

Training Curricula and Textbooks

This list of training materials for direct-care workers and their supervisors was prepared by the National Clearinghouse on the Direct Care Workforce. It includes curricula, textbooks, and practical guides. We have included select materials that are available for purchase or at no cost. Not included are training programs that must be purchased as part of a licensure agreement or other package.

The list is divided into four categories:

- Entry-level training. For people studying to become direct-care workers and their teachers;
- Skills enhancement/career advancement. For caregivers who want to advance professionally within the field of direct-care, and the people who teach them;
- Supervision and management. For people who manage or supervise direct-care workers in agencies, facilities, and other organizational settings; and
- Consumer-directed care. For consumers who direct their own care and the workers who assist them.

Please note that in order to click on the links throughout the document, you will need to download Adobe Reader version 7.0 at www.adobe.com.

Entry-level training

How to be a Nursing Assistant: Making a Difference in Long Term Care. Casey-Mederios, Margaret. American Health Care Association. 2003.

This textbook teaches students how to provide quality care in 27 chapters, each of which includes case studies, a “Pulling It All Together” section, and multiple-choice quizzes. The chapters cover issues ranging from how to help maintain a resident’s quality of life to principles of quality care. The textbook features 400 photos and 150 drawings, medical terms defined in footnotes, step-by-step procedures to key skills, and a Spanish glossary of key long-term care terms.

Ordering Information: Available for \$37.65 (or \$28.95 for AHCA members) at
http://www.ahca.org/howtobe/student_txtbk.html

Mosby’s Textbook for Nursing Assistants. Sorrentino, Sheila. Mosby Lifeline. 2004.

This textbook uses visual presentation and chapter features, such as key terms and review questions, to address learning needs and practice realities. It emphasizes delegation and safety.

Ordering Information: Available for \$47.95 at
<http://www.us.elsevierhealth.com/product.jsp?isbn=9780323025805>

Nursing Assistant Care. Alvare, Susan, Diana Dugan, Jetta Fuzy. 2005. Hartman Publishing Inc.

This 416-page textbook provides training that meets or exceeds all state, federal and safety requirements. Organized around learning objectives, it contains rationales for procedural steps, emphasizes residents’ rights, and details methods towards passing the certification exam. The book is available in Spanish. A workbook and instructor’s guide are also offered.

Ordering Information: Available for \$35.95 at
<http://www.hartmanonline.com/NursingAssistantCare/index.htm>

Nurse Assistant Training. American Red Cross Foundation. 2002.

This textbook, instructor’s manual, and training video set focuses on providing quality care for residents in nursing homes. Supplemental information and skills address caring for clients at

home and in hospitals. Twenty-two chapters cover communication, clinical, and time-management skills.

Ordering Information: Textbook available for \$40 and instructor's manual available for \$50 at https://www.shopstaywell.com/OA_HTML/ibeCCtpSctDspRte_arr.jsp?section=13309&JServSessionIdroot=91cc6kpfz1.olbOpR9zcAzNr6XMngTHnkfDpkjyok4ImQXHcx4Qa30K&dbprod_prod=1741C10FF9182063268039353B648425&dbprod_prod_pses=dbprod_prod%3D1741C10FF9182063268039353B648425%7E

Being a Nursing Assistant. Wolgin, Francie. Prentice Hall. 2004.

Thirty-five chapters cover both basic and advanced skills for nursing assistants, including safety, infection control, nutrition, vital skills, and discussion of the musculoskeletal system, integumentary system, circulatory and respiratory systems, nervous system, and other body systems. Suggested activities and critical thinking material supplement each chapter. A student CD-ROM and a companion website (www.prenhall.com.wolgin) are also available as part of the package.

Ordering Information: Available for \$86 at <http://www.pearson.ch/HigherEducation/Nursing/FundamentalsOfNursing/1469/0131828738/BEINGANURSINGASSISTANT.aspx>

Mosby's Textbook for the Home Care Aide. Birchenall, Joan and Eileen Streight. Mosby Lifeline. 2003.

This liberally illustrated textbook uses features such as key terms and review questions to address learning needs and practice realities. Five sections orient workers to home care, discuss management of the home environment, and cover basic home care procedures, clients' special needs, and professional skill development.

Ordering Information: Available for \$44.95 at <http://www.us.elsevierhealth.com/product.jsp?isbn=9780323016568>

Providing Home Care. Leahy, William, Jetta Fuzy, and Julie Grafe. Hartman Publishing Inc. 2005.

This orientation to home health aide services discusses issues such as communication and cultural diversity; physical, psychological, and social health; personal care and health care skills; and clients with special needs. Each chapter includes learning objectives, key definitions, and reviews.

Ordering Information: Available for 38.95 at
http://www.hartmanonline.com/phc_second/index.html

Home health aide: Guidelines for care. Marrelli, Tina. Marrelli and Associates, Inc., 2008.

This entry-level curriculum for home health, home care, and hospice aides includes over 40 lesson plans, a competency assessment checklist, skills demonstrations and checklists, and test bank of questions with answer key. An instructors' guide accompanies a pocket-sized handbook designed for aides, which addresses confidentiality, ethics, patient rights, and patient care.

Ordering Information: Instructors guide available for 179.95, pocket guide available for \$29.95 at <http://www.marrelli.com/books.html>

Personal Care Attendant Training Program: Quick Tips for Caregivers. Karpinski, Marion. Healing Arts Communications. 2000.

The *Quick Tips for Caregivers* textbook and accompanying workbook provide descriptions and illustrations of basic nursing procedures. The textbook and workbook guides are part of the *Personal Care Attendant Training Program* curriculum for personal and home care aides, made up of 40 hours of classroom training. The curriculum utilizes adult learner principles and includes manuals for administrators and instructors, along with checklists, key points and definitions, testing packets, certificates of evaluation, and other support material.

Ordering Information: The textbook and workbook set are available for 39.95 at
http://www.medifecta.com/products/booksandmore/all/164_quicktipsbookandworkbookset.asp.

The full curriculum set can be found here:

<http://www.medifecta.com/products/trainingprograms/all/personalcareattendanttrainingprogram.asp>.

The Challenge of Assisted Living: Ideas for Direct-care Staff. Long Term Care Community Coalition. January 2005. Long Term Care Community Coalition.

This guide is one in a series of four on assisted living published by the LTCCC (others in the series were aimed at residents, potential residents and their families, and managers.) It helps direct-care workers maximize independence and control for residents in assisted living communities.

Download free of charge at http://www.assisted-living411.org/ltccbuttons/documents/DirectCare_002.pdf

To order printed copies call 212.385.0355

Direct Support Professional Training Curriculum. California Department of Developmental Services. January 2004.

This two-year, 70-hour standardized statewide competency-based training program is mandatory for direct support professionals and administrators who provide care in California community care facilities. Training is divided into 35-hour sections to be completed in successive years. Testing and training are based upon core competencies.

Full Item: http://www.dds.ca.gov/DSPT/DSPT_guides.cfm

Skills enhancement/career advancement

In-Service Connections: Connecting with Nursing Assistants. Speaker, Joanne and Shelly Schonhoff. Simon & Kolz Publishing. 2006.

Fifteen complete clinical in-services include lesson plans with objectives, teaching hints, discussion starters, handouts, and tests. Topics include Alzheimer's disease, breathing difficulties, Parkinson's disease, diabetes, heart failure, urinary tract infections, and hospice care.

Ordering Information: <http://www.simon-kolz.com/products/booksdetails.cfm?id=54>

Continuing Education Modules for Nurse Aides. North Carolina Department of Health and Human Services, Health Care Personnel Registry Section Nurse Aide Training and Registry Administration. 2000.

Developed to support the WIN A STEP UP certified nursing assistant career advancement program in North Carolina, these 10 modules cover a mix of clinical and interpersonal/communication skills. The seven topics are infection control; fecal impaction and hydration; pressure ulcers; a more empathetic you; me, myself and I; being part of a team; and advanced communication.

Ordering Information: Available at no cost at <http://facility-services.state.nc.us/hcprcd.htm>

Certified Nursing Assistant Career Ladder II and Certified Nursing Assistant Career Ladder III. Edgar P. Benjamin Healthcare Center and the Boston Private Industry Council.

The emphasis of CNA Career Ladder II is on providing physical and psychosocial care, which will restore and/or maintain a resident's independent functioning. Topics include facilitating change as well as caring for residents with impaired mobility, impaired eating ability, impaired urinary continence, and a high risk of falls and is covered in six modules.

The emphasis of CNA Career Ladder III is on caring for the resident with complex needs. It has four tracks: skilled/sub-acute care, dementia care, care of residents with mental illness or behavioral problems and team leader.

To or order copies call 718.402.4138

Specialists Speak Series. Simon & Kolz Publishing.

Each of these training programs is geared toward increasing the practical skills and specialties of direct-care workers. Titles in the series include *Depression: Recognizing Signs in the Elderly*;

Diabetic Foot Care: Increasing Observation Skills and Care; and Feeding Skills: Assisting in Feeding the Frail and Elderly.

Ordering Information: Available for \$39.95 each at <http://www.simon-kolz.com/products/books.cfm?category=Direct%20Care%20Workers>

PEER MENTORING

Peer Mentoring: A Workshop Series for Direct-care Workers in Home and Residential Care. Paraprofessional Healthcare Institute. April 2006.

PHI's Peer Mentoring curriculum focuses on three skill areas: leadership, communication, and problem solving. Eight modules prepare mentors to model good caregiving skills, model effective communication and problem-solving skills, help mentees build confidence in their abilities, give mentees constructive feedback, and provide mentees with current information about job responsibilities and the workplace. The facilitator's guide includes module goals, learning outcomes, step-by-step activity guides, and all necessary handouts.

Download free of charge at <http://www.paraprofessional.org/Sections/resources.htm#tt>

Or order bound copies for \$75 each at http://www.paraprofessional.org/publications/PeerMentoring_Order_Form.pdf or call 718.402.4138

Growing Strong Roots: Peer Mentoring of CNAs to Enhance Retention and Care. Hegeman, Carol and Carolyn Ryan. 2004. Foundation for Long Term Care.

The award-winning FLTC peer mentoring project is designed as a replicable and sustainable program to retain new CNAs. Three manuals and a CD-ROM of slides and training materials support the system. Manual one is a project coordinator training guide and supervisor orientation, manual two provides training for CNA peer mentors, and manual three includes booster sessions for CNA peer mentors.

Ordering Information: Contact the FLTC at 518.449.7873

Mentor Magic—Training for Nursing Assistants. Kirsch, Cris. 2003. Simon & Kolz Publishing.

This program presents basic coaching and counseling skills to experienced CNAs who can train new employees. Four one-hour sessions cover mentoring skills, communication, teamwork, and mentor development. Each session includes a facilitator section, worksheets, post-tests, and transparencies.

Ordering Information: Available for \$99 at <http://www.simon-kolz.com/products/booksdetails.cfm?id=1>

Train the Mentor. Simon & Kolz Publishing. 2003.

This training manual provides material for conducting a workshop on peer mentoring. The goal is to prepare participants to act as mentors and to work with members of the long-term care facility's administrative team in planning or improving a training program for new employees. It includes a pre-workshop guide, a facilitator's guide, a participants' workshop manual, handouts and exercises, and self-tests.

Ordering Information: Available for \$195 at <http://www.simon-kolz.com/products/booksdetails.cfm?id=5>

DEMENTIA CARE

Foundations of Dementia Care. Alzheimer's Association.

This classroom program covers twelve hours in five modules—one module for supervisors and four for staff. Staff-based modules cover a basic understanding of dementia, enhancing mealtimes, pain management, and making connections.

Ordering Information: Contact the Alzheimer's Association at 866.727.1890

CARES: A Dementia Caregiving Approach. Alzheimer's Association.

This web-based training program on dementia care was developed by the Alzheimer's Association. The training includes six modules: meet Clara Jones and her care team, introduction to dementia, understanding resident behavior as communication, making a connection with the resident, eating well, and recognizing pain.

Ordering Information: Each module is available for \$49 at <http://www.caresprogram.com/hciApps/index.cfm?event=Cares.Home>

The Best Friends Approach to Alzheimer's Care. Bell, Virginia and David Troxel. Health Professions Press. 2005.

This comprehensive program builds on the essential elements of friendship -- respect, empathy, support, trust, and humor -- as a care model effective and flexible enough to adapt to the remaining strengths and abilities of any individual with Alzheimer's. The approach focuses on making every day consistently reassuring, enjoyable, and secure. This edition includes new material, including an updated and expanded resource list, updated biographies of best friends featured in the book, and a new preface.

Ordering Information: Available for \$26.95 at <http://www.healthpropress.com/store/bell-0351/index.htm>

The Best Friends Staff: Building a Culture of Care in Alzheimer's Programs. Bell, Virginia and David Troxel. Health Professions Press. 2005.

This guide builds on the Best Friends approach to Alzheimer's care with a training approach geared to help staff achieve better outcomes and more rewarding experiences. It includes hundreds of case studies, a training toolkit in each chapter, and advice on staff training, satisfaction, and retention.

Ordering Information: Available for \$36.95 at <http://www.healthpropress.com/store/bell-2637/index.htm>

Bathing Without a Battle: Creating a Better Bathing Experience for Persons with Alzheimer's Disease and Related Disorders. Barrick, Ann Louise, et al. University of North Carolina at Chapel Hill.

This CD and video package teaches person-centered methods for making the bathing experience more enjoyable for both caregivers and the people they are bathing. The program also includes information on bathing equipment, methods for changing facility bathing policies, information on federal nursing regulations, and separate CD tracks for nurses, nursing assistants, administrators, surveyors, ombudspersons, and home caregivers.

Ordering Information: The CD ROM and video package are available for \$30 at <http://www.bathingwithoutabattle.unc.edu/ordering.htm>

Long-term Care Intensive Train-the-Trainer Series on: Managing Difficult Behavior. Wayne State University Institute of Gerontology, Hospice of Michigan, and Lutheran Social Services of Michigan.

These six training modules on managing difficult behavior of dementia residents consist of Microsoft PowerPoint slide shows for presentation and Word documents for printing. The modules are putting the person first in dementia care, the care environment, enhancing the bathing experience, assisting with activities of daily living, mealtimes and the person with dementia, and meeting the challenges of catastrophic reactions.

Ordering Information: Available at no cost at http://www.iog.wayne.edu/training_difficultbehaviors.php

PAIN MANAGEMENT

Improving Pain Management in Nursing Homes. Jones, Kathleen, et al. University of Colorado, Health Sciences Center School of Nursing. 2003.

This set of materials includes manuals for nursing assistants and nurses, two videos, and an accompanying instructor manual. Topics covered include pain assessment, myths and misconceptions, treating pain, and non drug-therapies.

Ordering Information: Available for \$26.60 at
<http://www2.uchsc.edu/son/centers/content/PainToolBoxOrderForm.pdf>

HOSPICE AND END-OF-LIFE CARE

Core Curriculum for the Hospice and Palliative Nursing Assistant. Hospice and Palliative Care Nurses Association. 2003.

The curriculum contains four parts: a core curriculum; a study guide for the hospice and palliative nursing assistant, including ten case studies; a statement on the scope and standards of hospice and palliative nursing assistant practice; and competencies for hospice and palliative nursing assistants.

Ordering Information: Available for \$45 at
http://www.hpna.org/Publications_detail.aspx?ISBN=0-7872-9924-3

Long-term Care Intensive Train-the-Trainer Series on: End-of-life Care. Wayne State University Institute of Gerontology, Hospice of Michigan, and Lutheran Social Services of Michigan.

Six training modules consist of Microsoft PowerPoint slide shows for presentation and Word documents for printing. The modules cover a historical perspective on dying and death in America; ethical and legal concerns; pain management; communication skills at end-of-life; imminent death; and grief, loss and bereavement.

Ordering Information: Available at no cost at
http://www.iog.wayne.edu/training_endoflife.php

Caring Communication: Cooperative Communication About End-of-life care. Meador, Rhoda and Carol Hegeman. 2003.

This manual is designed to help those who provide care to nursing home residents at the end of life to communicate better with family members. The guide includes training content,

interactive activities, and case studies. It also includes step-by-step instructions on how to prepare for the training. The training consists of two two-hour sessions and one or more “booster” sessions. Chapter one provides a background for facilitators, chapter two is a staff in-service, chapter three is geared towards family members, and the fourth and fifth chapters include a booster session and handouts.

Ordering Information: Available for \$45 at <http://www.fltc.org/>

Understanding Death & Dying: A Video In-service. Donalyn Gross. 2006. Cinnabar Press.

This 53-minute training video educates staff in the psychosocial aspects of dying. It includes exercises in understanding death and stages of dying, a discussion of bereavement, music for the dying, and care for the caregivers. The kit also includes an instructor’s packet of handouts and discussion topics.

Ordering Information: Available for \$300 at
<http://www.goodendings.net/businesspartners.html>

Supervision and management

Coaching Supervision: Introductory Skills for Supervisors in Home and Residential Care.
Paraprofessional Healthcare Institute. August 2005.

This curriculum introduces supervisors of direct-care workers to the skills they need to effectively help workers solve problems and improve work performance. Designed to be taught over two days, the seven modules introduce supervisors to four key skills: active listening, self-management, self-awareness, and presenting the problem. The curriculum includes learning objectives, activities, questions for discussion, and all necessary handouts.

Download free of charge in English or Spanish at
<http://www.paraprofessional.org/Sections/resources.htm#tt>

Or order bound copies in English or Spanish for \$95. To order in English, go to
http://www.paraprofessional.org/publications/Coaching_Order_Form.pdf or call
718.402.4138. To order in Spanish, go to
http://www.paraprofessional.org/publications/Coaching_Order_Form_sp.pdf or call
718.402.4138.

Supervision: A Tool for Building Quality Support Relationships. A Seminar for Supervisors of Direct-Care Workers Supporting Consumers with Disabilities. Paraprofessional Healthcare Institute. 2005.

This one-day training curriculum was developed for supervisors at home care agencies supporting people with disabilities. The first module focuses on heightening supervisors' awareness of the perspectives and needs of people with disabilities and the workers that support them. The second module focuses on developing the communication and problem-solving needed to help workers develop quality support relationships and to mediate conflicts between workers and consumers.

Ordering Information: Available for \$50 at

http://www.paraprofessional.org/publications/supervision_orderform.pdf or call 718.402.4138

Health Care Employees Bloodborne Pathogens Health and Safety Workbook. Rutgers University Occupational Training and Education Consortium and New Labor Partnerships. 2002.

This workbook is intended for use as part of a facility level Worker-to-Worker Training Program. Its emphasis is on preventing bloodborne exposures in long-term care facilities.

Ordering Information: Contact the Occupational Training and Education Consortium at 732-932-6926

Consumer-directed care

Consumer Direction in Personal Assistance: How to Work Together. Program Development Associates. 2003.

This program, available in CD-ROM or in VHS video, educates personal assistants and people with disabilities on how they can work together. It includes four units on consumer direction, health and safety procedures, communication skills, and rights and responsibilities. Each unit incorporates video, questions, and perspectives from important stakeholders in the personal assistance relationship.

Ordering Information: Available for \$259 at <http://disabilitytraining.com/pacs.html>

Employing, Supporting, and Retaining Your Personal Assistant: An Orientation Workshop for People with Disabilities. Paraprofessional Healthcare Institute. January 2004.

This training curriculum was developed for people with disabilities who hire workers to assist them with daily activities under the consumer-directed option. Consumers who will benefit from this workshop are those who receive agency services and are exploring the consumer-directed option, have been approved for consumer-directed service and are actively seeking employees, or have begun to direct their own services. The curriculum begins by helping consumers explore the consumer-directed option, and proceeds to outline the process of hiring, training, and supervising personal assistance workers.

Full Item: <http://www.directcareclearinghouse.org/download/PHIConsumerModule.pdf>

You are the employer: A guide to hiring and managing direct support staff. Connecticut CPASS. April 2007.

This manual discusses necessary steps to hire and manage a personal care attendant. Seven modules cover topics such as knowing what you need and want, the hiring process, tax considerations, what being an employer involves, stress management, communication skills, and additional resources. Each module contains learning objectives, definitions, and task checklists.

Full Item: <http://www.hcbs.org/moreInfo.php/doc/1892>