COURSE: **Nurse Assistant (CNA) Online Theory Only**
CREDIT HOURS: **No college credit awarded**
LOCATION: **Online through Blackboard LMS**
INSTRUCTOR: **TBD**
PROGRAM CONTACT: **TrainND Northeast**
                         Office: Rm 203, Bergstrom Technical Center, Lake Region State College, Devils Lake, ND
                         Phone: 701-662-1578 or 800-443-1313 ext 21578 (7:45 am – 4:45 pm, Monday – Friday)
                         Email: LRSC.trainnd@LRSC.edu

COURSE DATES: **Contact TrainND Northeast for current course dates.**
COURSE SCHEDULE:
Weeks 1 – 4   Complete online coursework as required

COURSE DESCRIPTION: This course is designed to serve as a preliminary module within an approved North Dakota Health and Human Services (NDHHS) Nurse Aide Training Program (NATP). The online format of this course is designed to replace the need for up to 43 hours of in-person Nurse Aide theory instruction by facility staff while also increasing accessibility of Nurse Aide training in rural areas. **Students successfully completing this course will also need to complete a minimum of 16 hours of lab and 16 hours of clinical instruction with a facility to be eligible to take the state Certified Nurse Assistant exam. Formal approval from NDHHS must be received by the host facility prior to utilizing this course as part of its 75-hour NATP.**

Units of study are introduction to long-term care, communication, infection control, safety, anatomy, physiology of aging, nutrition, skin care, and basic skills (personal care, transferring, positioning, vital signs, elimination, bed making).

**This class does not take the place of a full 75-hour Nurse Assistant training program.

REQUIRED MATERIALS OF INSTRUCTION: These materials will be provided.
1. *Hartman's Nursing Assistant Care – The Basics* textbook and workbook (6th Ed.). 2022. Albuquerque, NM: Hartman Publishing.
2. Headmaster Candidate Handbook

TECHNOLOGY UTILIZED BY STUDENTS
Requirements for each student in this course include:
1.   Microphone: any microphone, either internal or external
2.   Webcam: 320×240 VGA resolution (minimum) internal or external
3.   Desktop or laptop computer. Do not use Google Chromebooks as they are not supported
4.   Printer (optional, for class handouts)
5.   Reliable, high-speed internet
6.   Desktop Browser – use Google Chrome, Mozilla Firefox or Microsoft Edge
7.   Access to word processing software that can produce, reading, and saving files in the following formats: .doc, .docx, .pdf, .htm, .html, .rtf, .ppt, .pptx
8.   Yuja software for recording videos and test proctoring

Log into the learning management system, Blackboard Ultra, daily to keep abreast of course announcements, weekly content, and grades.

STUDENT LEARNING OUTCOMES:

1) Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse/neglect laws, residents' rights, and the North Dakota Health & Human Services regulations.
2) Identify basic restorative needs – promote the resident's ability to adapt and adjust to living as independently and safely as possible and attain maximum functional potential. Be sensitive to the resident's physical, mental, and psychosocial needs.
3) Describe the functions of body systems appropriate to the nursing assistant scope of practice – assist residents to attain and maintain functional independence.
4) Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5) Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
6) Demonstrate behaviors consistent with professional work ethics – including teamwork.
7) Comply with privacy and confidentiality laws.
8) Adhere to the policies and procedures of clinical sites including effective communication with residents and facility staff.
9) Demonstrate competence and proficiency in the following categories of skills:
   a) **Safety and infection control** – hand hygiene, donning and removing PPE, assists to ambulate using transfer belt, transfers from bed to wheelchair using transfer belt.
   b) **Personal care procedures** – applies one knee-high elastic stocking, cleans upper or lower denture, gives modified bed bath, provides foot care on one foot, provides mouth care, provides perineal care for female, and other pertinent skills identified under other categories.
   c) **Vital signs** – counts and records radial pulse and respirations, measures and records blood pressure, urinary output, and weight of ambulatory client.
   d) **Nutritional requirements and techniques** – feeds client who cannot feed self.
   e) **Exercise and activity** – performs modified passive range of motion for one knee, one ankle, and one shoulder, positions on side.
   f) **Elimination** – assists with use of bedpan, provides catheter care for female.
   g) **Care to clients with special needs** – dresses client with affected (weak) right arm.
   h) **Care to clients with cognitive impairments**
   i) **Emergency procedures** – Heimlich maneuver.
   j) **Interpersonal skills**

LEARNING ACTIVITES: Content delivery in this course is provided in multiple formats including lecture, class discussion, audiovisual material, independent assignments, and student participation.

EVALUATION/GRADING: Class participation, assignments, module quizzes, and a final course exam are used as learning measures.

> 70% - Final Course Exam
> 20% - Workbook Assignments
> 10% - Other Assignments (Quizzes, discussions, videos, etc.)

Students must complete weekly coursework as assigned. Late work will be deducted 25% per day and will be graded as a zero on Day 4. **Students must meet a 76% or greater course average and complete a minimum of 43 documented course hours to earn a certificate of completion.**

ACADEMIC HONESTY: Submitting someone else's work as your own is dishonest and not tolerated. If the instructor determines academic dishonesty in any part of the course, the student(s) involved may face the consequence(s) of unsuccessful completion and/or dismissal from the course.

ATTENDANCE: Reliable, predictable, prompt attendance is an essential function of every job, and this begins with your Nurse Assistant online course. Students are expected to complete weekly assignments as outlined as a determination of classroom engagement. Additionally, students will be required to track and log their time spent on the course learning materials to meet the minimum of 43 hours of attendance in the course. An activity report may be generated to log classroom activity as needed.

NURSE ASSISTANT BEHAVIOR STANDARDS: Because quality and commitment is of utmost importance, the instructor has the authority to dismiss a student who does not meet the expected standards of the class for a number of reasons, including, but not limited to: lack of responsibility, lack of compassion for residents, or any other negative issue related to the student becoming a qualified Nurse Assistant or entering a nursing program. In any of the above cases, the instructor will notify the student's nursing program and/or sponsoring employer.

STATE CERTIFIED NURSE ASSISTANT EXAM: The state CNA exam is an evaluation of nurse aide-related knowledge, skills and abilities individuals must take in order to provide cares in the capacity of a Certified Nurse Assistant for an employer. In addition, some higher education LPN and RN programs require state CNA certification for entry into their programs.

To be eligible to take the state CNA exam, students must have successfully completed a ND Health & Human Services-approved Nurse Aide Training Program with a minimum of 75 training hours. Therefore, students completing this course will also be required to complete the remaining 32 hours of training with an employer or sponsor with a current state-approved 75-hour training program that currently includes this 4-week course as part of their approved programming.

Students and their sponsors/employers can find testing availability in North Dakota by consulting the Test Site List found on Headmaster's website (www.hdmaster.com).

LRSC PHILOSOPHY OF GENERAL EDUCATION:
I. **An educated person must have a critical appreciation of society and of self. This includes some understanding and experience in thinking about moral and ethical problems which enable an educated person to make discriminating moral choices –** *personal/interpersonal skills*.
   1. To understand how a human being behaves individually and how one is linked to one's social and natural environment – *know thyself.*
   2. To understand the complexities and uncertainties of personal and social environments, to understand how individuals may be changed and controlled by their environments, and to develop skills to change and control environments – *personal change and growth.*
   3. To apply knowledge gained in the educational process and use that knowledge in everyday living – *apply knowledge to the real world.*
   4. To develop skills for designing and evaluating a personal mental and physical health program – *mental and physical wellness.*
   5. To recognize the importance of leisure and develop the use of leisure for positive life changes – *importance of leisure.*
   6. To develop the ability to make responsible decisions based upon understanding and experience in discussing moral and ethical problems in society – *values and ethics.*
   7. To develop work habits and ethics necessary to function effectively in the workplace – *work-related skills.*
II. **An educated person must be able to think, speak, and write effectively –** *communication/thinking skills.*

1. To develop a working knowledge of the English language to communicate effectively by writing and speaking clearly and concisely – *present ideas (oral/written.)*
2. To develop the skills necessary to gather, integrate, synthesize, and analyze written and oral information in a critical manner – *rational/critical/higher-order thinking.*
3. To use information objectively for solving problems and arriving at alternative solutions – *problem-solving skills.*
4. To develop the critical listening and reading skills needed to interpret the messages of speakers and authors – *reading/listening critically.*
5. To nurture creative thinking and intellectual curiosity through opportunities and incentives and to encourage attempts at different, divergent solutions to open-ended questions, problems, and situations – *creativity/intellectual curiosity.*
6. To conceptualize links between events, entities, and ideas and the large context in which they occur – *Integrate ideas of the world.*

III. **An educated person must have an understanding of other cultures to enable one to conduct life with reference to the wider world within which one lives –** *global/multi-cultural experiences.*
1. To gain knowledge of Western and non-Western cultures and other times in order to better understand the world and its people – *the world/Eastern/Western civilizations.*
2. To recognize that world events are interdependently linked, are affected by the social environment, and are influenced by institutions created within an interactive society, and to understand that impact on one event has ramifications for other events and for the whole—*understand world events from differing disciplines.*
3. To nurture a philosophy that asserts the dignity of humanity while understanding the value of world diversity in race, ethnicity, and culture—*global culturalism.*

VII. **An educated person must have a continued commitment to life-long learning –** *life-long learning experiences/skills.*
1. To develop a pattern of intellectual curiosity and inquiry which promotes life-long learning—*value of life-long learning.*
2. To nurture and promote the ability to adapt to an ever-changing society—*adapt to the future.*
3. To develop an interest in serving the community—*community service.*

TRADE AND TECHNICAL DIVISION MISSION STATEMENT: The Trade and Technical Division offers various specialized programs. The division frequently assesses industry trends and standards and alters curricula to ensure the quality of its programs. It is the mission of the Trade and Technical Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.