

Department:

Allied Health

Course Description:

This course is based on the Kansas Department for Aging and Disability Services (KDADS) Certified Nurse Aide (CNA) Curriculum Guidelines 90 Hours and prepares individuals to take the State certification exam. The course focuses on the responsibilities of the nurse aide working as a member of the health team caring for residents of long-term care facilities. The course includes basic anatomy and physiology, communication skills, measurement of vital signs, and procedures to help meet the hygiene, nutrition, and rehabilitation needs of older individuals. Students who successfully complete this course and pass the State exam will be qualified to become a practicing Kansas CNA. As a hybrid course, it is expected that students will spend at least 45 hours online for lectures and course work, and 45 hours in person for labs/clinical.

Course Competencies:

Upon completion of this course, the student will be able to meet the objectives listed in the KDHE Certified Nurse Aide Curriculum for each of the following topics:

Part 1

1. Introduction
 - a. State purposes for completing the CNA course.
 - b. Identify the federal requirements related to CNA education.
 - c. Discuss the concept of person-centered care.
2. Residents of an Adult Care Home
 - a. Recognize the purpose for learning about the aging process and social attitudes toward the aged.
 - b. List some of the stereotypes about aging which are prevalent in our society.
 - c. State facts concerning aging and the elderly.
 - d. Discuss Maslow's Hierarchy of needs and how it relates to the role and functions of the CNA.
 - e. Identify psychosocial losses associated with aging.
 - f. Identify physical losses associated with aging.
 - g. Describe aspects of independent living at risk for loss when an individual resides in a LTC facility.
 - h. Discuss what is meant by confidentiality.
 - i. Identify legal rights of residents which will be stated in Residents' Rights.
 - j. State the CNA's responsibility concerning residents' rights.
 - k. List the goals of a long-term care facility.
 - l. Identify the types of long-term care facilities in Kansas
3. Role and Responsibilities of the CNA.
 - a. Identify major categories involved in fulfilling your role as a CNA.
 - b. Discuss desirable attitudes and actions which will lead to successful job performance.
 - c. Discuss desirable personal grooming habits.
 - d. Examine an adult care home's employee policy manual.

- e. Discuss how confidentiality of resident information is maintained.
 - f. Define and discuss legal and ethical aspects of care as it relates to the role of the CNA.
 - g. Discuss abuse, neglect and exploitation.
4. Meeting Resident Needs: Communication
- a. Identify attitudes which promote communication between people.
 - b. Identify behavior which will help accomplish effective communication between the CNA and residents.
 - c. Identify factors which promote good communication between the CNA and resident's family and friends.
 - d. Recognize factors which may block effective communication between resident, family and staff.
 - e. Identify factors which promote effective communication between the CNA and other staff members.
 - f. Identify steps for answering resident's call signal.
 - g. Identify techniques which promote communication using telephone or intercom.
 - h. Promote resident communication through the use of sensory assistive devices.
 - i. Identify behavior which may show that a resident is confused.
 - j. Identify ways of communicating with a confused resident.
5. Meeting Resident Needs: Infection Prevention and Control
- a. Identify reasons why infection prevention and control are important.
 - b. Discuss conditions which affect bacterial growth.
 - c. Name ways in which pathogens are spread.
 - d. Identify practices which hinder the spread of infection.
 - e. Identify and use infection control terminology.
 - f. Discuss standard precautions.
 - g. Identify the purpose for standard precautions.
 - h. Identify potential sources of infection.
 - i. Identify and use activities that are a part of standard precautions.
 - j. Discuss the reasons for thorough hand washing.
 - k. Identify key points of the hand-washing routine. Demonstrate effective hand washing.
 - l. Identify methods used to control microorganisms on supplies.
 - m. Identify and demonstrate use of personal protective equipment.
 - n. Use environmental control measures.
 - o. Identify key points of hand washing with waterless cleaner.
 - p. Identify key points for using gloves.
 - q. Demonstrate donning and removing gloves.
 - r. Describe the purpose for transmission-based precautions.
 - s. Discuss the needs of a resident in isolation.
 - t. Identify CNA actions when there is a break in infection control procedures.
6. Meeting Resident Needs: Mobility
- a. Explain the CNA's role in resident care relating to mobility.
 - b. Define and discuss body mechanics as they apply to the CNA.
 - c. Identify and demonstrate rules of body mechanics.
 - d. Identify general principles for lifting and moving residents.
 - e. Describe and use safe practices with a transfer belt.
 - f. Demonstrate ability to:
 - g. Raise to sitting position
 - h. Move toward head of bed
 - i. Move to one side of bed
 - j. Turn onto side
 - k. Transfer from chair to bed and bed to chair
 - l. Transfer from bed to stretcher

- m. Describe correct body alignment.
 - n. Explain why correct alignment is important.
 - o. Describe postural variations which occur in the elderly.
 - p. Demonstrate correct positioning of a person in supine, prone, side lying and sitting position using common devices to support positioning.
 - q. Identify devices which are used to help position the resident in normal body alignment and describe how they are used.
 - r. Identify and use devices that assist the resident in walking or ambulation (walker, cane, crutches).
 - s. Describe and demonstrate use of a wheelchair as a mobility device.
 - t. Identify and discuss the safety precautions involved in the use of wheelchairs
 - u. Discuss the CNA's role in promoting pressure relief for a resident in a wheelchair.
 - v. Discuss wheelchair positioning.
 - w. Identify, discuss and demonstrate safety precautions involved in the operation of portable mechanical lifts.
7. Meeting Resident Needs: The Resident's Personal Living Space
- a. Discuss actions and activities that respect the resident's control of his/her living space.
 - b. Identify and state the purpose for items in the resident's unit.
 - c. Discuss ways of keeping the resident's environment comfortable.
 - d. Identify tasks involved in ensuring that the resident's unit is safe and completely furnished.
 - e. Identify and discuss measures which make the bed comfortable.
 - f. Identify types of bed making and when each is appropriate
 - g. Demonstrate safe practices while making occupied and unoccupied beds.
8. Meeting Resident Needs: Safety
- a. Identify, discuss and give examples of resident situations that influence safety.
 - b. Identify and use safety precautions to prevent falls.
 - c. Identify and use safety precautions to prevent burns.
 - d. Identify and use safety precautions to prevent electrical injury.
 - e. Identify and use safety precautions to prevent choking and to assist a resident who is choking.
 - f. Identify and use precautions for chemicals in the adult care home.
 - g. Identify and use safety precautions for oxygen use.
 - h. Identify actions to take when a fire is discovered (RACE).
 - i. Describe what action the CNA should take when a fire is discovered in an adult care home (Facility Fire Plan).
 - j. Identify and use precautions to prevent elopement and to respond when a resident elopes.
 - k. Identify and use safety actions and procedures when an emergency is expected.
 - l. Identify and use tornado safety actions and procedures.
9. Meeting Resident Needs: Personal Care and Grooming
- a. Discuss factors which affect a person's hygiene needs and practices.
 - b. State goals for oral hygiene.
 - c. Identify and follow general practices for oral hygiene.
 - d. State and demonstrate the correct method for brushing a resident's teeth.
 - e. Discuss and demonstrate how to safely care for the resident's dentures.
 - f. Discuss how to safely give mouth care to an unresponsive resident.
 - g. Identify the purposes of bathing.
 - h. Discuss and demonstrate general guidelines to follow when bathing the resident.
 - i. Demonstrate a bed bath. Identify actions which promote comfort for the resident.
 - j. Name and describe bed bath variations.
 - k. Identify situations in which perineal care needs to be given.

- l. Discuss and demonstrate how whirlpool baths are given.
 - m. Discuss and demonstrate how shower and tub baths are given.
 - n. Discuss why, when and how a back rub is given.
 - o. Demonstrate a back rub.
 - p. Discuss and demonstrate how to dress and undress the resident.
 - q. Discuss and demonstrate care of the resident's hair:
 - i. Shampooing
 - ii. Combing
 - iii. Facial hair
 - r. Describe and follow general guidelines for cutting resident's hair.
 - s. Discuss safe care of a resident's fingernails and toenails.
 - t. Discuss and demonstrate shaving resident's facial hair.
 - u. Describe how to assist a resident with applying makeup.
 - v. Describe how to assist the resident with prosthetic or assistive devices.
10. Meeting Resident Needs: Nutrition and Fluids
- a. Name the parts of the digestive system.
 - b. Identify the function of parts of the digestive system.
 - c. Identify changes that occur in the digestive system with age.
 - d. State why adequate nutrition and fluid intake are important for the resident.
 - e. Discuss factors which affect the nutrition/hydration state of the elderly.
 - f. Identify the responsibility of dietary personnel in providing for the resident's nutrition.
 - g. Identify the role of the CNA in promoting nutrition and hydration for the resident.
 - h. Describe and use guidelines that promote nutrition and safe eating in preparing the resident for meals.
 - i. Describe and use guidelines that promote nutrition and safe eating relative to infection control practices.
 - j. Describe and use guidelines that promote nutrition and safe eating in assisting a resident at meal times.
 - k. Describe and use guidelines that promote nutrition and safe eating in promoting independent eating.
 - l. Describe and use guidelines that promote nutrition and safe eating in assisting the resident who is unable to feed self.
 - m. Describe how to assist a resident with dysphagia.
 - n. State daily requirements for liquids.
 - o. Identify and use measures to encourage adequate fluid intake.
 - p. State the responsibilities of the CNA in caring for a resident with a fluid restriction.
 - q. Describe how a resident's intake is recorded.
 - r. Discuss why a resident's weight may be regularly measured and recorded.
 - s. Describe how to check weight accurately.
 - t. Identify purposes for and characteristics of LTC facility diets including: regular, mechanical soft, puree, clear to full liquid, LCS, NAS, no added fat, low calorie and high calorie.
 - u. Identify devices and techniques which may be used to help the resident maintain independence while eating.
 - v. Describe how to feed a resident.
11. Meeting Resident Needs: Elimination
- a. State the importance of accurate measurement and recording of intake and output.
 - b. Describe and demonstrate methods to measure and record fluid intake.
 - c. Define the terms: encourage fluids, restrict fluids, NPO.
 - d. Describe and demonstrate methods to measure and record fluid output.
 - e. Identify typical actions by the CNA when assisting a resident with elimination.

- f. Identify and demonstrate safe procedures for assisting resident with using the bedside commode or toilet.
 - g. Identify and demonstrate safe procedure for assisting resident with using urinal.
 - h. Identify and demonstrate safe procedure for assisting resident with bedpan or fracture pan.
 - i. Describe measures to provide proper skin care, perineal care and comfort after toileting, and care for the incontinent resident using aseptic techniques.
12. Measuring and Recording Vital Signs
- a. Identify measurements taken when “vital signs” are to be measured. Identify abbreviations for the vital signs.
 - b. Identify what causes body temperature.
 - c. Identify “normal” or average body temperature and acceptable ranges.
 - d. List situations which may cause the thermometer reading to vary from normal.
 - e. Identify types of thermometers and situations in which used.
 - f. Describe and demonstrate safe methods of taking temperature by the following routes: oral, rectal, tympanic and axillary.
 - g. Describe for each method of checking temperature:
 - i. Situations when used
 - ii. How to place or insert thermometer
 - iii. Time needed for thermometer to register
 - h. Discuss how the CNA should record and report temperature measurements including correct symbol used to indicate route.
 - i. Identify temperature measurements that should be reported to the nurse.
 - j. Describe what causes pulse.
 - k. Describe characteristics of “normal” or average pulse.
 - l. Identify variations from the “normal” pulse.
 - m. Describe and demonstrate methods used to accurately measure radial and apical pulses.
 - n. Discuss how to record and report pulse measurements including the standard abbreviation for apical pulse.
 - o. Identify pulse changes and variations that should be reported to the nurse.
 - p. Describe what is meant by respiration.
 - q. Identify the “normal” or average adult respiratory rate.
 - r. Identify variations from normal respiration.
 - s. Describe and demonstrate how to accurately measure respiratory rate.
 - t. Identify changes or variation in respirations that should be reported to the nurse.
 - u. Describe what causes blood pressure.
 - v. Identify meanings for the terms "systolic" and "diastolic" blood pressure.
 - w. Identify “normal” or average blood pressure.
 - x. Describe variations in blood pressure.
 - y. Identify instruments to check blood pressure.
 - z. Describe and demonstrate how to accurately measure blood pressure.
 - aa. Identify how to record and report blood pressure measurements.
 - bb. Identify changes and variations in blood pressure that should be reported to the nurse.
 - cc. Demonstrate how to measure and record height.
 - dd. Identify why the resident’s height is measured.

Part 2

- 1. The Resident’s Care Plan
 - a. Identify the purposes for a resident care plan.
 - b. Identify typical members of an interdisciplinary care team and how they contribute to developing the care plan.
 - c. Identify the CNA’s role during the care planning process.
 - d. Use terminology that is typically part of the care planning process.

- e. Describe how assessment, planning, implementation and evaluation contribute to the care planning process.
2. Observing, Reporting and Documenting
 - a. List attitudes and actions which are prerequisites for making observations about residents.
 - b. Describe the CNA's responsibilities when communicating information about the resident.
 - c. Identify observations to be made during resident care and/or while spending time with residents.
 - d. Identify the frequency with which CNAs make observations.
 - e. List examples of how the CNA uses the senses to collect information about the resident.
 - f. Describe how and when to report and record observations.
 - g. Discuss how a CNA's observations might be used.
 - h. Identify and use common medical abbreviations.
 - i. Identify purposes for medical record, including legal implications.
 3. Physical Changes Accompanying Aging
 - a. Describe basic structure and function of the eye.
 - b. Describe how the CNA might observe that a resident has impaired vision.
 - c. Describe changes in vision which accompany aging.
 - d. Identify names of diseases which may cause visual impairment.
 - e. List ways to change the environment to encourage independence and promote safety.
 - f. Describe basic structure of the ear.
 - g. Identify warning signs of hearing impairment.
 - h. Describe changes in hearing which may accompany aging.
 - i. List ways to modify communication to a person with a hearing loss.
 - j. List nursing actions to help prevent injury to the resident with impaired sensation (touch, temperature).
 - k. Describe changes in behavior which may follow loss of the senses of taste and smell.
 - l. List ways to aid the resident who has losses of taste and smell.
 - m. Describe basic structure and function of cardiovascular system.
 - n. Describe the changes of aging which may affect the heart and blood vessels.
 - o. Identify descriptions of common cardiovascular diseases.
 - p. Identify changes the resident may experience as a result of cardiovascular diseases.
 - q. Describe basic structure and function of respiratory system
 - r. Describe how the changes of aging affect respiratory function.
 - s. Describe the result of common chronic respiratory diseases.
 - t. Identify names of common respiratory diseases of aging.
 - u. Identify common measures a CNA would use to aid the resident with shortness of breath.
 - v. Describe basic structure and function of endocrine system.
 - w. Identify the body changes which cause diabetes.
 - x. Describe how diabetes is treated.
 - y. Name complications which may occur with diabetes.
 - z. Describe the care a CNA would give to a resident with diabetes.
 - aa. Describe basic structure and function of reproduction system.
 - bb. Describe basic structure and function of urinary system.
 - cc. Identify names and descriptions of common GU disorders.
 - dd. Describe changes of aging which may affect urinary function.
 - ee. Discuss how the CNA can help promote good kidney function.
 - ff. Describe basic structure and function of musculoskeletal system.
 - gg. Describe changes of aging which affect the musculoskeletal system.
 - hh. Identify descriptions of common musculoskeletal disorders.

- ii. List measures to assist the resident with common musculoskeletal disorders.
 - jj. Describe basic structure and function of nervous system.
 - kk. Describe the changes of aging which may affect the nervous system.
 - ll. Identify descriptions of common nervous system disorders.
 - mm. Discuss measures a CNA might use which to assist residents who have nervous system disorders.
 - nn. Describe basic structure and function of the integumentary system.
 - oo. Describe changes that occur in the integumentary system with age.
 - pp. Use medical terminology to describe cancer and cancer treatment.
 - qq. Identify common needs of a resident with cancer.
 - rr. Identify early warning signs of cancer.
4. Sexuality in Aging
 - a. Define the term "sexuality."
 - b. Identify sexuality as a basic human need.
 - c. Describe factors that affect the resident's sexual expression.
 - d. Describe the CNA's role in supporting and protecting the resident's sexual expression.
 - e. Discuss responses that the CNA may make to inappropriate sexual comments or actions from a resident.
 5. Meeting Resident Needs: Comfort and Rest
 - a. Describe the resident's need for rest and sleep.
 - b. Discuss measures the CNA may use to promote rest and sleep.
 - c. Identify comfort as a quality of life issue.
 - d. Identify pain as the "fifth vital sign."
 - e. Discuss pain as a subjective experience.
 - f. Describe how the CNA observes, reports and records a resident's pain.
 - g. Discuss measures a CNA might use to promote pain relief.
 - h. Discuss how the CNA can determine the effectiveness of pain relieving measures.
 6. Meeting Resident Needs: End-of-Life Care
 - a. Identify society's and the CNA's views and attitudes about death and dying
 - b. Describe how the CNA can obtain information about resident/family end-of-life practices.
 - c. Describe what is meant by the terms: Advanced Directive, Living Will, life-sustaining care, supportive or comfort care, DNR and DPOA.
 - d. Identify services provided to a resident and family by a hospice organization.
 - e. Identify how approaching death affects the core emotional needs of the person.
 - f. Describe responses by the CNA to emotional needs of the dying resident.
 - g. Identify the 5 stages of grief as described by Kubler-Ross. For each, identify behaviors the dying person might demonstrate.
 - h. Identify emotions which may be experienced in response to the death of others.
 - i. Discuss the importance of and ways to acknowledge the death of a resident in an adult care home.
 - j. Identify physical signs of approaching death.
 - k. Identify supportive care measures which the CNA should provide for the dying resident.
 - l. Identify the meaning of the term "postmortem care" and the steps involved in providing postmortem care.
 - m. Describe supportive care the CNA can provide for the dying resident's roommate.
 7. Meeting Resident Needs: Restoring Nutrition and Elimination
 - a. Describe care guidelines for the resident who is receiving an IV infusion.
 - b. Describe CNA observations for the resident receiving an IV infusion.
 - c. Identify names and placement sites for feeding tubes.
 - d. Describe care guidelines for the resident who is receiving a tube feeding.
 - e. Describe CNA observations for the resident who is receiving a tube feeding.

- f. Identify types of urinary catheters.
 - g. Identify steps to maintain a closed drainage system to help prevent urinary infection and provide dignity.
 - h. Describe care guidelines for the resident who has a urinary catheter including use of the care plan; proper positioning of catheter, tubing and bag; and routine catheter care.
 - i. Identify proper steps for catheter care using aseptic technique and standard precautions.
 - j. Identify proper steps in emptying a urinary drainage bag.
 - k. Identify proper steps to disconnect catheter from tubing and attach to leg bag urinary drainage.
 - l. Describe an external drainage system for the male and measures for correct use.
 - m. Describe CNA observations for the resident who has a Foley catheter or external urinary catheter.
 - n. Identify meanings for the terms diarrhea, feces and peristalsis.
 - o. Identify care guidelines and CNA observations for the resident who has diarrhea.
 - p. Identify the reason and procedure for collecting a stool specimen.
 - q. Identify meanings for the terms constipation, defecation and impaction.
 - r. Identify signs which may indicate that a resident is constipated and/or has a fecal impaction.
 - s. Describe care guidelines and CNA observations for the resident who has constipation and/or fecal impaction.
 - t. Identify the purpose and procedure for an enema.
 - u. Identify differences between a pre-packaged, ready-to-use enema, a cleansing enema and an oil-retention enema.
 - v. Describe safe practices for enema administration.
 - w. Identify meanings for the terms ostomy, colostomy, ileostomy, ureterostomy and stoma.
 - x. Describe care guidelines and CNA observations for the resident who has an ostomy.
 - y. Identify contributing causes of incontinence.
 - z. Describe reasons for promoting bladder and bowel continence.
 - aa. Identify how a toileting assistance program is developed.
 - bb. Describe resident care guidelines for bowel continence.
 - cc. Identify examples of voiding assistance programs.
 - dd. Describe the CNA's role with toileting assistance programs.
8. Meeting Resident Needs: Maintaining and Restoring Mobility
- a. Define and describe restorative services.
 - b. Identify the requirements for restorative services in an LTC.
 - c. Identify the purposes and importance of restorative care.
 - d. Describe general restorative care responsibilities in an LTC.
 - e. Describe the types of rehabilitative/restorative services in an LTC.
 - f. List the main areas for rehabilitative/restorative interventions to improve functional ability.
 - g. Identify the difference between passive and active ROM and situations where each is appropriate.
 - h. Demonstrate proper techniques for ROM.
 - i. Identify the purpose of and safety precautions to employ when a CNA assists a resident with ROM exercises.
 - j. Use ROM terminology including abduction, adduction, flexion and extension.
 - k. Describe the CNA's responsibility for restorative care.
 - l. Describe physical consequences of immobility on the musculoskeletal, integumentary, GU, GI, respiratory and cardiovascular systems.
 - m. Identify alternate names used to describe pressure ulcers.

- n. Discuss how to prevent pressure ulcers.
 - o. Identify devices used to prevent pressure.
 - p. Describe the signs and symptoms of a pressure ulcer.
 - q. Identify locations which are prone to ulcer formation.
 - r. Discuss methods of treatment.
 - s. Identify general measures the CNA can use to prevent complications of immobility.
9. Meeting Resident Needs: Dementia and Problem Behaviors
- a. Identify a definition for dementia.
 - b. Describe types of dementia: reversible vs. irreversible.
 - c. Identify names of diseases that cause dementia.
 - d. Describe the general progression of Alzheimer's disease and goals for care.
 - e. Give examples of questions a CNA can use to understand problem behaviors from the resident's perspective.
 - f. Describe communication strategies for the resident with dementia and approaches by the CNA.
 - g. Describe common behaviors associated with dementia; and, approaches the CNA can use to support the resident.
 - h. Describe common behaviors associated with depression and approaches the CNA can use to support the resident.
 - i. Discuss communication and support techniques such as validation, reality orientation and reminiscing.
10. Additional Resident Care Procedures
- a. Identify the effect of heat on skin and nearby tissues.
 - b. Identify examples of heat application.
 - c. Describe safety precautions in carrying out heat application.
 - d. Identify the effect of cold on skin and nearby tissues.
 - e. Identify examples of cold applications.
 - f. Describe safety precautions in carrying out cold applications.
 - g. Identify oxygen administration devices.
 - h. Identify safety precautions related to O₂ therapy.
 - i. Describe application and monitoring of anti-embolus hose/elastic stocking.
 - j. Describe uses for AE hose/stockings.
 - k. Identify general guidelines and specific steps for collecting specimens (urine, stool).
 - l. Describe characteristics of devices that make them a restraint.
 - m. Identify the intended use for a restraint.
 - n. Identify specific examples of restraints.
 - o. Describe actions a CNA might take to anticipate or respond to a resident's unsafe behaviors.
 - p. Describe key points of restraint use.
 - q. Identify situations that allow a CNA to perform delegated tasks.
 - r. Describe what a CNA reports about a delegated task.
11. Meeting Resident and family Needs: Admission, Transfer and Discharge
- a. Identify feelings the resident and family may have at the time of admission.
 - b. Identify actions the CNA may take to assist the resident during admission.
 - c. Identify feelings the resident may have when discharged.
 - d. Identify how the CNA might assist with discharge.
 - e. Identify feelings the resident and family might have during a transfer.
 - f. Identify actions the CNA might take to assist during a transfer.
12. First Aid in the Adult Care Home
- a. Identify general guidelines for the CNA response to an emergency requiring first aid.
 - b. Identify first aid measures the CNA should take when a resident has an abrasion or a laceration.

- c. Identify methods to help control nosebleeds.
 - d. Identify first aid measures for burns.
 - e. Identify signs which indicate that a resident may be experiencing a medical emergency (Shock, Seizures, change in level of consciousness or mobility, chest pain), and for each set of symptoms, identify what the CNA's first aid action should be.
 - f. Identify first aid measures for someone who faints.
 - g. Identify first aid measures for someone who has fallen.
 - h. Identify first aid for a resident who has ingested poison or harmful substance.
 - i. Identify first aid measures for someone who is choking.
13. Working as a CNA
- a. Discuss how the adult care home's organizational structure is used for problem solving.
 - b. Identify departments/services commonly found in the adult care home.
 - c. Describe qualities of an effective team.
 - d. Identify skills needed to become a successful team member,
 - e. Describe environments that foster teamwork.
 - f. Identify terminology used in the survey process such as KDOA, CMS, Surveyor and Deficiency.
 - g. Describe the CNA's role in the survey process.
 - h. Describe how the individual earns and maintains a CNA certificate.

Course Content:

Part 1

1. Introduction
2. Residents of an Adult Care Home
3. Role and Responsibilities of the CNA.
4. Meeting Resident Needs: Communication
5. Meeting Resident Needs: Infection Prevention and Control
6. Meeting Resident Needs: Mobility
7. Meeting Resident Needs: The Resident's Personal Living Space
8. Meeting Resident Needs: Safety
9. Meeting Resident Needs: Personal Care and Grooming
10. Meeting Resident Needs: Nutrition and Fluids
11. Meeting Resident Needs: Elimination
12. Measuring and Recording Vital Signs

Part 2

1. The Resident's Care Plan
2. Observing, Reporting and Documenting
3. Physical Changes Accompanying Aging
4. Sexuality in Aging
5. Meeting Resident Needs: Comfort and Rest
6. Meeting Resident Needs: End-of-Life Care
7. Meeting Resident Needs: Restoring Nutrition and Elimination
8. Meeting Resident Needs: Maintaining and Restoring Mobility
9. Meeting Resident Needs: Dementia and Problem Behaviors
10. Additional Resident Care Procedures
11. Meeting Resident and family Needs: Admission, Transfer and Discharge
12. First Aid in the Adult Care Home
13. Working as a CNA

Learning Assessments:

State specific assessment methods and grading procedures (points, percent's, assignment weights, grading scale, etc.). Class participation, homework assignments, practice of skills, performance of skills in the clinical setting, tests will be used to evaluate student learning. The CNA course is divided into Part I and Part II. Part I is comprised of Lecture and Lab/Classroom Activities. Upon the completion of the first 40 hours of this course, students will satisfactorily demonstrate competency in the care skills listed in "Part I" of the Competency Skill checklist. Part II is comprised of Lecture and Clinical Experiences with Residents. State Examination: General information: The competency in the training of nurse aides is measured through the State written/oral examination. The State examination is given at an independent site at the completion of the training course. Any trainee who successfully completes the HCC nurse aide course is eligible to take the written/oral examination. The examination will consist of 100 multiple-choice items. Each trainee will have two hours in which to complete the examination. A score of 75% or greater constitutes a passing score.

Instructional Materials:

KDHE Certified Nurse Aide Curriculum Guidelines (90 Hours)
KDHE Kansas Adult Care Home Regulations

Textbook: Sheila A. Sorrentino RN, MSN, PhD. *Mosby's Textbook for Nursing Assistants* (10th ed.). Location: Elsevier. ISBN-13: 9780323655606

Additional materials may be used to augment the course and provide updated medical information.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).