

**25.56100 NURSING ASSISTANT**

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The following individuals provided valuable service in the development of Georgia's competency-based curriculum framework for Nursing Assistant:

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## CORE EMPLOYABILITY SKILLS

### BASIC SKILLS

1. Locate, understand, and interpret written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
2. Communicate thoughts, ideas, information, and messages in writing and technologically, and create documents such as letters, directions, manuals, reports, graphs, and flowcharts.
3. Perform and apply numerical concepts and calculations, and solve problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
4. Receive, interpret, and respond to verbal and nonverbal messages in a manner appropriate to a given situation.
5. Organize ideas and communicate orally in a clear, concise, and courteous manner.

### THINKING SKILLS

6. Specify goals, objectives, constraints, and supporting factors.
7. Identify problems, alternative solutions, and consequences of alternative solutions, and use appropriate techniques to resolve given problems.
8. Implement a plan of action making modifications as needed to achieve stated objectives.
9. Use effective learning techniques to acquire and apply new knowledge and skills.

### PERSONAL QUALITIES

10. Assess self accurately, set personal goals, monitor progress, and exhibit self-control.
11. Choose ethical courses of action.
12. Take initiative to accomplish tasks in a timely manner.
13. Exert a high level of effort and persevere toward goal attainment.
14. Demonstrate adaptability, dependability, and responsibility and such social behaviors as tolerance, honesty, empathy, and courtesy.

### INTERPERSONAL SKILLS

15. Participate and interact as a team member and leader.
16. Share knowledge and skills with others.
17. Perform effectively in various environments with people of different ages, genders, cultures,

socioeconomic backgrounds, attitudes, and abilities.

18. Work to satisfy customer/client expectations.
19. Use strategies appropriate to a given situation to prevent and resolve conflicts.

### RESOURCES

20. Select goal-relevant activities, prioritize them, manage time, and prepare and follow schedules.
21. Use or prepare budgets, make projections, keep records, and make adjustments to meet objectives.
22. Acquire, store, allocate, and use materials and space efficiently.

### TECHNOLOGY

23. Prevent, identify, or solve problems with technical or electronic equipment.
24. Operate and maintain technical equipment and the work environment safely following applicable industry regulations and guidelines.
25. Utilize a variety of technologies.

### BUSINESS ASPECTS

26. Demonstrate understanding of basic economic concepts and how they are applied in business functions and activities.
27. Identify forms of business ownership.
28. Demonstrate understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.
29. Demonstrate understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.
30. Maintain safety, health, and environmental standards, and address ergonomic concerns.

### CAREER DEVELOPMENT

31. Make potential career decisions based upon interests, abilities, and values, and formulate appropriate plans to reach career goals.
32. Demonstrate understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.
33. Demonstrate effective skills for seeking and securing employment.
34. Demonstrate understanding of education and career development as a lifelong learning process that requires preparation for change.

## **25.56100 NURSING ASSISTANT**

**COURSE DESCRIPTION:** This course is designed to provide students with skills necessary to function as a Nursing Assistant in a variety of health care settings. Nursing Assistant introduces students to a variety of skills such as patient care, legal and ethical issues, documentation, anatomy and physiology, and nutrition.

This course meets the curriculum content as specified by the Georgia Medical Care Foundation. Students meeting all academic, attendance, and age requirements may elect to sit for the Georgia Registry's Examination. Successful completion of the Georgia Registry Examination allows students to seek employment in the state of Georgia as a Certified Nursing Assistant.

### **HEALTH CARE SYSTEMS**

35. Describe the five basic functions of community health care facilities.
36. Discuss the services provided by long-term care facilities, short-term care facilities, home health care, and hospice; describe how each service is unique and interdependent.

### **ROLE OF THE NURSING ASSISTANT: INTERPERSONAL SKILLS**

37. Describe the impact of good work ethics, a healthy mental attitude, and the development of productive working relationships among staff members on quality health care delivery.
38. Discuss the Omnibus Budget Reconciliation Act's (OBRA) requirements for nursing assistants and the impact of these regulations on nursing assistant practice.
39. Analyze methods of conflict resolution and demonstrate how to deal with a disruptive individual (simulation).

### **ENVIRONMENTAL SAFETY: EMERGENCY PROCEDURES, DISASTER PREPAREDNESS**

40. Maintain a safe work environment and prevent accidents by using safety precautions, including adherence to hazardous labeling requirements and compliance with safety signs, symbols, and labels.
41. Locate all medical emergency supplies – backboard, crash cart, etc.
42. Demonstrate cardiopulmonary resuscitation techniques and how to clear a foreign-body airway obstruction (Heimlich Maneuver) on both responsive and unresponsive patients, utilizing personal protective devices and the use of standard precautions for disease prevention. **(OBRA)**
43. Demonstrate appropriate use and maintenance of an automated external defibrillator trainer
44. Define variance and demonstrate completion of a variance report.
45. Demonstrate disaster preparedness procedures for each emergency situation: fire emergency, evacuation plan, inclement weather, sniper attack, bomb threat, and psychological/behavioral crisis.

## **SAFETY: PATIENT/RESIDENT AND THE NURSING ASSISTANT**

46. Differentiate between infectious diseases and noninfectious diseases.
47. Demonstrate the use of standard precautions as described in the rules and regulations set forth by the Occupational Safety and Health Administration. **(OBRA)**
48. Demonstrate disposal and bagging of infectious materials, linens, equipment, and the terminal cleaning and disinfecting of a patient's room, utilizing standard precautions.
49. Describe and demonstrate isolation technique, to include putting on an isolation gown, mask, gloves, and protective eyewear. **(OBRA)**
50. Demonstrate strategies for staying healthy/disability prevention while providing direct patient care, to include medical aseptic hand-wash, vaccinations, body mechanics, and ergonomics. **(OBRA)**
51. Identify when the use of restraints is acceptable and demonstrate assistance with the use of jacket, vest, ankle, mitt, wrist, and safety-belt restraints applying all safety measures.
52. Discuss and demonstrate all safety rules and reporting measures utilized during the application and use of restraints.
53. Discuss why oxygen is considered a medication and demonstrate safety rules when oxygen is in use and discontinued.
54. Identify the components of oxygen delivery systems and compare types of oxygen delivery devices including nasal cannula, nasal catheter, facemask, oxygen tent, and portable oxygen tank.

## **COMMUNICATIONS: PATIENTS, VISITORS, AND STAFF - OBSERVING, CHARTING, AND REPORTING**

55. Demonstrate the ability to communicate with courtesy, empathy, tact, and emotional control with patients, visitors, and other staff members.
56. Discuss the different communication skills necessary for communicating with the pediatric patient and with non-English-speaking patients and their families.
57. Demonstrate dignified techniques for communicating with a patient who is visually impaired, hearing impaired, unresponsive, aphasic, and/or cognitively impaired.
58. Discuss the maintenance of patient records in a health care facility and the role of computers in the recording process.
59. Differentiate between subjective and objective information and discuss the guidelines for observing patients to include respiration, senses, responses, movement, and activities of daily living, appetite, pain/discomfort, skin, and elimination.
60. Demonstrate charting, utilizing the guidelines for accurate charting.
61. Identify and demonstrate appropriate manners when utilizing the call system and the telephone, answering the patient's call signal, and dealing with complaints and grievances. **(OBRA)**
62. Demonstrate how to teach a blind or deaf patient to use the call light.

## **PROMOTING RESIDENTS' INDEPENDENCE: RESIDENTS' RIGHTS**

63. Discuss strategies for promoting resident involvement in his/her decision-making process regarding the patient's activities of daily living, to include the special strategies for the

passive patient.

64. Discuss the Patient's Bill of Rights and describe the impact on health care delivery in long- and short-term care facilities.
65. Differentiate between cultural diversity, religious preferences, and individual values and how each affect patients' attitudes toward their choices in health care.
66. Analyze the impact of ethical and legal issues in the provision of health care, to include abuse, mistreatment, neglect, exploitation, and confidentiality.

### **BODY MECHANICS: POSITIONING, MOVING, AND TRANSPORTING A PATIENT**

67. Demonstrate safe management of bed position, side rails, wheelchair (locking wheels), stretcher, transfer belt, and other transfer devices. **(OBRA)**
68. Demonstrate these positions using the correct supportive devices: supine, prone, semi-Fowler's, lateral, trendlenberg, lithotomy, and Sims's position.
69. Demonstrate the transfer of a patient, with and without assistance, to a wheelchair, mechanical lift, stretcher, and backboard. **(OBRA)**
70. Demonstrate positioning a passive and responsive patient up in the bed with and without a draw sheet; turning or rolling a patient away from you and positioning onto side; turning or rolling a patient toward you and positioning onto side; and logrolling a patient. **(OBRA)**
71. Define orthostatic hypotension and demonstrate assisting a patient to sit and dangle to lessen the effects of orthostatic hypotension. **(OBRA)**
72. Identify patients who are at risk for falls and demonstrate how to assist the falling patient.

### **ASSESSMENT MEASUREMENTS: VITAL SIGNS AND HEIGHT/WEIGHT**

73. Demonstrate the ability to measure and record/document vital signs accurately and identify when to report abnormalities and to whom. **(OBRA)**
74. Describe the guidelines for obtaining accurate height and weight measurements and demonstrate measurements of each for an ambulatory patient, a bedridden patient, and a patient in a wheelchair. **(OBRA)**

### **ADMISSION, TRANSFER, AND DISCHARGE: ASSISTING WITH PHYSICAL EXAMINATION**

75. Demonstrate ways the nursing assistant can assist in the process of admission, to include the physical examination, transfer, and discharge. **(OBRA)**
76. Analyze the various patient positions and basic instruments for a physical examination.

### **PATIENT COMFORT MEASURES: BATHING AND PERSONAL HYGIENE**

77. Discuss and demonstrate all safety precautions as well as the patient's need for privacy and dignity in providing bathing and comfort measures, to include cleansing the incontinent patient. **(OBRA)**
78. List the purposes of oral hygiene, identify patients who require frequent oral hygiene, and demonstrate provision and assistance of a patient's oral hygiene, to include proper handling of dentures, brushing teeth, and flossing for both ambulatory and nonambulatory patients.

**(OBRA)**

79. Demonstrate giving a full bath, partial bath, whirlpool bath, cleaning male and female perineal areas, shampooing a bedridden resident's hair, cleaning and trimming the fingernails (nondiabetic patients only), giving a back rub, shaving the patient, caring for the resident's eyeglasses, and removing and inserting a hearing aid. **(OBRA)**
80. Assist ambulatory residents with a shower/bath and changing the hospital gown or dressing and undressing in personal clothes. **(OBRA)**
81. Demonstrate the guidelines for handling clean and contaminated linens and making a postoperative bed, surgical bed, closed bed, and open, fanfolded, empty, and occupied bed. **(OBRA)**

### **NUTRITION AND DIET MODIFICATIONS; I&O**

82. Describe the essential nutrients and what is meant by normal nutrition and alternative nutrition.
83. State the purposes of therapeutic diets and list the foods allowed on the five basic facility diets.
84. Describe the nursing assistant actions when patients are unable to drink fluids independently.
85. Convert ounces to cubic centimeters and demonstrate how the measurements are taken and accurately recorded for a patient on an intake and output sheet. **(OBRA)**
86. Demonstrate preparing a patient for a meal, serving a meal to a patient in bed, serving a meal to a blind patient, and feeding the patient who cannot feed him or herself.

### **ASSISTING WITH ELIMINATION AND SPECIMEN COLLECTION: ENEMAS AND CATHETER CARE**

87. Describe the "rights" of collecting specimens and discuss the following: collecting a routine urine specimen, collecting a clean-catch urine specimen, collecting a 24-hour urine specimen, collecting a stool specimen, and collecting a sputum specimen. **(OBRA Content)**
88. Demonstrate assisting a patient with using a bedpan, offering a urinal to a male patient, bladder and bowel training, providing care for a catheter, and emptying a urine drainage bag and measuring urinary output. **(OBRA)**
89. Identify different types of enemas, state the purpose of each, and when possible demonstrate in simulations: a cleansing enema; a ready-to-use oil retention enema; the Harris Flush (Return-Flow enema); the use of the disposable rectal tube with connected flatus bag; and the care of a patient who has a colostomy or ileostomy. **(OBRA Content)**

### **THERAPIES: WARM AND COLD APPLICATIONS**

90. Discuss the physical conditions requiring heat and cold applications and safety concerns/guidelines related to the application of each.
91. Discuss and simulate the application of a heat lamp, an Aquamatic hydrothermal k-pad, a sitz bath, warm soaks, cold soaks, and a cold pack. **(OBRA)**

## **CARE OF THE ELDERLY: REHABILITATION**

92. Describe the psychological aspects of rehabilitative care.
93. Describe the roles of each member of the rehabilitation team and discuss the goals and principles of holistic rehabilitation.
94. Explain the role of the nursing assistant in rehabilitation care.
95. Demonstrate the principles and rules of range of motion exercises for patients in rehabilitative care. **(OBRA)**

## **SURGICAL PATIENT**

96. Describe the psychological and physical preparation of the patient preoperatively and discuss the items included on the preoperative checklist.
97. Demonstrate nursing assistant duties including the pre-op shave and post-op assistance of patients in coughing, deep breathing, and putting on and removing elastic stockings. **(OBRA)**
98. Describe possible complications in the postoperative period, and identify the nursing assistant's responsibilities in caring for the patient and reporting complications.

## **SPECIAL CARE: MATERNAL INFANT NURSING CARE**

99. Discuss the trimesters of pregnancy, tests performed during the prenatal period, and reportable observations of patients in the prenatal period.
100. Describe the signs of impending labor and identify three methods of pain relief during labor and delivery.
101. Discuss the dilation stage, expulsion stage, placental stage, and postpartum stage and the role of the nursing assistant in each.
102. Identify why Cesarean delivery may be performed.
103. Demonstrate care of the newborn's umbilical cord, circumcision, changing a newborn's diaper, bottle-feeding a newborn, weighing the newborn, and assisting a new mother with breastfeeding her newborn.

## **SPECIAL CARE: MENTAL HEALTH AND SOCIAL SERVICES**

103. Define mental health and explain the interrelatedness of physical and mental health.
104. Identify the signs and symptoms of maladaptive behavior (delirium, confusion, and disorientation) that should be documented and reported.
105. Demonstrate nursing assistant actions in providing care for patients with adaptive and maladaptive reactions.
106. Describe major mental disorders that afflict people on long-term care, to include Alzheimer's disease, and depression.

## **DEATH AND DYING: POSTMORTEM CARE**

107. Identify cultural differences related to the process of death and dying.
108. Discuss the five stages of grief and the response of the nursing assistant.

109. Describe the physical signs of impending death
110. Describe the hospice philosophy and method of care.
111. Demonstrate postmortem care in a simulation. (**OBRA**)

### **TRENDS IN HOME HEALTH CARE: HOME HEALTH AIDES**

112. Describe the history of home health care and define the role of the home health aide including the home health aide certification process.
113. Discuss the need for a criminal background check as an employment condition in the home health field and how liability issues impact the provision of home health care, including client confidentiality, professional ethics, legal responsibilities, and patient's rights.
114. Describe the types of patient and expense information a home health aide must be able to document and demonstrate the completion of expense reimbursement forms including mileage and timesheets.
115. Demonstrate three time management techniques applicable to home health care.
116. Differentiate among Medicare, Medicaid, private insurance, and private pay as it applies to home health care.
117. Discuss problems that may arise when the elderly live with family members including abuse and abandonment of the elderly by the family.
118. Explain how to handle/report common emergency situations in the home care setting.

### **HOME HEALTH AIDE: CLIENT CARE SKILLS**

119. Demonstrate infection control in the home care setting and contrast how it differs from that of an in-patient environment.
120. Discuss how position and transfers in the home care environment differ from those in-hospital care and demonstrate "no assist" transfers of patient.
121. Describe oxygen use in the home health setting and discuss patient education and safety precautions.
122. Identify how a home health aide can assist the client in complying with medications, therapeutic treatments, and scheduling health care appointments.

### **HOME HEALTH AIDE: HOME MANAGEMENT SKILLS**

123. Perform a safety survey of the home environment, identify specific emergencies related to home heating equipment/personal-heating equipment, and demonstrate fire safety procedures.
124. Demonstrate proper techniques for using electrical appliances.
125. Assess types of pest control for home use and methods of providing home security.
126. Discuss policies regarding accidents/injuries that occur in the home as they affect the client and/or the home health aide.
127. Demonstrate how to purchase food, clothing, and household goods in keeping with a budget.