

TNA to CNA Training Program Curricula with suggested timeframes	
Suggested references for instruction are listed at end of this document	
Total 75 hours; class 24, Lab 16 with 35 credited for TNA employment of 30 days or 150 hours	
Reference key: Gray/white indicates each 8-hour period ; suggested lab time is red	
Units I & II Training Hours 8 Class 6 hrs. Lab 2 hrs.	
Unit I: Intro	Page 23 of NYSDOH NATP Manual Rev 3/2018
A. Communication/Interpersonal Skills	
CR	Theories of Basic Human Needs (On Boarding)
CR	Diversity (On Boarding)
CR	Resident, Family and Visitors (Effective Communication & Active Listening) (On Boarding/On the Job Training)
CR	Resident Record Chart (On Boarding/On the Job Training)
CR	Resident, their family, visitors (others) (On Boarding/On the Job Training)
CR	Developing a Therapeutic Relationship with resident (On Boarding/On the Job Training)
CR	Health Care Team Interdisciplinary – Comprehensive Care Planning Caregiver Observation and Reporting (On Boarding/On the Job Training)
B. Infection Control Page 36 of NATP Manual 3/18	
CR	Microorganisms
CR	The Process of Infection Chain of Infection Nosocomial Infection Risk Factors Types of Infections COVID -19 Core Principles of Infection Prevention and Control
CR	Medical Asepsis
Lab	Handwashing 10 min.
CR	Concept of clean and dirty
CR/Lab	Care of supplies and equipment 5 min.
CR/Lab	Standard and Universal Precautions, Exposure Control 10 min.
CR	Blood Borne Pathogens
CR	Blood Borne Disease
CR	Hep B Virus, Hep C Virus, HIV
C. Safety and Emergency Procedures	
CR	OSHA
CR	Environmental, floors, equipment, building structure (On Boarding)
CR	Resident Risk Factors Impaired Judgment Impaired Vision and Hearing Impaired Mobility

	Medications
CR	Accidents/Incidents Common Types (On Boarding/On the Job Training) Falls Burns Misidentification Restraints Missing Residents Choking Suffocation
CR	Reporting
CR	Disaster Plan (On Boarding)
CR	Responding to Emergency Codes
CR/Lab	Fire Safety (On Boarding/On the Job Training) 15 mins Causes and prevention of fire Response to Fire Response to Alarms How to use a fire extinguisher Evacuation residents.
	D. Promoting Residents' Independence
CR	Physical Effects of Aging Process
CR	Emotional/Social Effects of Aging (Psychosocial Effects of Aging)
CR/Lab	Methods to Promote Independence: choice, resident v patient, self-care 10 min.
CR	Quality of Life / Quality of Care
CR	Respecting Residents' Rights Basic Human Rights
CR	Resident Abuse Reporting Law Kinds of abuse Requirements of Law Effects of Law
	Unit II: Basic Nursing Skills Page 74 of NATP Manual Rev 3/2018
	A. Taking / recording vital signs
CR/Lab	Circulatory and Respiratory Systems 10 min.
CR	Overview of Vital Signs
CR/Lab	Taking and recording respirations Taking and recording temperatures (On Boarding/On the Job Training) 5 min.
CR/Lab	Taking and recording Radial Pulse (On Boarding) 10 min.
	B. Measuring and Recording Height and Weight
CR/Lab	Measuring and Recording Weight (On Boarding) 10 min.
	C. Caring for the Residents' Environment
CR/Lab	Components and care of the residents' environment 10 min.
CR/Lab	Isolation precautions 15 min.
CR/Lab	Occupied bed (On Boarding/On the Job Training) 10 min.
	D. Recognizing Abnormal Changes in Body Functioning and Importance of Reporting such Changes to a Supervisor
CR	Identifying and reporting abnormal functioning of body system
CR	E. Freedom from Pain

CR	Pain Management
CR	Recognizing and reporting pain (On Boarding/On the Job Training)
	F. Caring for Resident when Death is Imminent
CR	Care of resident and significant others at time of death
CR	Providing postmortem care for residents (On Boarding/On the Job Training)
	Unit III: Personal Care Skills Training Hours 8 Class 4 Lab 4
	Page 91 NATP Manual Rev 3/2018
	Overview for Personal Care
	Core Concepts and Indirect Care Skills
CR/Lab	Bathing – Overview Complete Bed Bath Partial Bed Bath AM and PM Care Shower Tub/Whirlpool (On the Job Training) 10 min.
CR	Grooming Hair care Shampooing Brushing/combining (On Boarding/On the Job Training)
CR	Mouth care – Review Conscious, Partial conscious/unconscious resident Dentures Edentulous (On Boarding/On the Job Training)
CR	Shaving (On Boarding/On the Job Training)
CR	Hand and Nail Care (On Boarding/On the Job Training)
CR	Foot care (On Boarding/On the Job Training)
CR/Lab	Dressing / Undressing Assisting resident and dependent dresser Independent dresser/minimal assistance (On Boarding/On the Job Training) 10 min.
CR/Lab	Adaptive equipment – glasses, hearing aids, artificial limbs 10 min.
CR	Toileting - the Urinary System, Reproductive System,
CR/Lab	Assisting with bedpan/urinal - use of bedside commode (On Boarding/On the Job Training) 10 min.
CR/Lab	Incontinent Resident – bladder – bowel (On Boarding/On the Job Training) 10 min.
CR/Lab	Urinary Catheter Care (cysto/indwelling/external) 10 min
CR/Lab	Measuring /Reporting Intake and Output (On the Job Training) 5 min.
CR/Lab	Emptying urinary drainage bag (On the Job Training)10 min.
CR/Lab	Perineal Care – male and female residents 10 min.
CR/Lab	Colostomy Care 10 min.
CR/Lab	Collecting Specimens 10 min.
CR	Digestive System

	B. Assisting w/ Eating / Hydration
CR	The Endocrine System – Diabetes (On Boarding/On the Job Training)
CR	Nutrition and a Balanced Diet
CR	Fluid Balance
CR/Lab	Therapeutic Diets (On Boarding/On the Job Training) 10 min.
CR	Nutritional Supplements
CR/Lab	Proper Feeding Techniques The Dining Experience Total Assistance with Feeding 10 min.
CR/Lab	Adaptive Devices for Feeding (On the Job Training) 10 min.
CR	Assisting residents with Dysphagia
CR	Assistance for Independent Eaters
CR	Partial Assistance with Eating
CR	Other Methods of Providing Food/Fluids
CR	Skin care and Alterations in skin
CR	The Integumentary system
CR	Healthy Skin
CR	Alterations in Skin Integrity
CR/Lab	Protective Devices (On Boarding/On the Job Training) 10 min.
CR/Lab	Back Rub (On Boarding/On the Job Training) 5 min.
CR	Transfers, positioning and turning
CR/Lab	Transfers, Positioning and Turning (On the Job Training) 10 min.
CR	The Musculoskeletal System abnormalities and age-related changes
CR	Residents with Fractures
CR/Lab	Body Mechanics (On Boarding/On the Job Training) 10 min.
CR/Lab	Positioning in Bed and Chair (On Boarding/On the Job Training) 10 min.
CR/Lab	Transfer with one Assist (On Boarding/On the Job Training) 10 min.
CR/Lab	Transfer with two Assist (On Boarding/On the Job Training) 10 min.
CR/Lab	Mechanical Lift – Chair to Bed AND Bed to Chair (On Boarding/On the Job Training) 10 min.
CR/Lab	Transfer with a transfer belt (On Boarding/On the Job Training) 10 min.
CR/Lab	Lift Sheets (On Boarding/On the Job Training) 10 min.
CR/Lab	Ambulation - Review One Assist Assistive Devices including Transfer Belt Safety Principles (On Boarding/On the Job Training) 10 min.
CR	The Nervous System Overview
CR	Seizure
CR	CVA Stroke

	Unit IV & V Training Hours 8 Class 4 Lab 4, with review of Units II, III & IV
	Unit IV Mental Health & Social Service Needs Page 160 of NATP Manual Rev 3/2018
CR	Developmental tasks in the aging process
CR	Changes in behavior, body, and concept of loss
CR/Lab	How to respond to residents' behaviors Human Behavior Negative Behavior Appropriate Interventions 60 min.
CR/Lab	Modifying aide's behavior in response to resident's behavior Therapeutic intervention Verbally and/or physically aggressive behavior Inappropriate and or self-destructive behavior 30 min.
CR	Allowing resident to make personal choices Personal choice and sense of control Cultural diversity Resident dignity Resident confidentiality (On Boarding/On the Job Training)
CR	Family as a source of emotional support Who is family? Family reaction to placement Adjustment to placement Family dynamics (On Boarding/On the Job Training)
	Unit V Care of Cognitively Impaired Residents Page 166 NATP Manual Rev 3/2018
CR/Lab	Techniques for addressing needs /behaviors of resident's w/ dementia, etc. Understanding cognitive impairment and dementia-causes & symptoms Alzheimer's disease 30 min.
CR/Lab	Communicating w/cognitively impaired residents Verbal – non-verbal communication 30 min.
CR/Lab	Understanding behaviors of cognitively impaired residents Identifying behaviors and causes, common behaviors- wandering, agitation, depression, combativeness, sundowner syndrome, confusion, sexual aggression Causes of behaviors Family and staff reactions ad behaviors (On Boarding/On the Job Training) 30 min.
CR/Lab	Appropriate response to behaviors of cognitively impaired residents Behaviors Management Techniques Accommodating and Redirecting Behaviors 30 min.

	<p>Methods of reducing the effects of cognitive impairments</p> <ul style="list-style-type: none"> Systematic Methods Reality Orientation Reminiscence Therapy Validation Therapy Environmental Methods Interpersonal Methods (On Boarding/On the Job Training) 30 min.
	<p>Unit VI Basic Restorative Services Training Hours 8 Class 4 Lab 4</p> <p style="text-align: right;">Page 176 of NATP Manual Rev 3/2018</p>
CR	Intro to Restorative Care Training resident in Self Care
CR	Understanding the Role of PT and OT (On Boarding/On the Job Training)
Lab	Understanding the Role of assistive devices in transferring, ambulating, eating, and dressing (On Boarding/On the Job Training) 60 min.
CR/Lab	Maintenance of range of motion Upper Extremities Lower Extremities 60 min.
CR/Lab	Proper turning and positioning in bed and chairs Repositioning in bed and chair (On Boarding/On the Job Training) 90 min.
CR	Bowel and bladder training
CR/Lab	Care and use of prosthetic/orthotic devices (On Boarding/On the Job Training) 30 mins.
	<p>Unit VII Residents' Rights Training Hours 8 Class 6 Lab 2 with review of prior topics as needed</p> <p style="text-align: right;">Page 189 NATP Manual Rev 3/2018</p>
CR	Dignity (On Boarding/On the Job Training)
CR/Lab	Providing privacy / confidentiality (On Boarding/On the Job Training) 30 min.
CR	Prompting residents' rights
	<p>Basic Rights – methods to promote- how they are violated</p> <ul style="list-style-type: none"> Importance of Religious Belief Human sexuality (On Boarding/On the Job Training) 30 min.
CR	Personal and medical information (On Boarding/On the Job Training)
CR	Assistance in resolving disputes/grievances
CR	Assisting in getting to resident/family groups/activities Choice Religious/spiritual/cultural Importance of Activities (On Boarding/On the Job Training)
CR	Maintaining care and security of residents' personal possessions (On Boarding/On the Job Training)
CR	Promoting residents' rights to be free from abuse, mistreatment, neglect and the need to report any such treatment Privacy Consenting Adults (On Boarding/On the Job Training)

CR/Lab	Avoiding the need for restraints pursuant to professional standards Restraint free environment Alternative to restraints (On Boarding/On the Job Training) 30 min.
CR	Giving Assistance in Resolving Grievance and Disputes Problem Solving Facility Policy Resident Council NYS Department of Health Ombudsman Program (On Boarding/On the Job Training)
REVIEW Lab	Review of prior topics as needed 30 min.
	Suggested Instructional References
	<p>Hartman's Nursing Assistant Care 5th Edition; https://hartmanonline.com/TheBasics5e/index.html,</p> <p>ACHA How to be a Nurse Aide Assistant Student Workbook 7th Edition; https://www.ahcancal.org/Workforce-and-Career/Pages/Nurse-Assistant-Training.aspx</p>
	Questions may be sent to NATP.DOH@health.ny.gov