

**75 HOUR PROGRAM**

 **51** HOURS ONLINE TRAINING

 **8** HOURS OF LAB MINIMUM

 **16** HOURS OF CLINICAL MINIMUM

No Prerequisite

## COURSE DESCRIPTION

This course prepares students with the knowledge and hands-on skills needed to safely care for residents in long-term care and other healthcare settings. Students will learn the aging process, resident rights, communication, safety, infection control, basic nursing skills, and how to support residents' physical, emotional, cognitive, and spiritual well being.

## COURSE OBJECTIVES

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

1. Demonstrate professionalism, accountability, and leadership by following ethical standards, maintaining confidentiality, respecting policies and procedures, and contributing positively to the healthcare team.
2. Describe the role and responsibilities of the CNA within the healthcare system, including scope of practice, reporting structure, teamwork expectations, and required regulatory guidelines.
3. Provide person-centered care that protects dignity and resident rights, including privacy, independence, choice, cultural respect, and compliance within long term care.
4. Use effective communication skills with residents, families, and the healthcare team through clear verbal, nonverbal, and written communication, including accurate and timely reporting to nursing staff.
5. Apply proper infection prevention practices, including hand hygiene, standard precautions, transmission based precautions, and facility protocols to reduce the spread of disease.
6. Maintain resident and personal safety by using correct body mechanics, fall prevention strategies, and appropriate responses to emergencies, hazards, and unsafe conditions.
7. Perform basic nursing skills accurately and compassionately, including measuring and recording vital signs, height, weight, intake/output, and observations related to resident condition.
8. Assist residents with activities of daily living (ADLs) —such as bathing, grooming, dressing, toileting, oral care, mobility, and feeding—while ensuring comfort, dignity, and safety.
9. Use calm therapeutic communication strategies to support the mental, emotional, cognitive, and social needs of residents, including those living with dementia or Alzheimer's disease.
10. Participate in rehabilitation and restorative care by assisting with mobility, transfers, ambulation, range of motion exercises, and the use of assistive devices to promote independence and functional ability.

## COURSE CONTENT OUTLINE

### Module A

- Unit 1:** Communication and interpersonal skills  
**Unit 2:** Infection control standards and procedures  
**Unit 3:** Safety, proper body mechanics, and emergency procedures  
**Unit 4:** Promoting client independence and self care according to abilities.  
**Unit 5:** Respecting client rights, ethics, and legal concerns

### Module B

#### Module A Exam

- Unit 6:** Recognizing and reporting abnormal changes in body functioning  
**Unit 7:** Transferring, positioning, turning, and using assistive devices in transfers and ambulation

- Unit 8:** Performing and recording vital signs  
**Unit 9:** Performing and recording height and weight  
**Unit 10:** Caring for the resident's environment  
**Unit 11:** Grief, dying, and death of a resident  
**Unit 12:** Caring for the skin  
**Unit 13:** Grooming and hygiene  
**Unit 14:** Bathing a resident  
**Unit 15:** Dressing and use of assistive devices  
**Unit 16:** Elimination needs  
**Unit 17:** Feeding techniques and assisting with hydration, including assistive devices  
**Unit 18:** Restorative nursing  
**Unit 19:** Caring for your career and yourself  
**Module B Exam**  
**Final Exam** - Proctored

**COURSE REQUIREMENTS**

STUDENTS MUST:

- Read assigned textbook chapters before or during each lesson
- Follow the online modules in order, do not skip ahead
- Score at least 85% on every quiz (retakes allowed until 85% or higher is achieved)
- Complete all online coursework, actively participate in a minimum of 8 hours of in person skills lab and a minimum of 16 hours of clinical.

**METHOD OF EVALUATION**

This is a **PASS/FAIL** course. All course requirements including online modules, quizzes, exams, lab hours, and clinical hours must be successfully completed by the enrolled student to pass the course.

**ACADEMIC INTEGRITY**

Students are expected to practice academic honesty in every part of the course. Academic misconduct may result in course failure and/or disciplinary action in accordance with Board of Nursing standards.

**EQUITY AND INCLUSION**

Avera Education & Staffing Solutions values and embraces diversity among students and staff. We honor the inherent dignity of each individual and welcome their unique perspectives, experiences, and worldviews. Our learning community includes individuals of all races, religions, national origins, socioeconomic backgrounds, sexual orientations, gender identities, physical or cognitive abilities, and veteran or military statuses.

**DRESS CODE FOR LAB & CLINICAL**

**Professional Appearance:** Students must appear clean, well groomed, and ready for patient care.

**CLOTHING/SHOES**

- Scrubs – any color
- Clothing must be clean, neat, and free of wrinkles
- Clothing must not be too tight, too loose, or revealing
- No jeans, leggings, sweatpants, pajamas, shorts, or low cut tops
- Clean tennis shoes with closed toes and closed heels

**HYGIENE REQUIREMENTS**

- Shower or bathe the day of lab and clinical
- Wear deodorant
- No strong perfumes, colognes, or scented lotions
- Hair must be clean and pulled back if longer than shoulder length

**NAILS, JEWELRY, MAKEUP, TATTOOS**

- Fingernails clean; no acrylics, gels, or extensions
- Fresh polish acceptable if not chipped
- Minimal jewelry: up to two pairs of stud or small hoop earrings
- No dangling earrings, large hoops, or necklaces
- No facial piercings; remove before clinical
- Tattoos must be covered if required by the facility
- Makeup should be minimal and professional

**CELL PHONES**

- No cell phones in lab or resident care areas
- Phones must remain silent and stored in a conference/break room

**EXPLANATION OF COURSE COLUMNS**

**Column 1:**  
Required course content.

**Column 2:**  
Online Education

**Column 3:**  
Required textbook readings

**Column 4:**  
Workbook checklists

**Column 5:**  
Required skills. Skills taught online include step by step videos. Approximate time in hours the student & instructor will review and demonstrate skills.

**Column 6:**  
Approximated time in hours to complete content.

1. Required Course Content  
**MODULE A**

2. Online Education

3. Textbook Chapters

4. Hartman's Workbook

5. Skills & LabTime

6. Time

All students will be evaluated on all commonly performed skills in Column 5.

| 1. Required Course Content<br>MODULE A   | 2. Online Education  | 3. Textbook<br>Chapters                                 | 4. Hartman's<br>Workbook | 5. Skills & Lab Time          | 6. Time            |
|--|--|---|--------------------------|-------------------------------|--------------------|
| <b>UNIT 1.</b> Communication and interpersonal skills<br>• Understanding Healthcare Settings & CNA role  | Presentation<br>Activity: Understanding Healthcare Settings & CNA role<br>Quiz   | 1, 2  |                          |                               | 2.5                |
| • Communication, cultural diversity and interpersonal skills   | Read Text<br>Presentation,<br>Working with residents with hearing and visual impairments,<br>Communication Exchanges<br>Activity: Communication<br>Quiz                | 4   |                          |                               | 2.5                |
| • Communication techniques to address the needs and behaviors of individuals with dementia or Alzheimer's disease.<br>Communicating with cognitively impaired clients and methods to reduce effects of cognitive impairment            | Read Text<br>Presentation,<br>Positive Dementia care, May I come in(video)<br>Quiz   | 19  |                          |                               | 2                  |
| • Mental health and social service needs: include content on behavior modification, developmental tasks associated with aging, personal choice, client dignity, using the client's family to provide emotional support                 | Read Text<br>Presentation,<br>Suicide Prevention<br>Activity<br>Quiz   | 20  |                          |                               | 2.5                |
| <b>UNIT 2.</b> Infection control standards and procedures  | Read Text,<br>Presentation, Infection Prevention and Control, Enhanced barrier precautions<br><b>Videos- Hartman:</b> Handwashing, PPE<br>Activity<br>Quiz             | 5   | P. 149, 150              | Handwashing, PPE              | .25<br>3.5         |
| <b>UNIT 3.</b> Safety and emergency procedures<br>• Proper body mechanics<br>• Avoiding need for restraints  | Read text,<br>Presentation,<br>Body Mechanics and Ergonomic,<br>Fall prevention,<br>Safety word jumble activity, Quiz  | 6   | P.151                    |                               | 2                  |
| • Emergency care and disaster preparedness<br>• Back blow & abdominal thrusts (Heimlich maneuver)  | Read text,<br>Presentation,<br>Emergency preparedness,<br>Workplace personal safety,<br>Activity, <b>Video- AESS:</b> Ab thrust<br>Quiz                                | 7   |                          | Back blows & Abdominal thrust | .25<br>2.5         |
| <b>UNIT 4.</b> Promoting Client Independence & self care according to the client's abilities   | Read text,<br>Presentation,<br>Self Determination and Advance Care planning,<br>Home-like Environment, Customer Service and the Power of Civility,<br>Activity<br>Quiz | Ch. 8-pp 110-113 & 115-122 & 126-127<br>Ch 13-pp198-199 |                          |                               | 2.25               |
| • Introduction to Rehabilitation and Restorative care  | Read text  | Ch. 21-pp389-390  |                          |                               | .25                |
| <b>UNIT 5.</b> Respecting Resident Rights<br>• Resident rights and their property<br>• Legal and ethical considerations<br>• Freedom from abuse and neglect<br>• HIPAA<br>• Personal choices,<br>• Accessing activities<br>• Ombudsman | Read text,<br>Presentation,<br>Resident rights,<br>Abuse and Neglect, HIPAA,<br>Cybersecurity and Social Media,<br>Activity,<br>Quiz                                   | 3   |                          |                               | 2.5                |
| <b>MODULE A TOTAL: .5</b>  |  |   |                          |                               | <b>TOTAL: 22.5</b> |

| 1. Required Course Content<br>MODULE B  | 2. Online Education   | 3. Textbook<br>Chapters               | 4. Hartman's<br>Workbook | 5. Skills & Lab Time   | 6. Time |
|---|---|---------------------------------------|--------------------------|--|---------|
| <b>EXAM MODULE A</b>  | 70 Question quiz  |                                       |                          |  | 1.5     |
| <b>UNIT 6.</b> Body Systems, Illness and Aging<br>• Body Systems<br>• Human needs and human development<br>• Recognizing and reporting abnormal findings in body functions to a licensed nurse. | Read Text<br>Presentation<br>Activity<br>Quiz   | 9, Ch 18 pp 323-329, 332-349, 351-359 |                          |  | 5       |
| <b>UNIT 7</b> Transferring, ambulation, positioning, and turning.<br>• Use of assistive devices   | Read Text<br>Presentation<br>Activity<br><b>Videos-Hartman:</b> Positioning on side, Transfers bed to wheelchair using transfer belt, Transfers bed to wheelchair using transfer belt (pivot transfer), Ambulate using a gait belt, Transfer using a Mechanical lift, Position on side credentia<br><b>Videos AESS:</b> Moving a Resident Up in Bed, Logrolling<br>Quiz | 10                                    | P. 154-161               | Moving up in bed, log rolling, dangling, use of transfer belt, bed to wheelchair, wheelchair to bed, on and off toilet, Assisting with ambulation with transfer belt, Assisting with ambulation with transfer belt and walker, cane, or crutches | 3       |

| 1. Required Course Content<br>MODULE B  | 2. Online Education   | 3. Textbook<br>Chapters  | 4. Hartman's<br>Workbook               | 5. Skills & Lab Time  | 6. Time         |
|---|---|--|--|---|-----------------|
| <b>UNIT 8.</b> Performing and recording vital signs<br>• Observing, recording and reporting pain  | Read Text<br>Presentation<br>Medical Flashcard activity<br><b>Videos-Hartman:</b> Measuring Body Temperature, Count and Record Radial Pulse, Count and Record Respirations, Measure Electronic Blood Pressure, Quiz   | 14   | P. 174-189                             | Body temperature<br>Radial Pulse<br>Respirations<br>Electronic Blood Pressure<br><br>.25  | 2.5             |
| <b>UNIT 9.</b> Performing and recording height and weight<br>• Different scales to weigh resident   | Read Text<br>Presentation<br><b>Videos-Hartman:</b> Measures and Records Weight of an Ambulatory Resident<br>Quiz   | Ch. 11 pp<br>176-181   | P. 162                                 | Height of bedbound resident, weigh ambulatory resident<br><br>.25   | .5              |
| <b>UNIT 10.</b> Caring for a resident's environment   | Read Text<br>Presentation<br><b>Videos-Hartman:</b> Makes an occupied bed, Makes an unoccupied bed<br>Quiz  | 12   | P. 163-165                             | Tidying room, empty trash, bedmaking, cleaning equipment<br><br>.25   | 1.5             |
| <b>UNIT 11.</b> Grief, dying and death of resident<br>• Stages of Grief<br>• Care of a resident that is near end of life<br>• Postmortem care<br>• Palliative Care<br>• Hospice care  | Read Text<br>Presentation<br>Quiz   | 23   |  |   | 2               |
| <b>UNIT 12.</b> Skin care<br>• Observing, recording and reporting of impaired skin  | Read Text<br>Presentation<br>Quiz   | Ch 13 pp<br>200-204  | In online presentation                 | Repositioning, applying heel protectors<br><br>.25  | 1.5             |
| <b>UNIT 13.</b> Grooming and hygiene<br>• Nail care, oral care, shaving, denture care, foot care, hearing aid, glasses, hair care, peri care, shampooing hair   | Read Text<br>Presentation<br>Oral Care<br><b>Videos-Hartman:</b> Provides Fingernail Care, Provides Foot Care, Provides Oral Care, Provides Oral Care for Unconscious Resident, Cleans Upper and Lower Dentures, Combing and Brushing Hair<br><b>Videos- AESS:</b> Peri care for male, Peri care for female, Changing a brief<br>Quiz | Ch 13 pp<br>215-229  | P. 169-174 and in online presentation  | Peri care for male, peri care for female, changing a brief, Nail care, brushing teeth, oral care for unconscious resident, shaving, denture care, foot care, hearing aid, glasses, hair care<br><br>1.5 | 3               |
| <b>UNIT 14.</b> Bathing<br>• Complete bed bath, shampooing hair   | Read Text<br>Presentation<br><b>Videos-Hartman</b><br>Gives a Bed Bath<br>Quiz  | Ch 13<br>204-214   | P. 166-169                             | Face and body cleansing, showering, complete bed bath, back rub, shampooing hair, partial bed bath, tub bath<br><br>1.5   | 1               |
| <b>UNIT 15.</b> Dressing and use of assistive devices   | Read Text<br>Presentation<br><b>Videos-Hartman:</b> Dressing a resident. Applies One Knee High Elastic Stocking<br>Quiz   | Ch 18 pp<br>341-342  | P. 172 & 195                           | Dressing a resident with an affected side. Applying elastic stockings to both legs<br><br>1   | 1               |
| <b>UNIT 16.</b> Elimination<br>• Factors effecting elimination, foley catheter care, commode, urinal, incontinence, bedpan, measuring and recording output and stoma care   | Read Text<br>Presentation<br><b>Videos-Hartman</b><br>Assists with Use of Bedpan Measures and Records Urinary Output<br><b>Videos- AESS:</b> Donning PPE, Emptying Urinary Drain Bag, Doffing PPE; Donning PPE, Male/ Female Catheter Care Doffing PPE,<br>Quiz   | Ch 16 pp<br>287-300,<br>305-306<br>Ch 17 pp<br>307-311,<br>318-321 | P. 185-188, and in online presentation | Measure output and document, commode, bed pan, emptying urinary drain, urinal, female and male foley catheter care<br><br>2   | 2.5             |
| <b>UNIT 17.</b> Feeding techniques and special diets<br>• Assisting with eating and hydration<br>• Use of assistive devices with eating and hydration<br>• Dysphagia<br>• Converting to mLs, measuring and recording intake | Read Text<br>Presentation<br>Successful Aging & Nutrition and Hydration<br><b>Videos-Hartman</b><br>Feeds a Dependent Resident<br><b>Videos- AESS:</b> Passing fresh water and Measure and Record Fluid Intake,<br>Quiz   | 15   | P. 183-185                             | Feeding a resident includes food as percent and 2 glasses as total intake in mLs, hydration with water pitcher<br><br>.25   | 2.5             |
| <b>UNIT 18.</b> Rehabilitation and Restorative Care<br>• Prosthetic and assistive devices<br>• Orthotic Devices<br>• Splints<br>• Footboard<br>• Handroll   | Read Text<br>Presentation<br><b>Videos-Hartman</b><br>Performs Passive Range of Motion<br>Quiz  | 21   | P. 196-198                             | PROM, shoulder, elbow, wrist, hip, knee, and ankle<br><br>.25   | 1               |
|   |   |  |  | <b>MODULE B TOTAL: 8.5</b>  |                 |
| <b>UNIT 19.</b> Caring for your career and self-care  | Read Text<br>Presentation, Resilience, Quiz   | 24   |  |   | 1.5             |
| <b>MODULE B EXAM</b>  | 60 Questions  |  |  |   | 1.5             |
| <b>FINAL EXAM</b> - May take after lab & clinical   | 60 Questions  |  |  |   | 1.5             |
|   |   |  |  |   | <b>TOTAL:33</b> |
| <b>UNIT 20.</b> Supervised Practical Training   |   |  |  | Minimum of 16 hours in long term care   | <b>80.5</b>     |

STUDENT NAME

DATE

FACILITY NAME

CLINICAL LOCATION

| THIS FORM IS TO BE COMPLETED BY INSTRUCTOR  |                | Skill hours & dates: (minimum of 8 hours)     |
|---|----------------|---|
| Course start date:  | Deadline date: |   |
| Module A completion date:   |                | Clinical hours & dates: (minimum of 16 hours) |
| Module B completion date:   |                | Day 1: Day 2:                                 |
| Instructor checked workbook completion date(s):<br>(May be prior to skills/clinical/exam) |                | Day 3: Day 4:                                 |
|   |                | Date passed knowledge exam & competencies:    |

| SKILLS OBSERVED:                               | DATE DEMONSTRATED: | SKILLS OBSERVED:  | DATE DEMONSTRATED: |
|--|--------------------|---|--------------------|
| KIWEPPS  |                    | Dressing client - w/affected right arm (weak on right side) |                    |
| PPSW   |                    | Log rolling   |                    |
| Hand washing with soap water                   |                    | Position client up in bed                                   |                    |
| PPE don & doff, gown, gloves & goggles         |                    | Position client on side in bed                              |                    |
| Passing fresh water (hydration)                |                    | PROM hip  |                    |
| Measure fluid & food intake & document         |                    | PROM shoulder   |                    |
| Feeding a resident                             |                    | Transfer from bed to w/c                                    |                    |
| Back blows & abdominal thrust                  |                    | Transfer from w/c to bed                                    |                    |
| Measure & record weight of ambulatory client   |                    | Assist to ambulate w/gait belt                              |                    |
| Measure & record height of a bedbound resident |                    | Assist to ambulate w/walker                                 |                    |
| Temperature (oral, temporal or axillary)       |                    | Perineal care - female                                      |                    |
| Count & record radial pulse                    |                    | Perineal care - male  |                    |
| Count & record respirations                    |                    | Change incontinence garment (brief)                         |                    |
| Blood pressure (automatic measure & record)    |                    | Assist w/bedpan   |                    |
| Making an occupied bed                         |                    | Assist w/urinal   |                    |
| Nail care                                      |                    | Catheter care- female                                       |                    |
| Foot care                                      |                    | Catheter care - male  |                    |
| Complete bed bath                              |                    | Emptying catheter bag (measure & record output)             |                    |
| Mouth care for unconscious client              |                    | Transfer on and off commode                                 |                    |
| Denture care                                   |                    | Applies anti-embolism stocking                              |                    |
| Oral care & brushing a resident teeth          |                    |   |                    |

Signatures from both the instructor and the student below verify successful completion and demonstrated competency in all course, clinical, skills, listed above.

STUDENT NAME

DATE

INSTRUCTOR NAME & TITLE

INSTRUCTOR LOCATION