

CNA DAILY PROGRAM CALENDAR
Mandatory Mock Testing Session – 4 hours, date to be determined

WEEK 1:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>8:00AM – 2:30PM</p> <p><u>Orientation and Tour – 1.5 hour</u></p> <p><u>Theory – 3.5 hours</u> <i>Role and Function (2.5 hours):</i></p> <ul style="list-style-type: none"> Chapter 1 (Introduction) Chapter 2 (The Persons Rights) Chapter 4 (Ethics and Laws) Chapter 5 (Work Ethics) Review of “The NA Client Abuse Prevention Training Act” <p><i>Communication Skills (1 hour):</i></p> <ul style="list-style-type: none"> Chapter 8 pp. 94-100 <p><u>Simulation Lab* – 0.5 hour</u> <i>Role and Function (0.5 hour):</i></p> <ul style="list-style-type: none"> Role and Function Role Play Activity Section 1 Unit 1 NATCEP Performance Checklist <p><u>Break Schedule – 1 hour</u></p> <ul style="list-style-type: none"> 15 minute AM break 30 minute lunch break 15 minute PM break 	<p>8:00AM – 12:15PM</p> <p><u>Theory – 2 hours</u> <i>Communication Skills (2 hours):</i></p> <ul style="list-style-type: none"> Chapter 6 pp. 63-67 <p><u>Simulation Lab* – 2 hours</u> <i>Communication Skills (2 hours):</i></p> <ul style="list-style-type: none"> Patient Interview Role Play Documentation Section 1 Unit 2 NATCEP Performance Checklist <p><u>Break Schedule – 15 minutes</u></p> <ul style="list-style-type: none"> 15 minute break 	<p>8:00AM – 12:45PM</p> <p><u>Exam #1 – 0.5 hour</u></p> <p><u>Theory – 3 hours</u> <i>Infection Control (3 hours):</i></p> <ul style="list-style-type: none"> Chapter 15 Chapter 9 p. 120 <p><u>Simulation Lab* – 1 hour</u> <i>Infection Control (1 hour):</i></p> <ul style="list-style-type: none"> Hand Washing Activity (PC-19) Isolation procedures (PC-20) Section 1 Unit 3 NATCEP Performance Checklist <p><u>Break Schedule – 15 minutes</u></p> <ul style="list-style-type: none"> 15 minute break 	<p>8:00AM – 12:30PM</p> <p><u>Exam Review – 15 minutes</u></p> <p><u>Theory – 3 hours</u> <i>Safety/Emergency (3 hours):</i></p> <ul style="list-style-type: none"> Chapter 12 (not p. 156) Chapter 14 Chapter 16 Chapter 51 (not pp. 810-815) <p><u>Simulation Lab* – 1 hour</u> <i>Infection Control (0.5 hour):</i></p> <ul style="list-style-type: none"> Removing and preparing soiled linen for laundry (PC-33) <p><i>Safety/Emergency (0.5 hour):</i></p> <ul style="list-style-type: none"> Signs of an emergency Simulated/Virtual emergency situation (at STAR) Section 1 Unit 4 NATCEP Performance Checklist <p><u>Break Schedule – 15 minutes</u></p> <ul style="list-style-type: none"> 15 minute break 	<p>8:00AM – 12:45PM</p> <p><u>Exam #2 – 0.5 hour</u></p> <p><u>Theory – 2.5 hours</u> <i>Client's Rights (2 hours):</i></p> <ul style="list-style-type: none"> Chapter 4 pp. 39-45 Chapter 8 Chapter 11 pp. 141-148 <p><i>Client's Independence (0.5 hours):</i></p> <ul style="list-style-type: none"> Chapter 27 p. 501 <p><u>Simulation Lab* – 1.5 hour</u> <i>Safety/Emergency (1 hour):</i></p> <ul style="list-style-type: none"> Proper body mechanics Abdominal thrust (PC-01) Proper use of safety devices and restraints (PC-13/34) Section 1 Unit 4 NATCEP Performance Checklist <p><i>Client's Rights (0.5 hour):</i></p> <ul style="list-style-type: none"> Proper utilization of ombudsman or similar assigned person Section 1 Unit 5 NATCEP Performance Checklist <p><u>Break Schedule – 15 minutes</u></p> <ul style="list-style-type: none"> 15 minute break

*Simulated lab exercises will be video-taped.

WEEK 2:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:00PM – 4:30PM	12:00PM – 4:15PM	8:00AM – 12:45PM	8:00AM – 12:30PM	8:00AM – 12:45PM
<u>Exam Review – 15 minutes</u>		<u>Exam #3 – 0.5 hour</u>	<u>Exam Review – 15 minutes</u>	<u>Exam #4 – 0.5 hour</u>
<u>CPR Training – 4 hours</u>	<u>CPR Training – 4 hours</u>	<u>Theory – 3 hours</u> <i>Client's Independence (1.5 hours):</i> <ul style="list-style-type: none"> Chapter 15 pp. 212-215 Chapter 20 p. 331 <i>Nutrition (1.5 hours):</i> <ul style="list-style-type: none"> Chapter 24 	<u>Theory – 2.5 hours</u> <i>Nutrition (1 hour):</i> <ul style="list-style-type: none"> Chapter 25 <i>Body Structure and Function (1.5 hours):</i> <ul style="list-style-type: none"> Chapter 9 	<u>Theory – 2.5 hours</u> <i>Hearing, speech and vision problems (0.5 hours):</i> <ul style="list-style-type: none"> Chapter 39 <i>Cancer, immune system and skin disorders (1.0 hours):</i> <ul style="list-style-type: none"> Chapter 40 <i>Nervous system and musculo skeletal disorders (1.0 hours):</i> <ul style="list-style-type: none"> Chapter 41
		<u>Simulation Lab* – 1 hour</u> <i>Client's Independence (1 hour):</i> <ul style="list-style-type: none"> Proper infection control in the home and clinical environment Review of proper hand hygiene (PC-19) Proper use of isolation precautions (PC-20) Proper use of intake and output records (PC-49) Demonstrates behavior that promotes client independence and prevents abuse Section 1 Unit 6 NATCEP Performance Checklist 	<u>Simulation Lab* – 1.5 hours</u> <i>Nutrition (1.5 hours):</i> <ul style="list-style-type: none"> Prepare a client for a meal (PC-50) Prepare and serve tray to client that can feed self (PC-32) Proper use of thickener to develop fluid consistency similar to that of syrup, honey, and pudding Feeding a client that cannot feed self (PC-18) Section 2 Unit 1 NATCEP Performance Checklist 	<u>Simulation Lab* – 1.5 hours</u> <i>Identify and Report Conditions of the Body Systems (1.5 hours):</i> <ul style="list-style-type: none"> Caring for eyeglasses Communicating with speech and hearing impaired patients Proper skin care techniques Proper care of the person with a stroke Proper care of a person with paralysis Identifies and reports abnormal signs and symptoms of common disease and conditions of the body systems Section 2 Unit 2 NATCEP Performance Checklist
<u>Break Schedule – 15 minutes</u>	<u>Break Schedule – 15 minutes</u>	<u>Break Schedule – 15 minutes</u>	<u>Break Schedule – 15 minutes</u>	<u>Break Schedule – 15 minutes</u>
15 minute break	15 minute break	15 minute break	15 minute break	15 minute break

*Simulated lab exercises will be video-taped.

WEEK 3:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM – 12:30PM	8:00AM – 12:15PM	8:00AM – 12:45PM	8:00AM – 2:30PM	8:00AM – 12:15PM
<u>Exam Review – 15 minutes</u>		<u>Exam #5- 0.5 hour</u>	<u>Exam Review – 15 minutes</u>	
<u>Theory – 3.5 hours</u> <i>Client's Environment (1.5 hours):</i> <ul style="list-style-type: none"> Chapter 13 p. 184 Chapter 18 Chapter 29 <i>Personal Care Skills (2 hours):</i> <ul style="list-style-type: none"> Chapter 26 Chapter 30 Chapter 31 Chapter 32 pp.570-574 	<u>Theory – 2 hours</u> <i>Personal Care Skills (2 hours):</i> <ul style="list-style-type: none"> Chapter 20 Chapter 22 	<u>Theory – 2.5 hours</u> <i>Vital Signs (2.5 hours):</i> <ul style="list-style-type: none"> Chapter 26 	<u>Theory – 1.5 hours</u> <i>Caring for Client when Death is Imminent (1.5 hour)</i> <ul style="list-style-type: none"> Chapter 52 	
<u>Simulation Lab* – 0.5 hour</u> <i>Client's Environment (0.5 hour):</i> <ul style="list-style-type: none"> Safe vs. Unsafe Environment Activity Proper operation of equipment Provide a safe client environment (PC-35) Section 2 Unit 3 NATCEP Performance Checklist 	<u>Simulation Lab* – 2 hours</u> <i>Personal Care Skills (2 hours):</i> <ul style="list-style-type: none"> Assist client to bathroom (PC-03) Assist client to use bedpan and urinal (PC-05/06) Demonstrate perineal care for a female and male client (PC-12) Provides personal care as directed by the licensed professional/practitioner/supervisor Catheter care (PC-36) Assist client to shampoo and groom (PC-47) Section 2 Unit 4 NATCEP Performance Checklist 	<u>Simulation Lab* – 1.5 hours</u> <i>Personal Care Skills (1.5 hours):</i> <ul style="list-style-type: none"> Vital Signs: <ul style="list-style-type: none"> Radial pulse (PC-10) Respirations (PC-11) Axillary temperature (PC-23) Oral temperature (PC-25) Rectal temperature (PC-26) Blood pressure (PC-24) Weight and height (PC-27) Provide fresh drinking water (PC-38) Measure and record intake and output (PC-49) Section 2 Unit 4 NATCEP Performance Checklist 	<u>Simulation Lab* – 2.5 hours</u> <i>Personal Care Skills (2.5 hours):</i> <ul style="list-style-type: none"> Assist client with shaving (PC-07) Denture care, mouth care (on a conscious and unconscious client) (PC-16/28) Shower/Whirlpool (PC-43) Bed Bath (PC-09) Apply knee-high elastic stockings (PC-02) Section 2 Unit 4 NATCEP Performance Checklist Section 2 Unit 5 NATCEP Performance Checklist 	<u>Simulation Lab* - 4 hours</u> <i>Get Ready for Real Practice (4 hours)</i>
<u>Break Schedule – 15 minutes</u> <ul style="list-style-type: none"> 15 minute break 	<u>Break Schedule – 15 minutes</u> <ul style="list-style-type: none"> 15 minute break 	<u>Break Schedule – 15 minutes</u> <ul style="list-style-type: none"> 15 minute break 	<u>Break Schedule – 45 minutes</u> <ul style="list-style-type: none"> 15 minute AM break 30 minute lunch break 	<u>Break Schedule – 15 minutes</u> <ul style="list-style-type: none"> 15 minute break

*Simulated lab exercises will be video-taped.

WEEK 4:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM – 12:15PM	8:00AM – 12:15PM	8:00AM – 12:45PM	8:00AM – 2:15PM	8:00AM – 4:00PM
<p><u>Theory – 1.5 hours</u> <i>Restorative Care (1.5 hours):</i></p> <ul style="list-style-type: none"> Chapter 17 Chapter 33 pp. 586-588, 472 <p><u>Simulation Lab* – 2.5 hours</u> <i>Personal Care Skills (2 hours):</i></p> <ul style="list-style-type: none"> Dress a client that cannot dress self (PC-17) Back rub (PC-08) Make an occupied and unoccupied bed (PC-21/22) Provide foot and toenail care (PC-37) Provide hand and fingernail care (PC-39) Assist physical examination Section 2 Unit 4 NATCEP Performance Checklist <p><i>Caring for Client when Death is Imminent (0.5 hours)</i></p> <ul style="list-style-type: none"> Vital changes as death approaches Provide post-mortem care (PC-41) Section 3 Unit 1 NATCEP Performance Checklist <p><u>Break Schedule – 15 minutes</u></p> <ul style="list-style-type: none"> 15 minute break 	<p><u>Theory – 2 hours</u> <i>Restorative Care (2 hours):</i></p> <ul style="list-style-type: none"> Chapter 38 <p><u>Simulation Lab* – 2 hours</u> <i>Personal Care Skills (2 hours):</i></p> <ul style="list-style-type: none"> Apply non-sterile dressing Application of ostomy products (PC-48) Use of appliances used to prevent/ relieve pressures Section 3 Unit 1 NATCEP Performance Checklist <p><u>Break Schedule – 15 minutes</u></p> <ul style="list-style-type: none"> 15 minute break 	<p><u>Theory – 2 hours</u> <i>Psychosocial Effects of Aging and Disease Process (2 hours):</i></p> <ul style="list-style-type: none"> Chapter 11 <p><u>Simulation Lab* – 2.5 hours</u> <i>Restorative Care (2.5 hours):</i></p> <ul style="list-style-type: none"> Perform range-of-motion (head to toe) (PC-30) Assist client to dangle, stand, and ambulate (PC-04) Transfer client from bed to wheelchair/chair using gait belt (PC-44) Move client to side of bed (PC-29) Position client (supine, prone and fowler's) (PC-31) Transfer client using a mechanical lift (PC-45) Section 3 Unit 1 NATCEP Performance Checklist <p><u>Break Schedule – 15 minutes</u></p> <ul style="list-style-type: none"> 15 minute break 	<p><u>Final Exam – 0.5 hour</u></p> <p><u>Theory – 3 hours</u> <i>Psychosocial Effects of Aging and Disease Process (1 hour):</i></p> <ul style="list-style-type: none"> Chapter 11 pp. 135-140 <p><i>Principles of Validation Therapy and Other Intervention Strategies (2 hours):</i></p> <ul style="list-style-type: none"> Chapter 8pp. 94-99 <p><u>Simulation Lab* – 2 hours</u> <i>Psychosocial Effects of Aging and Disease Process (1 hour):</i></p> <ul style="list-style-type: none"> Identifies client's basic human needs for life and mental well being Modifies own behavior in response to clients behavior Selects appropriate techniques for dealing with angry or upset clients or family members <p><i>Validation Therapy and Other Intervention Strategies (1 hour):</i></p> <ul style="list-style-type: none"> Demonstrates basic principles of validation therapy and other intervention strategies (PC-15) Demonstrate Reality Therapy communication technique (PC-14) Demonstrates strategies to prevent abuse and neglect Reports changes in the client's normal function to the licensed professional Section 5 Unit 1 NATCEP Performance Checklist <p><u>Break Schedule – 45 minutes</u></p> <ul style="list-style-type: none"> 15 minute AM break 30 minute lunch break 	<p><u>Highland Park Care Center</u></p> <p><u>Orientation – 30 minutes</u></p> <p><u>Clinical – 6.5 hours</u></p> <ul style="list-style-type: none"> Role and Function (2 hours) <ul style="list-style-type: none"> Establish good relationships with staff and administrators Develop familiarization with facility and equipment Communication Skills (1 hour) <ul style="list-style-type: none"> Establish good relationships with clients: respectful and adult manner Infection Control (1 hour) <ul style="list-style-type: none"> Proper hand washing technique (PC-19) Clients' Rights (2 hours) <ul style="list-style-type: none"> HIPAA regulations Promotion of clients' rights Safety/Emergency (0.5 hours) <ul style="list-style-type: none"> Correct use of body mechanics <p><u>Break Schedule – 1 hour</u></p> <ul style="list-style-type: none"> 15 minute AM break 30 minute lunch break 15 minute PM break

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WEEK 5:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM – 4:00PM	8:00AM – 4:00PM	8:00AM – 4:00PM	8:00AM – 4:00PM	8:00AM – 4:00PM
<u>Highland Park Care Center</u>	<u>Highland Park Care Center</u>	<u>Highland Park Care Center</u>	<u>Highland Park Care Center</u>	<u>Highland Park Care Center</u>
<u>Clinical – 7 hours</u>	<u>Clinical – 7 hours</u>	<u>Clinical – 7 hours</u>	<u>Clinical – 7 hours</u>	<u>Clinical – 7 hours</u>
<ul style="list-style-type: none"> ➤ Safety/Emergency (3.5 hour) <ul style="list-style-type: none"> - Proper use of restraints (PC-34) - Proper use of safety devices (PC-13) - Potential fire hazards - Safety and emergency procedures - Disaster procedures ➤ Clients' Independence (2 hours) <ul style="list-style-type: none"> - Independence promotion - Utilize assistive devices (i.e. walkers, canes, etc.) - Care of the sensory deprived patient (feeding, ambulating, personal care, environment) ➤ Client's Environment (1.5 hours) <ul style="list-style-type: none"> - Provide for the clients a safe, clean, and comfortable living environment (PC-13/35) - Arrange furniture and equipment for the clients' convenience, and safety - Report unsafe conditions, pests, non-functioning equipment 	<ul style="list-style-type: none"> ➤ Personal Care Skills (5 hours) <ul style="list-style-type: none"> - Provide fresh drinking water (PC-38) - Measure and record intake and output (PC-49) - Apply non-sterile dressing - Apply ostomy products (PC-48) - Proper use of appliance used to prevent/relieve pressures - Assist client to bathroom (PC-03) - Assist client to use bedpan and urinal (PC-05/06) ➤ Restorative Care (1 hour) <ul style="list-style-type: none"> - Perform head to toe range-of-motion (PC-30) ➤ Communication Skills (1 hour) <ul style="list-style-type: none"> - Observe and report - Observe and document 	<ul style="list-style-type: none"> ➤ Client's Environment (0.5 hour) <ul style="list-style-type: none"> - Assist with preparing the unit for admission, transfer or following discharge ➤ Infection Control (1 hour) <ul style="list-style-type: none"> - Prevention techniques of transferring a disease via contact, droplet, airborne, and vehicle transmission ➤ Restorative Care (1 hour) <ul style="list-style-type: none"> - Assist client to dangle, stand, and ambulate (PC-04) ➤ Nutrition (1 hour) <ul style="list-style-type: none"> - Prepare a client for a meal - Prepare and serve tray to client that can feed self (PC-32) ➤ Personal Care Skills (3.5 hours) <ul style="list-style-type: none"> - Demonstrate perineal care for a female/male client (PC-12) - Catheter care (PC-36) - Back Rub (PC-09) - Provide foot & toenail care (PC-37) - Provide hand and nail care (PC-39) - Assist with physical examination 	<ul style="list-style-type: none"> ➤ Identify and Report Conditions of the Body Systems (2 hours) <ul style="list-style-type: none"> - Review charts and nursing plan for multiple patients ➤ Caring for Client when Death is Imminent (2 hours) <ul style="list-style-type: none"> - Establish familiarity with facility hospice procedures ➤ Restorative Care (1 hour) <ul style="list-style-type: none"> - Transfer client from bed to wheelchair/chair using gait belt (PC-44) ➤ Principles of Validation Therapy and other Intervention Strategies (1 hour) <ul style="list-style-type: none"> - Reality/Validation Therapy (PC-14/15) ➤ Communication Skills (1 hour) <ul style="list-style-type: none"> - Establishing good relationships with clients: Age-related and cultural differences 	<ul style="list-style-type: none"> ➤ Personal Care Skills (4 hours) <ul style="list-style-type: none"> - Vital Signs: <ul style="list-style-type: none"> ▪ Radial pulse (PC-10) ▪ Respirations (PC-11) ▪ Axillary temperature (PC-23) ▪ Oral temperature (PC-25) ▪ Rectal temperature (PC-26) ▪ Blood pressure (PC-24) ▪ Weight and height (PC-27) - Denture/mouth care (PC-16/28) - Mouth care for the unconscious client (PC-40) ➤ Infection Control (1 hour) <ul style="list-style-type: none"> - Basic cleaning and disinfecting performance ➤ Nutrition (2 hours) <ul style="list-style-type: none"> - Feeding the client that cannot feed self (PC-18) - Proper use of thickener to develop a fluid consistency similar to that of syrup, honey, and pudding - Therapeutic diets: alternative and supplemental feeding methods
<u>Break Schedule – 1 hour</u>	<u>Break Schedule – 1 hour</u>	<u>Break Schedule – 1 hour</u>	<u>Break Schedule – 1 hour</u>	<u>Break Schedule – 1 hour</u>
<ul style="list-style-type: none"> ➤ 15 minute AM break ➤ 30 minute lunch break ➤ 15 minute PM break 	<ul style="list-style-type: none"> ➤ 15 minute AM break ➤ 30 minute lunch break ➤ 15 minute PM break 	<ul style="list-style-type: none"> ➤ 15 minute AM break ➤ 30 minute lunch break ➤ 15 minute PM break 	<ul style="list-style-type: none"> ➤ 15 minute AM break ➤ 30 minute lunch break ➤ 15 minute PM break 	<ul style="list-style-type: none"> ➤ 15 minute AM break ➤ 30 minute lunch break ➤ 15 minute PM break

WEEK 6:

MONDAY	TUESDAY
8:00AM – 4:00PM	8:00AM – 3:30PM
<u>Highland Park Care Center</u>	<u>Highland Park Care Center</u>
<u>Clinical – 7 hours</u>	<u>Clinical – 6.5 hours</u>
<ul style="list-style-type: none">✦ Restorative Care (4 hours)<ul style="list-style-type: none">- Move client to one side of bed (PC-29)- Turn and position client on side (PC-46)- Position client supine, prone, and fowler's (PC-31)- Transfer client using s mechanical lift (PC-45)✦ Personal Care Skills (2 hours)<ul style="list-style-type: none">- Shower/Whirlpool (PC-43)- Bed Bath- Apply knee-high elastic stockings (PC-02)- Dress a client that cannot dress self (PC-17)✦ Principles of Validation Therapy and other Intervention Strategies (1 hour)<ul style="list-style-type: none">- Reality / validation therapy (PC-14/15)	<ul style="list-style-type: none">✦ Personal Care Skills (0.5 hour)<ul style="list-style-type: none">- Make an occupied and unoccupied bed (PC-21/22)✦ Infection Control (1 hour)<ul style="list-style-type: none">- Care of infection clients: isolation techniques (PC-20)✦ Psychosocial Effects of Aging and Disease Process (3 hours)<ul style="list-style-type: none">- Identifies developmental tasks associated with the aging process- Demonstrates principals of behavioral management- Allows client to make personal choices- Explains how to anticipate and manage crisis✦ Nutrition (1 hour)<ul style="list-style-type: none">- Cultural variations in the diet✦ Principles of Validation Therapy and other Intervention Strategies (1 hour)<ul style="list-style-type: none">- Reality / validation therapy (PC-14/15)
<u>Break Schedule – 1 hour</u>	<u>Break Schedule – 1 hour</u>
<ul style="list-style-type: none">✦ 15 minute AM break✦ 30 minute lunch break✦ 15 minute PM break	<ul style="list-style-type: none">✦ 15 minute AM break✦ 30 minute lunch break✦ 15 minute PM break