SECTION 300.650 PERSONNEL POLICIES

d) The facility shall check the status of all applicants with the Nurse Aide Registry prior to hiring.

SECTION 300.660 NURSING ASSISTANTS

a) A facility shall not employ an individual as a nurse aide unless the facility has inquired of the Department as to information in the Registry concerning the individual. (Section 3-206.01 of the Act) The Department shall advise the inquirer if the individual is on the Registry, if the individual has findings of abuse, neglect, or misappropriation of property in accordance with Sections 3-206.01 and 3-206.02 of the Act, and if the individual has a current background check. (See Section 300.661 of this Part.)

b) The facility shall ensure that each nursing assistant complies with one of the following conditions:

1) Is approved on the Department's Nurse Aide Registry. "Approved" means that the nurse aide has met the training or equivalency requirements of Section 300.663 of this Part and does not have a disqualifying criminal background check without a waiver.

2) Begins a Department approved Basic Nursing Assistant Training Program (see 77 Ill. Adm. Code 395) no later than 45 days after employment. The nursing assistant shall successfully complete the training program within 120 days after the date of initial employment. A nursing assistant enrolled in a program approved in accordance with 77 Ill. Adm. Code 395.150(a)(2) shall not be employed more than 120 days prior to successfully completing the program.

3) Within 120 days after initial employment, submits documentation to the Department in accordance with Section 300.663 of this Part to be registered on the Nurse Aide Registry.

c) Each person employed by the facility as a nursing assistant shall meet each of the following requirements:

1) Be at least sixteen years of age, of temperate habits and good moral character, honest, reliable and trustworthy (Section 3-206 (a)(1) of the Act);

2) Be able to speak and understand the English language or a language understood by a substantial percentage of the facility's residents (Section 3-206(a)(2) of the Act);

3) Provide evidence of prior employment or occupation, if any, and residence for two years prior to present employment as a nursing assistant (Section 3-206(a)(3) of the Act);

4) Have completed at least eight years of grade school or provide proof of equivalent knowledge (Section 3-206(a)(4) of the Act).
d) The facility shall certify that each nursing assistant employed by the facility meets the requirements of this Section. Such certification shall be retained by the facility as part of the employee’s personnel record.

e) During inspections of the facility, the Department may require nursing assistants to demonstrate competency in the principles, techniques, and procedures covered by the basic nursing assistant training program curriculum described in 77 Ill. Adm. Code 395, when possible problems in the care provided by aides or other evidences of inadequate training are observed. The State approved manual skills evaluation testing format and forms will be used to determine competency of a nursing assistant when appropriate. Failure to demonstrate competency of the principles, techniques and procedures shall result in the provision of in-service training to the individual by the facility. The in-service training shall address the basic nursing assistant training principles and techniques relative to the procedures in which the nursing assistants are found to be deficient during inspection (see 77 Ill. Adm. Code 395).

(Source: Amended at 23 Ill. Reg. 8106, effective July 15, 1999)

SECTION 300.663 REGISTRY OF CERTIFIED NURSING ASSISTANTS

a) An individual will be placed on the Nurse Aide Registry when he/she has successfully completed a training program approved in accordance with the Long-Term Care Assistants and Aides Training Programs Code (77 Ill. Adm. Code 395) and has met background check information required in Section 300.661 of this Part, and when there are no findings of abuse, neglect, or misappropriation of property in accordance with Sections 3-206.01 and 3-206.02 of the Act.

b) An individual will be placed on the Nurse Aide Registry if he/she has met background check information required in Section 300.661 of this Part and submits documentation supporting one of the following equivalencies:

1) Documentation of current registration from another state indicating that the requirements of 42 CFR 483.151 – 483.156 (October 1, 1997, no further amendments or editions included) have been met and that there are no documented findings of abuse, neglect, or misappropriation of property.

2) Documentation of successful completion of a nursing arts course (e.g., Basics in Nursing, Fundamentals of Nursing, Nursing 101) with at least 40 hours of supervised clinical experience in an accredited nurse training program as evidenced by a diploma, certificate or other written verification from the school and, within 120 days after employment, successful completion of the written portion of the Department-established nursing assistant competency test.

3) Documentation of successful completion of a United States military training program that includes the content of the Basic Nursing Assistant Training Program (see 77 Ill. Adm. Code 395) and at least 40 hours of supervised clinical experience, as evidenced by a diploma, certification, DD-214, or other written verification, and, within 120 days after employment,
successful completion of the written portion of the Department established nursing assistant competency test.

4) Documentation of completion of a nursing program in a foreign country, including the following, and, within 120 days after employment, successful completion of the written portion of the Department-established nursing assistant competency test:

A) A copy of the license, diploma, registration or other proof of completion of the program;
B) A copy of the Social Security card; and
C) Visa or proof of citizenship.

c) An individual shall notify the Nurse Aide Registry of any change of address within 30 days and of any name change within 30 days and shall submit proof of any name change to the Department. (Section 3-206.01 of the Act)

SECTION 300.665 STUDENT INTERNS

a) No person who meets the definition of student intern in Section 300.330 shall be required to complete a current course of training for nursing assistants.

b) The facility may utilize student interns to perform basic nursing assistant skills for which they have been evaluated and deemed competent by an approved evaluator using the State approved manual skills competency evaluation testing format and forms (see 77 Ill. Adm. Code 395.300), but shall not allow interns to provide rehabilitation nursing (see Section 300.1210(b), in-bed bathing, assistance with skin care, foot care, or to administer enemas, except under the direct, immediate supervision of a licensed nurse.

c) No facility shall have more than fifteen percent of its nursing assistant staff positions held by student interns.

(Source: Amended at 17 Ill. Reg. 19279, effective October 26, 1993)

Section 300.1220 Supervision of Nursing Services

Supervising and overseeing in-service education, embracing orientation, skill training, and on-going education for all personnel and covering all aspects of resident care and programming. The educational program shall include training and practice in activities and restorative/rehabilitative nursing techniques through out-of-facility or in-facility training programs. This person may conduct these programs personally or see that they are carried out.

SECTION 395.50 DEFINITIONS

Act – the Nursing Home Care Act [210 ILCS 45].
Approved evaluator – a registered nurse who has attended a Department-sponsored evaluator workshop, meets the Instructor Requirements in Section 395.160 of this Part, and has no fiduciary connection with the facility by which the candidate is employed or will be employed within 30 days of the evaluation.

Approved manual skills – the following tasks demonstrated by a candidate: washing hands, performing oral hygiene, hair care or nail care for a client, shaving a client's face, taking a client's oral temperature and pulse, measuring a client's respiration and blood pressure, making an occupied and unoccupied bed, feeding and dressing a client, making a final room check prior to client occupancy, measuring a client's weight and height, placing a client in a side-lying position, performing passive range of motion on a client, calculating a client's intake and output of fluids, transferring a client to a wheelchair using a safety belt, and giving a client a partial bath.

Competency test – a comprehensive multiple choice test meeting the requirements of 42 CFR 483, administered by the Department or a school, agency or similar institution under agreement with the Department.

Clinical practice instruction – a teaching method used during the practical application of skill competencies (on-the-job training - OJT) in which the trainee explains and demonstrates skill competencies learned during the theory and OJT sections to an acceptable level in the presence of an OJT instructor.

Curriculum Coordinator – In each Developmental Disabilities Aide Training Program, a qualified mental retardation professional who is responsible for planning, organization, management, coordination with training staff, compliance, documentation, and linkage with the Department and the Department of Mental Health and Developmental Disabilities. The Curriculum Coordinator is not required to be an instructor.

Department – the Illinois Department of Public Health.

Developmental Disabilities (DD) Aide – any person who provides nursing, personal or rehabilitative care to residents of Intermediate Care Facilities for the Developmentally Disabled, regardless of title, and who is not otherwise licensed, certified or registered to render medical care. Other titles often used to refer to DD Aides include, but are not limited to, Program Aides, Program Technicians and Habilitation Aides. DD Aides must function under the supervision of a licensed nurse or a Qualified Mental Retardation Professional (QMRP).
Direct contact – the provision of any services to a client by an individual carrying out tasks usually done by nurse aides.

_Nurse – A registered nurse or a licensed practical nurse as defined in the Illinois Nursing Act of 1987 [225 ILCS 65]. (Section 1-118 of the Act)_

Qualified Mental Retardation Professional – a person who has at least one year of experience working directly with individuals with developmental disabilities and meets at least one of the following additional qualifications:

Be a physician as defined in this Section.

Be a registered nurse as defined in this Section.

Hold at least a bachelor’s degree in one of the following fields: occupational therapy, physical therapy, psychology, social work, speech or language pathology, recreation (or a recreation specialty area such as art, dance, music, or physical education), dietary services or dietetics, or a human services field (such as sociology, special education, or rehabilitation counseling).

_Physician – any person licensed to practice medicine in all its branches as provided by the Medical Practice Act of 1987 [225 ILCS 60]._

_Registered nurse (RN) – a person with a valid license to practice as a registered professional nurse under the Illinois Nursing Act of 1987 [225 ILCS 65]._

_Supervised laboratory – a teaching method utilized during the theory section of the program requiring the trainee to demonstrate skill competencies that were taught by the instructor as part of the theory section of the program._

_Train The Trainer Workshop/Program – a college based program, no less than 30 clock hours, designed to prepare a registered nurse to teach certified nurse aide (CNA)_
students. The course includes learning principles, teaching methods, curriculum
development and instructional techniques; or the Department sponsored program held
prior to October 1991.

(Source: Added at 20 Ill. Reg. 10085, effective July 15, 1996)

SECTION 395.100 PROGRAM SPONSOR

Training program sponsors may be any one of the following:

a) A community college or other public school operated by the state of Illinois or unit of
local government.

b) A private vocational or business school as defined in the Private Business and
Vocational Schools Act [105 ILCS 425], which holds a valid certificate of approval or
certificate of exemption issued by the State Board of Education under rules entitled "Private
Business and Vocational Schools" (23 Ill. Adm. Code 451).

c) A facility licensed by the Department under the Nursing Home Care Act, under the
Hospital Licensing Act [210 ILCS 85] or under the Home Health Agency Licensing Act [210
ILCS 55].

(Source: Amended at 20 Ill. Reg. 10085, effective July 15, 1996)

SECTION 395.110 APPLICATION FOR PROGRAM APPROVAL

a) The program sponsor shall submit a letter of application for program approval to
each Department at least ninety days in advance of the scheduled beginning of the training
program. The program sponsor shall not offer the training program prior to receipt of
written approval from the Department. The Department will not grant retroactive approval
of training programs.

b) The letter of application shall include at least the following information about the
proposed program:
1) A statement of whether the training program being proposed is a:
   A) Basic Nursing Assistant Training Program,
   B) Developmental Disabilities Aide Training Program,
   C) Basic Child Care/Habilitation Aide Training Program, or
   D) Psychiatric Rehabilitation Services Aide Training Program.

2) A copy of the sponsor’s certificate of approval issued by the State Board of Education
   or the Board of Higher Education, as appropriate, if the sponsor is a private business,
   vocational school or college.

3) A statement of the program rationale, including the philosophy and purpose of the
   program.

4) A statement indicating that the Department’s model program based on Section
   395.300 of this Part is being used or an outline containing the methodology, content, and
   objectives for the training program.
   A) The outline shall indicate the number of hours that will be dedicated to each
      component of the training program. This outline shall not preclude the instructor from
      varying the order of presentation of the outlined course components.
   B) The outline shall address each of the required curricula content requirements
      contained in Section 395.300 (Basic Nursing Assistant Training Program), Section 395.310
      (Developmental Disabilities Aides Training Program), or Section 395.320 (Basic Child
      Care/Habilitation Aide Training Program) or Section 395.330 (Psychiatric Rehabilitation
      Services Aide Training Program).

5) A master schedule for the training program, which includes at least the following:
   A) The location, classroom designation, and scheduled dates of the training program.
   B) The allocation of the daily and total hours of instruction between theory and clinical
      instruction.
   C) Identification of theory and clinical instructors and approved evaluator, and whether
      the instruction is theory or clinical.
   D) Curriculum Coordinator, for developmental disabilities aide training programs.

6) Resumes describing the education, experience, and qualifications of each program
   instructor including a copy of any valid Illinois licenses, as applicable.

7) Any clinical site agreements for the use of facilities and equipment that are not
   owned or operated by the program sponsor. Such agreements shall be signed by the owner
   or operator of the facilities or equipment and shall include the dates such facilities or
   equipment will be used, and a description of the classrooms, laboratory, clinical training
   equipment, and any other facilities or equipment that will be used in the program.
8) A copy or a description of the tools that will be used to evaluate the following aspects of the training program:

A) Training program objectives and instructors.

B) Training program content.

C) Clinical performance, encompassing all skills taught, and for a Basic Nursing Assistant Training Program, the State-approved manual skills evaluation developed from the curriculum outlined in Section 395.300.

9) A copy of the attendance policy.

c) The program sponsor for all programs except Developmental Disabilities Aide Training Programs shall submit the letter of application for approval of a training program to the Department at the following address:

Illinois Department of Public Health

Office of Health Care Regulation

Division of LTC Field Operations

525 West Jefferson Street

Springfield, Illinois 62761

d) No changes will be required in the program content of any training program, which was approved under rules in effect at the time of the adoption of amended rules, until a review by the Department indicates that revisions to the program content are needed to keep the program in compliance with the amended rules.

AGENCY NOTE: The Department has a Memorandum of Understanding with the Department of Human Services for that agency to administer the approval of the Developmental Disabilities Aide Training Programs in accordance with the requirements of this Part. Questions and correspondence should be directed to the Illinois Department of Human Services, Office of Developmental Disabilities, Bureau of Human Resource Development, 319 East Madison, Suite 4J, Springfield, Illinois 62701.

(Source: Amended at 26 Ill. Reg. 14837, effective October 15, 2002)

SECTION 395.120 REVIEW PROCESS AND PROGRAM APPROVAL

a) The Department will evaluate the application and proposed program for conformance to the program requirements contained in this Part. Based on this review, the Department will take one of the following actions regarding the application:

1) Grant approval of the proposed program.
2) Grant approval of the proposed program contingent on the receipt of additional materials, or revisions, needed to remedy any minor deficiencies in the application or proposed program, which would not prevent the program from being implemented, such as deficiencies in the number of hours assigned to cover different areas of content, which can be corrected by submitting a revised schedule or outline.

3) Deny approval of the proposed program based on major deficiencies in the application or proposed program, which would prevent the program from being implemented, such as deficiencies in the qualifications of instructors or missing areas of content.

b) When the Department finds that a proposed program fails to comply with the program requirements contained in this Part or 42 CFR 483.151(b)(2)(i-v) (October 1, 1994, no further editions or amendments included), the Department will notify the sponsor in writing of the nature of the deficiencies, and will request additional materials, or revisions, needed to remedy deficiencies in the application or proposed program.

c) When the Department finds that a proposed program, along with any additional materials and revisions which have been submitted, complies with the program requirements contained in this Part, the Department will issue a written notice of program approval to the program sponsor.

d) The Department will issue an identification number to each approved training program sponsor. The sponsor shall reference that number in any correspondence to the Department about the program.

(Source: Amended at 20 Ill. Reg. 10085, effective July 15, 1996)

SECTION 395.130 REVIEW OF APPROVED TRAINING PROGRAM

a) The Department will review each approved training program for renewal at least every other year.

b) The program renewal review shall evaluate compliance with this Part and include, if necessary, an on-site monitoring visit.

c) The proportion of an approved training program’s students who successfully complete the training program will be considered by the Department in determining the need for additional on-site visits and other monitoring activities.

(Source: Amended at 20 Ill. Reg. 10085, effective July 15, 1996)

SECTION 395.140 INACTIVE STATUS

a) The Department shall place an approved training program on inactive status upon receipt of a written request from the program sponsor for such action or if there has been no program activity during the last year.
b) To return an approved training program that has been on inactive status for one year or less to active status, the sponsor of the program shall submit a written request to the Department detailing any changes in the approved training program and a master schedule in accordance with Section 395.110(b)(5) of this Part.

c) An approved training program that has been on inactive status for more than one year shall submit a letter of application as required in Section 395.110 of this Part.

d) The request for return to active status must be submitted no fewer than 60 days prior to the scheduled beginning of the program.

(Source: Amended at 20 Ill. Reg. 10085, effective July 15, 1996)

SECTION 395.150 MINIMUM HOURS OF INSTRUCTION

a) Time frames for Basic Nursing Assistant Training Programs

1) Each program shall include a minimum of 120 hours of instruction, excluding breaks, lunch, and any orientation to the specific policies of the employing facility.

2) The basic program content shall be presented in a minimum time frame of three weeks, but cannot exceed 120 days, unless the training program is conducted by a community college or other educational institution on a term, semester, or trimester basis.

3) There shall be a ratio of two hours of theory, including supervised laboratory, to each hour of supervised clinical practice instruction (i.e., 80 hours of theory and 40 hours of clinical). This ratio applies only to the required 120 hours of instruction.

4) A minimum of 12 hours of theory instruction related to Alzheimer's disease and related dementias, as described in Section 395.300(r) through (z), shall be included in each program, excluding breaks, lunch, and any orientation to the specific policies of the employing facility.

5) A minimum of 16 hours of training in the following areas must be conducted prior to any direct contact with a resident (42 CFR 483.152(a)(3-6)):

A) Communication and interpersonal skills;

B) Infection control;

C) Safety/emergency procedures, including the Heimlich maneuver;

D) Promoting residents' independence; and

E) Promoting residents' rights.
SECTION 395.160 INSTRUCTOR REQUIREMENTS

a) Requirements for Instructors in a Basic Nursing Assistant Program or a Basic Child Care/Habilitation Aide Training Program

1) Each course instructor shall be a registered nurse with a minimum of two years nursing experience, who has no other duties while engaged in the training program. Instructors shall be required to have one year of experience as a registered nurse in one or both of the following areas:

A) Teaching an accredited nurse’s training program.

B) Caring for the elderly or for the chronically ill of any age through employment in a nursing facility, extended care unit, geriatrics department, chronic care unit, hospice, swing bed unit of a hospital, or other long-term care setting.

2) Each theory course instructor shall also possess at least one of the following qualifications:

A) A valid Illinois teaching certificate or a provisional certificate.

B) A certificate indicating completion of a Department approved train the trainer workshop/program.

C) Evidence of at least one semester of formal teaching experience.

D) College course work during the previous six years, which includes at least one course in teaching/learning principles, curriculum development, teaching methods, or instructional techniques.

SECTION 395.170 PROGRAM OPERATION

a) An educational entity, other than a secondary school, conducting a Nurse Aide Training Program shall initiate a UCIA criminal history records check in accordance with the requirements of the Health Care Worker Background Check Act [225 ILCS 46] prior to entry of an individual into the training program. A secondary school may initiate a UCIA Criminal History Record Check prior to the entry of an individual into a training program. (Section 3-206(a-0.5) of the Act)

b) For the purpose of this Section, “initiate” means the obtaining of the authorization for a record check from a student. The educational entity shall transmit all necessary information and fees to the Illinois State Police within 10 working days after receipt of the authorization. (Section 15(3) of the Health Care Worker Background Check Act) Authorization shall be requested on the first day of class.

c) The results of the criminal history record check shall be attached to the student’s competency test application. If the student does not complete a test application or takes the competency test prior to receiving the results of the criminal history record check, the program shall submit the results to the Department. The program shall also provide the student with a copy of the results.
d) The program shall provide counseling to all individuals seeking admission to the program concerning the Health Care Worker Background Check Act. The counseling must include, at a minimum:

1) notification that a UCIA criminal history record check will be initiated in accordance with subsection (a) above;

2) a clear statement that a UCIA Criminal Background Check is required for the individual to work as a nursing assistant, developmental disabilities aide, or basic child care/habilitation aide in Illinois; and

3) a listing of those Sections of the Criminal Code of 1961 [720 ILCS 5], the Cannabis Control Act [720 ILCS 550], and the Illinois Controlled Substances Act [720 ILCS 570] for which a conviction would disqualify the individual from finding employment as a nursing assistant.

e) Ten working days prior to the start of the actual training program, an updated master schedule, in accordance with Section 395.110(b)(5) of this Part, shall be submitted to the Department.

f) Any change in program content, objectives, or instructors shall be submitted to the Department at least thirty days prior to program delivery.

g) In the Basic Nursing Assistant Training Program, the program shall require each student to show competency of Department approved manual skills by hands-on return demonstration. The manual skills evaluation shall be conducted by an approved evaluator. Approved evaluators employed by a facility may not evaluate students trained by the facility program. The facility shall assure that an approved evaluator who is not an approved instructor meets the requirements of Section 395.160 of this Part.

(Source: Amended at 22 Ill. Reg. 4057, effective February 13, 1998)

SECTION 395.173 SUCCESSFUL COMPLETION OF THE BASIC NURSING ASSISTANT TRAINING PROGRAM

a) A student shall be considered to have successfully completed the training program when all of the following are met: The student has

1) completed at least 80 hours of theory and 40 hours of clinical instruction;

2) demonstrated competence in the Department-approved manual skills.

b) A student must pass the Department established competency test.

(Source: Added at 20 Ill. Reg. 10085, effective July 15, 1996)
SECTION 395.300 BASIC NURSING ASSISTANT TRAINING PROGRAM

The Basic Nursing Assistant Training Program shall include, at a minimum, the following:

a) Module I – Introduction to Health Care Systems

1) Functions of health care facilities. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) differentiate between the hospital, long term care facility, and home health aide programs as to their basic purposes and what each expects of the nursing assistant;

B) define the functions of the nursing assistant and be aware of the ethical implications and the legal limitations; and

C) develop a beginning understanding and appreciation of the responsibility of the nursing assistant as a member of the health care team.

2) Home Health Agencies and the health care professions.

Objectives: Upon completion of this unit of instruction, the student will be able to:

A) discuss the purpose and organization of a home health agency;

B) identify the members of the home health care team and their respective tasks; and

C) apply learned basic nursing procedures to the home setting making appropriate modifications.

3) Philosophy of patient care. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) understand the uniqueness and reward of caring for the geriatric patient;

B) demonstrate an awareness of the ethics involved in the position; and

C) develop an understanding of the patient-family relationship.

4) The role of the multidisciplinary health care team.

Objectives: Upon completion of this unit of instruction, the student will be able to:

A) define the role of the nursing assistant in the long-term care facility;

B) identify and discuss roles of the multidisciplinary team and the integration of services for the total care of the patient; and

C) identify the "chain of command" in the organizational structure of a long-term care facility.
5) Personal qualities of the nursing assistant. Objectives: Upon completion of this unit of instruction, the student will meet expectations of facilities by being able to:

A) meet standards of appearance and general behavior;

B) be aware of the importance of punctuality and confidentiality; and

C) demonstrate an awareness of the empathy and compassion, particularly to the elderly.

6) Duties of the nurse assistant. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) develop an understanding of nursing assistant duties;

B) develop an understanding of the why’s of patient care, such as infection control, safety, and residents’ rights; and

C) define the functions of the nursing assistant and be aware of legal implications.

7) Medical terminology. Objectives: Upon completion of this unit of instruction, the student will meet expectations of facilities by being able to:

A) develop an awareness of the very basic abbreviations and symbols utilized in medical terminology; and

B) meet the written standards for charting on the medical record.

8) Recording. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) demonstrate an awareness of the principles of accurate observation and recording; and

B) discuss the various forms utilized in the medical record system.

b) Module II -- Introduction to the patient.

1) Resident Rights. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) provide privacy and maintenance of confidentiality;

B) assist residents to make personal choices to accommodate their individual needs; and

C) maintain reasonable care of the personal possessions of residents.

2) Communication and interpersonal relationships with patients, families and others. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) develop an awareness of appropriate communication between staff/patients, staff/families, families/patient, staff/staff;

B) develop communication techniques; and

C) demonstrate the ability to understand verbal and nonverbal communication.

3) Psychological needs of patient and family. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) develop an awareness of sensitivity to the patient’s need for feelings of self-worth;

B) demonstrate the ability to listen; and

C) understand the necessity to develop and maintain harmony between patient and family.

4) Normal growth and development. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) list and describe various priorities of need of residents;

B) describe the continuum of life cycle; and

C) develop an awareness of normalcy and deviations.

c) Module III – Your working environment.

1) Cleanliness in the health care setting and patient homes.

Objectives: Upon completion of this unit of instruction, the student will be able to:

A) define the principles of medical asepsis;

B) demonstrate an awareness of the importance of cleanliness in health care institutions; and

C) demonstrate the ability to modify medical asepsis technique for the home setting.

2) Principles of handwashing. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) discuss the need for handwashing before and after each task and before and after direct patient contact;

B) demonstrate that an understanding of a good handwashing technique will prevent the spread of disease; and

C) demonstrate the ability to wash hands using the learned technique.
3) Principles of disinfection. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) List the methods of disinfection;
B) demonstrate an awareness of handling disinfected articles; and
C) differentiate between "clean" and "dirty."

4) Principles of sterilization. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) explain the relationship between microorganisms and infection control;
B) list the conditions necessary for microorganism growth; and
C) develop an awareness of the process of killing all bacteria.

5) Techniques of disinfection. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) discuss the various methods of disinfecting;
B) develop an awareness of relevant time necessary for disinfection; and
C) list articles that can be safely disinfected.

6) Maintaining equipment and supplies. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) develop an understanding of the proper usage of equipment used in the personal/nursing care of residents;
B) demonstrate proper usage, cleaning and storing of equipment; and
C) develop an awareness of the reporting system relevant to proper maintenance of equipment.

d) Module IV – Safety.

1) Body mechanics. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) discuss techniques of proper body mechanics;
B) demonstrate good body mechanics for the benefit of the patient and nursing assistant; and
C) relate use of body mechanics to basic musculo-skeletal anatomy.

2) Fire safety. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) identify potential fire hazards;
B) identify and apply facility's procedures for safety, fire and disaster; and
C) state his/her role in facility's fire and disaster plan.

3) Disaster. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) identify designated supervisory personnel in the event of disaster;
B) develop an understanding of the disaster manual; and
C) state his/her role in facility's safety, fire and disaster plan.

4) Heimlich maneuver. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) list signs of choking; and
B) demonstrate the Heimlich maneuver.

e) Module V – The patient's unit. Bedmaking procedures (unoccupied and occupied). Objectives: Upon completion of this unit of instruction, the student will be able to:
1) identify the patient's need for a clean and comfortable environment;
2) identify the purpose of the procedure for making the unoccupied and occupied bed; and
3) demonstrate proper bedmaking procedure.

f) Module VI - Lifting, moving and transporting patients.
1) In bed. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) describe briefly the musculo-skeletal system;
B) realize needs for motion in joints and muscle activity; and
C) maintain correct body alignment.

2) Ambulatory. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) safely ambulate patients;
B) demonstrate proper body mechanics; and
C) develop an awareness of the physical ability of each patient.
3) Wheelchair. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) apply safety principles involved in transporting patient in wheelchair;
B) demonstrate proper body mechanics; and
C) provide for privacy when transferring the patient from bed to wheelchair.

4) Stretcher. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) identify and apply rules for safety for patient transfer;
B) demonstrate good body mechanics; and
C) provide for privacy when transferring the patient from bed to stretcher.

g) Module VII – Basic Anatomy.

1) Contents:

A) Anatomy of the Skeletal System;
B) Anatomy of the Circulatory System;
C) Anatomy of the Digestive System;
D) Anatomy of the Respiratory System;
E) Anatomy of the Urinary System;
F) Anatomy of the Muscular System; and
G) Functioning of the human body as related to the disease process.

2) Objectives: Upon completion of this unit of instruction, the student will be able to:

A) develop an understanding of human anatomy and its relationship to normal function;
B) identify and discuss simple disease processes; and
C) explain how body systems work together.

h) Module VIII – Personal care of the patient.

1) Contents:

A) Oral hygiene;
B) Bathing procedures;
C) Care of the back feet and skin; and
D) Observing and reporting.

2) Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) identify basic human needs (physical, emotional, social and religious) of the patient;
   B) demonstrate the ability to recognize basic human needs in patient behavior;
   C) demonstrate proper medical asepsis technique;
   D) demonstrate methods to detect incipient or manifest decubitis ulcers;
   E) demonstrate measures to prevent decubitis ulcers, such as proper positioning and turning;
   F) identify the patient’s need for a clean environment; and
   G) observe and report care given.

   1) Diets and therapeutic diets. Objectives: Upon completion of this unit of instruction, the student will be able to:
      A) describe briefly the use of basic nutrients and fluids by the body;
      B) list the basic four groups and name daily requirements of each; and
      C) identify modified diets and understand the reasons for modification.
   2) Feeding techniques. Objectives: Upon completion of this unit of instruction, the student will be able to:
      A) describe briefly the anatomy of digestion;
      B) develop an awareness of the patient’s eating limitations; and
      C) serve and assist patient with feeding.
   3) Nourishments. Objectives: Upon completion of this unit of instruction, the student will be able to:
      A) develop an understanding of intermittent nourishments and dietary supplements;
      B) demonstrate the ability to properly distribute nourishments; and
      C) accurately report and record diet and fluid intake.

j) Module X – Fluid balance.
   1) Measuring fluid intake and output. Objectives: Upon completion of this unit of instruction, the student will be able to:
      A) describe briefly the anatomy of elimination;
B) demonstrate the ability to measure intake and output; and
C) accurately report and record intake and output.

2) Forcing and restricting fluids. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) identify problems associated with bowel and bladder management;
B) develop an understanding of fluid balance in the body; and
C) accurately report and record patient’s fluid intake.

3) Specimen collection. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) describe briefly the anatomy related to body discharge and elimination;
B) demonstrate how to collect stool, urine, and other specimens; and
C) accurately report and record urinary, fecal, and other output.

k) Module XI – Observing and recording vital signs.
1) Contents:
A) Taking the temperature;
B) Taking pulse;
C) Taking respirations;
D) Taking blood pressure;
E) Recording vital signs; and
F) Measuring height and weight.

2) Objectives: Upon completion of this unit of instruction, the student will be able to:
A) state the meaning and importance of temperature, pulse, respirations, and blood pressure;
B) demonstrate how to properly measure temperature, pulse, respirations, and blood pressure;
C) accurately report and record temperature, pulse, respirations, and blood pressure; and
D) Demonstrate how to accurately measure and record height and weight.

l) Module XII – Supportive care.
1) Heat applications. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) describe the various methods of heat application;
   B) demonstrate the use of safety measures involved in applying hot applications; and
   C) report and record treatment given.

2) Cold applications. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) describe the various methods of cold application;
   B) demonstrate the use and safety measures involved in applying cold applications; and
   C) report and record treatment given.

3) Enemas. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) describe briefly the anatomy of elimination;
   B) demonstrate how to administer an enema; and
   C) accurately report and record the procedures and results.

4) The vaginal douche - external and internal. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) describe briefly the anatomy of the reproductive system;
   B) demonstrate the procedure of administering an external and internal douche; and
   C) accurately report and record the procedure.

5) Catheters and tubing. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) develop a basic understanding of the use of catheters and tubing;
   B) discuss the use of specific catheters and tubing; and
   C) develop an understanding of the maintenance and storage of catheters and tubing.

m) Module XIII – Fundamentals of Rehabilitation Nursing.

1) Philosophy of rehabilitation nursing. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) discuss the intrinsic worth of affected persons;
   B) develop a beginning understanding of the fundamentals of rehabilitation; and
identify methods of treating the whole patient for restoration of function.

Principles of rehabilitation nursing. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) demonstrate an understanding of the concepts of rehabilitation nursing;
B) identify the four cardinal principles of rehabilitation nursing; and
C) develop an awareness of the treatment process of rehabilitation as well as the legal implications.

Concepts of activities of daily living. Objectives: Upon completion of this unit of instruction, the student will be able to:

A) describe and discuss the use of adaptive tools for the disabled person;
B) develop an awareness of sensitivity to the patient's need for feelings of self-esteem; and
C) motivate the patient to work toward independence and self-care.

Module XIV – Patient care planning.

1) Contents:
A) Patient admission;
B) Patient transfer; and
C) Patient discharge.

2) Objectives: Upon completion of this unit of instruction, the student will be able to:
A) be aware of the emotional implications of admission, transfer, and discharge;
B) demonstrate the procedures for admission, transfer, and discharge; and
C) observe, report, and record accurately.

Module XV – The patient in isolation.

1) Isolation techniques. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) discuss communicable diseases and the nature of isolation techniques;
B) differentiate between "clean" and "dirty"; and
C) discuss the difference between regular and reverse isolation procedures.

2) Physiological aspects of isolation. Objectives: Upon completion of this unit of instruction, the student will be able to:
A) demonstrate isolation precautions and procedures;
B) demonstrate isolation procedures including handwashing, masking, gowing, food and elimination precautions; and
C) accurately report and record isolation procedures.

3) Psychological aspects of isolation. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) be aware and empathetic to the patient's fear and loneliness;
   B) identify untoward behavior of the isolated patient; and
   C) accurately observe and record patient's emotional reaction to the isolation process.

4) Isolation in the home. Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) apply learned isolation techniques making necessary modifications for home care;
   B) communicate effectively with the patient and family relevant to the isolation process; and
   C) accurately observe, report, and record the isolation techniques.

Module XVI – Care of the terminally ill patient.
1) Contents:
   A) Psychological needs of the patient; and
   B) Psychological needs of the family.

2) Objectives: Upon completion of this unit of instruction, the student will be able to:
   A) identify and describe the rights of the dying patient and his/her family;
   B) discuss attitudes and feelings about death and dying;
   C) describe the physical and psychological changes in the patient as death approaches; and
   D) discuss the grieving process of the patient and family.

Module XVII – Care of the body (postmortem care). Objectives: Upon completion of this unit of instruction, the student will be able to:

1) develop an awareness for respect for the body after death occurs;
2) develop an understanding for good body alignment after death; and
3) demonstrate nursing care after death.

r) Module XVIII – Aging and Dementia. Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Identify the differences between the normal aging process and cognitive dysfunction disease processes;

2) Define dementia and pseudo-dementia:
   A) Reversible; and
   B) Non-reversible;

3) List the common terminology used to describe different types of dementia:
   A) Alzheimer’s disease (AD);
   B) Senile Dementia of the Alzheimer’s Type (SDAT);
   C) Multi Infarct Dementia (MID); and
   D) Organic Brain Syndrome (OBS);

4) Discuss how dementias are currently diagnosed.

s) Module XIX – Alzheimer’s Disease and Related Disorders (RD).
   Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Identify the potential health, social and economic impacts of AD and RD:
   A) Society;
   B) Family; and
   C) Individual.

2) List the primary signs, symptoms and associated features of AD and RD.

3) Discuss memory loss, sensory impairments, perceptual dysfunction, and cognitive and physical changes normally associated with AD and RD.


t) Module XX – Communications. Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Identify the elements of verbal/nonverbal communication between staff/resident;

2) Discuss the expected language and communication changes in AD and RD residents;

3) Identify effective techniques for enhancing communications; and
4) Discuss the importance of touch and companionship to the AD and RD resident.

u) Module XXI – Care and Treatment Modalities. Objective: Upon completion of this unit of instruction, the student will be able to:

1) Discuss the inter-disciplinary nature of treatment in the care of AD and RD residents;

2) Identify the importance of observation and ways to monitor the behavior and safety of the AD and RD resident;

3) Identify the importance of: consistency in approach; focusing on ability; task breakdown techniques; cluing and distraction techniques;

4) Discuss the difference in approaching activities of daily living (ADL), such as dressing, bathing, grooming, oral hygiene, bowel, bladder, and skin care;

5) List the physical changes and their effects on the AD resident.

v) Module XXII – Behavior Issues and Management Techniques. Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Discuss the common mood and behavioral disturbances of residents with a progressive dementing disorder:
   A) Agitation;
   B) Anxiety;
   C) Catastrophic Reactions;
   D) Clinging;
   E) Combativeness;
   F) Delusions/hallucinations;
   G) Inappropriate sexual behaviors;
   H) Rummaging/hoarding;
   I) Sleep disturbance;
   J) Sundowning (increasing intensity of symptoms during evening hours);
   K) Suspiciousness; and
   L) Wandering/pacing.

2) Identify specific techniques or approaches used to support residents ability:
   A) Behavior;
   B) Cause;
C) Staff intervention/response; and
D) Environment.

w) Module XXIII – Activities. Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Identify appropriate activities based on the individuals mood and behavioral needs:
   A) Individual;
   B) Small group; and
   C) Large group.

2) Discuss the importance, significance and types of familiar tasks to support normalization.

x) Module XXIV – Nutrition and Dietary Factors. Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Identify cognitive and physiological changes of AD and RD residents that affect nutrition and feeding patterns;

2) Discuss potential feeding problems, complications, and eating behaviors; and

3) List approaches for maintaining good nutrition and enhancing mealtime.

y) Module XXV – Family Role and Community Resources. Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Define family, significant other, and the sandwich generation (individuals caring for both their children and their elderly parents);

2) Identify role changes and role reversal;

3) Discuss the extent of family caregiving prior to Nursing Home placement;

4) Discuss the impact of chronic stress on family systems;

5) Discuss the impact of caring for the AD and RD family member or resident on the primary caregiver;

6) Identify interventions appropriate for assisting family caregivers to cope with their stress;

7) Identify the different community resources available and their role in the care and treatment of AD and RD residents both inside and outside the facility setting; and

8) Discuss how local chapter of the Alzheimer's Disease and Related Disorders Association (ADRDA) can assist the resident, the family caregiver and the facility.
z) Module XXVI – Staff Support. Objectives: Upon completion of this unit of instruction, the student will be able to:

1) Identify stress factors involved in caring for persons with irreversible cognitive decline;

2) Identify coping mechanisms used by the individual resident to compensate for irreversible cognitive decline; and

3) Identify coping mechanisms that are used during the death, dying and bereavement process by the family and facility staff.

aa) Module XXVII – Cardiopulmonary Resuscitation. Objective: Upon completion of this unit of instruction, the student will be able to initiate basic cardiopulmonary resuscitation. After the training, certification in the provision of basic life support by an American Heart Association or American Red Cross certified training program may be offered as an option for this unit, but such certification is not a pre-requisite for the student’s satisfactory completion of this unit of instruction.

(Source: Amended at 17 Ill. Reg. 2984, effective February 22, 1993)