



**2008/2009 Illinois Certified Nurse
Assistant/Aide (CNA) Task List**

Developed by:

Illinois Department of Public Health

And

SIUC Nurse Aide Testing Project

**2008 / 2009 ILLINOIS CERTIFIED NURSE
ASSISTANT / AIDE (CNA) TASK LIST**

DUTY AREA	TASK STATEMENT	TOTAL # (2035)	TOTAL % (100)
DUTY A - COMMUNICATING INFORMATION			
A 001	Observe and report resident data (verbal).	1898	93.2%
A 002	Record subjective & objective resident data (written).	1569	77.1%
A 003	Communicate with resident, staff and family within HIPPA guidelines.	1847	90.7%
A 004	Write reports concerning resident care and condition, accidents and incidents.	1301	63.9%
A 005	Check current documentation of resident status and care.	1457	71.5%
A 006	Answer call signal.	1654	81.2%
A 007	Place and receive telephone calls.	1328	65.2%
A 008	Reinforce or assist with resident teaching.	1641	80.6%
A 009	Reinforce instructions from other health professional to resident and family.	1486	73.0%
A 010	Report pests.	1657	81.4%
A 011	Communicate with limited English proficient resident.	1313	64.5%
A 012	Communicate with alert resident impeded by mechanical/physical limitations.	1751	86.0%
A 013	Report service and repair needs for equipment	1847	90.7%
A 014	Calculate, report and record food and fluid intake.	1672	82.1%
A 015	Calculate, report and record output.	1669	82.0%
A 016	Access the list of emergency telephone numbers for household or nursing unit.	1257	61.7%
A 017	Assist with unit admitting procedure.	1334	65.5%
A 018	Assist with unit discharge procedure.	1241	60.9%
A 019	Assist with transferring procedure.	1745	85.7%
A 020	Inventory and label personal property.	1453	71.4%
A 021	Carry out assignment from supervisor.	1917	94.2%

Task/Percent Breakdown: Total of 199 Tasks

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A 022	Communicate need for changes in care plan.	1721	84.5%
A 023	Instruct resident in use of body mechanics.	1769	86.9%
A 024	Communicate with resident with hearing-disorder.	1831	89.9%
A 025	Instruct visitors in isolation techniques.	1424	69.9%
A 026	Communicate with dementia residents.	1868	91.7%
A 027	Communicate successful techniques with nursing supervisor and other staff members.	1830	89.9%
A 028	Attend meetings.	1969	96.7%
A 029	Communicate with sensory-impaired resident.	1690	83.0%
A 030	Report unsafe conditions.	1989	97.7%
A 031	Observe, report and record changes in resident's behavior pattern.	1938	95.2%

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DUTY AREA	TASK STATEMENT	TOTAL # (2035)	TOTAL % (100)
DUTY B - PERFORMING BASIC NURSING SKILLS			
B 001	Assist with the set up and maintain supplies for an isolation unit.	1429	70.2%
B 002	Put on and remove gown, mask & gloves to care for isolation resident.	1683	82.7%
B 003	Serve and remove diet tray for resident in isolation.	1504	73.9%
B 004	Dispose of soiled material from isolation room.	1530	75.1%
B 005	Provide personal care for resident using isolation techniques.	1645	80.8%
B 006	Collect specimen from resident in isolation.	1308	64.2%
B 007	Make occupied bed.	1841	90.4%
B 008	Make unoccupied bed.	1898	93.2%
B 009	Straighten unit.	1784	87.6%
B 010	Prepare soiled linen for laundry.	1790	87.9%
B 011	Report the need to adjust environmental factors in unit (heat).	1673	82.2%
B 012	Clean and maintain utility and linen rooms.	1380	67.8%
B 013	Distribute supplies and equipment to unit.	1370	67.3%
B 014	Stock and store equipment and supplies.	1239	60.8%
B 015	Provide for environmental safety.	1736	85.3%
B 016	Follow safety, emergency, and disaster procedures.	1939	95.2%
B 017	Position bed and place needed equipment within reach of resident.	1845	90.6%
B 018	Use geri-chair or merry walker safely.	1510	74.2%
B 019	Clean and disinfect unit.	1297	63.7%
B 020	Apply protective device.	1632	80.1%
B 021	Evaluate equipment for safe use and need for repair.	1661	81.6%

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DUTY AREA	TASK STATEMENT	TOTAL # (2035)	TOTAL % (100)
B 022	Wash hands aseptically.	1943	95.4%
B 023	Perform or provide catheter care.	1657	81.4%
B 024	Assist with catheters and drainage tubing care.	1678	82.4%
B 025	Empty closed urine drainage bags.	1782	87.5%
B 026	Adjust bed and side rails.	1822	89.5%
B 027	Change colostomy/ileostomy bag.	1191	58.5%
B 028	Care for resident with a colostomy/ileostomy bag.	1609	79.0%
B 029	Measure and record blood pressure.	1820	89.4%
B 030	Measure and record pulse.	1844	90.6%
B 031	Measure and record temperature.	1869	91.8%
B 032	Measure and record respiration.	1817	89.2%
B 033	Measure and record resident's height and weight.	1727	84.8%
B 034	Collect clean catch urine specimen.	1431	70.3%
B 035	Collect routine urine specimen.	1459	71.6%
B 036	Collect 24-hour urine specimen.	1277	62.7%
B 037	Collect sputum specimen.	1049	51.5%
B 038	Collect stool specimen.	1438	70.6%
B 039	Use universal precautions.	1914	94.0%
B 040	Give postmortem care.	1470	72.2%
B 041	Assist with care for decubitus ulcer.	1561	76.7%
B 042	Provide care for resident receiving oxygen treatment.	1810	88.9%
B 043	Follow licensed staff's instructions in an emergency situation.	1829	89.8%

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DUTY AREA	TASK STATEMENT	TOTAL # (2035)	TOTAL % (100)
B 044	Initiate CPR on resident (adult,child, infant).	1391	68.3%
B 045	Apply direct pressure to control bleeding.	1416	69.5%
B 046	Perform first-aid for choking resident.	1456	71.5%
B 047	Follow licensed staff's instructions for providing assistance to a resident who has fainted.	1544	75.8%
B 048	Follow licensed staff's instructions for providing assistance to a resident in shock.	1328	65.2%
B 049	Provide assistance to resident who has fallen.	1889	92.8%
B 050	Recognize and report abnormal signs and symptoms in common diseases and conditions.	1766	86.7%
B 051	Follow RACE guidelines to protect residents from fire (Remove, Activate, Contain, Extinguish).	1724	84.7%
B 052	Follow licensed staff's instructions for providing assistance to a resident who has ingested a hazardous sub	1278	62.8%
B 053	Provide assistance to hysterical or disorientated resident.	1765	86.7%
B 054	Provide assistance to a resident with seizures.	1488	73.1%
B 055	Follow licensed staff's instructions for providing assistance to a resident with burns.	1163	57.1%
B 056	Prioritize order of care for residents with various needs.	1672	82.1%
B 057	Assist in preparation of specimen for transfer to laboratory.	1273	62.5%
B 058	Use safety precautions with therapeutic and electrical equipment.	1618	79.5%

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DUTY AREA	TASK STATEMENT	TOTAL # (2035)	TOTAL % (100)
DUTY C - PERFORMING PERSONAL CARE SKILLS			
C 001	Assess body alignment of a resident.	1458	71.6%
C 002	Give resident a bed bath.	1866	91.6%
C 003	Place alternating pressure mattress on bed.	1582	77.7%
C 004	Apply heel and elbow protectors/hand rolls.	1769	86.9%
C 005	Assist resident in care of dentures.	1893	93.0%
C 006	Give backrub to resident.	1856	91.2%
C 007	Provide skin care to resident.	1939	95.2%
C 008	Assist resident in performing oral hygiene.	1973	96.9%
C 009	Administer oral hygiene for unconscious resident.	1698	83.4%
C 010	Assist resident in using toilet.	1904	93.5%
C 011	Assist resident in using bedside commode.	1882	92.4%
C 012	Assist resident in using urinal.	1860	91.4%
C 013	Assist resident in using bedpan.	1821	89.4%
C 014	Assist resident with shaving.	1905	93.6%
C 015	Shave resident.	1933	94.9%
C 016	Shampoo hair.	1965	96.5%
C 017	Assist resident in grooming hair.	1970	96.8%
C 018	Provide appropriate care for toenails and fingernails.	1773	87.1%
C 019	Assist resident with bath or shower.	1939	95.2%
C 020	Give resident bath or shower.	1959	96.2%
C 021	Assist resident with other personal grooming.	1956	96.1%

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C 022	Give a.m. care.	1866	91.6%
C 023	Give p.m. care.	1700	83.5%
C 024	Assist resident with eating.	1795	88.2%
C 025	Feed adult resident.	1734	85.2%
C 026	Identify general/therapeutic diet.	1577	77.4%
C 027	Distribute nourishment.	1584	77.8%
C 028	Check food tray against diet list.	1528	75.0%
C 029	Serve and collect tray.	1597	78.4%
C 030	Assist resident in dressing and undressing.	1906	93.6%
C 031	Care for incontinent resident.	1950	95.8%
C 032	Distribute drinking water.	1758	86.3%
C 033	Encourage fluid intake.	1898	93.2%
C 034	Administer perineal care.	1896	93.1%
C 035	Take resident to appointment within facility or accompany resident to an appointment outside the facility.	1331	65.4%
C 036	Implement nursing measures to promote comfort, rest and sleep.	1683	82.7%
C 037	Provide care for hearing aid.	1674	82.2%
C 038	Provide assistance to visually impaired resident.	1783	87.6%
C 039	Provide care for eye glasses/contacts.	1811	88.9%
C 040	Provide care to resident's cast or splint.	1597	78.4%
C 041	Provide care for resident with fever.	1694	83.2%
C 042	Provide care for terminally ill resident.	1763	86.6%
C 043	Assist with preoperative and postoperative care.	1473	72.3%

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DUTY D - PERFORMING BASIC RESTORATIVE SKILLS			
D 001	Orient visually impaired resident to environment.	1599	78.5%
D 002	Assist resident to sitting position.	1870	91.8%
D 003	Apply cold compress.	1578	77.5%
D 004	Administer hot soak.	1030	50.6%
D 005	Apply warm compress.	1295	63.6%
D 006	Apply ice bag.	1485	72.9%
D 007	Assist with whirlpool treatment/therapeutic bath (if not medicated).	1039	51.0%
D 008	Administer tepid bath.	1043	51.2%
D 009	Assist with dressing change.	1464	71.9%
D 010	Use a transfer/safety belt properly.	1793	88.1%
D 011	Assist resident with ambulation using a transfer/safety belt.	1814	89.1%
D 012	Apply lotion. (If not medicated.)	1910	93.8%
D 013	Apply antiembolism elastic stockings (Ted Hose).	1858	91.3%
D 014	Observe resident for adequate circulation after application of supportive device (Ted Hose).	1699	83.4%
D 015	Assist resident with standing.	1890	92.8%
D 016	Assist resident with dangling.	1785	87.7%
D 017	Assist resident with walking.	1905	93.6%
D 018	Assist resident with using single tip cane.	1826	89.7%
D 019	Assist resident with quad cane.	1730	85.0%
D 020	Assist resident with using walker.	1871	91.9%
D 021	Assist resident in using wheelchair.	1923	94.4%

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D 022	Transfer resident to bedside commode.	1848	90.8%
D 023	Transfer resident from bed to shower chair.	1765	86.7%
D 024	Apply brace.	1612	79.2%
D 025	Apply splint.	1490	73.2%
D 026	Transfer resident who can stand to and from wheelchair (example: 1 person transfer).	1813	89.0%
D 027	Transfer resident who cannot stand to and from wheelchair (2 person transfer).	1799	88.4%
D 028	Transport resident by wheelchair.	1849	90.8%
D 029	Transport resident by stretcher.	1242	61.0%
D 030	Transport resident using mechanical lift.	1564	76.8%
D 031	Move resident in bed using lift sheet.	1717	84.3%
D 032	Assist resident in remaining mobile with exercise.	1633	80.2%
D 033	Assist resident with active range of motion exercises.	1684	82.7%
D 034	Assist resident with active assistive range of motion exercises.	1656	81.3%
D 035	Assist resident with passive range of motion exercises.	1671	82.1%
D 036	Place footboard or overbed cradle on bed.	1251	61.4%
D 037	Position the resident.	1761	86.5%
D 038	Turn and position resident.	1847	90.7%
D 039	Move resident between stretcher and bed using three-person lift.	1371	67.3%
D 040	Assist resident in bladder and bowel retraining.	1467	72.0%
D 041	Logroll resident.	1569	77.1%
D 042	Apply arm sling.	1535	75.4%

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DUTY E - PROVIDING MENTAL HEALTH AND SOCIAL SERVICES NEEDS			
E 001	Observe and report resident's level of orientation.	1739	85.4%
E 002	Provide emotional and spiritual support for resident and family.	1766	86.7%
E 003	Respond to emotional needs of dying resident and family.	1712	84.1%
E 004	Apply reality orientation technique.	1497	73.5%
E 005	Direct resident to recreational activities.	1539	75.6%
E 006	Follow resident's recreation/activity plan.	1517	74.5%
E 007	Orient resident and family to facility and room.	1544	75.8%
E 008	React to resident's emotional needs.	1745	85.7%
E 009	Assist dying resident and resident's family.	1699	83.4%
E 010	Assist resident in group and individual activities.	1556	76.4%
E 011	Work with residents to maintain their thinking abilities.	1649	81.0%

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DUTY F - PROVIDING RESIDENT'S RIGHTS			
F 001	Maintain confidentiality of resident information according to HIPPA guidelines.	1906	93.6%
F 002	Refer visitor to licensed staff to maintain procedures for legal access to resident and/or records.	1672	82.1%
F 003	Provide an environment in which resident can maintain privacy and personal belongings.	1807	88.7%
F 004	Care for personal belongings of resident.	1816	89.2%
F 005	Assist dementia resident with validation (affirmation).	1650	81.0%
F 006	Identify and report suspected resident abuse or neglect.	1817	89.2%
F 007	Maintain resident's right to quality care.	1925	94.5%
F 008	Assist resident in making personal choices (individual needs).	1841	90.4%
F 009	Address the resident by the name of his/her choice.	1919	94.2%
F 010	Provide abuse free (mistreatment and neglect) care.	1913	94.0%
F 011	Report neglect or abuse of resident's property.	1808	88.8%
F 012	Assist resident in personal communication (letter writing, phone calls etc.).	1792	88.0%
F 013	Assist resident in exercising citizenship rights.	1461	71.7%
F 014	Demonstrate professional ethics.	1805	88.6%

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