

## FACT SHEET

**NAME OF PROGRAM:** Nursing Assistant (NAA100) and Medicaid Nurse Aide (MNA100) These are the same courses. The course names is linked to payment and students will be

**LOCATION:** Leestown, Winchester, Lawrenceburg and Danville campuses

**DATE FORM COMPLETED:** 09/29/10

**PROGRAM DESCRIPTION:** This course is designed to provide knowledge and skills for nurse aides to assume the role and responsibility required in long term care. The focus of the course is communication, infection control, safety, resident's rights and basic nursing care.

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### **INTERIM ASSISTANT DEAN, NURSING DIVISION:**

Karen Mayo

Associate Professor

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### **PRIMARY COORDINATOR:**

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Professor

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### **WHEN STUDENTS CAN ENROLL IN THE COURSE:**

SPRING, FALL, SUMMER –variety of hours and time periods including a Saturday option

Completion of 75 hours required for the course

### **ENROLLMENT IN THE COURSE:**

Any campus student advisor may enroll a student in the nursing assistant course following application to the college or the student may go to the ONE STOP on Leestown campus and be enrolled. If the student wants to take other classes, the student completes the College application.

To set up an appointment to discuss the course: Call 859-246-6723

### **Information for summer advising for coordinators**

Can the college contact someone to assist with scheduling via e-mail or phone? **Yes**

[Brendas.willoughby@kctcs.edu](mailto:Brendas.willoughby@kctcs.edu) Brenda Willoughby

Office phone: 859-246-6723 Main office number for nurse aide

Will you reply to students' e-mails or phone calls? **Yes**

Are there specific courses the student can take for your program that they can be enrolled in for the summer or fall semester if you can not be reached? **NO**

No GED or HS diploma required for this course. Must be age 16 or older

## **REQUIRED TEXTBOOK:**

1. Sorrentino, S. A. and Gorek, B. (2007). *Mosby's textbook for long-term care assistants (5<sup>th</sup> ed.)*. St. Louis, MO: Mosby-Elsevier, Inc. ISBN:0323045189
2. Kelly, R. (2007). *Workbook and Competency Review for Mosby's Textbook for Long-Term Care Nursing Assistants (5<sup>th</sup> ed.)*. St. Louis, MO: Mosby-Elsevier, Inc. ISBN:0323046046
3. Kentucky Community and Technical College System (2008). *Kentucky medicaid nurse aide testing procedures manual and study guide*. **NOTE:** The Department for Medicaid Services requires all students to have the three items listed above.
4. Uniforms for the clinical phase of training. Consult instructor for details.
5. Mosby's Nurse Assisting Skills DVD (Student Version) ISBN:9996012360.
6. Highlighter, notetaking supplies (pens, pencils, notebooks, filler paper, etc)
7. Blood Pressure Cuff
8. Stethoscope
9. Uniform – ceil (robin's egg) blue scrubs, white leather lace-up shoes, watch with second hand, note pad (3"x5"), writing instruments. See Course Expectations & instructor for more information.

## **COMPETENCIES:**

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 & bloodborne 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. Give partial 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 incontinent resident
50. Assist resident in bladder and bowel retraining
51. Assist resident in using bedpan/urinal
52. Assist with enema administration
53. Collect routine/clean catch urine specimen
54. Collect stool specimen
55. Collect sputum specimen
56. Use good body mechanics
57. Perform or assist with range of motion exercises
58. Turn and position the resident in bed
59. Transfer resident to and from bed/chair
60. Use a mechanical lift to transfer resident
61. Apply and use gait belt
62. Assist resident with standing/walking
63. Assist resident in using cane/walker
64. Transport resident by wheelchair
65. Move resident between stretcher and bed
66. Assist with admission, in-house transfer, and discharge of resident
67. Measure and record resident temperature using by oral, auxiliary, rectal and tympanic routes using non-mercury glass/electronic thermometer
68. Measure and record radial pulse
69. Measure and record respiration
70. Measure and record blood pressure
71. Measure and record resident height/weight
72. Assist in prevention of pressure/circulatory ulcers
73. Apply elastic stockings

## **COURSE OUTLINE:**

- I. A. Communication and interpersonal skills
- B. Infection control
- C. Safety/emergency procedures, including clearing the obstructed airway - conscious adult
- D. Promoting resident's independence
- E. Respecting resident's rights
- II. A.
  - 1. Transfers, positioning, and turning
  - 2. Caring for the resident's environment
  - 3. Bathing, including mouth care
  - 4. Grooming
  - 5. Dressing
  - 6. Skin care
  - 7. Bed making
  - 8. Assisting with eating and hydration
  - 9. Proper feeding techniques
  - 10. Toileting
- II. B.
  - 1. Taking and recording vital signs
  - 2. Measuring and recording height and weight
  - 3. Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor
- II. C.
  - 1. Modifying aide's behavior in response to resident's behavior
  - 2. Awareness of developmental tasks associated with the aging process
  - 3. How to respond to resident behavior
  - 4. Allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity
  - 5. Using the resident's family as a source of emotional support

- II. D. 1. Techniques for addressing the unique needs and behaviors of individuals with dementia
  - 2. Communicating with cognitively impaired residents
  - 3. Understanding the behavior of cognitively impaired residents
  - 4. Appropriate responses to the behavior of cognitively impaired residents
  - 5. Methods of reducing the effects of cognitive impairments
- II. E. 1. Training the resident in self-care according to the resident's abilities
  - 2. Use of assistive devices in transferring, ambulation, eating, and dressing
  - 3. Maintenance of range of motion
  - 4. Proper turning and positioning in bed and chair
  - 5. Bowel and bladder training
  - 6. Care and use of prosthetic and orthotic devices
- II. F. Caring for residents when death is imminent

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