



***IDPH Nurse Aide Training Program  
Curriculum/2004 Illinois Nurse  
Aide Task List Matrix***

***Developed by:***

Illinois Department of Public Health

And

SIUC Nurse Aide Testing Project

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# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Describe the purposes of each health facility.

## **CONTENT**

1. Functions of health care systems.
  - A. Types and purposes
    1. Hospitals
    2. Nursing Facilities
    3. Mental health hospitals
    4. Home care agencies
    5. Hospices
    6. Clinics
    7. Group homes
    8. Other

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

List the members of the health care team. Identify the members of the nursing team.  
Describe the differences in responsibilities.  
Describe the educational requirements.  
Describe license/certification requirements for RNs, LPNs, and nursing assistants.

## **CONTENT**

1. Functions of health care systems.
  - B. The health care team
    1. Members
    2. The nursing team
      - a. Members
        1. Registered nurses
        2. Licensed practical nurses
        3. Nursing assistants
      - b. Responsibilities
        1. RNs
        2. LPNs
        3. Nursing
      - c. Education
        1. RNs
        2. LPNs
        3. Nursing assistants
      - d. License/certification requirements
        1. RNs
        2. LPNs
        3. Nursing assistants

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A003 Communicate with resident, staff and family.  
A012 Reinforce instructions from other health professional to resident and family.  
A024 Carry out assignment from supervisor.  
A031 Attend meetings.  
F001 Maintain confidentiality of resident information.  
F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.  
F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Define ethics.

Describe ethical behavior for nursing assistants.

Describe the crimes which can occur in health care settings.

Define negligence and malpractice.

Give examples of negligent acts which have been committed by nursing assistants.

## **CONTENT**

1. Functions of health care systems.
  - C. The Nursing Assistant
    1. Ethical implications
      - a. Definition
      - b. Codes of ethics
    2. Legal implications
      - a. Criminal laws
      - b. Negligence and malpractice

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Identify differences between the role of the nurse assistant in primary nursing, team nursing, and functional nursing.

## **CONTENT**

1. Functions of health care systems.
  - D. Patient care approaches
    1. Primary nursing
    2. Team nursing
    3. Functional nursing

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A012 Reinforce instructions from other health professional to resident and family.

A024 Carry out assignment from supervisor.

A025 Communicate need for changes in care plan.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A031 Attend meetings.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the purpose of home health agencies.  
Describe the organization of a home health agency.  
Identify the responsibilities of home care team.

## **CONTENT**

2. Home Health Agencies.
  - A. Purposes
  - B. Organization
  - C. Team Member Responsibilities

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Understand that changes in nursing procedures may be necessary in the home setting.

## **CONTENT**

2. Home Health Agencies.
  - D. Nursing Care

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A021 Assist with unit discharge procedure.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Identify the basic psychological, social, and physical changes that occur with aging.

## **CONTENT**

3. Philosophy of patient care.
  - A. Geriatric patient
    1. Aging process
      - a. Psychological
      - b. Social
      - c. Physical

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A014 Communicate with limited English proficient resident.
- A015 Communicate with alert resident impeded by mechanical/physical limitations.
- A027 Communicate with resident with hearing-disorder.
- A029 Communicate with dementia residents.
- A033 Communicate with sensory-impaired resident.
- A035 Observe, report and record changes in resident's behavior pattern.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.
- D001 Orient visually impaired resident to environment.
- E001 Assess resident's level of orientation.
- E002 Provide emotional and spiritual support for resident and family.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain what is meant by resident rights.

## **CONTENT**

3. Philosophy of patient care.
  - B. Ethical and legal considerations.
    1. Resident

## **TEACHING / LEARNING ACTIVITIES**

See Module II

## **RELATED TASK STATEMENTS**

- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Describe six types of elderly abuse.

Identify the signs of elderly abuse.

Describe the role of the nursing assistant in reporting signs of suspected elderly abuse.

## **CONTENT**

3. Philosophy of patient care.
  - B. Ethical and legal considerations.
    2. Elderly abuse
      - a. Types
        1. Physical abuse
        2. Verbal abuse
        3. Involuntary seclusion
        4. Financial abuse
        5. Mental abuse
        6. Sexual abuse
      - b. Signs
      - c. Reporting

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A020 Assist with unit admitting procedure.

A035 Observe, report and record changes in resident's behavior pattern.

F001 Maintain confidentiality of resident information.

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the importance of the patient-family relationship as it relates to the care and well-being of the elderly person.

## **CONTENT**

3. Philosophy of patient care.
  - C. Patient-family relationship

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A011 Reinforce or assist with resident teaching.
- A012 Reinforce instructions from other health professional to resident and family.
- A019 Access the list of emergency telephone numbers for household or nursing
- A028 Instruct visitors in isolation techniques.
- A030 Communicate successful techniques with nursing supervisor and other staff members.
- B015 Provide for environmental safety.
- E002 Provide emotional and spiritual support for resident and family.
- E003 Respond to emotional needs of dying resident and family.
- E007 Orient resident and family to facility and room.
- E008 React to resident's emotional needs.
- E009 Assist dying resident and resident's family.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the role of the nursing assistant in long-term care.

## **CONTENT**

4. The multi-disciplinary health care team.
  - A. Role of the nursing assistant in long-term care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- A011 Reinforce or assist with resident teaching.
- A012 Reinforce instructions from other health professional to resident and family.
- A013 Report pests.
- A020 Assist with unit admitting procedure.
- A024 Carry out assignment from supervisor.
- A025 Communicate need for changes in care plan.
- A031 Attend meetings.
- A034 Report unsafe conditions.
- A035 Observe, report and record changes in resident's behavior pattern.
- F001 Maintain confidentiality of resident information.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Describe how health team works together to provide total patient care.

## **CONTENT**

4. The multi-disciplinary health care team.

B. Total patient care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

A006 Write reports concerning resident care and condition, accidents and

A007 Check current documentation of resident status and care.

A012 Reinforce instructions from other health professional to resident and family.

A024 Carry out assignment from supervisor.

A025 Communicate need for changes in care plan.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A031 Attend meetings.

A035 Observe, report and record changes in resident's behavior pattern.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Describe authority and communication channels in the long-term care facility.

## **CONTENT**

4. The multi-disciplinary health care team.

C. Organization of a long-term care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A012 Reinforce instructions from other health professional to resident and family.

A024 Carry out assignment from supervisor.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A031 Attend meetings.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the importance of good personal hygiene.

## **CONTENT**

5. Personal qualities of the nursing assistant.

A. Personal hygiene.

1. Importance

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Discuss how the nursing assistant can practice good personal hygiene.

## **CONTENT**

5. Personal qualities of the nursing assistant.
  - A. Personal hygiene.
  2. Hygiene measures.

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the qualities and characteristics that nursing assistants need to have.

## **CONTENT**

5. Personal qualities of the nursing assistant.

B. Qualities and characteristics.

1. Dependability
2. Consideration
3. Cheerfulness
4. Empathy
5. Trustworthiness
6. Respectfulness
7. Courtesy
8. Conscientiousness
9. Honesty
10. Cooperation
11. Enthusiasm
12. Self-awareness

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A003 Communicate with resident, staff and family.

A024 Carry out assignment from supervisor.

E002 Provide emotional and spiritual support for resident and family.

E003 Respond to emotional needs of dying resident and family.

E008 React to resident's emotional needs.

E009 Assist dying resident and resident's family.

F001 Maintain confidentiality of resident information.

F007 Maintain resident's right to quality care.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain what is included in a job description.

## **CONTENT**

- 6. Nursing assistant duties.
  - A. Job description
    - 1. Duties and functions.

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the legal importance of why a nursing assistant should have a job description.

## **CONTENT**

6. Nursing assistant duties.

A. Job description

2. Legal importance.

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Identify the elements of safe patient/resident care.

## **CONTENT**

6. Nursing assistant duties.

B. Safe care

1. Infection control
2. Patient/resident safety
3. Patient/resident rights
4. Body mechanics
5. Others

## **TEACHING / LEARNING ACTIVITIES**

See Module II, III, IV, VI

## **RELATED TASK STATEMENTS**

A011 Reinforce or assist with resident teaching.

A034 Report unsafe conditions.

A035 Observe, report and record changes in resident's behavior pattern.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Identify the word elements that form medical words.

Define basic medical prefixes.

Define basic medical roots.

Define basic medical suffixes.

## **CONTENT**

7. Medical terminology.

A. Word elements

1. Prefixes

2. Roots

3. Suffixes

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Define the common abbreviations used in health care, Use abbreviations in oral and written communication.

## **CONTENT**

- 7. Medical terminology.
  - B. Abbreviations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- A012 Reinforce instructions from other health professional to resident and family.
- A024 Carry out assignment from supervisor.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the difference between a sign and a symptom.

## **CONTENT**

- 8. Reporting and recording.
  - A. Observations
    - 1. Objective data (signs)

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A005 Obtain and clarify data by listening to resident.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Give examples of signs and symptoms.

## **CONTENT**

8. Reporting and recording.
  - A. Observations
    2. Subjective data (symptoms)

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A035 Observe, report and record changes in resident's behavior pattern.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

List basic observations made by nursing assistants.

## **CONTENT**

8. Reporting and recording.

B. Basic observations

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A004 Obtain resident data through resident and family interviews.

A005 Obtain and clarify data by listening to resident.

A006 Write reports concerning resident care and condition, accidents and

A017 Calculate, report and record food and fluid intake.

A020 Assist with unit admitting procedure.

A021 Assist with unit discharge procedure.

A022 Assist with transferring procedure.

A025 Communicate need for changes in care plan.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

List the information to include when reporting to the nurse.

## **CONTENT**

8. Reporting and recording.

C. Rules

1. Reporting

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

A004 Obtain resident data through resident and family interviews.

A005 Obtain and clarify data by listening to resident.

A006 Write reports concerning resident care and condition, accidents and

A007 Check current documentation of resident status and care.

A013 Report pests.

A016 Report service and repair needs for equipment.

A017 Calculate, report and record food and fluid intake.

A018 Calculate, report and record output.

A025 Communicate need for changes in care plan.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the rules for recording in a medical record.

## **CONTENT**

8. Reporting and recording.

C. Rules

2. Recording

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the purpose of the medical record.

## **CONTENT**

- 8. Reporting and recording.
  - D. The medical record
    - 1. Purpose

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A002 Record subjective & objective resident data (written).
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- A025 Communicate need for changes in care plan.
- F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Describe the purpose of the admission sheet, graphic sheet, nurse's notes, and flow sheets.

## **CONTENT**

- 8. Reporting and recording.
  - D. The medical record
    - 2. Forms
      - a. Admission sheet
      - b. Graphic sheet
      - c. Nurses' notes
      - d. Flow sheets

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- A017 Calculate, report and record food and fluid intake.
- A018 Calculate, report and record output.
- A020 Assist with unit admitting procedure.
- A021 Assist with unit discharge procedure.
- A022 Assist with transferring procedure.
- A030 Communicate successful techniques with nursing supervisor and other staff members.
- A035 Observe, report and record changes in resident's behavior pattern.
- B030 Measure and record blood pressure.
- B031 Measure and record pulse.
- B032 Measure and record temperature.
- B033 Measure and record respiration.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

C044 Assist with preoperative and postoperative care.

F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

001 Introduction to the Health Care Systems.

## **OBJECTIVES**

Explain the ethical and legal responsibilities of the nursing assistant who is allowed access to medical records.

## **CONTENT**

- 8. Reporting and recording.
  - D. The medical record
    - 3. Ethical and legal responsibilities

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Explain why resident rights are required under OBRA.

## **CONTENT**

1. Resident rights.
  - A. OBRA requirements

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A004 Obtain resident data through resident and family interviews.
- A009 Call resident/staff using intercom.
- A012 Reinforce instructions from other health professional to resident and family.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe the resident's right to privacy and confidentiality.  
Identify how the nursing assistant can protect the resident's right to privacy and confidentiality.

## **CONTENT**

1. Resident rights.
  - B. Rights
    1. Privacy and confidentiality
      - a. personal privacy
      - b. visiting in private
      - c. telephone conversations
      - d. information about health care.

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A009 Call resident/staff using intercom.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe the resident's right to personal choice.

Identify how the nursing assistant can protect the resident's right to personal choice.

## **CONTENT**

1. Resident rights.
  - B. Rights
  2. Personal choice

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe the resident's right to voice disputes and grievances.

Explain the role of the nursing assistant when residents voice concerns, complaints, or questions about treatment or care.

## **CONTENT**

1. Resident rights.

B. Rights

3. Disputes and grievances

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A006 Write reports concerning resident care and condition, accidents and

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe the resident's right to participate in resident and family groups.

Explain how the nursing assistant can protect the resident's right to participate in resident and family groups.

## **CONTENT**

1. Resident rights.

B. Rights

4. Participation in resident and family groups

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

E005 Direct resident to recreational activities.

E006 Follow resident's recreation/activity plan.

E010 Assist resident in group and individual activities.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe the resident's right related to the care and security of personal possessions.  
Explain to protect the resident's property.

## **CONTENT**

1. Resident rights.
  - B. Rights
5. Care and security of personal possessions

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A023 Inventory and label personal property.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe the resident's right to be free from abuse, mistreatment, and neglect.  
Explain the role of the nursing assistant in protecting the resident from abuse, mistreatment, and neglect.

## **CONTENT**

1. Resident rights.
  - B. Rights
    6. Freedom from abuse, mistreatment, and neglect

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe the resident's right to be free from restraint.

Explain the role of the nursing assistant in helping to keep the resident free from restraint.

## **CONTENT**

1. Resident rights.
  - B. Rights
    7. Freedom from restraints

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

B020 Apply protective device.

B054 Provide assistance to hysterical or disorientated resident.

B055 Provide assistance to a resident with seizures.

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Explain the communication channels the nursing assistant should follow when communicating with the health team, patients, and families.

## **CONTENT**

2. Communication and interpersonal relationships with patients, families, and others.
  - A. Communication channels
    1. With the health team
    2. With patient
    3. With families

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A005 Obtain and clarify data by listening to resident.
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- A011 Reinforce or assist with resident teaching.
- A012 Reinforce instructions from other health professional to resident and family.
- A024 Carry out assignment from supervisor.
- A030 Communicate successful techniques with nursing supervisor and other staff members.
- A031 Attend meetings.
- A034 Report unsafe conditions.
- A035 Observe, report and record changes in resident's behavior pattern.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.
- B057 Prioritize order of care for residents with various needs.
- E007 Orient resident and family to facility and room.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F011 Report neglect or abuse of resident's property.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS**

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Explain the guidelines for good telephone communication skills.

## **CONTENT**

2. Communication and interpersonal relationships with patients, families, and others.

B. Telephone communications

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

A005 Obtain and clarify data by listening to resident.

A006 Write reports concerning resident care and condition, accidents and

A007 Check current documentation of resident status and care.

A010 Place and receive telephone calls.

A011 Reinforce or assist with resident teaching.

A012 Reinforce instructions from other health professional to resident and family.

A024 Carry out assignment from supervisor.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A031 Attend meetings.

A034 Report unsafe conditions.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

B057 Prioritize order of care for residents with various needs.

E007 Orient resident and family to facility and room.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

F011 Report neglect or abuse of resident's property.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Explain why the nursing assistant should use words that have the same meaning for both the sender and receiver of the message.

Explain why the nursing assistant should avoid using medical terms when communicating with patients.

Explain how to be brief and concise when communicating.

Explain how to organize information for effective communication.

Explain the importance of presenting factual and specific information.

## **CONTENT**

2. Communication and interpersonal relationships with patients, families, and others.

C. Communication rules

1. Meaning of words
2. Use of medical terminology
3. Brief and concise
4. Organization
5. Factual and specific

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

A005 Obtain and clarify data by listening to resident.

A006 Write reports concerning resident care and condition, accidents and

A007 Check current documentation of resident status and care.

A011 Reinforce or assist with resident teaching.

A012 Reinforce instructions from other health professional to resident and family.

A024 Carry out assignment from supervisor.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A031 Attend meetings.

A034 Report unsafe conditions.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

B057 Prioritize order of care for residents with various needs.

E007 Orient resident and family to facility and room.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F011 Report neglect or abuse of resident's property.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Describe five basic principles of effective communication.

Explain how the rules for effective communication apply when communicating with patients.

Describe how communication can occur verbally.

Describe how people communicate.

Explain how touch can be used to communicate.

Describe what is meant by body language.

Identify what is being communicated by various forms of body language.

## **CONTENT**

2. Communication and interpersonal relationships with patients, families, and others

D. Communication with the resident

1. Basic Principles

a. Understanding and respect for the patient.

b. Recognize the patient as a person

c. Appreciate problems and frustrations experienced by patient

d. Respect rights

e. Respect patient's culture and religion

2. Rules

3. Verbal communication

4. Nonverbal communication

a. Touch

b. Body Language

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A002 Record subjective & objective resident data (written).

A012 Reinforce instructions from other health professional to resident and family.

A027 Communicate with resident with hearing-disorder.

A007 Check current documentation of resident status and care.

A011 Reinforce or assist with resident teaching.

A031 Attend meetings.

A006 Write reports concerning resident care and condition, accidents and

A033 Communicate with sensory-impaired resident.

A003 Communicate with resident, staff and family.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

A024 Carry out assignment from supervisor.

A034 Report unsafe conditions.

A015 Communicate with alert resident impeded by mechanical/physical limitations.

A035 Observe, report and record changes in resident's behavior pattern.

A005 Obtain and clarify data by listening to resident.

A030 Communicate successful techniques with nursing supervisor and other staff members.

B057 Prioritize order of care for residents with various needs.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

E007 Orient resident and family to facility and room.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F011 Report neglect or abuse of resident's property.

F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient.

## **OBJECTIVES**

Identify the common barriers to effective communication.

## **CONTENT**

2. Communication and interpersonal relationships with patients, families, and others
  - E. Barriers to effective communication
    1. Language
    2. Changing subject
    3. Opinions
    4. Talking a Lot
    5. Listening
    6. Pat answers

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A005 Obtain and clarify data by listening to resident.
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- A011 Reinforce or assist with resident teaching.
- A012 Reinforce instructions from other health professional to resident and family.
- A024 Carry out assignment from supervisor.
- A029 Communicate with dementia residents.
- A030 Communicate successful techniques with nursing supervisor and other staff members.
- A031 Attend meetings.
- A033 Communicate with sensory-impaired resident.
- A034 Report unsafe conditions.
- A035 Observe, report and record changes in resident's behavior pattern.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.
- B057 Prioritize order of care for residents with various needs.
- E007 Orient resident and family to facility and room.
- F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F011 Report neglect or abuse of resident's property.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient

## **OBJECTIVES**

Explain why the nursing team needs to consider the whole person when planning and giving care.

Identify the five basic needs.

Explain why each basic need is important for life and well-being.

Explain how the basic needs affect a person's self-worth.

Discuss why the person's culture and religion need to be considered by the nursing team planning and giving care.

Explain why listening is important for meeting a person's psychological needs.

Explain how the family can affect the patient's illness and recovery.

## **CONTENT**

### 3. Psychological needs of patient and family

#### A. The whole person

1. Physical
2. Social
3. Psychological
4. Spiritual

#### B. Basic needs

1. Physiological
2. Safety and security
3. Love and belonging
4. Esteem
5. Self-actualization
  - c. Culture and religion
  - d. Listening
  - e. Patient and family harmony

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

002 Introduction to the Patient

## **OBJECTIVES**

Define growth.

Define development.

Explain how the meeting of basic needs is important for normal growth and development.

Demonstrate the understanding of the principles of normal growth and development.

Identify the stages of development.

Identify the tasks of each stage of development.

Describe the normal growth and development of each stage, identify the problems which can occur for each stage of development.

Describe the life cycle in terms of normal growth and development.

## **CONTENT**

### 4. Normal growth and development

#### A. Definitions

##### 1. Growth

##### 2. Development

#### B. Basic needs

#### C. Principles

#### D. Stages of development

##### 1. Infancy

##### 2. Toddler

##### 3. Preschool

##### 4. Middle childhood

##### 5. Late childhood

##### 6. Adolescence

##### 7. Young adulthood

##### 8. Middle adulthood

##### 9. Late adulthood

#### E. Life cycle

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

003 Your Working Environment

## **OBJECTIVES**

Define medical asepsis, microorganism, microbe, pathogen, nonpathogen and infection.

List requirements microbes need to live and grow.

List signs and symptoms of infection, explain how it develops.

Identify persons at risk for infection.

Identify the common aseptic practices used in the home care setting.

Explain the importance of practicing asepsis in the health care setting.

## **CONTENT**

1. Cleanliness in the health care setting and patient homes.
  - A. Medical asepsis
    1. Definition
    2. Microorganisms
      - a. Definitions
        1. Microorganism
        2. Microbe
        3. Pathogens
        4. Nonpathogens
      - b. Requirements for growth
        1. Reservoir
        2. Water
        3. Nourishment
        4. Oxygen
        5. Warmth
        6. Darkness
    3. Infection
      - a. Definition
      - b. Signs and symptoms
      - c. Process
        1. Source
        2. Reservoir
        3. Carrier
        4. Exit
        5. Transmission
        6. Portal of entry
        7. Susceptibility of host
      - d. Persons at risk
  4. Common aseptic practices
  5. Importance of asepsis in health care

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A034 Report unsafe conditions.
- B001 Assist with the set up of isolation unit.
- B002 Put on and remove gown, mask & gloves to care for isolation resident.
- B003 Serve and remove diet tray for resident in isolation.
- B004 Dispose of soiled material from isolation room.
- B005 Provide personal care for resident using isolation techniques.
- B006 Collect specimen from resident in isolation.
- B012 Clean and maintain utility and linen rooms.
- B015 Provide for environmental safety.
- B019 Clean and disinfect unit.
- B022 Wash hands aseptically.
- B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

003 Your Working Environment

## **OBJECTIVES**

Identify the situations which require hand washing.  
Describe the rules for proper hand washing.  
Demonstrate proper hand washing techniques.

## **CONTENT**

1. Cleanliness in the health care setting and patient homes.
  - B. Principles of hand washing
    1. Need
    2. Rules
    3. Technique

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A028 Instruct visitors in isolation techniques.  
B012 Clean and maintain utility and linen rooms.  
B015 Provide for environmental safety.  
B022 Wash hands aseptically.  
B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

003 Your Working Environment

## **OBJECTIVES**

Explain what is meant by universal precautions.

Identify situations and describe practices involved in universal precautions.

Identify indications and perform procedures for gloving, gowning, and masking according to established.

## **CONTENT**

1. Cleanliness in the health care setting and patient homes.
  - C. Universal precautions
    1. Indications
    2. Practices
    3. Procedures
      - a. Gloving
        1. Indications
        2. Procedure
      - b. Gowning
        1. Indications
        2. Procedure
      - c. Masking
        1. Indications
        2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B001 Assist with the set up of isolation unit.
- B002 Put on and remove gown, mask & gloves to care for isolation resident.
- B004 Dispose of soiled material from isolation room.
- B005 Provide personal care for resident using isolation techniques.
- B006 Collect specimen from resident in isolation.
- B015 Provide for environmental safety.
- B019 Clean and disinfect unit.
- B022 Wash hands aseptically.
- B040 Use universal precautions.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

003 Your Working Environment

## **OBJECTIVES**

Define disinfection and sterilization.

Identify methods of disinfection and items which can be disinfected.

Explain how to handle disinfected items and the difference between "clean" and "dirty."

Explain the difference between pathogen and nonpathogens.

Identify the conditions necessary for the growth of microorganisms.

Describe how microorganisms are destroyed.

## **CONTENT**

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

D. Principles of disinfection

1. Definition

2. Methods

a. Boiling water

b. Chemical disinfectants

3. Items which can be disinfected

4. Care of disinfected items

5. "Clean" vs. "Dirty"

E. Principles of sterilization

1. Definition

2. Microorganisms

a. Nonpathogens

b. Pathogens

c. Conditions for growth

3. Sterilization process

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A013 Report pests.

A028 Instruct visitors in isolation techniques.

B001 Assist with the set up of isolation unit.

B002 Put on and remove gown, mask & gloves to care for isolation resident.

B003 Serve and remove diet tray for resident in isolation.

B004 Dispose of soiled material from isolation room.

B005 Provide personal care for resident using isolation techniques.

B010 Prepare soiled linen for laundry.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

B012 Clean and maintain utility and linen rooms.

B015 Provide for environmental safety.

B019 Clean and disinfect unit.

B022 Wash hands aseptically.

B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

003 Your Working Environment

## **OBJECTIVES**

Differentiate between disposable and reusable equipment.  
Identify what equipment needs to be disinfected and/or sterilized.  
Explain how to clean and properly store equipment.  
Explain how to prevent equipment-related accidents.  
Explain the role of the nursing assistant in reporting damaged equipment or that which is in need of repair.  
Discuss how to protect the resident's rights when working in his/her environment.

## **CONTENT**

2. Maintaining equipment and supplies.
  - A. Equipment
    1. Disposable
    2. Reusable
  - B. Maintenance
  - C. Cleaning
  - D. Storage
  - E. Accidents
  - F. Damaged equipment
3. Resident

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A016 Report service and repair needs for equipment.  
A034 Report unsafe conditions.  
B001 Assist with the set up of isolation unit.  
B003 Serve and remove diet tray for resident in isolation.  
B004 Dispose of soiled material from isolation room.  
B012 Clean and maintain utility and linen rooms.  
B013 Distribute supplies and equipment to unit.  
B014 Stock and store equipment and supplies.  
B015 Provide for environmental safety.  
B016 Follow safety, emergency and disaster procedures.  
B019 Clean and disinfect unit.  
B021 Evaluate equipment for service and repair.  
B043 Provide care for resident receiving oxygen treatment.  
B059 Use safety precautions with therapeutic and electrical equipment.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety

## **OBJECTIVES**

Define body mechanics.  
Define posture.  
Define body alignment.  
Define base of support.

## **CONTENT**

1. Body mechanics
  - A. Definitions
    1. Body mechanics
    2. Posture
    3. Body alignment
    4. Base of support

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain why good body mechanics are important for the patient and the nursing assistant.

## **CONTENT**

1. Body mechanics
- B. Purpose

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A026 Instruct resident in use of body mechanics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Demonstrate the principles of good body mechanics.

## **CONTENT**

1. Body mechanics  
C. Principles

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A026 Instruct resident in use of body mechanics.
- B017 Position bed and place needed equipment within reach of resident.
- B026 Adjust bed and side rails.
- B050 Provide assistance to resident who has fallen.
- C001 Assess body alignment.
- D002 Assist resident to sitting position.
- D011 Assist resident with ambulation using a gait belt.
- D016 Assist resident with standing.
- D017 Assist resident with dangling.
- D018 Assist resident with walking.
- D024 Transfer resident to bedside commode.
- D025 Transfer resident from bed to shower chair.
- D028 Move resident who can stand to and from wheelchair.
- D029 Move resident who cannot stand to and from wheelchair.
- D040 Turn and position resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the potential fire hazards in the home and health care setting.

## **CONTENT**

- 2. Fire Safety.
  - A. Fire hazards

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A016 Report service and repair needs for equipment.
- A019 Access the list of emergency telephone numbers for household or nursing
- A034 Report unsafe conditions.
- B014 Stock and store equipment and supplies.
- B015 Provide for environmental safety.
- B016 Follow safety, emergency and disaster procedures.
- B021 Evaluate equipment for service and repair.
- B043 Provide care for resident receiving oxygen treatment.
- B052 Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).
- B059 Use safety precautions with therapeutic and electrical equipment.
- C038 Provide assistance to visually impaired resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain why special safety precautions are necessary in areas where oxygen is used or stored.

## **CONTENT**

- 2. Fire Safety.
  - B. Fire and oxygen use

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- B014 Stock and store equipment and supplies.
- B043 Provide care for resident receiving oxygen treatment.
- B059 Use safety precautions with therapeutic and electrical equipment.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the ways that fires can be prevented.

## **CONTENT**

- 2. Fire safety.
- C. Fire prevention

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- B014 Stock and store equipment and supplies.
- B015 Provide for environmental safety.
- B016 Follow safety, emergency and disaster procedures.
- B043 Provide care for resident receiving oxygen treatment.
- B054 Provide assistance to hysterical or disorientated resident.
- B059 Use safety precautions with therapeutic and electrical equipment.
- C038 Provide assistance to visually impaired resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain the role of the nursing assistant in relation to the facility's fire plan.

## **CONTENT**

- 2. Fire safety.
- D. Fire plan

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A010 Place and receive telephone calls.
- A019 Access the list of emergency telephone numbers for household or nursing
- A034 Report unsafe conditions.
- B015 Provide for environmental safety.
- B016 Follow safety, emergency and disaster procedures.
- B044 Assess priority of care in emergency situation.
- B052 Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Demonstrate the proper use of a fire extinguisher.

## **CONTENT**

- 2. Fire safety.
  - E. Using a fire extinguisher

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A034 Report unsafe conditions.
- B015 Provide for environmental safety.
- B016 Follow safety, emergency and disaster procedures.
- B052 Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Define disaster.

## **CONTENT**

- 3. Disaster.
  - A. Definition

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify those who are responsible for supervision in a disaster.

## **CONTENT**

- 3. Disaster.
  - B. Supervision

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A024 Carry out assignment from supervisor.
- A034 Report unsafe conditions.
- B015 Provide for environmental safety.
- B016 Follow safety, emergency and disaster procedures.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Describe the purpose of a disaster manual.

## **CONTENT**

- 3. Disaster.
  - C. Disaster manual

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A019 Access the list of emergency telephone numbers for household or nursing
- B015 Provide for environmental safety.
- B044 Assess priority of care in emergency situation.
- B052 Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Describe the role of the nursing assistant in relation to the facility's disaster plan.

## **CONTENT**

- 3. Disaster.
  - D. Role of the nursing assistant

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A019 Access the list of emergency telephone numbers for household or nursing
- A034 Report unsafe conditions.
- B015 Provide for environmental safety.
- B016 Follow safety, emergency and disaster procedures.
- B044 Assess priority of care in emergency situation.
- B052 Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the reasons why some people cannot protect themselves.  
Identify the persons at greatest risk for accidents.  
Explain why the elderly and infants and children are at risk for accidents.  
Describe how to protect infants & children from danger.

## **CONTENT**

- 4. Safe environment.
  - A. Factors affecting safety
    - 1. Age
      - a. Elderly
      - b. Infants and children
        - 1. Dangers
        - 2. Safety measures

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A014 Communicate with limited English proficient resident.  
A015 Communicate with alert resident impeded by mechanical/physical limitations.  
A025 Communicate need for changes in care plan.  
A027 Communicate with resident with hearing-disorder.  
A029 Communicate with dementia residents.  
A030 Communicate successful techniques with nursing supervisor and other staff members.  
A033 Communicate with sensory-impaired resident.  
A035 Observe, report and record changes in resident's behavior pattern.  
B015 Provide for environmental safety.  
B026 Adjust bed and side rails.  
B054 Provide assistance to hysterical or disorientated resident.  
B055 Provide assistance to a resident with seizures.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain why level of awareness can put a person at risk for accidents.

## **CONTENT**

- 4. Safe environment.
  - B. Level of awareness
    - 1. Confusion
    - 2. Disorientation
    - 3. Coma

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain why sensory impairment can lead to accidents.

## **CONTENT**

- 4. Safe environment.
  - C. Sensory impairments
    - 1. Vision
    - 2. Hearing
    - 3. Smell
    - 4. Touch

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Define paralysis.  
Explain why paralysis can lead to accidents.

## **CONTENT**

4. Safe environment.  
D. Paralysis

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.  
B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain why some medication can put a person at risk for accidents.

## **CONTENT**

- 4. Safe environment.
- E. Medications

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A012 Reinforce instructions from other health professional to resident and family.
- A035 Observe, report and record changes in resident's behavior pattern.
- B030 Measure and record blood pressure.
- B031 Measure and record pulse.
- B032 Measure and record temperature.
- B033 Measure and record respiration.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the persons at risk for falls in the home.  
Identify the common causes of falls in the home.  
Explain how to prevent falls in the home.

## **CONTENT**

- 5. Safety in the home.
  - A. Falls
    - 1. Persons at risk
    - 2. Causes
    - 3. Prevention

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.  
A008 Answer call signal.  
A015 Communicate with alert resident impeded by mechanical/physical limitations.  
A016 Report service and repair needs for equipment.  
A025 Communicate need for changes in care plan.  
A027 Communicate with resident with hearing-disorder.  
A033 Communicate with sensory-impaired resident.  
A034 Report unsafe conditions.  
A035 Observe, report and record changes in resident's behavior pattern.  
B015 Provide for environmental safety.  
B017 Position bed and place needed equipment within reach of resident.  
B020 Apply protective device.  
B021 Evaluate equipment for service and repair.  
B026 Adjust bed and side rails.  
B030 Measure and record blood pressure.  
B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.  
B055 Provide assistance to a resident with seizures.  
C010 Assist resident in using toilet.  
C011 Assist resident in using bedside commode.  
C012 Assist resident in using urinal.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

- C013 Assist resident in using bedpan.
- C019 Assist resident with bath or shower.
- C020 Give resident bath or shower.
- C030 Assist resident in dressing and undressing.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- C037 Provide care for hearing aid.
- C038 Provide assistance to visually impaired resident.
- C039 Provide care for eye glasses/contacts.
- C041 Provide care to resident's cast or splint.
- C044 Assist with preoperative and postoperative care.
- D001 Orient visually impaired resident to environment.
- D002 Assist resident to sitting position.
- D016 Assist resident with standing.
- D017 Assist resident with dangling.
- D018 Assist resident with walking.
- D019 Assist resident with using single tip cane.
- D020 Assist resident with quad cane.
- D021 Assist resident with using walker.
- D022 Assist resident in using wheelchair.
- D023 Assist resident with crutch walking.
- D024 Transfer resident to bedside commode.
- D025 Transfer resident from bed to shower chair.
- D028 Move resident who can stand to and from wheelchair.
- D029 Move resident who cannot stand to and from wheelchair.
- E001 Assess resident's level of orientation.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the persons at risk for burns.

## **CONTENT**

- 5. Safety in the home.
  - B. Burns
    - 1. Persons at risk

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A015 Communicate with alert resident impeded by mechanical/physical limitations.
- A027 Communicate with resident with hearing-disorder.
- A033 Communicate with sensory-impaired resident.
- B052 Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).
- B054 Provide assistance to hysterical or disorientated resident.
- C038 Provide assistance to visually impaired resident.
- E001 Assess resident's level of orientation.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain how to prevent burns.

## **CONTENT**

- 5. Safety in the home.
  - B. Burns
    - 2. Prevention

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A027 Communicate with resident with hearing-disorder.

A033 Communicate with sensory-impaired resident.

B015 Provide for environmental safety.

B052 Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).

C038 Provide assistance to visually impaired resident.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the persons at risk for poisoning.

## **CONTENT**

- 5. Safety in the home.
  - C. Poisoning
    - 1. Persons at risk

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A015 Communicate with alert resident impeded by mechanical/physical limitations.
- A027 Communicate with resident with hearing-disorder.
- A033 Communicate with sensory-impaired resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain how to prevent poisoning.

## **CONTENT**

- 5. Safety in the home.
  - C. Poisoning
    - 2. Prevention

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A015 Communicate with alert resident impeded by mechanical/physical limitations.
- A027 Communicate with resident with hearing-disorder.
- A033 Communicate with sensory-impaired resident.
- B015 Provide for environmental safety.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Define suffocation.

## **CONTENT**

5. Safety in the home.

D. Suffocation

1. Definition

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B044 Assess priority of care in emergency situation.

B045 Initiate CPR on resident (adult-child-infant).

B047 Perform first-aid for choking resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the persons at risk for poisoning.

## **CONTENT**

- 5. Safety in the home.
  - D. Suffocation
- 2. Persons at risk

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain how to prevent poisoning.

## **CONTENT**

5. Safety in the home.

D. Suffocation

3. Prevention

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain what is meant by an obstructed airway.

## **CONTENT**

- 5. Safety in the home.
  - E. Obstructed airway
    - 1. Definition

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B044 Assess priority of care in emergency situation.

B045 Initiate CPR on resident (adult-child-infant).

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

List the causes of obstructed airway.

## **CONTENT**

- 5. Safety in the home.
  - E. Obstructed airway
- 2. Causes

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B015 Provide for environmental safety.

B048 Follow licensed staff's instructions for providing assistance to a resident who has fainted.

B055 Provide assistance to a resident with seizures.

B056 Follow licensed staff's instructions for providing assistance to a resident with burns.

C024 Assist resident with eating.

C025 Feed adult resident.

D039 Position the resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

List the signs of airway obstruction.

## **CONTENT**

- 5. Safety in the home.
  - E. Obstructed airway
- 3. Signs

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B044 Assess priority of care in emergency situation.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Relieve an obstructed airway according to established standards.

## **CONTENT**

- 5. Safety in the home.
  - E. Obstructed airway
    - 4. Emergency management
      - a. The conscious adult
      - b. The unconscious adult
      - c. The conscious child
      - d. The unconscious child
      - e. The conscious infant
      - f. The unconscious infant

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B044 Assess priority of care in emergency situation.
- B045 Initiate CPR on resident (adult-child-infant).
- B047 Perform first-aid for choking resident.
- B048 Follow licensed staff's instructions for providing assistance to a resident who has fainted.
- B049 Follow licensed staff's instructions for providing assistance to a resident in shock.
- B056 Follow licensed staff's instructions for providing assistance to a resident with burns.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain why it is important to identify patients before giving care.

## **CONTENT**

- 6. Safety in the health care setting.
  - A. Identifying patients/residents
    - 1. Purpose

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A003 Communicate with resident, staff and family.
- A011 Reinforce or assist with resident teaching.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Describe how to identify a patient according to established standards.

## **CONTENT**

6. Safety in the health care setting.
  - A. Identifying patients/residents
    2. Process

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A007 Check current documentation of resident status and care.
- F009 Address the resident by the name of his/her choice.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain how to prevent infection in the health care setting

## **CONTENT**

6. Safety in the health care setting.

B. Infection control

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A028 Instruct visitors in isolation techniques.

B001 Assist with the set up of isolation unit.

B002 Put on and remove gown, mask & gloves to care for isolation resident.

B003 Serve and remove diet tray for resident in isolation.

B004 Dispose of soiled material from isolation room.

B005 Provide personal care for resident using isolation techniques.

B006 Collect specimen from resident in isolation.

B010 Prepare soiled linen for laundry.

B012 Clean and maintain utility and linen rooms.

B019 Clean and disinfect unit.

B020 Apply protective device.

B022 Wash hands aseptically.

B023 Give catheter care.

B040 Use universal precautions.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the causes of falls in health care settings.

## **CONTENT**

- 6. Safety in the health care setting.
  - C. Preventing falls
    - 1. Causes

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A015 Communicate with alert resident impeded by mechanical/physical limitations.
- A027 Communicate with resident with hearing-disorder.
- A033 Communicate with sensory-impaired resident.
- A034 Report unsafe conditions.
- A035 Observe, report and record changes in resident's behavior pattern.
- B015 Provide for environmental safety.
- B017 Position bed and place needed equipment within reach of resident.
- B020 Apply protective device.
- B021 Evaluate equipment for service and repair.
- B026 Adjust bed and side rails.
- B030 Measure and record blood pressure.
- B050 Provide assistance to resident who has fallen.
- B054 Provide assistance to hysterical or disorientated resident.
- D024 Transfer resident to bedside commode.
- D025 Transfer resident from bed to shower chair.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain how to prevent falls in health care settings.

## **CONTENT**

- 6. Safety in the health care setting.
  - C. Preventing falls
    - 2. Measures
      - a. Side rails
      - b. Hand rails
      - c. Bed in low position
      - d. Floors
      - e. Nonskid shoes/slippers
      - f. Walking aids
      - g. Signal light
      - h. Locked wheels
      - i. Moving with caution.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A007 Check current documentation of resident status and care.
- A008 Answer call signal.
- A016 Report service and repair needs for equipment.
- A025 Communicate need for changes in care plan.
- A034 Report unsafe conditions.
- B009 Straighten unit.
- B011 Report the need to adjust environmental factors in unit (heat).
- B012 Clean and maintain utility and linen rooms.
- B015 Provide for environmental safety.
- B016 Follow safety, emergency and disaster procedures.
- B017 Position bed and place needed equipment within reach of resident.
- B018 Adjust geriatric chair.
- B020 Apply protective device.
- B021 Evaluate equipment for service and repair.
- B026 Adjust bed and side rails.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

- B055 Provide assistance to a resident with seizures.
- B059 Use safety precautions with therapeutic and electrical equipment.
- C010 Assist resident in using toilet.
- C011 Assist resident in using bedside commode.
- C012 Assist resident in using urinal.
- C013 Assist resident in using bedpan.
- C019 Assist resident with bath or shower.
- C030 Assist resident in dressing and undressing.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- C037 Provide care for hearing aid.
- C038 Provide assistance to visually impaired resident.
- C039 Provide care for eye glasses/contacts.
- C041 Provide care to resident's cast or splint.
- C044 Assist with preoperative and postoperative care.
- D001 Orient visually impaired resident to environment.
- D002 Assist resident to sitting position.
- D011 Assist resident with ambulation using a gait belt.
- D016 Assist resident with standing.
- D017 Assist resident with dangling.
- D018 Assist resident with walking.
- D019 Assist resident with using single tip cane.
- D020 Assist resident with quad cane.
- D021 Assist resident with using walker.
- D022 Assist resident in using wheelchair.
- D023 Assist resident with crutch walking.
- D024 Transfer resident to bedside commode.
- D025 Transfer resident from bed to shower chair.
- D028 Move resident who can stand to and from wheelchair.
- D029 Move resident who cannot stand to and from wheelchair.
- E001 Assess resident's level of orientation.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain the purpose of restraints/protective devices.

## **CONTENT**

- 6. Safety in the health care setting.
  - D. Restraints/protective devices
    - 1. Purpose

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain the principles involved in the use of restraints/protective devices.

## **CONTENT**

- 6. Safety in the health care setting.
  - D. Restraints/protective devices
    - 2. Principles

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- B015 Provide for environmental safety.
- B017 Position bed and place needed equipment within reach of resident.
- B026 Adjust bed and side rails.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Describe the safety rules associated with restraints/protective devices.

## **CONTENT**

- 6. Safety in the health care setting.
  - D. Restraints/protective devices
- 3. Safety

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- B015 Provide for environmental safety.
- B017 Position bed and place needed equipment within reach of resident.
- B018 Adjust geriatric chair.
- B020 Apply protective device.
- B040 Use universal precautions.
- D011 Assist resident with ambulation using a gait belt.
- D026 Apply brace.
- D027 Apply splint.
- D031 Transport resident by stretcher.
- D032 Transport resident using hydraulic lift.
- D033 Move resident between stretcher and bed using transfer sheet.
- D038 Place footboard or overbed cradle on bed.
- D041 Move resident between stretcher and bed using three-person lift.
- D044 Apply arm sling.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Identify the information that must be reported to the nurse when restraints have been applied

## **CONTENT**

- 6. Safety in the health care setting.
  - D. Restraints/protective devices
    - 4. Reporting and recording

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- A030 Communicate successful techniques with nursing supervisor and other staff members.
- A035 Observe, report and record changes in resident's behavior pattern.
- B020 Apply protective device.
- B040 Use universal precautions.
- D040 Turn and position resident.
- F006 Identify and report suspected resident abuse or neglect.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain the principles involved in the application of wrist and ankle restraints.  
Apply wrist/ankle restraints, mitt restraints, a jacket restraint, a safety belt and elbow restraints according to established guidelines.

## **CONTENT**

- 6. Safety in the health care setting.
  - D. Restraints/protective devices
    - 5. Types
      - a. Wrist and ankle restraints
        - 1. Principles
        - 2. Procedure
      - b. Mitt restraints
        - 1. Principles
        - 2. Procedure
      - c. Jacket restraints
        - 1. Principles
        - 2. Procedure
      - d. Safety belt
        - 1. Principle
        - 2. Procedure
      - e. Elbow restraints
        - 1. Principle
        - 2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B020 Apply protective device.
- D011 Assist resident with ambulation using a gait belt.
- F007 Maintain resident's right to quality care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Describe how to report accidents and errors.

## **CONTENT**

- 6. Safety in the health care setting.
  - E. Reporting accidents and errors

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A006 Write reports concerning resident care and condition, accidents and

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

004 Safety.

## **OBJECTIVES**

Explain how to protect the resident's rights when trying to maintain a safe environment.

## **CONTENT**

8. Protecting the residents' rights.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A034 Report unsafe conditions.
- B015 Provide for environmental safety.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Explain why a comfortable environment is important for the patient's well-being.  
Identify the environmental factors which can affect a person's comfort.

## **CONTENT**

1. The patient's unit.
  - A. Comfort
    1. Importance
    2. Factors

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A034 Report unsafe conditions.
- B009 Straighten unit.
- B011 Report the need to adjust environmental factors in unit (heat).
- B015 Provide for environmental safety.
- B017 Position bed and place needed equipment within reach of resident.
- B019 Clean and disinfect unit.
- B021 Evaluate equipment for service and repair.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- E006 Follow resident's recreation/activity plan.
- E007 Orient resident and family to facility and room.
- E010 Assist resident in group and individual activities.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Demonstrate how to raise and lower a hospital bed.  
Demonstrate how to raise the head and the foot of the bed.  
Position a hospital bed.

## **CONTENT**

1. The patient's unit.
  - A. Comfort
3. Furniture and equipment
  - a. Bed
    1. Adjustment
    2. Positions
      - a. Fowler's
      - b. Semi-Fowler's
      - c. Trendelenburg's
      - d. Reverse Trendelenburg's
4. Rules

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

A009 Call resident/staff using intercom.  
A010 Place and receive telephone calls.  
A034 Report unsafe conditions.  
B007 Make occupied bed.  
B008 Make unoccupied bed.  
B009 Straighten unit.  
B015 Provide for environmental safety.  
B017 Position bed and place needed equipment within reach of resident.  
B018 Adjust geriatric chair.  
B026 Adjust bed and side rails.  
B059 Use safety precautions with therapeutic and electrical equipment.  
C003 Place alternating pressure mattress on bed.  
D038 Place footboard or overbed cradle on bed.  
F003 Provide an environment in which resident can maintain privacy and personal belongings.  
F004 Care for personal belongings of resident.  
F007 Maintain resident's right to quality care.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

F008 Assist resident in making personal choices (individual needs).

F011 Report neglect or abuse of resident's property.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Explain why a well made bed is important for the person's comfort and well-being.

## **CONTENT**

2. Bedmaking.
  - A. Importance

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- C036 Implement nursing measures to promote comfort, rest and sleep.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Explain how to correctly handle linens.  
Demonstrate correct handling of linens.

## **CONTENT**

2. Bedmaking.  
B. Linens

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

B007 Make occupied bed.  
B008 Make unoccupied bed.  
B009 Straighten unit.  
B010 Prepare soiled linen for laundry.  
B012 Clean and maintain utility and linen rooms.  
B015 Provide for environmental safety.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Identify the rules for making beds.

## **CONTENT**

2. Bedmaking.

C. Rules

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B007 Make occupied bed.

B008 Make unoccupied bed.

B015 Provide for environmental safety.

C036 Implement nursing measures to promote comfort, rest and sleep.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Explain the difference between an unoccupied bed/occupied bed.  
Make a closed, open and occupied bed according to established standards.  
Identify the situations which require a surgical bed.  
Make a surgical bed according to established standards.

## **CONTENT**

2. Bedmaking.
  - D. Types of beds
    1. Unoccupied bed
      - a. Closed
      - b. Open
    2. Occupied bed
    3. Surgical bed

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

B007 Make occupied bed.  
B008 Make unoccupied bed.  
B009 Straighten unit.  
B059 Use safety precautions with therapeutic and electrical equipment.  
C044 Assist with preoperative and postoperative care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Identify the limitations of curtains and screening devices.  
Identify equipment which is generally a part of a patient's room.  
Explain the rules for proper maintenance of the patient's unit.

## **CONTENT**

3. Furniture and equipment
  - E. Curtains or screening devices
  - F. Other
    1. Chairs
    2. Personal care equipment
    3. Bathroom
    4. Closet and drawer space
4. Rules

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Explain how the overhead table is used by the patient and the health team.  
Describe the bedside stand and its purposes.  
Demonstrate proper use of the call system.  
Explain why curtains and screening devices are important for privacy.

## **CONTENT**

- 3. Furniture and equipment
  - B. Overhead table
  - C. Bedside stand
  - D. Call system

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

005 The Patient's Unit

## **OBJECTIVES**

Explain how to perform a final unit check.

Perform a final unit check.

Explain how to protect the person's rights when working in his/her environment.

## **CONTENT**

4. Final unit check.
  - A. Side rails
  - B. Bed position
  - C. Personal equipment
  - D. Linen
  - E. Signal light
  - F. Safety Hazards
  - G. Other
5. Patient/resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A003 Communicate with resident, staff and family.

A006 Write reports concerning resident care and condition, accidents and

A007 Check current documentation of resident status and care.

A011 Reinforce or assist with resident teaching.

A012 Reinforce instructions from other health professional to resident and family.

A013 Report pests.

A016 Report service and repair needs for equipment.

A023 Inventory and label personal property.

A025 Communicate need for changes in care plan.

A034 Report unsafe conditions.

B009 Straighten unit.

B010 Prepare soiled linen for laundry.

B011 Report the need to adjust environmental factors in unit (heat).

B013 Distribute supplies and equipment to unit.

B017 Position bed and place needed equipment within reach of resident.

B019 Clean and disinfect unit.

B021 Evaluate equipment for service and repair.

B026 Adjust bed and side rails.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

- C036 Implement nursing measures to promote comfort, rest and sleep.
- D001 Orient visually impaired resident to environment.
- E001 Assess resident's level of orientation.
- E007 Orient resident and family to facility and room.
- E008 React to resident's emotional needs.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Identify four types of bones.  
Define joint.  
Describe three types of joints.  
Describe three types of muscles.

## **CONTENT**

1. The musculoskeletal system.
  - A. Bones
    1. Long bones
    2. Short bones
    3. Flat bones
    4. Irregular bones
  - B. Joints
    1. Definition
    2. Types
      - a. Ball-and-socket
      - b. Hinge
      - c. Pivot
  - C. Muscles
    1. Types
      - a. Voluntary
      - b. Involuntary
      - c. Cardiac

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Identify the major functions of muscles.

## **CONTENT**

1. The musculoskeletal system.
  - C. Muscles
  2. Functions

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A026 Instruct resident in use of body mechanics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Explain why activity is important for patients in bed.

## **CONTENT**

2. Patients in bed.
  - A. Importance of activity

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- C001 Assess body alignment.
- C040 Provide care for resident in traction.
- C041 Provide care to resident's cast or splint.
- D014 Apply antiembolism elastic stockings (Ted Hose).
- D015 Assess resident for adequate circulation after application of supportive device (Ted hose).
- D026 Apply brace.
- D034 Assist resident in remaining mobile with exercise.
- D035 Assist resident with active range of motion exercises.
- D036 Assist resident with active assistive range of motion exercises.
- D037 Assist resident with passive range of motion exercises.
- D039 Position the resident.
- D040 Turn and position resident.
- D043 Logroll resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Explain the purpose of range of motion exercises.  
Describe active and passive ROM exercises.  
Perform range of motion exercises according to established standards.

## **CONTENT**

2. Patients in bed.
  - B. Range of motion exercises (ROM)
    1. Purpose
    2. Types
      - a. Active
      - b. Passive
    3. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment, Module XIII-Demo/student return

## **RELATED TASK STATEMENTS**

- C001 Assess body alignment.
- C040 Provide care for resident in traction.
- C041 Provide care to resident's cast or splint.
- D014 Apply antiembolism elastic stockings (Ted Hose).
- D015 Assess resident for adequate circulation after application of supportive device (Ted hose).
- D026 Apply brace.
- D034 Assist resident in remaining mobile with exercise.
- D035 Assist resident with active range of motion exercises.
- D036 Assist resident with active assistive range of motion exercises.
- D037 Assist resident with passive range of motion exercises.
- D039 Position the resident.
- D040 Turn and position resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Identify the principles involved in lifting and moving patients in bed.

## **CONTENT**

- 2. Patients in bed.
  - C. Lifting and moving patients in bed
    - 1. Principles

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A026 Instruct resident in use of body mechanics.
- A035 Observe, report and record changes in resident's behavior pattern.
- B026 Adjust bed and side rails.
- C001 Assess body alignment.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D002 Assist resident to sitting position.
- D017 Assist resident with dangling.
- D032 Transport resident using hydraulic lift.
- D033 Move resident between stretcher and bed using transfer sheet.
- D039 Position the resident.
- D040 Turn and position resident.
- D041 Move resident between stretcher and bed using three-person lift.
- D043 Logroll resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Raise the patient's head and shoulders according to established standards.

## **CONTENT**

- 2. Patients in bed.
  - C. Lifting and moving patients in bed
    - 2. Raising the patient's head and shoulders

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

B057 Prioritize order of care for residents with various needs.

C001 Assess body alignment.

C036 Implement nursing measures to promote comfort, rest and sleep.

C044 Assist with preoperative and postoperative care.

D039 Position the resident.

D040 Turn and position resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Move the patient up in bed without assistance according to established standards.

## **CONTENT**

2. Patients in bed.
  - C. Lifting and moving patients in bed
3. Moving the patient up in bed
  - a. Without assistance

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

B022 Wash hands aseptically.

C001 Assess body alignment.

C036 Implement nursing measures to promote comfort, rest and sleep.

D039 Position the resident.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Move the patient up in bed with assistance according to established standards.

## **CONTENT**

2. Patients in bed.
  - C. Lifting and moving patients in bed
3. Moving the patient up in bed
  - b. With assistance

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B022 Wash hands aseptically.
- C001 Assess body alignment.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D036 Assist resident with active assistive range of motion exercises.
- D039 Position the resident.
- D040 Turn and position resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Move the patient up in bed using a turning sheet according to established

## **CONTENT**

2. Patients in bed.
  - C. Lifting and moving patients in bed
3. Moving the patient up in bed
  - c. Using a turning sheet

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B022 Wash hands aseptically.
- C001 Assess body alignment.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D039 Position the resident.
- D040 Turn and position resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Move a patient to the side of the bed according to established standards.

## **CONTENT**

2. Patients in bed.
  - C. Lifting and moving patients in bed
  4. Moving the patient to the side of the bed

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B022 Wash hands aseptically.
- C001 Assess body alignment.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D002 Assist resident to sitting position.
- D017 Assist resident with dangling.
- D036 Assist resident with active assistive range of motion exercises.
- D043 Logroll resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Explain why patients are turned onto their sides.  
Turn a patient toward you according to established standards.

## **CONTENT**

- 2. Patients in bed.
  - C. Lifting and moving patients in bed
- 5. Turning patients
  - a. Turning the patient toward you

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

C036 Implement nursing measures to promote comfort, rest and sleep.  
D039 Position the resident.  
D040 Turn and position resident.  
D043 Logroll resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Turn a patient away from you according to established standards.

## **CONTENT**

- 2. Patients in bed.
  - C. Lifting and moving patients in bed
- 5. Turning patients
  - b. Turning the patient away from you

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

C036 Implement nursing measures to promote comfort, rest and sleep.

D039 Position the resident.

D040 Turn and position resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Logroll a patient according to established standards.

## **CONTENT**

- 2. Patients in bed.
  - C. Lifting and moving patients in bed
  - 5. Turning patients
    - c. Logrolling

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

C036 Implement nursing measures to promote comfort, rest and sleep.

D039 Position the resident.

D043 Logroll resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Assist a patient to dangle according to established standards.

## **CONTENT**

- 2. Patients in bed.
  - C. Lifting and moving patients in bed
- 6. Assisting patients to dangle

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B022 Wash hands aseptically.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D002 Assist resident to sitting position.
- D017 Assist resident with dangling.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Position patients in good body alignment in the prone, lateral, Sims', and chair positions.

## **CONTENT**

- 2. Patients in bed.
  - D. Body alignment
    - 1. Prone
    - 2. Lateral
    - 3. Sims
    - 4. Chair

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A030 Communicate successful techniques with nursing supervisor and other staff members.
- B017 Position bed and place needed equipment within reach of resident.
- C001 Assess body alignment.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D002 Assist resident to sitting position.
- D017 Assist resident with dangling.
- D039 Position the resident.
- D040 Turn and position resident.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Explain the purpose of a transfer belt.  
Apply a transfer belt according to established standards.

## **CONTENT**

- 3. Ambulating patients.
  - A. Transfer belt

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B020 Apply protective device.
- D011 Assist resident with ambulation using a gait belt.
- D016 Assist resident with standing.
- D017 Assist resident with dangling.
- D018 Assist resident with walking.
- D020 Assist resident with quad cane.
- D021 Assist resident with using walker.
- D024 Transfer resident to bedside commode.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Identify the situations when patients should ambulate with assistance.

## **CONTENT**

- 3. Ambulating patients.
  - B. Providing assistance

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- C010 Assist resident in using toilet.
- C011 Assist resident in using bedside commode.
- C012 Assist resident in using urinal.
- C019 Assist resident with bath or shower.
- D002 Assist resident to sitting position.
- D011 Assist resident with ambulation using a gait belt.
- D016 Assist resident with standing.
- D017 Assist resident with dangling.
- D018 Assist resident with walking.
- D020 Assist resident with quad cane.
- D021 Assist resident with using walker.
- D024 Transfer resident to bedside commode.
- D025 Transfer resident from bed to shower chair.
- D028 Move resident who can stand to and from wheelchair.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Ambulate a patient according to established standards.

## **CONTENT**

3. Ambulating patients.
  - C. Technique

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- C010 Assist resident in using toilet.
- C011 Assist resident in using bedside commode.
- C012 Assist resident in using urinal.
- D011 Assist resident with ambulation using a gait belt.
- D016 Assist resident with standing.
- D018 Assist resident with walking.
- D019 Assist resident with using single tip cane.
- D020 Assist resident with quad cane.
- D021 Assist resident with using walker.
- D022 Assist resident in using wheelchair.
- D023 Assist resident with crutch walking.
- D026 Apply brace.
- D027 Apply splint.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Assist the falling patient according to established standards.

## **CONTENT**

3. Ambulating patients.

D. Falls

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A025 Communicate need for changes in care plan.

B048 Follow licensed staff's instructions for providing assistance to a resident who has fainted.

B050 Provide assistance to resident who has fallen.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Describe how the need for a walking aid is determined.

## **CONTENT**

- 3. Ambulating patients.
  - E. Walking aids
    - 1. Determining needs

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.

A025 Communicate need for changes in care plan.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

D011 Assist resident with ambulation using a gait belt.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Describe three types of walking aids.  
Explain how to properly use crutches, canes, and walkers.

## **CONTENT**

- 3. Ambulating patients.
  - E. Walking aids
    - 2. Types
      - a. Crutches
      - b. Canes
      - c. Walkers

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.  
A011 Reinforce or assist with resident teaching.  
D011 Assist resident with ambulation using a gait belt.  
D019 Assist resident with using single tip cane.  
D020 Assist resident with quad cane.  
D021 Assist resident with using walker.  
D023 Assist resident with crutch walking.  
D026 Apply brace.  
D027 Apply splint.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Position a person in a wheelchair following the principles of good body mechanics.

## **CONTENT**

4. The patient in a wheelchair.
  - B. Body mechanics

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A025 Communicate need for changes in care plan.
- A026 Instruct resident in use of body mechanics.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D022 Assist resident in using wheelchair.
- D028 Move resident who can stand to and from wheelchair.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Transfer a patient to a wheelchair without assistance according to established standards.

## **CONTENT**

4. The patient in a wheelchair.
  - C. Transfers
    1. Without assistance

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A025 Communicate need for changes in care plan.

D028 Move resident who can stand to and from wheelchair.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Transfer a patient to a wheelchair with assistance according to established standards.

## **CONTENT**

4. The patient in a wheelchair.
  - C. Transfers
    2. With assistance

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A015 Communicate with alert resident impeded by mechanical/physical limitations.
- D002 Assist resident to sitting position.
- D016 Assist resident with standing.
- D022 Assist resident in using wheelchair.
- D028 Move resident who can stand to and from wheelchair.
- D029 Move resident who cannot stand to and from wheelchair.
- D030 Transport resident by wheelchair.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Identify the safety principles which need to be followed when caring for persons in wheelchairs.

## **CONTENT**

4. The patient in a wheelchair.
  - A. Safety principles

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.

A016 Report service and repair needs for equipment.

A025 Communicate need for changes in care plan.

A026 Instruct resident in use of body mechanics.

C036 Implement nursing measures to promote comfort, rest and sleep.

D022 Assist resident in using wheelchair.

D028 Move resident who can stand to and from wheelchair.

D029 Move resident who cannot stand to and from wheelchair.

D030 Transport resident by wheelchair.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Identify the safety practices that must be followed when using a stretcher.

## **CONTENT**

5. Using a stretcher.

A. Safety

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A026 Instruct resident in use of body mechanics.

C036 Implement nursing measures to promote comfort, rest and sleep.

D031 Transport resident by stretcher.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Transfer a patient to a stretcher following the principles of good body mechanics.

## **CONTENT**

5. Using a stretcher.
  - B. Transferring a person to a stretcher

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A026 Instruct resident in use of body mechanics.
- C036 Implement nursing measures to promote comfort, rest and sleep.
- D031 Transport resident by stretcher.
- D033 Move resident between stretcher and bed using transfer sheet.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

006 Lifting, Moving, and Transporting Patients

## **OBJECTIVES**

Explain how the nursing assistant can protect the resident's rights when lifting, moving, and transporting such individuals.

## **CONTENT**

6. Resident rights.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F005 Assist dementia resident with validation (affirmation).

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Identify the structures and functions of the integumentary system.

## **CONTENT**

1. Integumentary system.
  - A. Structures
    1. Epidermis
    2. Dermis
    3. Oil and sweat glands
    4. Hair
    5. Nails
  - B. Functions

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Review the structures and functions of the musculoskeletal system.

## **CONTENT**

2. Musculoskeletal system.
  - A. Bones
  - B. Joints
  - C. Muscles
    1. Voluntary
    2. Involuntary
    3. Cardiac
  - D. Functions

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Identify the two divisions of the nervous system, the major parts of the brain and the functions of the cranial nerves.

Explain the functions of nerves, the spinal cord, the cerebrum, cerebellum, brain stem and each of the sense organs.

## **CONTENT**

- 3. Nervous system.
  - A. Divisions
    - 1. Central nervous system
    - 2. Peripheral nervous system
  - B. Nerves
  - C. Central nervous system
    - 1. Brain
      - a. Cerebrum
        - 1. Right and left hemispheres
        - 2. Cerebral cortex
        - 3. Cerebellum
        - 4. Brainstem
      - 2. Spinal Cord
  - D. Peripheral nervous system
    - 1. Cranial nerves
    - 2. Spinal nerves
  - E. The sense organs

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Identify four components of blood.

Explain the function of each of the blood components.

Explain the function of the heart.

Identify the four chambers of the heart.

Describe the major structures and functions of the heart.

Explain how the blood flows through the four chambers of the heart. Explain what occurs during systole and diastole. Identify the functions of arteries and veins.

## **CONTENT**

4. Circulatory system.

A. Blood

1. Plasma
2. Red blood cells
3. White blood cells
4. Platelets

B. Heart

1. Function
2. Chambers
  - a. Right atrium
  - b. Right ventricle
  - c. Left atrium
  - d. Left ventricle
3. Phases

a. Systole

b. Diastole

C. Blood vessels

1. Arteries
2. Veins

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain the function of the digestive system.

Identify the functions of each of the structures of the digestive system.

Describe the process of digestion.

## **CONTENT**

5. Digestive system.

A. Function

B. Structures

1. Mouth

2. Teeth

3. Tongue

4. Taste buds

5. Salivary glands

6. Pharynx

7. Esophagus

8. Stomach

9. Small intestine

10. Gall bladder

11. Large intestine

12. Rectum

13. Anus

C. Digestive process

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain the function of the respiratory system.

Define inhalation and exhalation.

Identify the functions of each of the structures of the respiratory system.

## **CONTENT**

6. Respiratory system.

A. Function

B. Respiration

1. Inhalation

2. Exhalation

C. Structures

1. Nose

2. Pharynx

3. Larynx

4. Trachea

5. Lungs

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B033 Measure and record respiration.

B038 Collect sputum specimen.

B043 Provide care for resident receiving oxygen treatment.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain the functions of the urinary system.

Describe normal urine.

Identify the functions of each of the structures of the urinary system.

## **CONTENT**

7. Urinary system.

A. Functions

B. Urine

C. Structures

1. Kidneys

2. Ureters

3. Bladder

4. Urethra

5. Meatus

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Identify the structures and functions of the male reproductive system.  
Identify the functions of the female reproductive system.  
Describe the role of hormones in reproductive functions.

## **CONTENT**

8. Reproductive system.
  - A. Male reproductive system
    1. Testes
    2. Scrotum
    3. Prostate gland
    4. Urethra
    5. Penis
  - B. Female reproductive system
    1. Ovaries
      - a. Ova
      - b. Hormones
        1. Estrogen
        2. Progesterone
      - c. Ovulation
    2. Fallopian Tubes
    3. Uterus
    4. Endometrium
    5. Vagina
    6. Labia
    7. Mammary glands
    8. Menstruation

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain the functions of the endocrine system.

## **CONTENT**

- 9. Endocrine system.
  - A. Endocrine glands
  - B. Hormones

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain the difference between benign and malignant tumors.  
Discuss the causes of cancer.  
Identify the warning signs of cancer.  
Describe the ways of treating cancer.  
Identify the needs of cancer patients.

## **CONTENT**

10. Disease processes.
  - A. Cancer
    1. Tumors
      - a. Benign
      - b. Malignant
    2. Cause
    3. Warning Signs
    4. Treatment
      - a. Surgery
      - b. Radiotherapy
      - c. Chemotherapy
    5. Patient needs

## **TEACHING / LEARNING ACTIVITIES**

Reading assignment

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.  
C036 Implement nursing measures to promote comfort, rest and sleep.  
C043 Provide care for terminally ill resident.  
E002 Provide emotional and spiritual support for resident and family.  
E003 Respond to emotional needs of dying resident and family.  
E008 React to resident's emotional needs.  
E009 Assist dying resident and resident's family.  
F007 Maintain resident's right to quality care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain the differences between osteoarthritis and rheumatoid arthritis.  
Describe how arthritis is treated.  
Identify the needs of patients with arthritis.  
Define fracture.  
Explain the difference between closed and open fractures.

## **CONTENT**

- 10. Disease processes.
  - B. Musculoskeletal disorders
    - 1. Arthritis
      - a. Types
        - 1. Osteoarthritis
        - 2. Rheumatoid arthritis
      - b. treatment
      - c. Needs
    - 2. Fractures
      - a. Definition
      - b. Types
        - 1. Closed
        - 2. Open

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.  
A025 Communicate need for changes in care plan.  
A030 Communicate successful techniques with nursing supervisor and other staff members.  
A035 Observe, report and record changes in resident's behavior pattern.  
B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.  
B057 Prioritize order of care for residents with various needs.  
C036 Implement nursing measures to promote comfort, rest and sleep.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain how to care for a patient in a cast.  
Explain how to care for a patient in traction.  
Explain how to care for a patient who has had a hip fracture.  
Define osteoporosis and explain how it is treated.  
List the signs and symptoms of osteoporosis.  
Explain how osteoporosis is treated.  
Define amputation.  
List the reasons why amputations are performed.  
Identify the needs of amputees.  
Explain what is meant by phantom limb pain.

## **CONTENT**

- 10. Disease processes
  - B. Musculoskeletal disorders
    - 2. Fractures
      - c. Cast care
      - d. Traction
      - e. Hip fractures
    - 3. Osteoporosis
      - a. Definition
      - b. Signs and symptoms
      - c. Treatment
    - 4. Loss of limb
      - a. Amputation
      - b. Causes
      - c. Needs
      - d. Phantom limb pain

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define cerebrovascular accident.

Identify the risk factors and the signs and symptoms associated with CVAs.

Describe the nursing care required by a person with a CVA.

## **CONTENT**

10. Disease processes.

C. Nervous system disorders

1. Cerebrovascular accident

a. Definition

b. Risk factors

c. Signs and symptoms

d. Nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.

A025 Communicate need for changes in care plan.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A034 Report unsafe conditions.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

B057 Prioritize order of care for residents with various needs.

C010 Assist resident in using toilet.

C011 Assist resident in using bedside commode.

C012 Assist resident in using urinal.

C013 Assist resident in using bedpan.

C014 Assist resident with shaving.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define Parkinson's disease.

Identify the signs and symptoms of Parkinson's disease.

Describe how Parkinson's disease is treated.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 2. Parkinson's disease
      - a. Definition
      - b. Signs and symptoms
      - c. Treatment and nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.

A030 Communicate successful techniques with nursing supervisor and other staff members.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

B057 Prioritize order of care for residents with various needs.

C010 Assist resident in using toilet.

C011 Assist resident in using bedside commode.

C012 Assist resident in using urinal.

C013 Assist resident in using bedpan.

C014 Assist resident with shaving.

C015 Shave resident.

C016 Shampoo hair.

C017 Assist resident in grooming hair.

C018 Care for toenails and fingernails.

C019 Assist resident with bath or shower.

C020 Give resident bath or shower.

C021 Assist resident with other personal grooming.

C041 Provide care to resident's cast or splint.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

D026 Apply brace.

D027 Apply splint.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define multiple sclerosis.  
Identify the signs and symptoms of multiple sclerosis.  
Describe how multiple sclerosis is treated.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 3. Multiple sclerosis
      - a. Definition
      - b. Signs and symptoms
      - c. Treatment and nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A015 Communicate with alert resident impeded by mechanical/physical limitations.
- A035 Observe, report and record changes in resident's behavior pattern.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.
- B057 Prioritize order of care for residents with various needs.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Identify the types of head injuries.

Identify the causes of head injuries.

Describe the nursing care required by a person with a head injury.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 4. Head injuries
      - a. Types
      - b. Causes
      - c. Nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

B054 Provide assistance to hysterical or disorientated resident.

B055 Provide assistance to a resident with seizures.

B057 Prioritize order of care for residents with various needs.

C010 Assist resident in using toilet.

C011 Assist resident in using bedside commode.

C012 Assist resident in using urinal.

C013 Assist resident in using bedpan.

C014 Assist resident with shaving.

C015 Shave resident.

C016 Shampoo hair.

C017 Assist resident in grooming hair.

C018 Care for toenails and fingernails.

C019 Assist resident with bath or shower.

C020 Give resident bath or shower.

C021 Assist resident with other personal grooming.

C035 Take resident to appointment.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Identify the common causes of spinal cord injuries.

Define paraplegia and quadriplegia.

Describe the nursing care required by a person with a spinal cord injury.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 5. Spinal cord injuries
      - a. Causes
      - b. Definitions
        - 1. Paraplegia
        - 2. Quadriplegia
      - c. Nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.

A035 Observe, report and record changes in resident's behavior pattern.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

B055 Provide assistance to a resident with seizures.

B057 Prioritize order of care for residents with various needs.

C010 Assist resident in using toilet.

C011 Assist resident in using bedside commode.

C012 Assist resident in using urinal.

C013 Assist resident in using bedpan.

C014 Assist resident with shaving.

C015 Shave resident.

C016 Shampoo hair.

C017 Assist resident in grooming hair.

C018 Care for toenails and fingernails.

C019 Assist resident with bath or shower.

C020 Give resident bath or shower.

C021 Assist resident with other personal grooming.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

- D038 Place footboard or overbed cradle on bed.
- D039 Position the resident.
- D040 Turn and position resident.
- D043 Logroll resident.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Describe the effects of hearing problems.  
Explain how to communicate with persons who have hearing impairments.  
Explain how to communicate with persons who have speech impairments.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 6. Hearing problems
      - a. Effects
      - b. Communication
        - 1. Hearing impairments
        - 2. Speech impairments
      - c. Hearing aids

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A015 Communicate with alert resident impeded by mechanical/physical limitations.  
A027 Communicate with resident with hearing-disorder.  
A033 Communicate with sensory-impaired resident.  
A035 Observe, report and record changes in resident's behavior pattern.  
B057 Prioritize order of care for residents with various needs.  
C037 Provide care for hearing aid.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define glaucoma.  
Identify the signs and symptoms of glaucoma.  
Describe how glaucoma is treated.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 7. Vision problems
      - a. Glaucoma
        - 1. Definition
        - 2. Signs and symptoms
        - 3. Treatment and nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define cataract.  
Identify the signs and symptoms of cataracts.  
Describe how cataracts are treated.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 7. Vision problems
      - b. Cataract
        - 1. Definition
        - 2. Signs and symptoms
        - 3. Treatment and nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain how to care for and handle eyeglasses.

Explain the role of the nursing assistant in inserting and removing contact lenses.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 7. Vision problems
      - c. Corrective lenses
        - 1. Eyeglasses
        - 2. Contact lenses

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A033 Communicate with sensory-impaired resident.

C035 Take resident to appointment.

C039 Provide care for eye glasses/contacts.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Identify the common causes of blindness.

Explain how a blind person uses Braille.

Identify the practice the nursing assistant should follow when caring for a blind person.

## **CONTENT**

- 10. Disease processes.
  - C. Nervous system disorders
    - 7. Vision problems
      - d. The blind patient
        - 1. Causes
        - 2. Braille
        - 3. Nursing care

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A033 Communicate with sensory-impaired resident.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

B057 Prioritize order of care for residents with various needs.

C035 Take resident to appointment.

C038 Provide assistance to visually impaired resident.

C039 Provide care for eye glasses/contacts.

D001 Orient visually impaired resident to environment.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain what is meant by chronic obstructive pulmonary disease.  
Define, identify the signs and symptoms of & explain how chronic bronchitis, asthma, bronchiectasis, & emphysema are treated.

## **CONTENT**

- 10. Disease processes.
  - D. Respiratory disorders
    - 1. Chronic obstructive pulmonary disease (COPD)
      - a. Definitions
        - 1. Chronic bronchitis
        - 2. Asthma
        - 3. Bronchiectasis
        - 4. Emphysema
      - b. Signs and symptoms
      - c. Treatment

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define and identify the signs and symptoms of pneumonia.  
Explain how pneumonia is treated.

## **CONTENT**

- 10. Disease Processes
  - D. Respiratory disorders
  - 2. Pneumonia
    - a. Definition
    - b. Signs and symptoms
    - c. Treatment

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define hypertension.  
Identify the causes of hypertension.  
Identify the signs & symptoms of hypertension.  
Describe how hypertension is treated.

## **CONTENT**

- 10. Disease processes.
  - E. Cardiovascular disorders
    - 1. Hypertension
      - a. Definition
      - b. Causes
      - c. Signs and symptoms
      - d. Treatment

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B030 Measure and record blood pressure.  
B031 Measure and record pulse.  
B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define Coronary Artery Disease (CAD).  
Identify the risk factors for developing CAD.  
Identify two complications from coronary artery disease.  
Define angina pectoris.  
List signs and symptoms of angina pectoris.  
Explain how angina pectoris is treated.  
Define Myocardial Infarction (MI).  
Identify signs and symptoms of an MI.  
Explain how MI is treated.

## **CONTENT**

- 10. Disease processes.
  - E. Cardiovascular disorders
    - 2. Coronary artery disease (CAD)
      - a. Definition
      - b. Risk factors
      - c. Complications
        - 1. Angina pectoris
          - a. Definition
          - b. Signs and symptoms
          - c. Treatment
        - 2. Myocardial infarction (MI)
          - a. Definition
          - b. Signs and symptoms
          - c. Treatment

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define congestive heart failure.  
Identify the signs & symptoms of CHF.  
Explain how CHF is treated.

## **CONTENT**

- 10. Disease processes.
  - E. Cardiovascular disorders
    - 3. Congestive heart failure (CHF)
      - a. Definition
      - b. Signs and symptoms
      - c. Treatment

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- B034 Measure and record resident's height and weight.
- B043 Provide care for resident receiving oxygen treatment.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define diabetes mellitus.

Identify the signs & symptoms of diabetes mellitus.

Explain how diabetes mellitus is treated.

Explain how insulin shock and diabetic coma are different.

## **CONTENT**

10. Disease processes.

F. Diabetes mellitus (an endocrine disorder)

1. Definition

2. Signs and symptoms

3. Treatment

4. Complications

a. Insulin shock

b. Diabetic coma

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

C007 Provide skin care.

C018 Care for toenails and fingernails.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define communicable disease.

Explain how communicable diseases are spread from one person to another.

## **CONTENT**

10. Disease processes.

G. Communicable diseases

1. Definition

2. Methods of transmission

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B040 Use universal precautions.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define AIDS.

Identify the risk factors for AIDS.

Explain how AIDS is spread from one person to another.

Identify the signs & symptoms of AIDS.

Explain how AIDS is treated.

Explain how to prevent the spread of AIDS.

## **CONTENT**

10. Disease processes.

G. Communicable diseases

3. Acquired immunodeficiency syndrome (AIDS)

a. Definition

b. Risk factors

c. Methods of transmission

d. Signs and symptoms

e. Treatment

f. Prevention

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B040 Use universal precautions.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Define hepatitis.  
Describe hepatitis A and hepatitis B.  
Identify the signs & symptoms of hepatitis.  
Explain how hepatitis is treated.  
Explain how to prevent hepatitis.

## **CONTENT**

- 10. Disease processes.
  - G. Communicable diseases
    - 4. Hepatitis
      - a. Definition
      - b. Types
        - 1. Hepatitis A
        - 2. Hepatitis B
      - c. Signs and symptoms
      - d. Treatment
      - e. Prevention

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B040 Use universal precautions.  
B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

007 Basic Anatomy

## **OBJECTIVES**

Explain how to protect the rights of patients and residents who are experiencing a disease process.

## **CONTENT**

- 10. Disease processes.
  - H. Protecting patient and resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Define oral hygiene.  
Identify the equipment needed for oral hygiene.  
Explain why oral hygiene helps meet the person's basic needs.

## **CONTENT**

1. Oral hygiene.
  - A. Definition
  - B. Purpose
  - C. Equipment

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Demonstrate how to assist the person to brush his/her teeth according to established standards.

Demonstrate how to brush a person's teeth according to established standards.

Identify the observations you should make when brushing teeth.

## **CONTENT**

1. Oral hygiene.
  - D. Brushing teeth
    1. Assisting the patient to brush the teeth
    2. Brushing the patient's teeth
    3. Observations

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

B040 Use universal precautions.

C008 Assist resident in performing oral hygiene.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F005 Assist dementia resident with validation (affirmation).

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain the purpose of flossing.  
Demonstrate how to floss teeth according to established standards.

## **CONTENT**

1. Oral hygiene.
  - E. Flossing teeth
    1. Purpose
    2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- B040 Use universal precautions.
- C005 Assist resident in care of dentures.
- C008 Assist resident in performing oral hygiene.
- C009 Administer oral hygiene for unconscious resident.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Describe the special measures which need to be taken when providing mouth care for the unconscious patient.

Define aspiration.

Explain when mouth care should be given to unconscious patients.

## **CONTENT**

1. Oral hygiene.
  - F. The unconscious patient
    1. Special considerations
    2. Aspiration
    3. Frequency

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Give mouth care to an unconscious person according to established standards.  
Identify the observations you need to make when giving mouth care to an unconscious person.

## **CONTENT**

1. Oral hygiene.
  - F. The unconscious patient
    4. Procedure
    5. Observations

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- B040 Use universal precautions.
- C009 Administer oral hygiene for unconscious resident.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Describe the special measures you need to practice when handling dentures.  
Demonstrate how to give denture care according to established standards.

## **CONTENT**

1. Oral hygiene.
  - G. Denture care
    1. Special considerations
    2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- B040 Use universal precautions.
- C005 Assist resident in care of dentures.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain how to protect patient and resident rights when providing oral hygiene.

## **CONTENT**

1. Oral hygiene.
  - H. Patient and resident rights

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain why bathing is important for meeting basic needs.  
Identify the factors which influence the bathing method chosen for a person.  
Identify the person responsible for deciding how a person should be bathed.  
Identify the factors which influence how often bathing is necessary.  
Identify the purposes of various types of skin care products.  
Describe the problems associated with soaps and bath oils.  
Identify the observations you should make when bathing a person.  
Describe the rules that need to be followed for bed baths, showers, or tub baths.

## **CONTENT**

- 2. Bathing.
  - A. Purpose
  - B. Methods
    - 1. Factors
    - 2. Who decides
  - C. Frequency
  - D. Skin care products
    - 1. Soaps
    - 2. Bath oils
    - 3. Creams and lotions
    - 4. Powders
    - 5. Deodorants
    - 6. Antiperspirants
  - E. Observations
  - F. Rules

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Give a complete bed bath according to established standards.

Give a partial bed bath according to established standards.

Assist a person to take a tub bath according to established standards.

Assist a person to take a shower according to establish standards.

## **CONTENT**

2. Bathing.

G. Procedures

1. Complete bed bath

2. Partial bath

3. Tub bath

4. Shower

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

A004 Obtain resident data through resident and family interviews.

A005 Obtain and clarify data by listening to resident.

A006 Write reports concerning resident care and condition, accidents and

A007 Check current documentation of resident status and care.

A012 Reinforce instructions from other health professional to resident and family.

A016 Report service and repair needs for equipment.

A024 Carry out assignment from supervisor.

A025 Communicate need for changes in care plan.

A035 Observe, report and record changes in resident's behavior pattern.

B015 Provide for environmental safety.

B022 Wash hands aseptically.

B026 Adjust bed and side rails.

B040 Use universal precautions.

B057 Prioritize order of care for residents with various needs.

C002 Give resident a bed bath.



# IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX

## RELATED TASK STATEMENTS (Cont.)

- C007 Provide skin care.
- C019 Assist resident with bath or shower.
- C020 Give resident bath or shower.
- D009 Administer tepid bath.
- D012 Apply lotion. (If not medicated.)
- D013 Give therapeutic bath. (If not medicated.)
- E004 Apply reality orientation technique.
- E008 React to resident's emotional needs.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain the principles for giving a back massage.  
Give a back massage according to established standards.

## **CONTENT**

- 3. Back massage.
  - A. Principles
  - B. Procedures

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment, Demonstration/student return

## **RELATED TASK STATEMENTS**

- B040 Use universal precautions.
- C006 Give backrub to resident.
- C007 Provide skin care.
- C022 Give a.m. care.
- C023 Give p.m. care.
- E004 Apply reality orientation technique.
- E008 React to resident's emotional needs.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F013 Assist resident in exercising citizenship rights.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (Cont.)**

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain the purpose of perineal care.

Identify the situations requiring perineal care.

Describe the general principles for giving perineal care.

Give female & male perineal care according to established guidelines.

## **CONTENT**

4. Perineal care.

A. Purpose

B. Frequency

C. Principles

D. Procedures

1. Female perineal care

2. Male perineal care

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

B022 Wash hands aseptically.

B040 Use universal precautions.

C011 Assist resident in using bedside commode.

C031 Care for incontinent resident.

C034 Administer perineal care.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F005 Assist dementia resident with validation (affirmation).

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS**

F011 Report neglect or abuse of resident's property.

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain the importance of hair care as it is related to meeting basic needs.  
Describe the principles involved in brushing & combing hair.  
Brush & comb hair according to established standards.

## **CONTENT**

- 5. Hair care.
  - A. Importance
  - B. Brushing and combing hair
    - 1. Principles
    - 2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- B040 Use universal precautions.
- C017 Assist resident in grooming hair.
- E004 Apply reality orientation technique.
- E008 React to resident's emotional needs.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain the principles involved in shampooing hair, how to shampoo hair during a shower or tub bath, how to shampoo hair at a sink, and how to shampoo hair while the person is on a stretcher.

Shampoo a person's hair while he/she is in bed.

## **CONTENT**

5. Hair care.

C. Shampooing

1. Principles
2. During a shower or tub bath
3. At a sink
4. On a stretcher
5. In bed

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

B040 Use universal precautions.

C002 Give resident a bed bath.

C016 Shampoo hair.

C017 Assist resident in grooming hair.

C019 Assist resident with bath or shower.

C020 Give resident bath or shower.

C021 Assist resident with other personal grooming.

F008 Assist resident in making personal choices (individual needs).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain the importance of shaving as it relates to meeting basic needs.  
Explain the principles involved in shaving a man's face.  
Shave a male patient's face according to established guidelines.

## **CONTENT**

- 6. Shaving.
  - A. Importance
  - B. Principles
  - C. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment, Demonstration/student return

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- B015 Provide for environmental safety.
- B040 Use universal precautions.
- C014 Assist resident with shaving.
- C015 Shave resident.
- C017 Assist resident in grooming hair.
- C021 Assist resident with other personal grooming.
- F008 Assist resident in making personal choices (individual needs).



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain the importance of nail and foot care as they relate to meeting basic needs.

Describe the principles involved in giving nail and foot care.

Give nail and foot care according to established standards.

## **CONTENT**

7. Nails and feet.

A. Importance

B. Principles

C. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment, Demonstration/student return

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A024 Carry out assignment from supervisor.

B015 Provide for environmental safety.

B040 Use universal precautions.

C007 Provide skin care.

C018 Care for toenails and fingernails.

E004 Apply reality orientation technique.

E008 React to resident's emotional needs.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F005 Assist dementia resident with validation (affirmation).

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS**

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Define decubitus ulcers.  
Identify the persons at risk for developing decubitus.  
List the sites where decubitus develop.  
List the causes of decubitus.  
Explain how the  
nursing assistant can prevent decubitus.  
Describe how decubitus are treated.

## **CONTENT**

- 8. Decubitus ulcers.
  - A. Definition
  - B. Persons at risk
  - C. Sites
  - D. Causes
  - E. Prevention
  - F. Treatment

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

A002 Record subjective & objective resident data (written).  
A006 Write reports concerning resident care and condition, accidents and  
A012 Reinforce instructions from other health professional to resident and family.  
A025 Communicate need for changes in care plan.  
B022 Wash hands aseptically.  
B040 Use universal precautions.  
B042 Assist with care for decubitus ulcer.  
C001 Assess body alignment.  
C003 Place alternating pressure mattress on bed.  
C004 Apply heel and elbow protectors.  
C007 Provide skin care.  
C029 Serve and collect tray.  
C031 Care for incontinent resident.  
C033 Encourage fluid intake.  
C034 Administer perineal care.  
D010 Assist with dressing change.  
D012 Apply lotion. (If not medicated.)

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS**

- D013 Give therapeutic bath. (If not medicated.)
- D038 Place footboard or overbed cradle on bed.
- D039 Position the resident.
- D040 Turn and position resident.
- D043 Logroll resident.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Explain how the nursing assistant can protect patient and resident rights while giving personal care.

## **CONTENT**

9. Patient and resident rights.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F006 Identify and report suspected resident abuse or neglect.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

008 Personal Care of the Patients

## **OBJECTIVES**

Identify the observations which need to be made and recorded about personal

## **CONTENT**

- 10. Observations.
  - A. Reporting
  - B. Recording

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A005 Obtain and clarify data by listening to resident.
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Define nutrition.

Explain how nutrition is important in meeting basic needs.

## **CONTENT**

1. Basic nutrition.
  - A. Definition
  - B. Basic needs

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

F008 Assist resident in making personal choices (individual needs).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

List the four food groups.

Name the foods in the milk and dairy group.

Identify the daily requirement from the milk & dairy group.

## **CONTENT**

1. Basic nutrition.

C. Food groups

1. Milk and dairy products

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

C026 Identify general/therapeutic diet.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Name the foods in the meats and fish group.  
Identify the daily requirement from the meats and fish group.

## **CONTENT**

1. Basic nutrition.
  - C. Food groups
  2. Meats and fish

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

C026 Identify general/therapeutic diet.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Name the foods in the fruits and vegetables group.

Identify the daily requirement from the fruits and vegetables group.

## **CONTENT**

1. Basic nutrition.
  - C. Food groups
  3. Fruits and vegetables

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

C026 Identify general/therapeutic diet.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Name the foods in the breads and cereals group.  
Identify the daily requirement from the breads and cereals group.

## **CONTENT**

1. Basic nutrition.
  - C. Food groups
  4. Breads and cereals

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

C026 Identify general/therapeutic diet.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Explain the six factors which can affect eating and nutrition.

## **CONTENT**

1. Basic nutrition.
  - D. Factors affecting eating and nutrition
    1. Culture
    2. Religion
    3. Finances
    4. Appetite
    5. Personal preference
    6. Illness

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.
- C024 Assist resident with eating.
- C025 Feed adult resident.
- C027 Distribute nourishment.
- C028 Check food tray against diet list.
- C029 Serve and collect tray.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Explain the purpose of each of the diets listed.

Explain the roles of the nursing assistant as they relate to the special diets.

## **CONTENT**

1. Basic nutrition.
- E. Special diets
  1. General diet
  2. Clear liquid
  3. Full-liquid
  4. Soft
  5. Low-residue
  6. High-residue
  7. Bland
  8. High-calorie
  9. Low-calorie
  10. High iron
  11. Low-fat (cholesterol)
  12. High protein
  13. Sodium restricted
    - a. 2000-3000 mg.
    - b. 1000 mg.
    - c. 800 mg.
    - d. 500 mg.
    - e. 250 mg.
  14. Diabetic

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A017 Calculate, report and record food and fluid intake.

A018 Calculate, report and record output.

C024 Assist resident with eating.

C025 Feed adult resident.

C026 Identify general/therapeutic diet.

C027 Distribute nourishment.

C028 Check food tray against diet list.

C029 Serve and collect tray.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Serve meal trays according to established guidelines.  
Feed patients according to established guidelines.

## **CONTENT**

1. Basic nutrition.
  - F. Feeding techniques
    1. Serving meal trays
    2. Feed patients

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A005 Obtain and clarify data by listening to resident.  
B022 Wash hands aseptically.  
C024 Assist resident with eating.  
C025 Feed adult resident.  
C026 Identify general/therapeutic diet.  
C027 Distribute nourishment.  
C028 Check food tray against diet list.  
C029 Serve and collect tray.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Explain the role of the nursing assistant as it relates to nourishments.  
Explain the role of the nursing assistant when a person is receiving tube feedings.  
Explain the role of the nursing assistant as it relates to IV therapy.

## **CONTENT**

1. Basic nutrition.
  - G. Other methods of meeting food and fluid needs
    1. Nourishments
    2. Tube feedings
    3. IV therapy

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.  
A012 Reinforce instructions from other health professional to resident and family.  
A024 Carry out assignment from supervisor.  
A025 Communicate need for changes in care plan.  
A030 Communicate successful techniques with nursing supervisor and other staff members.  
A034 Report unsafe conditions.  
A035 Observe, report and record changes in resident's behavior pattern.  
B015 Provide for environmental safety.  
B022 Wash hands aseptically.  
B059 Use safety precautions with therapeutic and electrical equipment.  
C027 Distribute nourishment.  
C028 Check food tray against diet list.  
C032 Distribute drinking water.  
C033 Encourage fluid intake.  
F001 Maintain confidentiality of resident information.  
F007 Maintain resident's right to quality care.  
F008 Assist resident in making personal choices (individual needs).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Explain the role of the nursing assistant as it relates to hyperlimentation.

## **CONTENT**

1. Basic nutrition
  - G. Other methods of meeting food and fluid needs
  4. Hyperlimentation

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

009 Nutrition

## **OBJECTIVES**

Explain how to protect the resident's rights when meeting nutritional needs

## **CONTENT**

2. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain why fluid balance is important for meeting basic needs.  
Define edema.  
Define dehydration.

## **CONTENT**

1. Fluid balance.
  - A. Basic needs
  - B. Definitions
    1. Edema
    2. Dehydration

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Identify the normal fluid requirements for an adult.  
Identify the factors which affect normal fluid requirements.

## **CONTENT**

1. Fluid balance.
  - C. Normal requirements

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain what is meant by force fluids, restrict fluids, and nothing by mouth orders.  
Describe the responsibilities of the nursing assistant when there are force fluids, restrict fluids, and nothing mouth orders.

## **CONTENT**

1. Fluid balance.
  - D. Special orders
    1. Types
      - a. Force fluids
      - b. Restrict fluids
      - c. Nothing by mouth (NPO)
    2. Responsibilities

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A017 Calculate, report and record food and fluid intake.

A018 Calculate, report and record output.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

C032 Distribute drinking water.

C033 Encourage fluid intake.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain the purpose of measuring intake and output.  
Describe the principles involved in measuring intake and output.  
Measure intake and output according to established standards.

## **CONTENT**

1. Fluid balance.
  - E. Intake and output
    1. Purpose
    2. Principles
    3. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A017 Calculate, report and record food and fluid intake.  
A018 Calculate, report and record output.  
B024 Assist with catheters and drainage tubing care.  
B025 Empty closed urine drainage bags.  
B027 Change colostomy/ileostomy bag.  
C032 Distribute drinking water.  
C033 Encourage fluid intake.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Provide fresh drinking water according to established standards.

## **CONTENT**

1. Fluid balance.
  - F. Providing drink water

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- C032 Distribute drinking water.  
C033 Encourage fluid intake.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain how to protect the resident's rights when meeting fluid balance needs.

## **CONTENT**

1. Fluid balance.
  - G. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- F001 Maintain confidentiality of resident information.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Describe the characteristics of normal urination.

Identify the factors that affect normal urination.

Describe the rules that should be followed to assist persons in maintaining normal elimination.

## **CONTENT**

2. Urinary elimination.

A. Normal urination

1. Characteristics

2. Factors affecting urination

3. General rules

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

B040 Use universal precautions.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Identify the observations that need to be made about urination.

## **CONTENT**

- 2. Urinary elimination.
  - B. Observations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A005 Obtain and clarify data by listening to resident.
- A017 Calculate, report and record food and fluid intake.
- A018 Calculate, report and record output.
- A035 Observe, report and record changes in resident's behavior pattern.
- B040 Use universal precautions.
- C010 Assist resident in using toilet.
- D042 Assist resident in bladder and bowel elimination.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain the principles involved in the use of bedpans.  
Provide a bedpan following established guidelines.

## **CONTENT**

- 2. Urinary elimination.
  - C. Promoting urination
    - 1. Bedpans
      - a. Principles
      - b. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

B040 Use universal precautions.  
C013 Assist resident in using bedpan.  
D042 Assist resident in bladder and bowel elimination.  
F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain the principles involved in providing urinals.  
Provide a urinal following established standards.

## **CONTENT**

- 2. Urinary elimination.
  - C. Promoting urination
    - 2. Urinals
      - a. Principles
      - b. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B040 Use universal precautions.
- C012 Assist resident in using urinal.
- D042 Assist resident in bladder and bowel elimination.
- F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain the principles involved in providing commodes.  
Assist a person to a commode following established guidelines.

## **CONTENT**

- 2. Urinary elimination.
  - C. Promoting urination
- 3. Commodes
  - a. Principles
  - b. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B040 Use universal precautions.
- C011 Assist resident in using bedside commode.
- D042 Assist resident in bladder and bowel elimination.
- F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain how to protect the resident's rights when promoting urination.

## **CONTENT**

2. Urinary elimination.

D. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain why urine specimens are collected.  
Explain the principles involved in collecting urine specimens.

## **CONTENT**

- 3. Specimen collection.
  - A. Urine specimens
    - 1. Purpose
    - 2. Principles

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- B040 Use universal precautions.
- F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain why routine, clean-catch, 24-hour urine specimens are collected, the principles involved in collecting 24-hour urine specimens, fresh-fractional urine specimens are collected.

Collect routine, clean-catch, fresh-fractional urine specimens.

## **CONTENT**

- 3. Specimen collection.
  - A. Urine specimens
    - 3.Types
      - a. Routine urine specimen
        - 1. Purpose
        - 2. Procedure
      - b. Clean-catch urine specimen
        - 1. Purpose
        - 2. Procedure
      - c. 24-hour urine specimen
        - 1. Purpose
        - 2. Procedure
      - d. Fresh-fractional urine specimen
        - 1. Purpose
        - 2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A024 Carry out assignment from supervisor.
- B022 Wash hands aseptically.
- B029 Collect timed urine specimen.
- B035 Collect clean catch urine specimen.
- B036 Collect routine urine specimen.
- B037 Collect 24-hour urine specimen.
- B040 Use universal precautions.
- B058 Assist in preparation of specimen for transfer to laboratory.
- F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain why stool specimens are collected.  
Explain the principles involved in collecting stool specimens.  
Collect a stool specimen following established guidelines.

## **CONTENT**

3. Specimen collection.
  - B. Stool specimen
    1. Purpose
    2. Principles
    3. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment/ Demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).  
A002 Record subjective & objective resident data (written).  
A024 Carry out assignment from supervisor.  
B022 Wash hands aseptically.  
B039 Collect stool specimen.  
B040 Use universal precautions.  
B058 Assist in preparation of specimen for transfer to laboratory.  
C010 Assist resident in using toilet.  
C011 Assist resident in using bedside commode.  
C013 Assist resident in using bedpan.  
F001 Maintain confidentiality of resident information.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain why sputum specimens are collected.  
Explain the principles involved in collecting sputum specimens.  
Collect a sputum specimen following established guidelines.

## **CONTENT**

- 3. Specimen collection.
  - C. Sputum specimen
    - 1. Purpose
    - 2. Principles
    - 3. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Reading assignment  
Demo/student return-demo

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).  
A002 Record subjective & objective resident data (written).  
B022 Wash hands aseptically.  
A024 Carry out assignment from supervisor.  
B038 Collect sputum specimen.  
B040 Use universal precautions.  
B058 Assist in preparation of specimen for transfer to laboratory.  
F001 Maintain confidentiality of resident information.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

010 Fluid Balance

## **OBJECTIVES**

Explain how to protect the resident's rights when collecting specimens.

## **CONTENT**

- 3. Specimen collection.
  - D. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- F001 Maintain confidentiality of resident information.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Explain why vital signs are measured.

Identify the factors which affect vital signs.

Describe the responsibilities of the nursing assistant as they relate to measuring and reporting vital signs.

## **CONTENT**

1. Introduction.

A. Purpose

B. Factors affecting vital signs

C. Responsibilities

## **TEACHING / LEARNING ACTIVITIES**

Reading assignment

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A024 Carry out assignment from supervisor.

B022 Wash hands aseptically.

B040 Use universal precautions.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

F001 Maintain confidentiality of resident information.

F007 Maintain resident's right to quality care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Define body temperature.  
Identify the factors which affect body temperature.  
Define the normal range for an oral temperature.  
Define the normal range for a rectal temperature.  
Define the normal range for an auxiliary temperature.

## **CONTENT**

2. Measuring body temperature.
  - A. Definition
  - B. Factors affecting body temperature
  - C. Normal ranges
    1. Oral
    2. Rectal
    3. Axillary

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Describe three types of glass thermometers.

Read a glass thermometer according to established standards.

Use a glass thermometer following established standards.

Explain how electronic and disposable thermometers are used.

## **CONTENT**

2. Measuring body temperature.

D. Thermometers

1. Glass

a. Types

b. How to read

c. How to use

2. Electronic

3. Disposable

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

B015 Provide for environmental safety.

B032 Measure and record temperature.

B040 Use universal precautions.

E001 Assess resident's level of orientation.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Take an oral temperature with a glass, electronic, & disposable thermometer.

Take a rectal temperature with a glass & electronic thermometer.

Take an axillary temperature with a glass & electronic thermometer.

All according to established standards.

## **CONTENT**

2. Measuring body temperature.
  - E. Taking oral temperatures
    1. With a glass thermometer
    2. With an electronic thermometer
    3. With a disposable thermometer
  - F. Taking rectal temperatures
    1. With a glass thermometer
    2. With an electronic thermometer
  - G. Taking axillary temperatures
    1. With a glass thermometer
    2. With an electronic thermometer

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A007 Check current documentation of resident status and care.

A035 Observe, report and record changes in resident's behavior pattern.

B022 Wash hands aseptically.

B032 Measure and record temperature.

B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Define pulse, the normal pulse range for the different age groups.  
Identify the sites used to measure a pulse, various factors which can affect the pulse rate.  
Explain what is meant by the rhythm & force of the pulse.

## **CONTENT**

3. Measuring a pulse.
  - A. Definition
  - B. Pulse sites
  - C. Pulse rate
    1. Age groups
      - a. Newborns
      - b. Infants to 1 year
      - c. Toddlers and preschoolers
      - d. School-age children
      - e. Teenagers and adults
  - D. Rhythm and force

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Demo how to use a stethoscope.

Take a radial pulse, apical pulse, apical-radial pulse according to established standards.

## **CONTENT**

3. Measuring a pulse.

E. Using a stethoscope

F. Taking a pulse

1. Radial

2. Apical pulse

3. Apical-radial pulse

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A035 Observe, report and record changes in resident's behavior pattern.

B031 Measure and record pulse.

B040 Use universal precautions.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Define respiration.

Define seven respiratory patterns.

Give the normal respiratory rate for adults.

List the factors that affect the respiratory rate.

Explain the principles involved in counting respirations.

Count respirations following established procedures.

## **CONTENT**

### 4. Taking respirations

#### A. Definition

#### B. Respiratory patterns

1. Tachypnea

2. Bradypnea

3. Apnea

4. Hypoventilation

5. Hyperventilation

6. Dyspnea

7. Cheyne-Stokes

#### C. Normal range

#### D. Factors affecting respirations

#### E. Counting respirations

1. Principles

2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A035 Observe, report and record changes in resident's behavior pattern.

B033 Measure and record respiration.

B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Define seven terms related to measuring blood pressure.

List factors affecting blood pressure.

Give normal range of blood pressure for adults.

Identify equipment used, explain principles involved in measuring blood pressure.

Measure Bp according to established standards.

## **CONTENT**

5. Measuring blood pressure.

A. Definitions

1. Blood pressure

2. Systole

3. Diastole

4. Systolic pressure

5. Diastolic pressure

6. Hypotension

7. Hypertension

B. Factors affecting blood pressure

C. Normal range

D. Equipment

E. Principles

F. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A035 Observe, report and record changes in resident's behavior pattern.

B030 Measure and record blood pressure.

B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Explain the principles involved in measuring height and weight.  
Describe different types of scales.  
Measure height and weight according to established procedures.

## **CONTENT**

- 6. Measuring height and weight.
  - 1. Principles
  - 2. Scales
  - 3. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment/Demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A035 Observe, report and record changes in resident's behavior pattern.
- B034 Measure and record resident's height and weight.
- B040 Use universal precautions.
- F001 Maintain confidentiality of resident information.
- F007 Maintain resident's right to quality care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

011 Observing and Recording Vital Signs

## **OBJECTIVES**

Explain how to protect the resident's rights when measuring vital signs.

## **CONTENT**

7. Resident rights.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the purpose of heat applications, the principles involved in the application of heat.  
Describe the effects of heat applications Identify the complications that can occur, persons  
at risk for complications from heat applications.

Define dilate.

Define moist/dry heat.

## **CONTENT**

1. Heat applications.
  - A. Purpose
  - B. Effects
  - C. Safety
    1. Persons at risk
    2. Complications
  - D. Definitions
    1. Dilate
    2. Moist heat application
    3. Dry heat application
  - E. Principles

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the principles involved in the application of hot compresses.  
Apply hot compresses according to established standards.  
Explain the principles involved in the application of commercial compresses.  
Apply commercial compresses according to standards.

## **CONTENT**

1. Heat applications.
  - F. Hot compresses
    1. Principles
    2. Procedure
  - G. Commercial compresses
    1. Principles
    2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).  
A002 Record subjective & objective resident data (written).  
A034 Report unsafe conditions.  
B040 Use universal precautions.  
D006 Apply warm compress.  
F001 Maintain confidentiality of resident information.  
F003 Provide an environment in which resident can maintain privacy and personal belongings.  
F007 Maintain resident's right to quality care.  
F008 Assist resident in making personal choices (individual needs).  
F010 Provide abuse free (mistreatment and neglect) care.  
F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the principles that relate to hot soaks.  
Perform the hot soaks procedure according to established standards.

## **CONTENT**

1. Heat applications.
  - H. Hot soaks
    1. Principles
    2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A034 Report unsafe conditions.
- B040 Use universal precautions.
- D004 Administer hot soak.
- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the principles relating to sitz baths.  
Perform the sitz bath procedure according to established standards.

## **CONTENT**

1. Heat applications.
  - I. Sitz bath
    1. Principles
    2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A034 Report unsafe conditions.
- B040 Use universal precautions.
- D005 Administer sitz bath.
- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the principles involved in applying an aquamatic pad.  
Apply an aquamatic pad according to established standards.

## **CONTENT**

1. Heat applications.
  - J. Aquamatic pad
    1. Principles
    2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A034 Report unsafe conditions.
- B040 Use universal precautions.
- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

List the observations which need to be when applying heat applications.

## **CONTENT**

1. Heat applications.

K. Observations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.

A035 Observe, report and record changes in resident's behavior pattern.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain how to protect the resident's rights when applying heat applications.

## **CONTENT**

1. Heat applications.

L. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A034 Report unsafe conditions.

B040 Use universal precautions.

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain purpose of cold applications, principles involved in application of cold.

List effects, complications of cold applications.

Identify persons at risk for complications from cold applications.

Define constrict, moist/dry cold applications.

## **CONTENT**

2. Cold applications.

A. Purpose

B. Effects

C. Safety

1. Persons at risk

2. Complications

D. Definitions

1. Constrict

2. Moist cold applications

3. Dry cold applications

E. Principles

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the principles involved in the application of ice bags.  
Apply ice bags according to established standards.

## **CONTENT**

- 2. Cold applications.
  - F. Ice bags
    - 1. Principles
    - 2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A024 Carry out assignment from supervisor.
- A034 Report unsafe conditions.
- A035 Observe, report and record changes in resident's behavior pattern.
- B040 Use universal precautions.
- D007 Apply ice bag.
- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain principles involved in application of disposable cold packs, cold compresses, giving a cold sponge bath.

Apply disposable cold packs, cold compresses according to established standards.

Give a cold sponge bath

## **CONTENT**

2. Cold applications.

G. Disposable cold packs

H. Cold compresses

1. Principles

2. Procedures

I. Cold sponge bath

1. Principles

2. Procedures

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A024 Carry out assignment from supervisor.

A034 Report unsafe conditions.

A035 Observe, report and record changes in resident's behavior pattern.

B032 Measure and record temperature.

B040 Use universal precautions.

D003 Apply cold compress.

D007 Apply ice bag.

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain how the nursing assistant can protect patient and resident rights when applying cold applications.

## **CONTENT**

- 2. Cold applications.
  - J. Patient and resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain how the nursing assistant can protect resident's rights when giving supportive care.

## **CONTENT**

- 3. Elimination.
  - I. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Review the structure and function of the gastrointestinal system.  
Explain what is meant by normal elimination.  
List the observations which need to be made about bowel movements.

## **CONTENT**

3. Elimination.
  - A. Body structure and function
  - B. Normal elimination
  - C. Observations

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the factors that affect bowel elimination.

## **CONTENT**

3. Elimination.
  - D. Factors affecting elimination
    1. Privacy
    2. Age
    3. Diet
    4. Fluids
    5. Activity
    6. Medications
    7. Other

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F003 Provide an environment in which resident can maintain privacy and personal belongings.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Define constipation, fecal impaction, diarrhea, anal incontinence, flatulence.  
Identify the causes of constipation, fecal impaction, diarrhea, anal incontinence, flatulence.

## **CONTENT**

- 3. Elimination.
- E. Common problems
  - 1. Constipation
    - a. Definition
    - b. Causes
  - 2. Fecal impaction
    - a. Definition
    - b. Causes
  - 3. Diarrhea
    - a. Definition
    - b. Causes
  - 4. Anal incontinence
    - a. Definition
    - b. Causes
  - 5. Flatulence
    - a. Definition
    - b. Causes

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F003 Provide an environment in which resident can maintain privacy and personal belongings.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the principles which need to be followed to promote comfort and safety during elimination.

Explain the purpose of bowel training.

Describe the methods used for bowel training.

## **CONTENT**

3. Elimination.

F. Principles for comfort and safety

G. Bowel training

1. Purpose

2. Methods

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A025 Communicate need for changes in care plan.

A035 Observe, report and record changes in resident's behavior pattern.

B028 Care for resident with a colostomy/ileostomy bag.

B040 Use universal precautions.

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Define enema.

Explain purpose of enemas, principles involved in giving enemas, a cleansing enema.

Describe four enema solutions.

Identify equipment used to give enemas.

Observations needed to be made when giving enema.

Give a cleansing enema following established standards.

## **CONTENT**

3. Elimination.

H. Enemas

1. Definition

2. Purpose

3. Solutions

a. Soap suds

b. Saline

c. Oil

d. Commercial

4. Equipment

5. Principles

6. Cleansing enema

a. Principles

b. Procedure

7. Observations

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.

B040 Use universal precautions.

C010 Assist resident in using toilet.

C011 Assist resident in using bedside commode.

C013 Assist resident in using bedpan.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Define vaginal douche.

Explain the difference between internal and external vaginal douches.

Explain the principles involved in giving douches.

## **CONTENT**

4. The vaginal douche.

A. Definition

B. Types

1. Internal

2. External

C. Principles

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Give an internal vaginal douche according to established standards.  
Give an external vaginal douche according to established standards.  
Identify the observations which need to be made when giving vaginal douches.

## **CONTENT**

- 4. The vaginal douche.
  - D. Procedures
    - 1. Internal vaginal douche
    - 2. External vaginal douche
  - E. Observations

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

B040 Use universal precautions.  
C034 Administer perineal care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain how to protect resident rights when giving vaginal douches.

## **CONTENT**

4. The vaginal douche.
  - F. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F010 Provide abuse free (mistreatment and neglect) care.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Define terms related to urinary catheters and tubing.  
Explain why urinary catheters are used.  
Explain the principles related to the use of urinary catheters

## **CONTENT**

- 5. Urinary catheters and tubing.
  - A. Definitions
    - a. Catheter
    - b. Indwelling catheter
    - c. Retention catheter
    - d. Foley catheter
    - e. Catheterization
    - f. Condom catheter
  - B. Purpose
  - C. Principles

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the principles of catheter care.  
Perform catheter care according to established standards.  
Explain the principles involved in emptying a urinary drainage bag.  
Empty a urinary drainage bag according to established standards.  
Explain the principles related to condom catheters.  
Apply a condom catheter following established standards.

## **CONTENT**

- 5. Urinary catheters and tubing.
  - D. Catheter care
    - 1. Principles
    - 2. Procedure
  - E. Emptying a drainage bag
    - 1. Principles
    - 2. Procedure
  - F. Condom catheters
    - 1. Principles
    - 2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).  
A002 Record subjective & objective resident data (written).  
A007 Check current documentation of resident status and care.  
A018 Calculate, report and record output.  
B022 Wash hands aseptically.  
B023 Give catheter care.  
B024 Assist with catheters and drainage tubing care.  
B040 Use universal precautions.  
C034 Administer perineal care.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain how to protect the resident's rights when he/she has a urinary catheter.

## **CONTENT**

5. Urinary catheters and tubing.

G. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Define intravenous therapy.

Explain the CNA's responsibilities when a person is receiving IV therapy.

Describe the safety measures that need to be practiced when a person is receiving IV therapy.

Change the gown of a person with an IV.

## **CONTENT**

6. Other catheters and tubes.

A. Intravenous therapy

1. Definition

2. Nursing assistant responsibilities

3. Purpose

4. Safety measures

5. Changing the gown of a person with an IV

6. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment/Demonstration

## **RELATED TASK STATEMENTS**

B015 Provide for environmental safety.

B040 Use universal precautions.

C030 Assist resident in dressing and undressing.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the purpose of oxygen therapy, the CNA's responsibilities when a person is receiving oxygen therapy and how to protect the rights of the resident receiving oxygen therapy.

Describe the devices and safety measures used to administer oxygen.

Explain how to protect the rights of the resident receiving oxygen therapy.

## **CONTENT**

6. Other catheters and tubes.

B. Oxygen

1. Oxygen therapy
2. Nursing assistant responsibilities
3. Administration of oxygen
  - a. Nasal catheter
  - b. Nasal cannula
  - c. Face mask
  - d. Oxygen tents
4. Safety measures
5. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

B015 Provide for environmental safety.

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

012 Supportive Care

## **OBJECTIVES**

Explain the purpose of nasogastric tubes.

Explain the CNA's responsibilities and how to protect the rights of a resident with a nasogastric tube.

Describe the nursing care and safety measures required for a person with a nasogastric tube.

Explain how to protect the rights of the resident with a nasogastric tube.

## **CONTENT**

6. Other catheters and tubes.

C. Nasogastric tubes

1. Purpose

2. Nursing assistant responsibilities

3. Care measures

4. Safety precautions

5. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

B015 Provide for environmental safety.

B040 Use universal precautions.

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Discuss why all persons have worth.  
Explain how the philosophy of rehabilitation.  
Explain how rehabilitation involves the whole person.

## **CONTENT**

1. Philosophy.
  - A. Human value
  - B. Rehabilitation defined
  - C. Rehabilitation the whole person
    1. Physical
    2. Psychological
    3. Social
    4. Spiritual
    5. Economic

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Explain why rehabilitation involves a team approach and the principles of rehabilitation.  
Identify the members of the rehab team.  
Describe the types of facilities/services that are available.  
Describe the phases of rehab and the emotional response.  
Explain how to protect the person's rights during rehabilitation.

## **CONTENT**

2. Concepts.
  - A. Rehabilitation team
  - B. Positive result
  - C. Facilities/services
  - D. Phases of care
  - E. Emotional responses
  - F. Principles
  - G. Patient/resident rights

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

- F001 Maintain confidentiality of resident information.  
F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.  
F003 Provide an environment in which resident can maintain privacy and personal belongings.  
F004 Care for personal belongings of resident.  
F005 Assist dementia resident with validation (affirmation).  
F006 Identify and report suspected resident abuse or neglect.  
F007 Maintain resident's right to quality care.  
F008 Assist resident in making personal choices (individual needs).  
F009 Address the resident by the name of his/her choice.  
F010 Provide abuse free (mistreatment and neglect) care.  
F011 Report neglect or abuse of resident's property.  
F012 Assist resident in personal communication (letter writing, phone calls etc.).  
F013 Assist resident in exercising citizenship rights.  
F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Define activities of daily living.

## **CONTENT**

3. Activities of daily living.

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Explain the relationship between basic needs and rehab and why it is important to prevent complications from bedrest.

Define contracture and atrophy.

Identify the complications of bedrest.

Explain proper positioning and describe devices used.

Define the terms related to range-of-motion exercises.

Explain the principles involved in range-of-motion exercises.

## **CONTENT**

4. Basic needs.

A. Physical

1. Preventing complications from bed rest

a. Complications

1. Contractures

2. Atrophy

3. Others

b. Methods

1. Positioning

a. Bed boards

b. Footboards

c. Trochanter rolls

d. Handrolls

e. Bed cradles

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Explain why exercise is important for preventing complication from bedrest.

Explain how a trapeze is used for exercise.

Define range of motion and three types of range of motion exercises.

Perform range of motion exercises

## **CONTENT**

4. Basic needs.

A. Physical

1. Preventing complications from bed rest

b. Methods

2. Exercise

a. Trapeze

b. Range-of-motion exercises

1. Types

a. Active

b. Passive

c. Active-assistive

2. Definitions

a. Abduction

b. Adduction

c. Extension

d. Flexion

e. Hyperextension

f. Dorsi-flexion

g. rotation

h. internal rotation

i. external rotation

j. pronation

k. supination

3. Principles

## **TEACHING / LEARNING ACTIVITIES**

Demonstrate/practice movements

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

- D034 Assist resident in remaining mobile with exercise.
- D035 Assist resident with active range of motion exercises.
- D036 Assist resident with active assistive range of motion exercises.
- D037 Assist resident with passive range of motion exercises.
- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Explain the purpose of adaptive devices.

Describe the adaptive devices available for eating, dressing, grooming, and mobility.

Explain the purpose of prosthetic and orthotic devices.

Describe the types of prosthetic and orthotic devices available.

Explain how the concepts of rehabilitation relate to other physical needs.

## **CONTENT**

4. Basic needs.

A. Physical

2. Adaptive devices

A. Purpose

B. Types

1. Eating

2. Dressing

3. Grooming

4. Mobility

3. Prosthetic and orthotic devices

A. Purpose

B. Types

4. Other

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Explain how the nursing assistant can meet the person's need for safety and security during rehabilitation.

## **CONTENT**

- 4. Basic needs.
  - B. Safety and security

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A007 Check current documentation of resident status and care.
- A012 Reinforce instructions from other health professional to resident and family.
- A024 Carry out assignment from supervisor.
- B015 Provide for environmental safety.
- E004 Apply reality orientation technique.
- E007 Orient resident and family to facility and room.
- E008 React to resident's emotional needs.
- E010 Assist resident in group and individual activities.
- E011 Work with residents to maintain their thinking abilities.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Explain why it is important for the person to feel love and belonging during rehabilitation.

## **CONTENT**

- 4. Basic needs.
  - C. Love and belonging

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A007 Check current documentation of resident status and care.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Explain how the person's esteem can be affected during rehabilitation.

## **CONTENT**

4. Basic needs.

D. Esteem

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F005 Assist dementia resident with validation (affirmation).

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Discuss how the person's need for self-actualization can be met during

## **CONTENT**

- 4. Basic needs.
- E. Self-actualization

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- E001 Assess resident's level of orientation.
- E002 Provide emotional and spiritual support for resident and family.
- E004 Apply reality orientation technique.
- E005 Direct resident to recreational activities.
- E006 Follow resident's recreation/activity plan.
- E007 Orient resident and family to facility and room.
- E008 React to resident's emotional needs.
- E010 Assist resident in group and individual activities.
- E011 Work with residents to maintain their thinking abilities.
- F001 Maintain confidentiality of resident information.
- F005 Assist dementia resident with validation (affirmation).
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

013 Fundamentals of Rehabilitation Nursing

## **OBJECTIVES**

Describe the role of the nursing assistant as a member of the rehabilitation team.

## **CONTENT**

5. Nursing assistant responsibilities.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

Define nursing care plan.  
Explain the purpose of nursing care plans.  
Explain how nursing care plans are developed.

## **CONTENT**

1. Nursing care plans.
  - A. Definition
  - B. Purpose
  - C. Development

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

Describe what occurs in the admitting office when a person enters a health care facility.  
Explain the role of the nursing assistant in preparing the new patient's room.  
Prepare a room for a new patient according to established standards.

## **CONTENT**

2. Patient admission.
  - A. Process
  - B. Preparing the room
    1. Role of the nursing assistant
    2. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A012 Reinforce instructions from other health professional to resident and family.
- A020 Assist with unit admitting procedure.
- A023 Inventory and label personal property.
- A024 Carry out assignment from supervisor.
- B008 Make unoccupied bed.
- B009 Straighten unit.
- B011 Report the need to adjust environmental factors in unit (heat).
- B013 Distribute supplies and equipment to unit.
- B015 Provide for environmental safety.
- B017 Position bed and place needed equipment within reach of resident.
- B019 Clean and disinfect unit.
- B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

List the supplies and equipment needed for admitting a patient.  
Admit a patient according to established standards.  
Describe how to handle the patient's valuables.  
Explain the principles involved in undressing a patient.  
Undress a patient.

## **CONTENT**

- 2. Patient admission.
  - C. Admitting patients
    - 1. Supplies and equipment
    - 2. Procedure
    - 3. Care of valuables
    - 4. Undressing the patient

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).  
A002 Record subjective & objective resident data (written).  
A003 Communicate with resident, staff and family.  
A004 Obtain resident data through resident and family interviews.  
A005 Obtain and clarify data by listening to resident.  
A006 Write reports concerning resident care and condition, accidents and  
A007 Check current documentation of resident status and care.  
A012 Reinforce instructions from other health professional to resident and family.  
A020 Assist with unit admitting procedure.  
A023 Inventory and label personal property.  
A024 Carry out assignment from supervisor.  
B009 Straighten unit.  
B013 Distribute supplies and equipment to unit.  
B015 Provide for environmental safety.  
B017 Position bed and place needed equipment within reach of resident.  
B030 Measure and record blood pressure.  
B031 Measure and record pulse.  
B033 Measure and record respiration.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

- B034 Measure and record resident's height and weight.
- B040 Use universal precautions.
- C030 Assist resident in dressing and undressing.
- C032 Distribute drinking water.
- D001 Orient visually impaired resident to environment.
- E001 Assess resident's level of orientation.
- E007 Orient resident and family to facility and room.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F009 Address the resident by the name of his/her choice.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F012 Assist resident in personal communication (letter writing, phone calls etc.).
- F013 Assist resident in exercising citizenship rights.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

Identify the observations which need to be made when admitting a person to a health care facility.  
Describe the reactions a person may have when admitted to a health care facility.  
Identify the information about a person's admission that needs to be immediately reported to the nurse.

## **CONTENT**

2. Patient admission.
  - C. Admitting patients
    5. Patient reactions
      - A. Hospital
      - B. Nursing facility health care facility.
    6. Observations
    7. Reporting and recording

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A016 Report service and repair needs for equipment.
- A034 Report unsafe conditions.
- A035 Observe, report and record changes in resident's behavior pattern.
- B011 Report the need to adjust environmental factors in unit (heat).
- B015 Provide for environmental safety.
- E001 Assess resident's level of orientation.
- E003 Respond to emotional needs of dying resident and family.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS**

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

Explain why patients are transferred to another nursing unit or to another facility.  
Transfer a patient according to established standards. Identify the observations that need to be reported to the nurse as patient is transferred.

## **CONTENT**

- 3. Patient transfers.
  - A. Purpose
  - B. Procedure
  - C. Observations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A007 Check current documentation of resident status and care.
- A022 Assist with transferring procedure.
- A023 Inventory and label personal property.
- A034 Report unsafe conditions.
- A035 Observe, report and record changes in resident's behavior pattern.
- B019 Clean and disinfect unit.
- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).
- F010 Provide abuse free (mistreatment and neglect) care.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

Define patient discharge from the facility. Identify reactions which patients may have.  
Identify equipment needed in discharging.  
Explain principles involved in discharging and dressing a patient.  
Dress and discharge patient according to standards.

## **CONTENT**

- 4. Patient discharge.
  - A. Definition
  - B. Patient reactions
  - C. Equipment
  - D. Principles
  - E. Dressing the person
    - 1. Principles
    - 2. Procedure
  - F. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A011 Reinforce or assist with resident teaching.
- A021 Assist with unit discharge procedure.
- A023 Inventory and label personal property.
- A035 Observe, report and record changes in resident's behavior pattern.
- C021 Assist resident with other personal grooming.
- C030 Assist resident in dressing and undressing.
- D030 Transport resident by wheelchair.
- D031 Transport resident by stretcher.
- E008 React to resident's emotional needs.
- F001 Maintain confidentiality of resident information.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS**

F004 Care for personal belongings of resident.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

Identify the observations which need to be reported to the nurse when a patient is discharged.

## **CONTENT**

- 4. Patient discharge.
- G. Observations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A005 Obtain and clarify data by listening to resident.
- A007 Check current documentation of resident status and care.
- A035 Observe, report and record changes in resident's behavior pattern.
- E008 React to resident's emotional needs.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

014 Patient Care Planning

## **OBJECTIVES**

Explain how to protect the person's rights during admissions, transfers, and discharges.

## **CONTENT**

5. Patient/resident rights.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Define and explain the purpose of isolation/infection precautions.  
Identify the communicable diseases that require isolation/infection precautions.  
Explain "clean" and "dirty."  
List equipment needed for isolation/infection precautions.  
Identify the indications for universal precautions.  
Describe the practices involved in universal precautions.  
Identify the indications for strict precautions.  
Identify the practices involved in strict precautions. Identify the indications for contact precautions.  
Describe the practices involved in contact precautions.  
Identify the indications for respiratory precautions.  
Describe the practices involved in respiratory precautions.  
Identify the indications for AFB precautions.  
Describe the practices involved in AFB precautions.  
Identify the indications for enteric precautions.  
Describe the practices involved in enteric precautions.  
Identify the indications for drainage/secretion precautions.  
Describe the practices involved in drainage/secretion precautions.  
Identify the indications for blood/body fluid precautions.  
Describe the practices involved in blood/body fluid precautions.

## **CONTENT**

1. Introduction.
  - A. Definition
    1. Isolation
    2. Infection precautions
  - B. Purpose
  - C. Communicable diseases
  - D. "Clean" and "dirty"
  - E. Equipment
  - F. Principles
2. Infection precautions.
  - A. Universal precautions
    1. Indications
    2. Practices
  - B. Strict precautions
    1. Indications
    2. Practices
  - C. Contact precautions
    1. Indications
    2. Practices

# IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX

## CONTENT (cont.)

- D. Respiratory precautions
  - 1. Indications
  - 2. Practices
- E. AFB precautions
  - 1. Indications
  - 2. Practices
- F. Enteric precautions
  - 1. Indications
  - 2. Practices
- G. Drainage/secretion precautions
  - 1. Indications
  - 2. Practices
- H. Blood/body fluid precautions
  - 1. Indications
  - 2. Practices

## TEACHING / LEARNING ACTIVITIES

Reading Assignment

## RELATED TASK STATEMENTS

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Identify the indications for handwashing.  
Review handwashing procedure.

## **CONTENT**

- 3. Procedures.
  - A. Handwashing
    - 1. Indications
    - 2. Practices

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

B022 Wash hands aseptically.  
B040 Use universal precautions.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Identify the indications for gloving.  
Review the gloving procedure.

## **CONTENT**

- 3. Procedures.
  - B. Gloving
    - 1. Indications
    - 2. Practices

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

B002 Put on and remove gown, mask & gloves to care for isolation resident.  
B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Identify the indications for gowning.  
Review gowning procedure.

## **CONTENT**

- 3. Procedures.
  - C. Gowning
    - 1. Indications
    - 2. Practices

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

B002 Put on and remove gown, mask & gloves to care for isolation resident.  
B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Identify the indications for masking.  
Review the masking procedure.

## **CONTENT**

- 3. Procedures.
  - D. Masking
    - 1. Indications
    - 2. Practices

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

B002 Put on and remove gown, mask & gloves to care for isolation resident.  
B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Identify the indications for double bagging.

Perform the double bagging procedure according to established standards.

Explain how to handle the isolation patient's food.

Explain how to dispose of body wastes when infection precautions have been ordered.

## **CONTENT**

3. Procedures.

E. Double bagging

1. Indications

2. Practices

F. Handling food

G. Elimination

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.

B002 Put on and remove gown, mask & gloves to care for isolation resident.

B003 Serve and remove diet tray for resident in isolation.

B004 Dispose of soiled material from isolation room.

B006 Collect specimen from resident in isolation.

B040 Use universal precautions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Identify the observations which need to be made when infection precautions have been ordered.

## **CONTENT**

- 3. Procedures.
- H. Observations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- A004 Obtain resident data through resident and family interviews.
- A006 Write reports concerning resident care and condition, accidents and
- A007 Check current documentation of resident status and care.
- B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

When infection precautions have been ordered:

Identify the emotional reactions.

Explain how to meet the person's basic needs and identify the observations that need to be made about the person's psychological state.

## **CONTENT**

3. Psychological aspects of isolation.
  - A. Emotional reactions
  - B. Meeting basic needs
    1. Physical
    2. Safety and security
    3. Love and belonging
    4. Esteem
    5. Self-actualization
  - C. Observations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

A007 Check current documentation of resident status and care.

A011 Reinforce or assist with resident teaching.

A012 Reinforce instructions from other health professional to resident and family.

A024 Carry out assignment from supervisor.

A035 Observe, report and record changes in resident's behavior pattern.

C036 Implement nursing measures to promote comfort, rest and sleep.

E001 Assess resident's level of orientation.

E002 Provide emotional and spiritual support for resident and family.

E008 React to resident's emotional needs.

E011 Work with residents to maintain their thinking abilities.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS**

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Discuss the modifications that may need to be made in the home when infection precautions have been ordered.

Discuss how to effectively communicate with the patient and family.

Identify the observations that need to be made.

## **CONTENT**

4. Isolation in the home.

A. Modifications

B. Patient/family communication

C. Observations

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

A004 Obtain resident data through resident and family interviews.

A007 Check current documentation of resident status and care.

A011 Reinforce or assist with resident teaching.

A012 Reinforce instructions from other health professional to resident and family.

A024 Carry out assignment from supervisor.

A025 Communicate need for changes in care plan.

A028 Instruct visitors in isolation techniques.

A034 Report unsafe conditions.

A035 Observe, report and record changes in resident's behavior pattern.

B001 Assist with the set up of isolation unit.

B004 Dispose of soiled material from isolation room.

B005 Provide personal care for resident using isolation techniques.

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

E002 Provide emotional and spiritual support for resident and family.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

E008 React to resident's emotional needs.

F001 Maintain confidentiality of resident information.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F010 Provide abuse free (mistreatment and neglect) care.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

015 The Patient in Isolation

## **OBJECTIVES**

Explain how to protect the resident's rights when isolation precautions have been ordered.

## **CONTENT**

5. Resident rights

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A007 Check current documentation of resident status and care.

A035 Observe, report and record changes in resident's behavior pattern.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Define terminal illness and death.

## **CONTENT**

1. Definitions
  - A. Terminal illness
  - B. Death

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Discuss attitudes about death.

## **CONTENT**

2. Attitudes.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A003 Communicate with resident, staff and family.

A005 Obtain and clarify data by listening to resident.

E008 React to resident's emotional needs.

F008 Assist resident in making personal choices (individual needs).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Identify the five stages of dying.  
Explain what occurs during each of the five stages of dying.  
Explain the grieving process.

## **CONTENT**

- 3. Stages of dying
  - A. Coping
    - 1. Denial
    - 2. Anger
    - 3. Bargaining
    - 4. Depression
    - 5. Acceptance
  - B. Grieving process

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Explain how to meet the dying person's physical needs, needs for safety and security, love and belonging, esteem and self-actualization.

## **CONTENT**

- 4. Basic needs
  - A. Physical
  - B. Safety and security
  - C. Love and belonging
  - D. Esteem
  - F. Self-actualization

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

- A001 Observe and report resident data (verbal).
- A002 Record subjective & objective resident data (written).
- A003 Communicate with resident, staff and family.
- C009 Administer oral hygiene for unconscious resident.
- C043 Provide care for terminally ill resident.
- E002 Provide emotional and spiritual support for resident and family.
- E003 Respond to emotional needs of dying resident and family.
- E008 React to resident's emotional needs.
- E009 Assist dying resident and resident's family.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F005 Assist dementia resident with validation (affirmation).
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F008 Assist resident in making personal choices (individual needs).

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **RELATED TASK STATEMENTS (cont.)**

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Discuss the needs of family and friends when a loved one is dying.

## **CONTENT**

5. Family and friends.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

A001 Observe and report resident data (verbal).

A002 Record subjective & objective resident data (written).

A003 Communicate with resident, staff and family.

E002 Provide emotional and spiritual support for resident and family.

E003 Respond to emotional needs of dying resident and family.

E008 React to resident's emotional needs.

E009 Assist dying resident and resident's family.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F005 Assist dementia resident with validation (affirmation).

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Explain how to meet the dying person's rights as defined by the AHA and OBRA.  
Discuss the implications of "DNR" orders and terminating life support measures.  
Discuss extraordinary measures the patient's and family's rights, and living wills.

## **CONTENT**

6. Patient/resident rights.
  - A. American Hospital Association
  - B. OBRA
  - C. Do not resuscitate orders
  - D. Terminating life support
  - E. Extraordinary measures
  - F. Living wills
  - G. Other

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Identify the signs of death.

## **CONTENT**

7. Signs of death.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

016 Care of the Terminally Ill Patient

## **OBJECTIVES**

Define postmortem and rigor mortis.  
Explain the principles involved in caring for the body after death.  
Perform postmortem care according to established

## **CONTENT**

- 8. Care of the body
  - A. Definitions
    - 1. Postmortem care
    - 2. Rigor mortis
  - B. Principles
  - C. Procedure

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

- B041 Give postmortem care.
- F001 Maintain confidentiality of resident information.
- F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.
- F003 Provide an environment in which resident can maintain privacy and personal belongings.
- F004 Care for personal belongings of resident.
- F006 Identify and report suspected resident abuse or neglect.
- F007 Maintain resident's right to quality care.
- F010 Provide abuse free (mistreatment and neglect) care.
- F011 Report neglect or abuse of resident's property.
- F014 Demonstrate professional ethics.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Review the changes that occur in the nervous system as a result of normal aging.  
Define the terms related to dementia.  
Discuss how the dementias are diagnosed.

## **CONTENT**

1. Aging and dementia
  - A. Normal aging-the nervous system
  - B. Definitions
    1. Dementia
    2. Pseudo-dementia
      - a. Reversible
      - b. Non-reversible
        3. Alzheimer's disease
        4. Senile dementia of the Alzheimer's Type (SDAT)
        5. Organic Brain Syndrome (OBS)
  - C. Diagnosis

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Explain sundowning.  
Describe the wandering and combative behavior associated with AD and RD.  
Explain what is meant by catastrophic reactions.  
Define hallucination and delusion.  
Discuss changes that need to be made in the AD/RD patient's environment.

## **CONTENT**

2. Alzheimer's disease (AD) and related disorders.
  - A. Health factors
    1. Sundowning
    2. Wandering behavior
    3. Combative behavior
    4. Catastrophic reactions
    5. Problems with perception
      - a. Hallucinations
      - b. Delusions
  - B. Social factors
    1. Environmental
    2. Memory loss
    3. Self-esteem
    4. Communication

## **TEACHING / LEARNING ACTIVITIES**

Reading Assignment

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Explain how memory loss affects the patient and family.  
Discuss the affect of AD/RD on the person's esteem.  
Discuss the problems involved in communicating with the person with AD/RD.  
Discuss how AD/RD affects the patient and family financially.

## **CONTENT**

2. Alzheimer's disease (AD) and related disorders.
  - C. Economic factors
    1. Initial evaluation
    2. Coping strategies for family
    3. Need for supervision
    4. Placement

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM

## 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX

### MODULE

017 Alzheimer's Disease and Related Dementias

### OBJECTIVES

Identify the signs and symptoms of AD/RD, Discuss how the signs and symptoms of AD/RD affect the patient and family and the person's nursing care.

Discuss how the signs and symptoms of AD/RD affect the patient and family and the person's nursing care.

### CONTENT

2. Alzheimer's disease (AD) and related disorders.

D. Signs and symptoms

1. Stage 1

- a. Memory loss
- b. Poor judgement
- c. Disorientation to time
- d. Lack of spontaneity
- e. Blaming others
- f. Moodiness

2. Stage 2

- a. Restlessness
- b. Sleep disturbances
- c. Dulled senses
- d. Incontinence
- e. Assistance with ADLs
- f. Loss of impulse control
- g. Movement and gait disturbances
- h. Communication problems
- i. Repetitive motions and statements
- j. Agitation

3. Stage 3

- a. Seizures
- b. Inability to communicate
- c. Recognition problems
- d. Total dependence
- e. Total incontinence
- f. Inability to swallow
- g. Sleep disturbances
- h. Inability to sit or walk
- i. Coma
- j. Death

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Review verbal and nonverbal communication, effective communication techniques and effective listening techniques.

Describe the changes in language/ability to communicate which occur in the person with AD/RD.

## **CONTENT**

3. Communications.

A. Review

1. Terminology

a. Verbal

b. Nonverbal

2. Communication techniques

3. Listening

B. Changes due to AD/RD

1. Language

2. Communication

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Discuss how to communicate with the person experiencing changes in orientation, awareness, alertness, memory loss, thinking/perception changes, demonstrating anxiety, showing aggressive behavior and experiencing delirium.

Discuss importance of touch. Discuss why companionship is important for persons with AD/RD.7

## **CONTENT**

3. Communications.

C. Methods to enhance communication

1. The AD/RD patient

a. Orientation, awareness, and alertness problems

b. Memory loss

c. Thinking and perception changes

d. Anxiety

e. Aggression

f. Delirium

2. Touch

3. Companionship

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Explain why care and treatment of the AD/RD patient requires involvement of the health team.

Discuss how to provide for the AD/RD patient's safety.

Explain five principles involved in the care and treatment of the AD/RD patient.

## **CONTENT**

- 4. Care and treatment
  - A. Health team
  - B. Safety
  - C. Principles
    - 1. Consistency in approach
    - 2. Focus on abilities
    - 3. Breakdown tasks
    - 4. Giving clues
    - 5. Use of distraction

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Discuss how to help the AD/RD patient with activities of daily living.  
Identify the physical changes that occur as a result of AD/RD.  
Discuss the effects of the physical changes on the person with AD/RD.

## **CONTENT**

- 4. Care and treatment.
  - D. Activities of daily living
    - 1. Dressing
    - 2. Bathing
    - 3. Grooming
    - 4. Oral hygiene
    - 5. Bowel elimination
    - 6. Urinary elimination
    - 7. Skin care
  - E. Physical changes

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Describe the mood and behavior changes which occur with AD/RD.

Discuss the nursing measures which can be used to care for the AD/RD with mood and behavior changes.

## **CONTENT**

5. Managing behavior.
  - A. Mood and behavior changes
    1. Agitation
    2. Anxiety-fear
    3. Catastrophic reactions
    4. Clinging/jealousy
    5. Demanding and critical behavior
    6. Suspiciousness
    7. Rummaging/hoarding
    8. Accusations
    9. Delusions/hallucinations
    10. Sleep disturbance
    11. Sundowning
    12. Wandering/pacing
    13. Physical violence/combativeness
    14. Incontinence
    15. Inappropriate sexual behavior
  - B. Nursing measures
    1. Memory strategies
    2. Speak slowly; simple sentences
    3. Structured environment
    4. Reducing stimuli
    5. Touch and companionship
    6. Promoting esteem
    7. Group sessions
    8. Encouraging supervision

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Discuss the purposes of one-to-one, small group and large group activities, reminiscence and music therapy, and the importance of touch and sensory stimulation.

## **CONTENT**

6. Activities.
  - A. One-to-one activities
  - B. Small group activities
  - C. Large group activities
  - D. Reminiscence therapy
  - E. Music therapy
  - F. Touch
  - G. Sensory stimulation

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Described the changes that occur with AD/RD that affect nutrition and diet.

Identify the potential feeding problems that occur with AD/RD.

Discuss the measures that the doctor and/or nurse may order to improve the nutrition and diet.

## **CONTENT**

7. Nutrition and diet.

A. Changes affecting eating and nutrition

1. Recognizing and using eating utensils

2. Recognizing food from nonfood

3. Difficulty with swallowing

B. Potential feeding problems

C. Managing nutrition and diet

1. Assistance with feeding

2. Feeding

3. Tube feedings

4. Safety

a. Injury

b. Poisoning

5. Oral hygiene

a. Brushing

b. Dentures

6. Environment

7. Dietary changes

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Define family, significant other, and sandwich generation.

Explain what is meant by role changes and role reversal.

Discuss how the family can care for the pt in his/her own home and services provided.

Identify reasons for placing pt in

## **CONTENT**

8. Family role and community resources.

A. Definitions

1. Family

2. Significant other

3. Sandwich generation

B. Family roles

1. Role changes

2. Role reversal

C. Care of the AD/RD patient

1. Own home

2. Own home with support

3. Living with family members

4. Nursing home placement

a. Wandering

b. Danger to self and others

c. Behavior affects sleep of others

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None



# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Discuss the reasons for family stress when the pt is living alone, with the family, or institutionalized.

Discuss reasons for caregiver stress.

Describe stages of acceptance.

Identify ways to give support to family and caregivers.

## **CONTENT**

8. Family role and community resources.

D. Stress

1. Family stress
  - a. When living alone
  - b. When living with family
  - c. When institutionalized
2. Caregiver stress
3. Coping with stress
  1. Stages of acceptance
  2. Reassurance
  3. Venting feelings
  4. Support groups
  5. Involvement with care pain

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Discuss how home care agencies, day cares, and community health centers can assist the AD/RD patient, family, and caregiver.

Explain the role of the Alzheimer's Disease and Related Disorders Association.

## **CONTENT**

8. Family role and community resources.

E. Community resources

1. Home care agencies
2. Day care
3. Community mental health center
4. Support groups
5. Local chapter of Alzheimer's Disease and Related Disorders

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Identify the causes of staff stress when caring for patients with AD/RD.  
Describe coping mechanisms used by the patient, family, and staff, and coping mechanisms used during the process of dying and death and how to support patient and family.

## **CONTENT**

- 9. Staff support
  - A. Stress factors
  - B. Coping mechanisms
    - 1. Patient
    - 2. Family
    - 3. Staff
  - C. Death and dying
    - 1. Coping mechanisms
    - 2. Support to family and friends.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

017 Alzheimer's Disease and Related Dementias

## **OBJECTIVES**

Discuss how to protect the rights of residents with AD/RD.

## **CONTENT**

10. Resident rights.

## **TEACHING / LEARNING ACTIVITIES**

None

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

018 Cardiopulmonary Resuscitation

## **OBJECTIVES**

Define terms related to CPR. Identify indications for CPR.

Explain how to maintain an airway.

Describe mouth-to-mouth, mouth-to-nose, and mouth-to-stoma resuscitation.

Explain where heart is located in relation to sternum.

## **CONTENT**

1. Definitions
  - A. Unresponsiveness
  - B. Pulselessness
  - C. Unconsciousness
  - D. Airway
2. Indications.
3. Principles
  - A. Airway
  - B. Breathing
    1. Mouth-to-mouth resuscitation
    2. Mouth-to-nose resuscitation
    3. Mouth-to-stoma resuscitation
  - C. Circulation
    1. Location of heart
    2. Locating hand position
    3. Hand and body position

## **TEACHING / LEARNING ACTIVITIES**

Demonstration

## **RELATED TASK STATEMENTS**

None

# **IDPH NURSE AIDE TRAINING PROGRAM CURRICULUM 2004 ILLINOIS NURSE AIDE TASK LIST MATRIX**

## **MODULE**

018 Cardiopulmonary Resuscitation

## **OBJECTIVES**

Locate CPR hand position.

Perform adult CPR (one and two rescuer) and infant and child CPR according to established standards.

Discuss how to protect the rights of those needing CPR.

Demonstrate hand/body position

## **CONTENT**

4. Procedures

A. Adult CPR-one rescuer

B. Adult CPR-two rescuer

C. Infants and children

5. Patient/resident rights.

## **TEACHING / LEARNING ACTIVITIES**

Demonstration/student return-demonstration

## **RELATED TASK STATEMENTS**

B044 Assess priority of care in emergency situation.

B045 Initiate CPR on resident (adult-child-infant).

B051 Recognize and report abnormal signs and symptoms in common diseases and conditions.

F001 Maintain confidentiality of resident information.

F002 Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.

F003 Provide an environment in which resident can maintain privacy and personal belongings.

F004 Care for personal belongings of resident.

F005 Assist dementia resident with validation (affirmation).

F006 Identify and report suspected resident abuse or neglect.

F007 Maintain resident's right to quality care.

F008 Assist resident in making personal choices (individual needs).

F009 Address the resident by the name of his/her choice.

F010 Provide abuse free (mistreatment and neglect) care.

F011 Report neglect or abuse of resident's property.

F012 Assist resident in personal communication (letter writing, phone calls etc.).

F013 Assist resident in exercising citizenship rights.

F014 Demonstrate professional ethics.