



REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN CERTIFIED NURSING ASSISTANT CERTIFICATE

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

Name of Qualification: Professional Certificate in Certified Nursing Assistant

1. **Duration of the course :** 12 week
2. **Student entry qualifications:**
 - i. Normally a prospective student must possess a minimum of 3 O LEVELS
 - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
 - iii. Relevant work experience
 - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

PROGRAMME STRUCTURE

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

MODE OF DELIVERY

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

LEARNING RESOURCES

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

CONTINUOUS ASSESSMENT METHOD

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

WRITTEN END OF SEMESTER EXAMINATION

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through one (1) paper that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

Course Content includes

Course content includes the following topics and relevant skills:

- Roles and Responsibilities of the Nursing Assistant
- Communication and Documentation
- Safety, Standard Precautions, and Infection Control
- Admission, Transfer and Discharge
- Body System review, common disease and malformations
- Vital signs

- **Activities of Daily Living:**
 - a. Normal Elimination Assistance
 - b. Oral and Denture Care
 - c. Hair/ Nail Care
 - d. Skin Care
 - e. Bathing Assistance
 - f. Personal Care Assistance
 - g. Shaving Assistance
 - h. Dressing and Undressing Assistance
 - i. Anti-Embolic stockings
 - j. Bed making
 - k. Nutritional / Fluid balance Assistance
 - l. Special diet Assistance
 - m. Mobility and ambulation Assistance