

Work Process Schedule

WORK PROCESS SCHEDULE		ONET Code: 31-1014.00	
Certified Nursing Assistant		RAPIDS Code: 0824CB	
(Existing title: Nurse Assistant)			
Job Title: Certified Nursing Assistant			
Level:		Specialization:	
Stackable Program: __Yes __No			
Base Occupation Name:			
Company Contact:			
Address:		Phone:	Email:
Apprenticeship Type: <input checked="" type="checkbox"/> Competency Based <input type="checkbox"/> Time Based <input type="checkbox"/> Hybrid		Prerequisites:	

Job Function 1: Provide basic nursing care			
Competencies	Core or Optional	RTI	OJT
A. Follow the patient's or resident's plan of care	Core		
B. Assist with nurses' examinations and procedures	Core		
C. Take and record vital signs	Core		
D. Measure and record height and weight	Core		
E. Frequently check patient or resident status	Core		
F. Recognize and report abnormal changes	Core		
G. Assist with collection of specimens	Core		
H. Assist with provision of end-of-life care	Core		

Job Function 2: Transfer and reposition patient or resident			
Competencies	Core or Optional	RTI	OJT
A. Position and/or turn patient or resident to prevent bed sores and ulcers	Core		
B. Transfer patient or resident from bed to wheelchair or wheelchair to bed	Core		
C. Transfer patients or residents from bed to stretcher	Core		
D. Assist with ambulation	Core		

Job Function 3: Provide basic nursing treatments and procedures			
Competencies	Core or Optional	RTI	OJT
A. Bathe and shower patient or resident	Core		
B. Groom patient or resident	Core		
C. Provide oral care	Core		
D. Dress patient or resident	Core		
E. Assist patient or resident with using the toilet	Core		
F. Assist with eating and hydration	Core		
G. Feed a patient or resident who cannot on their own	Core		
H. Provide foot and hand care	Core		
I. Provide skin care	Core		
J. Assist patients and residents with personal equipment and devices	Core		
K. Maintain patients' and residents' environment	Core		
L. Provide physical comfort measures	Core		
M. Provide basic restorative care	Core		

Job Function 4: Follow infection control procedures			
Competencies	Core or Optional	RTI	OJT
A. Evaluate and maintain a safe environment	Core		
B. Report signs and symptoms to licensed professionals	Core		
C. Maintain hand hygiene	Core		
D. Use personal protective equipment	Core		
E. Maintain isolation	Core		
F. Practice respiratory hygiene/cough etiquette	Core		
G. Safely deal with sharps	Core		

Job Function 5: Follow safety and emergency procedures			
Competencies	Core or Optional	RTI	OJT
A. Recognize and respond to Foreign Body Airway Obstruction (FBAO)	Core		
B. Recognize and respond to other medical emergencies: cardiac arrest, stroke, and bleeding/hemorrhage	Core		
C. Recognize and respond to convulsions	Core		
D. Prevent and respond to falls	Core		
E. Prevent and respond to burns and scalds	Core		
F. Prevent and respond to poisoning	Core		
G. Maintain and respond to patient alarm systems	Core		
H. Handle hazardous waste	Core		
I. Follow oxygen safety	Core		
J. Prepare for facility emergencies	Core		
K. Protect self from harm through workplace accidents or violence	Core		

Job Function 6: Communication			
Competencies	Core or Optional	RTI	OJT
A. Exchange information with patients and residents	Core		
B. Communicate with visually impaired patients and residents	Core		
C. Communicate with hearing impaired patients and residents	Core		
D. Encourage family involvement in patient and resident care	Core		
E. Communicate with staff and other care providers	Core		
F. Assist with admission, discharge, and transfer	Core		

Job Function 7: Care for cognitively impaired patients and residents			
Competencies	Core or Optional	RTI	OJT
A. Address unique needs of individuals with dementia	Core		
B. Communicate with cognitively impaired patients and residents	Core		
C. Monitor the mobility of cognitively impaired patients and residents	Core		

Job Function 8: Maintain standards of professional care and develop professional skills			
Competencies	Core or Optional	RTI	OJT
A. Provide privacy and maintain confidentiality	Core		
B. Promote patients' and residents' rights to make choices that accommodate their needs	Core		
C. Promote esteem and dignity	Core		
D. Promote sense of security	Core		
E. Avoid the need for restraints in accordance with current professional standards	Core		
F. Participate in performance-improvement and cost-containment programs	Core		

Job Function 9: Additional basic nursing care authorized by some states			
Competencies	Core or Optional	RTI	OJT
A. Assist with medication management	Optional		
B. Manage wound care	Optional		
C. Manage catheter and tube care	Optional		
D. Communicate medical information	Optional		