

Curriculum Content for Nursing Assistant Level One Training Programs

Policy summary, Statement of Purpose and Intent

It shall be the policy of the Oregon State Board of Nursing that all approved nursing assistant training programs shall consist of the following curriculum content and competency evaluation.

Curriculum

At least 24 hours of classroom instruction prior to students' care of clients that includes:

I. Domain: Interpersonal Skills/Communication

- (A) Ethical practice and standards of behavior in relation to self, healthcare team members, clients, families and employer.
- (B) Responsibility for reporting to facility management and/or the appropriate agency:
 - (1) Abuse;
 - (2) Mistreatment; and
 - (3) Neglect.
- (C) Communication and interpersonal skills:
 - (1) Addressing conflict with role and authorized duties;
 - (2) Avoiding factors which block communication;
 - (3) Communicating with others when English is a second language;
 - (4) Communicating with team members including end of shift reporting;
 - (5) Communicating with the angry or potentially violent client including de-escalation techniques:
 - (a) Five "R's": Remain calm; Reassure; Redirect; Remove yourself; and Reapproach.
 - (b) De-escalation phase:
 - (i) With decreasing intensity of event, muscles become more relaxed and serious physical behaviors become less frequent (body seeking baseline);
 - (ii) Individual is not yet stable and is vulnerable to re-escalation, especially if trigger events are still a factor;
 - (iii) During de-escalation phase, crisis communication should be maintained to ensure that individual does not re-escalate (not time for discussing consequences/intense dialogue);
 - (iv) Voluntary quiet and increased personal space is helpful in recovery; and
 - (v) During de-escalation, close personal supervision should be provided.
 - (6) Communicating with the client's family and friends;
 - (7) Communicating with the confused or cognitively impaired client;
 - (8) Communicating with the visually/hearing/speech impaired;
 - (9) Giving examples of appropriate/inappropriate communication and how to respond to resident behavior;
 - (10) Maintaining confidentiality of communication;
 - (11) Modifying behavior in response to client's behavior;
 - (12) Placing and answering the client's call signal;
 - (13) Providing assistance in resolving grievances and disputes through proper channels;
 - (14) Responding to resident behavior;
 - (15) Understanding verbal/non-verbal communication;

- (16) Using the person's preferred name; and
- (17) Validating the person's feelings.

II. Domain: Person-Centered Care

- (A) Protecting client's rights including at least:
 - (1) Right to assistance getting to and participating in-group and family activities;
 - (2) Right to assistance in resolving grievances and disputes;
 - (3) Right to avoid the need for restraints;
 - (4) Right to care and security of personal possessions;
 - (5) Right to considerate and respectful care;
 - (6) Right to control finances;
 - (7) Right to freedom from physical or psychological abuse, mistreatment, and neglect;
 - (8) Right to have information about the facility's compliance with regulations, planned changes in living arrangements, and available services including the fees for those services.
 - (9) Right to have information about their diagnosis, treatment, and prognosis;
 - (10) Right to maintenance of confidentiality with personal and medical records: Health Insurance Portability and Accountability Act of 1996 (HIPAA);
 - (11) Right to make healthcare wishes known through advance directives and durable powers of attorney;
 - (12) Right to make personal choices to accommodate their needs and make health care decisions about their plan of care including the right to refuse a recommended treatment;
 - (13) Right to privacy, including privacy while receiving treatments and nursing care, making and receiving telephone calls, sending and receiving mail, and receiving visitors;
 - (14) Right to review the records related to their medical care and have the information explained or interpreted as necessary;
- (B) Promoting clients' independence; and
- (C) Providing holistic care.

III. Domain: Infection Control and Standard/Transmission Based Precautions

- (A) Bedmaking/handling of linen;
- (B) Caring for a client's environment;
- (C) Communicable and infectious diseases and associated precautions;
- (D) Handling and disposal of hazardous wastes;
- (E) Handling of contaminated materials;
- (F) Maintaining client cleanliness and grooming;
- (G) Understanding hand hygiene and its importance; and
- (H) Utilizing personal protective equipment.

IV. Domain: Safety and Emergency Procedures

- (A) Safe Client Transfer and Movement:
 - (1) Moving and transferring, including seated transfer;
 - (2) Providing for individualized safety needs;
 - (3) Transporting in wheelchairs and specialized chairs;
 - (4) Turning and positioning in bed and wheelchair;
 - (5) Using lifts and safe resident handling devices: Friction-reducing devices, mechanical lifts including sit to stand lifts, and bariatric equipment; and
 - (6) Using principles of body mechanics.

- (B) Environmental:
 - (1) Applying fire safety concepts;
 - (2) Applying oxygen safety concepts including turning oxygen on and off or transferring between wall and tank at pre-established flow rate for stable clients;
 - (3) Avoiding and managing hazards in the workplace;
 - (4) An introduction to Occupational Safety and Health Administration (OSHA) standards including, but not limited to: Bloodborne Pathogens, Hazard Communication, and OSHA Guidelines for Nursing Homes;
 - (5) Preventing burns;
 - (6) Preventing falls of residents and staff; and
 - (7) Using siderails.
- (C) The Board approved Cardiopulmonary Resuscitation (CPR) certification:
 - (1) Shall meet the following criteria for the purpose of completing a nursing assistant training program:
 - (a) Conform to the most recent International Liaison Committee on Resuscitation (ILOR) or American Heart Association (AHA) Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care;
 - (b) Include instruction in adult, child, and infant CPR and automated external defibrillator (AED); and
 - (c) Include in-person, hands on skill practice and verification of skill competency of adult, child, and infant CPR and AED by qualified and authorized instructor.
 - (2) May be:
 - (a) A condition of admission into the Nursing Assistant Training Program; or
 - (b) A condition of completion of the Nursing Assistant Training Program; or
 - (c) Part of the curriculum of the Nursing Assistant Training Program.
 - (3) Required record-keeping:
 - (a) The Nursing Assistant Training Program must determine that each student who completes the program has current CPR certification; and
 - (b) The Nursing Assistant Training Program must keep this information as part of the individual student records.

V. Domain: Activities of Daily Living (ADL)

- (A) Nutrition and hydration:
 - (1) Acknowledging client's right to refuse nourishment;
 - (2) Administering Abdominal Thrust (Heimlich maneuver);
 - (3) Feeding techniques;
 - (4) Following common therapeutic diets;
 - (5) Measuring and recording height and weight;
 - (6) Measuring and recording intake and output;
 - (7) Positioning clients for nutritional and fluid intake;
 - (8) Preventing choking and aspiration; and
 - (9) Preventing dehydration.
- (B) Elimination:
 - (1) Perineal/Incontinence Care; and
 - (2) Toileting.

The balance of the classroom and clinical hours needed for completion of the training requirements shall consist of:

VI. Domain: Person-Centered Care

- (A) Understanding and relating to clients:
 - (1) Description of human needs:
 - (a) Cultural/ethnic needs;
 - (b) Family involvement;
 - (c) Religious/Spiritual needs;
 - (d) Respecting client sexuality;
 - (e) Safety; and
 - (f) Socialization.
 - (2) Individualized care planning; and
 - (3) Human development:
 - (a) Basic anatomy and physiological changes across the life span;
 - (b) Basic developmental tasks through the life cycle including an awareness of developmental tasks associated with the aging process; and
 - (c) Process of aging including the physiological and psychological.
- (B) How to organize client care for a group of clients according to the clients' preferences and the care plans.

VII. Domain: Activities of Daily Living (ADL)

- (A) Personal Care of client:
 - (1) Bathing;
 - (2) Comfort Care;
 - (3) Dressing/undressing;
 - (4) Grooming:
 - (a) Application and care of dentures;
 - (b) Application and care of eye glasses; and
 - (c) Application and care of hearing aids.
 - (5) Nail care;
 - (6) Oral hygiene;
 - (7) Personal care considerations for clients who have tubes or special equipment;
 - (8) Shampooing and caring for hair;
 - (9) Shaving; and
 - (10) Skin Care:
 - (a) Applying non-prescription pediculicides;
 - (b) Applying topical, non-prescription barrier creams and ointments for prophylactic skin care;
 - (c) Maintaining skin integrity;
 - (d) Preventing pressure, friction, and shearing; and
 - (e) Using anti-pressure devices.
- (B) Positioning devices and restraints:
 - (1) Dangers and hazards related to use;
 - (2) Maintaining choice and mobility; and
 - (3) Using least restrictive form of intervention.
- (C) Elimination:
 - (1) Bowel evacuation suppositories available without a prescription;
 - (2) Catheter care including the application of and removal of external urinary catheters;
 - (3) Enema types and administration;
 - (4) Ostomy care for established, healthy ostomy: Clean ostomy site and empty ostomy bag or change ostomy bag which does not adhere to the skin; and
 - (5) Specimen collection (stool, urine including collecting clean catch urine specimens, and sputum.)

- (D) Restorative care:
 - (1) Approaches to restoring independence at the client's highest level of functioning:
 - (a) Promoting physical activity; and
 - (b) Training the client in self care according to the client's abilities.
 - (2) Measures for restorative care:
 - (a) Ambulation;
 - (b) Antiembolus stockings;
 - (c) Body alignment/positioning;
 - (d) Bowel/bladder training;
 - (e) Extremity elevation;
 - (f) Feeding programs/ADLs; and
 - (g) Range of Motion (ROM).
 - (3) Assistive devices for all ages to include:
 - (a) Care for, application and removal of prosthetic and orthotic devices and braces; and
 - (b) Use of assistive devices in ambulation, dressing, eating, grooming, positioning, and transferring.

VIII. Domain: Collaboration with Health Care Team

- (A) The role of the CNA as a member of a health care team:
 - (1) Legal aspects of working as a CNA in relation to self, health care team members, clients, and families;
 - (2) The accreditation survey process;
 - (3) Who a CNA can accept direction from:
 - (a) LPN;
 - (b) RN;
 - (c) Nurse Practitioner; and
 - (d) Other licensed health care professional.
 - (4) Working with other health care workers and their roles; and
 - (5) Working in settings where there is not a RN regularly scheduled.
- (B) Federal/State/Local Rules that relate to client care:
 - (1) Authorized duties of the CNA 1; and
 - (2) Conduct unbecoming a CNA in the performance of duties.

IX. Domain: Observation and Reporting

- (A) How to observe:
 - (1) Establish normal baseline of the individual client; and
 - (2) Comparison of subsequent observations to previous observations.
- (B) What to observe:
 - (1) Changes in appetite, eating habits, and bowel changes;
 - (2) Changes in breathing (increased/decreased);
 - (3) Changes in functional ability (e.g. ability to self-transfer);
 - (4) Chest pain;
 - (5) Chills;
 - (6) Cough;
 - (7) Cyanosis/changes in skin color;
 - (8) Dehydration;
 - (9) Edema;
 - (10) Excessive thirst;
 - (11) Fever;
 - (12) Level of consciousness;
 - (13) Mood and behavior;
 - (14) Nausea/vomiting;
 - (15) Pain/location/intensity/onset;

- (16) Pus/drainage; and
- (17) Urine/sediment/color/odor/frequency/burning.
- (C) When and how to report observations:
 - (1) Deviations in client conditions that must be reported immediately versus deviations that could be reported later;
 - (2) Observations requested by licensed nurse;
 - (3) How to report observations; and
 - (4) Who to report observations to.
- (D) Vital signs taking and recording:
 - (1) Blood pressures: manual and electronic- upper arm only and orthostatic blood pressure readings;
 - (2) Pain level;
 - (3) Pulse oximetry;
 - (4) Radial and apical pulses;
 - (5) Respirations; and
 - (6) Temperatures.
- (E) Introduction to:
 - (1) Cancer;
 - (2) Cardiovascular System:
 - (a) Congestive Heart Failure;
 - (b) Coronary Artery Disease;
 - (c) Hypertension; and
 - (d) Myocardial Infarction.
 - (3) Endocrine System: Diabetes Mellitus.
 - (4) Musculoskeletal System:
 - (a) Arthritis;
 - (b) Fractures; and
 - (c) Osteoporosis.
 - (5) Nervous System:
 - (a) Alzheimer's Disease including techniques for addressing the unique needs and behaviors of individual with dementia (Alzheimer's and others);
 - (b) Cerebrovascular accident (CVA, stroke);
 - (c) Cognitive Impairment including communicating with the cognitively impaired clients, understanding the behavior of cognitively impaired clients, appropriate responses to the behavior of cognitively impaired clients, safe handling and movement of the cognitively impaired client, and methods of reducing the effects of cognitive impairments;
 - (d) Epilepsy/Seizures;
 - (e) Multiple Sclerosis; and
 - (f) Parkinson's Disease.
 - (6) Respiratory System;
 - (a) Chronic Obstructive Pulmonary Disease; and
 - (b) Pneumonia including assisting with coughing and deep breathing.
 - (7) Substance Abuse; and
 - (8) Urinary System: Urinary tract infections.

X. Domain: Documentation

- (A) How to record observations with common medical terminology; and
- (B) Principles of documentation.

XI. Domain: End of Life Care

- (A) Care for the deceased;
- (B) Comfort care of the dying client;

- (C) Family involvement/support; and
- (D) Role of hospice/palliative care.

In addition, prior to being permitted to give direct client care, the nursing assistant student must successfully complete a skills checklist. Each student must practice each skill on the skills checklist prior to any clinical experience/client contact.

Competency Evaluation

(A) Lab:

- (1) This practice must be under the supervision of a Board-approved instructor/preceptor in the skills lab on a mannequin or another person;
- (2) The student must demonstrate basic competence in the following skill areas:
 - (a) Communication;
 - (b) Infection Control and Standard Precautions:
 - (i) Washing hands/hand hygiene;
 - (ii) Following standard precautions according to the Centers for Disease Control and Prevention;
 - (iii) Assisting with coughing and deep breathing;
 - (iv) Handling linen;
 - (v) Making an occupied bed;
 - (vi) Making an unoccupied bed;
 - (vii) Putting on and removing personal protective equipment: gloves;
 - (viii) Putting on and removing personal protective equipment: gown;
 - (ix) Putting on and removing personal protective equipment: mask;
 - (x) Collecting a clean catch urine specimen;
 - (xi) Collecting a sputum specimen; and
 - (xii) Collecting a stool specimen.
 - (c) Safety/Emergency Procedures:
 - (i) Administering abdominal thrust (Heimlich Maneuver);
 - (ii) Ambulating using a gait belt;
 - (iii) Ambulating with a cane;
 - (iv) Ambulating with a walker;
 - (v) Applying a wrist restraint;
 - (vi) Applying position/alignment techniques for clients in bed using safe client handling devices;
 - (vii) Position/alignment techniques for clients in chairs and wheelchairs using safe client handling devices;
 - (viii) Transfer client from bed to wheelchair;
 - (ix) Transfer client from wheelchair to bed;
 - (x) Turn oxygen on and off at pre-established flow rate for stable client;
 - (xi) Use safe client transfer and handling techniques with lift equipment; and
 - (xii) Use safe client transfer and handling techniques with seated transfers.
 - (d) Nutrition and Hydration:
 - (i) Assist with a meal; and
 - (ii) Assist with hydration.
 - (e) Elimination:
 - (i) Assist with the use of a fracture pan;
 - (ii) Assist with the use of a regular bedpan;
 - (iii) Assist with use of a toilet;
 - (iv) Assist with use of a urinal;
 - (v) Change of a disposable brief;
 - (vi) Change from a drainage bag to a leg bag;
 - (vii) Change from a leg bag to a drainage bag;
 - (viii) Clean ostomy site for established, non-acute ostomy;

- (ix) Empty ostomy bag or change ostomy bag which does not adhere to the skin;
 - (x) Give an enema;
 - (xi) Insert a bowel evacuation suppository; and
 - (xii) Provide catheter care including the application of and removal of external urinary catheters.
- (f) Personal Care:
- (i) Put on and care for eyeglasses;
 - (ii) Put in and care for hearing aids;
 - (iii) Apply anti-embolism elastic stockings;
 - (iv) Apply non-prescription pediculicides;
 - (v) Apply topical, non-prescription barrier creams and ointments for prophylactic skin care;
 - (vi) Assist with hair care/shampoo;
 - (vii) Dress/undress;
 - (viii) Give a bed bath;
 - (ix) Give shower bath;
 - (x) Provide denture care;
 - (xi) Provide fingernail care;
 - (xii) Provide foot care;
 - (xiii) Provide mouth care;
 - (xiv) Provide mouth care for a comatose client;
 - (xv) Provide perineal/incontinence care;
 - (xvi) Provide skin care;
 - (xvii) Shave face with electric razor; and
 - (xviii) Shave face with safety razor.
- (g) Restorative Care:
- (i) Assist with lower extremity range of motion; and
 - (ii) Assist with upper extremity range of motion.
- (h) Measure and Record:
- (i) Height;
 - (ii) Weight;
 - (iii) Input;
 - (iv) Output;
 - (v) Pain level;
 - (vi) Temperature;
 - (vii) Apical pulse;
 - (viii) Radial pulse;
 - (ix) Respirations;
 - (x) Electronic blood pressure;
 - (xi) Manual blood pressure;
 - (xii) Orthostatic blood pressure readings; and
 - (xiii) Pulse oximetry.

(B) Clinical:

- (1) During the course of clinical training, the student must successfully demonstrate the following skills to a Board approved clinical instructor/preceptor:
- (a) Communication;
 - (b) Infection Control and Standard/Transmission Based Precautions:
 - (i) Wash hands/hand hygiene;
 - (ii) Follow standard precautions according to the Centers for Disease Control and Prevention;
 - (iii) Handle linen;
 - (iv) Make an occupied bed;
 - (v) Make an unoccupied bed; and

- (vi) Put on and remove personal protective equipment: gloves.
- (c) Safety and Emergency Procedures:
 - (i) Ambulation using a gait belt;
 - (ii) Ambulation with a walker;
 - (iii) Position/alignment techniques for clients in bed using safe client handling devices;
 - (iv) Position/alignment techniques for clients in chairs and wheelchairs using safe client handling devices;
 - (v) Transfer client from bed to wheelchair;
 - (vi) Transfer client from wheelchair to bed; and
 - (vii) Use safe client transfer and handling techniques with lift equipment.
- (d) Nutrition and Hydration:
 - (i) Assistance with a meal; and
 - (ii) Maintain hydration.
- (e) Elimination:
 - (i) Assistance with the use of a fracture pan;
 - (ii) Assistance with the use of a regular bedpan;
 - (iii) Assistance with use of toilet; and
 - (iv) Change of a disposable brief;
- (f) Personal Care:
 - (i) Application and care of eyeglasses;
 - (ii) Application and care of hearing aids;
 - (iii) Apply topical, non-prescription barrier creams and ointments for prophylactic skin care;
 - (iv) Dress/undress;
 - (v) Give a bed bath;
 - (vi) Give shower bath;
 - (vii) Provide denture care;
 - (viii) Provide fingernail care;
 - (ix) Provide foot care;
 - (x) Provide mouth care;
 - (xi) Provide perineal/incontinence care; and
 - (xii) Skin care.
- (g) Restorative Care:
 - (i) Assist with lower extremity range of motion; and
 - (ii) Assist with upper extremity range of motion.
- (h) Measure and Record:
 - (i) Weight;
 - (ii) Input;
 - (iii) Output;
 - (iv) Pain level;
 - (v) Temperature;
 - (vi) Radial pulse;
 - (vii) Respirations;
 - (viii) Manual blood pressure; and
 - (ix) Pulse oximetry.