

NURSE ASSISTANT CERTIFICATION TRAINING PROGRAM INDIVIDUAL STUDENT RECORD

TYPE OR PRINT LEGIBLY

Student Name	Social Security Number*(1)	Start Date	Completion Date
Instructor Signature	Instructor Name (Printed)	Date	Final Grade

Instructor: Date and initial in each theory section when student completes required theory training.

THEORY			CONTENT	TEST SCORES
			Per 42 CFR 483.152(b)(1), at least a total of 16 hours of training in the following areas [must be provided] prior to direct contact with a resident. Federal requirement. Title 22 equivalent (i) Communications and interpersonal skills. Modules 1, 3 (ii) Infection control. Module 6 (iii) Safety and emergency procedures, including the Heimlich maneuver. Modules 4, 5, 12 (iv) Promoting residents' independence Modules 14 v) Respecting residents' rights Modules 2	
HOURS	DATE	INITIALS		
			MODULE 1: Introduction (2 hours)	
			A) Roles and responsibilities of a Certified Nurse Assistant (CNA)	
			B) Title 22, division 5, California Code of Regulations, overview	
			C) Requirements for nurse assistant certification	
			D) Professionalism	
			E) Ethics and confidentiality	
			MODULE 2: Patients' Rights (3 hours total)	
			A) Title 22	
			B) Health and Safety Code	
			C) Code of Federal Regulations	
			D) Preventing, recognizing, and reporting residents' right violations. (1 hour required for this component)	

INFORMATION COLLECTION AND ACCESS-PRIVACY STATEMENT

(1)*Social Security Number Disclosure: Pursuant to Section 666(a)(13) of Title 42 of the United States Code and California Family Code, Section 17520, subdivision (d), the California Department of Public Health (CDPH), is required to collect social security numbers from all applicants for nursing assistant certificates, home health aide certificates, hemodialysis technician certificates or nursing home administrator licenses. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support orders upon request by the Health Integrity and Protection Date Bank as required by 45, CFR §61.1 et seq. Failure to provide your social security number will result in the return of your application. Your social security number will be used by CDPH for internal identification, and may be used to verify information on your application, to verify certification with another state's certification authority, for examination identification, for identification purposes in national disciplinary databases or as the basis of a disciplinary action against you.

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HOURS	DATE	INITIALS		
			MODULE 3: Interpersonal Skills (2 hours)	
			A) Communications	
			B) Defense mechanisms	
			C) Sociocultural factors	
			D) Attitudes toward illness and health care	
			E) Family interaction	
			MODULE 4: Prevention and Management of Catastrophe and Unusual Occurrences (1 hour)	
			A) Emergency	
			B) General safety rules	
			C) Fire and disaster plans	
			D) Roles and procedures for Certified Nurse Assistants (CNA)	
			E) Patient Safety	
			MODULE 5: Body Mechanics (2 hours)	
			A) Basic rules of body mechanics	
			B) Transfer techniques	
			C) Ambulation	
			D) Proper use of body mechanics and positioning techniques	
			MODULE 6: Medical and Surgical Asepsis (2 hours)	
			A) Micro-organisms	
			B) Universal precautions (Standard Precautions)	
			C) Basic principles of asepsis	
			MODULE 7: Weights and Measures (1 hour)	
			A) The metric system	
			B) Weight, length, and liquid volume	
			C) Military time, i.e., a 24-hour clock	

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Student Name (Printed)			Instructor Signature	Date
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HOURS	DATE	INITIALS		
			MODULE 8: Patient Care Skill (14 hours)	
			A) Bathing and medicinal baths	
			B) Dressing	
			C) Oral hygiene	
			D) Hair care, hair shampoo, medicinal shampoo, nail care, and shaving	
			E) Prosthetic devices	
			F) Skin care including prevention of decubitus ulcers	
			G) Elimination needs	
			H) Bowel and bladder retraining	
			I) Weighing and measuring the patient	
			MODULE 9: Patient Care Procedures (7 hours)	
			A) Collection of specimens, including stool, urine, and sputum	
			B) Care of patients with tubing to include but not be limited to urinary, gastric, oxygen and intravenous. This care does not include inserting, suctioning, or changing the tubes.	
			C) Intake and Output	
			D) Bedmaking	
			E) Cleansing enemas and laxative suppositories	
			F) Admission, transfer and discharge	
			G) Bandages and nonsterile dry dressings, including the application of nonlegend topical ointments to intact skin surfaces	
			MODULE 10: Vital Signs (3 hours)	
			A) Purpose of vital signs	
			B) Factors affecting vital signs	
			C) Normal ranges	
			D) Methods of measurement	
			E) Temperature, pulse, respiration	

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Student Name (Printed)			Instructor Signature	Date
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HOURS	DATE	INITIALS		
			MODULE 10: Vital Signs (3 hours) Cont'd	
			F) Blood pressure	
			G) Abnormalities	
			H) Recording	
			MODULE 11: Nutrition (2 hours)	
			A) Proper nutrition	
			B) Feeding techniques	
			C) Diet therapy	
			MODULE 12: Emergency Procedures (2 hours)	
			A) Signs and symptoms of distress	
			B) Immediate and temporary intervention	
			C) Emergency codes	
			MODULE 13: Long-Term Care Patient	
			SNF/ICF (5 hours)	Non-SNF/ICF (3 hours)
			A1) Special needs of persons with developmental and mental disorders Including intellectual disability, cerebral palsy, epilepsy, Parkinson's disease, and mental illness. (2 hours)	A) Special needs of persons with developmental and mental disorders including intellectual disability, Alzheimer's disease, cerebral palsy, epilepsy, dementia, Parkinson's disease, and mental illness. (2 hours)
			A2) Special needs of persons with Alzheimer's disease and related dementias (2 hours)	*See footnote (2) below
			B) Introduction to anatomy and physiology (B-F Minimum 1 hour)	B) Introduction to anatomy and physiology (B-F Minimum 1 hour)
			C) Physical and behavioral needs and changes	C) Physical and behavioral needs and changes
			D) Community resources available	D) Community resources available
			E) Psychological, social, and recreational needs	E) Psychological, social, and recreational needs
			F) Common diseases and disorders including signs and symptoms	F) Common diseases and disorders including signs and symptoms

*Footnote (2) Non-SNF/ICF providers may complete A2, or any 2 hours of training from another module in order to meet the 60 hour minimum theory training requirement. (2 hours)

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			MODULE 14: Rehabilitative Nursing (2 hours)	
			A) Promoting patients' potential	
			B) Devices and equipment	
			C) Activities of daily living	
			D) Family interactions	
			E) Complication of inactivity	
			F) Ambulation	
			G) Range of motion	
			MODULE 15: Observation and Charting (4 hours)	
			A) Observation of patients and reporting responsibility	
			B) Patient care plan	
			C) Patient care documentation	
			D) Legal issues of charting	
			E) Medical terminology and abbreviations	
			MODULE 16: Death and Dying (2 hours)	
			A) Stages of grief	
			B) Emotional and spiritual needs of the patient and family	
			C) Rights of the dying patient	
			D) Signs of approaching death	
			E) Monitoring of the patient	
			F) Post mortem care	
			MODULE 17: Abuse (as per HSC 1337.1 and 1337.3) (6 hours)	
			A) Preventing, recognizing and reporting instances of resident abuse.	

Pursuant to Section 71835(l), all records pertaining to individuals who have successfully completed the program shall be available for the Department's inspection for a period of four (4) years beginning from the date of enrollment. Compliance with the Bureau for Private Postsecondary Education requires that all student records (including those who do not complete the course) must be kept for five (5) years from the date of enrollment.