

# **Wyoming State Board of Nursing**

## **CNAII Training and Competency Evaluation Course**

### **Curriculum**

#### **OVERALL OBJECTIVE:**

For the Wyoming State Board of Nursing to establish curriculum standards for Level II Certified Nursing Assistant (CNAII) training in compliance with Chapter 7, Sections 10-12 of the WSBN Administrative Rules and Regulations .

#### **SELECTION CRITERIA FOR STUDENTS:**

In order to apply for a CNAII training program the CNA must:

1. Be at least 18 years of age,
2. Have a high school diploma or a GED,
3. Have a current unencumbered certified nursing assistant certificate,
4. Have completed at least one thousand five hundred (1500) hours of documented work hours as a CNA.
5. Work in an area where opportunities exist to complete the competency skills tests.

#### **GENERAL COURSE OBJECTIVES:**

Upon completion of the CNAII course, the student must be able to:

1. Identify the policies, procedures, rules and regulations that govern the CNAII in Wyoming;
2. Identify legal implications when functioning as a CNAII;
3. Identify the principles of delegation that a registered nurse must adhere to when making the decision to delegate a task to a CNAII; and
4. Perform CNAII Skills:
  - Oxygen Therapy
    - Oxygen sources
    - Oxygen delivery devices
    - Safety precautions
    - Flow rate
    - Patient care required
    - Pulse oximeter
    - Normal oxygen saturation

## Sterile Technique

- Principles of sterile technique
- Creates and maintains a sterile field
- Maintains sterile technique while performing an activity
- Keeps gloves sterile
- Accurately identifies and reports “breaks” in sterile technique

## Wound Care for stable wounds over 96 hours old

- Irrigates wound
- Cleans wound
- Applies sterile or clean dressing

## Oropharyngeal Suctioning

- Performs procedure on conscious patient
- Performs yankauer suctioning on conscious and unconscious patient

## Urinary Catheter

- Removes an indwelling urinary catheter
- Obtains urine specimen from catheter port

## Gastrostomy, and Percutaneous Gastric (P.E.G.) Feeding Tubes in a stable site:

- Adds enteral feeding to intermittent tube
- Instills water following feeding
- Clamps enteral feeding tube

## Elimination Procedures:

- Ostomy; Care and irrigation of an ostomy that is stable and the skin around the stoma is not excoriated
  - Performs stoma care
  - Changes an ostomy appliance
  - Irrigates an ostomy
- Digitally removes fecal impaction
- Performs bowel training program
- Administers enemas

## Capillary Blood Glucose Testing

- Completes training according to CLIA standards
- Calibrates machine and records
- Obtains capillary blood sample (i.e. finger stick)
- Reads and documents glucose results according to the machine used
- Identifies normal blood glucose levels

Tracheostomy care for patients with well established tracheostomy:

- Performs skin care around stoma
- Performs trach care
- Changes dressing and ties
- Performs suctioning

Assisting with peripheral IV fluids:

- Collects IV equipment and materials
- Hangs and primes tubing
- Discontinues peripheral IV

Respond to Mental Health Needs

- Recognize signs and symptoms of depression/anxiety
- Communicate with patients appropriately

### **LIMITATIONS FOR THE CNAII:**

CNA II may not work with acutely ill patients. CNAII skills are specifically intended for those patients with chronic, stable conditions. Predictable outcomes are expected from these interactions. A CNA II works under the direction of a registered nurse who must follow the principles of delegation as stated in Chapter 9 of the WSBN Administrative Rules and Regulations. Any professional judgment or decision-making responsibility may not be delegated;

### **GENERAL COURSE REQUIREMENTS:**

The student must have successfully completed the basic skills course for Certified Nursing Assistants.

1. The CNA II course must be offered and administered by facilities with adequate materials to provide skills instruction.
2. The total length of the CNAII course shall be a minimum of 30 hours. There shall be a minimum of 15 hours of classroom instruction and 15 hours of skills laboratory instruction.
3. A comprehensive test over the content of the CNAII course must be completed with at least a 79% passing score.
4. A practical exam demonstrating the skills inherent in the content of the CNAII course must be completed with 100% of the critical behaviors demonstrated.
5. After completing the course, the student must be signed off by a licensed nurse on competency skills checklists in a clinical setting. The CNAII certification is not awarded until separate competency checks are completed. See Unit IV for details.

**FACULTY QUALIFICATIONS:** [As found in Chapter 7, Section 12 (g)]

1. There shall be sufficient number of qualified faculty to meet the purposes and objectives of the program.
2. Program coordinators and faculty shall provide documented evidence of preparation for teaching adults.
3. The ratio of faculty to students in clinical areas involving direct client care shall be one faculty member to six or fewer students (1:6).
4. The principle instructor who teaches in the CNA II program shall:
  - a. Hold a current, unencumbered license as a registered professional nurse;
  - b. Have at least two (2) years full-time equivalent experience as a registered professional nurse in a health care facility; and
  - c. Have at least one (1) year of clinical experience relevant to the area(s) of responsibility.

**COURSE OUTLINE**

**Course Title:** CNAII Training and Competency Evaluation Course

**Hours:** Minimum of 30 hours to include:  
15 hours of classroom instruction  
15 hours supervised clinical practice  
Final completion of competency checklists in a clinical setting

**Instructor:** (see faculty qualifications)

**Required Text:** to be selected by the instructor (see references for suggestions)

**COURSE DESCRIPTION:**

CNA II training prepares the CNA to perform specific skills beyond the basic CNA preparation that a registered nurse/licensed practical nurse deems may be delegated. A predictable outcome is expected. Professional judgment or decision-making responsibility **may not** be delegated.

**COURSE CONTENT:**

**Units of Instruction:**

Unit I: Policies, procedures, rules and regulation, and legalities of a CNAII

Unit II: Principles of Delegation

Unit III: Advanced skills  
Oxygen Therapy  
Sterile Technique

Wound Care  
Oropharyngeal Suctioning  
Urinary Catheter Care  
Gastrostomy and P.E.G. Feeding Tubes  
Elimination Procedures  
Capillary Blood Glucose Testing  
Tracheostomy Care  
Assist with Peripheral IV Fluid  
Respond to Mental Health Needs

Unit IV: Clinical application of skills.

**SUGGESTED COURSE EVALUATION CRITERIA:**

1. Teaching methods to include classroom lectures, demonstration, simulation, return demonstration, supervised clinical practice, and classroom and clinical performance valuations.
2. A comprehensive final examination is required. A final practicum examination must be administered.
  - (A) A grade of at least 79% must be earned on the comprehensive examination in order for a passing grade to be issued.
  - (B) 100% of the critical criteria must be met on the practicum examination.

**UNIT I: Policies, procedures, rules and regulations of a CNAII**

**OBJECTIVE:**

State the policies, procedures, rules and regulations, and legalities of a CNAII governing the practice of Level II CNA's in Wyoming.

**CONTENT:**

Wyoming Nurse Practice Act 33-21-120; Wyoming Administrative Rules and Regulations Chapters VII and IX, and ethical legalities of a CNA II.

**UNIT II: Principles of Delegation**

**OBJECTIVE:**

State the principles of delegation that govern the practice of the registered professional nurse in Wyoming

**CONTENT:**

Principles of delegation as found in Chapters VII and IX of the Wyoming Administrative Rules and Regulations found on the WSBN website.

## **UNIT III: Advanced Skills**

### **Oxygen Therapy**

#### **OBJECTIVES:**

1. Identify four sources of supplemental oxygen
2. Identify five oxygen delivery devices
3. List at least 3 safety precautions necessary when oxygen is in use
4. List equipment needed to set up an oxygen system
5. Demonstrate setting up oxygen and oxygen administration
6. Demonstrate setting liter flow rate on flow meter
7. Explain the care of the patient receiving oxygen therapy
8. Demonstrate placing pulse oximeter
9. Identify normal oxygen saturation levels
10. Read oxygen saturation
11. List information to be communicated to the registered nurse, verbally and in written form

#### **CONTENT:**

1. Oxygen sources
2. Oxygen delivery devices
3. Safety precautions
4. Flow rate
5. Patient care required
6. Pulse oximeter
7. Normal O<sub>2</sub> saturation
8. Information to be reported

#### **CRITICAL CRITERIA FOR PERFORMANCE:**

- Performs hand hygiene
- Sets up oxygen delivery device
- Adjusts fit of device for proper placement
- Practices safety precautions
- Sets flow rate
- Maintains patency of tubing
- Reads SpO<sub>2</sub> correctly
- Knows normal level of O<sub>2</sub> saturation
- Communicates to RN, oxygen set up and SO<sub>2</sub> levels

### **Sterile Technique**

#### **OBJECTIVES:**

1. Define medical asepsis
2. Explain the difference between medical and surgical asepsis
3. Discuss principles that should be applied when carrying out sterile technique
4. Create and maintain sterile field
5. Put on sterile gloves
6. Add sterile items to a sterile field

7. Maintain sterile technique while performing an activity requiring sterility
8. Remove gloves

**CONTENT:**

1. Principles of medical asepsis
2. Principles of surgical asepsis
3. Sterile technique
  - Situations requiring sterile technique
  - Principles of sterile technique
  - Procedures of sterile technique

**CRITICAL CRITERIA FOR PERFORMANCE:**

- Performs hand hygiene
- Creates and maintains a sterile field
- Keeps gloves sterile
- Maintains sterile technique while performing activities
- Removes gloves
- Accurately identifies and reports “breaks” in sterile technique

**Wound Care for Stable Wounds over 96 hours Old**

**OBJECTIVES:**

1. Explain the difference between open and closed wounds
2. Explain infection control procedures
3. Discuss the purpose of wound irrigation
4. Describe the procedure for irrigating a wound
5. Demonstrate the application of a sterile or clean dressing
6. Communicate physical findings in verbal and written form

**CONTENT:**

1. Types of open wounds
2. Closed wounds
3. Wound cleansing procedure
4. Irrigation of a wound
5. Procedure for irrigating a wound
6. Dressing a wound
  - Materials
  - Procedure
7. Physical findings
8. Documentation

**CRITICAL CRITERIA FOR PERFORMANCE:**

- Performs hand hygiene
- Applies clean gloves; removes soiled dressing; discards gloves
- Prepares sterile field
- Puts on sterile gloves
- Fills syringe with irrigation solution
- Flushes wound with slow, continuous pressure

- Applies sterile dressing
- Washes hands
- Accurately communicates dressing change and physical findings verbally and in writing

## **Oropharyngeal Suctioning**

### **OBJECTIVES:**

1. Define suctioning
2. State 4 purposes of oropharyngeal suctioning
3. List the equipment needed for suctioning
4. Describe the procedure for oropharyngeal suctioning on conscious patient
5. Describe Yankauer suctioning on conscious and unconscious patient
6. Describe the patient position for the conscious patient and unconscious patient

### **CONTENT:**

1. Definition of suctioning
2. Purposes
3. Equipment
4. Procedure
  - Oropharyngeal suctioning on conscious patient
  - Yankauer suctioning on conscious and unconscious patient

### **CRITICAL CRITERIA FOR PERFORMANCE:**

- Performs hand hygiene
- Adjusts suction device to proper pressure
- Checks for proper functioning of suction
- Dons gloves
- Uses correct procedure for suctioning
- Positions patient
- Washes hands
- Accurately communicates outcomes of suctioning in verbal and written form

## **Urinary Catheter**

### **OBJECTIVES:**

1. Explain various types of urinary catheters
2. Explain the process of removing an indwelling catheter
3. Obtain a urine specimen from catheter port

### **CONTENT:**

1. Types of catheters
2. Procedure for removing an indwelling catheter
3. Procedure for obtaining a urine specimen from catheter port

### **CRITICAL CRITERIA FOR PERFORMANCE:**

- Performs hand hygiene
- Maintains strict asepsis
- Follows correct procedure for removing an indwelling catheter



Follows correct procedure for obtaining a urine specimen from catheter port  
Accurately communicates outcomes of urinary catheter care in verbal and written form  
Documents amount and time of first voiding after removal of an indwelling catheter

## **Gastrostomy and Percutaneous Enteral Gastric (PEG) Feeding Tubes**

### **OBJECTIVES:**

1. Define gastrostomy and PEG feeding tubes
2. Define intermittent tube feeding
3. Explain proper technique for adding enteral feeding to intermittent tube
4. Instill water following feeding
5. Identify the steps in clamping enteral feeding tube

### **CONTENT:**

1. Gastrostomy, PEG tubes
2. Normal appearance of gastrostomy and PEG feeding tubes
3. Intermittent tube feeding
4. Procedure for addition of enteral feeding to existing infusions
5. Procedure for clamping enteral feeding tube

### **CRITICAL CRITERIA FOR PERFORMANCE:**

Performs hand hygiene  
Applies gloves  
Positions patient  
Follows procedure for adding enteral feeding  
Follows procedure for instilling water  
Follows procedure for clamping feeding tube  
Accurately communicates outcomes of procedure verbally and in written form

## **Elimination Procedures**

### **OBJECTIVES:**

1. Define ostomy
2. Define ileostomy
3. Describe the appearance of a normal stoma
4. Describe the procedure for changing an ostomy pouch
5. Describe the procedure for irrigating an ostomy
6. State 3 probable signs of fecal impaction
7. Describe the process for removing a fecal impaction
8. State the steps of a bowel training program
9. Administer enemas
10. Accurately communicate the outcome of elimination procedures verbally and in written form

### **CONTENT:**

1. Ostomy -a surgically created artificial opening (stoma)  
Colostomy –opening between colon and abdominal wall

- Ileostomy-opening between ileum and abdominal wall
- 2. Appearance
- 3. Changing an ostomy pouch and irrigating ostomy
- 4. Probable signs of impaction
- 5. Digitally removing a fecal impaction
  - Check for a fecal impaction
  - Gather equipment
  - Procedure
- 6. Bowel training-to gain control of bowel movements and to develop a regular pattern of elimination
- 7. Administering enemas
  - Types of enemas
  - Equipment
  - Procedure
- 8. Description of results

**CRITICAL CRITERIA FOR PERFORMANCE:**

- Positions patient correctly for procedure
- Dons appropriate gloves
- Cleans stoma and skin to prevent infections
- Applies pouch to prevent leakage
- Stops procedure if pain occurs
- Monitors pulse before and during removal of fecal impaction
- Periodically takes pulse rate
- Performs hand hygiene
- Asks professional nurse to make appropriate assessments
- Communicates findings verbally and in written form

**Capillary Blood Glucose Testing**

**OBJECTIVES:**

- 1. Calibrate equipment according to CLIA guidelines
- 2. Obtain capillary blood sample
- 3. Read blood glucose according to machine used
- 4. Identify normal levels of blood glucose
- 5. Accurately communicate blood glucose levels verbally and in written form

**CONTENT:**

- 1. Equipment
- 2. Procedure
- 3. Description of findings

**CRITICAL CRITERIA FOR PERFORMANCE:**

- Performs hand hygiene
- Dons gloves
- Accurately communicates glucose level in verbal and written form

Describes appearance of puncture site  
Inspects puncture site for bleeding

## **Tracheostomy Care**

### **OBJECTIVES:**

1. Explain the different types of trachs
2. Explain need for trach care
3. Discuss the need for sterile or non sterile gloves
4. Describe the procedure for suctioning a trach
5. Demonstrate cleaning the stoma and changing dressings and ties
6. Communicate physical findings in verbal and written form

### **CONTENT:**

1. Types of trachs
2. Stoma cleansing procedure
3. Changing cannula
4. Universal precautions
5. Suctioning
6. Changing dressing and ties
7. Physical findings
8. Documentation

### **CRITICAL CRITERIA FOR PERFORMANCE:**

Performs hand hygiene  
Completes trach care  
Suctions  
Changes dressings and ties  
Monitors respiration

## **Assisting with Peripheral IV Fluids**

### **OBJECTIVE:**

1. Assist with set up of IV equipment
2. Identify different IV fluids
3. Discontinue peripheral IV

### **CONTENT:**

1. Identifying different tubing sets
2. Gathers appropriate materials
3. Hangs fluid and primes tubing
4. Demonstrates pump operation
5. Discontinuing peripheral IV cannula

**CRITICAL CRITERIA FOR PERFORMANCE:**

- Gathers correct equipment and material
- Correctly sets up IV
- Safely D/Cs peripheral IV cannula

**Unit IV:     **Clinical Application of Skills****

**OBJECTIVE:**

1.     Demonstrate performance of critical behaviors for each advanced skill
2.     Perform hand hygiene for each skill
3.     Provide privacy for patient for each skill
4.     Make patient comfortable during and after each skill
5.     Communicate completion of each skill verbally and in written form
6.     Complete competency checklist for all skills in clinical setting.

**CONTENT:**

1.     Application of critical criteria of each skill
2.     Competency checklist

**CRITICAL CRITERIA FOR PERFORMANCE:**

- Performs skills independently or with minimal assistance from licensed nurse.
- Performs skills correctly and meets objectives.
- Follows delegation instructions.

**\*NOTE: CNAII certification is not issued until all clinical competencies have been signed off by a nurse in a clinical setting. If existing patient population does not allow actual patient interaction and future interaction is unlikely, simulation with mannequins or other equipment may be substituted.**

**REFERENCES:**

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