

**NEW HORIZONS REGIONAL EDUCATION CENTER**

**PACING GUIDE**

**Program: Nursing Assistant**

**Teacher: C.Fletcher**

<b>Marking Period Topic/Objectives</b>	<b>Virginia State Competencies</b>	<b>Standardized Test Areas</b>	<b>Supporting Equipment Technology</b>
<b>1<sup>st</sup> Marking Period (9/7-11/7/11)</b>			
<b>Orientation to Nursing Assistant Program</b> <ol style="list-style-type: none"> <li>1) Distribute/Discuss/Collect parent/student orientation forms</li> <li>2) Discuss student rights; establish classroom rules and committees</li> <li>3) Introduce students to facility</li> <li>4) Distribute and Explain Syllabus</li> <li>5) Discuss HOSA and the students involvement</li> </ol>	HMS8362.001 HMS8362.002 HMS8362.003 HMS8362.004 HMS8362.005		Orientation Packet
<b>Introduction to Health Care Agencies</b> <ul style="list-style-type: none"> <li>• Describe the types, purposes, and organization of health care agencies</li> <li>• Describe members of the health team and nursing team</li> <li>• Describe the nursing service department</li> <li>• Describe four nursing care patterns</li> <li>• Describe the programs that pay for health care</li> <li>• Explain why standards are met</li> </ul>	HMS8362.009 HMS8362.011	Required For Certification	Textbook Chapter 1, Movie, Powerpoint
<b>The Nursing Assistant</b> <ul style="list-style-type: none"> <li>• Explain the laws that affect nursing assistants</li> <li>• List the reason for denying, suspending, or revoking a NA's certification</li> <li>• Describe the training and competency evaluation requirements for NA</li> <li>• Identify the information in the NA registry</li> <li>• Describe what NA can do and their role limits</li> <li>• Explain why a job description is important</li> <li>• Describe the delegation process and the NA's role in that process</li> </ul>	HMS8362.006 Thru HMS8362.007	Required for Certification	Textbook Chapter 2

<ul style="list-style-type: none"> <li>• Explain how to accept and refuse a delegated task</li> </ul>			
<p><b>Ethics and Laws affecting the Nursing Assistant</b></p> <ul style="list-style-type: none"> <li>• Describe ethical conduct</li> <li>• Describe the rules of contact for NA</li> <li>• Explain how to maintain professional boundaries</li> <li>• Explain how to prevent negligent acts</li> <li>• Give examples of false imprisonment, defamation, assault, battery, fraud</li> <li>• Describe how to protect the right to privacy</li> <li>• Describe elder, child and domestic abuse</li> </ul>	HMS8362.012 HMS8362.015 THRU HMS8362.017	Required for Certification	Textbook Chapter 3
<p><b>Work Ethics</b></p> <ul style="list-style-type: none"> <li>• Identify good health and hygiene practices</li> <li>• Describe how to look professional</li> <li>• Describe the qualities and traits of a successful NA</li> </ul>	HMS8362.008		Textbook Chapter 4
<p><b>Communicating with the health team</b></p> <ul style="list-style-type: none"> <li>• Explain why health team members need to communicate</li> <li>• Describe the rules for good communication</li> <li>• Explain the purpose, parts, and information found in the medical record</li> <li>• Describe the legal and ethical aspects of medical records</li> <li>• List the information you need to report to the nurse</li> <li>• List the rules for recording</li> <li>• Use the 24-hour clock, medical terminology, and medical abbreviations</li> <li>• Explain how to protect the right to privacy when using computers</li> <li>• Describe the rules for answering phones</li> <li>• Explain how to problem solve and deal with conflict</li> </ul>	HMS8362.021	Required for Certification	Textbook Chapter 5
<p><b>Assisting with the nursing process</b></p> <ul style="list-style-type: none"> <li>• Explain the purpose of the nursing process</li> <li>• Describe the steps of the nursing process</li> <li>• Explain your role in each step of the nursing process</li> <li>• Explain the difference between objective data and subjective data</li> <li>• Identify the observations that you need to report to the nurse</li> <li>• Explain the purpose of care conferences</li> </ul>			Textbook Chapter 6

<p><b>Understanding the Person</b></p> <ul style="list-style-type: none"> <li>• Identify the parts that make up the whole person</li> <li>• Explain Abraham Maslow's theory of basic needs</li> <li>• Explain how culture and religion influence health and illness</li> <li>• Identify the emotional and social effects of illness</li> <li>• Explain the methods and barriers to good communication</li> <li>• Explain how to communicate with persons who have behavior problems, disabilities or who are comatose</li> </ul>			Textbook Chapter 7					
<p><b>Body structure and function</b></p> <ul style="list-style-type: none"> <li>• Identify the basic structure of the cell</li> <li>• Explain how cells divide</li> <li>• Describe four types of tissue</li> <li>• Identify the structures of each body system</li> <li>• Identify the functions of each body system</li> <li>• Explain how to promote quality of life</li> </ul>			Textbook Chapter 8					
<table border="1" data-bbox="191 784 1289 824"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p><b>Growth and Development</b></p> <ul style="list-style-type: none"> <li>• Explain the principles of growth and development</li> <li>• Identify the stages of growth and development</li> <li>• Identify the developmental tasks for each age-group</li> <li>• Describe the normal growth and development for each age-group</li> </ul>								Textbook Chapter 9
<p><b>Care of the Older Person</b></p> <ul style="list-style-type: none"> <li>• Identify the psychological and social changes common in older adulthood</li> <li>• Describe the physical changes from aging and the care required</li> <li>• Describe housing options for older persons</li> <li>• Describe resident rights</li> </ul>			Textbook Chapter 10					
<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Describe accident risk factors</li> <li>• Identify safety measures for infants and children</li> <li>• Explain why you identify a person before giving care</li> <li>• Explain how to correctly identify a person</li> <li>• Describe the safety measures to prevent burns, poisoning and suffocation</li> </ul>			Textbook Chapter 11					

<ul style="list-style-type: none"> <li>• Identify the signs and causes of choking</li> <li>• Explain how to prevent equipment accidents</li> <li>• Explain how to handle hazardous substances</li> <li>• Describe safety measures for the fire prevention ad oxygen use</li> <li>• Explain what to do during a fire</li> <li>• Explain how to report accidents and errors</li> <li>• Explain how to protect yourself from workplace violence</li> </ul>			
<p><b>Preventing falls</b></p> <ul style="list-style-type: none"> <li>• Identify the causes and risk factors for falls</li> <li>• Describe the safety measures that prevent falls</li> <li>• Explain how to use bed rails safely</li> <li>• Explain the purpose of hand rails and grab bars</li> <li>• Explain how to use wheel locks safely</li> <li>• Describe how to use transfer/gait belts</li> <li>• Explain how to help the person who is falling</li> </ul>			Textbook Chapter 12
<p><b>Promoting a restraint free environment</b></p> <ul style="list-style-type: none"> <li>• Describe the purpose of restraints</li> <li>• Identify restraint alternatives</li> <li>• Identify the complications from restraint use</li> <li>• Explain the legal aspects of restraint use</li> <li>• Explain how to use restraints safely</li> </ul>			Textbook Chapter 13
<p><b>Preventing Infection</b></p> <ul style="list-style-type: none"> <li>• Identify what microbes need to grow</li> <li>• List the signs and symptoms of infection</li> <li>• Explain the chain of infection</li> <li>• Describe healthcare –associated infections and the persons at risk</li> <li>• Describe the practices of medical asepsis</li> <li>• Describe disinfection and sterilization methods</li> <li>• Explain isolation precautions</li> <li>• Describe Standard Precautions and Transmission-based precautions</li> <li>• Explain the blood borne pathogen standard</li> </ul>	HMS8362.078	Required for Certification	Textbook Chapter 14

<ul style="list-style-type: none"> <li>• Explain the principles and practices of surgical asepsis</li> <li>• Demonstrate hand-washing procedure</li> <li>• Demonstrate donning Personal Protective Equipment</li> </ul>			
<b>Basic Emergency Care</b> <ul style="list-style-type: none"> <li>• Describe the rules of emergency care</li> <li>• Identify the signs of sudden cardiac arrest and the emergency care required</li> <li>• Describe the signs, symptoms and emergency care for hemorrhage</li> <li>• Identify the signs, symptoms, and emergency care for shock</li> <li>• Describe the causes and types of seizures and how to care for a person during a seizure</li> <li>• Describes the causes, types and emergency care for burns</li> <li>• Identify common causes and emergency care for fainting</li> <li>• Describe the signs, symptoms, and emergency care for stroke</li> <li>• Explain how to promote quality of life</li> </ul>			Textbook Chapter 49 CPR TRAINING
<b>2<sup>nd</sup> Marking Period (11/8 – 1/26/12)</b>			
<b>Body Mechanics</b> <ul style="list-style-type: none"> <li>• Explain the purpose of rules of body mechanics</li> <li>• Explain how ergonomics can prevent work-related injuries</li> <li>• Identify the causes, signs, and symptoms of back injuries</li> <li>• Position persons in the basic bed positions and in a chair</li> </ul>	HMS8362.085	Required for Certification	Textbook Chapter 15
<b>Safely handling, moving, and transferring the person</b> <ul style="list-style-type: none"> <li>• Identify comfort and safety measures for handling, moving, and transferring the person</li> <li>• Explain how to prevent work-related injuries when handling, moving and transferring persons</li> <li>• Describe four levels of dependence</li> <li>• Identify the information needed from the nurse and care plan before handling, moving and transferring a person</li> <li>• Demonstrate raising a person's head and shoulders, moving a person up in bed, moving a person to the side of the bed, turning and repositioning a person, logrolling a person , assisting a person to dangle, transfer a person to a chair or wheelchair and back to the bed, transfer a person using a mechanical lift,</li> </ul>	HMS8362.086 Thru HMS8362.087	Required for Certification	Textbook Chapter 16

transferring a person to and from the toilet			
<b>The Person's Unit</b> <ul style="list-style-type: none"> <li>Identify the room temperatures required by OBRA</li> <li>Describe how to protect the person from drafts</li> <li>List ways to prevent or reduce odors and noise</li> <li>Explain how lighting affects comfort</li> <li>Describe the basic bed positions</li> <li>Identify hospital be entrapment zones and the person at risk for entrapment</li> <li>Describe how to provide safety, privacy, and comfort in the person's unit</li> <li>Explain how to maintain the person's unit</li> <li>Describe the OBRA requirements for resident rooms</li> </ul>			Textbook Chapter 17
<b>Bed making</b> <ul style="list-style-type: none"> <li>Describe open, closed, occupied, and surgical beds</li> <li>Explain when to change linens</li> <li>Explain how to use drawsheets</li> <li>Handle linens following the rules of medical asepsis</li> <li>Demonstrate how to make a closed, open, occupied, and surgical bed</li> </ul>	HMS8362.082 THRU HMS8362.084		Textbook Chapter 18
<b>Personal Hygiene</b> <ul style="list-style-type: none"> <li>Explain why personal hygiene is important</li> <li>Describe the care given before and after breakfast, after lunch, and in the evening</li> <li>Describe the rules for bathing</li> <li>Identify safety measures for tub baths and showers</li> <li>Explain the purposes of a back massage</li> <li>Explain the purposes of perineal care</li> <li>Identify the observations to report and record while assisting with hygiene</li> <li>Demonstrate how to brush and floss teeth, provide mouth care to an unconscious person, provide denture care, giving a complete bed bath, assist with the partial bath, assisting with a tub bath or shower, giving a back massage, giving female and male perineal care</li> </ul>			Textbook Chapter 19
<b>Grooming</b> <ul style="list-style-type: none"> <li>Explain why grooming is important</li> <li>Identify the factors that affect hair care</li> <li>Explain how to care for matted and tangled hair, and describe how to shampoo hair</li> </ul>			Textbook Chapter 20

<ul style="list-style-type: none"> <li>• Describe the measures practiced when shaving a person</li> <li>• Explain why nail and foot care is important</li> <li>• Describe the rules for changing clothing and gowns</li> <li>• Demonstrate how to brush/comb a person's hair, shampoo a person's hair, shave a person with a safety razor, give nail and foot care, undress and dress a person, and change the gown of a person with an IV</li> </ul>			
<p><b>Urinary Elimination</b></p> <ul style="list-style-type: none"> <li>• Describe normal urine</li> <li>• Identify the observations to report to the nurse</li> <li>• Describe urinary incontinence and the care required</li> <li>• Describe straight, indwelling and condom catheters</li> <li>• Explain why catheters are used</li> <li>• Explain how to care for persons with catheters</li> <li>• Describe two methods of bladder training</li> <li>• Demonstrate how to offer a bedpan, offer an urinal, and give catheter care</li> </ul>			Textbook Chapter 21
<p><b>Bowel Elimination</b></p> <ul style="list-style-type: none"> <li>• Describe normal defecation</li> <li>• List the observations to make about defecation</li> <li>• Identify the factors that affect bowel elimination</li> <li>• Describe the common bowel elimination problems</li> <li>• Explain how to promote comfort and safety during defecation</li> <li>• Describe bowel training</li> <li>• Explain why enemas are given</li> <li>• Describe the common enema solutions</li> <li>• Describe the rules for giving enemas</li> <li>• Describe how to care for a person with an ostomy</li> <li>• Demonstrate how to give a cleansing enema, give an oil-retention enema, and change a ostomy pouch</li> </ul>			Textbook Chapter 22
<p><b>Exercise and Activity</b></p> <ul style="list-style-type: none"> <li>• Describe bedrest</li> </ul>			Textbook Chapter 26

<ul style="list-style-type: none"> <li>• Explain how to prevent the complications from bedrest</li> <li>• Describe the devices used to support and maintain body alignment</li> <li>• Explain the purpose of a trapeze</li> <li>• Describe range-of-motion exercises</li> <li>• Describe four walking aids</li> <li>• Perform passive and active range of motion</li> </ul>			
<p><b>Comfort, Rest, and Sleep</b></p> <ul style="list-style-type: none"> <li>• Explain why comfort, rest and sleep are important</li> <li>• List the OBRA room requirements for comfort, rest, and sleep</li> <li>• Describe 4 types of pain and the factors affecting pain</li> <li>• Explain why pain is personal</li> <li>• List the s/s of pain and the nursing measures that relieve pain</li> <li>• Explain why meeting basic needs is important for rest and why rest is needed</li> <li>• Describe the stages of sleep and the factors that affect sleep</li> <li>• Describe the common sleep disorders</li> <li>• List the nursing measures that promote rest and sleep</li> </ul>			Textbook Chapter 27
<p><b>Rehabilitation and Restorative Nursing Care</b></p> <ul style="list-style-type: none"> <li>• Describe how rehabilitation and restorative care involve the whole person</li> <li>• Describe how rehabilitation can help restore the person to his/her highest level of physical, psychological, social and economic function</li> <li>• List the common rehabilitation programs and services</li> <li>• Explain your role in rehabilitation and restorative care</li> <li>• Explain how to promote quality of life</li> </ul>			Textbook Chapter 36
<p><b>Nutrition and Fluids</b></p> <ul style="list-style-type: none"> <li>• Describe the functions and sources of nutrients</li> <li>• Describe the OBRA requirements for serving food</li> <li>• Describe the special diets and between-meal nourishments</li> <li>• Describe fluid requirements and the causes of dehydration</li> <li>• Explain what to do when the person has special fluid orders</li> <li>• Explain the purpose of intake and output records</li> <li>• Explain how to assist with food and fluid needs</li> <li>• Explain how to assist with calorie counts</li> <li>• Explain how to prevent food borne illnesses</li> </ul>			Textbook Chapter 23

<ul style="list-style-type: none"> <li>• Demonstrate how to measure intake and output, feed a patient</li> </ul>			
<b>Nutritional support and IV therapy</b> <ul style="list-style-type: none"> <li>• Identify the reasons for nutritional support and IV therapy</li> <li>• Describe scheduled and continuous feedings</li> <li>• Explain how to prevent aspiration</li> <li>• Describe the comfort measures for the person with a feeding tube</li> <li>• Identify the observations to report when a person has nutritional support or IV therapy</li> <li>• Identify the equipment used in IV therapy</li> </ul>			Textbook Chapter 24
<b>3<sup>rd</sup> Marking Period (1/31/11 – 3/30/12)</b>			
<b>Clinicals (2/21 - 3/23/12)</b>			
<b>Measuring Vital Signs</b> <ul style="list-style-type: none"> <li>• Explain why vital signs are measured</li> <li>• List the factors affecting vital signs</li> <li>• Identify the normal ranges for each temperature site</li> <li>• Explain when to use each temperature site</li> <li>• Explain when to use each temperature site</li> <li>• Identify the pulse sites</li> <li>• Describe a normal pulse and normal respirations</li> <li>• Describe the practices to follow when measuring blood pressure</li> <li>• Know the normal vital signs for different age-groups</li> <li>• Demonstrate how to measure temperature, respirations, pulse and blood pressure</li> </ul>			Textbook Chapter 25
<b>Admissions, transfers, and discharges</b> <ul style="list-style-type: none"> <li>• Describe C.N.A. role during admissions, transfers, and discharges</li> <li>• Explain how you can help new residents feel comfortable in the nursing center</li> <li>• Identify the rules for measuring weight and height</li> <li>• Explain the reasons for transfers to another nursing unit</li> <li>• Identify the different equipment used to measure weight and height</li> <li>• Demonstrate how to weigh and measure the height of an ambulatory person</li> <li>• Demonstrate how to measure the height of a person in bed</li> </ul>			Textbook Chapter 28
<b>The person having surgery</b> <ul style="list-style-type: none"> <li>• Describe the common fears and concerns of surgical patients</li> </ul>			Textbook Chapter 31

<ul style="list-style-type: none"> <li>• Explain how people are prepared for surgery</li> <li>• Describe how to prepare a room for the post-operative patient</li> <li>• List the signs and symptoms to report after surgery</li> <li>• Explain how to meet the person's needs after surgery</li> <li>• Demonstrate how to apply elastic stockings</li> </ul>			
<b>4<sup>th</sup> Marking Period (4/10/11 - 6/14/12)</b>			
<p><b>Collecting Specimens</b></p> <ul style="list-style-type: none"> <li>• Explain why urine, stool, sputum, and blood specimens are collected</li> <li>• Explain the rules for collecting specimens</li> <li>• Describe the different types of urine specimens</li> <li>• Demonstrate how to collect random urine specimen, midstream specimen, and a 24-hour urine specimen</li> <li>• Demonstrate how to strain urine</li> <li>• Demonstrate how to collect a stool specimen and a sputum specimen</li> </ul>			Textbook Chapter 30
<p><b>Wound Care</b></p> <ul style="list-style-type: none"> <li>• Describe skin tears, pressure ulcers, circulatory ulcers, and diabetic foot ulcers and their causes</li> <li>• Identify the pressure points in each body position</li> <li>• Identify signs and symptoms of pressure ulcers</li> <li>• Identify the person at risk for skin tears, pressure ulcers, circulatory ulcers, and diabetic foot ulcers</li> <li>• Describe how to prevent skin tears, pressure ulcers, circulatory ulcers, and diabetic foot ulcers</li> <li>• Describe the process, types, and complications of wound healing</li> <li>• Describe how to meet the basic needs of persons with wounds</li> <li>• Describe what to observe about wounds and wound drainage</li> </ul>			Textbook Chapter 32
<p><b>Oxygen Needs:</b></p> <ul style="list-style-type: none"> <li>• Describe the factors affecting oxygen needs</li> <li>• List the s/s of hypoxia and altered respiratory function</li> <li>• Describe the tests used to diagnose respiratory problems</li> <li>• Explain the measures that promote oxygenation</li> <li>• Describe the oxygen devices</li> </ul>			Textbook Chapter 34

<ul style="list-style-type: none"> <li>• Explain how to safely assist with oxygenation</li> <li>• Describe how to set up for oxygen administration</li> </ul>			
<p><b>Confusion and Dementia</b></p> <ul style="list-style-type: none"> <li>• Describe confusion and it's causes</li> <li>• List the measures that help confused persons</li> <li>• Explain the difference between delirium, depression and dementia</li> <li>• Describe Alzheimer's Disease (AD) and it's s/s</li> <li>• Explain the care required for persons with AD and other Dementias</li> <li>• Describe the effects of AD on the family</li> <li>• Explain validation therapy</li> </ul>			Textbook Chapter 44
<p><b>The Dying Person</b></p> <ul style="list-style-type: none"> <li>• Describe terminal illness</li> <li>• Describe the 5 stages of dying (grief)</li> <li>• Explain the purpose of the Patient Self-Determination Act</li> <li>• Explain what is meant by a "Do not Resuscitate" order</li> <li>• Identify the s/s of approaching death and the signs of death</li> <li>• Demonstrate how to do postmortem care</li> </ul>			Textbook Chapter 50