



Certified Nursing Assistant Syllabus

2018-19

*Kristine Petrulis RN, BSN, CSN-PEL – Nursing Instructor, Program
Coordinator*

Regulated Programs

Successful completion of this program from an approved school prepares the student for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes. To be approved, this program must be supervised by a registered nurse and follow the faculty qualifications set forth in 64B9-15.005 (3) (a) F.A.C.

New programs must be approved by the Board of Nursing, Department of Health prior to enrolling students.

Those students who satisfactorily complete an approved course are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both Acute and Long Term Care.

In accordance with 64B9-15.005 F.A.C., students will perform nursing assistant skills in the clinical and simulated laboratory settings under the supervision of a qualified instructor. The recommended teacher/student ratio in the clinical area is 1 to 12, but the maximum is 1 to 15.

In accordance with 64B9-15.006 F.A.C., clinical and simulated laboratory learning experiences must correlate with 80 hours of didactic instruction. In addition, a minimum of 40 hours clinical experiences must be obtained. Simulated labs are not a substitute for clinical experience. The clinical instruction shall include at least 20 hours of long term care clinical instruction in a licensed nursing home or licensed long term care facility.

In addition, students must have a minimum of 16 hours of training in communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, and respecting residents' rights prior to any direct contact with a resident.

According to Section 400.211, F.S., persons who are enrolled in a state approved nursing assistant training program, approved by the department of education, may be employed by a licensed nursing home for a period of four months. However, the certification requirements must be met within four months of such initial employment.

Teaching Methodology

Nursing faculty at Tech High are committed to using a variety of teaching techniques to promote engagement and success in all types of learners in the Certified Nursing Assistant program. Teaching techniques include, but are not limited to:

- Lecture
- Computer based learning
- Small and large group discussions
- Individual, small and large group projects
- Hands on lab instruction
- Clinical Experiences
- Capstone Project

Textbooks/Resources

Sorrentino, S., & Remmert, L. (2017). *Mosby's Textbook for Nursing Assistants* (9th ed.). St. Louis, Mo: Elsevier Science.

AES Modules <https://www.aeseducation.com/>

Prometric <https://www.prometric.com/en-us/clients/nurseaide/pages/fl.aspx>

4 your CNA <https://4yourcna.com/>

Common Career Technical Core - Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

FL Department of Education Standards

After successfully completing this program, the student will be able to perform the following:

Standards 1-27 encompass the Health Science Core are pre-requisites for the Certified Nursing Assistant Course and must have a C or better to advance

- 01.0 Analyze and interpret an overview of the human body, including organization and chemical process.
- 02.0 Apply correct medical terminology relating to body structure and function within a real-world application.
- 03.0 Evaluate cells and tissues microscopically and macroscopically and relate their specialized functions.
- 04.0 Analyze the integumentary system in relation to health and disease.
- 05.0 Analyze the skeletal system in relation to health and disease.
- 06.0 Analyze the muscular system in relation to health and disease.
- 07.0 Analyze the nervous system in relation to health and disease.
- 08.0 Analyze the endocrine system in relation to health and disease.
- 09.0 Analyze the cardiovascular/circulatory system in relation to health and disease.
- 10.0 Analyze the lymphatic and immune systems in relation to health and disease.
- 11.0 Analyze the respiratory system in relation to health and disease.
- 12.0 Analyze the digestive system in relation to health and disease.
- 13.0 Analyze the urinary system in relation to health and disease.
- 14.0 Analyze both the male and female reproductive systems in relation to health and disease.
- 15.0 Identify and explain factors relating to genetics and disease.
- 16.0 Evaluate and apply the principles of disease transmission and control to real-world scenarios.
- 17.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 18.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 19.0 Demonstrate legal and ethical responsibilities.
- 20.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 21.0 Recognize and practice safety and security procedures.
- 22.0 Recognize and respond to emergency situations.
- 23.0 Recognize and practice infection control procedures.
- 24.0 Demonstrate an understanding of information technology applications in healthcare.
- 25.0 Demonstrate employability skills.
- 26.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 27.0 Apply basic math and science skills.

FL DOE Standards 28-39 Nursing Assistant Course:

- 28.0 Use verbal and written communications specific to nurse assisting
- 29.0 Demonstrate legal and ethical responsibilities specific to nurse assisting
- 30.0 Perform physical comfort and safety functions specific to nurse assisting
- 31.0 Provide personal patient care
- 32.0 Perform patient care procedures
- 33.0 Apply principles of nutrition
- 34.0 Provide care for geriatric patients
- 35.0 Apply the principles of infection control specific to nursing assisting
- 36.0 Provide biological, psychological, and social support
- 37.0 Perform supervised organizational functions, following the patient plan of care
- 38.0 Assist with restorative (rehabilitative) activities
- 39.0 Perform skills related to the hospital setting (optional)

Per Curriculum Rule 64B9-15.006, F.A.C., students must have 40 hours of clinical instruction, 20 hours of which must be in a licensed nursing home or a long-term care facility. Clinical experiences will only be provided under the direct supervision of the instructor, per Rule 64B9-15.005(3)(b)(7). F.A.C

Students must have their BLS for Healthcare Providers Certification, First Aid, and Bloodborne Pathogens Certifications to enroll in the Certified Nursing Assistant Course. Certifications are received during Health Care Foundations at no cost to the students.

Per Rule 64B9-15.006(3), F.A.C prior to any direct contact with a patient, the student must receive a minimum of 16 clinical instruction hours in Standards 28-39 specific to the Nursing Assistant Course.

Clinical Skills Checklists must be completed with 100% accuracy prior to performing skills in the clinical setting. The instructor will log the completion. If you are not sure if you have completed the skill, please ask instructor before doing in clinical setting with a patient.

TAPING

It is against Florida law to tape anyone without his/her permission. If a student wishes to tape a lecture or discussion, permission must be obtained from the individual instructor prior to each session.

STUDENT STEPS TO ACHIEVE SUCCESS

- Be on time to school and class
- Be prepared bring supplies and be dressed appropriately
- Keep your cell phone off and out of sight during class time
- Participate in class discussions, assignments and projects and school activities
- Use given class time to complete work

VOLUNTEER HOURS

It is our goal that all of our students qualify for Bright Futures Scholarships. If students decide Bright Futures is not going to be applied for, there will be 100 hours of community service required. We encourage students to volunteer in the field of medicine.

BEHAVIOR EXPECTATIONS

Our teachers spend valuable class time teaching and interacting with students. Students attending Tech-High should have a real interest and passion for the major they choose. As in any magnet program, Tech High Nursing Assistant is a privilege. In order to remain in the program, students are held to a higher disciplinary standard. A student may be placed on disciplinary probation for repeated or serious disciplinary infractions. Severe infractions result in immediate referral to administration and possible removal from the program.

The following are included as severe infractions:

- Repeated misconduct including defiance
- Fighting, consistent tripping, pushing, hitting; even in play
- Alcohol/drugs
- Cheating
- Bullying
- Repeated electronic device violations

ELECTRONIC DEVICE GUIDELINES:

- Electronic devices (cell phones, iPods, MP3 players, etc.) may only be used before school, after school, and during lunch.
- Electronic devices are not to be used when passing class to class
- Electronic devices need to be turned off (not set on vibrate) during class hours and must be kept out of view.
- Cell phones blatantly used in class or that accidentally ring although out of view will be confiscated and/or sent to administration with disciplinary consequence.
- Cell phones that ring or are in view during assessment will be confiscated and/or sent to administration with disciplinary consequence as a violation of test-taking and electronics policy.
- If a student has a cell phone sent to administration, the parent will need to pick up the phone during school hours.

TEST TAKING POLICY

- Students will clear desks of all materials except those needed to take the assessment. All book bags, purses, and other school items will be closed and out of testing view (under seat, away from desk).
- Cover sheets with no marking or writing on the paper may be used to cover answers as the student works.
- Students will keep their eyes on their own papers.
- Students will not talk or communicate with other classmates during the test
- Students will not be allowed out of their seats during testing sessions.
- Students may not mark on desks etc. or doodle on their answer sheets when testing.
- Students may not have an electronic device out during the assessment (cell phone, MP3 player, iPod, camera, etc.)

Violations of the test taking policy by a student may result in the student having to take a different form of the test after school the day the test is given or a zero grade, as well as parent contact.

CHEATING/MALPRACTICE

Cheating/malpractice (definition) Behaviors that result in, or may result in, a student gaining an unfair advantage over another student, and includes the following:

- Plagiarism – the representation of the ideas or work of another person as the student’s own. Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.
- Collusion – the supporting of malpractice by another student, as allowing one’s work to be copied or submitted for another.
- Duplication of work – the presentation of the same work for different assignments

OTHER- INCLUDES BUT IS NOT LIMITED TO:

- Removing unauthorized materials from an exam, test, quiz or the classroom.
- Falsifying any records
- Receiving or giving of any unauthorized assistance on any form of academic work
- Unauthorized writing on desk, scrap paper, or other items prior to or during the assessment
- Identical answers on passages on tests, reports, essays
- Identical homework papers when the assignment is not specifically a group product Academic Dishonesty violations will be referred to the administration and parents will be notified.

PROBATIONARY STATUS

In the unlikely event a student fails to meet Tech-High’s Certified Nursing Assistant program expectations, the student will be placed on probation. The student will remain on probation for one semester.

Failure to meet the terms of probation will result in dismissal from the program. Students dismissed from the program will be returned to their home zoned school.

C.N.A. STUDENT UNIFORM / DRESS CODE

All nursing students shall present themselves in a manner which indicates personal pride in their appearance and concern for others. The following standards of dress and personal grooming conform to expectations of professionalism in appearance, health (infection control) and safety. **Fully dressed uniform/guidelines are in effect for all clinical settings regardless if it is a healthcare facility or while attending class. All students must conform to dress code at all times. The color of the uniform consists of ceil top and navy pants for clinical; any color scrub top and navy pants on class days.**

FEMALE STUDENTS:

1. Hose or socks must be white, without runs or holes.
2. Make-up, if worn, should be reasonable and discreet.
3. **No artificial nails or gel overlays of any type are allowed.** Only clear nail polish over natural nails. No nails are allowed past the pads of the fingertips.

MALE STUDENTS:

1. Facial beard or mustache, if worn, should be neatly groomed, otherwise clean-shaven.

ALL STUDENTS:

1. General hygiene and grooming include overall body cleanliness and elimination of any offensive odors, including perfume and bad breath.
2. Footwear should be **closed toe and back**, rubber-soled non-skid, flat, and can be cleaned and disinfected in case they come in contact with bodily fluids. **Shoes must be clean and polished.** Shoelaces, if present, must be kept clean. ****If you need the instructor to see if the shoes are appropriate BEFORE you wear them - please bring them for approval.**
3. Hair should be clean and neatly styled. Long hair must be pulled back, and up off the collar. No glitter or jewels in hair. No unusual colors or hair styles. Hair clips should be simple and discreet. Head scarf/covering due to religious/chemotherapy reasons must be solid white or black with no designs.
4. Nails must be short, clean, and neatly trimmed. No artificial nails or gel overlays of any type.
5. No **visible** jewelry, except watch and plain smooth ring should be worn. Earrings if worn must be small, **post type** (non-dangling) and **one pair only**. Body piercings must be covered or spacers worn. No fragrances/other scents should be worn, if a patient becomes ill from perfumes you may be asked to leave the clinical site.
6. **Name tags (ID badges) must be worn at all times, above the waist and without alteration!**

7. A watch (with a second hand) - **NO DIGITAL WATCH AT ALL & NO SYNC WATCH TO CELL PHONE (SAMSUNG, APPLE, ETC.)**, black pen, small pocket note pad are a required part of your uniform.
8. Overall appearance must be conservative.
9. Shirts worn under the uniform must be white, short or long sleeved.
10. **Uniforms must be professional and clean looking - no wrinkles or stains!**
11. You must wear the lab jacket that matches your uniform in the clinical settings to cover tattoos on your arms, if you do not have a white long sleeve shirt underneath your top. If you have tattoos on your face/neck, you will have to wear a Band-Aid to cover it.
12. NO elastic cuffs at the ankle, split leg pants or short pants are allowed. Pant length must stop at the top of the shoe at instep.
13. **No ankle socks are allowed. Socks must be 4 inches above the ankle.**
14. Uniform tops and pants must be able to permit easy movement, such as bending, lifting and reaching and **top length should fully cover the abdominal/buttock areas (no riding up on your hip area and no lowering down to expose your bare skin areas).**

Instructors may refuse to allow a student in the clinical area if dress code/grooming requirements are not met!

OTHER DRESS CODE

There will be days when the student may wear regular clothes to school instead of his/her uniform. Your instructor will notify you of dress down days and it is your responsibility to dress within the guidelines/ dress code of the Pinellas County Schools Code of Student Conduct - (current edition).

1. NO SHORTS, HALTER TOPS, SPAGHETTI STRAPS, NO SEE-THROUGH OR LOW-CUT BLOUSES/ /DRESSES/SHIRTS, NO DRESSES/SKIRTS WITH HIGH SPLIT OR FORMED FITTING OUTFITS OR NO LOW-RIDER JEANS/PANTS THAT SHOW YOUR UNDERGARMENTS!!!!
2. BUSINESS ATTIRE MAY BE REQUIRED FOR CERTAIN SPECIALTY CLINICAL AREAS. BUSINESS ATTIRE WILL BE ADDRESSED BY YOUR INSTRUCTOR.

Dress code must be adhered to by all students. It is the teacher's responsibility to maintain classroom and clinical management of the rules. If a student does not comply with the dress code, then the faculty will adhere to the disciplinary procedures' guidelines and failure to change will result in the student being withdrawn from the program.

CLINICAL EXPERIENCE

Each clinical day will consist of 6 hours (7:30am-1:30pm). In the course of 6 hours, the student will be performing the following:

- 28.0 Use verbal and written communications specific to nurse assisting
- 29.0 Demonstrate legal and ethical responsibilities specific to nurse assisting
- 30.0 Perform physical comfort and safety functions specific to nurse assisting
- 31.0 Provide personal patient care
- 32.0 Perform patient care procedures
- 33.0 Apply principles of nutrition
- 34.0 Provide care for geriatric patients
- 35.0 Apply the principles of infection control specific to nursing assisting
- 36.0 Provide biological, psychological, and social support
- 37.0 Perform supervised organizational functions, following the patient plan of care
- 38.0 Assist with restorative (rehabilitative) activities

Students will be attending a minimum of 5 clinical days to complete 30 hands on hours in a licensed nursing home or licensed long term care facility.

PROFESSIONALISM

Your instructor reserves the right to request that a student leave the clinical area if it is felt that the condition or behavior of the student can endanger the health and welfare of the student, patients, or others. Your instructor has the right to request for a medical release from a Medical Doctor or Nurse Practitioner if there is a possible threat to the health or well-being of patients. A point system will be used to track the number and severity of unprofessional infractions. These points are given at the discretion of the teacher. Consequences for infractions include: parent conference, deduction of points, student corrective, discipline referral, and/or possible dismissal from the program.

Unprofessional points include:

1. Arriving late to clinical
2. Wearing perfume and/or jewelry to clinical
3. Not having hair longer than chin length tied up
4. Swearing in front of a patient
5. Any horseplay that could cause injury to self or others
6. Eating in a patient care area
7. Cell phone visible
8. Sitting down without your staff C.N.A. if there are call lights going off, no matter if it is your patient or not
9. Violation of HIPPA laws is grounds for immediate dismissal from the program

**Taking photos or posting any clinical information of social media is grounds for immediate dismissal from the program.

CLINICAL ATTENDANCE

Students must use sound judgement regarding clinical attendance when ill for the protection of patients, peers, and personnel in the clinical environment. All clinical absences are up to the discretion of instructor. Your clinical instructor should be notified 2 hours prior to the start of clinical, (yes at 5am) to be excused and rescheduled. This is a standard in healthcare.

CERTIFIED NURSING ASSISTANT COURSE SCHEDULE

December 3-7

28.0 Use verbal and written communications specific to nursing assisting 3

31.0 Perform personal patient care in lab 3.25

December 10-14

29.0 Demonstrate legal and ethical responsibilities specific to nurse assisting 3

32.0 Perform patient care procedures in lab 3.25

December 17-21

33.0 Apply principles of nutrition 2.5

34.0 Provide care for geriatric patients in lab 3.75

December 24- Jan 4 Holiday Break

January 8-11

30.0 Perform physical comfort and safety functions specific to nurse assisting 1.25

35.0 Apply the principals of infection control specific to nursing assisting 1.25

36.0 Provide biological, psychological, and social support 1.25

37.0 Perform supervised organizational functions, following the patient plan of care
1.25

38.0 Assist with restorative activities 1.25

Jan 14-18 Clinicals start

Clinical group 1 goes to Oak Manor on Tuesday - 6.0 hours

Clinical group 2 goes to Oak Manor on Thursday - 6.0 hours

30.0 Perform physical comfort and safety functions specific to nurse assisting 2.25

Jan 21-25

Clinical group 3 goes to Oak Manor on Tuesday - 6.0 hours

Clinical group 4 goes to Oak Manor on Thursday - 6.0 hours

31.0 Provide personal patient care 2.25

Jan 28-Feb1

Clinical group 1 goes to Oak Manor on Tuesday - 6.0 hours

Clinical group 2 goes to Oak Manor on Thursday - 6.0 hours

32.0 Perform patient care procedures 2.25

Feb 4-8

Clinical group 3 goes to Oak Manor on Tuesday - 6.0 hours

Clinical group 4 goes to Oak Manor on Thursday - 6.0 hours

33.0 Apply principles of nutrition 2.25

Feb 11-15

Clinical group 1 goes to Oak Manor on Tuesday - 6.0 hours

Clinical group 2 goes to Oak Manor on Thursday - 6.0 hours

34.0 Provide care for geriatric patients 2.25

Feb 18-22

Clinical group 3 goes to Oak Manor on Tuesday – 6.0 hours

Clinical group 4 goes to Oak Manor on Thursday – 6.0 hours

35.0 Apply the principles of infection control specific to nursing assisting 2.25

Feb 25-Mar 1

Clinical group 1 goes to Oak Manor on Tuesday – 6.0 hours

Clinical group 2 goes to Oak Manor on Thursday – 6.0 hours

36.0 Provide biological, psychological, and social support 2.25

Mar 4-8

Clinical group 3 goes to Oak Manor on Tuesday – 6.0 hours

Clinical group 4 goes to Oak Manor on Thursday – 6.0 hours

37.0 Perform supervised organizational functions, following the patient plan of care 2.25

Mar 18-22

Clinical group 1 goes to Oak Manor on Tuesday – 6.0 hours

Clinical group 2 goes to Oak Manor on Thursday – 6.0 hours

38.0 Assist with restorative (rehabilitative) activities 2.25

Mar 25-29

Clinical group 3 goes to Oak Manor on Tuesday – 6.0 hours

Clinical group 4 goes to Oak Manor on Thursday – 6.0 hours

40.0 Perform skills related to the hospital setting 2.25

Mar 25- April 12

Practice for state board certification exam

- 28.0 Use verbal and written communications specific to nurse assisting
- 29.0 Demonstrate legal and ethical responsibilities specific to nurse assisting
- 30.0 Perform physical comfort and safety functions specific to nurse assisting
- 31.0 Provide personal patient care
- 32.0 Perform patient care procedures
- 33.0 Apply principles of nutrition
- 34.0 Provide care for geriatric patients
- 35.0 Apply the principles of infection control specific to nursing assisting
- 36.0 Provide biological, psychological, and social support
- 37.0 Perform supervised organizational functions, following the patient plan of care
- 38.0 Assist with restorative (rehabilitative) activities

Proposed State Testing and Capstone Project Dates:

- Apr 15-May 3 State testing
- May 6-24 Capstone project

TRACKING YOUR PROGRESS

We are using Pinellas County School’s FOCUS grading system to record/monitor/track your academic requirements for the certified nursing assistant program. Clinical Hours will be tracked on a clinical hours log sheet as well as documented in FOCUS. Skills will be tracked on a skills checklist by you, your instructor and in FOCUS as well.

Students should log into FOCUS and monitor their grades, clinical hours and skills checklist frequently. Report any errors to your instructor immediately. Students are responsible for their learning, therefore let the instructor know if you need help. The goal of this program is to assist you, the student, to become a certified nursing assistant!