



El Camino College
COURSE OUTLINE OF RECORD – Official

Subject:	ALH
Course Number:	503
Descriptive Title:	Certified Nursing Assistant
Division:	Health Sciences and Athletics
Department:	Allied Health
Course Disciplines:	Health
Catalog Description:	This noncredit course prepares students for the California Nurse Assistant certification exam and for employment as an entry-level healthcare worker in a skilled nursing facility or other healthcare organizations and agencies. Topics covered include patient rights, communication and interpersonal skills, safe environment, body mechanics, principles of asepsis, weights and measures, resident care skills and procedures, vital signs, nutrition, emergency procedures, long-term care, rehabilitative/restorative care, observation and charting, and death and dying. Successful completion of the this course enables students to take California's Nurse Assistant Competency Exam to become a Certified Nurse Assistant.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	2.88
Hours Laboratory (per week):	12.88
Outside Study Hours:	5.76
Total Course Hours:	284
Course Units:	0
Grading Method:	Pass/No Pass/SP
Credit Status:	Noncredit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education ECC:	
Term:	
Other:	
CSU GE:	
Term:	
Other:	

IGETC:	
Term:	
Other:	
Student Learning Outcomes:	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Implement safe and competent resident care. 2. Utilize effective infection control, safety, and communication skills. 3. Demonstrate a knowledge of how to maintain the dignity and independence of clients. 4. Apply the concepts learned in the class to successfully pass the state CNA certification exam.
Course Objectives:	<ol style="list-style-type: none"> 1. Recognize the roles and responsibilities of the Certified Nursing Assistant (CNA) within their state scope of practice. 2. Demonstrate resident's rights including privacy, as stated in state and federal regulations. 3. Provide a safe environment utilizing safety protocols and practices. 4. Identify principles in prevention and management of catastrophe, unusual occurrence, and emergency procedures. 5. Demonstrate effective interpersonal communication. 6. Utilize proper aseptic practice in care performed. 7. Utilize proper body mechanics when positioning and transporting residents. 8. Perform vital signs using correct procedures. 9. Identify common diseases and disorders in the elderly and recognize common signs and symptoms. 10. Demonstrate the ability to properly weigh and measure in healthcare. 11. Perform resident care procedures safely and correctly. 12. Identify and care for residents with nutritional, elimination, and hydration needs. 13. Properly document on appropriate charts. 14. Recognize and properly report suspected abuse and identify the role of the CNA in preventing, identifying, and reporting abuse. 15. Recognize how culture, lifestyle, and life experiences of residents and families can influence healthcare. 16. Perform the skills used in rehabilitative nursing. 17. Utilize the nursing care plan and demonstrate knowledge of the nursing process. 18. Demonstrate approaches to meet the emotional and spiritual needs of terminally ill clients and families. 19. Demonstrate obtaining specimens. 20. Practice skills in preparation for the state certification exam.
Major Topics:	<ol style="list-style-type: none"> I. Role and responsibilities of the CNA (2 hours, lecture) <ol style="list-style-type: none"> A. Key terminology B. Title 22, Division 5, California Code of Regulations and OBRA C. Ethical behavior D. Confidentiality II. Patient Rights (2 hours, lecture) <ol style="list-style-type: none"> A. Key terminology B. Role of the CNA C. Federal and state regulations D. Purpose of a long-term care facility E. Role of an ombudsman F. Examples of resident rights III. Communication and interpersonal skills (2 hours, lecture) <ol style="list-style-type: none"> A. Types of communication B. Maslow's Hierarchy of Needs

1. Five basic physical and psychological needs
2. Behavior reflecting unmet needs
- C. Reasons for communication
- D. Steps in the communication process
- E. Effective communication skills
 1. Residents
 2. Families
 3. Other healthcare members
- F. Body language and personal space
- G. Family interaction patterns
- H. Healthcare team communication
- I. Socio-cultural factors
- IV. Safe environment (1 hour, lecture)
 - A. Key terminology
 - B. Emergency situations
 - C. Common emergency codes
 - D. Providing a safe environment
 1. Common safety issues
 2. Causes of fires
 3. Prevention of fires
 4. Rules regarding oxygen use
 5. Application of postural supports
 - a. psychological implications
 - b. legal implications
 6. Identify threats from bioterrorism
- V. Body mechanics (2 hours, lecture)
 - A. Key terminology
 - B. Purpose and rules
 - C. Comfort and safety measures
 1. Lifting
 2. Turning
 3. Moving and positioning
 - D. Basic positions for bedridden residents
 - E. Resident transfer system
 - F. Ambulating residents
- VI. Principles of asepsis (2 hours, lecture)
 - A. Key terminology
 - B. Infectious agents and the diseases they cause
 - C. Parts of the chain infection
 - D. Requirements necessary for infectious agents to grow
 - E. Lines of defense against infection
 - F. Signs and symptoms of infection
 - G. Types of asepsis techniques
 - H. Role of the CDC and OSHA
 - I. Precautions
 - A. Standard
 - B. Transmission-based
- VII. Weights and measures (1 hour, lecture)
 - A. Key terminology
 - B. Units of measurement
 1. Weight
 2. Length

- 3. Liquids
- C. Conversions between metric and household systems
- D. Common measuring equipment
- E. Calculating volume, length, and weight
- F. Converting traditional time to military time
- VIII. Resident care skills (14 hours, lecture)
 - A. Daily routines
 - B. Bathing
 - 1. Areas that require daily bathing
 - 2. Safety guidelines
 - 3. Providing privacy to residents
 - 4. Observations to be made during bathing
 - 5. Reporting observations
 - IX. Resident care procedures (9 hours, lecture)
 - A. Collecting and studying sputum specimens
 - B. Collecting urine samples
 - C. Collecting stool specimens
 - D. Principles of bed making
 - E. Names and parts of a hospital bed
 - F. Operating manual and electric beds
 - G. Proper body mechanics and the bed making procedure
 - I. Maintaining the resident's environment
 - J. Enemas
 - 1. Reasons for
 - 2. Administration of
 - K. Gastrointestinal (GI) tubes
 - L. Nasogastric (NG) tubes
 - M. Intravenous (IV) therapy
 - N. Fluid intake and balance in the body
 - O. Role of CNA for nothing by mouth (NPO) residents
 - P. Fluid intake and output
 - 1. Measuring
 - 2. Recording
 - Q. Bandages and dressings
 - 1. Materials
 - 2. General principles
 - 3. Observations
 - 4. Use of elastic bandages
 - 5. Antiembolic hose/elastic stocking (T.E.D. hose)
 - R. Skin care
 - 1. Symptoms of skin conditions
 - 2. Applying non-prescription ointments, lotions, and powders
 - 3. Conditions that CNAs care for
 - 4. Conditions that RNs care for
 - S. Admitting residents
 - T. Transferring residents
 - U. Discharging residents
 - X. Vital Signs (3 hours, lecture)
 - A. Taking, reporting, and charting
 - B. Temperature
 - 1. Ways to raise and lower body temperature
 - C. Pulse

1. The circulatory system
2. Identifying pulse sites
3. Factors that increase and decrease pulse
- D. Respiration
 1. Factors that increase and decrease the respiratory rate
 2. Counting respiration
 3. Qualities of respiration
- E. Blood pressure
 1. The circulatory system
 2. Factors that increase and decrease blood pressure
 3. Taking and reading blood pressure
 4. Parts of blood equipment
- XI. Nutrition (2 hours, lecture)
 - A. Common nutrients
 - B. The food pyramid
 - C. The vegan basic four food groups
 - D. Nutritional needs of the elderly
 - E. Common diet therapy diets
 - F. Proper feeding techniques
 - G. Dietary modifications
 - H. Alternative ways to meet nutritional needs
- XII. Emergency procedures (2 hours, lecture)
 - A. General rules
 - B. Common signs and symptoms
 - C. The Heimlich Maneuver
 - D. Common emergency codes used in long-term facilities
- XIII. Long-term resident care (2 hours, lecture)
 - A. The body's basic organization
 - B. Body systems
 1. Organs and their functions
 2. Common changes due to the aging process
 3. Common diseases
 4. Common disorders and their signs and symptoms
 - C. Common needs and interventions for the elderly
 1. Environment
 2. Spiritual
 3. Psychological
 4. Social
 5. Recreational
 - D. Community resources for the elderly
 - E. Developmental and mental conditions in the long-term care population
- XIV. Rehabilitative/Restorative care (2 hours, lecture)
 - A. Importance of care
 - B. Goals of restorative care
 - C. The rehabilitation team
 - D. Promoting self-care
 - E. Activities of Daily Living
 - F. Common comfort and adaptive devices
 - G. Preventing complications from inactivity
 - H. Range of motion exercises
 - I. Promoting mobility and ambulation
 - J. Self-esteem and family involvement

- XV. Observation and charting (4 hours, lecture)
 - A. Definition of observation and senses used to observe
 - B. Types of observations
 - 1. Objective
 - 2. Subjective
 - C. Recording and reporting
 - D. Types of charting documents
 - E. Recording a resident's chart
 - F. Word elements used in medical terminology
 - G. Medical terminology
 - H. Common abbreviations
- XVI. Death and dying (2 hours, lecture)
 - A. The five stages of the grieving process
 - B. Meeting the emotional and spiritual needs of the terminally ill and their families
 - C. Rights of dying residents
 - D. The purpose of hospice care
 - E. Signs of approaching death vs. biological death
 - F. Care and comfort measures
 - G. Postmortem care
- XVII. Communication and Interpersonal Skills (6 hours, Lab)
 - A. Effective techniques
 - 1. Residents
 - 2. Residents' families
 - 3. Members of the healthcare team
- XVIII. Safe environment (8 hours, Lab)
 - A. Duties in emergency situations
 - B. Safety measures
- XIX. Body Mechanics (14 hours, Lab)
 - A. Proper use of the body
 - B. Using equipment to move residents
 - 1. Wheel chair
 - 2. Mechanical lift
 - 3. Gait belt
 - C. Range of motion
 - D. Moving residents up in bed
 - 1. With assistance
 - 2. Without assistance
 - E. Methods of turning and positioning residents
 - 1. Supine
 - 2. Side-lying
 - 3. Turning sheet
 - F. Transferring residents from bed to chair to wheelchair
 - G. Transferring residents from chair to wheelchair to bed
 - H. Using a mechanical lift
- XX. Principles of asepsis (18 hours, Lab)
 - A. Handwashing
 - B. Methods of gloving, gowning, and applying masks
 - C. Infection waste exercises
 - D. Handling linen
 - E. Handling trash
- XXI. Resident care skills (62 hours, Lab)
 - A. Bathing

1. Bed complete/partial
2. Tub
3. Showers
4. Techniques to shampoo a bedridden resident
- B. Medicinal baths
- C. Dressing residents
- D. Providing general care
 1. Oral
 - a. Denture care
 - b. Providing mouth care to unconscious residents
 2. Hair
 3. Nail
 4. Giving residents a shave
 - a. Electrical shaver
 - b. Razor blade
 5. Assisting with dressing and undressing residents
 - a. Changing clothes of residents with IVs
- E. Weighing and measuring residents
- F. Dressing and caring for wounds
- G. Assisting residents in the use of a urinal
- H. Assisting residents in the use of a bedpan
- I. Assisting residents in the use of a commode/toilet
- J. Techniques of bladder retraining
- K. Providing perineal care
- L. Assisting residents with artificial limbs
- M. Caring for residents with splints
- N. Applying and removing a behind-the-ear hearing aid
- O. Removing, cleaning, and re-inserting an artificial eye
- XXII. Resident care procedures (35 hours, lab)
 - A. Bed-making
 1. Occupied
 - a. One person
 - b. Two persons
 2. Unoccupied
 - B. Dealing with elimination
 1. Emptying a urine bag
 - C. Collecting and identifying specimens
 1. Sputum
 2. Stool
 3. Urine
 - a. Clean catch
 - b. Routine urinalysis
 - D. Giving enemas and laxatives
 1. Tap water
 2. Soap suds
 - E. Tubing
 1. Techniques to care for tubing
 2. Care for residents with tubing
 - a. Oxygen
 - b. Intravenous
 - c. Gastronomy
 - d. Nasogastric

- e. Urinary catheter
- 3. Use of an antiembolic hose
- F. Measuring intake and output
- G. Transferring residents
- H. Discharging residents
- I. Applying a non-sterile dressing
- J. Applying non-legend topical ointments
- XXIII. Vital signs (15 hours, Lab)
 - A. Taking vital signs
 - 1. Temperature
 - a. Oral
 - b. Axillary
 - c. Rectal
 - d. Electronic
 - 2. Pulse
 - a. Radial
 - b. Apical
 - 3. Respiration
 - 4. Blood pressure
 - B. Recording
 - C. Reporting
 - D. Charting
- XXIV. Nutrition (16 hours, Lab)
 - A. Weighing and measuring liquids and solids
 - B. Feeding exercises
 - C. Types of diets
 - D. Feeding helpless residents
 - E. Assessing that residents have been given the correct diet trays
 - F. The use of feeding assistance devices
- XXV. Emergency procedures (14 hours, Lab)
 - A. CPR techniques
 - 1. Adult (one rescuer)
 - 2. Adult (two rescuers)
 - 3. Infant
 - 4. Child
 - B. Signs and symptoms of distress
 - C. The role of the CNA in an emergency situation
 - D. The Heimlich Maneuver
 - 1. Conscious resident
 - 2. Unconscious resident
 - E. Postural supports (safety devices)
 - F. Application of soft wrist/ankle restraints as safety devices
 - G. Positioning of call light
 - H. Fire/disaster procedures
 - I. Handling oxygen safely
 - J. Using fire extinguishers (fire class)
- XXVI. The long-term resident (6 hours, Lab)
 - A. Assisting residents with their needs
 - 1. Physical
 - 2. Psychological
- XXVII. Observation and charting (13 hours, Lab)
 - A. Developing care plans

	<p>B. Charting techniques</p> <p>C. Documenting</p> <ol style="list-style-type: none"> 1. V/S, ADLs timely and correctly 2. Changes in resident behavior and body functions <p>D. Medical terms and abbreviation</p> <p>E. Reporting information to the charge nurse</p> <p>F. Advising RN of V/S or behavioral changes in residents</p> <p>G. The CNAs role in resident care planning</p> <p>XXVIII. Death and dying (8 hours, Lab)</p> <p>A. Communication</p> <p>B. Interpersonal exercises</p> <p>C. Dealing with death and dying</p> <p>XXIX. Rehabilitative/Restorative Care (5 hours, Lab)</p> <p>A. Range of motion exercises</p> <p>B. Techniques for assisted ambulation of residents with gait belt</p> <p>C. Assisting residents to ambulate with walkers</p> <p>D. Assisting residents to ambulate with canes</p> <p>E. Using rehabilitative devices</p> <p>XXX. Weights and measures (6 hours, Lab)</p> <p>A. Measuring oral intake</p> <p>B. Measuring urinary output</p> <p>C. Measuring the height of residents in bed</p> <p>D. Weighing residents in bed</p> <p>E. Measuring and weighing using an upright scale</p> <p>F. Preparing documents using military time</p> <p>XXXI. Patient rights (6 hours, Lab)</p> <p>A. Treating residents with respect and dignity</p> <ol style="list-style-type: none"> 1. Knocking on the door before entering 2. Pulling privacy curtains during personal care <p>B. Keeping residents' records confidential</p> <p>C. Strategies that encourage patients to make choices</p> <p>D. Strategies used to explain procedures to residents</p>
Total Lecture Hours:	52
Total Laboratory Hours:	232
Total Hours:	284
Primary Method of Evaluation:	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	<p>Convert the following times to military time:</p> <ol style="list-style-type: none"> 1. 2:00 am 2. 2:00 pm 3. 10:35 am 4. 10:37 pm 5. 4:08 pm 6. 5:15 am 7. 8:17 pm 8. 11:59 pm 9. 12:30 am 10. 3:32 pm

Critical Thinking Assignment 1:	Give a two- to three-minute cultural food presentation which demonstrates awareness of cultural diversity of residents in the hospital setting.
Critical Thinking Assignment 2:	Prepare a patient care plan that is in compliance with federal regulations, California Administrative Code, client/resident rights, and which uses the framework of Maslow's Hierarchy of Human Needs and sound principles of interpersonal communication skills.
Other Evaluation Methods:	
If Other:	
Instructional Methods:	Demonstration, Discussion, Group Activities, Lab, Lecture, Multimedia presentations, Role play/simulation
If other:	
Work Outside of Class:	Answer questions, Observation of or participation in an activity related to course content (such as theatre event, museum, concert, debate, meeting), Problem solving activity, Required reading, Skill practice, Study
If Other:	
Up-To-Date Representative Texts:	Sorrentino, Sheila. <i>Mosby's Textbook for Nursing Assistants</i> , 10th Edition. Mosby. 2020. Jarosinski, Carrie. <i>CNA: Nursing Assistant Certification</i> , California Edition. August Learning Solutions. 2019. (Discipline Standard)
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite	
Category	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill(s). if applicable	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	

Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). if applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Matthew Kline
Date:	02/16/2024
Original Board Approval Date:	03/24/2025
Effective Term:	FALL 2025