



MIZPAH CENTER FOR ALLIED HEALTH EDUCATION, LLC

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Approved by Private Business and Vocational Schools Division of the Illinois
Board of Higher Education

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Course Catalogue

PROGRAM INFORMATION

PROGRAM / COURSE NAME: Nursing Assistant/Aide and Patient Care Assistant/Aide

DESCRIPTION OF PROGRAM / COURSE:

This course is designed to meet the curriculum requirements of the Illinois Department of Public Health (IDPH) and it enables the students to attend the state approved basic nursing assistant proficiency examination, both written and manual skills competencies. This institution holds approval from the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. It is important to recognize that we are not accredited by the US Department of Education. The State Competency Test is an evaluation of nurse aide-related knowledge, skills and abilities. The purpose of the examination is to make sure that the student understands and can safely perform the job of an entry-level nurse aide. Completing the course and passing the skill competency/state approved exam prepares students to seek employment in various health care settings, including skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals, and day care facilities for the elderly.

PROGRAM / COURSE OBJECTIVES:

Upon completion of this Program, the student will be able to:

- Explain the roles and responsibilities of the Certified Nursing Assistant (CNA) in health care.
- Describe how to follow the State and federal regulations enhances the quality of a person's life in healthcare.

- Demonstrate effective techniques to enhance the collaboration among the healthcare team.
- Describe the philosophy of patient-family -centered care.
- Apply principles of infection control, safety and resident rights while performing the essential basic nursing skills in the healthcare setting.
- Distinguish age-related changes from normal physiological functioning of human body.
- Recognize the principles for end-of-life care.
- Apply the philosophy of ability-centered care approaches to the person with dementia.

Theory Hours: 64

Laboratory: 16

Clinical Hours: 40

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME ☐ PART-TIME ☐ DAY ☐ EVENING ☐

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa
Su

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT or CLOCK HOURS:

FINANCIAL AID

"Mizpah Center for Allied Health Education does not participate in any financial aid programs."

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$___ 100.00_____

TUITION: \$___ 1000.00_____

BOOKS & SUPPLIES: \$___ 100_.00_____

LAB \$___ 300.00_____

TOTAL COST FOR ____BNAT____ PROGRAM / COURSE: \$
__1500.00____

REFUND / CANCELLATION POLICY

Please note: Registration Fee is Non-Refundable

Students have up to 3 days before the class starts to cancel and receive a refund for the initial payment of \$500.00.

*Attention: Initial payment of \$500.00 is non-refundable if cancellation is not made within the specified time listed above.

For students that have paid their tuition costs in full: a partial refund will be granted if cancellation is made within two days after the start of class. (\$300.00 will be deducted from the tuition fee of \$1500 .00)

No refunds will be granted if receipt is missing.

No refunds will be granted for costs students paid toward program requirements suchs as: LiveScan Fingerprint, Physical Examination, TB Test, Chest X-rays, Flu vaccinations, uniforms, and equipment.

WITHDRAWEL PROCEDURE

- Student must submit a completed withdrawal form (see admission packet).
- Term-based (9 weeks) - A learner who withdraws within the first week of this term will receive a full refund. If the withdrawal takes place within the second or third week, the refund will be prorated and the learner will be liable for the number of weeks enrolled. No refund will be made after the third week of classes.
- View the Calendar of Events to see the date to drop courses without academic prejudice.
- You will receive a Confirmation email when your Course Withdrawal request had been processed or if there is a problem with your form.
- If you do not receive an email within 2 weeks, please contact the MCAHE by email: mizpahcaeh2019@gmail.com
- For more information, call 1-847-708-9266 (option 1) or email mizpahcaeh2019@gmail.com.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at place of business. Read all pages of this contract before signing.

3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Reporting a Complaint

Reporting to Mizpah

If you have concerns or do not know where to go or with whom to speak, you may complete a report, contact Susan Mathew, @ susanmathew4000@gmail.com .

You are encouraged to write up a description of the incident. Remember, the more details you can provide the better.

Student Conduct may investigate complaints which occur on-campus and off-campus. In addition, Student Conduct may handle complaints that occur at Mizpah activities or events.

Remember that sexual violence is a crime. Consider reporting to the local police department or agency if the assault occurred off-campus. You may also discuss those options with Student Conduct.

When you make a complaint, you will be asked to write down what you saw, heard, or experienced. Witnesses may be requested to meet with the hearing officer to provide witness statements. Remember that the person named has a right to see what you write.

I. COURSE INFORMATION

II. Course Name: Certified Nurse Assistant Training

Theory Hours: 64

Laboratory: 16

Clinical Hours: 40 @ Greek American Rehabilitation & Care Center , 220 1st Street,
Wheeling IL

III. Prerequisite courses & other requirements for admission to Program/ Course:

- Take the Basic Nursing Assistant Training Program (BNATP) assessment test.
- Proof of age. The minimum age is usually 18 years old. For applicants ages 16-17, parental consent is needed.
- High school diploma or GED equivalent.
- Physical examination a medical doctor or nurse practitioner.
- Proof of immunization.
- TB testing results.
- Background check (fingerprint method).
- Valid state driver's license or ID card.
- Hepatitis B vaccination or a signed Hepatitis B declination form.
- Confidential medical history form (filled out by student).

IV. COURSE DESCRIPTION

This BNATP course content focuses on health promotion and rehabilitative aspects of nursing care. With the successful completion of this course, the students will have the knowledge and skills necessary to provide basic care services for patients in acute as well as long-term care settings. This course is designed to meet the curriculum requirements of the Illinois Department of Public Health (IDPH) and it enables the students to attend the state approved basic nursing assistant proficiency examination, both written and manual skills competencies.

V. TEXT BOOK AND RESOURCES:

Text Book: Mosby's Textbook: Nursing Assistants 10th Edition (Sheila Sorrentino)
 Or Hartman's Nursing Assistant Care by Susan Alvare Headman, et al. (3rd Ed.)
 Mosby's Nursing Assistants' Video Skills

VI. MIZPAH CENTER FOR ALLIED HEALTH EDUCATION(MCAHE); POLICIES

Attendance

Students are expected to attend all scheduled classes, laboratory sessions and clinical practicums. Patient/resident care requirements demand that all students must be on time for clinical experience as well as classes. More than 5 hours of absences may be grounds for dismissal. All classroom and clinical hours not attended must be made up hour-for-hour. The student is responsible for scheduling/completing make-up with the instructor within one week following the absence. The student will submit to the instructor written answers to questions on material covered in class during the absence. During the makeup session the

instructor will review course material and lab skill demonstrations from the missed class as well as supervise the student's lab skill practice.

Criminal Background checks / Fingerprinting Process

Fingerprint background checks are required before a new nursing assistant begins a Nursing Assistant Training Program. The background must be initiated before the student enters the program and must be done for all students enrolled in the program. Registry must be created before the fingerprint background check can be requested and the fingerprint must be obtained before the first day of class. A student with a disqualifying conviction cannot attend the clinical portion of the BNA 100 course unless they have a waiver from the Illinois Department of Public Health (IDPH). Students can access their criminal background information on the IDPH Health Care Worker Registry website. Fingerprint Criminal Background Checks are done on Campus by an IDPH approved vendor or outside by an IDPH approved vendor

VII. LAST DAY OF INSTRUCTION

Onsite course classroom and clinical instructors will communicate with students periodically regarding their assignment submission due dates. There is an expectation that students and faculty will utilize time between the final day of onsite class or clinical and the last day of the course to finalize activities, such as evaluations and outstanding assignments, as needed.

VIII. CLINICAL LEARNING

Clinical Learning takes place in patient care environments such as skilled nursing homes or long-term acute care settings where the opportunity to transfer, integrate, and apply classroom knowledge transpires.

IX. PROGRAM / COURSE OBJECTIVES:

Upon completion of this Program, the student will be able to;

- Explain the roles and responsibilities of the Certified Nursing Assistant (CNA) in health care.
- Describe how to follow the State and federal regulations enhances the quality of a person's life in healthcare.

- Demonstrate effective techniques to improve the collaboration among the healthcare team.
- Describe the philosophy of patient-family -centered care.
- Apply principles of infection control, safety, and resident rights while performing the essential basic nursing skills in the healthcare setting.
- Distinguish age-related changes from normal physiological functioning of human body.
- Recognize the principles for end-of-life care.
- Apply the philosophy of ability-centered care approaches to the person with dementia.

X. ACADEMIC INTEGRITY AND STUDENT CONDUCT

Students and employees at MCAHE are required to demonstrate academic integrity and follow Mizpah's Code of Academic Conduct. This code prohibits:

- Dishonesty
- Plagiarism (submitting someone else's work as yours, or lacking proper references)
- Falsification or distorting the truth
- Helping others to falsify documents or course work
- Making unauthorized changes on official documents
- Attending classes or clinical for someone else
- Accepting bribes, special favors or treats against the core values of MCAHE
- Any other behavior that violates academic integrity

Dress Code

1. During the classroom phase of the program, students may wear casual attire as long as it meets the following guidelines:
 1. Slacks or jeans must be worn to rather than skirts or dresses to accommodate the need for practicing skills.
 2. Sleeveless tops are not allowed.
 3. All clothing must be free from holes or torn seams.
 4. Midriffs are to be covered and shirts/blouses are to cover cleavage and armpits.
 5. Pants with a deeply sagging crotch are not allowed.
 6. If desired, students may wear scrubs for the classroom/lab portion of the program.
2. Dress requirements for the clinical phase:

1. Scrubs must be worn for the clinical portion of the program.
2. Colors and styles may vary, but scrubs must cover the torso and legs, must not be low-cut (cleavage must be covered), and must have a professional look.
3. Long hair must be tied back or pinned up.
4. Fingernails must be trimmed. (Long nails or artificial nails are not conducive to performing patient care.)
5. Students are to appear neat, clean and odor free. The use of perfume is discouraged and the use of makeup should be moderate.
6. Appropriate undergarments must be worn with white pants/skirts to ensure that profession appearance is maintained. Colored or printed undergarments at times will show through white uniforms.
7. Facial hair must be neatly trimmed.

Jewelry, if worn, must be minimal. No dangling jewelry will be allowed. Any violations of Mizpah's academic integrity policies and procedures will result in serious consequences like failure on the assignment, dismissal from the course, and a disciplinary record will be established and kept on file in the office of the Vice President for Academic Affairs for a period of 3 years.

Please review the Code of Academic Conduct and the Code of Student Conduct, in the course catalogue.

X. SEQUENCE OF TOPICS (ASSIGNMENT SUMMARY)

(As per Illinois Public Health Department Administrative Act section 395.000)

- Roles and Responsibilities of the Nurse Aide
- Safety and Infection Control
- Team work and Communication
- Promotion of Function and Health of Residents
- Basic Nursing Care and Restorative Skills
- Emotional and Mental Health Needs
- Resident Rights

XI. METHODS OF INSTRUCTION

Lectures, discussions, audiovisuals, demonstration of skills, supervised skill practice, return demonstrations, individualized tutoring and supervision of resident/patient care.

XII. COURSE PRACTICE REQUIRED

Course may be taught as classroom lectures and hybrid

Theory: Reading textbook, reviewing lecture notes and PowerPoint slides, referring weekly content objectives.

Simulation Lab: Observation & watching videos of skills and return demonstration. Skill performance is validated by return demonstration in sim lab at the college. Required skills must be dated and initialed by the instructor at the time of completion. Successful Skill performance completion will be based on the student's ability to demonstrate skills using safety standards and technological competency. Students will be given chances to practice as often as necessary prior to skill testing.

Clinical: The clinical experience is planned to integrate concepts and skills based on the course objectives. Clinical skills are added based on the knowledge and skill levels of the students. It is mandatory to successfully complete all the skills and to be prepared to perform them on a patient under the supervision of an instructor during clinical. Clinical Instructors will sign the student off on specific skills on the Performance Checklist as the student exhibits competence. No student will be admitted to the clinical site unless all health requirements are met.

XIII. METHODS OF EVALUATING STUDENTS PROGRESS

For successful completion of the course, the student must pass all three components of the program (Theory, Lab, and Clinical). A student must maintain a "C" or better average in each component throughout the course.

In accordance with the Illinois Department of Public Health guidelines the student must pass the state approved Manual Skill Competency Evaluation (21 skills). This competency evaluation is integrated into the lab and clinical portion of the course.

Theory – the student must:

Complete all scheduled tests (3) and pass each test with a grade of "C" or better.

Pass the final examination with a grade of 75% (C) or better.

Lab – the student must:

Pass all 21 lab skill tests. Student may retake a skill test one time.

A student should pass all assigned skill tests prior to participation in clinical rotation. A student may not be permitted to attend clinical unless they demonstrate competency in all assigned lab skills in a timely manner.

Pass manual skill final exam. No retakes are permitted on final exam.

Clinical – the student must:

Pass all assigned lab skills and be prepared to perform them on a patient under the supervision of an instructor.

Pass all assigned skills on the clinical Performance Checklist, maintaining a C average throughout the course.

Demonstrate critical thinking & decision making, technical competency, organizational skills, patient safety, standard precautions & Infection Control techniques, and patient rights.

Comply with “Mizpah’s Standards Pertaining to Clinical Practice” as listed in the syllabus and course catalogue.

Successful completion of the BNAT Program requires participation in clinical training that the student have basic abilities that allow him/her to perform successfully. A student must be able to perform the, “Essential Skills Expected of a Nurse Assistant” (Refer to “Essential Skills Expected of a Nurse Assistant” for complete description in the course catalog.)

Clinical instructors are responsible to monitor Students’ progress on an ongoing basis. Individual evaluation of learning needs will be assessed periodically for all three components, theory, lab and clinical and timely feedback will be provided to the student. Students will be given chances to do self-evaluations of the assigned skills and the Instructors will provide additional training to those who needed.

Grades are based on point accumulation for each of the 3 components. These three components are weighted equally with each being a third of the final grade.

Theory 3 tests at 40 points each 120

Final written exam 50

Attendance and punctuality 30

200 (total)

Lab Skills (21 skills) 100 (total)

Clinical Performance 100 (total)

Letter Grade

A = 93% and above

B = 84% and above

C = 75% and above

XIV. OTHER OURSE INFORMATION

Mizpah's Standards Pertaining to Clinical Practice

1. During clinical practicum the student will not perform any tasks without supervision by the instructor.
 2. If the performance of a student jeopardizes the patient safety or the student is non-compliant with the organizational policies and protocols, that may constitute grounds for an unsatisfactory grade and may result in dismissal from the clinical unit.
 3. Students must demonstrate core values of Mizpah (honesty, respect, integrity, and diversity) in each interaction among each other and customers.
 4. Each student's right to participate in the clinical component of the curriculum is also contingent upon compliance with the safety standards of the clinical facility. The clinical facility has sole discretion to determine when its safety standards have been violated.
 5. Clinical sites may require students to have drug testing and/or criminal background checks and the students are responsible to provide the appropriate documents based on facility request.
 6. A student must complete the health requirements prior to attending clinical. Failure in submitting the records will delay the clinical placement process.
- The Health Care Worker Background Check Act requires the new nursing assistant to have a fingerprint criminal background check before their name can be added to the Health Care Worker Registry in Illinois.
 - A student with a disqualifying conviction cannot attend the clinical portion of the BNAT course unless they have a waiver from IDPH (Illinois Department of Public Health).
 - Students can access their criminal background information on the IDPH Health Care Worker Registry web site.
 - Criminal Background Checks are initiated on the first day of class. Fingerprint Criminal Background Checks are done on Campus by an IDPH approved vendor.
 - Students who are pursuing coursework leading to an application for professional licensure certification, or seeking employment at a facility should be aware that they may require a criminal background check, finger printing, or drug screening based on the organization/facility policy and protocol. In such situations, each student may be responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility.

XV. PROGRAM COMPLETION / EXPECTATION

- Upon successful completion of the BNATP, the student will be eligible to take the Illinois Nurse Aide Competency Exam.
- For more information, please visit: <http://www.nurseaidetesting.com>.
- A BNATP Course completion certificate will be awarded by the Illinois Department of Public Health upon successful completion of the course.
- It is the student responsibility to inform before entering the MCAHE regarding special needs or physical disability so that reasonable academic accommodations or services can be arranged.
- MCAHE is committed to maintain a safe and effective environment maintaining students' privacy, dignity, and values.
- Video and/or audio recording of lectures or lab/clinical activities are not permitted unless the student obtains written permission from the instructor.
- It is important for the students to be aware of the Health Insurance Portability and Accountability Act (HIPAA) and the consequences of breaches. In cases where recordings or photographs are allowed, such content is restricted to personal use only. Any distribution of such recordings or photographs are strictly prohibited.
- Personal use of such materials is defined as use by an individual student for the purpose of studying or completing course assignments.

XVI. COURSE SYLLABUS OUTLINE

Unit 1 Introduction to Healthcare Agency

- Learning plan 1
 - o The Purpose of Health Care Agencies and Personnel
- Learning Plan 2
 - o Ethical and Legal Responsibilities of the Nurse's Aid
- Learning Plan 3
 - o Communication & Team work

Unit 2

- Learning Plan 4
 - o Medical Asepsis and Infection Control
- Learning Plan 5
 - o Vital Signs

LAB 1: Practice Unit 1 & 2 Skills

Unit 3

- Learning Plan 6
 - o Personal Care and Hygiene
- Learning Plan 7
 - o Growth and Development

LAB 2: Practice Unit 3 Skills

EXAM 1

Unit 4

- Learning Plan 8
 - o Mobility and Immobility
- Learning Plan 9
 - o Rehabilitation and Restorative Care
- Learning Plan 10
 - o Disabilities

LAB 3: Practice Unit 4 Skills

Unit 5

- Learning Plan 11
 - o Nutrition and Fluids
- Learning Plan 12
 - o Elimination

LAB 4: Practice Unit 5 Skills

EXAM 2

Unit 6

- Learning Plan 13
 - o Dementia and Delirium
- Learning Plan 14
 - o Death and Dying
- Learning Plan 15
 - o Home Care

LAB 5: Practice Unit 6 Skills

Unit 7

- Learning Plan 16
 - o Emergency Care and Environmental Safety

- Learning Plan 17
 - o Diseases/Chronic Conditions and Pharmacologic Effects

LAB 6: Practice Unit 7Skills

EXAM 3

LAB 7: Perform all skills correctly from memory as mock testing.

FINAL EXAM

MIZPAH CENTER FOR ALLIED HEATH EDUCATION BNATP PROGRAM

SYLLABUS/COURSE SCHEDULE

CERTIFIED NURSES ASSISTANTS TRAINING PROGRAM

GOALS:

- Upon completion of this 9weeks program, the student will gain proficiency in
 - Communication skills
 - Infection Control techniques in the patient care settings
 - Safety and Emergency procedures
 - Knowledge of resident rights
 - Basic nursing care skills
 - Personal care skills
 - Proper way of feeding the patients
 - Elimination procedures
 - Skin and wound care
 - Transferring/positioning/turning methods
 - Dressing and Grooming
 - Ambulation techniques
 - Knowledge in providing ROM exercises
 - Prioritizing, Critical thinking and Decision making
 - Recognizing and reporting signs and symptoms of common diseases and potential complications
 - Caring for the cognitively impaired /Alzheimer's patients
- Classes/Labs and begin at 5pm till 9pm with 15 minutes break
- Clinical hours begin at 7 am till 3.30pm with 30 minutes break
- Students are expected to read the assigned chapters of the text book and come prepare

		DIDACTIC SESSIONS	SKILLS LAB SESSIONS	ASSIGNMENTS
WEEK 1		LECTURES	LAB SESSIONS	DUE DATES

	Day 1	Course Orientation and Introduction. • The Purpose of Health Care Agencies and Personnel/ (Functions as a member of the Health Team within the health care facility and/or): 4hrs	• No Lab Sessions	Reading chapter 1-2 of Text Book Mosby Videos: Basic Principles Subtitle: Role and responsibilities in the Nursing Process 3:00 min.
	Day 2	• Ethical and Legal Responsibilities of the NA • Communications 4hrs		Read Textbook: Ch.3 & 4, Review Ch. 2 View videos: Residents Speak Out: Resident's Rights (YouTube) 2.5 min Jared Diamond: How Societies Can Grow Old Better (TED talks) 18:11 Mosby Videos: Basic Principles, Subtitles-Delegation, Patient and Resident Rights (2:00) Mosby Videos: Basic Principles of Communication (2:00)
WEEK 2				
	Day 1	Medical Asepsis and Infection Control 2.00hrs	Hand washing Skill Donning & Doffing of PPE (2.00hrs)	Read Textbook: Ch.5 View videos: Hartman Videos: Performs Beginning and Ending Steps for Skills 5:39 min., Washes Hands 3:50 min., Donning and Doffing PPE (Gown and Gloves) 3:32 min
	Day 2	Vital Signs 2.00hrs	Measuring Vital signs (Temp, Pulse, RR, & Pulse O2) and recording (2 .00hrs)	Read Textbook: Ch. 14 View videos: Hartman Videos: Counts and Records Radial Pulse 3:09 min., Counts and Records Respirations 3:12 min.,

		Quiz 1.00 hrs		Measures and Records Weight of Ambulatory
WEEK 3				
	Day 1	Personal Care and Hygiene 2.00hrs	(Basics) Skills: • Oral Hygiene • Shaving • Nail Care /foot care • Perineal care male & female • Complete/Assisted bath • Dress a resident (2.00hr)	Hartman Textbook: Ch. 9, 12, 13, and 26. Review Ch. 14 View videos: Hartman Videos: Performs Beginning and Ending Steps for Skills 5:03 min., Gives a Bed Bath 14:39, Dresses Resident 9:08 min., Provides Mouth Care 5:42 min., Cleans Upper and Lower Dentures 4:59 min., Provides Foot Care 5:42 min., Provides Perineal Care 10:15 min. Mosby Bathing and Bed Making
EXAM 1 (2.00hrs)	Day 2	Growth and Development 2.00hrs	Height and weight Measurement & Recording Feeding a Resident (2.00hrs)	Read Textbook: Ch. 8 View YouTube videos: Adults: Age Specific Care Growing Old Accepting Life's Transitions Competent Care in a Culturally Diverse Nation Adult Health and Development
WEEK 4				
	Day 1	Mobility and Immobility 2.00hrs	Applying transfer belt and ambulating with transfer belt Skill Transferring using a mechanical lift skill Positions: Side lying position Skill (2.00hrs)	Read Hartman Textbook: Ch. 6, 10, 11, 21, and 26 View videos: Mosby Videos: Body Mechanics and Exercise-Subtitles: Moving a Patient Up in Bed, Transferring Patients with Lifts, Skin and Wound Care, Using Restraint Alternatives, Safe Use of Restraints, and Monitoring Restraint Use 53:00 min. Hartman Videos: Assist to Ambulate Using a Gait Belt, Positions on Side, Applies Knee-High Elastic Stocking,

				Performs Passive Range of Motion Exercises, Transfers from Bed to Wheelchair Using Transfer Belt (Version 2) 31:02 min.
	Day 2	Rehabilitation and Restorative Care 2.00hrs	Range of motion Skill Assessing pressure points and prevention of decubitus (2.00hrs)	Read Hartman Textbook: Ch. 21 View videos: You Tube Stroke Patient: A Comprehensive Guide TED Talks Video: Krista Donaldson: The \$80 Prosthetic Knee that's Changing Lives 10:00 min.
WEEK 5				
	Day 1	Disabilities 4.00hrs		Read Hartman Textbook: Ch. 8, Review Ch. 4 View videos: You Tube Autism Multicultural Perspectives on Adults with Developmental Disabilities Access to Medical Care: People with Developmental Disabilities Preview
	Day 2	Nutrition and Fluids 2.00hrs	Feeding Intake and output measurement & recording (2.00hrs)	Read : Ch. 15 View videos: Choose My Plate Dietary Guidelines 3:30 min. Eating Healthy – Choose My Plate 6:30 min. Mosby Video: Serving Meal Trays and Measuring Intake and Output (12:34) Hartman Videos: Feeds a Dependent Resident, Measures and Records Urinary Output 10:32
WEEK 6				
				Read Hartman Textbook: 16 and 17 View videos: Mosby Videos: Elimination Assistance: Assisting with a

	Day 1	• Elimination 2.00hrs	Proper use of bedpan and urinal Foley catheter care Intake and output measurement & recording Specimen collection (Urine, Stool, Sputum)(2.00hrs)	Urinal /Bedpan, Assisting the Patient to the Commode, Applying a Condom Catheter, Providing Indwelling Catheter Care, Emptying and Changing a Urinary Drainage Bag, Administering an Enema, Changing an Ostomy Bag 51:00 min. Mosby Videos: Specimens: Collecting a Midstream Urine Specimen, Collecting a Sputum Specimen, Performing Fecal Occult Blood Testing 9:46 min. Hartman Videos: Assist with Use of Bedpan, Provides Catheter Care for Female Resident 15:30 min.
EXAM 2 (2.00hrs)	Day 2	• Dementia and Delirium 4.00hrs Quiz :1hrs		Read Hartman Textbook: Ch. 19 View videos: You Tube Alzheimer's Disease: Is It Delirium or Dementia? For Nursing Homes Level 1 .What is Alzheimer's Disease? 3:14 min
WEEK 7				
	Day 1	• Death and Dying 4.00hrs		Read Hartman Textbook: 23, Coping with death PowerPoint presentation PPT*
	Day 2	• Home Care 4.00hrs	Practice all Learned Skills	Read Hartman Textbook: Ch. 24 and 25 View videos: Home Health Aide and Personal Care Assistant PPT Infection control in the Home Setting PPT. Federal Nursing Home Survey Process: The Role of Nursing Assistant PPT
WEEK 8				
				Read

	Day 1	Emergency Care and Environmental Safety 4.00hrs	Fire and safety	Hartman Textbook: Ch. 7, Review Ch. 6 and 14 View videos: First Aid Basics: PPT Preventing Unsafe Wandering and Elopement PPT Fire (Life) Safety Staff Education Training
EXAM 3 (2.00hrs)	Day 2	Diseases/Chronic Conditions and Pharmacologic Effects 4.00hrs		Read Hartman Textbook: Ch. 18 and review 26
WEEK 9				
			Final Skills Validation (4.00hrs) Competency FINAL EXAM (2.00hrs)	
Total HRS = 88 LAB =16 Theory =64 + 8 make-up hrs.				

*MIZPAH PowerPoints

*****STUDENTS MUST SHOW COMPETENCE IN ALL 21 OF THESE PERFORMANCE SKILLS IN ORDER TO SUCCESSFULLY COMPLETE THE BASIC NURSING ASSISTANT TRAINING PROGRAM****

NURSE AIDE SKILLS PERFORMNACE CHECKLIST

Program/ Facility name: MIZPAH: Basic Nursing Assistant Training Program

506 A Zenith Drive, Glenview, Illinois, 60025

Instructor Name: -----

Skill	Date Satisfactorily Performed	Student/Instructor Signature	Satisfactory	Unsatisfactory
INFECTION CONTROL TECHNIQUES				

Perform Hand Washing /Use of Hand Sanitizer					
Apply personal protective equipment (Gloves, Mask and Gown)					
Remove personal protective equipment (Gloves, Mask, and Gown) And use of Hand Sanitizer					
Use of double bagging technique with Isolation precautions					
Proper way of handling soiled linens					
SAFETY SKILLS					
Using Fall/Fainting Precautions in the clinical settings					
Applying/removing of various types of Restraints					
a. Wrist Restraints					
b. Ankle restraints					
c. Lab Buddy					
d. Waist restraints					
Safe use of Transfer/ambulation equipment					
a. Cane					
b. Walker/Rolling Walker					
c. Crutches					
d. Wheelchair					
e. Hoyer lifts					
f. Gait Belt					
g. Sit to Stand Machine					

h. Assist patients with walking					
Proper use Lift sheet					
Slide Board Transfer					
Proper use of Body mechanics to :					
a. Lifting the patient up/down in bed					
b. Move patient side to side					
c. Log roll					
d. 2 person Lift (Head to foot)					
e. 2 person Lift (Side to side)					
f. Assist patient sit on the side of the bed					
g. Transfer Wheelchair to Wheelchair					
h. Wheel chair to bed					
i. Bed to Commode					
j. Bed to Gerri chair					
MEALS/ FEEDING SKILLS					
Use proper feeding techniques /Hygiene for resident					
Provide partial feeding assistance					
Proper use of special/ adaptive utensils and proper positioning the patients during meals					
Measuring and recording Fluids and Solids intake					
PERSONAL CARE					

Total Bed bathing techniques					
Partial Bed bathing techniques					
Perineal care					
a. Male					
b. Female					
Oral care					
a. Conscious Patient					
b. Unconscious Patient					
Denture Care					
Hair washing/combing					
Shaving (For patients who are not on blood thinners)					
Nail care (Non diabetic patient)					
Foot care (Non Diabetic Patient)					
Skin checks on Pressure Points					
a. Heels					
b. Elbow					
c. Coccyx /sacral area					
d. Shoulders					
e. Occiput					
Applying Heel and Elbow protectors					
Applying Skin barrier creams					
Reporting/ documenting Skin issues					
Assisting with wound dressings					
Applying/removing various types of compression support stockings (SCDs, TED hose)					
Bed making skills					
a. Occupied Bed					
b. Unoccupied Bed					
Shower Assistance					

a. Whirlpool					
b. Tub Bath					
a. Shower					
Back Rubbing Techniques					
ELIMINATION SKILLS					
Use of Bedpan					
Use of Urinal					
Bedside Commode					
Foley catheter Care					
Assist to bathroom					
Measure and record urine/stool Output					
Obtaining Stool/Urine Specimen/ labeling					
MEASURING AND RECORDING VITAL SIGNS					
Assessing and Recording					
a. Blood Pressure (Manual/digital)					
b. Temperature: Axillary/Oral/rectal					
c. Pulse (Manual/digital)					
d. Respiratory Rate					
e. Pulse Oximeter					
Measuring and recoding Height and Weight					
Assessing and reporting Pain					
POSITIONING SKILLS					
Performing Active Range of Motion					
Assisting Passive Range of Motion					
Repositioning patients following Turning Schedule in bed					
a. Supine					
b. Fowlers (High, Mid)					
c. Semi-Supine					

d. Lateral					
Positioning In chair					
Proper use of prosthetic, orthotic, and other assistive positioning devices					
EMERGENCY PREPAREDENESS					
Fire Safety					
a. RACE					
b. PASS					
Seizure precaution					
Proper reporting Emergencies					
Recognizing Choking episode and Performing Heimlich maneuver					

SKILLS COMPLETION STATEMENT:

This clinical performance checklist has been created to maintain patient safety based on the BNATP curriculum. The above mentioned student/trainee has been successfully completed all clinical skills mentioned in the list.

Instructor Signature

Date:

Student Signature

Date

Academic Calendar for 6-Week Certified Nursing Assistant (CNA) Program

Program Overview: The Certified Nursing Assistant (CNA) program consists of six sessions that are held every two months. Each session is designed to provide comprehensive training, including face-to-face classes, lab instruction, and clinical experience.

Session Schedule:

Session 1:

Start Date: January 8

End Date: February 18

Face-to-Face Class Hours: 62

Lab Hours: 18

Clinical Hours: 40

Session 2:

Start Date: March 4

End Date: April 15

Face-to-Face Class Hours: 62

Lab Hours: 18

Clinical Hours: 40

Session 3:

Start Date: May 1

End Date: June 11

Face-to-Face Class Hours: 62

Lab Hours: 18

Clinical Hours: 40

Session 4:

Start Date: July 3

End Date: August 13

Face-to-Face Class Hours: 62

Lab Hours: 18

Clinical Hours: 40

Session 5:

Start Date: September 4

End Date: October 15

Face-to-Face Class Hours: 62

Lab Hours: 18

Clinical Hours: 40

Session 6:

Start Date: November 6

End Date: December 17

Face-to-Face Class Hours: 62

Lab Hours: 18

Clinical Hours: 40

Note: All dates and times are subject to change. Students are encouraged to check the course catalogue for the most current information and to register early as availability may be limited.

GARCC: Greek American Rehabilitation Care Center , 220 N 1st St Wheeling IL 60090