

Certified Nursing Assistant  
Essential curriculum-Maryland Board of Nursing

Module I Orientation/Introduction

Objectives:

- A. Identify general information pertaining to the nursing assistant course
- B. List requirements for course
- C. Discuss purpose of course
- D. Describe appropriate study skills
- E. Undergo literacy/math assessment
- F. Review basic math skills

Performance Indicators

- A. Demonstrate an understanding of the elements of the nursing assistant certification course.
- B. List requirements for course
- C. Discuss purpose of course
- D. Demonstrate an understanding of productive study skills
- E. Demonstrate reading and math comprehension
- F. Demonstrate addition/subtraction/multiplication

Module II Role of the C N A

Objectives:

- A. Function in a healthcare environment utilizing professional standards of conduct
- B. Identify the C N A's role in relation to the healthcare workplace, especially in relation to the performance of delegated nursing functions, individualize care to meet the needs of the resident.

Performance Indicators

Proficiency level: demonstrate the ability to:

- 1. Describe the roles and responsibilities of members of the healthcare team
- 2. Identify and apply principles for maintain professional relationship boundaries
- 3. Recognize personal limitations in performing tasks and seek assistance when needed
- 4. Organize and prioritize work assignment
- 5. Identify and apply basic workplace skills
- 6. Orient the client interest in recreational activities
- 7. Promote client's independence

8. Provide the client with the time to function at his/her own pace  
Module III Legal and Ethical Issues

Objectives:

- A. Describe the ethical and legal issues affecting the work of the nursing assistant

Performance Indicators:

- A. Demonstrate the ability to:
  1. Identify and respond to potential ethical dilemmas
  2. Identify and report potential indicators of abuse and neglect
  3. List client rights and responsibilities including but not limited to choice of food religious observance, clothing, etc.
  4. Describe the purpose and importance of maintaining client confidentiality
  5. Provide for client privacy

Module IV Communications

Objectives:

- A. Identify and apply basic observational recording and reporting skills

Performance Indicators:

- A. Demonstrate the ability to:
  1. Identify and collect observational data/information
  2. Differentiate between subjective and objective observations
  3. List sources for obtaining data/information
  4. Identify various techniques for recording and reporting
  5. Observe, record and report
    - a. client response to care and treatment provided
    - b. clients physical condition, emotional state and/or behavior patterns
    - c. changes in clients physical condition, emotional state and/or behavior patterns
    - d. clients refusal/non-compliance with treatment or care
  6. Contribute to plan of care

Module V Interpersonal/Communication Relations

Objectives:

- B. Identify basic human need/hierarchies
- C. Discuss life span growth and development

- D. Explain the importance of sexuality throughout life
- E. Apply interpersonal relationship skills in the healthcare workplace and use effective communication techniques to promote the clients well being

Performance Indicators:

- A. Identify hierarchies of basic human needs (Maslow's Hierarchy of Needs)
  - B. Identify the developmental stages of life
- Caring for the older adult
- C. Describe the effects of illness, injury and aging on sexuality
  - D. Demonstrate the ability to:
    - 1. Identify verbal and nonverbal communication techniques and barriers to communication
    - 2. Identify ways to establish positive relationships with clients and families
    - 3. Introduce self and role to clients and families
    - 4. Describe the effect of illness and other stress on the clients feelings and behavior
    - 5. Identify verbal and nonverbal indicators of the clients emotional state
    - 6. Identify ways to adjust approach to accommodate clients emotional needs
    - 7. Identify and manage personal feelings in response to clients and families
    - 8. Use strategies to provide emotional support to clients and families
    - 9. Describe approaches to communicating with clients with special needs, including but not limited to, cognitive and sensory impairment, language and cultural differences, and any developmental level
    - 10. Explain interventions to the client before and during care

Module VI Core Knowledge

Objectives:

- A. Discuss basic anatomy and physiology

Performance Indicators:

- A. Demonstrate the ability to:
  - 1. Identify the name and location body parts and organs
  - 2. List body systems and their main functions
  - 3. Discuss medical terminology associated with systems

Module VII Safety and Environment

Objectives:

- A. Provide an environment that promotes safety and well being for clients, caregivers and others

Performance Indicators:

- A. Demonstrate the ability to;
  - 1. Identify the purpose of incident reports and the nursing assistant role in providing the information to complete them
  - 2. Identify situations that require calling for emergency assistance
  - 3. Describe procedure/s for calling for emergency assistance
  - 4. Describe legal and ethical considerations associated with use of restrictive devices
  - 5. Identify the types of restrictive devices and demonstrate the safe use of each
  - 6. Identify, respond to, and report sources of hazard and potential hazards in the environment
  - 7. Identify, respond to and/or report environmental factors that interfere with the client's well being

Module VIII Infection Control

Objectives:

- A. Demonstrate the use of infection control

Performance Indicators:

- A. Demonstrate the ability to:
  - 1. Describe the principles of infection control
  - 2. Apply the principles of medical asepsis
  - 3. Use standard and transmission based precautions
  - 4. Apply consistent use of hand washing techniques
  - 5. Identify different methods for cleaning and sanitizing equipment
  - 6. Clean and sanitize routinely use equipment

Module IX Mobility, Positioning and Exercise (Range of Motion)

Objectives:

- A. Position, transfer and assist clients with ambulation, perform range of motion of exercises utilizing proper body mechanics

Performance Indicators:

- A. Demonstrate the ability to:
  - 1. Utilize proper body mechanics
  - 2. Apply principles of proper body alignment when positioning clients
  - 3. Position the bed for client comfort, care, and safety
  - 4. Reposition clients for comfort and safety
  - 5. Position clients to promote optimal skin integrity
  - 6. Transfer clients from bed, to and from stretcher or chari
  - 7. Use assistive devices when transferring and/or positioning clients
  - 8. Physically support the client during ambulation

9. Use mechanical and supportive devices to assist the client

B. Demonstrate the ability to:

1. State the purpose of range of motion exercises
2. Differentiate between passive and active range of motion exercises

## Module X Hygiene and Grooming

Objectives:

A. Perform and/or assist the client with personal grooming and hygiene

Performance Indicators:

A. Demonstrate the ability to:

1. Provide basic skin care
2. Give a back rub
3. Provide hair and scalp care
4. Assist or shave a client with both electric and safety razors
5. Apply makeup to a client
6. Man an occupied/unoccupied bed
7. Assist clients with partial bed bath, shower or tub bath
8. Bathe a client in bed
9. Observe and report the appearance of skin, feet and nails
10. Provide foot and nail care
11. Perform and/or assist client with oral care including brushing and flossing clients teeth, using both toothbrushes and oral swabs
12. Prove the care and cleaning of dentures
13. Dress and undress a client, or assist as needed
14. Perform care and maintenance of hearing aids, glasses and prostheses

## Module XI Elimination

Objectives:

A. Assist the client with toileting, demonstrate basic care for indwelling and external urinary catheters; demonstrate basic ostomy care and identify the purpose and methods of obtaining specimens

Performance Indicators:

A. Demonstrate the ability to:

1. Assist client to maintain control of bowel and bladder functions
2. Assist client to adhere to bowel and bladder control programs
3. Describe the use of assistive devices for toileting
4. Use and maintain a bedpan, urinal and bedside commode
5. Provide basic perineal care for the continent and incontinent client
6. Identify the different types of catheters and their uses
7. Apply and external urinary catheter

8. Inspect the catheter and tubing for the flow of urine, position, placement and connection
9. Demonstrate perineal care for a client with catheter
10. Change and empty ostomy appliances and provide skin care
11. Observe and report the appearance of the stoma and surrounding skin
12. Collect and label urine, stool and/or sputum specimens
13. Administer non-medicated enema
14. Calculating output

## Module XII Basic Nutrition

### Objectives:

- A. Identify the importance of food and nutrition to the client and nutrition's role in health and illness. Assist clients to meet nutritional needs.

### Performance Indicators:

- A. Demonstrate the ability to:
  1. Identify the basic food pyramid and daily requirements
  2. Demonstrate an understanding of calories and food balance
  3. Assist with clients need for assistance with meals, snacks and fluid
  4. Demonstrate an understanding of food storage and sanitation
  5. Identify various types of mechanically altered food and liquids

## Module XIII Data Collection

### Objectives:

Obtain vital signs, height and weight and intake and output data for a variety of clients and record and report the results.

### Performance Indicators:

- A. Demonstrate the ability to:
  1. Take radial pulse by palpation
  2. Manually take blood pressure
  3. Count respirations
  4. Take temperature using both glass and electronic thermometers
  5. Take temperate by mouth, ear, axilla and rectum
  6. Measure height
  7. Identify the different types of scales and their uses
  8. Measure weight
  9. Identify all sources of intake and output
  10. Measure fluid intake and output
  11. Measure solid intake and output
  12. Identify methods to test for sugar and acetone

## Module XIV Treatments

### Objectives:

- A. Perform selected treatments on a variety of clients

Performance Indicators:

- A. Provide non-sterile wound care, which may include non-sterile dressing change
- B. Apply anti-embolism stockings
- C. Demonstrate the ability to:
  - 1. Reapply oxygen devices
  - 2. Observe oxygen flow and take and report observations
- D. Observe IV flow and site and report observations
- E. Apply warm and cold treatments

Module XV Common Health Problems

Objectives:

- A. Demonstrate a basic understanding of disease process and chronic vs. acute illness
- B. Identify and discuss common mental health problems
- C. Identify a basic understanding of confusion dementia
- D. Identify and discuss basic emergency care

Performance Indicators:

- A. Recognize how illness in a main body system and/or disability may affect the care/needs of client
- B. Demonstrate a basic understanding of mental health and mental illness
- C. Demonstrate an understanding of care of the person with confusion and/or dementia
- D. Demonstrate an understanding of basic emergency care.

Module XVI Developmental Disabilities

Objectives:

- A. Discuss general information relating to developmental disabilities

Performance Indicators:

- A. Recognize how developmental disabilities affect the care needs of a client.

Module XVII Rehabilitation and Restorative Care

Objectives:

- A. Identify and discuss basic issues involved in rehabilitation

Performance Indicators:

- A. Demonstrate an understanding of key terms, tasks, common reactions and complications of rehabilitation.

## Module XVIII Death and Dying

### Objectives:

- A. Identify the basic needs of the dying person.

### Performance Indicators:

- A. Assist with care of the deceased client.

## Module XIX Mothers and Newborns

### Objectives:

- A. Identify general information pertaining to care of mothers and newborns.

### Performance Indicators:

- A. Demonstrate an understanding of the elements of caring for mothers and newborns.

## Module XX Final written and manual skills examination

### Objectives:

- A. Final examination review of Awarding of Certificate.