



Certified Nurse Assistant Advanced

curriculum

Certified Nurse Assistant (CNA) provides direct care to patients in a nursing home and clinics or extended care facility. CNA's responsibilities include feeding and bathing patients, and specimen collection. The CNA also participates in rehabilitation and therapy programs under the supervision of registered Nurse.

PART I: CNA SECTION

Units	Modules	Clinical Lab Skills	Takeaways
<p>UNIT 1</p> <p>BASICS OF BEING A RCHF NURSE ASSISTANT</p>	<ul style="list-style-type: none"> Theories of basic human needs Diversity The resident, resident's family, visitors(others)* The health care team Micro organisms The process of infection Medical asepsis Universal Precautions Exposure control OSHA Environmental Resident risk factors Accidents and incidents Disaster plan Responding to emergency codes Fire safety Choking and Heimlich maneuver Physical effects of aging process Abuse. Respect of all personal belongings Restraint safety 	<ul style="list-style-type: none"> Hand washing Using an ABC fireextinguisher Heimlich Maneuver Applies waist restraint 	<ul style="list-style-type: none"> Communication and Interpersonal Skills (Core Values) Infection Control Safety and Emergency Procedures, incl. Heimlich maneuver Promoting Residents' Independence Respecting Residents' Rights Maintaining care & security of resident's personal possessions Avoiding the need for restraints
<p>UNIT 2</p> <p>BASIC NURSING SKILLS</p>	<ul style="list-style-type: none"> The Respiratory and Circulatory Systems Taking and recording respirations Taking and recording temperatures Taking and recording radial pulse Measuring/recording height 	<ul style="list-style-type: none"> Measure and record respiration Measure and record oral temperature using a non-digital thermometer Measure and record rectal temperature using a non- digital thermometer; 	<ul style="list-style-type: none"> Taking and recording vital sign Measuring and recording height and weight Caring for the resident's environment Recognizing abnormal changes in body functioning and the importance of reporting

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	<ul style="list-style-type: none"> • Components and care of the resident's environment Include during admission, discharge, transfer • Isolation Precautions • Types of Patient/Resident Isolation • Bedmaking 	<ul style="list-style-type: none"> • Measure and record radial pulse • Measure and record height; • Measure and record weight using balance scale • and chair scale • Makes an unoccupied bed • Make an occupied bed; • Use of personal protective equipment (PPE) - disposable gloves, gown, goggles and mask; • Follows isolation procedures in disposal of soiled linen • Provides post mortem care 	<p>such changes to a supervisor, including, but not limited to,</p> <ul style="list-style-type: none"> ➢ Shortness of breath ➢ Rapid respirations ➢ Coughs ➢ Chills ➢ Difficult or painful urination ➢ Pain in chest or abdomen <ul style="list-style-type: none"> • Freedom from pain <ul style="list-style-type: none"> ➢ Pain management ➢ Recognizing and reporting pain • Care of the Dying Patient/Resident <ul style="list-style-type: none"> ➢ Care of dying patient/resident & significant others ➢ Care of the body and personal effects after death
<p style="text-align: center;">UNIT 4</p> <p>MENTAL HEALTH AND SOCIAL SERVICE NEED</p>	<ul style="list-style-type: none"> • Measure and record respiration • Measure and record oral temperature using a non-digital thermometer • Measure and record rectal temperature using a non-digital thermometer; • Measure and record radial pulse • Measure and record height; • Measure and record weight using balance scale • and chair scale • Makes an unoccupied bed • Make an occupied bed; • Use of personal protective equipment (PPE) - disposable gloves, gown, goggles and mask; • Follows isolation procedures in disposal of soiled linen • Provides post mortem care 		<ul style="list-style-type: none"> • Changes in behavior and body, concept of loss • Human behavior <ul style="list-style-type: none"> ➢ (Negative behavior ➢ Appropriate interventions • Therapeutic intervention <ul style="list-style-type: none"> ➢ Verbally and/or physically aggressive behavior ➢ Inappropriate or self-destructive behavior • Personal choice and a sense of control <ul style="list-style-type: none"> ➢ Cultural diversity ➢ Resident dignity ➢ Resident confidentiality • Who is family <ul style="list-style-type: none"> ➢ Family reaction to placement ➢ Family adjustment to placement ➢ Family dynamics

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<p align="center">UNIT 5</p> <p>CARE OF RESIDENTS WITH SPECIAL NEEDS</p>	<ul style="list-style-type: none"> • Dealing with the Cognitively • Impaired Resident • Resident Resident • Urinalysis • Blood Collection • Analysis of Blood • Microbiology and Immunology • Surgical Supplies and Instruments • Assisting with Surgical procedure • Principle of Electrocardiography 	<ul style="list-style-type: none"> • Techniques for addressing the needs and behaviors of people with Alzheimer's disease <ul style="list-style-type: none"> ➢ Safety ➢ Wandering • Understanding behaviors of cognitively impaired residents • Methods of reducing the effects of cognitive impairments 	<ul style="list-style-type: none"> • Techniques for addressing the unique needs and behaviors of individuals with dementia: <ul style="list-style-type: none"> ➢ Alzheimer's Stage I ➢ Alzheimer's Stage II ➢ Alzheimer's Stage II • Care of Patients/ Residents with Special Needs Due to Medical Conditions such as but not limited to: <ol style="list-style-type: none"> 1. Stroke 2. Respiratory problems 3. Seizure disorders 4. Cardiovascular disorders 5. Sensory loss and deficits
<p align="center">UNIT 6</p> <p>BASIC RESTORATIVE SERVICES</p>	<ul style="list-style-type: none"> • Training the resident in self care according to the resident's abilities • Use of assistive devices in transferring, ambulating, eating and dressing 	<ul style="list-style-type: none"> • Introduction to restorative nursing care • Understanding the role of PT, OT and the use of assistive devices in restorative nursing care • Use of assistive devices in eating • Use of assistive devices in dressing 	<ul style="list-style-type: none"> • Maintenance of range of motion • Proper turning and positioning in bed and chairs • Care and use of prosthetic and orthodontic devices • Care and use of prosthetic and orthodontic devices used in a restorative nursing environment
<p align="center">Internship Clinical Rotation</p>	<p align="center">SUPERVISED CLINICAL EXPERIENCE IN RHCF Practice skills learned in classroom/lab in a clinical setting under the supervision of a registered nurse instructor.</p>		

PART II: EKG SECTION

Units	Modules	Clinical Lab Skills	Takeaways
<p>Unit 1</p> <p>Medical Terminology</p>	<ul style="list-style-type: none"> • The heart: What is the heart • Pericardium: The layer or sac that surrounds the heart. • Myocardium: The middle layer. • Endocardium: The innermost layer. • Epicardium: The top layer. • Conduction System of the Heart • How does the conduction system work? • Myocardial infarction: Commonly known as a heart attack • Myocardial ischemia: Angina 		<ul style="list-style-type: none"> • Opportunity to learn the structure of the heart • Trace the evolution of cardiology • Development of the roles of cardiologist and EKG technician in the nineteenth and twentieth centuries
<p>Unit 2</p> <p>Introduction to EKG</p>	<ul style="list-style-type: none"> • Myocardial ischemia: Angina • The Medical Assistant's Role in Electrocardiography and Pulmonary Function Testing • Equipment used by the EKG Technician • The scope of the EKG practice • Legal issues and concerns of the medical (EKG) technician 		<ul style="list-style-type: none"> • The ability to define Electrocardiography and how it is used as a diagnostic tool • The ability to describe the heart including its structure functions.
<p>Unit 3</p> <p>Anatomy & Physiology</p>	<ul style="list-style-type: none"> • Medical terminology • The conduction system of the heart • The structure and function of the cardiovascular system 		<ul style="list-style-type: none"> • Identification of the anatomic structures of the cardiovascular system and the pathway of circulation through the heart to the tissues of the body • Recognition of the unique properties of cardiac cells that provide for their electrical and mechanical activity.

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<p>Unit 4</p>	<ul style="list-style-type: none"> • Safety considerations during the Cardiovascular Examination • The importance of infection control • OSHA (Occupational Safety and Health Administration); universal precautions • Cleaning and maintenance of the equipment 		<ul style="list-style-type: none"> • The exam will require a basic understanding of the role of the EKG technician and the moral and legal considerations of the health care profession.
<p>Unit 5</p> <p>EKG Practice on Mannequin</p>	<ul style="list-style-type: none"> • The EKG Machine <ul style="list-style-type: none"> ➢ EKG Leads • Performing an EKG: <ul style="list-style-type: none"> ➢ Preparation for the EKG Procedure ➢ Identifying Anatomical Landmarks ➢ Applying the Electrodes and Leads • Safety and Infection Control • Operating the EKG machine • Checking the EKG Tracing • Troubleshooting Artifacts and other Problems 	<ul style="list-style-type: none"> • Practice on Mannequin 	<ul style="list-style-type: none"> • Demonstrate proficiency by successfully performing a minimum of two instructor supervised EKG's on a mannequin with 100% proficiency
<p>Unit 6</p> <p>EKG Live Practice</p>	<ul style="list-style-type: none"> • Practicing Electrocardiography on a volunteer • Reading a Lead II EKG Strip: <ul style="list-style-type: none"> • Sinus Rhythms • Ectopic Beats • Atrial Dysrhythmias • Junctional Rhythms • Ventricular Dysrhythmias • Asystole 	<ul style="list-style-type: none"> • Practice on Mannequin 	<ul style="list-style-type: none"> • Demonstrate proficiency by successfully performing a minimum of two instructor supervised EKG's on a mannequin with 100% proficiency

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Unit 7 Career Development	<ul style="list-style-type: none"> • The Job Search Process <ul style="list-style-type: none"> ➢ Preparing Resumes ➢ The Cover Letter ➢ Preparing for the Job Interview ➢ The Job Application ➢ Preparation of Professional Portfolio ➢ The Thank You Letter 	<ul style="list-style-type: none"> • Participate in an in-class mock interview 	<ul style="list-style-type: none"> • Successfully prepare a career portfolio that will contain a resume, cover letter, thank you letter and references. • Successfully demonstrate successful job search techniques by locating a minimum of five positions in the medical field
Unit 8 NHA Examination Prep	<ul style="list-style-type: none"> • Course is designed to assist students with preparation for the national certification test with NHA • Practice tests are formatted similarly to the national exam (multiple-choice) relative to the curriculum taught 	<ul style="list-style-type: none"> • In class mock NHA Practice test 	<ul style="list-style-type: none"> • Exam Prep is designed to simulate the actual certification examination • Practice test is online assessment that can help the students gauge performance and identify areas for improvement

PART III: PHLEBOTOMY SECTION

Units	Modules	Clinical Lab Skills	Takeaways
Unit 1 Introduction to Phlebotomy & Infection Control	<ul style="list-style-type: none"> • Introduction & Duties to Phlebotomy Technician • Occupational safety and health hazard administration OSHA • Healthcare safety hazards • Chain of infection • Modes of transmission • Breaking the chain of infection • Hand hygiene • Personal protective equipment • Standard precautions • What are blood borne pathogens 	<ul style="list-style-type: none"> • Laboratory Departments • Contact precautions • Droplet precautions • Airborne precautions • Types and functions of PPE • Selecting PPE • Order of donning and removing PPE • Post-exposure to bloodborne pathogens • Bloodborne pathogen standards 	<ul style="list-style-type: none"> • Describe the role of a phlebotomy technician • Identifying potentially infectious patients • Describe hazards faced by the workers • Describe standard precautions • Discuss and demonstrate the use of biohazard container in phlebotomy • Discuss and describe bloodborne pathogen standards. • Identify special considerations in phlebotomy • Explain chain of infection • Discuss modes of infection transmission

Units	Modules	Clinical Lab Skills	Takeaways
<p>Unit 2</p> <p>Legal Issues in Healthcare</p>	<ul style="list-style-type: none"> • Civil law, Tort law • Negligence vs. malpractice • Basic elements of negligence • Types of damages • Criminal law, sources of laws, consent & its types, patient abuse & types • Patients' rights • American with Disabilities Act (ADA) 		<ul style="list-style-type: none"> • Discuss negligence versus malpractice • Discuss the standard of care • Discuss the basics elements of negligence • Discuss and identify patients' rights • Explain good Samaritan law • Explain scope of practice • Discuss and demonstrate patient consents and its types • Discuss American with disabilities act (ADA).
<p>Unit 3</p> <p>Introduction to Human Anatomy & Physiology</p>	<ul style="list-style-type: none"> • Vascular system • Human Blood & Connective Tissue • Formed Elements & Proportion of Blood • Red blood cell (RBC) • White blood cells (WBC) • Platelets • Blood plasma • Antibody and antigen • Blood vessels • Arterial system: Function & Structure • Vasodilation • Vasoconstriction • Venous system: Function & Structure • Capillaries: Function • Veins for phlebotomy • Human Anatomy: 		<ul style="list-style-type: none"> • Discuss functions of human body systems.

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	Introduction to: <ul style="list-style-type: none"> ➤ Heart ➤ Integumentary system ➤ Pulmonary System ➤ Skeleton System ➤ Nervous System ➤ Urinary System ➤ Digestive System ➤ Endocrine System 		
Unit 4 Medical Terminology			<ul style="list-style-type: none"> • Identify and discuss basic medical terminologies
Unit 5 Phlebotomy Equipment & Supplies	<ul style="list-style-type: none"> • Phlebotomy equipment & supplies • Tourniquet • Alcohol pads • Gauze • Bandage • Needles Needle holder • Sharps container • Evacuated blood collection tubes & tube inversion technique • Blood specimens in Phlebotomy • Tube additives • Blood collection color coded tubes • Order of draw • Dermal puncture • Understanding capillary blood • Equipment & supplies required for dermal puncture • Capillary tubes • Lancet • Centrifuge 	<ul style="list-style-type: none"> • Specimen processing • Dermal puncture order of draw 	<ul style="list-style-type: none"> • Identify phlebotomy equipment used for performing phlebotomy • Identify phlebotomy supplies used for performing phlebotomy • Describe correct specimen transport, handling, and processing procedures • Apply the knowledge learned to fulfill the job responsibilities of an entry-level phlebotomy technician.
Unit 6 Medical Terminology	<ul style="list-style-type: none"> • Capillary tube blood collection procedure • Venipuncture using a multi sample needle (method) • Venipuncture using a butterfly needle (method) 	<ul style="list-style-type: none"> • Gloves removal • Bleeding time competency • Glucose testing competency • Blood smear 	<ul style="list-style-type: none"> • Discuss latex allergy and prevention. • Identify and demonstrate gloves removal techniques • Identify and demonstrate bleeding time competency

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	<ul style="list-style-type: none"> • Venipuncture using a syringe (method) • 10 sticks of butterfly/finger/regular venipuncture on a mannequin/training arm with 100% accuracy 	<ul style="list-style-type: none"> • Phlebotomy Practice on mannequin training arm • Practicing on a fellow student or volunteer by performing 10 each on each other or volunteer • Perform the final butterfly, finger, and regular venipuncture, with 100% accuracy 	<ul style="list-style-type: none"> • Identify and demonstrate glucose testing competency • Identify and demonstrate capillary tube blood collection procedure. • Identify and demonstrate preparing a blood smear • Identify and demonstrate venipuncture using a multi sample needle (method) • Identify and demonstrate venipuncture using a butterfly needle (method) • Identify and demonstrate venipuncture using a syringe (method) • Demonstrate proficiency by successfully performing a minimum of two instructor supervised venipuncture on a mannequin with 100% proficiency • Demonstrate techniques of performing venipuncture
<p style="text-align: center;">Unit 7</p> <p>Phlebotomy Fundamental Essentials</p>	<ul style="list-style-type: none"> • Venipuncture complications • Areas of concerns • Specimen labeling • Specimen handling (light, time & temperature) • Specimen transporting • Blood Collection from Pediatric and Neonates • Blood Collection for Legal Purposes • Stool Specimen Collection • Sputum Specimen Collection • Throat Swab Specimen Collection • Blood Donation Procedure • Blood Donation Procedure • Incident Report 	<ul style="list-style-type: none"> • Tourniquet test • Rejection of Specimen • Test requisition • Blood Sugar Tests • Blood Cultures • Urine Specimen Collection 	<ul style="list-style-type: none"> • Discuss phlebotomy complication • Discuss the areas of concerns on phlebotomy • Demonstrate techniques of performing dermal puncture • Identify sites of venipuncture. • Discuss and demonstrate tourniquet test. • Discuss on how to avoid hemolysis • Discuss and demonstrate proper specimen handling techniques • Discuss and demonstrate proper specimen transporting • Discuss the precautions to be considered • Identify and discuss rejection of specimen • Identify phlebotomy test requisition

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			<ul style="list-style-type: none"> • Discuss and demonstrate blood collection from pediatric and neonates • Discuss and demonstrate blood sugar tests. • Discuss and demonstrate blood cultures • Discuss and demonstrate blood collection for legal purposes • Discuss and demonstrate urine specimen collection • Discuss and demonstrate stool specimen collection • Discuss and demonstrate sputum specimen collection • Discuss and demonstrate throat swab specimen collection • Describe incident report • Demonstrate proper documentation skills
<p>Unit 8</p> <p>Career Development Skills And Job Seeking</p>	<ul style="list-style-type: none"> • Skills and Strategies • Certification Exam Preparation • Create a resume and cover letter. • Interview Skills • Phlebotomy NHA Certification • Exam preparation 	<ul style="list-style-type: none"> • Practice interview skills during a mock interview • Skills and Strategies • Complete an online profile and 	<ul style="list-style-type: none"> • Explain job search methods • Create a resume and cover letter • Evaluate business performance and potential using financial statements • Create a thank-you note for an interview • Describe personality traits important to employers • Explain common human resource hiring