



**Kosair Charities College of Health & Natural Sciences
901 South Third Street
Louisville, KY 40203
(502) 873-4303**

Assuring excellence in nursing practice through innovation in nursing education

SYLLABUS: Spalding University Nurse Aide Training & Competency Evaluation Program

Course Description:

The purpose of the Nurse Aide Training and Competency Evaluation Program (NATCEP) is “to prepare the nurse aide to provide high quality, direct patient care under the supervision of licensed nurse personnel”. The primary goal of the NATCEP is to ensure the availability of a well-structured, uniform curriculum across the State that will provide a foundation for high quality nurse aide services (Cabinet for Health and Family Services, Department for Medicaid Services).

“A nurse aide is defined as an individual who has successfully completed a NATCEP. This includes nursing students, medication aides, and those employed through nursing pools providing nursing or related services to nursing facility residents. A nurse aide shall not be a licensed health professional or volunteer.” (Cabinet for Health and Family Services)

The basic course consists of seventy-five (75) hours, with a minimum of sixteen (16) hours of supervised clinical practice training. Clinical practice training occurs in a laboratory or a long-term care setting where the student demonstrates knowledge while performing tasks on an individual under the direct supervision of a registered nurse or licensed practical nurse. Thus 45 hours are didactic, which includes completion of six online exams and (17) hours of skills lab.

State Required Documentation:

The student must have evidence of:

- Compliance with OSHA (Occupational Safety and Health Administration) Hepatitis B immunization or a signed waiver. The waiver indicates that the student has read and understands the implications;
- A current (within one year), negative tuberculosis (TB) test. Testing options include:
 - a. T-spot/quantiferon TB Gold Blood Test.
 - b. Negative 2-step skin test. The second test must be resulted within 7-21 days of the first TB skin test. Both results are submitted together.
 - c. Chest x-ray. This option is usually reserved for individuals who are allergic to the TB skin test, have had previous positive skin tests, and/or have been previously diagnosed with TB. A chest x-ray is repeated every 5 years.

- Criminal background, your welcome to use Castle Branch at www.castlebranch.com
Enter **package code PL49outbg** (approx. cost 28.00).

Required document checklist, course documents and State of Kentucky Test manual can be obtained here: <http://blog.spalding.edu/nursing/knat/>

COURSE DIRECTOR: Ritchie Bryant, BSN, RN
Republic Bank Academic Building
981 South Third Street - Office 204
Louisville, KY 40203
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(502) 873-4303

CLASS TIMES: On-Line

LAB TIMES: SEE COURSE OVERVIEW

Prior to orientation: Provide copies of all required documentation to Mr. Bryant by email at rbryant02@spalding.edu or bring to the main office on the first floor at 901 South Third Street, Louisville KY 40203.

Professional Liability Insurance will be provided for this class by Spalding University. If you on the Kentucky Abuse Registry or KY Adult Caregiver Misconduct Registry you will not be eligible to take this course. If you have had a felony conviction for theft, illegal drugs, abuse, neglect, exploitation of an adult, or a sexual crime you will not be eligible to take this course. (<https://nurseaide.kctcs.edu/nurse-aide-resources/media/pdfs/KRS%20216.789.pdf>)

Objectives:

1. Demonstrate professional behavior
2. Recognize the nurse aide's role in organizational structure of the nursing facility.
3. Identify responsibilities of the nurse aide to the resident and health care team.
4. Demonstrate basic skills and techniques in performing uncomplicated nursing procedures according to the program standards.
5. Organize and administer nursing care to residents based on a plan of care and direction from charge personnel.
6. Demonstrate knowledge of resident's needs.
7. Demonstrate ability to assist residents in attaining and maintaining functional independence to the extent possible.
8. Demonstrate proper care for and use of equipment and supplies necessary for resident care.
9. Demonstrate sensitivity to the residents' physical, emotional, social, and mental health needs through skillful, directed interactions.
10. Actively participate in the maintenance of a non-threatening independence conducive environment for the nursing facility resident.

Meet the minimum state regulated skill guidelines and contact hours (17 hours):

1. Communication and interpersonal skills
2. Infection control
3. Safety and emergency procedures including clearing the obstructed airway conscious adult
4. Promoting residents' independence
5. Respecting residents' rights

The remaining hours of training will include:

- a) Basic Nursing skills
- b) Personal Care skills
- c) Mental Health skills and Social Service Needs
- d) Care of residents who are cognitively impaired
- e) Providing basic restorative services
- f) Caring for Residents when Death is imminent

Sixteen of the 75 hours will take place in a Long-term Health Care setting. The clinical experience will be in a healthcare facility. The student will be able to use the skills learned during Lab training and receive supervision from qualified staff.

Course Content:

Upon completion of the course the student should be able to demonstrate the following Course Competency/Tasks:

1. Practice good personal hygiene
2. Maintain good personal health
3. Exhibit acceptable behavior
4. Work cooperatively with others
5. Maintain confidentiality
6. Observe the Resident's Rights
7. Identify and report abuse or neglect to appropriate person
8. Use plan of care to meet resident's needs
9. Communicate with resident, family, and staff
10. Assist resident in use of intercom/call system/telephone
11. Report observations/information to appropriate personnel
12. Recognize health problems related to the aging process
13. Recognize needs of the resident with cognitive impairment
14. Assist with providing diversionary activities for the resident
15. Assist with giving postmortem care
16. Follow standard precautions & blood borne pathogens standard
17. Wash hands aseptically
18. Provide for environmental safety
19. Adjust bed and side rails
20. Assist with application of protective devices
21. Report unsafe conditions to appropriate person
22. Assist with care of resident with oxygen
23. Follow fire and disaster plan

24. Assist resident who has fallen
25. Assist resident who has fainted
26. Assist resident who is having a seizure
27. Clear the obstructed airway - the conscious adult
28. Using elevation, direct pressure, and pressure points to control bleeding
29. Serve meals and collect trays
30. Recognize diet modifications/restrictions
31. Check food tray against diet list
32. Feed or assist resident in eating
33. Administer after meal care
34. Record and report intake and output
35. Give bed bath
36. Assisting with partial bed bath
37. Assist resident with tub bath
38. Assist resident with shower
39. Make unoccupied (closed) bed
40. Make occupied bed
41. Perform or assist in performing oral hygiene for the conscious/unconscious resident
42. Assist with or shave resident
43. Give backrub
44. Give perineal care
45. Shampoo/groom hair
46. Give nail care
47. Assist resident with dressing and undressing
48. Provide urinary catheter care
49. Provide care for the urinary incontinent resident
50. Provide Care for the bowel incontinent resident
51. Assist resident in bladder retraining
52. Assist resident in bowel retraining
53. Assist resident in using bedpan/urinal
54. Assist with enema administration
55. Collect routine/clean catch urine specimen
56. Collect stool specimen
57. Collect sputum specimen
58. Use good body mechanics
59. Perform or assist with range of motion exercises
60. Turn and position the resident in bed
61. Transfer resident to and from bed/chair
62. Use a mechanical lift to transfer resident
63. Apply and use gait belt
64. Assist resident with standing/walking
65. Assist resident in using cane/walker
66. Transport resident by wheelchair
67. Move resident between stretcher and bed
68. Assist with admission, in-house transfer, and discharge of resident

69. Measure and record resident temperature using by oral, auxiliary, rectal and tympanic routes using non-mercury glass/electronic thermometer
70. Measure and record radial pulse
71. Measure and record respiration
72. Measure and record blood pressure
73. Measure and record resident height/weight
74. Assist in prevention of pressure/circulatory ulcers
75. Apply elastic stockings
76. Donning and Doffing Personal Protective Equipment

Evaluation:

The student must receive at least a 70% average on a minimal of 6 written multiple choice examinations and successfully pass the clinical. (<http://chfs.ky.gov/dms/nat.htm>)

Grading:

Total Points:

Exam 1 = 100 points

Exam 2 = 100 points

Exam 3 = 100 points

Exam 4 = 100 points

Exam 5 = 100 points

Exam 6 = 100 points

Total points = 600

The grading scale is:

A = 540 – 600 points (90-100)

B = 480 – 539 points (80-89)

C = 420 – 479 point (70-79)

A score of Below 70 results in a failing grade for the course and the student cannot take the federally mandated state competency examination.

You can calculate the final grade by determining the total number of raw points earned and dividing that by the number of points possible for the course.

Clinical Performance:

The student's clinical performance is evaluated by the clinical instructor. The student will receive feedback of clinical performance from the instructor. It is required that the student pass both the classroom, lab, & clinical portions of the course. *Any absence* or failures in any aspect results in an overall failure of the course. Students are expected to maintain a professional demeanor and any posting of client information through any social network source is a breach of confidentiality of clients will result in immediate expulsion from the course. The student is responsible to assist with all CNA task of the team they are assigned to or seek immediate guidance from the instructor.

Clinical Performance (cont.):

The student is responsible for transportation to and from skills lab training and the clinical site. The CNA student are to wear white scrubs and black or white tennis shoes. Uniforms must be clean, free of wrinkles and neat. The student must also wear their designated name badge. A **watch** is mandated for practice and testing for measuring vital signs.

- The two skills of “wash hand aseptically” and “measure and record pulse, respiration, and blood pressure” must be successfully passed to during lab/skills days.

Enrollment:

Applicants must:

- Provide an approved photo ID and a non-laminated Social Security Card as required by the State of Kentucky.
- Be able to lift, push and pull fifty pounds, and be able to stand for a minimum of three hours and must be able to assist with lifting, transferring and turning residents.

Attendance:

Attendance is mandatory for all 75 hours of training. No absences are permitted. Absences shall be monitored by the instructor. **Any absence will result in failure of the course.**

STUDENTS MUST:

- *Arrive to skills labs and clinical sites on time (no makeup dates).*
- *Turn off cell phones during instructional time.*
- *No cell phones allowed in the clinical setting.*
- *Bring necessary materials to class (textbooks, pen, workbook, etc.).*
- *Actively participate in class discussions*
- *Attend all 75 hours of the instruction and the clinical experiences.*

The online component (except for the skills lab and clinical) will account for 45 hours of in-class instruction. Timekeeping is very important. You will keep track of your time by clicking on the “Start Topic” button at the beginning and the “End Topic” button at the end of each content page in the course.

The log in site, user name and password will be sent to you by email after you have registered for the course and provided the state required documents.

Reasonable Accommodations:

Any student who, because of a disability, may require special arrangements in order to meet course objectives, should contact the instructor as soon as possible to make such accommodations as may be necessary. Students must provide written verification of the need for accommodations to the Director of Student Support Services-Accessibility, Kelly Cogar at kcogar@spalding.edu

Plagiarism and Cheating:

Any student who is involved in cheating or who aids another individual in cheating will be dismissed from the course.

Lab/Classroom Location:

Spalding University, Republic Bank Academic Building
981 South Third Street, Louisville KY 40203
Second Floor, see the class schedule for dates and times

A temporary Spalding University parking pass and parking map will be provided for lab days.

Orientation: See course overview

Clinical Sites:

Signature HealthCARE South	or	Trilogy Franciscan Health Care Campus
1120 Cristland Road		3625 Fern Valley Road
Louisville, KY 40214		Louisville, KY 40219
6:30am – 2:30pm		6:30am – 2:30pm

The site may change based on clinical instructor to be determined.

The following dress code applies to all students:

1. Official identification name badge including first and last names.
2. Clean and combed hair either short or pulled back/off shoulders.
3. Fingernails, no longer than tips of fingers.
4. Artificial nail coverings may not be worn.
5. Clear fingernail polish.
6. Make-up in moderation.
7. Body tattoos must be covered.
8. Jewelry – one pair of small “post type” earrings may be worn on the lobe of the ear. Watches and wedding bands are permissible. No other body piercings should be visible.
9. Personal grooming includes cleanliness and neatness. Perfume should not be worn because it can be offensive to clients.
10. No jackets are to be worn over scrub uniform.

Content Outline:

Additional content, videos and practice quizzes are available online at evolve.elsevier.com/courses. Use the course code included in your book package.

Content Domains:

UNIT I

	Chapter	
The Nursing Assistant Working in Long-Term Care	1	pg.1
Residents Rights, Ethics, and Laws	2	pg.18
Work Ethics	3	pg. 32
Communicating with the Health Team	4	pg. 40

Assisting with the Nursing Process 5 pg. 55
Video: Basic Principle
Complete Unit I Exam online

UNIT II

Understanding the Resident 6 pg. 64
 Culture and Religion 7 pg. 75
 Body Structure and Function 8 pg. 81
 The Older Person 9 pg. 96
 Sexuality 10 pg. 109

Complete Unit II Exam online

UNIT III

Chapter

Safety 11 pg. 113
 Preventing Falls 12 pg. 136
 Restraint Alternative and Safe Restraint Use 13 pg. 145
 Preventing Infection 14 pg. 159
 Body Mechanics and Safe Resident Handling, Positioning, and Transfers 15 pg. 182

Video: Body Mechanics and Exercise

Video: Infection Control and Safety

Video: Basic Principle – Medical Asepsis

Video: Safety and Restraints

Complete Unit III Exam online

UNIT IV

The Resident's Unit 16 pg. 214
 Bed Making 17 pg. 226
 Hygiene 18 pg. 238
 Grooming 19 pg. 263
 Nutrition and Fluids 20 pg. 282
 Nutritional Support and IV Therapy 21 pg. 305
 Urinary Elimination 22 pg. 316
 Bowel Elimination 23 pg. 338
 Exercise and Activity 24 pg. 351
 Comfort, Rest, and Sleep 25 pg. 367
 Oxygen Needs and Respiratory Therapies 26 pg. 378

Video: Elimination Assistance

Video: Nutrition and Fluids

Video: Personal Hygiene and Grooming

Video: Bathing and Bed Making

Video: Bathing and Bed Making (continued)

Complete Unit IV Exam online

UNIT V

Measuring Vital Signs 27 pg. 397
 Assisting with the Physical Examination 28 pg. 413

Collecting and Testing Specimens	29	pg. 422
Video: Measuring Vital Signs		
Video: Specimen Collection		
Video: Measuring Height and Weight		
<i>Complete Unit V Exam online</i>		

UNIT VI

Admissions, Transfers and Discharges	30	pg. 438
Wound Care	31	pg. 446
Pressure Injuries	32	pg. 470
Hearing, Speech, and Vision Problems	33	pg. 480
Cancer, Immune System, and Skin Disorders	34	pg. 497
Nervous System and Musculo-Skeletal Disorders	35	pg. 505
Cardiovascular and Respiratory Disorders	36	pg. 520
Digestive and Endocrine Disorders	37	pg. 528
Urinary and Reproductive Disorders	38	pg. 535
Mental Health Disorders	39	pg. 543
Confusion and Dementia	40	pg. 555
Development Disabilities	41	pg. 564
Rehabilitation and Restorative Care	42	pg. 579
Assisted Living	43	pg. 586
Basic Emergency Care	44	pg. 594
End-of-Life Care	45	pg. 609
Getting a job	46	pg. 620
Video: Pressure Ulcers, Skin and Wound Care		
Video: Heat and Cold Application		
<i>Complete Unit VI Exam online</i>		

Textbook provided at orientation:

Kostelnick, Clare, (2018). *Mosby's Textbook for Long-Term Care Nursing Assistants* (8th ed.). St. Louis, MO: Mosby-Elsevier, Inc.

Skill's Manuel provided in lab:

Kentucky Medicaid Nurse Aide Testing Procedures Manual and Study Guide. This resource is revised by the state as needed. You can access the most recent version at <https://nurseaide.kctcs.edu/nurse-aide-resources/student-resources.aspx>

This course provides No Refunds

KY Medicaid Nurse Aid Testing:

NURSE AIDE STATE REGISTRY:

After you successfully complete the NATCEP, you may take the state competency exam and skills performance evaluation. **The current *Kentucky Medicaid Nurse Aide Testing Procedures Manual and Study Guide*** website is listed above. The testing locations can be found on pages 3-4.

Email Ritchie Bryant at rbryant02@spalding.edu with your name and the location at which you will be testing. Each location requires a testing roster be sent directly from the training institution and you cannot test without it.

KY Medicaid Nurse Aid Testing (cont.):

REQUIRED DOCUMENTATION:

You must bring your social security card in good condition with no lamination or tape. You must also bring a current photo ID (driver's license or military ID are examples). Federal regulations require the registry to have the nurse aide's accurate name. This means there must be a complete match of **first name, middle initial and last name**. This means the first name and the last names must match letter for letter and the middle initials must be the same. If one ID has a middle name and the other has the initial for the name on it, this will be acceptable. If you arrive for the exam and do not have the required documentation, you will not be allowed to complete the evaluation.

No birth certificates or paperwork (LETTER) from the Social Security Office will be accepted.

Photocopies of identification documents cannot be substituted for originals.

- LAMINATED SOCIAL SECURITY CARDS ARE VOID ACCORDING TO SOCIAL SECURITY REGULATIONS AND CANNOT BE ACCEPTED.
- If a Social Security Card has "Not Valid for Employment without immigration and Customs enforcement Authorization" the individual must present their Employment Authorization Document (EAD) issued by the US Department of Homeland Security. If the (EAD) bears the individuals photograph, it may not be used for the required photo ID.
- Individuals failing to present required documents will be considered "NO SHOW". If you are classified as a "NO SHOW", you will be required to re-register and re-pay for your assessment(s). You will forfeit all exam fees paid.
- Refer to the Procedure Manual and Study Guide for complete requirements and examples of accepted documentation.

