

## Unlicensed Assistive Personnel Online Curriculum

The Unlicensed Assistive Personnel Online Curriculum offers a thorough overview of basic nursing procedures along with the skills and knowledge that support them. It is an ideal classroom component for individuals entering the field of nursing assistant or as an in-service review for those already on the job.

### The curriculum offers online and printable:

- 🔗 procedures and reviews,
- 🔗 supplemental handouts,
- 🔗 interactive enhancements,
- 🔗 formative reviews within lessons to improve knowledge retention, and
- 🔗 student tracking.

The Learning Management System is Moodle. The LMS has gradebook functions that simplify the process of student tracking. Quizzes are computer graded and saves the instructor's time. This functionality allows the student to review their progress and receive feedback from the instructor.

No additional software is needed to access this curriculum. There is nothing to download. The site is hosted by Instructional Media Services and access is granted through a yearly subscription fee.

This online curriculum may be substituted for up to sixty (60) hours of classroom instruction.

### UAP Table of Contents Units

- Unit 1: Unlicensed Assistive Personnel
- Unit 2: Understanding the Patient
- Unit 3: Safety
- Unit 4: Food Safety
- Unit 5: Personal Care
- Unit 6: Elimination
- Unit 7: Restorative Nursing
- Unit 8: Instructor Resources (not available to students)

Unit		Lesson	Additional Resources
Unlicensed Assistive Personnel	1	The Role of the UAP	<ul style="list-style-type: none"> <li>• Traits of a Professional UAP</li> <li>• Time Management Tips</li> </ul>
	2	The Health Care Team & Legal Responsibilities	<ul style="list-style-type: none"> <li>• Quality is Key</li> </ul>
	3	Orientation to the Acute Care Environment	
	4	Ethical	
	5	Human Anatomy and Physiology	<ul style="list-style-type: none"> <li>• Video – Cells to the Body</li> <li>• Interactive PDFs <ul style="list-style-type: none"> <li>▪ Muscle System</li> <li>▪ Skeletal System</li> <li>▪ Nervous System</li> <li>▪ Eye</li> <li>▪ Ear</li> <li>▪ Taste</li> <li>▪ Smell</li> <li>▪ Taste Locations</li> <li>▪ Heart</li> <li>▪ Respiratory System</li> <li>▪ Digestive System</li> <li>▪ Urinary System</li> <li>▪ Male Reproductive System</li> <li>▪ Female Reproductive System</li> <li>▪ Endocrine System</li> <li>▪ Skin</li> <li>▪ Lymphatic System</li> </ul> </li> </ul>
	6	Observation and reporting	<ul style="list-style-type: none"> <li>• Keys to Good Observation</li> </ul>
	7	Charting on Medical Records	
	8	Temperature, Pulse, and Respirations	<ul style="list-style-type: none"> <li>• Procedure for Taking an Oral Temperature</li> <li>• Procedure for Taking a Rectal Temperature</li> <li>• Procedure for Taking an Axillary Temperature</li> <li>• Procedure for Counting the Radial Pulse</li> <li>• Procedure for Counting the Apical Pulse</li> <li>• Procedure for Counting Respirations</li> </ul>
	9	Blood Pressure	<ul style="list-style-type: none"> <li>• Procedure for Measuring Blood Pressure</li> </ul>

	10	Care Plan	
	11	Communication Skills	<ul style="list-style-type: none"> <li>• How to be a Good Listener</li> </ul>
Understanding the Patient	1	Needs and Behaviors of Patients	
Safety	1	Safety Measures for the Patient and the Environment	
	2	Fire, Natural Disasters, and Other Emergencies	<ul style="list-style-type: none"> <li>• Moving a Patient</li> </ul>
	3	Infection Control	<ul style="list-style-type: none"> <li>• Disease: The Chain of Events</li> <li>• Standard Precautions</li> <li>• Procedure for Washing Hands</li> </ul>
Food Service	1	Nutrition	<ul style="list-style-type: none"> <li>• Cultural and Religious Dietary Restrictions</li> </ul>
	2	Serving, Feeding, and Monitoring	<ul style="list-style-type: none"> <li>• Procedure for Feeding a Patient</li> </ul>
	3	Observe, Measure, and Record Fluid Intake and Output	<ul style="list-style-type: none"> <li>• Procedure for Distributing Drinking Water</li> <li>• Procedure for Measuring Fluid Intake</li> <li>• Procedure for Measuring Fluid Output</li> </ul>
Personal Care	1	Personal Care for the Patient	<ul style="list-style-type: none"> <li>• Procedure for Shaving with a Disposable Razor</li> <li>• Procedure for Shaving with an Electric Razor</li> </ul>
	2	Oral Hygiene	<ul style="list-style-type: none"> <li>• Procedure for Assisting with Oral Hygiene</li> <li>• Procedure for Administering Oral Hygiene for a Patient who is Helpless or Unconscious</li> <li>• Procedure for Providing Denture Care</li> </ul>
	3	Nail Care	<ul style="list-style-type: none"> <li>• Procedure for Giving Fingernail Care</li> <li>• Procedure for Giving Toenail Care</li> </ul>

	4	Hair Care	<ul style="list-style-type: none"> <li>• Procedure for Combing or Brushing Hair</li> <li>• Procedure for Giving a Shampoo During a Tub Bath or Shower Bath</li> <li>• Procedure for Giving a Bed Shampoo</li> </ul>
	5	Perineal Care	<ul style="list-style-type: none"> <li>• Procedure for Giving Peri Care to the Female Patient</li> <li>• Procedure for Giving Peri Care to the Male Patient</li> </ul>
	6	Dressing and Undressing	<ul style="list-style-type: none"> <li>• Procedures <ul style="list-style-type: none"> <li>▪ Assisting the Patient to Dress</li> <li>▪ Assisting the Patient to Undress</li> <li>▪ Applying Elastic Stockings</li> <li>▪ Changing a Hospital Gown</li> <li>▪ Changing a Hospital Gown for the Patient with an IV</li> </ul> </li> </ul>
	7	Bed Bath	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Giving a Complete Bed Bath</li> </ul> </li> </ul>
	8	Tub Bath and Shower Bath	<ul style="list-style-type: none"> <li>• Procedures <ul style="list-style-type: none"> <li>▪ Giving a Tub Bath</li> <li>▪ Giving a Shower Bath</li> </ul> </li> </ul>
	9	Bed Making (Unoccupied and Occupied)	<ul style="list-style-type: none"> <li>• Procedures <ul style="list-style-type: none"> <li>▪ Making an Unoccupied Bed</li> <li>▪ Making an Occupied Bed</li> </ul> </li> </ul>
	10	Backrubs and Skin Care	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Giving a Backrub</li> </ul> </li> </ul>
	11	Preventing and Caring for Pressure Ulcers	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Giving Stage I Pressure Ulcer Care</li> </ul> </li> </ul>
Elimination	1	Elimination of Urine	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Providing Perineal Care for a Patient with a Catheter</li> <li>▪ Changing a Urinary Drainage Bag</li> <li>▪ Emptying a Urinary Drainage Bag</li> <li>▪ Assisting the Patient in Using a Urinal</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>▪ Assisting the Patient in Using a Bedpan</li> </ul>
	2	Elimination of Stool	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Caring for/Applying a Fecal Ostomy Pouch</li> </ul> </li> </ul>
Restorative Nursing	1	Principles of Restorative Nursing	
	2	Using Body Mechanics to Lift and Move Patients	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Moving the Patient to the Head of the Bed</li> <li>▪ Turning the Patient to the Side</li> </ul> </li> </ul>
	3	Transferring Patients	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ One-Person Pivot Transfer from Bed to Chair</li> <li>▪ One-Person Pivot Transfer from Chair to Bed</li> <li>▪ Two-Person Pivot Transfer from Chair to Bed</li> <li>▪ Two-Person Transfer to Chair with a Mechanical Lift</li> </ul> </li> </ul>
	4	Ambulation	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Ambulating the Patient using a Gait Belt</li> <li>▪ Ambulating the Patient with a Walker</li> <li>▪ Ambulating the Patient with a Cane</li> </ul> </li> </ul>
	5	Range of Motion Exercises	<ul style="list-style-type: none"> <li>• Procedure <ul style="list-style-type: none"> <li>▪ Giving Range of Motion Exercises</li> </ul> </li> </ul>