

**COURSE:** Nurse Assistant (NA) Online Training Program  
**CREDIT HOURS:** No college credit awarded  
**LOCATION:** Online with labs and clinicals in Devils Lake, ND  
**INSTRUCTOR:** TBD  
**PROGRAM CONTACT:** TrainND Northeast  
 Office: Rm 203, Bergstrom Technical Center, Lake Region State College  
 Phone: 701-662-1578 or 800-443-1313 ext 21578 (7:45 am – 4:45 pm, Monday – Friday)  
 Email: [LRSC.trainnd@LRSC.edu](mailto:LRSC.trainnd@LRSC.edu)

**PREREQUISITES:** A current (completed within the last twelve (12) months) negative Mantoux test, or if positive, a clear chest x-ray is required to attend clinical in a skilled care facility. Influenza vaccination is strongly recommended if attending class over the Nov 1 – Mar 1 timeframe. This precaution is set by clinical facilities to protect their residents.

**COURSE DATES:** Contact TrainND Northeast for current course dates.

**COURSE SCHEDULE:** Hours and dates listed below are subject to change.

Weeks 1 – 4	Complete online coursework as required		
Lab Day 1	8:00 a.m. – 5:00 p.m.	(8)	LRSC Bergstrom Technical Center, Room 273, <b>Face-to-Face Lab</b>
Lab Day 2	8:00 a.m. – 5:00 p.m.	(8)	LRSC Bergstrom Technical Center, Room 273, <b>Face-to-Face Lab</b>
Clinical Day 3	6:00 a.m. – 2:30 p.m.	(8)	Eventide Heartland Care Center, Devils Lake, ND, <b>Clinical</b>
Clinical Day 4	6:00 a.m. – 2:30 p.m.	(8)	Eventide Heartland Care Center, Devils Lake, ND, <b>Clinical</b>

**COURSE DESCRIPTION:** This course is designed to prepare the student for certification as a nurse assistant. Units of study are introduction to long-term care, communication, infection control, safety, anatomy, physiology of aging, nutrition, skin care, and basic skills (personal care, transferring, positioning, vital signs, elimination, bed making).

**REQUIRED MATERIALS OF INSTRUCTION:** These materials will be provided.  
*Hartman's Nursing Assistant Care – The Basics textbook and workbook* (4th Ed.). 2014. Albuquerque, NM: Hartman Publishing.

**PROGRAM LEARNING OBJECTIVES:**

- 1) Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse/neglect laws, residents' rights, and the North Dakota Department of Health regulations.
- 2) Identify basic restorative needs – promote the residents ability to adapt and adjust to living as independently and safely as possible and attain maximum functional potential. Be sensitive to the residents' physical, mental, and psychosocial needs.
- 3) Describe the functions of body systems appropriate to the nursing assistant scope of practice – assist residents to attain and maintain functional independence.
- 4) Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
- 5) Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- 6) Demonstrate behaviors consistent with professional work ethics – including teamwork.
- 7) Comply with privacy and confidentiality laws.
- 8) Adhere to the policies and procedures of clinical sites including effective communication with residents and facility staff.

- 9) Demonstrate competence and proficiency in the following categories of skills:
- a) **Safety and infection control** – hand hygiene, donning and removing PPE, assists to ambulate using transfer belt, transfers from bed to wheelchair using transfer belt.
  - b) **Personal care procedures** – applies one knee-high elastic stocking, cleans upper or lower denture, gives modified bed bath, provides foot care on one foot, provides mouth care, provides perineal care for female, and other pertinent skills identified under other categories.
  - c) **Vital signs** – counts and records radial pulse and respirations, measures and records blood pressure, urinary output, and weight of ambulatory client.
  - d) **Nutritional requirements and techniques** – feeds client who cannot feed self.
  - e) **Exercise and activity** – performs modified passive range of motion for one knee, one ankle, and one shoulder, positions on side.
  - f) **Elimination** – assists with use of bedpan, provides catheter care for female,
  - g) **Care to clients with special needs** – dresses client with affected (weak) right arm.
  - h) **Care to clients with cognitive impairments**
  - i) **Emergency procedures** – Heimlich maneuver.
  - j) **Interpersonal skills**

**STUDENT LEARNING OUTCOMES:**

1. Students will be able to demonstrate knowledge of common elements required for certification by the North Dakota Department of Health. This will be measured by student achievement of a passing grade on instructor developed and administered final examination.
2. Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test that contains elements of all required steps for all required skills.

**LEARNING ACTIVITIES:** This course is a combination of classroom, lab, and clinical experience. Content delivery is provided in multiple formats including lecture, class discussion, audiovisual material, independent assignments, hands-on demonstrations, and student participation. In addition, clinical hours, at an approved long-term care facility, provide students the opportunity to interact with nursing home residents and staff members in multiple capacities.

**EVALUATION/GRADING:** Class participation, assignments, skills verification of assessments and procedures, module quizzes, and a final exam are used as learning tools.

Students must complete independent assignments, participate in classroom/lab, demonstrate skills working with residents. Students must maintain an 80% or greater on all coursework and must pass the final examination with a 75% or greater which correlates with the certification requirement. The final exam can be taken as a written or oral exam.

**ACADEMIC HONESTY:** Submitting someone else's work as your own is dishonest and not tolerated. If the instructor determines academic dishonesty in any part of the course, the student(s) involved may face the consequence(s) of unsuccessful completion and/or dismissal from the Program.

**ATTENDANCE:** Reliable, predictable, prompt attendance is an essential function of every job, and this begins with your Nurse Assistant Program. The North Dakota Department of Health has set the highest standards of expectation for performance and attendance for NA students.

POLICY

**The mandatory minimum number of seventy-five (75) hours for nursing assistant training programs is defined in the North Dakota Century Code Chapter 33-43-01, Section 04.** Lost classroom, lab, and/or clinical time by the

student as part of the TrainND Northeast Nurse Assistant Training Program (hereafter referred to as “Program”), for any reason, may result in (1) additional fees and separate scheduled time for make-up time should completion of the Program be desired, or (2) unsuccessful completion of the Program.

#### PROCEDURE

- 1) **Students are expected to report to the classroom, lab, or clinical site during the times specified on the TrainND Northeast Nurse Assistant Program course syllabus.**
  - a) Any missed time will be rounded up to the quarter hour. *Example: A student arrives 5 minutes late to class. Missed time is then recorded by the instructor as a 15-minute absence.*
  - b) Students will be provided with Program contact information (a phone number and email address) to which they should report any tardy or absence for classroom, lab, and/or clinical.
  - c) Failure by the student to notify the instructor or TrainND Northeast of an absence could result in unsuccessful completion of the Program.
  - d) All classroom and lab time, including any make-up time needed, must be completed before the student will be allowed to participate in the clinical portion of the Program.
  - e) Sixteen (16) clinical hours are required to successfully complete the Program.
  - f) Make-up time is not guaranteed to be available.
  - g) One-half hour lunch breaks and 15-minute morning and afternoon breaks **are not** included with class hours.
  - h) Online students are expected to complete assignments as outlined as a determination of classroom engagement. Additionally, an activity report may be generated to log classroom activity as needed. All other lab and clinical components of the policy apply to online students as written.
  
- 2) **In the event of a classroom or lab tardy or absence**, the student will:
  - a) Notify the instructor or TrainND Northeast.
    - i) If four (4) or fewer hours of the 75 required training hours are missed and completion of the program is desired, the student should:
      - (1) Contact his/her employer or program coordinator to provide notification of the missed time, and,
      - (2) Request a make-up appointment with the instructor. The instructor will consult with TrainND Northeast if additional fees for missed time will be incurred. If make-up time is approved by the instructor and TrainND Northeast, the cost for the make-up time will be presented to the student if he/she is self-paid, or to the student’s employer or program coordinator for approval. Upon approval, make-up hours will be arranged with the student.
    - ii) If more than four (4), but no more than eight (8) of the 75 required training hours are missed and completion of the program is desired, the student should:
      - (1) Contact his/her employer or program coordinator to provide notification of the missed time, and,
      - (2) Request make-up time with TrainND Northeast. TrainND Northeast will consult with the instructor for availability. If make-up time is available and approved by the instructor and TrainND Northeast, the cost for the make-up time will be presented to the student if he/she is self-paid, or to the student’s employer or program coordinator for approval. Upon approval, make-up hours will be arranged with the student.
    - iii) If more than eight (8) hours of the 75 required training hours are missed and completion of the program is desired, the student should:
      - (1) Contact his/her employer or program coordinator to provide notification of the missed time, and,
      - (2) Contact TrainND Northeast to verify whether or not make-up time can be arranged. In the event make-up time is not available, restarting the Program may be necessary. A re-entry fee would be charged to the student or, if approved, to the student’s employer or program coordinator.
  
- 3) **In the event of clinical tardy or absence**, the student will:
  - a) Notify the instructor at least one (1) hour before the start of the scheduled clinical.

- i) If thirty (30) minutes or less of the 16 required clinical hours are missed and completion of the program is desired, the student should:
  - (1) Contact his/her employer or program coordinator to provide notification of the missed time, and,
  - (2) Request a make-up appointment with the instructor. The instructor will consult with TrainND Northeast if additional fees for missed time will be incurred. If make-up time is approved by the instructor and TrainND Northeast, the cost for the make-up time will be presented to the student if he/she is self-paid, or to the student's employer or program coordinator for approval. Upon approval, make-up hours will be arranged with the student.
- ii) If more than thirty (30) minutes, but no more than eight (8) hours of the 16 required clinical hours are missed and completion of the program is desired, the student should:
  - (1) Contact his/her employer or program coordinator to provide notification of the missed time, and,
  - (2) Request make-up time with TrainND Northeast. TrainND Northeast will consult with the instructor for availability. If make-up time is available and approved by the instructor and TrainND Northeast, the cost for the make-up time will be presented to the student if he/she is self-paid, or to the student's employer or program coordinator for approval. Upon approval, make-up hours will be arranged with the student.
- iii) If more than eight (8) hours of the 16 required clinical hours are missed and completion of the program is desired, the student should:
  - (1) Contact his/her employer or program coordinator to provide notification of the missed time, and,
  - (2) Contact TrainND Northeast to verify whether or not make-up time can be arranged. In the event make-up time is not available, restarting the Program may be necessary. A re-entry fee and a cost for make-up time would be charged to the student or, if approved, to the student's employer or program coordinator to restart the Program.

**CLASS CANCELLATIONS/POSTPONEMENTS:** In the case of inclement weather, students should use common sense when making decisions about traveling. In the event Lake Region State College closes or has a delayed opening, any weather-related announcements will be announced on RadioWorks radio stations and website at <http://www.lrradioworks.com/>. Students can also check the Lake Region State College Facebook page at <https://www.facebook.com/lakeregionstatecollege/>.

In the event an instructor is unable to hold class for any reason, the instructor or TrainND will contact each student via phone.

**NURSE ASSISTANT BEHAVIOR STANDARDS:** Because quality and commitment is of utmost importance, the instructor has the authority to dismiss a student who does not meet the expected standards of the class for a number of reasons, including, but not limited to: lack of responsibility, lack of compassion for residents, or any other negative issue related to the student becoming a qualified Nurse Assistant or entering a nursing program. In any of the above cases, the instructor will notify the student's nursing program and/or sponsoring employer.

**PREPARING FOR CLINICAL:**

- Must have watch with second hand on it for vitals
- Wear a scrub uniform
- Clean and neat, with no body odor or perfumes
- Shoes must be clean with no open toes or heels, have good grip
- Minimal make up
- Any tattoo that provokes, alarms, offends, or disparages must be covered at all times.

- Nose piercings of no more than 1/16" in diameter are permitted. Other allowable visible piercings will be determined on a case by case basis. Clinical facility management reserves the right to require removal of piercings which may interfere with carrying out the mission of the facility.
- No gum chewing at labs or clinical
- **No use of cell phone during class, labs or clinical – limit use to breaks only. When at the clinical site, cell phones should be left in your locker, jacket, or vehicle. Cell phone usage is permitted at the clinical site only during breaks in the designated break room or exterior of the facility.**
- *Students should keep in mind each clinical facility has the right to safeguard their clients by refusing admittance into their facility.*

**STATE CERTIFIED NURSE ASSISTANT TEST:** Upon successful completion of the Program, the student will be eligible to participate in the nurse assistant competency examination, aka "state test". The state test is an evaluation of nurse aide-related knowledge, skills and abilities. It is made up of both a written examination and a skills (hands-on) evaluation, of which both parts must be passed to be certified and listed on North Dakota's Nurse Aide Registry. **Students will be informed of the testing date during training. Testing will be held at the Bergstrom Technical Center at Lake Region State College in Devils Lake, ND.**

Upon unsuccessful completion of the Program and completion of the state CNA test is desired, the student will be responsible for coordinating a test date and payment to challenge the state test. Students challenging the test will need to contact TrainND for information on how to proceed.

Once a student has completed the Program, the student will receive notice via mail, email, or in class confirming his/her test date.

**NURSE ASSISTANT PROGRAM TUITION REIMBURSEMENT BY EMPLOYERS:** For more information, see the "What Every North Dakota CNA Needs to Know" handout.

**LRSC PHILOSOPHY OF GENERAL EDUCATION:**

- I. An educated person must have a critical appreciation of society and of self. This includes some understanding and experience in thinking about moral and ethical problems which enable an educated person to make discriminating moral choices – *personal/interpersonal skills.***
  1. To understand how a human being behaves individually and how one is linked to one's social and natural environment – *know thyself.*
  2. To understand the complexities and uncertainties of personal and social environments, to understand how individuals may be changed and controlled by their environments, and to develop skills to change and control environments – *personal change and growth.*
  3. To apply knowledge gained in the educational process and use that knowledge in everyday living – *apply knowledge to the real world.*
  4. To develop skills for designing and evaluating a personal mental and physical health program – *mental and physical wellness.*
  5. To recognize the importance of leisure and develop the use of leisure for positive life changes – *importance of leisure.*
  6. To develop the ability to make responsible decisions based upon understanding and experience in discussing moral and ethical problems in society – *values and ethics.*
  7. To develop work habits and ethics necessary to function effectively in the workplace – *work-related skills.*
- II. An educated person must be able to think, speak, and write effectively – *communication/thinking skills.***
  1. To develop a working knowledge of the English language to communicate effectively by writing and speaking clearly and concisely – *present ideas (oral/written.)*

2. To develop the skills necessary to gather, integrate, synthesize, and analyze written and oral information in a critical manner – *rational/critical/higher-order thinking*.
  3. To use information objectively for solving problems and arriving at alternative solutions – *problem-solving skills*.
  4. To develop the critical listening and reading skills needed to interpret the messages of speakers and authors – *reading/listening critically*.
  5. To nurture creative thinking and intellectual curiosity through opportunities and incentives and to encourage attempts at different, divergent solutions to open-ended questions, problems, and situations – *creativity/intellectual curiosity*.
  6. To conceptualize links between events, entities, and ideas and the large context in which they occur – *Integrate ideas of the world*.
- III. An educated person must have an understanding of other cultures to enable one to conduct life with reference to the wider world within which one lives – *global/multi-cultural experiences*.**
1. To gain knowledge of Western and non-Western cultures and other times in order to better understand the world and its people – *the world/Eastern/Western civilizations*.
  2. To recognize that world events are interdependently linked, are affected by the social environment, and are influenced by institutions created within an interactive society, and to understand that impact on one event has ramifications for other events and for the whole—*understand world events from differing disciplines*.
  3. To nurture a philosophy that asserts the dignity of humanity while understanding the value of world diversity in race, ethnicity, and culture—*global culturalism*.
- VII. An educated person must have a continued commitment to life-long learning – *life-long learning experiences/skills*.**
1. To develop a pattern of intellectual curiosity and inquiry which promotes life-long learning—*value of life-long learning*.
  2. To nurture and promote the ability to adapt to an ever-changing society—*adapt to the future*.
  3. To develop an interest in serving the community—*community service*.

**TRADE AND TECHNICAL DIVISION MISSION STATEMENT:** The Trade and Technical Division offers various specialized programs. The division frequently assesses industry trends and standards and alters curricula to ensure the quality of its programs. It is the mission of the Trade and Technical Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.