**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Nursing Assistant**

**Related unit of instruction:**

Long Term Care Aide

**Approximate Completion time:**

 91 Hours

**Rationale for the Lap:**

This course meets requirements set by the Oklahoma State Dept. of Health for Long Term Care Nurse aide curriculum. Upon completion of this course, the student will be eligible to sit for the state certification exam.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 1 – 4, 6-8, 11 – 22, 24 – 25, 35 and 40 in Sorentino’s *Assisting with Patient Care*
2. Pass the tests for the chapters
3. Complete Student Workbooks 14, 15 and 18 in CIMC’s *Practical Nursing Series*
4. Read chapters 14 and 18 in Christensen and Kockrow’s *Foundations of Nursing*
5. Watch Nursing Videos on:
6. Infection Control & Safety Measures
7. Body Mechanics & Exercise
8. Vital Signs
9. Personal Hygiene & Grooming
10. Assisting with Elimination
11. Nutrition & Fluids
12. Bathing & Bed Making

**Learning Objective:**

*Module 1 – Introduction to Long Term Care Nursing Aide Chapter 1*

1. Identify different levels of care for long-term care residents.
2. Identify different facilities that offer long-term care.
3. Compare acute and chronic illness.
4. Identify departments and describe their function in the long-term care facility.
5. Evaluate the cost of long-term care and who pays for these expenses.

*Module 2 – Role of the Nursing Aide in Long Term Care Chapter 2*

1. Identify the members of the nursing team and requirements for education and training.
2. Explain how the line of authority affects the role of the nursing aide.
3. Differentiate state and federal regulations (OBRA) affecting nurse aide.
4. Explain the role, responsibilities and limitations of nurse aide working within the scope of practice.
5. Discuss the requirements for maintaining nurse aide certifications.

*Module 3 – Consumer Rights, Ethical & Legal Issues Affecting the Nursing Aide Chapter 3*

1. Identify key items in the Resident’s Bill of Rights.
2. Identify ethical and legal situations and allegations in health care specific to Nurse Aide.
3. Identify the legal responsibilities of a nursing assistant with regard to resident’s rights as defined in OBRA.
4. Recognize and describing types, signs and symptoms of abuse.
5. Provide care, respect and security.
6. Implement mandated standards for Health Insurance Portability and Accountability Act (HIPAA).
7. Discuss regulatory and legal process when faced with allegations of abuse.
8. Follow facility policies and procedures for reporting and documentation.

*Module 4 – Safety in LTC Chapters 11 & 12*

1. Demonstrate safe use of LTC facility chemicals.
2. Identify ways to promote a safe environment for the resident in regard to preventing falls.
3. Ensure correct identification of residents and staff.
4. Check equipment for proper function and safety.
5. Identify unclean and unsafe conditions.
6. Report and take appropriate action concerning unsafe/unclean conditions.
7. Demonstrate application of ordered restraints.
8. Demonstrate proper safety procedures for an immobilized resident.
9. Apply principles of body mechanics and ergonomics.
10. Identify environmental hazards.
11. Provide patient with information on safety.
12. Reinforce patient’s education on safety precautions, including patient’s use of protective equipment to avoid injury.
13. Evaluate the environment to recognize safe and unsafe working conditions.
14. Demonstrate methods of fire prevention in the healthcare setting.
15. Use proper safety techniques to prevent accidents and to maintain a safe work environment.
16. Explain an evacuation plan for a healthcare setting.
17. Execute an emergency plan in response to a natural disaster or other emergency.

*Module 5 – Communication in Long Term Care Chapters 4 & 7 and PN Series #14*

1. Identify records and files common to the healthcare setting.
2. Execute data management using electronic healthcare records.
3. Interpret information from electronic medical documents.
4. Discuss the content and diverse uses of health information.
5. Demonstrate techniques for communicating with residents and families.
6. Respond appropriately to resident and family behaviors.
7. Utilize techniques that facilitate communication with special populations.
8. Demonstrate techniques for communicating with interdisciplinary team members.
9. Demonstrate appropriate behavior management techniques.
10. Recognize the need for setting boundaries and limits between caregiver and resident.
11. Follow facility policy and procedure for reporting and documentation.
12. Review techniques for the measurement of vital signs and documentation, including pain as the fifth vital sign.
13. Recognize document and report changes in behavior, environment and physical well-being.
14. Explain when an incident report is required.

*Module 6 – Meeting Basic Human Needs for Residents in LTC*

*Chapters 6 & 18, PN Series #18 and Chapter 14 in Foundations in Nursing*

1. Identify techniques to encourage resident independence dignity and self-esteem.
2. Using techniques that promote resident independence in:
* Provide choices (meals, clothing)
* Scheduling adult daily living activities (ADLs)
1. Distinguish between types of psychosocial needs:
* Emotional
* Mental Health
* Spiritual
* Cultural
1. Respond appropriately to the psychosocial needs of the resident and family.
2. Identify and report symptoms of depression.
3. Demonstrate techniques for responding to psychosocial needs of diverse populations.
4. Identify factors that affect relaxation/sleep.
5. Identify actions that can promote relaxation/sleep.

*Module 7 – Normal and Abnormal Body Structure and Function Chapter 8*

1. Define terms related to normal and abnormal body structure and function for residents/patients in LTC.
2. Describe common health problems.
3. Distinguish between signs and symptoms.
4. Describe four mods of therapy.

*Module 8 – Infection Control*

*Chapter 13 and Nursing Video: Infection Control & Safety Measures*

1. Apply infection control procedures including standard precautions and hand washing techniques.
2. Compare different methods of controlling the growth of microorganisms.
3. Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Center for Disease Control Prevention (CDC) regulations.
4. Apply proper use of personal protective equipment (PPE).
5. Use infection control techniques when collecting specimens.
6. Demonstrate isolation techniques.
7. Define terms related to infection control.
8. Identify isolation precautions for common microorganisms.

*Module 9 – LTC Resident/Patient Mobility, Positioning and Transfer*

 *Chapters 14, 15 & 24
 and Nursing Video: Body Mechanics & Nursing Video Body Mechanics & Exercise*

1. Discuss items found in the typical patient unit.
2. Operate basic equipment found in the typical patient unit.
3. Discuss ways to control the patient’s environment.
4. Using the principles of good body alignment, resident/patient positioning and supportive devices.
5. Demonstrate safe techniques for transferring, moving, lifting residents/patients with and without assistive devices.
6. Adjust a hospital bed.
7. Ambulate resident/patient with/without assistive devices.
8. Operate a wheelchair safely.
9. Perform passive/active range of motion exercises.
10. Follow a resident/patient’s exercises plan.
11. Demonstrate the ability to:
	1. Prepare a patient unit.
	2. Place the bed in prone position.
	3. Place the bed in Fowler’s position.
	4. Place the bed in Trendelenberg position.
	5. Make an occupied bed.
	6. Make an unoccupied bed.

*Module 10 – Basic Nursing Skills Chapters 16 – 17, 19 – 22 & 25, PN Series #15, Ch 18 in Foundations in Nursing and Nursing Videos: Vital Signs, Personal Hygiene & Grooming, Assisting with Elimination, Nutrition & Fluids, and Bathing & Bed Making*

1. Make unoccupied and occupied bed.
2. Recognize the need for proper maintenance of supportive and preventive devices.
3. Provide assistance with ADLs:
	1. Assist with a bedpan, facture pan, bedside commode and urinal.
	2. Administer a sitz bath.
	3. Administer a back rub.
	4. Assist resident/patient with hand washing.
	5. Provide full or partial bath in shower, tub, chair or bed.
	6. Perform shampoo in sink, tub, bed or shower.
	7. Provide skin care.
	8. Provide oral hygiene and denture care.
	9. Provide perineal care.
	10. Provide foot care appropriate to disease process.
	11. Assist patient with dressing/undressing.
	12. Provide nail care.
	13. Shave patient.
	14. Provide resident’s/patient’s hair care.
	15. Assist resident/patient with applying and removing TED/support stockings.
4. Provide assistance with elimination:
	1. Provide toileting assistance utilizing incontinence products and bedside commode.
	2. Provide catheter care and maintenance.
	3. Provide ostomy care.
	4. Provide bladder and bowel retraining.
5. Provide assistance with nutrition and hydration:
	1. Recognize the importance of proper nutrition and hydration.
6. Demonstrate proper use of feeding devices and techniques:
	1. Utensils
	2. Serving
	3. Positioning
	4. Compensatory swallowing
	5. Puree/mechanically
	6. Altered
	7. Thickening agents
	8. Purchase groceries within resident’s/patient’s dietary restrictions.
	9. Use sanitary practices to prepare and store meals.
	10. Use sanitary practices to wash and clean dishes, utensils, kitchen/dining area
	11. Calculate intake and output.
7. Document intake and output on appropriate form
8. Data Gathering
	1. Measure and record vital signs.
	2. Identify and report pain.
	3. Obtain a stool specimen.
	4. Obtain a urine specimen.
	5. Measure weight, height and length.
	6. Inspect skin for continuity and abnormalities.

*Module 11 – Care for the Patient with Dementia/Alzheimer’s Chapter 35*

1. Identify the types and causes of cognitive impairment.
2. Demonstrate techniques for promoting independence with ADLs for patients with Alzheimer’s/dementia.
3. Demonstrate techniques for communicating effectively with Alzheimer’s/dementia residents/patients.
4. Demonstrate techniques for managing behaviors associated with Alzheimer’s/dementia.
5. Identify measures to promote the safety of residents/patients with Alzheimer’s/dementia.

*Module 12 – Death and Dying Chapter 40*

1. Identify differences in the way people handle the death and dying process.
2. Identify the signs of approaching death.
3. Identify the spiritual preparations for death practiced in various religious denominations.
4. Demonstrate the procedure for post-mortem care.
5. Select descriptions of the hospice philosophy and method of care.
6. Identify responsibilities of the NA for supportive care.
7. Identify and respond to the needs of the resident/patient and his/her family during illness and stages of dying.
8. Provide post mortem care.

*Module 13 – Supervised Clinical Experience 32 hours in Nursing Home*

*Students will also spend an additional week in an Acute Hospital Setting.*

***Clinical Objectives***

1. Fulfill the preparatory requirements to attend the clinical site as described in the Student Handbook, and the health care clinical facility information.
2. Apply knowledge from the long-term care nursing assistant course and successfully complete the skills checklist.
3. Demonstrate beginning ability to perform nursing aid skills.
4. Provide care for the geriatric patient.
5. Apply procedures to protect and promote patient’s rights.
6. Identify basic medical conditions and psychosocial needs.
7. Identify common signs, symptoms and treatment of disease and disorders.
8. Establish effective communication with patients, members of the family and health care team.
9. Provide care based on the basic needs of the patient.
10. Demonstrate infection control and safety measures as evidenced by the completion of module exam, performance skill exam and clinical evaluation with 100% accuracy.
11. Appropriately respond to emergencies.
12. Perform transfer and ambulation skills.
13. Measure and record vital signs, height and weight.
14. Provide patient care and comfort measures.
15. Report abnormal findings.
16. Support rehabilitation plans.
17. Provide principles of nutrition by providing and recording nutritional needs.
18. Report diet modification needs.
19. Provide hydration needs and record intake and output.
20. Perform special care procedures for patients exhibiting symptoms of impending death.
21. Perform special care procedures for patients according to OBRA.