

Ellsworth Adult & Community Education
CNA Syllabus
Spring 2025

Office Location Ellsworth Adult & Community Education, 11 Avery Lane, Ellsworth, Maine, 04605. 207.664.7110. General email: adulthoodinfo@ellsworthschools.org.

Student Advisor: Annie Sargent asargent@ellsworthschools.org; 207.664.7110 Office; 207.613.6106 cell

Course Description The course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a registered nurse (RN). This course is designed to meet the curriculum requirements of the Maine Department of Health & Human Services.. The basic nursing assistant proficiency examination is the State-approved competency evaluation, with both written and manual skills components. The course requires the student to complete 70 hours of classroom lecture, perform 40 hours in a clinical setting, and successfully demonstrate patient/resident care nursing assistant skills (see attached Skills Listing). Satisfactory completion of the course provides eligibility to take the competency written examination for Maine state certification as a nursing assistant.

Nature of Work Nursing assistants perform routine duties in caring for patients or residents. Care tasks delegated by the nurse to the assistant include: transferring a patient/resident from the bed to a chair or wheelchair; walking or performing range of motion exercises; bathing, showering, shaving or providing oral hygiene for a patient/resident; feeding; changing bed linens; and maintaining cleanliness of the patient/resident's general surroundings. The nursing assistant is proficient in taking a temperature, respiratory rate, blood pressure and other patient/resident vital measurements, and reporting the results back to the nurse. The practice of good hand hygiene and patient/resident safety is expected at all times in the clinical setting.

Course Objectives Upon successful completion of this course, the student will be able to: Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team. Upon course completion the student will be able to:

1. Maintain a proper physical and emotional patient environment.
2. Report and record observations.
3. Provide assistance in personal hygiene.
4. Assist with body movement and ambulation.
5. Assist with nutrition and elimination.
6. Assist with emergency situations.
7. Assist the RN in providing general patient care.
8. Communicate in an effective and positive manner.
9. Demonstrate understanding of skills appropriate for the CNA

Qualifications Must be 16 years of age. High school diploma recommended. Satisfactory criminal background check. Demonstration of logistical, metacognitive (organizing and planning) skills and support to be successful in the course. CASAS Assessment Goals Reading Score of 235. *Exceptions can be made at the discretion of the director.* CASAS Assessment Goals 2 Math is also recommended the student is planning to continue their education beyond CNA. To register for the CASAS assessment contact Ellsworth Adult & Community Education Workforce Advisor, Vanessa Richards, vrichards@ellsworthschools.org

Contact Information Instructor: To be announced soon!

Course Format Classroom/Lab components of this course are hybrid with live classroom time scheduled Monday, Tuesday and Wednesday afternoons from 5pm-8:30pm with a 30 minute break. In addition at least 4.5 hours of asynchronous instruction during each week. The course is divided into ten units. Units will open weekly on Thursday for the following week. (see the attached schedule).

Required Course Attendance Hours 70 Classroom hours; 20 Lab hours; 40 Clinical Hours

Class Management System The course is organized on Schoology. You'll be added as a member of the class a few days before the start date of the class. Here's a link to a [schoology student guide](#). Orientation to Schoology will be provided.

Technology Requirements Access to the internet is required to successfully complete this course. Live online sessions will be using the ZOOM platform. A device with a camera and microphone is needed. A phone is not sufficient. If you need assistance accessing the internet and/or a suitable device, Ellsworth Adult & Community Education may offer some assistance. Please contact your student advisor or the office at 207.664.7110 to learn more.

Textbooks & Materials The materials below will be provided by the program.

- Hartman's Nursing Assistant Care, The Basics, Hartman Publishing Inc, 5th Edition
- Hartman's Nursing Assistant Care, The Basics, Workbook, Hartman Publishing Inc, 5th Edition
- Human Anatomy Coloring Book, Colored Pencils
 - **Unit 1:** The Nursing Assistant in Long-Term Care
 - **Unit 2:** Foundations of Resident Care
 - **Unit 3:** Understanding Residents
 - **Unit 4:** Body Systems and Related Conditions
 - **Unit 5:** Confusion, Dementia and Alzheimer's Disease
 - **Unit 6:** Personal Care Skills
 - **Unit 7:** Basic Nursing Skills
 - **Unit 8:** Nutrition and Hydration
 - **Unit 9:** Rehabilitation and Restoration Care
 - **Unit 10:** Caring for Yourself
- Ellsworth Adult & Community Education CNA Binder & Handouts
- Nursing Assistant Tasks List
 - PPE (gowns, masks, goggles)

Instructional approaches This instruction for this course is multi-faceted and includes but is not limited to the following

- Lecture/Discussion
- PowerPoint presentation
- Textbook & Articles to read
- Videos
- Workbooks
- Quizzes
- Projects
- Hands on lab sessions
- Return demonstration
- Clinical experience

Nursing Assistant Lab & Clinical Experience Students are required to participate in 20 hours of lab time and 40 hours of clinical time. These experiences provide the opportunity to practice and demonstrate mastery of 90 discrete skills in areas listed below. It is the responsibility of the learner to be proactive during these sessions to work with the instructor and clinical site personnel to ensure they have the opportunity to demonstrate mastery of the skills.

Attendance at all classes, labs and clinicals is mandatory to meet the Maine State requirements for the course. (see page 6 for Attendance Policy).

Dismissal Policy

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Failure to maintain an academic average of 75% <input type="checkbox"/> Failure to comply with attendance policy <input type="checkbox"/> Failure to meet course requirements <input type="checkbox"/> New physical or emotional problems that interfere with completion of course requirements <input type="checkbox"/> Any substance abuse will result in immediate dismissal <input type="checkbox"/> | <ul style="list-style-type: none"> <input type="checkbox"/> Acts of physical aggression towards another person <input type="checkbox"/> Acts of verbal aggression towards another person <input type="checkbox"/> Dishonesty <input type="checkbox"/> Theft or misuse of property <input type="checkbox"/> Failure to maintain confidentiality <input type="checkbox"/> Failure to maintain patient safety <input type="checkbox"/> Cheating on exams <input type="checkbox"/> Repeated disruptive behavior in class/at clinical site |
|--|---|

With the exception of substance abuse, a student will be given a warning. After the warning a conference will be scheduled with the instructor and program director and a required action plan will be established. If the student fails to meet these goals, they will be dismissed.

Assessment and Evaluation

- Class participation
- Workbook
- Assignments
- Projects
- Quizzes
- Instructor Final Exam
- Satisfactory Nursing Assistant Competency Tasks List Demonstrations
- State Nursing Assistant Registry Exam

Appropriate Attire & Recommended Equipment***Equipment and Supplies provided by the student***

- Scrubs-Royal blue shirt and navy pants. Students are expected to wear scrubs for lab and clinical sessions.
- Shoes (closed toe sturdy)
- Watch with a second hand or digital display
- Black non-erasable pen

Equipment & Supplies provided by the program

- Small notebook
- Stethoscope
- 54" Gait/Transfer belt
- Blood pressure cuff (optional)
- 1 pair of goggles,
- 1 reusable face shield,
- gowns,
- gloves,
- masks