

LEVEL 1

Section	Topic	Minutes Needed	Textbook Pages	Date Completed
INTRODUCTION	Welcome to the Sanford Health Nursing Assistant Training Program	53	Supplemental: Pg. 1 -32	
SYLLABUS AND TEXTBOOK	Nursing Assistant Training Program Syllabus	10	None	
	NA Program Textbook Quiz (10 Questions)	20	None	
RESIDENT RIGHTS	Guided Reading: The Person's Unit (53 Questions)	106	Required: Pg. 308 – 322	
	Maslow Hierarchy of Needs	12	Supplemental: Pg. 70 – 73	
	Protecting Resident's Rights in Nursing Facilities (CNA)	8	Supplemental: Pg. 17 - 19	
	Changing the Culture to Person-Centered Care (CNA)	45	Supplemental: Pg. 78-80b, 146b, 352b, 377b, 457 - 458, 464, 549b,	
	Cultural Mindfulness (CNA)	10	Supplemental: Pg. 72, 73b, 78b, 80b, 146b, 377b, 458b, 464, 464b, 549b, 866, 866b	
	Activities in Long Term Care: Supporting Resident Engagement	14	Supplemental: Pg. 5, 10b, 54b, 61 - 64	
ABUSE AND NEGLECT	Ethical and Legal Aspects of Abuse and Neglect	15	Supplemental: Pg. 12-18, 39 - 49	
	Understanding Abuse and Neglect	22	Supplemental: Pg. 16, 45 - 52	
	Identifying Potential Abuse and Neglect Situations	12	Supplemental: Pg. 46, 47, 52, 54	
	Preventing and Reporting Abuse and Neglect	26	Supplemental: Pg. 45, 49, 50	
	Creating a Restraint-Free Environment (CNA)	30	Supplemental: Pg. 204 - 221	

LEVEL 1 (continued)

Section	Topic	Minutes Needed	Additional Details	Date Completed
PROFESSIONALISM	Guided Reading-Professionalism (19 Questions)	38	Required: Pg. 57 - 69	
	Understanding Workplace Discrimination & Harassment (CNA)	10	Supplemental: Pg. 66 - 67, 157, 183 - 184, 875	
	HIPAA Privacy (CNA)	15	Supplemental: Pg. 43b, 80b	
	HIPAA Security (CNA)	17	Supplemental: Pg. 39 - 44	
COMMUNICATION	Skills for Effective Communication (CNA)	60	Supplemental: Pg. 71 (<i>addressing the person</i>), 75 -80, 97 (<i>reporting</i>), 97b	
	Forming Relationships and One-to-One Communication	28	Supplemental: Pg. 71 - 84	
	Effective Teamwork	35	None	
	Communicating with the Health Care Team	19	Supplemental: Pg. 86 - 103	
	Guided Reading: Medical Terminology (34 Questions)	68	Required: Pg. 104-111	
DELEGATION	Guided Reading-Delegation (16 Questions)	32	Required: Pg. 32 - 38	
CHANGE IN CONDITION	Recognizing Developmental Changes Associated with Aging	10	Supplemental: Pg. 112 - 131, 143, 145 - 147	
	Basic Care and Abnormal Changes	43	None	
	Study Tips and Test-Taking Strategies	13	None	

LEVEL 1 (continued)

Section	Topic	Minutes Needed	Additional Details	Date Completed
SAFETY	Guided Reading-Safety (18 Questions)	36	Required: Pg. 157 - 190	
	Workplace Emergencies and Natural Disasters: An Overview (CNA)	30	Supplemental: Pg. 174 - 186	
	Safe Handling and Disposal of Hazardous Waste (CNA)	8	Supplemental: Pg. 176 - 177, 177b, 234	
	Fire Safety	6	Supplemental: Pg. 177 - 182	
	Oxygen Safety (CNA)	5	Supplemental: Pg. 663 - 668	
	Guided Reading-Oxygen Delivery Methods (13 Questions)	26	Required: Pg. 655 - 670	
	First Aid Care	18	None	
	Electrical Safety (CNA)	4	Supplemental: Pg. 174 - 175	
	Fire Safety (CNA)	7	Supplemental: Pg. 178 - 181	
	Hazardous Chemical Safety: Hazard Communication (CNA)	7	Supplemental: Pg. 176	
	Recognizing and Reporting Safety Hazards (CNA)	9	None	
FALLS	Guided Reading-Falls (20 Questions)	40	Required: Pg. 191 - 203	
	Fall Prevention: What YOU Can Do (CNA)	25	None	
EXAM 1	NA Program Exam 1 (45 Questions)	TIME LIMIT 45	Do NOT use the book, internet, another person, or notes to take this test.	
	Level 1 Check-in	5	None	

LEVEL 2

Section	Topic	Minutes Needed	Additional Details	Date Completed
INFECTION	Guided Reading-Infection (22 Questions)	44	Required: Pg. 221 - 240	
	About Infection Control and Prevention (CNA)	60	Supplemental: Pg. 221 – 242, 442	
	Infection Prevention 2 (CNA)	23	Supplemental: Pg. 241 – 254	
	Basics of Personal Protective Equipment (CNA)	30	Supplemental: Pg. 241 – 253	
	Influenza Prevention (CNA)	5	Supplemental: Pg. 745	
	Food Safety Fundamentals	60	Supplemental: Pg. 169b, 841	
END OF LIFE	End of Life Module 1	10	Supplemental: Pg. 865 - 873	
	End of Life Module 2	20	Supplemental: Pg. 865 - 873	
BODY MECHANICS	Prevention of Back Injuries (CNA)	45	Supplemental: Pg. 259, 259b	
	Safe Resident Handling Program: Introduction (CNA)	20	Supplemental: Pg. 267 - 285	
MOVING THE PERSON	Guided Reading-Moving the Person and Positioning (29 Questions)	58	Required: Pg. 261 - 265, 270 - 284	
TRANSFERRING THE PERSON	Guided Reading-Devices and Mechanical Lifts (16 Questions)	32	Required: Pg. 286 - 306	
THE PERSON'S UNIT	Guided Reading-The Person's Unit Pt 2 (10 Questions)	20	Required: Pg. 12-19	

LEVEL 2 (continued)

Section	Topic	Minutes Needed	Additional Details	Date Completed
BEDMAKING	Guided Reading-Bedmaking (28 Questions)	56	Required: Pg. 323 - 338	
	Making an Unoccupied Bed	7	None	
	Making an Occupied Bed	9	None	
EXAM 2	NA Program Exam 2 (55 Questions)	TIME LIMIT 55	Do NOT use the book, internet, another person, or notes to take this test.	
	Level 2 Check-in	5	None	

LEVEL 3

Section	Topic	Minutes Needed	Additional Details	Date Completed
ORAL HYGIENE	Guided Reading-Oral Hygiene (20 Questions)	40	Required: Pg. 339-350	
DAILY HYGIENE AND BATHING	Guided Reading-Skin and Bathing (30 Questions)	60	Required: Pg. 351 - 373	
	Performing a Complete Bath (CNA)	15	Supplemental: Pg. 351 - 373	
GROOMING	Restorative Nursing: Bathing, Grooming, and Dressing for the CNA (CNA)	60	Supplemental: Pg. 375 - 400	
	Shaving Facial Hair (CNA)	15	Supplemental: Pg. 383 - 385, 383b - 384b, 385f, 606, 606f - 607f	
URINARY NEEDS	Managing Urinary Incontinence (CNA)	15	Supplemental: Pg. 410 - 418	
	Prevention of Urinary Tract Infections (CNA)	30	Supplemental: Pg. 411b, 762 - 763	
	Guided Reading-Toileting (23 Questions)	46	Required: Pg. 402-417	
URINARY CATHETERS	Catheter and Perineal Care (CNA)	15	Supplemental: Pg. 366 - 371, 420 - 435, 420b, 334b - 335b, 587, 587f, 587b	
BOWEL NEEDS	Restorative Nursing: Bowel and Bladder for the CNA (CNA)	60	Supplemental: CH 27 & 29	
	Preventing Constipation & Fecal Impaction (CNA)	30	Supplemental: Pg. 437 - 442	
NUTRITION NEEDS	Nutrition and Hydration Basics (CNA)	30	Supplemental: Pg. 458 - 478, 481 - 487	
	Promoting Safe Eating (CNA)	30	Supplemental: Pg. 464, 474b, 681f	
	Techniques for Safe Swallowing and Feeding (CNA)	60	Supplemental: Pg. 492, 473 - 475, 492	
FLUID NEEDS	Guided Reading-Calculating Intake and Output (39 Questions)	78	Required: Pg. 480 - 502	

LEVEL 3 (continued)

Section	Topic	Minutes Needed	Additional Details	Date Completed
VITAL SIGNS	Taking a Pulse	9	Supplemental: CH 33 pg. 504 - 529	
	Measuring Blood Pressure (CNA)	15	Supplemental: CH 33 pg. 504 - 529	
	Taking a Respiratory Rate & Oxygen Saturation	19	Supplemental: CH 33 pg. 504 - 529	
	Measuring Temperature	11	Supplemental: CH 33 pg. 504 - 529	
EXERCISE AND ACTIVITY	Restorative Nursing: Positioning and ROM for Nursing Assistants (CNA)	45	Supplemental: Pg. 531 - 547, 679 - 685	
	Promoting Resident Independence with ADLs (CNA)	60	Supplemental: Pg. 679 - 685	
	Documenting Activities of Daily Living (CNA)	9	Supplemental: Pg. 98	
COMFORT REST AND SLEEP (PAIN)	Guided Reading-Comfort, Rest and Sleep (19 Questions)	38	Required: Pg. 548-558	
	Pain Management for the Interdisciplinary Team (CNA)	31	Supplemental: Pg. 549 - 557	
EXAM 3	NA Program Exam 3 (85 Questions)	TIME LIMIT 85	Do NOT use the book, internet, another person, or notes to take this test.	
	Level 3 Check-in	5	None	

LEVEL 4

Section	Topic	Minutes Needed	Additional Details	Date Completed
ADMISSIONS TRANSFERS AND DISCHARGES	Guided Reading- Admissions, Transfers, & Discharges (14 Questions)	28	Required: Pg. 559 - 572	
	Obtaining and Individual's Height and Weight (CNA)	30	Supplemental: Pg. 503 - 530	
SPECIMEN COLLECTION	Guided Reading- Collecting and Testing Specimens (17 Questions)	34	Required: Pg. 579 - 599	
PRESSURE INJURY	Preventing Pressure Injuries (CNA)	45	Supplemental: Pg. 633 - 643	
HEAT AND COLD APPLICATION	Guided Reading- Hot and Cold Applications (19 Questions)	38	Required: Pg. 647 - 654	
REHABILITATION NEEDS	Guided Reading- Assistive Devices and Prosthetic and Orthotic Devices (16 Questions)	32	Required: Pg. 539 - 547, 679 - 682, 726, 732 - 733	
	Restorative Nursing & Assistive Devices	39	None	
HEARING, SPEECH AND VISION PROBLEMS	About Vision Loss (CNA)	30	Supplemental: Pg. 473 - 474, 695 - 703	
	Understanding Hearing Loss (CNA)	30	Supplemental: Pg. 119, 159, 687 - 704	
	Guided Reading- Speech Disorders (10 Questions)	20	Required: Pg. 693 - 695	
MULTI-SYSTEM DISORDERS AND CARE	Common Chronic Conditions in the Geriatric Population (CNA)	60	Supplemental: Pg. 705 - 769	
	Care for Cardiovascular, Respiratory, Urinary, & Shock Conditions	47	Supplemental: Pg. 846 - 864, Pg. 82, 168, 170, 184 -186, 789	
	Supportive Care for Immune, Musculoskeletal, Central Nervous System, & Endocrine Conditions	39	Supplemental: Pg. 705 - 769	

LEVEL 4 (continued)

Section	Topic	Minutes Needed	Additional Details	Date Completed
MENTAL HEALTH	Behavioral Health (CNA)	31	Supplemental: Pg. 82 - 83, 774 - 780 867	
	Trauma-informed Care (CNA)	27	Supplemental: Pg. 82 - 83, 773	
	Managing Aggressive Behaviors (CNA)	30	Supplemental: Pg. 82, 184b, 789, 791b - 793b	
	Suicide Prevention for Older Adults (CNA)	10	Supplemental: Pg. 778 - 779	
CONFUSION AND DEMENTIA	An Overview of Quality Dementia Care (CNA)	60	Supplemental: Pg. 75b, 794f, 157, 159b, 159, 159b, 704f, 782-798, 784, 784b, 794b, 796b - 798b, 791-796, 791b - 794b	
	The Meaning Behind Behaviors (CNA)	30	Supplemental: Pg. 82 - 83 Pg. 784 - 796	
	Dementia Care: Effective Communication (CNA)	60	Supplemental: Pg. 782 - 799	
	Elopement Prevention (CNA)	10	Supplemental: Pg. 157, 182, 782, 787b	
INTELLECTUAL DISABILITY	Guided Reading-Intellectual and Developmental Disabilities (21 Questions)	42	Required: Pg. 799 - 806	
	Guided Reading-Sexuality (14 Questions)	28	Required: Pg. 808 - 813	
EMERGENCY CARE	Stop, Watch and Tell: Preventing Unnecessary Hospitalizations (CNA)	14	Supplemental: Pg. 846 - 863	
	Emergency Care	12	Supplemental: Pg. 82, 168 - 170, 184 - 186, 789, 846 -863	
SURVEY PROCESS	Being Survey Ready (CNA)	30	Supplemental: Pg. 1, 9, 9b, 158b, 177b, 191b, 223b, 227b, 412b, 459b, 474b, 552b, 869b	
FINAL EXAM	NA Program Exam 4 (Final Exam) (100 Questions)	TIME LIMIT 150	Do NOT use the book, internet, another person, or notes to take this test.	
	Level 4 Check-in	5	None	