



SYLLABUS

The CNA on-line course has been approved by MO DHSS and meets the 75 hour classroom requirement toward achieving Missouri Certification as a Certified Nurse Assistant. As such the student will be able to assist licensed nurses with uncomplicated nursing procedures in the care of long term care residents. Certification is a requirement of continual employment as a nurse assistant within four months of the date of hire. This program is designed to compliment facility or other clinical training while completing the 100 hour clinical requirement toward Missouri certification.

LEARNING OBJECTIVES

At the end of this course, the student will:

- Recognize the role of the long term care team and the responsibilities of the Certified Nurse Assistant as a crucial member of that team.
- Identify and apply the underlying principles and steps to uncomplicated nursing procedures.
- Develop an understanding of the broad diversity of the elder and apply that understanding in a manner that promotes the residents autonomy and independence in full recognition of their individuality regardless of cognitive ability.
- Analyze and effectively communicate the needs of the long-term care resident.
- Recognize and apply the role of the Certified Nurse Assistant in food service in an atmosphere that respects choice, dignity and supports socialization.

- Always recognize the need for and the responsibility to be observant of safety for the resident, environment, visitors, staff and yourself.
- Implement and evaluate daily care for the resident in the long-term care setting.
- Identify elimination concerns and appropriate interventions including communicating and monitoring.
- Recognize the role of restorative nursing as a daily part of the overall care and well-being for the resident.
- Recognize and perform uncomplicated special nursing procedures.
- Meet the requirements of the Missouri Ombudsman Nurse Aid 175-hour course
- Successfully challenge the final written and practical examination
- Obtain the required certification for a Certified Nurse Assistant in Missouri.

NEEDS AND RESOURCES

REQUIRED BACKGROUND

To successfully complete this course and utilize the certification in a facility, you must

- Be employable by a long-term care facility:
 - 18 years of age
 - Current Criminal Background Check with no criminal history that is prohibited by regulation
 - Employee Disqualification List (EDL) check (*must not be on the EDL list*)
 - Physically able to perform the duties of a Certified Nurse Assistant. *This may require a physical.*
 - A negative TB test
- Ability to demonstrate compassion, respect and a desire to care for others who may have physical and mental health impairments.

REQUIRED MATERIALS

CLASSROOM:

- Computer access with internet capability
- Printer
- Teaching Stethoscope
- Thermometers
- Sphygmomanometer
- Access to direct care supplies (linens, toothpaste, toothbrush, shampoo, soap, gloves, and other transmission based equipment, nail care equipment, hair brush/comb, Foley catheters, output measuring pitchers, measuring devices for input calculations, lotions, bed pans, commodes, walkers, canes, wheel chairs, denture cups and cleaning tablets, barrier creams, etc.)
- Access to medical records and charting forms or formats
- Access to snacks, activity supplies, napkins or clothing protectors, etc.
- Policy and Procedures of the Facility

STUDENT:

- Textbook: Instructional Material Laboratory (2001) 50-5061-S Nurse Assistant in a Long-Term Care Facility- CNA Missouri Law requires that each student have access to a manual.

You can order the book here: <https://arc.missouri.edu/index>

- Watch with second hand
- Ink pen
- Name Tag
- Appropriate dress to facility policy
- Appropriate hair style to facility policy
- Appropriate jewelry to facility policy

ADDITIONAL RESOURCES

- www.nursingassistants.net
- www.4cnas.com
- www.nahcacaes.org
- www.health.mo.gov/safety/cnaregistry/index.php

CERTIFICATION REQUIREMENTS

(State of Missouri Required)

- 75 documented hours of classroom training/classroom component
 - At least three tests over the material with a minimum of 80%
- 100 hours of documented on-the-job supervised training/clinical component
 - Completion of all competency sheets (pink sheets in the manual)
- Successfully passing the final examination which includes:
 - Achieving forty (40) of fifty (50) correct answers to secure a passing grade on the written portion administered by an examiner who was not the instructor
 - Performing 9 clinical tasks with 100% competency under the review of an examiner who is not the instructor. These nine clinical tasks include:
 - A type of bath
 - Vital signs (temperature, pulse, respirations and blood pressure)
 - Transfer techniques
 - Feeding techniques
 - Dressing and grooming
 - Skin care

- Active or passive Range of Motion
- Handwashing
- Gloving
- The examiner and instructor must also evaluate the student in the following areas:
 - Communication and interaction with the resident
 - Provision of privacy
 - Work habits
 - Appearance
 - Conduct
 - Reporting and recording skills

(Training Organization Required)

- Achieve 80% on each unit reflection test in order to advance to the next lesson plan
- Completion of all timed interactive lesson plans for a minimum of 75 hours
- Achieve 80% on final practice examination
- Completion of all Applied Knowledge Section of each on-line lesson plan
- Sponsoring of an approved clinical instructor with a facility
- All program areas and requirements must be met. Upon full completion a certificate of hours completed is generated to verify total hours invested. Additionally the reflection test grades are generated for each lesson/chapter completed as well as the status of passing final practice exam and passing final mock clinical exam.

POLICIES AND PROCEDURES

GENERAL RULES:

ATTENDANCE:

You are responsible for all the material covered in the on-line class as well as the readings from the required text. Missouri law requires that nurse assistance must achieve certification within four (4) months of hire. While, we encourage you to learn at your own pace there is a legal requirement to complete the course, final examination and achieve certification within that four (4) months. Attendance is extremely important in the role of the Certified Nurse Assistant. Residents and the facility team depend upon staff coming to work prepared to complete their duties. Known in the industry as call-ins, failure to come to work frustrates the entire team and overburdens those who do report to work timely and when scheduled.

ASSIGNMENTS:

All assignments are contained in the Applied Knowledge section of the on-line lesson supplements. The system requires completion to generate completed lesson plan marks as the student progresses and will not allow the certificate to be printed unless all assignments are completed.

ACADEMIC INTEGRITY:

MANHA defines academic integrity as the pursuit of knowledge and skills in an open, honest and responsible manner. Net-working with your fellow classmates is encouraged. All students and instructors should act with personal integrity; respect other students and residents individuality, dignity, rights and property. This will help create and maintain an environment in which all can succeed through the fruits of their efforts.

Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating on examinations, submitting work of another person, fabricating critical information about a resident, providing access to your personal log-in to any individual other than an instructor, or having competency sheets signed off when the student failed to demonstrate competency.

GRADING POLICIES

CLASSROOM PORTION:

You are required to achieve an 80% minimum score on the reflection tests and the practice final examination. Your three highest scores will be submitted to DHSS on the required Appendix A/B Form. All Applied Knowledge section in the on-line lesson must be completed as well but these are not graded. When all tests are completed with at least the minimum score, all Applied Knowledge exercises are completed and the final practice examination is completed with a minimum of 80% the system will check and verify that logged in hours total the minimum of 75 hours. Once the hours are verified the system will print a certificate of the hours completed in the class room portion and a final score sheet for all the tests, including the practice final examination. It will be necessary for you to provide the certificate and test scores to the clinical component instructor for recording on the Appendix A/B Form in preparation for challenging the final written and clinical examination.

CLINICAL PORTION:

You are required to be supported by a facility and a clinical instructor (RN CNA Instructor/Examiner or Clinical Supervisor) for the clinical 100-hour portion of the certification requirements. You and your clinical instructor will complete the competency check list for all required clinical component competencies, known as the "pink-sheets." There are a few occasions in which the competency can be simulated. An example would be rectal temperature. Facilities rarely use this form of measuring body temperature any longer. If the facility policy prohibits this clinical requirement it can be simulated in the clinical lab/classroom. You will also need to log in during the times you are training or on-the-job and log out for the system to track your 100 hours. Note the 100 hours of on-the-job training cannot start until you are enrolled in the class. Once all the clinical competency sheets are completed you are ready for the final written or oral examination and practical examination.

CONTACT INFORMATION

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