



School of Continuing Studies

Tyler Junior College
1530 SSW LOOP 323, Tyler, Texas 75701
www.tjc.edu/continuingstudies/mycaa
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Education & Training Plan Nursing Assistant Specialist Certification Program with Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Tyler Junior College Program with Externship

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

The Nursing Assistant Specialist

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

The Nursing Assistant Specialist Program

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

Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are several National Certification exams that are available to students who successfully complete this program:
 - **National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Exam**

In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Nursing (LPN) or a Nursing (RN) program.

Nursing Assistant Specialist Detailed Course Information:

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

National Certification

Students who complete the Tyler Junior College Nursing Assistant Specialist program will be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national

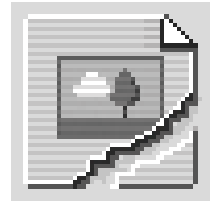
certification exam(s). In order to work as a Nursing Assistant Specialist, many states nationwide are requiring that learners achieve national certification prior to working in that state. Students who complete this program are encouraged to complete the practical/clinical externship option with their program. This comprehensive program is designed to prepare students to sit for National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam(s). Students who complete this program can and do sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national certification exam(s) and are qualified, eligible and prepared to do so.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. The institution works with national organizations and has the ability to place students in externship opportunities nationwide.

Tyler Junior College contact: If students have any questions regarding this program including national certification and externships , **they should call Judie Bower of Tyler Junior College at | (800) 298-5226 or via email at jbow@tjc.edu**

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



About Tyler Junior College!

Welcome to Tyler Junior College! One of the oldest junior colleges in Texas, the College was established in 1926 with a mission of providing the finest academic education for freshmen and sophomore students. Tyler Junior College remains committed to that goal while also recognizing the changing role of community colleges and the need to provide quality training for technical fields. There are several unique aspects of the healthcare career programs available to students through the School of Continuing Studies at Tyler Junior College (TJC). In addition to enrollment of over 32,000 students annually, Tyler Junior College (TJC) has been the Texas leader in healthcare technician training and education programs for over 12 years. Over the last 12 years, approximately 13,000 students have successfully completed TJC's Pharmacy Technician, Dental Assisting, Medical Billing & Coding, Clinical Medical Assistant and other healthcare programs.

www.tjc.edu/continuingstudies/mycaa



Tyler Junior College and Pearson Education

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

About Pearson Education

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

Nursing Assistant Specialist Program Detailed Objectives:

Nursing Assistant Specialist Modules

THE HEALTHCARE SYSTEM

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

ENSURING A PATIENT'S RIGHTS

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

COMMUNICATION AND INTERPERSONAL SKILLS

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

INFECTION CONTROL

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

PATIENT ENVIRONMENT, SAFETY AND EMERGENCIES

- Identify the basic layout and design of a client room
- Define general safety key points for clients in health care facilities
- List common accidents in facilities
- Explain the Material Safety Data Sheet (MSDS)
- Describe the body mechanic techniques that help avoid nurse and patient injury
- Identify common restraints used in a health care facility
- Describe restraint alternatives

- Identify the major causes of fire in the health care setting
- Describe fire prevention strategies
- Identify equipment and procedures that help ensure patient safety
- Identify special precautions required when oxygen is in use by a patient
- Identify disaster planning and evacuation procedures
- Define life-threatening situations
- Identify the role of a Clinical Nurse Aide in emergency situations

BASIC ANATOMY & BODY SYSTEMS: PART I

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

BASIC ANATOMY & BODY SYSTEMS: PART II

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

- Describe the role of the nursing assistant in caring for patients with cognitive impairments

VITAL SIGNS AND MEASUREMENTS

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

BODY MECHANICS

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

PATIENT ENVIRONMENT AND COMFORT

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

PATIENT HYGIENE

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

- Identify proper techniques for assisting with patient skin and nail care
- Identify proper techniques for assisting with patient hair care
- Identify proper techniques for assisting with patient shaving

SKIN CARE

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

NUTRITION & HYDRATION

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

ELIMINATION, URINE & FECES

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

COGNITIVE IMPAIRMENT

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

CARE OF DYING PATIENTS

- Define hospice care and the needs for care
- Identify the physical changes as death approaches
- Identify the five stages of grief
- Define the importance of living wills or advance directives
- Define Limited Code and Do Not Resuscitate (DNR) orders

- Identify techniques for meeting the physical, psychological, spiritual, and emotional needs of dying clients and their families
- Identify the proper techniques and strategies of postmortem care

Clinical Medical Assistant Modules

THE MEDICAL ASSISTING PROFESSION

- Define the medical assistant's role in the healthcare profession
- Explain the AMA's Principles of Medical Ethics

INTERPERSONAL COMMUNICATION

- Provide examples of verbal, nonverbal, and symbolic communication
- Discuss listening strategies
- Explain potential barriers to communication with patient
- Explain cultural and age factors as they relate to communication
- Explain the grief process

PATIENT-CENTERED CARE

- Define the medical assistant's role in patient-centered care
- Discuss wellness and the holistic approach to healthcare
- Explain the mind-body connection
- Describe the different types of pain, pain assessment, and pain management
- Discuss the methods of assisting patients with special needs
- Define the medical assistant's role as it relates to extended life, terminal care, and hospice
- Describe the considerations and laws associated with extended life care

SAFETY AND THE PATIENT ENCOUNTER

- Define the medical assistant's role as it relates to safety in the medical office
- Discuss proper body mechanics for the medical office employee
- Describe procedures intended to provide a safe environment Discuss emergency plans for a medical facility
- Explain Standard Precautions and OSHA's Bloodborne Pathogen Standards
- Define the medical assistant's role in the clinical visit
- Define triage
- Explain the types of consent needed from patients Identify the parts of the medical record
- Explain how to chart for a medical record
- Discuss the role of EMS in emergency care

MEDICAL AND SURGICAL ASEPSIS

- Explain Standard Precautions and OSHA's Bloodborne Pathogen Standards
- Describe the medical assistant's role in infection control within the medical office
- Explain the cycle of infection and the body's natural defenses against infection
- Explain the practices related to aseptic technique for a health professional

PHARMACOLOGY AND MEDICATION ADMINISTRATION

- Describe the role of the medical assistant in medication administration
- Explain the procedures for administering medication in various forms
- Describe pharmacological terms related to drug effects, functions, classifications, and nomenclature
- Perform basic dosage calculations
- State the safety guidelines for administering medications
- Explain the forms, routes, and procedures for medication administration

VITAL SIGNS

- Take vital signs
- Explain how to prepare a patient for a physical examination
- Describe the assessment methods used in an examination

MINOR SURGERY

- Explain how to prepare skin for a surgical procedure
- Set up a sterile tray
- List the responsibilities of the medical assistant in assisting in a minor surgical procedure
- Explain how to assist with suturing
- Explain how to remove sutures or staples
- Explain how to change a sterile dressing

MEDICAL IMAGING

- Define the medical assistant's role in medical imaging
- Describe the types of diagnostic imaging used in medical facilities
- Describe the equipment used for selected diagnostic imaging procedures
- Explain the safety guidelines to protect patients and staff in selected diagnostic imaging procedures
- Explain patient preparation and instructions for selected diagnostic imaging procedures
- Explain patient positioning for selected diagnostic imaging procedures

PULMONARY SYSTEM AND TESTING

- Explain the role and responsibilities of the medical assistant in pulmonary testing
- Describe basic anatomy and physiology of the pulmonary system
- Discuss common pulmonary diseases
- Explain tests and procedures related to pulmonary assessment and diagnosis

EENT

- Define the medical assistant's role in the EENT office
- Describe the anatomy and physiology of the eye and ear
- Describe selected diseases and disorders of the eye and ear
- Explain diagnostic procedures and assessments related to the eyes and ears
- Describe the anatomy and physiology of the nose, nasal passages, and throat
- Describe selected diseases and disorders of the upper respiratory system
- Discuss diagnosis and treatment procedures of the upper respiratory system

IMMUNOLOGY AND ALLERGIES

- Define the medical assistant's role in the immunology office
- Discuss the anatomy and physiology of the immune system
- Describe immunodeficiency diseases and disorders
- Describe common diagnostic procedures for allergies

DERMATOLOGY

- Define the medical assistant's role in the dermatology setting
- Discuss the anatomy and physiology of the integumentary system
- Describe common types of dermatitis and skin disorders

ENDOCRINOLOGY

- Define the medical assistant's role in the endocrinology office
- Identify the structures of the endocrine system
- Discuss the physiology of the endocrine system
- Discuss the diseases and disorders of the endocrine system

EMERGENCY CARE

- Define the medical assistant's role in emergency care
- Discuss the role of EMS in emergency care
- List the equipment and supplies maintained for emergencies in a medical office
- Explain how to manage selected emergencies in the medical office

GASTROENTEROLOGY AND NUTRITION

- Describe the basic anatomy and physiology of the gastrointestinal system
- Explain selected diseases and disorders of the gastrointestinal system
- Identify the six nutrients of the body and their functions
- Explain the use of food guidance tools
- Discuss nutritional related disorders
- Explain the MA's role in the diagnostic procedures related to the gastrointestinal system

ORTHOPEDICS AND PHYSICAL THERAPY

- Explain the steps of common procedures performed in the orthopedic office
- Describe common diseases and disorders of the musculoskeletal system
- Describe the anatomy and physiology of the musculoskeletal system
- Define the role of the medical assistant in the orthopedic office

PEDIATRICS

- Define the medical assistant's role in a pediatric specialty office
- Discuss the age-related physical and developmental factors for children
- Explain how to assist in procedures performed in the pediatric specialty office
- Describe common childhood diseases and disorders

OBSTETRICS AND GYNECOLOGY

- Define the role of the medical assistant in the obstetric/gynecology office
- Discuss the anatomy and physiology of the female reproductive system
- Explain the basics of menstrual cycle and menopause
- Describe common disorders and conditions related to the female reproductive system
- Discuss the processes of pregnancy and childbirth
- Obtain a complete obstetrical medical history
- Explain common complications of pregnancy
- Discuss the benefits and challenges of breastfeeding
- Explain how to assist in common procedures in the obstetric/gynecology office

NEUROLOGY

- Define the medical assistant's role in the neurology/neurosurgery practice
- Describe the anatomy and physiology of the nervous system
- Describe common diseases and disorders of the nervous system
- Explain how to assist in common diagnostic and therapeutic procedures in the neurology/neurosurgery practice

MENTAL HEALTH

- Define the medical assistant's role in the mental health field
- Describe the cognitive functions of the brain
- Define mental wellness
- Describe common mental health disorders
- Explain how mental disorders are assessed, diagnosed, and treated

ONCOLOGY

- Identify the medical assistant's role in the oncology office
- Describe the different types of malignant neoplasms
- Describe routine cancer screening tests
- Explain tumor markers and how they are used in cancer diagnosis
- Discuss the staging and grading of malignancies
- Discuss the various remedies used in cancer treatment
- Explain hospice care for terminally ill patients
- Describe a cancer prevention lifestyle

GERIATRICS

- Define the medical assistant's role in the geriatric office
- Describe the physical changes that take place during aging
- Explain the psychological aspects of aging
- Describe the social components of the aging process
- Discuss the nutritional needs and challenges associated with aging
- Describe the various cultural views of the elderly in society

ALTERNATIVE MEDICINE

- List the five National Center for Complementary and Alternative Medicine (NCCAM) classifications of complementary and alternative medicine
- Describe selected types of alternative medicine

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

MICROSOFT OFFICE

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

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

System Requirements:

Windows Users:

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

Mac OS User:

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

iPad Users:

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

Screen Resolution:

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

Browser Requirements:

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

Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java