

NURSE'S ASSISTANT/HOME HEALTH AIDE

COURSE OVERVIEW

Infection Control

The Center for Disease Control (CDC) standard precaution guidelines, especially hand-washing and personal protective equipment must be strictly adhered to and is included throughout all units.

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: INTRODUCTION TO BEING A HOME HEALTH AIDE
TOPICS: Orientation to Home Care and the Agencies
Qualifications/Responsibilities of a Home Health Aide
Terminology

- 8. Define the purpose and goals of the client's care plan**
- 9. Define and name the seven health related tasks**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: INTRODUCTION TO BEING A HOME HEALTH AIDE
TOPIC: Qualifications/Responsibilities of a Home Health Aide

- 5. Special Condition, Materials or Equipment None**
Action: The student will define the purpose and goals of the client's care plan.
Level of Mastery: Four out of four, a degree of accuracy and completeness acceptable to the instructor

In order to do this the student must be able to:

- a. Discuss the development of the plan by team members**
- b. Identify the role of the case manager**
- c. Identify the tasks on the care plan**
- d. Maintain a copy of the care plan in the home/confidentiality**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: INTRODUCTION TO BEING A NURSE'S ASSISTANT/HOME HEALTH
AIDE
TOPIC: Terminology

93. Health Related Task

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MOUDLUE: COMMUNICATION AND THE CLIENT
TOPICS: Verbal and Nonverbal Skills
Nervous System and Sensory Organs
Terminology
Freedom from Pain

12. Discuss effects of pain and pain management

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: COMMUNICATION AND THE CLIENT
TOPIC: **Freedom from pain**

- 5. Special Condition, Materials or Equipment: None**
Action: The students will discuss the effects of pain on the client's functionality.
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this, the student will be able to discuss:

- a. Cultural differences in responding to pain**
- b. Impact of pain management**
- c. How clients demonstrate pain and pain relief**
- d. Characteristics of pain and how to report it**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: INFECTION CONTROL
TOPICS: Medical Asepsis
Isolation
Terminology

- 8. List work practices to prevent exposure to sharps/sharps containers, contaminated supplies, and body fluids/spills**
- 9. State procedures for all exposure incidents**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE

MODULE: INFECTION CONTROL

TOPIC: Medical Surgical Asepsis

- 4. Special Condition, Materials or Equipment: None**
Action: Student will explain importance of medical asepsis and describe techniques.
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this the student must:

- a. Define related terminology**
- b. List basic principles of maintaining medical aseptic techniques**
- c. Discuss techniques to prevent spread of infection using medical asepsis**
- d. Discuss responsibilities for concurrent disinfection**
- e. Demonstrate proper use of PPE**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: MEDICAL ASEPSIS
TOPIC: Isolation

3. **Special Condition, Materials or Equipment:** None
Action: The student will list work practices to prevent exposure to sharps contaminants.
Level of Mastery: Three out of three

In order to do this, the student should be able to:

- a. Demonstrate proper handling of sharps and sharps containers
- b. Demonstrate handling of contaminated supplies, body fluids/spills
- c. Discuss OSHA standards as they relate to infection control

4. **Special Condition, Materials or Equipment:** None
Action: The student will be able to state procedures if an exposure incident occurs.
Level of Mastery: Degree of accuracy and completeness acceptable to the instructor

In order to do this the student should be able to:

- a. Discuss agency and OSHA policies as they relate to post-exposure procedures

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: INFECTION CONTROL
TOPIC: Terminology

47. PPE

NURSE'S ASSISTANT/HOME HEALTH AIDE:

MODULE: PERSONAL CARE

TOPICS: Bed-making

Hygiene

Positioning and Range of Motion

Integument System

Terminology

6. Demonstrate assisting with vaginal irrigation/douche

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: HUMAN SEXUALITY
TOPIC: Reproductive System

- 13. Special Condition, Materials or Equipment: Simulated situation**
Action: The student will assist a client with a vaginal irrigation/douche.
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this, the student must be able to:

- a. Define related terminology**
- b. Identify appropriate equipment/supplies**
- c. List the steps to follow when assisting with a vaginal irrigation/douche and discuss the rationale for each step (including commercially prepared)**
- d. Demonstrate medical asepsis**
- e. Demonstrate safety precautions**
- f. Discuss the emotional discomfort associated with vaginal irrigation**
- g. Practice procedure using a performance checklist**
- h. Report and record appropriate observations**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPIC: Integumentary System and Special Baths

1. d. Differentiate between active, passive and **resistive** range of motion

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPIC: Integumentary System

Special Condition, Materials or Equipment: None

Action: The student will list five measures to prevent a decubitus ulcer/**pressure ulcer and stasis dermatitis and discuss five measures to prevent these conditions and the related nursing care for each condition. .**

Level of Mastery: Three out of five

In order to do this, the student must be able to:

- b. Describe the causes of a decubitus ulcer/**pressure ulcer and stasis dermatitis.****
- c. Describe the areas prone to decubitus ulcers/**pressure ulcers and stasis dermatitis****
- d. Describe the prevention of a decubitus ulcer/**pressure ulcer and stasis dermatitis.****

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPIC: Integumentary System and Special Baths

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPIC: Terminology

- 197. vaginal irrigation/douche**
- 198. active range of motion**
- 199. passive range of motion**
- 200. pressure ulcer**
- 201. resistive range of motion**
- 202. stable skin**
- 203. stasis dermatitis**
- 204. unstable skin**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: NUTRITION AND DIET THERAPY
TOPIC: Maintaining Client Nutrition

2. **f. Describe what to observe, record, and report when assisting with the preparation of complex modified diets**
3. c. Identify the factors to be considered when purchasing food, e.g., budget, dietary, and **ethnic and cultural** preferences/requirements

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: NUTRITION AND DIET THERAPY
TOPIC: Maintaining Client Nutrition

1. d. Explain the procedures for **measuring, mixing,** and serving nourishment/fluids

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: NUTRITION
TOPIC: Digestive System and Food Preparation

3. h. Demonstrate use of glucometer

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: NUTRITION
TOPIC: Terminology

151. glucometer

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES

6. Explain the difference between colostomy, ileostomy and **urostomy**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES

4. c. Practice administering retention, **soap solution, and commercially prepared enemas** using a performance checklist.

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES

Special Condition, Materials or Equipment: none

Action: The student will describe a colostomy, ileostomy, and urostomy.

Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

7. e. **State the purpose of urostomy**
- f. **Assist with changing an ileostomy/colostomy/urostomy pouch**
- g. **Assist with emptying an open-end ileostomy/colostomy/urostomy pouch**
- h. **Assist with cleaning a reusable pouch**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: ELIMINATION PROCUEDURES

8. Special Conditions, Materials, or Equipment: ostomy kit, towel, washcloth, soap, water, adhesive, toilet tissue, gloves, disposable bag

Action: The student will change a colostomy or ileostomy, **urostomy** bag and report/record the results

Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

- c. Practice colostomy, ileostomy, and **urostomy** care, using performance checklists

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES
TOPIC: Terminology

- 64. colostomy pouch**
- 65. commercially prepared enema**
- 66. external/condom catheter**
- 67. ileostomy pouch**
- 68. open-end ileostomy colostomy pouch**
- 69. reusable pouch**
- 70. soap solution enema**
- 71. urostomy**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: LIFTING, MOVING, TRANSPORTING
TOPIC: Muscular and Skeletal System

4. List the rules to follow when lifting, moving, **sitting, dangling** and transferring clients and demonstrate good body mechanics.
 - 4a. **Assist client to a sitting position, to dangle and transfer client using the stand-pivot and the slide board techniques.**
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8. **Identify physical disabilities**
 9. **Identify home care worker's role in caring for a client with a physical disability**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: LIFTING, MOVING, TRANSPORTING
TOPIC: Client Movement

1. Action: The student will assist clients to a **sitting position, dangle client** and transfer clients, using the stand-pivot and slide board techniques.
- 1c. List the guidelines for **sitting, dangling** and transferring a client using stand-pivot and slide board techniques.

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: LIFTING, MOVING, TRANSPORTING
TOPIC: Orthopedic Care

- 4. Special Condition, Materials or Equipment: None**
Action: The student will define physical disability and identify the resulting care.
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this, the student will be able to:

- a. Discuss temporary and permanent disabilities**
- b. Identify broad goals of care for people with disabilities**
- c. Describe social and cultural and environmental influences in caring for people with physical disabilities**

- 5. Special Condition, Materials or Equipment: None**
Action: The student will assist with a prescribed exercise program
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this, the student must be able to:

- a. Define and discuss the benefits of a prescribed exercise program on the:**
 - 1. muscular system**
 - 2. cardiovascular system**
 - 3. skin**
 - 4. skeletal**
 - 5. respiratory system**
 - 6. weigh maintenance**
 - 7. psychosocial**
- b. Discuss the role of the Home Health Aide with a prescribed exercise program**
 - 1. tasks permitted**
 - 2. tasks never permitted**
- c. Discuss the benefits of a prescribed exercise program for a client with specific illnesses or disabilities**
- d. Observe, record and report problems, changes, pain or refusal**
- e. Discuss attitudes and feeling of a HHA regarding assisting with prescribed exercise program**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: LIFING, MOVING AND TRANSPORTING
TOPIC: Terminology

138. exercise program

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPICS: Circulatory and Respiratory Systems
Terminology

- 10. Assist with postural drainage**
- 11. Demonstrate sputum collection**
- 12. Demonstrate tracheostomy care**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Respiratory

- 3b. Identify devices used in the administration of oxygen (**oxygen tanks, liquid oxygen reservoir, medication nebulizer, air compressor, CPAP, oxygen concentrator**)

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE

MODULE: Circulatory And Respiratory Care

Topic: Circulatory and Respiratory System

5. Special Condition, Materials or Equipment: A simulated situation
Action: . The student will measure **oral**, rectal and axillary temperature
Level of Mastery: Within .2 degrees (F) of instructor's reading for rectal and axillary.
- g. Practice measuring **oral**, rectal and axillary temperatures, **including electronic and non-digital thermometers**, using a performance checklist

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Respiratory

7. **d . Identify specialized respiratory equipment, i.e., nebulizer, humidifies, etc.**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Respiratory

- 10. Special Condition, Materials or Equipment: None**
Action: The student will demonstrate assisting with postural drainage.
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this, the student must be able to:

- a. Explain procedure to the client
- b. Wash hands
- c. Assemble equipment
- d. Put on gloves, as necessary
- e. Assist the client into the position written on the Care Plan
- f. Take and record client's pulse and respiratory rate
- g. Clap or vibrate the chest of the client for length of time according to Care Plan.
(DONE BY AIDE UNDER SPECIAL CIRCUMSTANCES)
- h. Observe client for any problems during and after the procedure. Stop the procedure if the client complains of fatigue, or feeling faint; is breathing rapidly; or has chest pain
- i. Encourage the client to cough up mucous following postural drainage
- j. Dispose of used tissue in appropriate receptacle.
- k. Wash hands
- l. Record and report the position used for postural drainage and the length of time for the procedure, the color and odor of mucous and any difficulty client had during procedure

- 11. Special Condition, Materials or Equipment: Simulated situation**
Action: The student will collect a sputum specimen.
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this, the student must be able to:

- a. Define related terminology
- b. Identify appropriate supplies
- c. List the guidelines to follow for obtaining a sputum specimen
- d. Demonstrate medical asepsis
- e. Demonstrate safety precautions
- f. Practice procedure, using a performance checklist
- g. Report and record appropriate observations

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Respiratory

12. Special Condition, Materials or Equipment: Simulated situation

Action: The student will demonstrate care of a stable/mature tracheostomy.

Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this, the student must be able to:

- a. Define related terminology**
- b. Identify appropriate equipment/supplies**
- c. List the guidelines to follow when cleansing cannulas and stoma**
- d. Demonstrate medical asepsis**
- e. Demonstrate safety precautions**
- f. Discuss the emotional discomforts associated with tracheostomy care**
- g. Practice procedure, using a performance checklist**
- h. Report and record appropriate observations**
- i. Describe the effects tracheostomy has on the functioning of the body**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE

- 129. humidifier**
- 130. nebulizer**
- 131. air compressor**
- 132. CPAP**
- 133. liquid oxygen reservoir**
- 134. medication nebulizer**
- 135. oxygen concentrator**
- 136. oxygen tank**
- 137. postural drainage**
- 138. electronic thermometer**
- 139. non-digital thermometer**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: MENTAL ILLNESS/MENTAL RETARDATION

- 6. Discuss the ways the care worker can maintain safety for the mentally ill client**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: MENTAL ILLNESS/MENTAL RETARDATION

- 6. Special Condition, Materials or Equipment: None**
Action: Maintain safety for the client and caregiver
Level of Mastery: Four out of four

In order to do this the student must be able to:

- a. Discuss plan of care with the nurse supervisor**
- b. Maintain a safe home environment**
- c. Supervise the client as directed**
- d. Observe and report noncompliance with medication/psychiatric treatment**
- e. Call 911 for extreme behavioral changes**

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: WORKING WITH PEOPLE WITH DEVELOPMENTAL DISABILITIES
TOPICS: Understanding developmental disabilities
Developmental disabilities and home care

Goal: The purpose of this module is to provide the student with knowledge and understanding of developmental disabilities. This information will enable the home care worker to work effectively with developmentally disabled clients and their families.

Description: This module addresses the needs of the developmentally disabled clients and their families.

Skills, knowledge and behaviors to be developed

Upon completion of this module, the student will be able to:

1. Define developmental disabilities
2. List two causes of developmental disabilities
3. Identify three current trends in the field of developmental disabilities
4. Identify skills needed by the home care worker in assisting individuals and their families
5. Demonstrate the use of effective communication skills with individuals and their families

PERFORMANCE OBJECTIVES/SUPPORTING COMPETENCIES

1. **Special Condition, Materials or Equipment:** None
Action: Discuss types and causes of developmental disabilities at various life stages
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this the student must be able to:

- a. Define mental retardation and its causes
- b. Define cerebral palsy and its causes
- c. Define autism and its causes
- d. Define neurological impairments and their causes
- e. Define multiple disabilities and their causes
- f. Differentiate between mental illness and developmental disabilities

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: WORKING WITH PEOPLE WITH DEVELOPMENTAL DISABILITIES
TOPICS: Understanding developmental disabilities
Developmental disabilities and home care

- 2. Special Condition, Materials or Equipment:** None
Action: Discuss methods of assisting individuals with developmental disabilities
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this the student must be able to:

- a. Identify levels of functioning
- b. Identify different care needs and skills needed to provide care
- c. Recognize and discuss current trends in assisting client with developmental disabilities

- 3. Special Condition, Materials or Equipment:** None
Action: Demonstrate use of proper communication skills when assisting individuals with developmental disabilities.
Level of Mastery: A degree of accuracy and completeness acceptable to the instructor

In order to do this the student must be able to:

- a. Recognize and respect cultural differences and an individual's desires, needs and values
- b. Discuss importance of providing choices when possible
- c. Demonstrate sensitivity and respect when communicating with individuals with developmental disabilities and their families

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: LIFE CHANGES AND ADAPTATIONS

7. Assisting with prescribed exercise program

COURSE: NURSE'S ASSISTANT/HOME HEALTH AIDE
MODULE: ASSISTING A SELF DIRECTED CLIENT WITH MEDICATION

2. c. List the steps to follow in assisting in administration of medication, i.e., right client, right medication, right dose, right time, right route, and **right documentation**