

**Montana Department of Public Health & Human Services  
Quality Assurance Division – Certification Bureau**

**Nurse Aide/Home Health Aide Training Course  
Core Curriculum Requirements**

1. Role and responsibility of the nurse aide in long term care
  - a. Professional appearance and conduct
  - b. Confidentiality
  - c. Interpersonal relations
  - d. Chain of command
  - e. Team approach to care, care planning and discharge planning
  - f. Responsibility as an effective employee
  - g. Recognizing the physical and emotional changes of aging
  - h. Understanding your attitude, the resident's attitude and family attitude toward the aging process
  - i. Medical terminology
  - j. Reporting and charting
  
2. Basic rights and needs
  - a. Rights of residents (including Montana residents' rights)
  - b. Resident abuse, neglect and misappropriation of property (including Montana Elder Abuse Act)
  - c. Legal and ethical issues
  - d. Residents' records
  - e. Basic human needs (physical, emotional, social, sexual)
  - f. Spiritual needs
  
3. Communication
  - a. How to communicate
  - b. How to listen
  - c. Body language
  - d. Communicating with residents who have specific problems (speech and hearing disabilities, cognitive deficits, etc.)
  - e. Communicating with family
  - f. Communicating with staff
  - g. Telephone courtesy

4. Resident's physical environment

- a. Bed making
- b. Keeping a clean environment
- c. Care of resident's personal possessions
- d. Care of resident's clothing

5. Personal care of the resident

- a. Admission, transfer and discharge procedures
- b. Bath (bed, tub, shower)
- c. Pericare
- d. Nail care
- e. Hair care (shampoo, grooming)
- f. Oral care (teeth brushing, denture care, mouth/gums care)
- g. Shaving (male & female)
- h. Toileting
- i. Dressing
- j. Turning & positioning
- k. Special skin care (lotion massage, pressure sore care, skin-at-risk)
- l. Obtaining specimens (urine, feces, sputum)
- m. Range of motion
- n. Catheter care
- o. Safe use of oxygen
- p. Heat and cold applications
- q. Application of anti-embolitic stockings
- r. Circulation observation
- s. Helping the sensory impaired (including care of hearing aides, glasses, etc.)
- t. Restorative care (ADLs, bowel & bladder programs, ambulation programs, etc.)
- u. Measuring vital signs (temperature, pulse, respiration & blood pressure)

6. Resident safety and emergency care

- a. Preventing injury
- b. Preventing falls
- c. Proper use of restraints
- d. Fire and disaster training
- e. Use of mechanical lifts; wheelchair safety
- f. Use of good body mechanics
- g. Cleaning and care of equipment
- h. Heimlich maneuver/unconscious choking victim
- i. CPR (recommended, not mandatory)

7. Death and dying

- a. Death with dignity
- b. Assisting the dying resident; support of family
- c. Dealing with your feelings about death
- d. Resident care after death

8. Nutrition and fluid balance

- a. Assisting residents to eat
- b. Well rounded diet
- c. Results of poor eating/fluid intake
- d. Measuring height and weight
- e. Measuring intake and output

9. Prevention and control of infection

- a. Basic microbiology, modes of transmission
- b. Blood and body fluid precautions; use of gloves
- c. Common infections in the elderly and chronically ill
- d. Prevention of infection
- e. Hand washing
- f. Principles of isolation, isolation techniques

10. Personality and behavior

- a. Personality problems
- b. Memory loss; cognitive deficits
- c. Depression
- d. Anxiety
- e. Combative behavior

11. Basic anatomy and physiology

- a. Respiratory system
- b. Circulatory system
- c. Digestive system
- d. Genito-urinary system
- e. Musculoskeletal system
- f. Integumentary system
- g. Endocrine system
- h. Nervous system
- i. Sensory systems (incl. eye & ear)

12. Meeting the needs of special residents (as needed by facility)

- a. Alzheimer's disease
- b. Multiple sclerosis
- c. Mentally ill/mentally retarded
- d. Developmentally disabled/brain injured (infants, children, young adults)
- e. AIDS

Note: Newly hired, uncertified nurse aides must receive 16 hours of classroom training **prior to** being assigned to resident care covering the following topics:

- a. Communication & interpersonal skills
- b. Fostering independence
- c. Residents' rights (including Montana law)
- d. Safety (fire, disaster, ambulation and transfer techniques)
- e. Basic infection control (hand washing/gloving, concept of clean vs dirty, linen handling, handling dishware/utensils, cleaning & disinfection, etc.)

**ADDITIONAL REQUIREMENTS FOR HOME HEALTH AIDES**

- 1. Use of ambulation equipment in the home
- 2. Home transfer & ambulation techniques
- 3. Home safety measures
- 4. Care and disposal of contaminated supplies in the home
- 5. Home management and homemaking