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| **Health Careers Certification II: Long Term Care Aide & Home Health Care Nursing Aide Pacing Guide** | | | | | |
| **Week 1** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **8/11** | Orientation Seminar Center  **\*\*Friday Fun Day\*\*** | Understanding Healthcare Settings(Ch.1)  The Nursing Assistant & The Care Team(Ch.2)  Legal & Ethical Issues(Ch.3)  **Videos: Lippincott,**  1- “Patient and Resident Rights and  Communication” (28mins)  **Videos: Hartman,**  1. Performs Beginning and Ending Steps for Skills (5 min.)  8. Measures and Records Weight of Ambulatory Resident (3 min.)  15. Counts and Records Radial Pulse (3 min.)  16. Counts and Records Respirations (3 min.)  17. Measures and Records Blood Pressure (7 min.) | \_\_\_\_\_Oral/rectal/tympanic/axillary temperatures  \_\_\_\_\_Radial/apical pulses  \_\_\_\_\_Blood pressure  \_\_\_\_\_Height/Weight  \_\_\_\_\_Applying a pulse oximetry device | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 1, 2, 3**  \_\_\_\_\_**Unit Tests: Chapter’s 1, 2, 3**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **8/14** | Orientation |
| **8/15** | Orientation |
| **8/16** |  |
| **8/17** |  |
| **8/18** |  |
| **Week 2** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **8/21** |  | Communication & Cultural Diversity(Ch.4)  Preventing Infection(Ch.5)  Human Needs & Human Development(Ch.8)  The Healthy Human Body(Ch.9)  **Videos: Lippincott,**  2- “Infection Control” (32mins)  11- ”Exercise” (31mins)  12- “Patient and Resident Safety” (31mins)  **Videos: Hartman,**  2. Washes Hands (4 min.)  3. Donning and Doffing PPE (Gown and Gloves) (3 min.) | \_\_\_\_\_Handwashing  \_\_\_\_\_Donning and doffing a full set of PPE  \_\_\_\_\_Caring for eye glasses  \_\_\_\_\_CPR/AED/Choking  \_\_\_\_\_Safety & First Aid | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 4, 5, 8, 9**  \_\_\_\_\_**Unit Tests: Chapter’s 4, 5, 8, 9**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **8/22** |  |
| **8/23** |  |
| **8/24** |  |
| **8/25** |  |
| **Week 3** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **8/28** |  | Safety & Body Mechanics(Ch.6)  Emergency Care & Disaster Preparation(Ch.7)  Positioning, Transfers, & Ambulation(Ch.10)  Admitting, Transferring, & Discharging(Ch.11)  **Videos: Lippincott,**  3- ”Positioning and Lifting Patients and Residents” (28mins)  4- “Transferring Patients and Residents” (27mins)  **Videos: Hartman,**  4. Positions on Side (5 min.)  5. Transfers from Bed to Wheelchair Using Transfer Belt (5 min.)  6. Transfers from Bed to Wheelchair Using Transfer Belt (Version 2 – Pivoting to Wheelchair) (6 min.)  7. Assists to Ambulate Using Gait Belt (5 min.)  23. Performs Passive Range of Motion Exercises (11 min.) | \_\_\_\_\_Using proper body mechanics  \_\_\_\_\_Adjusting patient’s in a bed  \_\_\_\_\_Log rolling  \_\_\_\_\_Sitting up in bed/side of bed  \_\_\_\_\_Transferring/Discharge a patient  \_\_\_\_\_Transferring bed/wheelchair  \_\_\_\_\_Transferring bed/stretcher  \_\_\_\_\_Transferring toilet/car  \_\_\_\_\_Ambulation-cane, walker, crutches  \_\_\_\_\_Assisting with ROM/ deep breathing  \_\_\_\_\_Fracture care  \_\_\_\_\_Using restraints | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 6, 7, 10, 11**  \_\_\_\_\_**Unit Tests: Chapter’s 6, 7, 10, 11**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **8/29** |  |
| **8/30** |  |
| **8/31** |  |
| **9/1** | **\*\*Friday Fun Day\*\*** |
| **Week 4** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **9/4** | **Labor Day Holiday-Closed** | Rehabilitation & Restorative Care(Ch.21)  The Resident’s Unit(Ch.12)  Personal Care Skills(Ch.13)  Basic Nursing Skills(Ch.14)  **Video: Lippincott,**  5- ”Bedmaking” (30mins)  6- ”Vital Signs, Heights and Weight”(28mins)  7- ”Cleanliness and Hygiene” (45mins)  8- “Grooming” (39mins)  **Videos: Hartman,**  9. Gives a Bed Bath (14 min.)  10. Provides Perineal Care (10 min.)  11. Provides Foot Care (6 min.)  12. Provides Mouth Care (5 min.)  13. Cleans Upper and Lower Dentures (5 min.)  14. Dresses Resident (9 min.) | \_\_\_\_\_Making unoccupied/occupied bed  \_\_\_\_\_Making a surgical bed  \_\_\_\_\_Complete bed bath/shower  \_\_\_\_\_Oral Care/Denture Care  \_\_\_\_\_Fingernail/Foot/Hair Care  \_\_\_\_\_Shaving a Resident  \_\_\_\_\_Dressing a Resident  \_\_\_\_\_Applying moist/soak compression  \_\_\_\_\_Applying hot/cold K-pad  \_\_\_\_\_Applying ice packs  \_\_\_\_\_Assisting with sitz bath  \_\_\_\_\_Applying sterile gloves  \_\_\_\_\_Applying non-sterile dressing  \_\_\_\_\_Oxygen/IV maintenance  \_\_\_\_\_Identifying different stages or pressure ulcers | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 21, 12, 13, 14**  \_\_\_\_\_**Unit Tests: Chapter’s 21, 12, 13, 14**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **9/5** |  |
| **9/6** |  |
| **9/7** |  |
| **9/8** |  |
| **Week 5** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **9/11** |  | Nutrition & Hydration(Ch.15)  Urinary Elimination(Ch.16)  Bowel Elimination(Ch.17)  Common Chronic & Acute Conditions(Ch.18)  **Video: Lippincott,**  9- ”Basic Nutrition” (27mins)  10- ”Assisting with Urinary and Bowel Elimination” (38mins)  **Videos: Hartman,**  18. Feeds a Dependent Resident (7 min.)  19. Assists with Use of Bedpan (9 min.)  20. Measures and Records Urinary Output (3 min.)  21. Provides Catheter Care for Female Resident (6 min.)  22. Applies One Knee-High Elastic Stocking (4 min.) | \_\_\_\_\_Feeding/ feeding tubes  \_\_\_\_\_Measuring intake & output  \_\_\_\_\_Monitoring Blood glucose levels  \_\_\_\_\_Assisting with Bedpan/urinal/ commode care  \_\_\_\_\_Giving enemas  \_\_\_\_\_Collecting stool specimens  \_\_\_\_\_Ostomy care  \_\_\_\_\_Catheter Care  \_\_\_\_\_Foley/Condon Care  \_\_\_\_\_Collecting urine/24 hour urine specimen  \_\_\_\_\_Performing a urinalysis  \_\_\_\_\_Applying knee-high elastic stockings  \_\_\_\_\_Collecting sputum specimens | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 15, 16, 17, 18**  \_\_\_\_\_**Unit Tests: Chapter’s 15, 16, 17, 18**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **9/12** |  |
| **9/13** |  |
| **9/14** |  |
| **9/15** |  |

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| **Health Careers Certification II: Long Term Care Aide, Home Health Care Nursing Aide, & Advanced Acute Care Nursing Assistant Pacing Guide** | | | | | |
| **Week 6** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **9/18** |  | Special Care Skills(Ch.22)  Confusion, Dementia, & Alzheimer’s Disease(Ch.19)  Mental Health & Mental Illness(Ch.20)  Dying, Death, & Hospice(Ch.23)  **Video: Lippincott,**  13- ”Caring for People with Dementia” (19mins)  14- ”Death and Dying” (34mins) | \_\_\_\_\_Postmortem care | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 22, 19, 20, 23**  \_\_\_\_\_**Unit Tests: Chapter’s 22, 19, 20, 23**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **9/19** |  |
| **9/20** |  |
| **9/21** |  |
| **9/22** |  |
| **Week 7** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **9/25** |  | Introduction to Home Care(Ch.24)  Infection Prevention & Safety in the Home(Ch.25)  Medications in Home Care(Ch.26)  New Mothers, Infants, and Children(Ch.27) | \_\_\_\_\_Disinfecting using wet/dry heat  \_\_\_\_\_Picking up & holding a baby  \_\_\_\_\_Sterilizing a bottle  \_\_\_\_\_Bottle Feeding  \_\_\_\_\_Burping a baby  \_\_\_\_\_Infant Sponge/Tub Bath  \_\_\_\_\_Changing Diapers  \_\_\_\_\_Measuring Baby Weight/Length  \_\_\_\_\_Taking an Infant’s Vital Signs | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 24, 25, 26, 27**  \_\_\_\_\_**Unit Tests: Chapter’s 24, 25, 26, 27**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **9/26** |  |
| **9/27** |  |
| **9/28** |  |
| **9/29** |  |
| **Week 8** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **10/2** |  | Meal Planning, Shopping, Preparation, & Storage(Ch.28)  The Clean, Safe, & Healthy Home Environment(Ch.29)  Managing Time, Energy, & Money in the Home(Ch.30)  Caring for Your Career & Yourself(Ch.31)  **Video: Lippincott,**  15- ”Entry Into the Workforce” (22mins) | \_\_\_\_\_Cleaning a Bathroom  \_\_\_\_\_Doing the Laundry | \_\_\_\_\_**Skills Checkoff’s**  \_\_\_\_\_**Workbook: Chapter’s 28, 29, 30, 31**  \_\_\_\_\_**Unit Tests: Chapter’s 28, 29, 30, 31**  \_\_\_\_\_**Quizzes: Pop Quizzes** |
| **10/3** |  |
| **10/4** |  |
| **10/5** |  |
| **10/6** | **\*\*Friday Fun Day\*\*** |
| **Week 9** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **10/9** |  | **Long-Term Care & Home Health Care Clinicals**  **Long-Term Care & Home Care Curriculum Makeup Days** | | |
| **10/10** | LTC Clinical 8hrs |
| **10/11** | LTC Clinical 8hrs |
| **10/12** | LTC Clinical 8hrs-Makeup Clinical |
| **10/13** |  |
| **Week 10** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **10/16** | **Sophomore Tours** | **Long-Term Care & Home Care Curriculum Makeup Days & Review** | | |
| **10/17** | **Sophomore Tours**  **Evening P/T Conferences** |
| **10/18** | **P/T Conference Day/No Classes/End of First Grading Period** |
| **10/19** | **Fall Break/No Classes** |
| **10/20** | **Fall Break/No Classes** |

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| **Health Careers Certification II: Long Term Care Aide, Home Health Care Nursing Aide, & Advanced Acute Care Nursing Assistant Pacing Guide** | | | | | |
| **Week 11** |  | **Calendar** | **Course Knowledge** | **Skills** | **Assessments** |
| **10/23** |  | **Long-Term Care & Home Care Curriculum Review and Final** |  | **\*\*CNA/HHA Skills & Computer Test for Certification** |
| **10/24** |  |
| **10/25** |  |
| **10/26** |  |
| **10/27** | LTC/HHA Complete |