

<i>Infection Control Activities</i>								
Hand Washing techniques including the use of sanitizing agents according to standards								
Use and demonstrate adherence to OSHA and CDC guidelines (such as handling Blood Borne Pathogens and maintaining infection control)								
Demonstrate knowledge and utilize Exposure Control Plan								
Properly dispose sharps (<i>e.g.</i> , razors, needles in sharps container)								
Use and demonstrate personal protective equipment (PPE) and devices including gloves, gown, mask, and goggles								
Describe and use Standard Precautions as determined by the CDC and OSHA								
Describe clean vs dirty areas								
Clean and maintain equipment within infection control standards								
<i>Physical Environment Maintenance</i>								
Perform visual check of resident's living area and resolve potential safety issues (secure hazardous materials, clear pathways, etc.)								
Check resident's alarm; make sure call light/signal is within resident's reach; secure patient's bed								
Take care of cleaning needs in resident's room								
Handle soiled linen and clothing to prevent contamination, including isolation techniques in accordance with infection control standards								
Make unoccupied bed								
Make occupied bed								
Ensure the resident/client environment does not have hazards for slips, trips, and falls								
<i>Safety Procedures</i>								
Understand organization's safety and emergency protocol and procedures (<i>e.g.</i> , how to respond to safety drills, disaster preparedness)								
Properly use safety tools (<i>e.g.</i> , ABC fire extinguisher)								
Discuss fire safety, describe and explain RACE and PASS acronyms								
List general safety steps for working in a healthcare environment								
Maintain and operate back up equipment as needed								
Apply and monitor safety devices								
Ability to administer the Heimlich Maneuver and other lifesaving assistance in accordance with organizational policy								
Identify measures to promote safety of residents with special needs or issues (<i>e.g.</i> , dementia, injuries, illnesses)								
Demonstrate safe evacuation procedures and role as a part of the facility disaster response team								
Handle oxygen safely								

Job Function 3: Communicate Effectively while Following Regulations with Residents, Family Members, Medical Team, and Other Authorized Persons

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Interact with residents in a respectful way regarding their culture, their needs, and preferences, while respecting their privacy							
Utilize skills in conflict management, working with difficult people, and other communication issues that may arise							
Describe rules for effective communication with the resident/client and team							
Utilize appropriate communication methods for working with the sensory impaired and cognitively impaired							
Write report and document issues and events in clear concise language, within regulatory requirements							
Report physical changes, mental changes, abuse, any changes to the medical team, or authorized persons of which the team should be aware							
Understand and follow legal requirements on reporting and documentation (i.e., HIPAA)							
Understand who is an authorized person and what information is allowed to be provided							
Maintain resident/client confidentiality and privacy according to organization and HIPAA guidelines							
Utilize appropriate communication techniques related to ability (communication board, etc.) with resident/client							
Communicate in non-judgmental manner minimizing bias and assumptions							

Job Function 4: Basic Nursing Assistant Skills

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Measure/record respiration and obtain other vital signs							
Measure/record oral temperature (non-digital thermometer)							
Measure/record rectal temperature (non-digital thermometer)							
Measure/record radial pulse							
Measure/record height accurately							
Measure/record weight (balance scale/chair scale)							
Collect urine specimen							
Collect stool specimen							
Measure/record food and fluid intake							
Measure/record urinary output							
Provide post-mortem care							
Assist nursing staff with any additional duties as assigned within scope of practice							

Job Function 5: Personal Care Skills and Activities of Daily Living

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Assist resident with bathing or dressing, if needed							
Give complete bed bath							
Give partial bed bath							
Demonstrate the proper order of bathing							
Provide AM and PM care							

Job Function 9: Resident's Rights

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Respond to resident's call lights promptly or promptly forward requests if unable to take care of the request							
Recognize and respect the resident/client's individuality and preferences for wake, bedtime, dress, time of services/assistance, etc.							
Recognize, understand and prevent potential abuse/neglect in environment and within self and report promptly to mentor, supervisor, and others according to policy and local regulations							
Ability to recognize verbal, mental, emotional, neglect, and financial abuse or exploitation							
Provide privacy doors or pulling curtain around resident when providing care							
Respect resident individuality and preferences as much as safely possible							
Respect and maintain the confidentiality of the resident always adhering to HIPAA and other guidelines							
Notify nurse, family member, or other team members of the resident if the resident needs equipment or personal supplies							
Respect the privacy of the resident/client demonstrating there are guests in the resident/client's home							
Ability to define abuse, neglect, assault, battery, and malpractice							
Identify organization and professional standards related to the use of restraints							
Discuss resolving grievances and disputes							

Job Function 10: Perform Administrative Tasks

Competency Criteria	4	3	2	1	N/A	Validated By	Date
Complete all required reports and documentation							
Understand and implement all policies and procedures, including new ones							
Participate in agency/staff/medical team meetings							
Maintain all professional licensing up to date, including requirements for vaccinations							

**RELATED INSTRUCTION OUTLINE
 CERTIFIED NURSING ASSISTANT
 O*NET-SOC CODE: 31-1014.00 RAPIDS CODE: 0824CB**

Provider	
Name:	
Address:	
Email:	Phone Number:
Suggested Related Instruction Hours:	

Each apprentice shall have a minimum of 144 hours of Related Instruction. Courses may be delivered via classroom, shop, on-line and/or a combination of all.

Instruction shall include, but not be limited to:

Course Name/Description	Number of Hours
Basic Life Support/CPR/First Aid <ul style="list-style-type: none"> • Cardiopulmonary Resuscitation (CPR) • Automated External Defibrillator (AED) • Single Rescuer Life Support Skills • Team Based Life Support Skills 	10
Worker Characteristics <ul style="list-style-type: none"> • Character, Attendance, Attitude • Ethics • Organizational Skills, Teamwork, Cooperation • Communication 	10
Certified Nurse Aid Health Care Skills	60
Additional Course Topics <ul style="list-style-type: none"> • State and/or Employer Required Additional Classes for CAN • Caring for Specific Populations with Special Needs as a CNA • Clinical Principals • Additional Course Work on Course Topics as Listed Above 	60
Nurse Assistant Review <ul style="list-style-type: none"> • Preparation for Certification Exam(s) 	10
TOTAL RI HOURS	150