



NUR – 100 – Certified Nursing Assistant

Instructor Information

Lead Instructor: Theresa Bischoff, RN

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Assistant Instructor: Cassandra Nepper, NREMT, CNA

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Office Hours: By appointment

Office Location: REMOTE or on-site at 3619 Mertz Rd, Caro MI 48723

Course Meeting Information:

Meeting Location: Online

Course Modality: Asynchronous

Clock Hours: 40 hours

Online Clock Hours: 40 hours

In-Person Clock Hours: 0 hours (unless by appointment and approved by Facility Manager and Lead Instructor)

Course Description:

The Michigan Certified Nursing Assistant (CNA) course is designed to equip students with the essential skills and knowledge required to provide high-quality care to patients in various healthcare settings. This comprehensive program combines classroom instruction with hands-on clinical experience, ensuring students are well-prepared for the Michigan CNA certification exam and a rewarding career in the healthcare industry.

Course Objectives:

- Understand the role and responsibilities of a Certified Nursing Assistant.
- Develop skills in patient care, including bathing, dressing, feeding, and mobility assistance.
- Learn to measure and record vital signs accurately.
- Gain proficiency in infection control and prevention techniques.
- Understand basic anatomy, physiology, and medical terminology.
- Learn effective communication and interpersonal skills for interacting with patients, families, and healthcare team members.
- Develop competency in providing care for patients with various conditions, including those requiring specialized care.
- Prepare for the Michigan CNA certification exam through rigorous practice and review sessions.

Course Prerequisites:

- Students must be at least 18 years of age.
- Students must have earned a high school diploma or GED, or equivalent.
- Students must have a satisfactory background check as determined by CPR and Aquatics Community Education Consortium LLC

Required Textbooks:

- None, this course uses simulation-based learning provided by Cinematic Health.
- A reliable internet connection is mandatory, or regular access to a reliable internet connection.

Required Materials:

- Stethoscope
- Adult Blood Pressure Cuff

Grading Scale:

Online Simulation: Satisfactory (S) or Unsatisfactory (U)

Students must successfully complete the entire online simulation-based learning component in order to be eligible for clinical experience and testing for a CNA license with the State of Michigan.

Non-Discrimination Policy

CPR and Aquatics Community Education Consortium LLC is committed to providing an inclusive and welcoming environment for all members of our community. We do not discriminate on the basis of race, color, national origin, sex, disability, religion, age, sexual orientation, gender identity, or any other characteristic protected by law. We believe in the value of diversity and respect the rights of individuals to express their beliefs, identities, and perspectives. Any concerns or incidents related to discrimination should be reported to upper management.

ADA Policy

CPR and Aquatics Community Education Consortium LLC is dedicated to ensuring equal access to educational opportunities for students with disabilities. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, we provide reasonable accommodations to qualified students. If you have a disability that requires accommodation, please contact Mitchell Aikens at m.aikens@cpraq.com or 810-882-1363 as soon as possible to discuss your needs and obtain the necessary documentation. All discussions will remain confidential.

Sexual Harassment Policy

CPR and Aquatics Community Education Consortium LLC has a zero-tolerance policy towards sexual harassment and misconduct. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such behavior is strictly prohibited and will not be tolerated in any form. If you experience or witness any form of sexual harassment, please report it immediately to any staff member or upper-level management member. We are committed to addressing and resolving all complaints promptly and fairly and ensure every report will be taken extremely seriously and immediately investigated.

Please also note, that willfully and knowingly filing a false report of sexual misconduct is equally serious and will result in immediate dismissal of the student. If appropriate, legal action will be taken against the student for filing a false report.

Grade Appeal Policy

Students have the right to appeal their final grades if they believe an error has been made or if there are grounds for believing that the grading process was not conducted fairly. The grade appeal process is as follows:

1. **Informal Resolution:** First, discuss your concerns with the instructor who assigned the grade. This must be done within 7 days of the grade being made available for student review.
2. **Formal Appeal:** If the issue is not resolved informally, submit a written appeal to Mitchell Aikens within 7 days of the informal resolution attempt. Include all relevant documentation and a clear explanation of the grounds for the appeal.

3. **Review and Decision:** The Chief Operating Officer will review the appeal and may request additional information or meetings with involved parties. A decision will be communicated in writing within 7 days of receiving the appeal.

The decision of the Chief Operating Officer is final.

Required Background Checks

As part of the requirements for enrollment in the Michigan Certified Nursing Assistant (CNA) course, all students must undergo and pass a background check. This policy ensures the safety and well-being of the patients you will care for during your clinical practicum and meets the regulatory standards set by healthcare facilities and certification bodies.

Policy Details

1. *Submission:*
 - All students must submit to a background check before the start of the course. Information on how to complete the background check will be provided upon acceptance into the program.
2. *Timeline:*
 - Background checks must be completed, and results received by the program coordinator at least two weeks before the first day of class.
3. *Scope:*
 - The background check will include, but may not be limited to, criminal history, sex offender registry, and other relevant checks as required by state law and clinical site policies.
4. *Confidentiality:*
 - All information obtained through the background check process will be kept confidential and used solely for the purpose of determining eligibility for the CNA program. Results will be securely maintained and shared only with authorized personnel.
5. *Disqualifying Offenses:*
 - Certain offenses may disqualify an individual from participating in the course. These include, but are not limited to, convictions for violent crimes, abuse, theft, or any other offense that poses a risk to patient safety or is incompatible with the responsibilities of a Certified Nursing Assistant.
6. *Appeals:*
 - If a background check reveals information that may disqualify a student, the student will be notified and given an opportunity to provide additional information or context. Appeals must be submitted in writing to the program coordinator within [number] days of notification.

7. *Non-Compliance:*

- Failure to complete the background check or submission of false information will result in dismissal from the course.

8. *Renewal:*

- Students may be required to undergo additional background checks if mandated by the clinical site or during recertification processes.

By enrolling in the Michigan Certified Nursing Assistant course, students acknowledge their understanding of and compliance with this background check policy. For any questions or concerns regarding the background check process, please contact the program coordinator at t.bischoff@cpraq.com.

Required Materials Policy

To successfully participate in and complete the Michigan Certified Nursing Assistant (CNA) course, students are required to obtain specific materials at their own expense. These materials are essential for both the classroom instruction and clinical practicum components of the course.

List of Required Materials

1. **Textbooks and Workbooks:**

- *None required*

2. **Uniforms:**

- *Scrubs:* Two sets of professional nursing scrubs, black in color.
 1. One set of black scrubs is fine as well.
- *Footwear:* Non-slip, closed-toe nursing shoes or similar tennis shoes
 1. Make sure they are comfortable! You will be on your feet often as a CNA.
- *Estimated Cost:* \$250.00

3. **Supplies:**

- *Watch:* With a second hand or digital display which shows seconds for taking vital signs (a smartphone is an appropriate substitute for the classroom only. This item is required for clinicals)
- *Stethoscope:* Quality stethoscope suitable for clinical use
 1. *Note:* You do not need to spend \$300.00 on a 3M© Littmann Cardiology Series Stethoscope. If you are not sure what to purchase, contact CPR and Aquatics Community Education Consortium LLC for their purchase options or recommendations.
- *Blood Pressure Cuff:* Manual blood pressure cuff

1. *Note:* A list of recommended cuffs will be provided to each student, if the student does not wish to purchase this item from CPR and Aquatics Community Education Consortium LLC
 - *Notebooks and Pens:* For taking notes and completing assignments
 - *Estimated Cost:* \$20.00
4. **Background Check and Immunizations:**
 - *Background Check Fee:* \$75.00
 - *Immunizations and TB Test:* As required by clinical sites
 1. TB Skin Testing is offered on site by CPR and Aquatics Community Education Consortium LLC at no cost to students.
 - *Estimated Cost:* \$75.00
5. **Additional Items:**
 - *CPR Certification:* Current CPR certification (Basic Life Support for Healthcare Providers)
 1. Training and certification in Basic Life Support is provided to students at no cost during orientation along with training and certification in Bloodborne Pathogens.
 - *Clinical Supplies:* Small bag for carrying clinical supplies, hand sanitizer, and any other required personal items
 1. This is optional, and just a recommendation.
 - *Estimated Cost:* Varies

Policy Details

1. **Responsibility:**
 - It is the student's responsibility to obtain all required materials before the start of the course. These materials are necessary for participation in both classroom and clinical activities.
2. **Expenses:**
 - All costs associated with the purchase of required materials are the responsibility of the student. The total estimated cost for required materials is approximately \$345.00
3. **Suppliers:**
 - Students may purchase required materials from the vendor of their choice. The program will provide a list of recommended suppliers to assist students in obtaining the materials at competitive prices.

4. **Financial Assistance:**

- Students who need financial assistance in purchasing required materials may contact the Chief Operating Officer, Mitchell Aikens, to explore available options.

5. **Verification:**

- Students may be required to provide proof of purchase for certain materials, such as uniforms, stethoscope, blood pressure cuff, and a watch with second hand or digital display which includes seconds, before the start of the course. This ensures that all students are adequately prepared for the program.

6. **Compliance:**

- Failure to obtain the required materials may result in the inability to participate in certain course activities, which could affect the student's progress and successful completion of the program.

By enrolling in the Michigan Certified Nursing Assistant course, students agree to comply with this Required Materials Policy. For any questions or concerns regarding required materials, please contact the Facility Manager at m.aikens@cpraq.com or 810-882-1363.

[Student Hygiene Policy](#)

Purpose

The purpose of the Student Hygiene Policy is to ensure a professional, safe, and hygienic environment for all students, faculty, and patients in the Michigan Certified Nursing Assistant (CNA) course. Proper hygiene is essential for preventing the spread of infections and maintaining the well-being of both students and patients. Also, being clean and not smelling bad is part of maintaining a professional appearance.

Policy Details

1. **Personal Cleanliness:**

- Students must maintain a high standard of personal cleanliness. Daily bathing and the use of deodorant are expected to manage body odor.
- Hair should be clean, neatly groomed, and pulled back from the face if long. Facial hair must be kept trimmed and tidy.

2. **Hand Hygiene:**

- Proper hand hygiene is critical in a healthcare setting. Students must wash their hands thoroughly with soap and water before and after patient contact, after using the restroom, and before eating. Hand sanitizer may be used when soap and water are not available.

3. **Uniform and Clothing:**

- Students must wear clean, wrinkle-free uniforms as specified in the Required Materials Policy. Uniforms should be laundered regularly.
- Non-slip, closed-toe nursing shoes should be clean and in good condition. Socks or hosiery should be worn at all times.
- Jewelry should be minimal to prevent contamination and injury. Only small stud earrings and wedding bands are permitted. No facial piercings or dangling jewelry.

4. **Nails:**

- Nails must be kept short, clean, and well-maintained. Artificial nails and nail polish are not permitted, as they can harbor bacteria and pose a risk of infection. Long nails can also pose a danger to patients.

5. **Personal Protective Equipment (PPE):**

- Students must use PPE appropriately as required by clinical guidelines. This includes masks, gloves, face shields or goggles, and any other necessary protective gear. PPE should be used and disposed of according to training and clinical site protocols.

6. **Perfume and Scents:**

- To prevent allergic reactions and ensure patient comfort, students are advised to avoid wearing strong perfumes, colognes, or scented lotions.

7. **Oral Hygiene:**

- Good oral hygiene must be maintained to ensure fresh breath. Students should brush their teeth and use mouthwash as needed. Chewing gum during clinical sessions is not permitted.

8. **Health:**

- Students should monitor their health and avoid attending class or clinical sessions if they are unwell, particularly if experiencing symptoms of contagious illnesses. Students are encouraged to seek medical advice and inform their instructor if they are unable to attend due to health reasons.

9. **Compliance:**

- Compliance with the Student Hygiene Policy is mandatory. Failure to adhere to this policy may result in disciplinary action, including but not limited to, warnings, removal from the clinical site, and potential dismissal from the program.

Reporting and Enforcement

- Students are encouraged to address any concerns regarding hygiene standards directly with their peers or report them to the instructor or program coordinator.

- Instructors and clinical supervisors will regularly monitor compliance with this policy and provide guidance as needed.

By enrolling in the Michigan Certified Nursing Assistant course, students acknowledge their understanding of and commitment to maintaining the highest standards of personal and professional hygiene. For any questions or concerns regarding this policy, please contact the Facility Manager at m.aikens@cpraq.com or 810-882-1363

Clinical Attendance Requirement

Attendance for both days of clinical assignments is mandatory for all students enrolled in the Michigan Certified Nursing Assistant (CNA) course. The hands-on experience gained during clinicals is critical to your education and preparation for certification. As such, there are strict guidelines regarding attendance.

Policy Details

1. **Mandatory Attendance:**

- Students must attend both scheduled clinical days. Attendance is crucial for meeting the course objectives and gaining the practical skills necessary for the CNA certification.

2. **No Make-Up Days:**

- There are no make-up days for missed clinical assignments. The schedule is designed to ensure that all students receive consistent and comprehensive training.

3. **Significant Emergencies:**

- In the event of a significant emergency, a student may be excused from a clinical day if they provide appropriate documentation. Significant emergencies include but are not limited to:
 - Serious personal illness or injury
 - Death or serious illness of an immediate family member
 - Other emergencies as determined on a case-by-case basis by the program coordinator

4. **Documentation:**

- Students must provide official documentation of the emergency to the program coordinator as soon as possible. Acceptable documentation includes medical certificates, death certificates, police reports, or other relevant documents.

5. **Impact of Absence:**

- Missing a clinical day, even with an approved emergency, may result in the student being ineligible to complete the course. The hands-on nature of the training means that missed clinical hours cannot be easily compensated. CPR and Aquatics Community

Education Consortium LLC will make every reasonable effort to schedule the student for a make-up clinical assignment, if possible, for documented and excused absence from **ONE** clinical day. Making up both clinical days is not an option, regardless of circumstances, and the student will not be eligible to complete the course.

6. Notification:

- Students must notify the instructor and program coordinator immediately if they anticipate missing a clinical day due to an emergency. Failure to do so may result in the absence being considered unexcused.

7. Consequences of Unexcused Absence:

- An unexcused absence from a clinical day will result in the student being ineligible to complete the course. This policy is non-negotiable due to the critical importance of clinical training in the CNA program.

8. Completion Requirements:

- To successfully complete the course and be eligible for certification, students must attend all scheduled clinical days and meet all other course requirements. Failure to adhere to the attendance policy will result in your inability to pass the course.

By enrolling in the Michigan Certified Nursing Assistant course, students acknowledge their understanding of and compliance with this Attendance Policy for Clinical Assignments. For any questions or concerns regarding this policy, please contact the Facility Manager at m.aikens@cpraq.com.

[ReadyCNA Online Course Completion Policy](#)

Policy Overview

To ensure comprehensive understanding and preparedness for the Michigan Certified Nursing Assistant (CNA) certification, students are required to complete the entire ReadyCNA online portion of the course within the specified time frame. This online component is integral to the course curriculum, and failure to complete it on time will result in ineligibility to continue in the course.

Policy Details

1. Completion Requirement:

- Students must complete all modules, assignments, and assessments within the ReadyCNA online portion of the course by the deadlines specified in the course schedule.

2. Time Frame:

- The ReadyCNA online portion must be completed within the allotted two-week period at the beginning of the course. Specific suggested deadlines for each module will be provided at the start of the course.

3. Monitoring Progress:

- Instructors will monitor students' progress through the ReadyCNA platform to ensure timely completion of all required components. Regular updates and reminders will be provided.

4. Consequences of Incomplete Work:

- Failure to complete the ReadyCNA online portion within the specified time frame will result in the student being ineligible to continue in the course. This is non-negotiable due to the importance of online content in preparing for clinical assignments and the certification exam.

5. Extensions:

- Extensions for completing the ReadyCNA online portion will not be granted except in the case of significant emergencies. Requests for extensions must be submitted in writing to the program coordinator along with appropriate documentation. Approval is at the discretion of the lead instructor.

6. Significant Emergencies:

- In the event of a significant emergency (e.g., serious illness, family emergency), students may request an extension. Documentation must be provided, and the request must be submitted as soon as the emergency arises.

7. Support and Resources:

- Students are encouraged to utilize all available resources and support services to complete the ReadyCNA online portion on time. This includes contacting instructors for help with content, technical support for platform issues, and time management resources.

8. Communication:

- Students must communicate any difficulties they are experiencing with the ReadyCNA online portion promptly to their instructor. Early communication can help address issues before they impact the ability to complete the course requirements.

By enrolling in the Michigan Certified Nursing Assistant course, students acknowledge their understanding of and compliance with this ReadyCNA Online Course Completion Policy. For any questions or concerns regarding this policy, please contact the lead instructor at t.bischoff@cpraq.com.

Course Deferral Policy

Policy Overview

Students who are unable to complete the Michigan Certified Nursing Assistant (CNA) course due to unforeseen circumstances may be eligible to defer their enrollment to a future course session. Eligibility for deferral is determined by the lead instructor. Students approved for deferral may re-enroll in a future CNA course for 50% of the original course fee. This deferral option is available only once per student.

Policy Details

1. Eligibility for Deferral:

- Students must provide a valid reason for not being able to complete the course. Acceptable reasons may include, but are not limited to, serious illness, family emergencies, or other significant unforeseen circumstances.
- Eligibility for deferral will be determined by the lead instructor based on the provided documentation and circumstances.

2. Application for Deferral:

- Students seeking deferral must submit a written request to the lead instructor, detailing the reason for the inability to complete the course and providing any necessary supporting documentation.
- The request must be submitted as soon as the student becomes aware of the need to defer, and no later than [specified time frame, e.g., "two weeks before the end of the course"].

3. Approval Process:

- The lead instructor will review the deferral request and decide based on the student's circumstances and provided documentation.
- The student will be notified in writing of the decision within [specified time frame, e.g., "five business days"] of submitting the request.

4. Re-enrollment in Future Course:

- Students who are approved for deferral may choose to enroll in a future session of the CNA course.
- Re-enrollment must occur within [specified time frame, e.g., "one year"] from the date of approval.

5. Course Fee for Deferred Students:

- Deferred students will be required to pay 50% of the original course fee when re-enrolling in a future session.
- The discounted fee must be paid in full prior to the start of the new course session.

6. One-Time Deferral:

- A deferral can only be granted once per student. If a student is unable to complete the course after deferral, they will not be eligible for another deferral or a refund.

7. **Non-Eligibility for Deferral:**

- Students who fail to provide sufficient documentation or whose circumstances do not meet the criteria for deferral will not be eligible. These students may choose to withdraw from the course according to the standard withdrawal policy.

8. **Contact Information:**

- For questions or to submit a deferral request, please contact the lead instructor or program coordinator at [contact information].

Course Outline:

This course utilizes a simulation-based learning experience. This course (ReadyCNA) component is broken up into sections and chapters. Each section focuses on a different simulation patient and their unique situation and experiences. All sections and chapters must be completed successfully for the student to be eligible to continue to clinicals.

1. Section 1 – Orientation
 - a. Chapter 1 – Welcome to the Course
 - b. Chapter 2 – Your Role
 - c. Chapter 3 – Issues of Aging
 - d. Chapter 4 – Communications
 - e. Chapter 5 – Legal and Ethical Responsibilities
 - f. Chapter 6 – The Healthcare Team
 - g. Chapter 7 – Your Workplace
 - h. Chapter 8 – Introduction to Test Preparation
 - i. Chapter 9 – The Final Word
2. Section 2 – Lily
 - a. Chapter 1 – Admissions
 - b. Chapter 2 – Vital Signs & the Physical Exam
 - c. Chapter 3 – Overview of Injuries, Surgery, & Musculoskeletal Disorders
 - d. Chapter 4 – Wound Care and Infection Control Part 1
 - e. Chapter 5 – Infection Control Part 2
 - f. Chapter 6 – Positioning, Rehabilitative, & Restorative Care
 - g. Chapter 7 – Bed Baths, Transfers, & Discharges
 - h. Chapter 8 – Test Preparation
 - i. Chapter 9 – Review of Section 2
3. Section 3 – Frank
 - a. Chapter 1 – The Care Plan & Documentation
 - b. Chapter 2 – Reporting & Reporting Subjective and Objective Information
 - c. Chapter 3 – Respiratory Support
 - d. Chapter 4 – Supporting Cardiovascular Care
 - e. Chapter 5 – Supporting Care for Cancer

- f. Chapter 6 – Care for a Bedridden Patient
 - g. Chapter 7 – Hospice and Palliative Care
 - h. Chapter 8 – Emergency Care and End of Life
 - i. Chapter 9 – Test Preparation
 - j. Chapter 10 – Review of Section 3
4. Section 4 – Helen
- a. Chapter 1 – Working with Challenging Patients
 - b. Chapter 2 – Living with HIV
 - c. Chapter 3 – Grooming
 - d. Chapter 4 – The Compromised Immune System
 - e. Chapter 5 – The Infection Cycle and Facility-Based Infection Prevention and Control
 - f. Chapter 6 – Helen’s Manic Episode
 - g. Chapter 7 – Restraints and Residents’ Rights
 - h. Chapter 8 – Test Preparation
 - i. Chapter 9 – Review of Section 4
5. Section 5 – Martha
- a. Chapter 1 – Introduction to Diabetes and Obesity
 - b. Chapter 2 – Digestive System and Blood Glucose Management
 - c. Chapter 3 – Mealtimes, Special Diets, and Nutrition
 - d. Chapter 4 – Foot Care, Exercise, and Range of Motion
 - e. Chapter 5 – Working with Residents with Hearing or Visual Impairments
 - f. Chapter 6 – Pressure Ulcers
 - g. Chapter 7 – Morning, Afternoon, and Night
 - h. Chapter 8 – Revisiting the Care Plan
 - i. Chapter 9 – Test Preparation
 - j. Chapter 10 – Review of Section 5
6. Section 6 – Timothy
- a. Chapter 1 – Assisted Living and Resident Sexuality
 - b. Chapter 2 – Timothy’s Stroke and Change of Condition
 - c. Chapter 3 – Working with a Depressed Patient
 - d. Chapter 4 – ADL: Toileting, Bathing, and Catheter Care
 - e. Chapter 5 – ADL: Skin and Nail Care
 - f. Chapter 6 – Mealtimes
 - g. Chapter 7 – Rehabilitative and Restorative Care
 - h. Chapter 8 – Test Preparation
 - i. Chapter 9 – Review of Section 6
7. Section 7 – Stuart
- a. Chapter 1 – Introduction to Dementia and Alzheimer’s Disease
 - b. Chapter 2 – Care for Moderate Alzheimer’s Disease – Part 1
 - c. Chapter 3 – Care for Moderate Alzheimer’s Disease – Part 2
 - d. Chapter 4 – Care for Moderate Alzheimer’s Disease – Part 3
 - e. Chapter 5 – Care for Severe Alzheimer’s – Part 1
 - f. Chapter 6 – Care for Severe Alzheimer’s – Part 2
 - g. Chapter 7 – Additional Care Measures for the Bladder and Bowels

- h. Chapter 8 – Death
 - i. Chapter 9 – Test Preparation
 - j. Chapter 10 – Review of Section 7
8. Section 8 – Michelle
- a. Chapter 1 – Introduction to Developmental Disabilities
 - b. Chapter 2 – The Urinary System
 - c. Chapter 3 – Dialysis
 - d. Chapter 4 – Suspected Abuse
 - e. Chapter 5 – Reporting Abuse
 - f. Chapter 6 – Test Preparation
 - g. Chapter 7 – Review of Section 8
9. Section 9 – Beth
- a. Chapter 1 – Introduction to the Reproductive System
 - b. Chapter 2 – Pain, Shift Change, Wound Care, and Infection Control
10. Section 10 – Test Preparation
- a. Chapter 1 – Welcome to Chapter 10
 - b. Chapter 2 – Practice Test 10 A
 - c. Chapter 3 – Preparing for Clinicals

Tips for Being Successful Studying Online

Learning new material online can be a great way to gain new insight and knowledge. The following strategies will help you get the most out of your online course experience.

1. If you do not understand something, re-do the activity: Some of this material is complex. If you finish an activity and you do not understand the content, take the time to re-do the activity in order to make sure you understand the content. Each lesson in this syllabus has some basic questions attached to it so that you can check your understanding of the content. Be sure to use these questions to test yourself to see if you understood the material. If not, be sure to re-do the portion(s) of the lesson that you did not quite understand the first time.
2. Take notes: You will retain more material faster if you take notes. Have a notebook beside you as you watch the videos and complete the activities. Be sure to take notes on EVERY video and activity. This will make studying for the exam easier (as you will have a notebook filled with information) and it will help you learn the material more effectively.
3. Talk to a family member or friend about what you are learning: Take some time each day to talk to a friend or family member about what you are learning. The act of describing a new piece of content will help you remember it, and your friends and family will be excited to hear about content like clinical care measures, medicine, laws and ethics, and the job that you are preparing to do!
4. Take a break if you need it: If you find yourself “zoning out”, and unable to remember a video that you just watched or an activity that you just completed. Take a break. Go for a walk, get a glass of water, talk to a friend for a few minutes. You do not need to do hours-upon-hours of course work. You will be a more effective student if you take breaks from time-to-time.
5. Use active studying techniques: You will need to learn a variety of skills, such as handwashing, making an unoccupied bed, and positioning a resident in bed, in order to become a nurse aide. These skills are placed into the course as documents for you to review and study. In order to prepare yourself for your skills practice, take some time to study these techniques ahead of time using principles of “active studying”. Here are some suggestions for active studying:
 - a. Read each step in the procedure out loud: The act of reading each step out loud will help you remember each step.
 - b. Write each step of the procedure down by hand on a sheet of scrap paper: The act of writing down each step out loud will help you remember each step.
 - c. Visualize yourself performing each step of the procedure: As you read each step out loud, close your eyes and visualize yourself performing that step. The act of visualizing yourself performing the step will help you remember the procedure.
 - d. Practice with a friend: Once your instructor has taught you the procedure, practice performing the procedure with a classmate or friend. Use the document to guide you and get comfortable performing each step of the procedure.

Note: You should spend 30 minutes studying each procedure in this course before you practice the skill with your instructor.