

Day# 1	TIME	Day# 2	TIME	Day# 3	TIME	Day# 4	TIME
Date:		Date:		Date:		Date:	
Module 1 2/2 INTR ODUCTI ON (A)Role and responsibilitie s of the C.N.A. (B)Title 22, Division 5, CA code of regulations, overview. (C) Requirements for Nurse Assistant Certification. (D)Professionalism (E)Ethics and Confidentiality. Module 2 2/2 PATIE NTS RIGHT'S (A)Define terminology. (B)Basic Human Needs (C) Title 22 (D) Health and Safety Code (E) Code of Federal Regulation Module 3 2/3 INTERP ERSONAL SKILLS (A) Communicati ons. (B) Defense Mechanism (C) Socio Cultural Factors	0800 lunch 30 min. 1 430	Module 3 1/3 INTERP ERSONAL SKILLS (D) Attitudes towards illness and Health Care. (E)Family Interaction Module 6 3/3 MEDIC AL AND SURGICAL ASEPSIS (A) Micro- Organisms (B) Universal precautions (C) Basic principles of Asepsis Mo dule 5 1/4 BODY MECHANIC S (A)Basic rules body mechanics L AB 1/1 Hand washing Gowning Masking Glo ving	0800 lunch 30 min. 1 430	Module 5 3/4 BODY MECHANIC S (B)Transfer techniques. (C) Ambulation (D)Proper use of body mechanics and positioning techniques Module 4 4/4 PREVE NTION AND MANAGEME NT OF CATASTROP HE AND UNUSUAL OCCURREN CES (A)Emer gency (B)Gen eral Safety Rules (C)Fire and Disaster plans (D)Role s and procedures of the C.N.A. (E) Patient Safety	0730 lunch 30 min. 1 500	Module 12 2/2 EMERG ENCY PROCEDUR ES (A)Signs and symptoms of distress airway obstruction (B) Immediate and temporary intervention (C)Emergency codes Mod ule 7 1/1 WEIGH T AND MEASURES (A)The metrics system (B)We ight, Length and liquid Volume (C)M ilitary time i.e. (24)hours clock Mod ule 8 2/14 PATIE NT CARE SKILL (A)Ba thing & Medicinal Baths which Includes substances such as bran, Oatmeal, starch, sodium, bicarbonate, Epsom salts, pine products, tar, sulfur, potassium, permanganate or salt. LAB 1/1 Positionin g Transfer Ambulation	0800 lunch 30 min. 1 430
		LAB	1			LAB	1
THEORY 6		THEORY 5		THEORY 7		THEORY 5	

Day# 5	TIME	Day# 6	TIME	Day# 7	TIME	Day# 8	TIME
Date:		Date:		Date:		Date:	
Module 8 6/14 PATIENT CARE SKILLS (B) Dressing (C) Oral Hygiene (D) Hair Care, Hair Shampoo, medicinal Shampoo, nail care shaving	0800 lunch 30 min. 14 30	Module 8 6/14 PATIENT CARE SKILLS (E) Prosthetic devices (F) Skin care including prevention of Decubitus Ulcers (G) Elimination needs (H) Bowel and bladder retraining (I) Weighting and measuring the Patient	0800 lunch 30 min. 14 30	Module 11 3/3 NUTRITION (A) Proper Nutrition (B) Feeding techniques (C) Diet therapy Module 10 3/3 Vital Signs (A) Purpose of vital signs (B) factors affecting Vital signs (C) Normal ranges (D) Methods of measurements (E) Temperature, pulse, respiration (F) Blood pressure (G) Abnormalities (H) Recording LAB 1/1 Vital Signs Temperature Pulse Respiration Blood Pressure	0730 lunch 30 min. 150 0	Module 14 3/3 REHABILITATION (A) NURSING (A) Promoting Patients Potential (B) Devices and equipment (C) Activities of daily living (ADL) (D) Family Interactions (E) Complications of inactivity (F) Ambulation (G) Range of Motion Module 9 2/8 PATIENT CARE PROCEDURES (A) Collection of Specimens including stool, urine, and sputum LAB	0800 lunch 30 min. 14 30

						1/1 Range of Motion Exercises (ROM) Upper Body and Lower Body	
				LAB	1	LAB	1
THEORY	6	THEORY	6	THEORY	6	THEORY	5

Day# 9	TIME	Day# 10	TIME	Day# 11	TIME	Day# 12	TIME
Date:		Date:		Date:		Date:	
Module 9 (Cont')	0800 lunch 30	Module 13	0800 lunch 30	Module 13	0800 lunch 30	CPR The	0800 lunch 30
6/8 PATIENT CARE PROCEDURES (B)	min. 143	6/8 LONG TERM CARE (A)	min. 143	2/8 LONG TERM CARE Cont. (F)	min. 143	ory Practice	min. 1630
Care of patient with tubing, gastric, oxygen, urinary, IV. This care does not include inserting, suctioning, or changing the tubes. (C)Intake and output (I & O) (D)Bed making (E)Cleansing enemas laxative suppositories (F)Admission, transfers and discharge (G)Bandage and non-sterile dry dressing, including the application of non-legend topical ointments to intact skin surface		Needs of persons with retardation, Alzheimer's, cerebral palsy, epilepsy, dementia, mental illness (B)Introduction to anatomy and physiology (C)Physical and behavioral needs and charges (D)Community resources available (E)Psychological, social and recreational needs		Common diseases and disorders including sign and symptoms Module 15 3/3 OBSERVATION AND CHARTING (A) Observation of Patient and Reporting responsibilities (B)Patient Care Plan (C)Patient Care documentation (D)Legal issues of charting (E)Medical Terminology and abbreviations LAB 1/1 Bed making Unoccupied bed and			

				Occupied bed			
				LAB	1		
THEORY 6		THEORY 6		THEORY 5		THEORY 8	

Day # 13	TIME	Day # 14	TIME	Day # 15	TIME	Day # 16	TIME
Date:		Date:				Date:	
Clinical Practice all previous learned skills plus!!! Module 12 3/3 EMERGENCY PROCEDURES (1) Heimlich maneuver-conscious and unconscious Module 2 1/1 RESIDENTS RIGHTS (1) Knock on door before entering the room (2) Pull privacy curtain during personal care (3) Treat resident with respect and dignity (4) Encourage resident to make choices (5) Explaining procedures to resident (6))Keep residents	0700 lunch 30 min. 1530	Clinical Practice all previous learned skills plus!!! Module 5 4/4 BODY MECHANICS (1) Use of gait belt (2) Helping the helpless resident up to the head of the bed with two assistants (3) Turning and positioning the resident - Supine - Side lying - Use of lift sheet (4) Assisting transfer from bed to chair or wheelchair (5) Assisting transfer from chair or wheelchair to bed (6) Mechanical	0700 lunch 30 min. 1430	Clinical Practice all previously learned skills plus Module 6 5/8 MEDICAL AND SURGICAL ASEPSIS - Gowning - Masking - Gloving (4) Double bagging trash and /or waste Module 8 2/44 PATIENT CARE SKILLS (1) Bed Bath/Partial Bath	0700 lunch 30 min. 1430	Clinical Practice all previously learned skills plus Module 8 7/44 PATIENT CARE SKILLS (2) shower (3) tub bath (4) shampoo with shower or tub bath (5) back rub: skin care	0700 lunch 30 min. 1430

records confidential Module 4 4/4 PREVENTION OF CATASTROPHE (1)Applying postural supports (2) Applying soft wrist/ankle restraints as safety devices (3) Positioning of call light (4) Demonstrate fire/disaster procedures (5) Handles O2 safely (6)Use of fire extinguisher		1 lift Module 6 3/8 MEDICAL AND SURGICAL ASEPSIS (1) Hand washing (2) Proper handling of linens (3) Universal Precautions					
Total Clinics	8	Total Clinics	7	Total Clinics	7	Total Clinics	7

Day# 17	TIME	Day# 18	TIME	Day# 19	TIME	Day# 20	TIME
Date:		Date:		Date:		Date:	
Clinical Practice all previously learned skills plus Mod ule 8 7/44 PATI ENT CARE SKILLS (6) Shampoo of bed ridden resident (7) Medicinal shampoo (8) Shaving with razor blade (9) Shaving with electric shaver	0700 lunch 30 min. 14 30	Clinical Practice all previously learned skills plus Mod ule 8 7/44 PATI ENT CARE SKILLS (10) dressin g and undressing the resident (11) Changing the clothes of resident with IV (12) Assisting with oral hygiene	0700 lunch 30 min. 14 30	Clinical Practice all previously learned skills plus Mod ule 8 7/44 PATI ENT CARE SKILLS (13) Mouth care of unconscio us resident (14) Denture care (15) Nail care (16) Combing the resident's hair	0700 lunch 30 min. 14 30	Clinical Practice all previously learned skills plus Mod ule 8 7/44 PATI ENT CARE SKILLS (17) Perineal care (18) Bladder retraining (19) Bowel retraining (20) Assist in the use of urinal (21) Assist in the use of bedpan (22) Assisting resident to commode/ toilet	0700 lunch 30 min. 14 30
Total Clinics	7	Total Clinics	7	Total Clinics	7	Total Clinics	7

Day# 21	TIME	Day# 22	TIME	Day# 23	TIME	Day# 24	TIME
Date:		Date:		Date:		Date:	
Clinical Practice all previously learned skills plus Mod ule 8 7/44 PATI ENT CARE SKILLS (23) Artificial limbs (24) Splints (25) Applying a behind- the-ear hearing aid (26) Removing a behind- the-ear hearing aid (27) Removing, cleaning, and reinserting an artificial eye	0700 lunch 30 min. 143 0	Clinical Practice all previously learned skills plus Mod ule 10 7/7 VITA L SIGNS (1) Measure and record vital signs - Temperatu re - Oral - Axillary - Rectal - Electronic -Pulse – radial/apic al - Respiratio n -Blood Pressure 	0700 lunch 30 min. 143 0	Clinical Practice all previously learned skills plus Mod ule 9 7/20 PATI ENT CARE PROCED URES (1) Collect and identify specimen - Sputum specimen - Urine specimen: clean catch - Urine specimen: routine UA -Stool specimen (2) Occupied bed making (3) Unoccupie d bed making	0700 lunch 30 min. 143 0	Clinical Practice all previously learned skills plus Mod ule 9 7/20 PATI ENT CARE PROCED URES (4) Administe r the commerci ally prepared cleansing enema (5) Administe r enemas- tap water ,soap suds (6) Administe r laxative suppositor y (7) Empty urinary bag	0700 lunch 30 min. 143 0
Total Clinics	7	Total Clinics	7	Total Clinics	7	Total Clinics	7

Day# 25	TIME	Day# 26	TIME	Day# 27	TIME	Day# 28	TIME
Date:		Date:		Date:		Date:	
Clinical Practice all previously learned skills plus Module 9 6/20 PATIENT PROCEDURES (8) Care of the resident with tubing: oxygen, IV, Gastrostomy, Nasogastric and Urinary catheter (9) Apply anti-embolic hose: elastic stockings (TED Hose) (10) Admitting the Resident (11) Transferring the resident (12) Discharging the resident (13) Applicat	0700 lunch 3 0 min. 1430	Clinical Practice all previously learned skills plus Module 11 7/7 NUTRITION (1) Feeding the helpless resident (2) Assist resident who can feed-self (3) Verifying that resident has been given corrected diet tray (4) Use feeding assistance devices	0700 lunch 3 0 min. 1430	Clinical Practice all previously learned skills plus Module 14 6/6 REHABILITATION NURSING (1) Range of Motion Exercises (2) Assisted ambulation of resident with gait belt (3) Assisting the resident to ambulate walker (4) Assisting the resident to ambulate with cane (5) Rehabilitative devices	0700 lunch 3 0 min. 1330	Clinical Practice all previously learned skills plus Module 15 5/5 OBSERVATION AND CHARTING (1) Report appropriate information to charge nurse (2) Document V/S, ADL, timely and correctly (3) Document changes in resident's body functions/behavior (4) Participate in resident care planning	0700 lunch 3 0 min. 1230

ion of non- legend topical ointment (14)Applic ation of nonsterile dressing Module 7 1/1 WTS/ MEASUR ES (1)Mea suring oral intake (2) Measuring urinary output (3) Measuring Height of resident in bed (4)We ighting resident in bed (5)Me asuring and weighting resident using an upright scale (6)D ocument in military time							
Total Clinics	7	Total Clinics	7	Total Clinics	6	Total Clinics	5

Day# 29	TIME	Day# 30	TIME	Day#	TIME	Day#	TIME
Date:		Date:		Date:		Date:	
THEORY	0800 1200	FINAL TEST At this time the student should be able to take Final Examination, Clearance and Certification to be able to Test with the American Red Cross for Licensing or NATAP	0800 1200				
Module 16 2/2 DEATH AND DYING							
Stages of Grief Emotional and spiritual needs of patient and family Rights of the Dying Patient Signs of Approaching Death Monitoring of the Patient Post Mortem Care							
Test review							
THEORY 4		THEORY 4					

Day# 1	TIME	Day# 2	TIME	Day# 3	TIME	Day# 4	TIME
Date:		Date:		Date:		Date:	
THEORY	6	THEORY	6	THEORY	6	THEORY	6

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WEEKEND SYLLABUS SCHEDULE