# LONG TERM CARE ASSISTANT
## Course Syllabus

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>THRP-0010A</th>
<th>OCAS Code:</th>
<th>9324</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHLAP Credit:</td>
<td>No</td>
<td>Course Length:</td>
<td>75 Hours</td>
</tr>
<tr>
<td>Career Cluster:</td>
<td>Health Science</td>
<td>Career Pathway:</td>
<td>Therapeutic Services</td>
</tr>
<tr>
<td>Career Major(s):</td>
<td>Practical Nurse</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pre-requisite(s):
This course meets requirements set by the Oklahoma State Dept. of Health for Long Term Care Nurse aide curriculum. Upon completion of this course, the student will be eligible to sit for the state certification exam.

### Textbooks:

### Course Objectives:

#### A. Introduction to Long Term Care Assistant
1. Identify different levels of care for long-term care residents.  
2. Identify different facilities that offer long-term care.  
3. Compare acute and chronic illness.  
4. Identify departments and describe their function in the long-term care facility.  
5. Evaluate the cost of long-term care and who pays for these expenses.  

#### B. Role of the Nursing Assistant in Long Term Care
1. Identify the members of the nursing team and requirements for education and training.  
2. Explain how the line of authority affects the role of the nursing assistant.  
3. Differentiate state and federal regulations (OBRA) affecting nurse assistants.  
4. Explain the role, responsibilities and limitations of nurse assistants working within the scope of practice.  
5. Discuss the requirements for maintaining nurse aide certifications.  

#### C. Consumer Rights, Ethical & Legal Issues Affecting the Nursing Assistant in Long Term Care
1. Identify key items in the Resident’s Bill of Rights.  
2. Identify ethical and legal situations and allegations in health care specific to Nurse Assistants.  

Revised: 08/14/2015
3. Identify the legal responsibilities of a nursing assistant with regard to resident’s rights as defined in OBRA.¹
4. Recognize and describing types, signs and symptoms of abuse.¹
5. Provide care, respect and security.¹
6. Implement mandated standards for Health Insurance Portability and Accountability Act (HIPAA).¹
7. Discuss regulatory and legal process when faced with allegations of abuse.¹
8. Follow facility policies and procedures for reporting and documentation.¹

D. Communication for the Nursing Assistant
1. Identify records and files common to the healthcare setting.¹
2. Execute data management using electronic healthcare records.¹
3. Interpret information from electronic medical documents.¹
4. Discuss the content and diverse uses of health information.¹
5. Demonstrate techniques for communicating with residents and families.¹
6. Respond appropriately to resident and family behaviors.¹
7. Utilize techniques that facilitate communication special populations.¹
8. Demonstrate techniques for communicating with interdisciplinary team members.¹
9. Demonstrate appropriate behavior management techniques.¹
10. Recognize the need for setting boundaries and limits between caregiver and resident.¹
11. Follow facility policy and procedure for reporting and documentation.¹
12. Review techniques for the measurement of vital signs and documentation.¹
13. Recognize document and report changes in behavior, environment and physical well-being.¹
14. Explain when an incident report is required.¹

E. Normal and Abnormal Body Structure and Function
1. Define terms related to normal and abnormal body structure and function for residents/clients in LTC/HH.¹
2. Describe common health problems.¹
3. Distinguish between signs and symptoms.¹
4. Describe four modes of therapy.¹

F. Infection Control for Long Term Care Assistant
1. Apply infection control procedures including standard precautions and handwashing techniques.¹
2. Compare different methods of controlling the growth of microorganisms.¹
3. Apply personal safety procedures based on Occupational Safety and Health Administration (OHSA) and Center for Disease Control Prevention (CDC) regulations.

4. Apply proper use of personal protective equipment (PPE).

5. Use infection control techniques when collecting specimens.

6. Demonstrate isolation techniques.

7. Define terms related to infection control.

8. Identify isolation precautions for common microorganisms.

G. Safety for Long Term Care Nursing Assistant

1. Demonstrate safe use of LTC facility chemicals.

2. Identifying ways to promote a safe environment for the resident in regard to preventing falls.

3. Ensure correct identification of residents and staff.

4. Check equipment for proper function and safety.

5. Identify unclean and unsafe conditions.

6. Report and take appropriate action concerning unsafe/unclean conditions.

7. Demonstrate application of ordered restraints.

8. Demonstrate proper safety procedures for an immobilized resident.

9. Applying principles of body mechanics and ergonomics.

10. Identify environmental hazards.

11. Provide patient with information on safety.

12. Reinforce patient's education on safety precautions, including patient's use of protective equipment to avoid injury.

13. Evaluate the environment to recognize safe and unsafe working conditions.

14. Demonstrate methods of fire prevention in the healthcare setting.

15. Use proper safety techniques to prevent accidents and to maintain a safe work environment.

16. Explain an evacuation plan for a healthcare setting.

17. Execute an emergency plan in response to a natural disaster or other emergency.

H. Basic Nursing Skills

1. Make an unoccupied and an occupied bed.

2. Recognize the need for proper maintenance of supportive and preventive devices.

3. Provide assistance with ADLs:
   a. Assist resident/client with hand washing
   b. Provide full or partial bath in shower, tub, chair or bed
   c. Perform shampoo in sink, tub, bed or shower
   d. Provide skin care
   e. Provide oral hygiene and denture care
   f. Provide perineal care
g. Provide foot care appropriate to disease process
h. Assist client with dressing/undressing
i. Provide nail care
j. Shave client
k. Brush/comb/style resident's/client's hair
l. Assist resident/client with applying and removing TED/support stockings

4. Provide assistance with elimination:
   a. Provide toileting assistance utilizing incontinence products and bedside commode.
   b. Provide catheter care and maintenance
   c. Provide ostomy care
   d. Provide bladder and bowel retraining

5. Provide assistance with nutrition and hydration:
   a. Recognize the importance of proper nutrition and hydration
   b. Demonstrate proper use of feeding devices and techniques:
      1. Utensils
      2. Serving
      3. Positioning
      4. Compensatory swallowing
      5. Puree/mechanically altered
      6. Thickening agents
   c. Prepare nutritionally appropriate and balanced meals for the client:
      1. Special diets
      2. Supplements
   d. Understand nutritional labeling
   e. Purchase groceries within resident's/client's dietary restrictions
   f. Use sanitary practices to prepare and store meals
   g. Use sanitary practices to wash and clean dishes, utensils, kitchen/dining area
   h. Calculate intake and output
   i. Document client intake and output

6. Gathering Data
   a. Measure and record vital signs
   b. Identify and report pain
   c. Obtain a stool specimen
   d. Obtain a urine specimen
   e. Measure weight, height and length
   f. Inspect skin for continuity and abnormalities

I. Resident/Client Mobility
   1. Discuss items found in the typical patient unit
2. Operate basic equipment found in the typical patient unit.
3. Discuss ways to control the patient’s environment.
4. Using the principles of good body alignment, resident/patient positioning and supportive devices.
5. Demonstrate safe techniques for transferring, moving, lifting residents/patients with and without assistive devices.
6. Adjust a hospital bed.
7. Ambulate resident/patient with/without assistive devices.
8. Operate a wheelchair safely.
9. Perform assistive/active range of motion exercises.
10. Follow a resident/patient’s exercise plan.
11. Demonstrate the ability to:
   a. Prepare a patient unit
   b. Place the bed in prone position
   c. Place the bed in Fowler’s position
   d. Place the bed in Trendelenberg position
   e. Make an occupied bed
   f. Make an unoccupied bed

J. Care for the Patient with Dementia/Alzheimer’s Diseases
1. Identify the types and causes of cognitive impairment.
2. Demonstrate techniques for promoting independence with ADLs for clients with Alzheimer’s/dementia.
3. Demonstrate techniques for communicating effectively with Alzheimer’s/dementia residents/clients.
4. Demonstrate techniques for managing behaviors associated with Alzheimer’s/dementia.
5. Identify measures to promote the safety of residents/clients with Alzheimer’s/dementia.

K. Basic Human Needs for Residents/Clients
1. Identify techniques to encourage resident independence dignity and self-esteem.
2. Use techniques that promote resident independence in:
   a. Provide choices (meals, clothing)
   b. Scheduling adult daily living activities (ADLs)
3. Distinguish between types of psychosocial needs:
   a. Emotional
   b. Mental Health
   c. Spiritual
   d. Cultural
4. Respond appropriately to the psychosocial needs of the resident and family.
5. Identify and report symptoms of depression.
6. Demonstrate techniques for responding to psychosocial needs of diverse populations.
7. Identify factors that affect relaxation/sleep.
8. Identify action that can promote relaxation/sleep.

L. Death and Dying
1. Identify differences in the way people handle the death and dying process.
2. Identify the signs of approaching death.
3. Identify the spiritual preparations for death practiced in various religious denominations.
4. Demonstrate the procedure for post-mortem care.
5. Select descriptions of the hospice philosophy and method of care.
6. Identify responsibilities of the NA for supportive care.
7. Identify and respond to the needs of the resident/client and his/her family during illness and stages of dying.

M. Supervised Clinical Experience in Long Term Care Assistant
1. Fulfill the preparatory requirements to attend the clinical site as described in the Student Handbook, and the health care clinical facility information.
2. Apply knowledge from the long term care nursing assistant course and successfully complete the skills checklist.
3. Demonstrate beginning ability to perform nursing aide skills.
4. Provide care for the geriatric patient
   a. Apply procedures to protect and promote patient’s rights.
   b. Identify basic medical conditions and psychosocial needs.
   c. Identify common signs, symptoms and treatment of disease and disorders.
   d. Establish effective communication with patients, members of the family, and health care team.
   e. Provide care based on the basic needs of the patient.
   f. Demonstrate infection control and safety measures as evidenced by the completion of module exam, performance skill exam and clinical evaluation with 100% accuracy.
   g. Appropriately respond to emergencies.
   h. Perform transfer and ambulation skills.
   i. Measure and record vital signs, and height and weight.
   j. Provide patient care and comfort measures.
   k. Report abnormal findings.
   l. Support rehabilitation plans.
   m. Provide principles of nutrition by providing and recording nutritional needs.
   n. Report diet modification needs.
   o. Provide hydration need and record intake and output.
LONG TERM CARE ASSISTANT

p. Perform special care procedures for patients exhibiting symptoms of impending death.¹
q. Perform special care procedures for patients according to OBRA.¹

¹ ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods:
The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and lab practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
4. Career Major grades established during coursework are a major criteria in successfully obtaining certification.

***Students progressing in the PN program must make 80%.

Description of Classroom, Laboratories, and Equipment:
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit:
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee, Rogers State University or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility:
The student must maintain a grade point average of 2.0 or better. Licensed Practical Nurse (LPN), require a 3.0 GPA or better due to the Articulation Agreements and/or accreditation/certification requirements.