



CURRICULUM CONTENT FOR THE NURSE AIDE TRAINING PROGRAM

The following pages contain the minimum OBRA and Act 14 curriculum requirements. All approved Nurse Aide Training Programs must address all of these items in their curriculum. The items marked with an asterisk indicate the objective is required under Nurse Aide Resident Abuse Prevention Training Act (14) (63 P.S. §§ of 671-680 As an example: items 1.1.6, 1.1.7 and 1.1.8, which are found under ROLE & FUNCTION, are not part of the original OBRA curriculum requirements but are required under Act 14.

A complete copy of OBRA and Act 14 can be found within the units in the Nurse Aide Curriculum Guidelines. Each unit contains a lesson plan, sample quiz questions, handouts and occasional case scenarios. The guidelines are located on the Pennsylvania State University's website at www.ed.psu.edu/educ/tte.

An electronic copy of the Curriculum Content is available on PDE's website at: www.education.state.pa.us

Notes: If the program desires to incorporate content that is not included on this document, a Report of Change (PDE 292 - available online) must first be submitted for approval to the Pennsylvania Department of Education.

Textbooks **MUST** be current, not more than **five** years old.

It is recommended that exams and resource materials be reviewed annually and updated as needed or at least every **five** years.

CPR – the approval educational hours may not include CPR but must include the abdominal thrust.

List of Resources:

Pennsylvania Department of Education -- Bureau of Career and Technical Education				
CURRICULUM CONTENT FOR NURSE AIDE TRAINING and COMPETENCY EVALUATION PROGRAMS In PENNSYLVANIA		Classroom	Laboratory	Clinical
Objectives/Competencies for Nursing Assistants in order to Meet the Federal Regulations of the Omnibus Budget Reconciliation Act (OBRA) and the State Law of Nurse Aide Resident Abuse Prevention Training (Act 14)				
SECTION 1	INTRODUCTION TO HEALTH CARE			
SECT 1/Unit 1	Role and Function			
1.1	Nurse Assistants functions as an unlicensed individual in the role of a nurse aide within the legal and ethical standards set forth by the profession of nursing as regulated by the State Board of Nursing for Commonwealth of Pennsylvania			
1.1.1	Defines the role and function of a nurse aide and provides awareness of the legal limitations of being a nurse aide			
1.1.2	Defines the responsibilities of a nurse aide as a member of the health care team in an acute care, acute rehab, hospice, home health or LTC environment			
1.1.3	Differentiates between hospitals, long-term care agencies and home-health agencies according to their purpose and nurse aide expectations			
1.1.4	Identifies the "chain of command" in the organizational structure of the health care agency			
1.1.5	Maintains acceptable personal hygiene and exhibits appropriate dress practices			
1.1.6	Explains the importance of punctuality and commitment on the job			
1.1.7	Describes the role in maintaining service excellence values			
*1.1.8	Demonstrates effective management of multiple tasks and prioritizing work activities			
*1.1.9	Explains the responsibility to identify, prevent and report abuse, exploitation and neglect as legislated in Act 14 of 1997 (P.L.), the Nurse Aide Resident Abuse Prevention Training Act			
*1.1.10	Identifies both physical and psychological indicators of stress in self and others, as well as identifying stress reduction techniques			
1.1.11	Demonstrates effective, interpersonal, conflict management skills			
1.1.12	Identifies ways to help other people safely manage anger and difficult situations			
1.1.13	Explains the responsibility of the nurse aide to report abuse to public authorities as legislated by Act 13 of 1997			
*Required by Act 14	Total Hours Per Section			

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SECT 1/Unit 2	Communication Skills			
1.2	Demonstrates appropriate and effective, communication skills			
*1.2.1	Demonstrates effective, abuse-free, verbal and nonverbal communication in keeping with the Nurse Aide's role with clients and their families			
1.2.2	Observes, by using the senses of sight, hearing, touch and smell, to report client behavior to the licensed professional, practitioner or supervisor			
1.2.3	Documents observations using appropriate terms that are specific to the work environment			
1.2.4	Explains the importance of reporting observations and measurements to the licensed professional, practitioner or supervisor			
1.2.5	Explains the importance of maintaining the client's record			
1.2.6	Demonstrates effective communication skills with supervisor, manager, charge nurse, staff and other disciplines			
1.2.7	Communicates thoughts, feelings and ideas to justify decisions or support position on workplace issues			
1.2.8	Demonstrates speaking, listening, writing and social skills that support participation as an effective team member			
1.2.9	Demonstrates actions for asking appropriate questions to clarify meaning, understand outcomes or solve problems			
1.2.10	Explains the concept of diversity and why it is important			
1.2.11	Describes cultural diversity and how a nurse aide manages cultural differences among people			
1.2.12	Demonstrates respect for differences among clients			
1.2.13	Identifies elements of one's own cultural formation and their potential impact in nursing practice			
1.2.14	Uses effective communication skills to promote a client's well-being			
*1.2.15	Communicates in a respectful, adult manner in accordance with the client's stage of development and cultural background			
*Required by Act 14	Total Hours Per Section			

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SECT 1/Unit 3	Infection Control			
1.3	Applies the basic principles of infection control			
1.3.1	Identifies how diseases are transmitted			
1.3.2	Demonstrates hand-washing techniques			
1.3.3	Applies principles of Standard Precautions/Transmission-Based Precautions			
1.3.4	Performs basic cleaning and disinfecting tasks			
1.3.5	Demonstrates correct isolation and safety techniques when caring for infectious clients			
1.3.6	Demonstrates knowledge of how the immune system protects the body from infection and disease			
*1.3.7	Follows infection control measures to provide quality care			
1.3.8	Demonstrates use and disposal of personal protective equipment (PPE)			
	a. Donning and removing gloves			
1.3.9	Identifies the nurse aides role in following OSHA regulations			
*Required by Act 14		Total Hours Per Section		
SECT 1/Unit 4	Safety/Emergency			
1.4	Assists with basic emergency procedures			
1.4.1	Utilizes proper body mechanics			
1.4.2	Follows safety and emergency procedures			
*1.4.3	Identifies safety measures that prevent accidents to clients, including the proper use of alternative measures to restraints and safety devices			
1.4.4	Demonstrates proper use of safety devices			
1.4.5	Identifies signs of choking and an obstructed airway			
1.4.6	Manages foreign body airway obstruction			
1.4.7	Calls for help when encountering convulsive disorders, loss of consciousness, shock and hemorrhage			
1.4.8	Assists client within a nurse aide's scope of work practice until professional help arrives			
1.4.9	Follows disaster procedures			
1.4.10	Reports emergencies accurately and immediately			
1.4.11	Identifies potential fire hazards			
*1.4.12	Follows appropriate guidelines for the use of restraints, safety devices and emergency procedures to provide abuse-free quality care			
*Required by Act 14		Total Hours Per Section		

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SECT 1/Unit 5	Client's Rights			
1.5	Demonstrates behavior that maintains client and/or client's rights			
1.5.1	Provides privacy and maintenance of confidentiality			
1.5.2	Maintains confidentiality of patient history information as required by HIPAA			
1.5.3	Promotes the client's right to make personal choices to accommodate individual needs			
1.5.4	Gives assistance in resolving grievances			
1.5.5	Provides necessary assistance to client when participating in single, group, family and other activities			
1.5.6	Maintains care and security of client's personal possessions			
*1.5.7	Maintains the client's environment and care through appropriate nurse aide behavior to minimize the need for physical and chemical restraints			
*1.5.8	Identifies types, examples and indicators of abuse, including physical, psychological and sexual abuse as well as exploitation and neglect			
*1.5.9	Identifies methods to <u>prevent</u> abuse, exploitation, neglect and improper use of physical or chemical restraints while providing care			
*1.5.10	Identifies procedures for <u>reporting</u> abuse, exploitation, neglect or the improper use of physical or chemical restraints to the appropriate supervisor, law enforcement officer or government authorities			
*1.5.11	Utilizes abuse prevention strategies in response to abusive behavior directed toward nurse aides by clients and families			
*Required by Act 14		Total Hours Per Section		
SECT 1/Unit 6	Client's Independence			
1.6	Demonstrates behavior that promotes client or client's independence and prevents abuse			
*1.6.1	Demonstrates behavior that promotes client or client's independence and prevents abuse			
1.6.2	Demonstrates care of sensory challenged clients regarding feeding, ambulating, personal care and environment			
1.6.3	Describes approaches a nurse aide could use to promote client independence			
1.6.4	Individualizes care to meet the needs of the client			
*Required by Act 14		Total Hours Per Section		

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SECTION 2	BASIC NURSING AND PERSONAL CARE SKILLS			
SECT 2/Unit 1	Nutrition			
*2.1	Demonstrates knowledge and applies the principles of basic nutrition to prevent neglect and exploitation			
2.1.1	Lists general principles of basic nutrition			
2.1.2	Demonstrates knowledge and understanding of modified diets			
2.1.3	Reads the instructions for special diets			
2.1.4	Serves prepared food as instructed			
2.1.5	Documents meal completion			
2.1.6	Reports changes in client's meal consumption to the professional, practitioner or supervisor			
2.1.7	Describes factors that promote safety, comfort, and client's rights when assisting clients with nutritional and dietary needs			
2.1.8	Practices feeding and positioning methods that prevent aspiration			
2.1.9	Identifies cultural and faith based practice variations in diet			
*Required by Act 14	Total Hours Per Section			
SECT 2/Unit 2	Identify and Report Conditions of Body Systems			
2.2	Identifies and reports abnormal signs and symptoms of common diseases and conditions of the body systems			
2.2.1	Respiratory conditions - Reports coughing, sneezing, elevated temperature or a change in the client's normal function			
2.2.2	Endocrine conditions - Reports excessive thirst, frequent urination, change in urine output, drowsiness, excessive perspiration, headache, muscle spasms or a change in the client's normal function			
2.2.3	Urinary conditions - Reports frequent urination, burning or pain during urination, change in color of urine, blood or sediment in urine, strong odors or a change in the client's normal function			
2.2.4	Circulatory conditions - Reports shortness of breath, chest pain, blue color to lips, indigestion, sweating, change in vital signs or a change in the client's normal function			
2.2.5	Nervous conditions - Reports dizziness, changes in vision (such as seeing double) change in blood pressure, numbness in any part of the body, inability to move arm or leg, loss of balance, slurred speech, or a change in the client's normal function			

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SECT 2/Unit 2	Identify and Report Conditions of Body Systems –(continued)			
2.2.6	Integumentary conditions - Reports break in skin, discoloration (such as redness or black and blue areas), rash, itching or a change in the client's normal skin condition			
2.2.7	Digestive conditions - Reports nausea, vomiting, pain, inability to swallow, bowel movement changes (such as color, diarrhea or constipation) or a change in the client's normal function			
2.2.8	Conditions of Immune System - Understands the basic structure and function as it relates to infection and disease			
2.2.9	Reproductive conditions - Reports bleeding, pain, discharge, itching, difficulty starting urination or a change in the client's normal function			
2.2.10	Musculoskeletal conditions – Reports complaints of pain, swelling or redness of joints or a change in the client's normal function			
2.2.11	Special senses conditions – Reports any drainage, inflammation or discoloration of the eyes or ears, or a change in the client's normal function			
2.2.12	Continues to list common diseases and conditions based on the population being served (such as Cancer or MRSA)			
*2.2.13	Reports signs and symptoms of possible physical, psychological and sexual abuse as well as neglect and exploitation			
*Required by Act 14		Total Hours Per Section		
SECT 2/Unit 3	Client's Environment			
2.3	Demonstrates Care for the Client's Environment			
*2.3.1	Provides the client with a safe, clean and comfortable living environment			
2.3.2	Reports unsafe conditions			
2.3.3	Reports pests			
2.3.4	Reports nonfunctioning equipment			
2.3.5	Prepares soiled linen for laundry			
2.3.6	Assists with preparing unit for admission/transfer or discharge			
*2.3.7	Arranges furniture and equipment for the client's convenience and safety			
*Required by Act 14		Total Hours Per Section		

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SECT 2/Unit 4	Personal Care Skills			
2.4	Provides personal care as directed by the licensed professional, practitioner or supervisor			
*2.4.1	Follows nursing care principles to prevent client abuse, neglect, exploitation and improper use of physical and/or chemical restraints			
2.4.2	Demonstrates proper safety techniques when providing personal care			
2.4.3	Demonstrates proper bed-making procedures			
	a. Unoccupied			
	b. Occupied			
2.4.4	Provides for the client's privacy when providing personal care			
2.4.5	Assists the client in getting dressed and undressed			
2.4.6	Assists the client with bathing and personal grooming as described on the client's care plan			
	a. Shower			
	b. Bed bath			
	c. Whirlpool			
2.4.7	Observes the condition of the skin and reports changes to the professional, practitioner or supervisor			
2.4.8	Demonstrates measures to prevent pressure ulcers: positioning, turning and applying heel and elbow protectors			
2.4.9	Shampoos and grooms hair			
2.4.10	Assists the client with shaving			
2.4.11	Assists the client with mouth care			
2.4.12	Administers mouth care for the unconscious client			
2.4.13	Demonstrates denture care			
2.4.14	Feeds clients oral table food in usual manner as described on the client's care plan			
2.4.15	Distributes nourishment and water			
2.4.16	Assists the client in using the bathroom			
2.4.17	Assists the client in using			
	a. Bedside commode			
	b. Urinal			
	c. Bedpan			
2.4.18	Demonstrates perineal care:			
	a. Male			
	b. Female			

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SECT 2/Unit 4	Personal Care Skills (continued)			
2.1.19	Provide catheter care			
2.4.20	Provides:			
	a. Foot care			
	b. Basic care to fingernails			
	c. Basic care to toenails			
2.4.21	Applies elastic stockings			
2.4.22	Accurately measures, records and reports changes in client's normal function to the professional, practitioner or supervisor:			
	a. Intake			
	b. Output			
	c. Weight			
	d. Height			
	e. Temperature			
	i. Oral			
	ii. Axillary			
	iii. Rectal (demonstration performed on a mannequin)			
	iv. Electronic			
	f. Pulse			
	g. Respiration			
	h. Blood pressure			
	i. Pain			
2.4.23	Provides comfort measures for the client experiencing pain (such as a back rub)			
2.4.24	Assists the professional, practitioner or supervisor with a physical examination (such as taking vital signs and assisting with positioning)			
2.4.25	Applies nonsterile dressing (such as a band-aid)			
2.4.26	Empties a colostomy bag			
2.4.27	Applies an incontinence brief			
2.4.28	Asks for or provide feedback on performance of task completion			
2.4.29	Describes factors that affect effective teamwork			
*Required by Act 14				
		Total Hours Per Section		

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SECT 2/Unit 5	Caring for the Client when Death is Imminent			
2.5	Provides Care to Client when Death is Imminent			
2.5.1	Discusses own feelings and attitude about death			
2.5.2	Explains how culture and religion influence a person's attitude toward death			
2.5.3	Discusses the stages of dying			
2.5.4	Identifies the goals of hospice care			
2.5.5	Identifies complementary therapies utilized during the stages of dying			
2.5.6	Explains and reports the common signs of approaching death			
2.5.7	Provides postmortem care while maintaining the client's right to dignity and respect			
*Required by Act 14		Total Hours Per Section		
SECTION 3	RESTORATIVE CARE			
SECT 3/Unit 1	Assists client with basic restorative services			
3.1	Demonstrates Skills that Incorporate the Principles of Restorative Care under the Direction of a Licensed Professional, Practitioner or Supervisor			
3.1.1	Assists the client in bowel training and bladder training			
3.1.2	Assists the client in activity of daily living and encourage self-help activities			
3.1.3	Demonstrates the proper use of assistive devices, when assisting the client to:			
	a. Ambulate (such as gait, belt, cane, walker, etc)			
	b. Transfer (such as mechanical lift, stand aid, etc.)			
	c. Eat (such as assistive eating devices, thickening, etc.)			
	d. Dress (such as assistive dressing devices, etc.)			
3.1.4	Assists client with active range of motions exercises as instructed by the physical therapist or the licensed professional, practitioner or supervisor			
3.1.5	Assists client with passive range of motion exercises as instructed by the physical therapist or the licensed professional, practitioner or supervisor			
3.1.6	Assists in care and use of prosthetic and orthotic devices (such as hearing aides, braces, splints, artificial limbs, etc.)			
3.1.7	Assists the client in proper use of body mechanics			
	a. In bed			
	b. In chair			
	c. While ambulating			

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SECT 3/Unit 1	Assists client with basic restorative services (continued)			
3.1.8	Assists the client:			
	a. Dangling			
	b. Standing			
	c. Walking			
3.1.9	Demonstrates proper turning and/or positioning in:			
	a. Bed			
	b. Chair			
3.1.10	Demonstrates proper technique for transferring client from:			
	a. Bed to chair			
	b. Chair to bed			
3.1.11	Assists the client with positioning devices			
3.1.12	Utilizes measures to prevent skin breakdown & circulatory changes caused by improper application and use of assistive devices			
*3.1.13	Provides appropriate, restorative care to prevent abuse, neglect and exploitation			
3.1.14	Explains the importance of maintaining skin turgor to prevent skin breakdown			
*Required by Act 14		Total Hours Per Section		
SECTION 4	BEHAVIORAL HEALTH AND SOCIAL SERVICE NEEDS			
SECT 4/Unit 1	Assists client with behavioral health and social service needs			
4.1	Demonstrates basic skills by identifying the psychosocial characteristics of the populations being served in the nursing facility and/or by the health care agency including persons who are developmentally or intellectually disadvantaged, or individuals with Alzheimer's disease and related disorders that cause cognitive impairment			
4.1.1	Identifies the client's basic, human needs for life and emotional well-being			
4.1.2	Modifies his/her own behavior in response to the client's behavior			
4.1.3	Selects appropriate techniques for dealing with angry or upset clients and their family members			
4.1.4	Identifies developmental tasks associated with the aging process			
4.1.5	Provides training for achieving the client's self-care based on their capabilities			
4.1.6	Demonstrates principles of behavior management by reinforcing appropriate behavior and reducing or eliminating inappropriate behavior			

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SECT 4/Unit 1	Assists client with behavioral health and social service needs (continued)			
4.1.7	Allows the client to make personal choices, providing and reinforcing other behavior consistent with the client's dignity			
4.1.8	Explains how to anticipate and manage crisis situations and identifies alternative solutions when appropriate interventions fail			
4.1.9	Utilizes the client's family as a source of emotional support			
4.1.10	Explains how age, illness and disability affect sexuality			
4.1.11	Provides opportunities for the client to express their personal faith and continue their religious practices			
4.1.12	Describes techniques that demonstrate effective listening skills			
4.1.13	Explains measures that promote a client's quality of life			
*4.1.14	Provides for the behavioral health and social service needs of the client, including abuse prevention measures			
4.1.15	Reports changes in the client's normal function to the licensed professional, practitioner or supervisor			
*Required by Act 14	Total Hours Per Section			
SECTION 5	CARE OF COGNITIVELY IMPAIRED CLIENTS			
SECT 5/Unit 1	Provides Appropriate Care of the Cognitively Impaired Client			
5.1	Demonstrates basic principles of validation therapy and other intervention strategies			
5.1.1	Demonstrates basic principles of validation therapy and other intervention strategies			
*5.1.2	Demonstrates intervention strategies to prevent abuse and neglect			
5.1.3	Reports changes in the client's normal function to the licensed professional, practitioner or supervisor			
*Required by Act 14	Total Hours Per Section			
	Total Program Hours			

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Additional Content If you desire to add content that is different from the aforementioned objectives, please list the content according to the section and unit (topic area) where you intend to incorporate the content or add another section. For example, if you wish to incorporate an additional objective under the topic Infection Control, you would note SECTION 1/Unit 3 Infection Control 1.3.10... (state the objective) as well as how much class, lab or clinical time is expected. To add another section note: SECTION 6 Unit 1 Objective No. and description.				
Section and Topic Area	Objective Number and Description			
SECT_____ Unit_____				



Directions for Completing the Performance Checklist

The Performance Checklist is perhaps one of the most important documents of the nurse aide training program. The performance checklist must:

- Contain **all** of the theoretical and practical objectives of the program (in chart form)
- Be thoroughly completed by the approved primary or assistant instructor who can attest, by signing, that the student has been deemed competent in a specific objective
- Include the date on which the objective was satisfactorily demonstrated
- Be retained and kept on file ad infinitum-PDE monitors are required to check **all** completed performance checklists as part of their on-site monitoring visit
- Be kept confidential

The Performance Checklist should contain:

1. A **heading**, including:

- The name of the facility
- The approved nurse aide program number
- The name of the student
- The starting and ending dates of the program

A heading may **NOT** include the student's social security number. (Student ID number is optional)

2. A **body**, including:

- **All** of the theoretical and practical objectives of the program. Whenever possible, the date the student demonstrates the objective **during the clinical experience** is the date that is entered in the **Date Demonstrated** column.
- If an objective can only be demonstrated during a lab session, then enter that date and place an asterisk (*) beside it. If the objective is met by answering a test question correctly, place a plus sign (+) beside the date it was satisfactorily demonstrated.
- Include a reference note on the last page (i.e. *= lab and/or + = test question).
- If the objective was taught but not demonstrated, enter a straight line through the space in the **Date Demonstrated** column.

3. A new Performance Checklist will be periodically issued by PDE. Please check the PDE website at www.education.state.pa.us

Performance Checklist - continued

4. A **final page**, including:

- The student's final theory grade (individual quiz grades may be documented)
- The student's final clinical grade (Satisfactory/Unsatisfactory, Pass/Fail or numerical grade). Criterion for achieving a passing grade should be established in an achievement policy and communicated to the student prior to entering the Nurse Aide Training and Competency Evaluation Program (NATCEP) and reviewed during the NATCEP:
 - The full **signature** of the primary instructor and **date**;
 - The full **signature** of the student and **date**; and
 - A space for comments

Completion

- The performance checklist should be thoroughly reviewed to ensure that all sections and spaces have been completed.

Note: If all of the objectives meet satisfactory performance, then an arrow may be drawn through the Satisfactory/Unsatisfactory, and instructor's initials columns as long as the first and last spaces have a legible letter and/or initial.

- Each student should be given the original of his or her completed and signed performance checklist. This could serve as part of a student's resume, if needed, in the future.

Suggestion: The box below could be revised and placed on a separate sheet of paper to cover the students Performance Checklist

Please be advised that the information you are about to view is strictly confidential. This information is intended for the use of the individual (student) or entity to which it is addressed.

If the reader of this information is not the intended recipient, you are hereby notified that any dissemination or copying of this information is strictly prohibited.

If you have received this information in error, please return it to the Administrative Office immediately.

Performance Checklist for Nurse Aide Trainees/Students in Pennsylvania

Student Name _____ Training Code _____

Start Date _____ End Date _____

		Date Taught	Date Demonstrated	Satisfactory/ Unsatisfactory	Instructor's Initials
SECTION 1	INTRODUCTION TO HEALTH CARE				
SECT 1/Unit 1	Role and Function				
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1.1.3	Differentiates between hospitals, long-term care agencies and home-health agencies according to their purpose and nurse aide expectations				
1.1.4	Identifies the "chain of command" in the organizational structure of the health care agency				
1.1.5	Maintains acceptable personal hygiene and exhibits appropriate dress practices				
1.1.6	Explains the importance of punctuality and commitment on the job				
1.1.7	Describes the role in maintaining excellent service values				
1.1.8	Demonstrates effective management of multiple tasks and prioritizing work activities				
*1.1.9	Explains the responsibility to identify, prevent and report abuse, exploitation and neglect as legislated in Act 14 of 1997 (P.L.), the Nurse Aide Resident Abuse Prevention Training Act				
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*1.1.11	Demonstrates effective, interpersonal, conflict management skills				
1.1.12	Identifies ways to help other people safely manage anger and difficult situations				
1.1.13	Explains the responsibility of the nurse aide to report abuse to public authorities as legislated by Act 13 of 1997				
SECT 1/Unit 2	Communication Skills				
1.2	Demonstrates appropriate and effective, communication skills				
*1.2.1	Demonstrates effective, abuse-free, verbal and non-verbal communication in keeping with the Nurse Aide's role with clients and their families				
1.2.2	Observes by using the senses of sight, hearing, touch and smell to report client behavior to the licensed professional/practitioner/supervisor				

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Student Name _____ Training Code _____

Start Date _____ End Date _____

		Date Taught	Date Demonstrated	Satisfactory/ Unsatisfactory	Instructor's Initials
SECT 1/Unit 2	Communication Skills (continued)				
1.2.3	Documents observations using appropriate terms that are specific to the work environment				
1.2.4	Explains the importance of reporting observations and measurements to the licensed Professional, practitioner or supervisor				
1.2.5	Explains the importance of maintaining the client's record				
1.2.6	Demonstrates effective communication skills with supervisor, manager, charge nurse/ staff and other disciplines				
1.2.7	Communicates thoughts, feelings and ideas to justify decisions or support position on workplace issues				
1.2.8	Demonstrates speaking, listening, writing and social skills that support participation as an effective team member				
1.2.9	Demonstrates actions for asking appropriate questions to clarify meaning, understand outcomes or solve problems				
1.2.10	Explains the concept of diversity and why it is important				
1.2.11	Describes cultural diversity and how a nurse aide manages cultural differences among people				
1.2.12	Demonstrates respect for differences among clients				
1.2.13	Identifies elements of one's own cultural formation and their potential impact in nursing practice				
1.2.14	Uses effective communication skills to promote a client's well being				
*1.2.15	Communicates in a respectful, adult manner in accordance with the client's stage of development and cultural background				
SECT 1/Unit 3	Infection Control				
1.3	Applies the basic principles of infection control				
1.3.1	Identifies how diseases are transmitted				
1.3.2	Demonstrates hand washing techniques				
1.3.3	Applies principles of Standard Precautions/Transmission-Based Precautions				
1.3.4	Performs basic cleaning and disinfecting tasks				

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Date Demonstrated

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SECT 1/Unit 3 Infection Control (continued)					
1.3.5	Demonstrates correct isolation and safety techniques when caring for infectious clients				
1.3.6	Demonstrates knowledge of how the immune system protects the body from infection and disease				
*1.3.7	Follows infection control measures to provide quality care				
1.3.8	Demonstrates use and disposal of personal protective equipment (PPE)				
	a. Demonstrates putting on and removing gloves				
1.3.9	Identifies the nurse aides role in following OSHA regulations				
SECT 1/Unit 4 Safety/Emergency					
1.4	Assists with basic, emergency procedures				
1.4.1	Utilizes proper, body mechanics				
1.4.2	Follows safety and emergency procedures				
*1.4.3	Identifies safety measures that prevent accidents to clients, including the proper use of alternative measures to restraints and safety devices				
1.4.4	Demonstrates proper use of safety devices				
1.4.5	Identifies signs of choking and an obstructed airway				
1.4.6	Manages foreign body, airway obstruction				
1.4.7	Calls for help when encountering convulsive disorders, loss of consciousness, shock and hemorrhage				
1.4.8	Assists client within a nurse aide's scope of work practice until professional help arrives				
1.4.9	Follows disaster procedures				
1.4.10	Reports emergencies accurately and immediately				
1.4.11	Identifies potential fire hazards				
1.4.12	Follows appropriate guidelines for the use of restraints, safety devices and emergency procedures to provide abuse – free quality care				

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	Date Taught	Date Demonstrated	Satisfactory/ Unsatisfactory	Instructor's Initials
SECT 1/Unit 5 Client's Rights				
1.5 Demonstrates behavior that maintains client and/or client's rights				
1.5.1 Provides privacy and maintenance of confidentiality				
1.5.2 Maintains confidentiality of patient history information as required by HIPAA				
1.5.3 Promotes the client's right to make personal choices to accommodate individual needs				
1.5.4 Gives assistance in resolving grievances				
1.5.5 Provides necessary assistance to client when participating in single, group, family and other activities				
1.5.6 Maintains care and security of client's personal possessions				
*1.5.7 Maintains the client's environment and care through appropriate nurse aide behavior to minimize the need for physical and chemical restraints				
*1.5.8 Identifies types, examples and indicators of abuse, including physical, psychological and sexual abuse as well as exploitation and neglect				
*1.5.9 Identifies methods to <u>prevent</u> abuse regarding exploitation, neglect and improper use of physical or chemical restraints while providing care				
*1.5.10 Identifies procedures for <u>reporting</u> abuse regarding exploitation, neglect, or the improper use of physical or chemical restraints to the appropriate supervisor, law enforcement officer or government authorities				
*1.5.11 Utilizes abuse prevention strategies in response to abusive behavior directed toward nurse aides by clients and families				
SECT 1/Unit 6 Client's Independence				
1.6 Demonstrates behavior that promotes client or client's independence and prevents abuse				
*1.6.1 Demonstrates behavior that promotes client or client's independence and prevents abuse				
1.6.2 Demonstrates care of sensory challenged clients regarding feeding, ambulating, personal care and environment				
1.6.3 Describes approaches a nurse aide could use to promote client independence				
1.6.4 Individualizes care to meet the needs of the client				

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Student Name _____ Training Code _____					
Start Date _____ End Date _____					
SECTION 2	BASIC NURSING AND PERSONAL CARE SKILLS				
SECT 2/Unit 1	Nutrition				
*2.1	Demonstrates knowledge and applies the principles of basic nutrition to prevent neglect and exploitation				
2.1.1	Lists general principles of basic nutrition				
2.1.2	Demonstrates knowledge and understanding of modified diets				
2.1.3	Reads the instructions for special diets				
2.1.4	Serves prepared food as instructed				
2.1.5	Documents meal completion				
2.1.6	Reports changes in client's meal consumption to the professional, practitioner or supervisor				
2.1.7	Describes factors that promote safety, comfort, and client's rights when assisting clients with nutritional and dietary needs				
2.1.8	Practices feeding and positioning methods that prevent aspiration				
2.1.9	Identifies cultural and faith based practice variations in diet				
SECT 2/ Unit 2	Identify and Report Conditions of Body Systems				
2.2	Identifies and reports abnormal signs and symptoms of common diseases and conditions of the body systems				
2.2.1	Respiratory conditions - Reports coughing, sneezing, elevated temperature or a change in the client's normal function				
2.2.2	Endocrine conditions - Reports excessive thirst, frequent urination, change in urine output, drowsiness, excessive perspiration, headache, muscle spasms or a change in the client's normal function				
2.2.3	Urinary conditions - Reports frequent urination, burning or pain during urination, change in color of urine, blood or sediment in urine, strong odors or a change in the client's normal function				
2.2.4	Circulatory conditions –Reports shortness of breath, chest pain, blue color to lips, indigestion, sweating, change in vital signs or a change in the client's normal function				

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Student Name _____ Training Code _____					
Start Date _____ End Date _____					
SECT 2/Unit 2	Identify and Report Conditions of Body Systems (continued)				
2.2.5	Nervous conditions - Reports dizziness, changes in vision such as seeing double, change in blood pressure, numbness in any part of the body, inability to move arm or leg, loss of balance, slurred speech or a change in the client's normal function				
2.2.6	Integumentary conditions - Reports break in skin, discoloration such as redness, black and blue areas, rash, itching or a change in the client's normal skin condition				
2.2.7	Digestive conditions - Reports nausea, vomiting, pain, inability to swallow, bowel movement changes (such as color, diarrhea, constipation) or a change in the client's normal function				
2.2.8	Conditions of Immune System - Understands the basic structure and function as it relates to infection and disease				
2.2.9	Reproductive conditions - Reports bleeding, pain, discharge, itching, difficulty starting urination or a change in the client's normal function				
2.2.10	Musculoskeletal conditions – Reports complaints of pain, swelling, redness of joints or a change in the client's normal function				
2.2.11	Special senses conditions – Reports any drainage, inflammation or discoloration of the eyes, both ears or a change in the client's normal function				
2.2.12	Continues to list common diseases and conditions based on the population being served (such as Cancer or MRSA)				
*2.2.13	Reports signs and symptoms of possible physical, psychological and sexual abuse as well as neglect and exploitation				
SECT 2/Unit 3	Client's Environment				
2.3	Demonstrates Care for the Client's Environment				
*2.3.1	Provides the client with a safe, clean and comfortable living environment				
2.3.2	Reports unsafe conditions				
2.3.3	Reports pests				
2.3.4	Reports nonfunctioning equipment				
2.3.5	Prepares soiled linen for laundry				
2.3.6	Assists with preparing unit for admission/transfer or discharge				
*2.3.7	Arranges furniture and equipment for the client's convenience and safety				

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Student Name _____ Training Code _____

Start Date _____ End Date _____

		Date Taught	Date Demonstrated	Satisfactory/ Unsatisfactory	Instructor's Initials
SECT 2/Unit 4	Personal Care Skills				
2.4	Provides personal care as directed by the licensed professional, practitioner or/supervisor				
*2.4.1	Follows nursing care principles to prevent client abuse, neglect, exploitation and improper use of physical and/or chemical restraints				
2.4.2	Demonstrates proper safety techniques when providing personal care				
2.4.3	Demonstrates proper bed-making procedures				
	a. Unoccupied				
	b. Occupied				
2.4.4	Provides for the client's privacy when providing personal care				
2.4.5	Assists the client in getting dressed and undressed				
2.4.6	Assists the client with bathing and personal grooming as described on the client's care plan				
	a. Shower				
	b. Bed bath				
	c. Whirlpool				
2.4.7	Observes the condition of the skin and reports changes to the professional, practitioner or supervisor				
2.4.8	Demonstrates measures to prevent pressure ulcers: positioning, turning and applying heel and elbow protectors				
2.4.9	Shampoos and grooms hair				
2.4.10	Assists the client with shaving				
2.4.11	Assists the client with mouth care				
2.4.12	Administers mouth care for the unconscious client				
2.4.13	Demonstrates denture care				
2.4.14	Feeds clients table food in usual manner as described on the client's care plan				
2.4.15	Distributes nourishment and water				
2.4.16	Assists the client in using the bathroom				
2.4.17	Assists the client in using:				
	a. Bedside commode				
	b. Urinal				
	c. Bedpan				

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Start Date _____ End Date _____

		Date Taught	Date Demonstrated	Satisfactory/ Unsatisfactory	Instructor's Initials
SECT 2/Unit 4	Personal Care Skills (continued)				
2.4.18	Demonstrates perineal care:				
	a. Male				
	b. Female				
2.4.19	Provide catheter care				
2.4.20	Provides:				
	a. Foot care				
	b. Basic care to fingernails				
	c. Basic care to toenails				
2.4.21	Applies elastic stockings				
2.4.22	Accurately measures, records and reports changes in client's normal function to the professional, practitioner or supervisor:				
	a. Intake				
	b. Output				
	c. Weight				
	d. Height				
	e. Temperature				
	i. Oral				
	ii. Axillary				
	iii. Rectal (demonstration performed on a mannequin)				
	iv. Electronic				
	f. Pulse				
	g. Respiration				
	h. Blood pressure				
	i. Pain				

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Student Name _____ Training Code _____					
Start Date _____ End Date _____					
SECT 2/Unit 4	Personal Care Skills (continued)				
2.4.23	Provides comfort measures for the client experiencing pain (such as a back rub)				
2.4.24	Assists the professional, practitioner or supervisor with a physical examination (such as taking vital signs and assisting with positioning)				
2.4.25	Applies nonsterile dressing (such as a band-aid)				
2.4.26	Empties a colostomy bag				
2.4.27	Applies an incontinence brief				
2.4.28	Asks for or provide feedback on performance of task completion				
2.4.29	Describes factors that affect effective teamwork				
SECT 2/Unit 5	Caring for the Client when Death is Imminent				
2.5	Provides Care to Client when Death is Imminent				
2.5.1	Discusses own feelings and attitude about death				
2.5.2	Explains how culture and religion influence a person's attitude toward death				
2.5.3	Discusses the stages of dying				
2.5.4	Identifies the goals of hospice care				
2.5.5	Identifies complementary therapies utilized during the stages of dying				
2.5.6	Explains and reports the common signs of approaching death				
2.5.7	Provides postmortem care while maintaining the client's right to dignity and respect				
SECTION 3	RESTORATIVE CARE				
SECT 3/Unit 1	Assists client with basic restorative services				
3.1	Demonstrates Skills that Incorporate the Principles of Restorative Care under the Direction of a Licensed Professional, Practitioner or Supervisor				
3.1.1	Assists the client in bowel training and bladder training				
3.1.2	Assists the client in activities of daily living and encourage self-help activities				

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		Date Taught	Date Demonstrated	Satisfactory/Unsatisfactory	Instructor's Initials
SECT 3/Unit 1	RESTORATIVE CARE (continued)				
3.1.3	Demonstrates the proper use of assistive devices, when assisting the client to:				
	a. Ambulate (such as gait, belt, cane, walker, etc)				
	b. Transfer (such as mechanical lift, stand aid, etc.)				
	c. Eat (such as assistive eating devices, thickening, etc.)				
	d. Dress (such as assistive dressing devices, etc.)				
3.1.4	Assists client with active range of motion exercises as instructed by the physical therapist or the licensed professional, practitioner or supervisor				
3.1.5	Assists client with passive range of motion exercises as instructed by the physical therapist or the licensed professional, practitioner or supervisor				
3.1.6	Assists in care and use of prosthetic and orthotic devices (such as hearing aides, braces, splints, artificial limbs, etc.)				
3.1.7	Assists the client in proper use of body mechanics				
	a. In bed				
	b. In chair				
	c. While ambulating				
3.1.8	Assists the client with:				
	a. Dangling				
	b. Standing				
	c. Walking				
3.1.9	Demonstrates proper turning and/or positioning in:				
	a. Bed				
	b. Chair				
3.1.10	Demonstrates proper technique for transferring client from:				
	a. Bed to chair				
	b. Chair to bed				
3.1.11	Assists the client with positioning devices				
3.1.12	Utilizes measures to prevent skin breakdown & circulatory changes caused by improper application and use of assistive devices				
*3.1.13	Provides appropriate, restorative care to prevent abuse, neglect and exploitation				
3.1.14	Explains the importance of maintaining skin turgor to prevent skin breakdown				

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Student Name _____ Training Code _____					
Start Date _____ End Date _____					
SECTION 4	BEHAVIORAL HEALTH AND SOCIAL SERVICE NEEDS				
SECT 4/Unit 1	Assists client with behavioral health and social service needs				
4.1	Demonstrates basic skills by identifying the psychosocial characteristics of the populations being served in the nursing facility and/or by the health care agency including persons who are developmentally or intellectually disadvantaged, or individuals with Alzheimer's disease and related disorders that cause cognitive impairment				
4.1.1	Identifies the client's basic, human needs for life and emotional well-being				
4.1.2	Modifies his/her own behavior in response to the client's behavior				
4.1.3	Selects appropriate techniques for dealing with angry or upset clients and their family members				
4.1.4	Identifies developmental tasks associated with the aging process				
4.1.5	Provides training for achieving the client's self-care based on their capabilities				
4.1.6	Demonstrates principles of behavior management by reinforcing appropriate behavior and reducing or eliminating inappropriate behavior				
4.1.7	Allows the client to make personal choices, providing and reinforcing other behavior consistent with the client's dignity				
4.1.8	Explains how to anticipate and manage crisis situations and identifies alternative solutions when appropriate interventions fail				
4.1.9	Utilizes the client's family as a source of emotional support				
4.1.10	Explains how age, illness and disability affect sexuality				
4.1.11	Provides opportunities for the client to express their personal faith and continue their religious practices				
4.1.12	Describes techniques that demonstrate effective listening skills				
4.1.13	Explains measures that promote a client's quality of life				
*4.1.14	Provides for the behavioral health and social service needs of the client, including abuse prevention measures				
4.1.15	Reports changes in the client's normal function to the licensed professional, practitioner, or supervisor				

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Student Name _____ Training Code _____					
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SECTION 5	CARE OF COGNITIVELY IMPAIRED CLIENTS				
SECT 5/Unit 1	Provides Appropriate Care of the Cognitively Impaired Client				
5.1	Demonstrates basic principles of validation therapy and other intervention strategies				
5.1.1	Demonstrates basic principles of validation therapy and other intervention strategies				
*5.1.2	Demonstrates intervention strategies to prevent abuse and neglect				
5.1.3	Reports changes in the client's normal function to the licensed professional, practitioner or supervisor				
Comments:					
Final Theory Grade _____			Total Theory/Lab/Clinical hours ____/____/____		
Final Lab Grade _____			Date of initial clinical experience ____/____/____		
Final Clinical Grade _____					
Signature of Primary Instructor			Date		
Signature of Co-Instructor			Date		
Signature of Assistant Instructor			Date		
Signature of Student			Date		

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