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Education & Training Plan
Nursing Assistant Specialist Certificate Program with Clinical Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & a Clinical Externship Opportunity
Mentor Supported

Nursing Assistant Specialist Certificate Program with Clinical Externship

Course Code: CLEM-NRSA
Program Duration: 6 Months
Contact Hours: 750
Student Tuition: $3,999

The Nursing Assistant Specialist

Nursing Assistant Specialists are on the front lines of patient care. With the demands for healthcare growing every day, nursing assistants are absolutely vital to daily operations in hospitals and nursing care facilities. Working closely with patients, Nursing Assistant Specialists are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Nursing Assistant Specialists give patients important social and emotional support and also provide vital information on patient conditions to nurses. As healthcare needs continue to grow, Nursing Assistant Specialists will be in great demand by hospitals, physician's and a variety of other healthcare facilities.

The Nursing Assistant Specialist Program

This program is designed to provide students with the knowledge base necessary to become a Nursing Assistant Specialist and potentially begin the career path toward Registered Nurse. This course is designed to provide students with the complete healthcare knowledge base necessary to sit for the certification exam in their state. Students do not receive certification simply by taking this course: they must sit for their state's certification exam. Students will gain an understanding of basic medical knowledge and will learn procedures and techniques for providing sensitive and appropriate medical/personal care to a wide range of patients. In order to obtain certification in specific states, it is necessary to complete the clinical hour requirements for that state, as well as obtain a criminal background check, CPR certification, TB testing, and other screenings as required by that state.

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are several National Certification exams that are available to students who successfully complete this program:
    - **National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Exam**
    - **Individual states have specific certification requirements and processes associated with this program. Please refer to your specific state agency for certification requirements.**
- In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Nursing (LPN) or a Nursing (RN) program.

Nursing Assistant Specialist Detailed Course Information:

- Explain how laws and regulations affect the roles and responsibilities of the Nursing Assistant Specialist within the health care system
- Demonstrate basic knowledge of effective communication skills necessary to function as a member of the health care team
- Demonstrate basic technical and communication skills that facilitate an optimal level of functioning of the client, recognizing individual, cultural, and religious diversity
- Use procedures and techniques to promote infection control and prevent the spread of microorganisms
- Demonstrate the ability to identify and use safety and emergency procedures
- Demonstrate basic knowledge of body systems, basic anatomy, common disease processes, and the aging process
- Demonstrate basic knowledge of vital signs and other body measurements
- Demonstrate basic knowledge of principles and skills of restorative nursing in providing client care, while also using proper body mechanics
- Identify elements of a client's physical environment and the client's interaction with their environment
- Identify proper procedures and techniques used for providing personal care to clients, including but not limited to ADLs, bathing, skin care, nutrition and feeding, elimination, range of motion, positioning, and mobility
- Identify psychosocial characteristics of all clients, including those with physical and cognitive impairments
- Demonstrate basic knowledge of delivering sensitive care to the dying client and family
- Identify behaviors that maintain and respect the client and client's family rights and promote client independence, regardless of race, religion, lifestyle, sexual preference, disease process, or ability to pay
- Responsibilities of the clinical medical assistant and introduction to healthcare facilities
- Medical terminology, anatomy and physiology, circulation of the heart and blood vessels
- Care & safety of patients, medical & legal aspects of care, confidentiality and HIPAA
- Effective verbal and non-verbal communication, interpersonal skills and human behavior
- Aseptic techniques, infection prevention, universal precautions, proper use and disposal of biohazards and sharps
- Documenting patient medical histories, updating patient medical files, vital signs and documentation
- Appling sterile dressings, preparing patients for x-rays, performing various injections, administering oral medications, instructing patients on the proper usage of medications

National Certification
Upon successful completion of this Clemson University Nursing Assistant Specialist program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam. Students who complete this program are encouraged to complete the clinical externship option with their program in order to gain clinical experience. Students who complete this program can and do sit for the NHA CCMA certification exam and are qualified, eligible and prepared to do so. Clemson University works with each student to complete the exam application, gain clinical experience and register the student to take the national certification exam. Additionally, students may pursue state Certified Nursing Assistant certification if they meet certain state requirements.

Clinical Externship / Hands on Training / Practicum
Although not a requirement of this program, once students complete the Nursing Assistant Specialist program, they have the ability to participate in a clinical externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a Nursing Assistant Specialist. Students will be assisted with completing a resume and/or other requirements necessary to work in a hospital, physicians practice, clinic and/or with other healthcare organizations. All students who complete this program are eligible to participate in an externship and will be placed in a healthcare organization near their location. Clemson University works with national healthcare organizations and has the ability to place students in clinical externship opportunities nationwide.

Clemson University contact: If students have any questions regarding this program including national certification and externships**, they should call Juanita Durham of Clemson University at 864.656.3984 or via email at jdrhm@clemson.edu.**

Note: No refunds can be issued after the start date published in your Financial Award document.

About Clemson University!

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

Our Mission: Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

Our Vision: Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service.
The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.

Clemson University and Pearson Education

Clemson University's eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at **www.pearson.com**.

About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Nursing Assistant Specialist Program Detailed Objectives:

Nursing Assistant Specialist Modules

THE HEALTHCARE SYSTEM

- Describe the structure of the health care system
- Identify various health care delivery entities
- Describe how health care facilities are monitored
- Differentiate between acute, subacute, and long-term care
- Describe the various members of the health care team and their roles

ENSURING A PATIENT'S RIGHTS

- Identify the roles of a Nursing Assistant Specialist
- Identify methods for prioritizing and planning the work day
- Identify ethical and legal issues related to the Nursing Assistant Specialist
- Describe the key points of the Patients' Bill of Rights
- Define the regulations and expectations associated with Residents' Rights

COMMUNICATION AND INTERPERSONAL SKILLS

- Describe effective communication and interpersonal skills
- Identify barriers to effective communication
- Describe how diversity affects communication and interpersonal relationships
- Describe the importance of family involvement and communication related to the patient's care
- Identify key points of observation, reporting, and documenting
- Explain the importance of military time in patient documentation
- Explain how prefixes and suffixes can affect the meaning of medical terms
- List common medical terms and abbreviations

INFECTION CONTROL

- List common infections present in health care facilities
- Describe the chain of infection
- Describe the body's defenses against infections
- Compare asepsis and sterility
- Describe techniques for maintaining asepsis
- Identify proper hand hygiene techniques
- Describe the standard precautions and isolation procedures
- Identify proper handling techniques for infectious waste
- Describe the process of reporting blood or body fluid in the workplace

PATIENT ENVIRONMENT, SAFETY AND EMERGENCIES

- Identify the basic layout and design of a client room
- Define general safety key points for clients in health care facilities
- List common accidents in facilities
- Explain the Material Safety Data Sheet (MSDS)
- Describe the body mechanic techniques that help avoid nurse and patient injury
- Identify common restraints used in a health care facility
- Describe restraint alternatives
- Identify the major causes of fire in the health care setting
- Describe fire prevention strategies
- Identify equipment and procedures that help ensure patient safety
- Identify special precautions required when oxygen is in use by a patient
- Identify disaster planning and evacuation procedures

- Define life-threatening situations
- Identify the role of a Nursing Assistant Specialist in emergency situations

BASIC ANATOMY & BODY SYSTEMS: PART I

- Describe the functionality of cells, tissues, organs, and systems
- Identify the types of developmental and physical disabilities
- Describe the measures for caring for patients with developmental and physical disabilities
- Describe the basic structure and function of the cardiovascular system
- Identify diseases related to the respiratory system
- Explain the roles of the nursing assistant in caring for patients with breathing problems
- Describe the basic structure and function of the circulatory system
- Identify common disorders of the circulatory, blood, and lymphatic systems
- Describe the role of the nursing assistant in caring for patients with diseases of the circulatory, blood, and lymphatic systems
- Describe the basic structure and function of the gastrointestinal system
- Identify changes in the gastrointestinal system over the course of a life span
- Describe the nursing assistant's role in caring for patients with diseases of the gastrointestinal system
- Describe the basic structure and function of the urinary system
- Identify common diseases related to the urinary system
- Describe the role of a nursing assistant in caring for patients with diseases related to the urinary system
- Describe the basic structure and function of the endocrine system
- Identify common disorders of the endocrine system
- Describe the role of the nursing assistant in caring for patients with disorders of the endocrine system

BASIC ANATOMY & BODY SYSTEMS: PART II

- Describe the basic structure and function of the male and female reproductive systems
- Identify common disorders of the reproductive system
- Describe the role of the nursing assistant in caring for patients with reproductive system disorders
- Describe the basic structure and function of the integumentary system
- Identify common disorders of the integumentary system
- Describe the role of the nursing assistant in caring for patients with disorders related to the integumentary system
- Describe the basic structure and function of the musculoskeletal system
- Identify common disorders of the musculoskeletal system
- Describe the role of the nursing assistant in caring for patients with disorders of the musculoskeletal system
- Describe the basic structure and function of the nervous system
- Identify common disorders of the nervous system
- Describe the role of the nursing assistant in caring for patients with nervous system disorders
- Describe the basic structure and function of the immune system
- Identify common disorders of the immune system
- Describe the role of the nursing assistant in caring for patients with communicable diseases
- Define growth and development throughout a person's lifetime
- Describe the role of the nursing assistant in caring for patients with cognitive impairments

VITAL SIGNS AND MEASUREMENTS

- Identify proper techniques for obtaining vital signs of patients
- Describe the role of the nursing assistant in assessing and relieving patient pain
- Explain why it is important to record and monitor patient height and weight
- Identify proper techniques for measuring height and weight of ambulatory and bedridden clients
- Identify proper techniques for measuring temperature via oral, rectal, axillary, aural, or groin
- Describe the role of the nursing assistant in caring for patients with a fever
- Describe proper techniques for measuring pulse
- Identify factors that affect a patient's pulse rate
- Describe proper techniques for measuring a patient's respiration
- Identify factors that affect respiration
- Identify signs and symptoms that indicate respiratory problems in patients
- Describe proper techniques for measuring a patient's blood pressure
- Identify factors that may affect a patient's blood pressure level
- Describe the role of the nursing assistant in caring for patients with blood pressure problems

BODY MECHANICS

- Identify and define proper body mechanics to be used for moving clients or equipment
- Identify positions used for repositioning patients
- Identify the importance of range of motion exercises
- Describe the proper procedures for active and passive range of motion
- Identify proper positioning of a patient in a bed or a chair
- Identify proper techniques for transferring patients
- Identify proper use of moving, repositioning, and lift assistive devices
- Identify the techniques for assisting a patient with ambulation
- Define priorities for care for a patient who falls

PATIENT ENVIRONMENT AND COMFORT

- Recognize the typical patient unit and floor layout and surroundings
- List the types of equipment and items found in a client room
- Identify how a comfortable environment contributes to a patient's emotional and physical well-being
- Recognize the importance of an organized environment to a patient's well- being and safety
- Identify the importance of orientation of patients to their environment
- Identify proper bed-making techniques
- Describe patient orientations

PATIENT HYGIENE

- Identify the types of baths administered to patients
- Identify proper bathing techniques for patients with differing needs
- Identify proper techniques for providing a back massage to patients
- Identify proper techniques for assisting patients with perineal care
- Identify proper techniques for assisting patients with catheter care
- Describe strategies for assisting patients who use eyeglasses or hearing aids
- Identify proper techniques for assisting patients with oral hygiene
- Identify proper techniques for assisting with patient skin and nail care
- Identify proper techniques for assisting with patient hair care
- Identify proper techniques for assisting with patient shaving

SKIN CARE

- Recognize the importance of observing a patient's skin
- Identify decubitus and pressure sores
- Identify the patients who are at risk for developing pressure sores
- Differentiate between pressure and friction points
- Define the factors that contribute to skin breakdown for the client
- Recognize the pressure points on the patient's body dependent and independent of equipment
- Identify proper techniques and procedures to minimize the risk of skin injuries

NUTRITION & HYDRATION

- Define nutrients, carbohydrates, proteins, fats, vitamins, and minerals
- Identify the importance of calories and carbohydrate counting
- Recognize the importance of fluid balance
- Describe how diversity can affect dietary preferences
- Distinguish between the variety of special diets available to patients
- Describe the alternative methods used to feed patients
- Define the principles of supplemental snacks and fluids between meals
- Identify appropriate methods for measuring and recording food and fluid intake

ELIMINATION, URINE & FECES

- Define the techniques to assist the patient with elimination
- Identify bowel and bladder training programs
- Describe the appropriate methods for measuring and recording output
- Identify abnormalities with elimination, incontinence, diarrhea, and constipation
- Describe cleaning and care of a patient's perineal area
- Identify proper placement and maintenance of a catheter

COGNITIVE IMPAIRMENT

- Define the common disorders that may cause cognitive impairments
- Identify the common challenges associated with dementia and Alzheimer's disease
- Define the special care and safety issues concerning the cognitively impaired client
- Differentiate between reality orientation and validation therapy
- Identify the importance of calm, organized care when working with the cognitively impaired client

CARE OF DYING PATIENTS

- Define hospice care and the needs for care
- Identify the physical changes as death approaches
- Identify the five stages of grief
- Define the importance of living wills or advance directives
- Define Limited Code and Do Not Resuscitate (DNR) orders
- Identify techniques for meeting the physical, psychological, spiritual, and emotional needs of dying clients and their families
- Identify the proper techniques and strategies of postmortem care

Clinical Medical Assistant Modules

CMA Module 1 – Introduction to the Clinical Medical Assisting Profession

- Lesson 1 The Medical Assisting Profession
    - Reading Assignment: Chapter 1 (pp. 2-13)
- Lesson 2 Interpersonal Communication
    - Reading Assignment: Chapter 2 (pp. 16-26)
- Lesson 3 Patient-Centered Care
    - Reading Assignment: Chapter 3 (pp. 27-35)
    - Reading Assignment: Chapter 4 (pp. 36-46)

CMA Module 2 – The Clinical Environment

- Lesson 4 The Clinical Environment: Safety and the Patient Encounter
    - Reading Assignment: Chapter 5 (pp. 48-59)
    - Reading Assignment: Chapter 6 (pp. 60-77)
- Lesson 5 Medical and Surgical Asepsis
    - Reading Assignment: Chapter 7 (pp. 78-94)
    - Reading Assignment: Chapter 8 (pp. 95-115)
- Lesson 6 Pharmacology and Medication Administration
    - Reading Assignment: Chapter 9 (pp. 116-146)
- Lesson 7 Vital Signs
    - Reading Assignment: Chapter 10 (pp. 147-175)
- Lesson 8 Minor Surgery
    - Reading Assignment: Chapter 11 (pp. 176-199)

CMA Module 3 – Medical Specialties and Testing

- Lesson 9 Medical Imaging
    - Reading Assignment: Chapter 16 (pp. 306-323)
- Lesson 10 Pulmonary System and Testing
    - Reading Assignment: Chapter 18 (pp. 363-385)
- Lesson 11 EENT
    - Reading Assignment: Chapter 19 (pp. 386-413)
- Lesson 12 Immunology and Allergies
    - Reading Assignment: Chapter 20 (pp. 414-425)
- Lesson 13 Dermatology
    - Reading Assignment: Chapter 21 (pp. 426-445)
- Lesson 14 Endocrinology
    - Reading Assignment: Chapter 22 (pp. 446-456)

CMA Module 4 – Medical Specialties

- Lesson 15 Emergency Care
    - Reading Assignment: Chapter 23 (pp. 458-498)
- Lesson 16 Gastroenterology and Nutrition
    - Reading Assignment: Chapter 24 (pp. 499-528)
- Lesson 17 Orthopedics and Physical Therapy
    - Reading Assignment: Chapter 25 (pp. 529-562)
- Lesson 18 Obstetrics and Gynecology
    - Reading Assignment: Chapter 26 (pp. 563-588)
- Lesson 19 Pediatrics

    - Reading Assignment: Chapter 27 (pp. 589-608)
- Lesson 20 Neurology
    - Reading Assignment: Chapter 28 (pp. 609-626)
- Lesson 21 Mental Health
    - Reading Assignment: Chapter 29 (pp. 627-643)
- Lesson 22 Oncology
    - Reading Assignment: Chapter 30 (pp. 644-654)
- Lesson 23 Geriatrics
    - Reading Assignment: Chapter 31 (pp. 655-665)
- Lesson 24 Alternative Medicine
    - Reading Assignment: Chapter 32 (pp. 668-678)

Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.

MICROSOFT OFFICE Module

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

Screen Resolution:

- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
  - Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
  - Mac OS Users: Apple Safari, Google Chrome Mozilla Firefox

Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java