview](#)

Before class begins will have an overview FACES program and the requirement in order to continue enrollment.

[Class Schedule – 2016](#)

Orientation

- FACES Program Overview
- Certified Nursing - Assistant Proficiency Skills Checklist
- Criminal Background Check Explanation
- Florida CAN Citification Objectives

CNA 2016 CALENDAR SCHEDULE

Time	Session Start Date	Session End Date	Graduation Date
8:00am – 12pm	Mon, May 9, 2016	Wed, Jun 29, 2016	Fri, July 23 3:00 pm
SUMMER BREAK			
8:00 am – 11:30 am	Tues, Sept 6, 2016	Wed, Nov 2, 2016	Fri, Nov 5, 2016 3:00 pm
WINTER BREAK			

[Pre-test](#)

There will be a Nursing Assistant Pre-test administered on the first week of class.



Course Outline

UNIT 1 - THE ART OF CAREGIVING

Chapters

- 1) Being a Nurse Assistant
- 2) Working in the Health Care System
- 3) Understanding Legal and Ethical Aspects of Health Care
- 4) Understanding the People in Our Care
- 5) Communicating with People

Check Your Understanding Exercise Review Questions

Lab/Clinical - quiz

Supplies *Red Cross Nursing Assistant Manual, Handbook, notebook, pencil/pen*

UNIT 2 - PROMOTING SAFETY

Chapters

- 6) Controlling the Spread of Infection
- 7) Preventing Injuries
- 8) Responding to Emergencies

Check Your Understanding Exercise Review Questions

Lab/Clinical

Supplies *Red Cross Nursing Assistant Manual, Handbook, notebook, pencil/pen*

UNIT 3 - PROVIDING CARE

Chapters

- 9) Measuring Vital Signs, Weight and Height
- 10) Maintaining a Comfortable Environment
- 11) Providing Restorative Care
- 12) Assisting with Positioning and Transferring

Check Your Understanding Exercise Review Questions

Lab/Clinical

Supplies *Red Cross Nursing Assistant Manual, Handbook, notebook, pencil/pen*



Chapters

- 13) Assisting with Personal Cleanliness and Grooming
- 14) Assisting with Meals and Fluids
- 15) Assisting with Elimination
- 16) Promoting Comfort and Rest
- 17) Assisting with Admissions, Transfers and Discharges
- Check Your Understanding Exercise Review Questions*
- Lab/Clinical

Supplies *Red Cross Nursing Assistant Manual, Handbook, notebook, pencil/pen*

UNIT 4 - SPECIAL CARE SITUATIONS

Chapters

- 18) Providing Care for People with Specific Illnesses
- 19) Providing Care for People with Cognitive
- 20) Changes and Dementia
- 21) Providing Care for People at the End of Life
- 22) Providing Care to Infants and Children
- 23) Providing Care for People in Their Homes
- Check Your Understanding Exercise Review Questions*
- Lab/Clinical

Supplies *Red Cross Nursing Assistant Manual, Handbook, notebook, pencil/pen*

UNIT 5 - TRANSITIONING FROM STUDENT TO EMPLOYEE

Chapters

- 24) Entering the Workforce
- 25) Enjoying Professional Success
- Check Your Understanding Exercise Review Questions*
- Lab/Clinical

Supplies *Red Cross Nursing Assistant Manual, Handbook, notebook, pencil/pen*

FINAL EXAM

Pre-certification Practice Exam