



Syllabus: Fundamentals of Nursing Assistant/Nursing Assistant

Course Overview:

Fundamentals of Nursing Assistant is the third term portion of this class.

Nursing skills and procedures are taught according to the guidelines of the state of Wisconsin to become a C.N.A. In this class, we will be doing hands-on skills in patient care including transfers, bed making, personal hygiene, nutrition and activities of daily living. Upon successful completion of this course, the student will go on to the Nursing Assistant class.

Nursing Assistant is the fourth term portion of this class.

This course is team taught by a vocationally certified teacher and a registered nurse. Students learn and apply caregiving skills in lab and professional settings. Students seeking employment in any healthcare field will find this a valuable first step! Nursing Assistant is a prerequisite to all Wisconsin Technical College System nursing programs and some 4-year college admissions. Units of study and skills include: human development, infection control, patient transfer, body in health and disease, personal care and hygiene, nutrition, and special care.

Department: Health Science	Department/Course Website (if applicable): Insert here
Course Number: FCS4090/FCS4040	Instructor: Arlene Krueger
Credits Earned/Length of Course: ½ credit earned for Fundamentals ¾ credit earned for Nursing Assistant	Office Hours: 7:00am - 8:00am 11:31 - 12:23
Prerequisites: Health Science Occupations	Instructor Contact Info: Phone:608-204-3701 Email: krueger@madison.k12.wi.us



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<p>Required Materials: \$115 state NA exam fee \$25 class fee Doctor visit to complete health history form, TB skin test, updated immunizations Caregiver background check form Watch with sweeping second hand Plain cotton/poly scrubs bottoms and plain colored scrubs top Clean white (preferred) closed-toe shoes with non-skid sole Transportation to and from the clinical site.</p>	<p>Other: Nursing Assistant certification RECOMMENDED - health insurance.</p>
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Course Standards:

- [Department of Health Services Chapter 129 and WSS Chapter 146](#)
- [Common Core State Standards for Literacy in All Subjects](#)
- [Common Core State Standards for Mathematics -- Standards for Mathematical Practice](#)
- [Wisconsin Common Career Technical Core Standards](#)
- [Wisconsin Standards for Health Science](#)
- [National Health Science Standards](#)

Course Assessment(s):

- Individual written assignments and hands-on activities in each unit
- Multiple-choice written test for each unit with one retake allowed with different version
- Feedback given by nurse and teacher during skills practice
- Lab checkoff with feedback given by nurse
- Skills performed in clinical setting with feedback from nurse

Course Outline:

Introduction to Nursing Assisting (11 lessons)

Core Area 1 - Interpersonal Communication and Social Interaction

Core Area 5 - Rights of Clients

- *What is the nursing assistant's role?*
- *What components are necessary in an effective provider-client relationship?*
- *What are the legal and ethical responsibilities of a CNA?*



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- *How does a CNA demonstrate effective verbal and nonverbal communication skills?*

- *What are the responsibilities of the CNA in patient-focused care?*

Explain the role of the nursing assistant.

Identify and demonstrate understanding of the components of a provider-client relationship.

Conform to legal and ethical requirements affecting the work of NAs.

Demonstrate effective verbal and nonverbal communication skills.

Analyze the responsibilities of the NA in client-focused care.

Human Development and Basic Needs (10 lessons)

Core Area 1 - Interpersonal Communication and Social Interaction

Core Area 3 - Personal Care Skills

Core Area 4 - Basic Restorative Skills

Core Area 6 - The Dementias

- *How do we assure each person is treated with respect?*

- *How do the stages of development apply to meeting human needs?*

- *What are the needs of a client with Alzheimer's?*

- *How do people cope with illness and discomfort?*

- *How can you promote patient comfort?*

- *What are the requirements for bedmaking?*

Believe in importance of treating each person with respect.

Apply knowledge of stages of development in meeting basic human needs.

Recognize the needs of a client with Alzheimer's disease, dementia, mental illness, mental retardation or other cognitive disabilities or impairments.

Discuss ways that people cope with illness and discomfort.

Promote client comfort.

Demonstrate bedmaking

Infection Control (4 lessons)

Core Area 2 - Basic Nursing Skills

- *How do we prevent the spread of infection?*

- *How do we determine which infection control techniques to use?*

Select infection control principles required to reduce the spread of infection.

Apply infection control techniques in caregiver situations

Safety and Admissions (6 lessons)

Core Area 2 - Basic Nursing Skills

- *How can a CNA maintain safety in the health care facility?*

- *What is the CNA's role in assisting with admission, transfer and discharge of patients?*

- *How does a CNA report client status?*

Maintain safety within the health care facility.



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Assist with admission, transfer, and discharge of clients.

Report client status

The Body in Health and Disease (6 lessons)

Core Area 4 - Basic Restorative Skills

- *How can a CNA recognize abnormal signs and symptoms of common diseases?*
- *How do CNAs observe and assess the status of their residents' health?*

Recognize abnormal signs and symptoms of common diseases.

Moving, Lifting, and Transferring Clients (8 lessons)

Core Area 2 - Basic Nursing Skills

Core Area 4 - Basic Restorative Skills

- *How do CNAs use positioning devices to prevent bedsores and contractures?*
- *How do CNAs assist with range of motion exercises?*
- *How do CNAs safely move, lift, ambulate and transfer their residents?*

Positioning a client with the use of available equipment

Perform range of motion exercises

Transferring client safely and according to principles of client care ergonomics

Assist the client to ambulate

Personal Care and Hygiene (17 lessons)

Core Area 1 - Interpersonal Communication and Social Interaction

Core Area 2 - Basic Nursing Skills

Core Area 3 - Personal Care Skills

Core Area 4 - Basic Restorative Skills

- *How do CNAs provide for their residents' personal care?*
- *What is routine morning or evening care?*
- *How do CNAs provide general comfort to residents?*
- *How does a CNA assist with bathing, dressing, undressing and grooming?*

Provide general comfort measures

Assist with bathing

Practice dressing and undressing the client

Fluid, Nutrition, and Diet Modifications (8 lessons)

Core Area 2 - Basic Nursing Skills

Core Area 3 - Personal Care Skills

- *How do CNAs provide for their residents' fluid and nutritional needs?*
- *What diet modifications are used to meet nutritional needs of residents?*
- *How do CNAs prepare their residents for meals?*
- *How does a CNA recognize and respond to conditions affecting the urinary system?*

Discuss nutritional needs and diet modifications

Prepare clients for meals

Respond to conditions affecting the urinary system

Special Cares (6 lessons)

Core Area 2 - Basic Nursing Skills



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Core Area 4 - Basic Restorative Skills

- *What special cares do CNAs provide?*
- *What routine preoperative and postoperative care do CNAs provide?*
- *How do CNAs protect residents against postoperative complications?*
- *How do CNAs assist with restorative care and rehabilitation?*
- *How do CNAs support residents and their families during the process of death and dying?*

Assist client in restorative care

Provide routine preoperative and postoperative care

Discuss the process of death and dying.

Employment Opportunities and Career Development/21st Century Skills (Ongoing)

Foundation Standard 4:Employability skills

- *How do I maintain certification for employment?*
- *How do I select and apply for CNA jobs?*
- *How do I apply the skills that my future employers will value?*
- *How can I work with a team to develop an answer to a question or solution to problem?*

Prepare for future employment

Texts, Technology, and Resources:

Diana Dugan. *Nursing Assistant: A Foundation in Caregiving* . Edition: 3 . Publisher: Hartman.
Year: 2013

Behavior/Attendance Policy:

Maturity is required for this class. Be aware that students are being trained to care for and clean the human body. Anatomically correct mannequins are used for class demonstration and practice in cleaning of private areas of the body. Students who choose not to perform these skills on real people or who lack maturity to go on to the clinicals may complete the classroom portion of Fundamentals of Nursing Assistant as a non-certification option and may receive ½ credit.

Student must maintain good attendance and grades to complete clinicals during fourth quarter of the class and achieve certification. A student may have NO more than 3 absences during the third term class. The student must maintain a grade of no less than 75%. Attendance and skills completion requirements are monitored by Dept. of Health Services which oversees our program and licensure. Please make every effort to schedule appointments outside of this class time. All absences must be made up immediately, but still count against attendance requirements. A schedule of class assignments, skills labs and clinical dates is provided on the first day of class.

Student may have NO more than 3 absences during the fourth term class but NO absences during the clinical.



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As is the policy in health care settings, NO cell phones are allowed in the classroom, lab or clinical.

NA students must complete forms showing that they meet eligibility requirements in order to attend the clinical portion of the class. All students must complete a health history signed by a doctor, physician assistant or nurse practitioner which indicates they do not have a lifting restriction, TB, or other health risks which would prohibit them from participating in the clinical experience.

Modifications can be made for students with a latex or food allergy.

All students must complete a Caregiver Background Information Disclosure form on which there are no offenses affecting caregiver eligibility or substantially related offenses for which the clinical site may deny admission to the clinical experience. Offenses that may affect eligibility to participate in NA clinicals include, but are not limited to: Abuse, Assisting suicide, Battery, Burglary while armed, Child enticement, Disorderly conduct, Harassment, Homicide, Incest, Invasion of Privacy, Misappropriation of property, Neglect, Operating motor vehicle without owner's consent, Reckless endangerment, Robbery with dangerous weapon, Sexual assault and Sexual exploitation. It is recommended that students who do not meet these requirements choose an alternate class. If this is not possible or if the offense occurs during the course, these students will be transferred to the non-certification option and removed from clinical.

NA students must be able to read, write, speak and understand spoken and written English well enough to follow instructions, understand residents, and make reports - a Bilingual Resource Specialist may be accessed by students outside of class for support in understanding or interpreting homework and reading material, but a support person will not be utilized in testing situations, labs, or clinical. Accommodations are available for students with a "print disability" to receive the text as an audio file on tape or disk to assist with homework reading requirements.

The NA lab is open to all NA students for additional practice time when scheduled through the teacher.

Limited accommodations are allowed for testing students with special needs: an oral version of the written final exam is provided on tape for the student to hear the exam as it is written. Students may not re-wind the tape to review questions, but the questions are repeated twice and they may pause to re-read independently. Two hours are allowed for the cumulative written test and 30 minutes for the skill test.

Students in NA who are not comfortable in the clinical setting may transfer to the non-certification option and be removed from clinical. Those who do not meet certification requirements due to attendance or grades but wish to remain eligible for 1/2 credit will also be transferred to the non-certification option and removed from clinical. These students will not have a passing grade listed as NA on their transcript and will not be certified or eligible for testing.

Grading Policy:



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State regulations require that students pass all of the OBRA skills, complete 120 hours of theory and practice with a grade of 75% or better, and have a passing grade on the state test in order to be certified as a nursing assistant. This is achieved through class work and hands on laboratory activities. At prearranged times the laboratory will be available to you for any additional practice that you or the instructors deem necessary. Successful completion of this course says that you have achieved these standards which are now the legal norm.

Passing: Performed and received satisfactory grade on all clinical skill areas in both lab and clinical sites. Missed clinicals, labs and class periods made up to meet time and content requirements. Appropriate behavior displayed in class, labs, and clinicals. Grade of 75% or better in class. Successful completion of all lab and clinical skills.

Failing: Course grade below 75%. Not attaining at least 75% on each unit quiz. Less than 76 hours of class and lab attended or made up. Less than 40 hours of clinical attended or made up. Less than satisfactory demonstration of skills in lab or clinical.
NO CALL/NO SHOW is grounds for removal from clinical.