



2026-2027

Nurse Assistant-Certified

COURSE OUTLINE

ELIGIBILITY:	<i>Adult Students</i> must successfully complete the CASAS basic skills test and registration. <i>High School (H.S.) Students</i> must be juniors and seniors in the Colton Joint Unified or Redlands Unified. Redlands Unified students must have a B or better grade in a medical class. (Students are selected based on a competitive criteria following the submission of a complete application with all supporting documents. Students may only attend the H.S. designated programs. Refer to H.S. program flier for deadlines.) Students must be fingerprinted and show evidence of a Physical, TB screening, and preferably, COVID vaccination and flu shot. Refer to program flier for details.
PRE-REQUISITE:	Ability to perform the essential functions of a Ceritifed Nurse Assistant (CNA).
ABILITIES REQUIRED:	
DRESS REQUIREMENT & GROOMING:	Designated scrubs and shoes, as required by industry standards.
COMPETENCY LEVEL TO PASS COURSE:	Students must master 70% of the competencies to successfully complete the program and receive approval to take the state competency exam.
FEE:	<i>Adult Students:</i> Registration and materials fee are required. Please refer to program flyer for fee details. <i>High School Students:</i> Free tuition. Uniform cost may apply. Please refer to program flyer for details.
LENGTH:	Hours vary depending on program. Refer to program flyer for details.
SECTOR:	Health Sciences & Medical Technology
PATHWAY:	Patient Care
ARTICULATED:	No
UC A-G APPROVAL:	No
<u>O*NET SOC CODES:</u>	
Nursing Assistants	31-1014

Unit 1 - Orientation

- A. Introduce the class and facilities.
- B. Discuss the syllabus and major objectives.
- C. Explain applicable classroom management procedures, the ROP Student Rules of Conduct, and any operational guidelines.
- D. Review instructor/student expectations.
- E. Explain enrollment and attendance requirements and procedures.
- F. Review grading and student evaluation procedures.
- G. Discuss the clinical aspect of the program.
- H. Discuss the “next steps” related to additional education, training, and employment.
- I. Review classroom safety, emergency, and disaster procedures.
- J. Maintain professional development and industry certification.

Unit 2 - Employability Skills

- A. Demonstrate appropriate attendance and punctuality practices for the classroom and worksite.
- B. Prepare a resume, cover letter, and job application forms.
- C. Demonstrate interviewing techniques using appropriate tone and body language.
- D. Demonstrate appropriate dress and grooming standards in seeking employment and for the workplace.
- E. Identify strategies for employment retention.
- F. Analyze the impact of social networking on employability.
- G. Identify the need for continuing education, professional development, and professional growth in chosen field.
- H. Identify appropriate procedures for leaving a job.
- I. Identify sources of job information, including electronic sources.
- J. Review company policies and current trends in employee compatibility screening, drug screening, and background checks.
- K. Describe various health care facilities and services available for employment.

Unit 3 - Communication and Interpersonal Skills

- A. Demonstrate positive verbal communication skills using appropriate vocabulary, demeanor, and vocal tone in the classroom and/or worksite.
- B. Read and interpret written information and directions.
- C. Practice various forms of written communication appropriate to the occupation.
- D. Demonstrate active listening skills including techniques for checking for understanding and for obtaining clarification of directions.
- E. Practice the importance of diversity awareness, sociocultural factors, and sensitivity in the workplace.
- F. Define sexual harassment in the workplace and identify the employee's role and responsibility.
- G. Demonstrate flexibility and adaptability in working with others.
- H. Demonstrate the use of time management skills.

Unit 4 - Portfolio
<ul style="list-style-type: none"> A. Create a professional (digital or binder) portfolio reflecting employability skills in the relevant industry to include an “About Me” page. B. Collect original works (in photographs and videos) and/or documents that demonstrate technical skills and knowledge in the industry. C. Demonstrate knowledge of competencies by accompanying each selected document or work with a journal entry or summary. D. Write a brief resume and cover letter to be included in portfolio. E. Develop interviewing techniques using portfolio materials. F. Display portfolio materials for critique by a professional panel (industry partners and classmates). G. Gather feedback and update portfolio.
Module 1. Introduction to Nurse Assistant
<ul style="list-style-type: none"> A. Describe code of ethics and professional standards of the Nurse Assistant. B. Describe behaviors that maintain confidentiality. C. Identify the roles and responsibilities of the Nurse Assistant. D. Discuss the legal implications of California Code of Regulations of Title 22, Division 5, and OBRA. E. Identify Nurse Assistant requirements as set forth in Title 22, and OBRA F. Describe qualities of a successful Nurse Assistant. G. Explain the ethical behavior expected of the Nurse Assistant. H. Identify the various members of the health care team and their relationship to the Nurse Assistant. I. Define the Scope of Practice of the Nurse Assistant. J. Explain the legal responsibilities of certification after exiting the training program. K. Describe the requirements for nurse assistant certification.
Module 2. Patients/Residents Rights
<ul style="list-style-type: none"> A. Explain the purpose of a long-term care facility. B. Recognize the role of the Nurse Assistant in maintaining patient/resident rights, as stated in federal and state regulations. C. Identify examples of patient/resident’s rights, which support a patient/resident’s need for security belonging, and self-esteem. D. Define patient confidentiality, respect, and dignity and how they apply to a Nurse Assistant in a long-term care facility. E. List three ways a nurse assistant can encourage residents to make choices. F. Identify various patient rights including the role of Ombudsman. G. Explain the Nurse Assistant roles in preventing negligent acts and violation of patient/resident rights. H. Describe the Nurse Assistant role in reporting patient/resident violations. I. Compare and contrast patient/resident rights in <i>CA Code of Regulations Title 22, Division 5, Chapter 3, 72527</i> and <i>Title 42 Code of Federal Regulations 483.10</i>. J. List 4 examples of provisions listed in the Health & Safety Code. K. Discuss how Certified Nurse Assistants report resident rights violations.

Module 3. Communication and Interpersonal Skills
<ul style="list-style-type: none"> A. Identify and discuss the five basic physiological and psychosocial needs of all humans, as described by Maslow's Hierarchy of Needs. B. Recognize and report patient/resident behaviors that reflect unmet human needs. C. Define communication and therapeutic communication and identify two routes of communication. D. Identify key steps involved in the communication process and methods used in communication. E. Describe reasons for communication breakdown. F. Demonstrate effective communication/interpersonal skills with patients/residents, their families and guests. G. Describe conflict and measures for conflict resolution. H. Discuss touch as a form of communication, including body language and personal space. I. Identify common psychological defense mechanisms. J. Describe family communication/interaction patterns and the role of the Nurse Assistant. K. Recognize social and cultural factors influencing communication and emotional reactions to illness and disability. L. Describe communication between the members of the health care team. M. Describe how people may have attitudes toward illnesses and health care.
Module 4. Prevention and Management of Catastrophe and Unusual Occurrences
<ul style="list-style-type: none"> A. Identify basic emergency codes used in the long-term care facility. B. List and demonstrate the required responsibilities of the Certified Nursing Assistant (CNA) in emergency, fire, or disaster situations. C. Describe ways the Nurse Assistant can help patients/residents, families, and visitors remain calm in an emergency. D. Identify methods used for fall and accident prevention. E. Demonstrate the safe application of postural supports/restraints and define the legal and psychological implications of their use. F. Describe general rules for providing a safe environment for the Nurse Assistant and for the patient/resident. G. Describe major causes of fire and general fire prevention rules. H. List the safety rules to be followed for the patient/resident receiving oxygen therapy. I. Briefly discuss bioterrorism. J. Identify safety hazards commonly found in the workplace environment. K. Explain the importance of CAL-OSHA. L. Demonstrate how to properly use a fire extinguisher. M. List the different types of fire extinguishers and what types of fires are they to be used on.
Module 5. Body Mechanics
<ul style="list-style-type: none"> A. Explain the purpose and rules of proper body mechanics. B. Identify comfort and safety measures used to lift, turn, and move and position patients/residents in bed. C. List and describe body positions for bedridden patients/residents.

- D. Describe patient/resident transfers.
- E. Describe appropriate body mechanics used to ambulate a patient/resident.
- F. Demonstrate passive range of motion.
- G. Demonstrate a two-person lift with a draw sheet.
- H. Demonstrate turning the resident in bed without lift sheet.
- I. Demonstrate placing person in lateral position.
- J. Display transfer technique from bed to wheelchair with gait belt.
- K. Discuss and demonstrate the proper use of gait belts.
- L. Discuss alternative lifting and other devices (i.e., mechanical lift and two-person lift).
- M. Demonstrate proper height of bed when conducting resident care.

Module 6. Medical and Surgical Asepsis

- A. Name four infectious agents (microbes) and discuss the diseases they cause.
- B. Discuss two antibiotic resistant bacteria.
- C. State five conditions necessary for infectious agents to grow.
- D. Identify the six parts of the chain of infection.
- E. List four lines of defense against infection in the body.
- F. Describe the signs and symptoms of infection.
- G. Differentiate between medical and surgical asepsis.
- H. Compare and contrast the roles of the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) in the prevention of infections.
- I. Describe personal protective equipment (PPE) and proper use.
- J. Define transmission-based precautions.
- K. Identify the psychological effects of standard and transmission precautions on patients/residents.
- L. Demonstrate proper hand washing technique.
- M. Identify basic signs and symptoms of an infection.
- N. Recognize and follow directions using Safety Data Sheets (SDS) when handling hazardous chemicals.
- O. Demonstrate donning and removing PPE.
- P. Differentiate between contamination, asepsis, and sterile technique.
- Q. Define and demonstrate Universal Precautions (also known as Standard Precautions).

Module 7. Weights and Measures

- A. Identify and describe equipment commonly used by the Nurse Assistant for measuring weight, length, height, and volume.
- B. Measure and record weight, height, and volume using the metric and household systems.
- C. Convert common measurements between household and metric systems.
- D. Demonstrate how to obtain a resident's weight and measurements.
- E. Accurately measure and record intake and output.

- F. Identify common measuring equipment.
- G. Describe steps to convert common measurements between household and metric systems.
- H. Accurately convert traditional time to military time (24-hour clock).
- I. Identify and demonstrate changes in weight and reporting.

Module 8. Patient/ Resident Care Skills

- A. Identify and assist patients/residents with daily routine care, promoting independence and dignity.
- B. Identify benefits of bathing and list five areas of the body that require bathing daily.
- C. Describe the procedure for bathing patients/residents and safety guidelines.
- D. List purposes and schedule for oral hygiene.
- E. Describe procedure of oral hygiene and denture care for a patient/resident needing assistance, and for the unconscious individual.
- F. Identify the role and responsibility of the Nurse Assistant for patient/resident nail care.
- G. Identify role and responsibility of the Nurse Assistant for hair care of patients/residents.
- H. Describe procedure for shaving a patient/resident.
- I. List ways to maintain healthy skin and identify at risk patients.
- J. Describe causes, signs, and symptoms, and staging of pressure sores.
- K. Describe general nursing measures to prevent and treat pressure sores.
- L. Describe general guidelines for selecting and caring for patient/resident clothing.
- M. Discuss rationale for use of street clothes and guidelines for dressing or undressing a patient/resident.
- N. Describe the usual frequency pattern for urination.
- O. List the observations to be made about urine.
- P. Describe urinary incontinence and the need for immediate care.
- Q. Describe the purpose and general rules of care for urinary catheters.
- R. Describe the goals and methods for bowel and bladder training.
- S. Describe the normal pattern of bowel movements and reportable observations.
- T. Explain the purpose of an ostomy and the care of patients/residents with an ostomy.
- U. Describe the procedures for weighing and measuring height of the patient/resident.
- V. Describe common prosthetic devices and their care (artificial limbs, contact lenses, dentures, eyeglasses and hearing aids).
- W. Describe the application, removal, and care for "behind the ear" hearing aids.

Module 9. Patient/Resident Care Procedures

- A. Describe the Nurse Assistant's role in collecting specimens (sputum, urine, and/or stool).
- B. Discuss procedures for bed making and maintaining proper body mechanics.
- C. Discuss types of beds and bed positions.
- D. Discuss ways to maintain the patient's/resident's environment.
- E. Describe the Nurse Assistant's role in administering an enema.
- F. Describe the Nurse Assistant's role in giving a suppository.

- G. List the types and uses of gastrointestinal (GI) tubes.
- H. Describe major nursing care activities for patients/residents with feeding tube (nasogastric or gastrostomy).
- I. Describe nursing care activities for a patient/resident receiving intravenous (I.V.) therapy.
- J. Describe the role of the Nurse Assistant in assisting the patient/resident to maintain fluid balance.
- K. Describe the purpose and procedure for measuring the amount of fluid taken in and excreted by the patient/resident.
- L. Discuss the role of the Nurse Assistant in the use of bandages, binders, and dressings.
- M. Describe the use and method of applying anti-embolic hose/elastic stockings.
- N. Identify the role of the Nurse Assistant in the care of patient/resident skin conditions and the use of non-prescription ointments, lotions, or powders.
- O. Explain the role of the Nurse Assistant in the admission of a patient/resident to the facility.
- P. Explain the role of the Nurse Assistant in transferring a patient/resident from one area to another within the facility.
- Q. Explain the role of the Nurse Assistant in the discharge of a patient/resident.

Module 10. Vital Signs

- A. Define vital signs and their purpose.
- B. Discuss the use of temperature as an indicator of body function.
- C. Detail nursing measures to raise and lower the temperature of the body.
- D. Describe the circulatory system as it relates to pulse and identify the pulse sites.
- E. Describe factors that increase and decrease pulse, and the qualities to observe in taking a pulse.
- F. Define and describe respiration and factors that affect respiratory rate.
- G. Describe observations to be made when measuring respirations.
- H. Distinguish abnormal breathing patterns.
- I. Describe the process for taking TPR as a combined procedure.
- J. Interpret what happens in the circulatory system to produce blood pressure.
- K. Identify factors that increase or decrease blood pressure.
- L. Discuss the procedure for taking a blood pressure reading.
- M. Discuss observation and reporting of patient's/resident's pain.
- N. Record vital signs on chart, graph, and Nurse Assistant notes.
- O. Identify the five vital signs and the body functions measured by each.
- P. Describe the equipment and methods used to obtain and record a resident's vital signs.
- Q. Demonstrate the correct procedure for cleaning, disinfecting, and storing vital sign equipment.
- R. Accurately measure and record a resident's temperature.
- S. Accurately measure and record a resident's pulse.
- T. Demonstrate the correct procedure for measuring and recording a resident's respiration rate.
- U. Demonstrate the proper procedure for measuring and recording a resident's blood pressure both manually & electronically.
- V. Identify and report levels of pain.

Module 11. Nutrition

- A. Discuss the body's need for food and fluids.
- B. List common nutrients and their food sources.
- C. Describe the My Pyramid food guidance system.
- D. Describe the vegan basic four food groups.
- E. Discuss nutritional and fluid needs of the elderly.
- F. Describe therapeutic diets commonly ordered for patients/residents and the responsibilities of the Nurse Assistant.
- G. Describe proper techniques for feeding patients/residents.
- H. Discuss cultural and religious influences on dietary practices.
- I. Identify alternative ways to administer nutrition.
- J. Demonstrate proper feeding techniques.
- K. Demonstrate how to pass dietary tray correctly.
- L. List the signs and symptoms of choking and proper interventions.
- M. Identify alternative ways to meet the resident's need for food and fluids, including nasogastric and gastrostomy tubes.
- N. Discuss the use of feeding assistive devices.
- O. Identify necessary precautions per diagnosis in regard to resident's nutrition (e.g., NPO, Thick-It liquids) and choking and aspiration precautions.

Module 12. Emergency Procedures

- A. Identify common signs and symptoms of conditions associated with patient/resident distress.
- B. Describe the role and responsibility of the Nurse Assistant in preventing and/or responding to medical emergencies.
- C. Describe the immediate interventions in a medical emergency.
- D. List the causes and signs of choking and discuss the use of abdominal thrusts for relief of obstructed airway.
- E. Describe common emergency codes used in long-term care facilities.
- F. Describe when and how to apply postural supports, soft wrist/ankle restraints as safety devices.
- G. Share why it is important to ensure the patient can always reach the call light.

Module 13. Long-Term Care Resident

- A. Describe and identify the basic organization and composition changes of the body due to aging, diseases, disorders including the signs and symptoms.
- B. Describe common basic human needs and interventions for the elderly patient/resident including environmental, psychological, social, recreational, and spiritual needs.
- C. Describe common community resources to meet the needs of the elderly.
- D. Describe the special needs of persons with developmental and mental disorders including intellectual disability, cerebral palsy, epilepsy, Parkinson's disease, and mental illness.
- E. Describe the special needs of persons with Alzheimer's disease and other related dementias.
- F. Identify Nurse Assistant duties and observations for aging changes and complications of immobility.

- G. Describe changes in body systems associated with aging.
- H. List the characteristics of special needs of persons with developmental and/or mental disorders including intellectual disability, cerebral palsy, epilepsy, Parkinson's disease, and mental illness.
- I. List common diseases and disorders including signs and symptoms.
- J. Demonstrate strategies for diffusing an angry or combative resident.
- K. Identify the psycho-social, spiritual, and recreational needs of the long-term resident.
- L. Identify techniques used verbally and nonverbally to redirect combative patient behavior.

Module 14. Rehabilitation/Restorative Care

- A. Discuss rehabilitation (restorative care) and identify how it promotes independence and patient/resident potential.
- B. State goals of restorative care that promote independence and patient/resident potential.
- C. Describe the rehabilitation team, state its purpose, and discuss the role of the Nurse Assistant as a member of the team.
- D. Explain the responsibilities of the Nurse Assistant in promoting patient/resident self-care.
- E. List activities that make up Activities of Daily Living (ADLs).
- F. List common comfort and adaptive devices and explain the purposes of each.
- G. Identify steps to prevent complications from inactivity.
- H. Describe range-of-motion exercises (ROM).
- I. Identify procedures and devices used to promote mobility and ambulation for patients/residents with physical and/or visual impairment.
- J. Discuss relationship between patient's/resident's self-esteem and family involvement in care.
- K. Discuss the process of documentation and role of the Nurse Assistant in care plan meeting.
- L. Identify the role of the Nurse Assistant in preventing complications from inactivity.
- M. Describe the members and purpose of the rehabilitation team.
- N. Identify procedures and devices used to promote mobility and ambulation for residents with physical and/or visual impairment.
- O. Demonstrate proper use of a gait belt.
- P. Properly assist a patient in ambulating using a cane and walker.

Module 15. Observation and Charting

- A. Identify word elements used in medical terms.
- B. Identify medical terminology and abbreviations commonly used in medical facilities and charting.
- C. Define observation, list the senses used to observe a resident and identify when it is necessary to report change in condition.
- D. Describe objective and subjective observations.
- E. Discuss the types of charting documents and use for each.
- F. Explain how to accurately complete ADL assessment for MDS.
- G. Discuss procedures to use when recording on a patient's/resident's chart.
- H. Demonstrate proper charting technique.
- I. Identify legal and ethical issues in charting.
- J. List the importance of the resident's care plan.

- K. Identify procedures to use when recording on a resident's chart.
- L. List examples of information that must be conveyed to the charge nurse.

Module 16. Death and Dying

- A. Describe the philosophy and goals of hospice.
- B. Describe the role of the Nurse Assistant when a license hospice nurse cares for the patient/resident.
- C. List the rights of the dying resident.
- D. Discuss the care and comfort measures for dying patients/residents.
- E. Discuss the approaches used to meet common emotional and spiritual needs of the terminally ill resident and their families.
- F. Differentiate between common signs of approaching death and biological death.
- G. Explain the five stages of the grieving process according to Dr. Kubler-Ross.
- H. Describe the procedure and responsibilities for postmortem care.

Module 17. Patient/Resident Abuse

- A. Identify and discuss types of elder abuse.
- B. Discuss issues related to elder abuse.
- C. Explain the role of the Nurse Assistant in preventing elder abuse.
- D. Describe the role of the Nurse Assistant in reporting elder abuse.