

NURSE ASSISTANT

MIS03 07032

The Nursing Assistant Training program offers classroom instruction and clinical practice to those preparing for employment as a certified nursing assistant in a skilled nursing facility, acute care or home health care. This program includes supervised practical training and clinical practice as required by the North Dakota Board of Nursing. A certificate is issued upon completion of the class. Students also have the opportunity to take the state CNA board exam to acquire state certification.

Credit ½ or 1 credit

Level Grades 10-12

**Standard
1**

HEALTH SCIENCE ACADEMIC FOUNDATION

-Understand human anatomy, physiology, common diseases and disorders, and medical math principles.

Topic 1.1

Human Anatomy and Physiology

Student Competencies

1.1.3

- Analyze basic structures and functions of human body systems (skeletal, muscular, integumentary, cardiovascular, lymphatic, respiratory, nervous, special senses, endocrine, digestive, urinary, and reproductive).
- Skeletal (bone anatomy, axial and appendicular skeletal bones, functions of bones, ligaments, types of joints)
 - Muscular (microscopic anatomy of muscle tissue, types of muscle, locations of skeletal muscles, functions of muscles, tendons, directional movements)
 - Integumentary (layers, structures and functions of skin)
 - Cardiovascular (components of blood, structures and functions of blood components, structures and functions of the cardiovascular system, conduction system of the heart, cardiac cycle)
 - Lymphatic (structures and functions of lymphatic system, movement of lymph fluid)
 - Respiratory (structures and functions of respiratory system, physiology of respiration)
 - Nervous (structures and functions of nervous tissue and system, organization of nervous system)
 - Special senses (structures and functions of eye, ear, nose and tongue; identify senses for sight, hearing, smell, taste, touch)
 - Endocrine (endocrine versus exocrine, structures and functions of endocrine system, hormones,

		<p>regulation of hormones)</p> <p>j. Digestive (structures and functions of gastrointestinal tract, chemical and mechanical digestion, structures and functions of accessory organs)</p> <p>k. Urinary (structures and functions of urinary system, gross and microscopic anatomy, process of urine formation, urine composition, homeostatic balance)</p> <p>l. Reproductive (structures and functions of male and female reproductive systems, formation of gametes, hormone production and effects, menstrual cycle, and conception)</p>
Topic 1.2	Diseases and Disorders	
Student Competencies		
	1.2.1	<p>Describe common diseases and disorders of each body system (such as: cancer, diabetes, dementia, stroke, heart disease, tuberculosis, hepatitis, COPD, kidney disease, arthritis, ulcers).</p> <p>a. Etiology</p> <p>b. Pathology</p> <p>c. Diagnosis</p> <p>d. Treatment</p> <p>e. Prevention</p>
Topic 1.3	Medical Mathematics	
Student Competencies		
	1.3.1	<p>Demonstrate competency in basic math skills and mathematical conversions as they relate to healthcare.</p> <p>a. Metric system (such as: centi, milli, kilo)</p> <p>b. Mathematical (average, ratios, fractions, percentages, addition, subtraction, multiplication, division)</p> <p>c. Conversions (height, weight/mass, length, volume, temperature, household measurements)</p>
	1.3.2	Demonstrate the ability to analyze diagrams, charts, graphs, and tables to interpret healthcare results.
	1.3.3	Demonstrate use of the 24-hour clock/military time.
Standard 2	<p>COMMUNICATION</p> <p><i>-Demonstrate methods of delivering and obtaining information, while communicating effectively.</i></p>	
Topic 2.1	Concepts of Effective Communication	
Student Competencies		
	2.1.1	Model verbal and nonverbal communication.
	2.1.2	<p>Identify common barriers to communication.</p> <p>a. Physical disabilities (aphasia, hearing loss, impaired vision)</p> <p>b. Psychological barriers (attitudes, bias, prejudice, stereotyping)</p>

	2.1.3	Identify the differences between subjective and objective information.
	2.1.4	Interpret elements of communication using basic sender-receiver-message-feedback model.
	2.1.5	Practice speaking and active listening skills.
	2.1.6	Modify communication to meet the needs of the patient/client and be appropriate to the situation.
Topic 2.2	Medical Terminology	
	Student Competencies	
	2.2.1	Use common roots, prefixes, and suffixes to communicate information.
	2.2.2	Interpret medical abbreviations to communicate information. <ul style="list-style-type: none"> a. Common abbreviations b. Joint Commission official “Do Not Use List”
Topic 2.3	Written Communication Skills	
	Student Competencies	
	2.3.1	Utilize proper elements of written and electronic communication (spelling, grammar, and formatting).
	2.3.2	Prepare examples of technical, informative, and creative writing.
	3.1.2	Describe the responsibilities of consumers within the healthcare system (such as: self-advocacy, patient compliance, provider and consumer obligations).
	3.1.3	Assess the impact of emerging issues on healthcare delivery systems (such as: technology, epidemiology, bioethics, socioeconomics).
	3.1.4	Discuss healthcare economics and common methods of payment for healthcare. <ul style="list-style-type: none"> a. Private health insurance (such as: Blue Cross, Affordable Care Act - ACA) b. Managed care (such as: HMOs, PPOs, medical home) c. Government programs (Medicare, Medicaid, Tricare, and Workers’ Compensation)
Standard 4	EMPLOYABILITY SKILLS <i>-Utilize employability skills to enhance employment opportunities and job satisfaction.</i>	
Topic 4.1	Personal Traits of the Health Professional	
	Student Competencies	
	4.1.1	Identify personal traits and attitudes desirable in a member of the career ready healthcare team. <ul style="list-style-type: none"> a. Acceptance of criticism b. Competence c. Dependability

		<ul style="list-style-type: none"> d. Discretion e. Empathy f. Enthusiasm g. Honesty h. Initiative i. Patience j. Responsibility k. Self-motivation l. Tact m. Team player n. Willingness to learn
	4.1.2	Summarize professional standards as they apply to hygiene, dress, language, confidentiality and behavior.
Topic 4.2	Employability Skills	
Student Competencies		
	4.2.1	<p>Apply employability skills in healthcare.</p> <ul style="list-style-type: none"> a. Chain of command b. Correct grammar c. Decision making d. Flexible e. Initiative f. Integrity g. Loyalty h. Positive attitude i. Professional characteristics j. Prompt and prepared k. Responsibility l. Scope of practice m. Teamwork n. Willing to learn
Topic 4.3	Career Decision-making	
Student Competencies		
	4.3.1	Research levels of education, credentialing requirements, and employment trends in health professions.
Topic 4.4	Employability Preparation	
Student Competencies		
	4.4.2	Identify strategies for pursuing employment (social media, personal networking, job sites, internships).

Standard 5	LEGAL RESPONSIBILITIES <i>-Describe legal responsibilities, limitations, and implications on healthcare worker actions.</i>	
Topic 5.1	Legal Responsibilities and Implications	
	Student Competencies	
	5.1.1	Analyze legal responsibilities and implications of criminal and civil law. a. Malpractice b. Negligence c. Assault d. Battery e. Invasion of privacy f. Abuse g. Libel h. Slander
Topic 5.2	Legal Practices	
	Student Competencies	
	5.2.1	Apply standards for the safety, privacy and confidentiality of health information (HIPAA, privileged communication).
	5.2.2	Describe advance directives.
	5.2.3	Summarize the essential characteristics of a patient's basic rights within a healthcare setting.
	5.2.4	Define informed consent.
	5.2.5	Explain laws governing harassment and scope of practice.
Standard 6	ETHICS <i>-Understand accepted ethical practices with respect to cultural, social, and ethnic differences within the healthcare environment.</i>	
Topic 6.1	Ethical Practice	
	Student Competencies	
	6.1.1	Differentiate between ethical and legal issues impacting healthcare.
	6.1.2	Identify ethical issues and their implications related to healthcare (such as: organ donation, <i>in vitro</i> fertilization, euthanasia, scope of practice, ethics committee).
	6.1.3	Utilize procedures for reporting activities and behaviors that affect the health, safety, and welfare of others (such as: incident report).

Topic 6.2	Cultural, Social, and Ethnic Diversity	
	Student Competencies	
	6.2.1	Discuss religious and cultural values as they impact healthcare (such as: ethnicity, race, religion, gender).
	6.2.2	Demonstrate respectful and empathetic treatment of ALL patients/clients (such as: customer service, patient satisfaction, civility).
Standard 7	SAFETY PRACTICES <i>-Identify existing and potential hazards to clients, co-workers, and self. Employ safe work practices and follow health and safety policies and procedures to prevent injury and illness.</i>	
Topic 7.1	Infection Control	
	Student Competencies	
	7.1.1	Explain principles of infection control. a. Chain of infection b. Mode of transmission (direct, indirect, vectors, common vehicle [air, food, water], healthcare-associated infections [nosocomial], opportunistic)
	7.1.2	Differentiate methods of controlling the spread and growth of microorganisms. a. Aseptic control (antisepsis, disinfection, sterilization, sterile technique) b. Standard precautions c. Isolation precautions d. Blood borne pathogen precautions e. Vaccinations
Topic 7.2	Personal Safety	
	Student Competencies	
	7.2.1	Apply personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations.
	7.2.2	Demonstrate principles of body mechanics.
Topic 7.3	Environmental Safety	
	Student Competencies	
	7.3.1	Apply safety techniques in the work environment. a. Ergonomics b. Safe operation of equipment c. Patient/client safety measures (check area for safety)

Topic 7.4	Common Safety Hazards	
	Student Competencies	
	7.4.1	Observe all safety standards related to the Occupational Exposure to Hazardous Chemicals Standard (Safety Data Sheets (SDSs)). (www.osha.gov)
	7.4.2	Comply with safety signs, symbols, and labels.
Topic 7.5	Emergency Procedures and Protocols	
	Student Competencies	
	7.5.1	Practice fire safety in a healthcare setting.
	7.5.2	Apply principles of basic emergency response in natural disasters and other emergencies (safe location, contact emergency personnel, follow facility protocols).
Standard 8	TEAMWORK <i>-Identify roles and responsibilities of individual members as part of the healthcare team.</i>	
Topic 8.1	Healthcare Teams	
	Student Competencies	
	8.1.1	Evaluate roles and responsibilities of team members. a. Examples of healthcare teams b. Responsibilities of team members c. Benefits of teamwork
	8.1.2	Identify characteristics of effective teams. a. Active participation b. Commitment c. Common goals d. Cultural sensitivity e. Flexibility f. Open to feedback g. Positive attitude h. Reliability i. Trust j. Value individual contributions
Topic 8.2	Team Member Participation	
	Student Competencies	
	8.2.1	Recognize methods for building positive team relationships (such as: mentorships and teambuilding).

	8.2.3	Apply effective techniques for managing team conflict (negotiation, assertive communication, gather the facts, clear expectations, mediation).
Standard 9	HEALTH MAINTENANCE PRACTICES <i>-Differentiate between wellness and disease. Promote disease prevention and model healthy behaviors.</i>	
Topic 9.1	Healthy Behaviors	
	Student Competencies	
	9.1.1	Promote behaviors of health and wellness (such as: nutrition, weight control, exercise, sleep habits).
	9.1.2	Describe strategies for prevention of disease. <ul style="list-style-type: none"> a. Routine physical exams b. Medical, dental, and mental health screenings c. Community health education outreach programs d. Immunizations e. Stress management f. Avoid risky behaviors
	9.1.3	Investigate complementary and alternative health practices as they relate to wellness and disease prevention (such as: Eastern medicine, holistic medicine, homeopathy, manipulative and natural therapies).
Standard 10	TECHNICAL SKILLS <i>-Apply technical skills required for all career specialties and demonstrate skills and knowledge as appropriate.</i>	
Topic 10.1	Technical Skills	
	Student Competencies	
	10.1.1	Apply procedures for measuring and recording vital signs including the normal ranges (temperature, pulse, respirations, blood pressure, pain).
	10.1.2	Obtain training or certification in cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), foreign body airway obstruction (FBAO) and first aid.
Standard 11	INFORMATION TECHNOLOGY APPLICATIONS <i>-Utilize and understand information technology applications common across health professions.</i>	
Topic 11.1	Key Principles of Health Information Systems	
	Student Competencies	
	11.1.1	Identify types of data collected in Electronic Health Records/Electronic Medical Records (EHR or EMR) (such as: history and physical, medications, diagnostic tests, patient demographics).

	11.1.2	Explore different types of health record data collection tools (such as: patient monitoring equipment, telemedicine, phone application, and medical wearable devices).
	11.1.3	Identify the types and content of an EHR/EMR (such as: pharmacy, laboratory, radiology).
	11.1.4	Create documentation that reflect timeliness, completeness, and accuracy.
	11.1.5	Adhere to information systems policies, procedures, and regulations as required by national, state, and local entities.
Topic 11.2	Privacy and Confidentiality of Health Information	
	Student Competencies	
	11.2.1	Apply fundamentals of privacy and confidentiality policies and procedures (HIPAA).
	11.2.2	Identify legal and regulatory requirements related to the use of personal health information.
	11.2.3	Identify common policies and procedures for proper access, disclosure and protection of personal health information (such as: passwords, administrative safeguards, database security).
	11.2.4	Describe consequences of inappropriate use of health data in terms of disciplinary action.
	11.2.5	Understand the principle to correct inaccurate information/errors entered into an EHR/EMR (such as: adding, clarifying, and correcting information).
Topic 11.3	Basic Computer Skills	
	Student Competencies	
	11.3.6	Demonstrate appropriate usage of email and social media in a work environment (such as: work-related communications, personal texting on own time, appropriate language and content, use full language sentences).