

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 001**        **Assist with the set up and maintain supplies for an isolation unit.**

**STANDARD:**        **Able to set up isolation according to policy and procedure of the facility, All isolation equipment set up according to facility guidelines, Follow policy for facility.**

**CONDITIONS:**        **The room set up and all equipment needed, Isolation cart, Gowns, Gloves, Masks, Waste disposal bags**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Standard precautions, Type of isolation required per resident, Where equipment is located, Set-up policy, Where to dispose of equipment, OSHA safety and standards, Personal protective equipment, Hand washing, Resident's data.</p>	<p>Follow isolation procedures, Inform family members, Practice all infection control tasks, Inform the resident, Gather all isolation equipment before going into room, Discard contaminated items correctly, Place sign on door, Know how to put on PPE, Know how to remove PPE, inform resident about condition and procedures.</p>	<p>Improper infection control measures can cause cross contamination, be confident in providing care to resident to decrease anxiety.</p>

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**TASK: B 002** Put on and remove gown, mask and gloves to care for isolation resident.

**STANDARD:** CNA maintains isolation precautions/protocol in the application and removal of protective equipment (mask, gown, gloves) when caring for resident in isolation, Know all infection control data and training, OBRA data, Any procedure involving isolation room.

**CONDITIONS:** Facility policy and procedure information, Skill in donning and removing gown, glove, mask, Knowledge of standard, transmission-based precautions/medical/surgical asepsis impact of isolation

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Facility policy and procedure, PPE, Gown, mask, and gloving application and removal procedures, Standard and transmission-based precautions, Specific communicable diseases, Chain of infection, methods of transmission, Medical and surgical asepsis.	Hand washing procedure, Application and removal of gloves, mask, gown, according to facility policy and specific communicable disease, Proper disposal and transport of contaminated, biohazard materials, Good communication, listening, organizational skills.	Resident rights/confidentiality/HIPAA protocol maintained, Awareness of personal feelings toward disease, Maintain open caring concerned attitude, encourage communication, maintain call light in reach, assist with diversional activities/hobby supplies.

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**TASK: B 003**        **Serve and remove diet tray for resident in isolation.**

**STANDARD:**        **Proper way of discarding isolation diet trays out of room, Dietary tray will be served and removed without the spread of infection.**

**CONDITIONS:**     **Isolation room and tray, Proper supplies for discarding isolation tray, Gown, Gloves, Mask, Paper/pen in room, Silverware, Food, Plate, Napkins**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Need to know resident identify, Type of isolation, Use proper universal precautions, Be sure to wear proper PPE when entering room, Follow facility procedure for discarding isolation tray, How to put on isolation gown, gloves, mask if needed, identify diet tray is correct diet, removal of PPE.</p>	<p>Wash hands before and after when dealing with isolation, Communicate with resident, Use proper PPE as necessary.</p>	<p>Be cautious, Be clean and thorough, Provide privacy, Use isolation techniques so we do not spread infection, Good handwashing, Resident may feel isolated, depressed.</p>

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**TASK: B 004**        **Dispose of soiled material from isolation room.**

**STANDARD:**        **Remove soiled material following facility policy, Use established method of institution to report need for removal of soiled material.**

**CONDITIONS:**     **Follow universal standard precaution and facility policy/guidelines/procedures**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Where isolation supplies are located, rules for isolation precaution, Where to place soiled material, Facility policy for handling contaminated material, Isolation procedures.</p>	<p>Use PPE, Remove and discard PPE properly, Wash your hands before and after, Use standard precautions, Handle contaminated item as little as possible.</p>	<p>Follow rules for isolation precaution, Treat resident with dignity and respect, Cooperation and conscientiousness toward other employees.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 005**        **Provide personal care for resident using isolation techniques.**

**STANDARD:**        **To provide appropriate isolation techniques when assigned, Follow universal precautions according to facility guidelines.**

**CONDITIONS:**     **Following facility guidelines/procedures regarding resident in isolation, Proper protective equipment - Masks, Gowns, Gloves**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>What personal protective equipment needs to be worn-mask, goggles, gloves, gown, Type of isolation, Apply PPE and how to remove them, OSHA and CDC standards and infection/isolation procedures, Understand different type of isolation.</p>	<p>Gather equipment before going into room, Observe resident for changes in appearance and behavior, Follow standard precautions, Remove contaminated items appropriately, Hand washing before and after.</p>	<p>Privacy, OSHA standards, Resident rights (not to tell other staff what resident is infected with), Follow standard precautions and facility procedures, Make sure staff &amp; other residents are safe from infection.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 006**        **Collect specimen from resident in isolation.**

**STANDARD:**        **Transmission based precautions maintained during specimen collection from resident in isolation in accordance with facility policy and procedures, Facility guidelines, Training.**

**CONDITIONS:**      **Facility policy, procedure protocol knowledge, Knowledge of specific equipment, Containers and collection techniques, Maintaining proper gown, glove, mask protocol, Infection control**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility policy and procedure guidelines for collecting, labeling, removal of specimens from isolation, Maintain OSHA guidelines, Identify resident, HIPAA.</p>	<p>Personal protective equipment knowledge and application, Hand washing procedure, maintain isolation technique, Understanding type of specimen collected- knowledge of containers, labeling, not contaminating clean container, preparing &amp; transporting to lab, communicate effectively.</p>	<p>Maintain resident rights, HIPAA, OSHA requirements, Knock, introduce self and title, Identify resident, Check ID band, Standard precautions, Where to dispose of specimen, Privacy.</p>

**DUTY AREA:        PERFORMING BASIC NURSING SKILLS**

**TASK: B 007        Make occupied bed.**

**STANDARD:        Be sure to get clean linen from linen room and make bed correctly with fitted and flat sheet, blanket, and pillowcase, Use proper body mechanics, Clean linens will be provided to resident according to the principles of medical asepsis & facility policy.**

**CONDITIONS:      Clean linen/sheets/mattress pad/pillowcase/draw sheet, Bed, Proper bed making skills, and NA skills, Linen bag for dirty linens, Blanket, Bath blanket, Gloves**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident occupying the bed, Where linen is located, Good body mechanics, Standard precautions, Exactly what linen is needed, Provide resident's safety and privacy, Abilities of resident, assistance needed type of bed.</p>	<p>Strip bed down, replace soiled linen with clean linen, Use good body mechanics for proper turning of resident, Dispose of soiled linen, Provide privacy, hand washing, Keep clean separate from dirty, Take only linens needed into room, keep clean and dirty linens off floor.</p>	<p>Be neat, Protect patient from falling out of bed, Be polite, Be cautious, Privacy curtain, Bedside rails, Make sure linens don't touch floor, Leave call light with resident when done, Do not shake linens, follow completion tasks.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 008**        **Make unoccupied bed.**

**STANDARD:**        **Bed neatly made and free from wrinkles, Placed in low position, Call light in reach, Following facility procedures & state policies.**

**CONDITIONS:**     **Information must be communicated and materials collected in order or use according to bed type, Infection control, Linens, Facility bed-making policies, Bed, Standard precautions**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility guidelines and state requirement/protocol, Working knowledge of state requirement, Linens are changed daily in hospital, In nursing facility a complete linen change is done on the person's bath day or as needed, Made after breakfast.</p>	<p>Skill-making unoccupied bed, flat and fitted sheet, Infection control-hand washing before and after, Never shake linens, Never hold clean or dirty linens close to uniform, Miter corners of bed, Tighten bottom sheet to avoid wrinkles on bed, Never mix clean/dirty, beginning and ending tasks.</p>	<p>Safety-maintain infection control guidelines: hand washing technique, proper disposal of linen, Maintain proper body mechanics, Place in low position when completed, Follow the blood-borne pathogen standard/Universal precaution.</p>



**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 009**        **Straighten unit.**

**STANDARD:**        **How to straighten unit while maintaining environmental safety conditions, Unit is neat and cleaned daily.**

**CONDITIONS:**     **Rooms appropriate for resident safety, proper equipment, agency policy**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Proper temperature, Lighting, Clean linens, Noise control, Equipment and furniture, Unit arrangement, Where things belong, Know the resident, How to decrease risk for injury, Where equipment is stored, Resident's preferences.</p>	<p>Safety at all times, Clean the unit, Check for proper placement, Maintain safe environment, Put items in proper placement (storage), Good housekeeping - open curtains, close drawers, pick up trash, remove dirty linen/dirty dishes/glasses, Make bed, beginning and ending tasks.</p>	<p>Consistent attention to safety to help foster feelings of security, Resident rights, Respect of personal belongings, Do not move belongings unless asked, Proper lighting, "Wet floor" signs if needed.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 010**        **Prepare soiled linen for laundry.**

**STANDARD:**        **Soiled linen is safely handled, bagged and transported to laundry according to facility policy and procedures.**

**CONDITIONS:**     **Knowledge of facility guidelines and procedures for removing, and transporting soiled laundry, Location of soiled utility room/proper cleaning (rinsing) bagging, Proper equipment, Resident data**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Knowledge of facility guidelines regarding preparing soiled linen for laundry, OSHA requirements in the safe handling of soiled linen, Clothing is marked, Resident data.	Gloving, Hand washing, Training in preparing soiled linen for laundry according to facility and OSHA regulations, Clothing bagged.	Positive attitude, willingness to learn, Maintains proper technique and protective equipment throughout procedure, Did not throw on floor or anywhere, To laundry barrel.

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 011**        **Report the need to adjust environmental factors in unit (heat).**

**STANDARD:**        **Know the importance of the temperature of a resident's room, Resident expresses comfort in the temperature of the area.**

**CONDITIONS:**     **Thermostat, Blanket, Verbal communication and/or written communication**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know that elderly have less fat tissue and are prone to being cold, Know how to properly adjust the heat in the unit, Report any discomfort of resident being too hot or cold to DON, Be observant of the temperature around the resident; maybe sick with a fever.</p>	<p>If okayed by nurse, adjust the heat so that resident is comfortable in his/her unit, Communicate with resident, Observe, Listen, Communication skills, Determine the location of the source of heat.</p>	<p>Return to unit and check temperature in case of being too hot, Residents' right to be comfortable.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 012**        **Clean and maintain utility and linen rooms.**

**STANDARD:**        **To maintain safe, clean, pleasant work environment, Use proper requisition for ordering/scheduling, Fully complete requisition.**

**CONDITIONS:**     **Keep utility & linen rooms clean while following safety precautions & infection control, Facility procedures/policy, Cleaning schedule, medical asepsis.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility policy/procedures, where utility &amp; linen room are located, Infection control, Responsible parties, Schedule of cleaning, How to use principles of medical asepsis.</p>	<p>Keep utility &amp; linen rooms neat, clean &amp; in order at all times, Be responsible for your actions, Follow infection control rules, Take contaminated items to proper department (e.g. dishes/kitchen), Sort &amp; store clean laundry.</p>	<p>Safety rules, Responsibility, Infection control, Use organization skills, Use principles of medical asepsis, Willing to work with other personnel as scheduled.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 013**        **Distribute supplies and equipment to unit?**

**STANDARD:**        **Ensure each unit has appropriate supplies and equipment properly labeled.**

**CONDITIONS:**     **All supplies and equipment available.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Where the supplies and equipment are stored, infection control procedures, proper placement of equipment brought into room, check equipment for safety.</p>	<p>Materials and equipment ordered prior to need by the resident, maintain infection control, prevention of injury, label supplies, store supplies in proper place</p>	<p>Maintain residents' rights and safety.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 014**        **Stock and store equipment and supplies**

**STANDARD:**        **Equipment and supplies are safely stored according to state and facility guidelines.**

**CONDITIONS:**     **Knowledge of equipment and supplies**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility's equipment and supply policy, location of stock/supply rooms, knowledge/terminology of specific stock supplies and equipment, inventory process, infection control, OSHA regulations,</p>	<p>Storing equipment and a supplies according to procedure to task, labeling of equipment and supplies, infection control, body mechanics, organized.</p>	<p>Maintain residents' rights and safety.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 015**        **Provide for environmental safety.**

**STANDARD:**        **Follow facility's correct procedure for unsafe condition, Safety, All persons will be free from accidents or incidents by following facility policies/procedures.**

**CONDITIONS:**     **Repair forms used in facility, Wet floor signs, Be alert to observe condition of area**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Temperature, Lighting, Report any unsafe conditions to nurse and housekeeping, Fill out correct form for any repairs, Follow up on needed repairs, Identify resident, Hand washing, Identify problems, Know who to contact to correct problem, teach resident how to use call light, keep one side of hallway free from equipment.</p>	<p>Make sure that there is not any sockets being over charged, make sure the floors are not wet, Make sure resident units are cleaned and remove all open food, Observation, Mop up any spills, Put down wet floor signs, Make sure there is enough lighting, know MSDS location and precautions, utilize fall precautions and environmental safety guidelines.</p>	<p>Be cautious, Provide for resident's safety, Privacy, Standard precautions, No throw rugs, Good ventilation, Follow facility guidelines.</p>

**DUTY AREA:**       **PERFORMING BASIC NURSING SKILLS**

**TASK: B 016**       **Follow safety, emergency, and disaster procedures.**

**STANDARD:**       **In the event of an emergency the CNA safely cares for residents while following PPF, Must be aware of and remain updated on facility emergency and disaster procedures, Safety.**

**CONDITIONS:**     **MSDS book, EPM, Facility procedures/policies, Safety/emergency and disaster manual**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>What to do in the event of an emergency, How to obtain the knowledge of an emergency procedure, Facility procedures/policies, Know your limits/responsibilities, Know CPR, Know meaning of disaster code, Know where procedure books are kept.</p>	<p>Safe transportation of resident, Maintain a calm environment, Work as a team with all staff, Communicate with staff and residents, Know where emergency procedure manual is located, Notify authorized personal/EMS if needed, Use RACE/PASS for fire, participate in practice drills.</p>	<p>Do not run, Do not rush resident's unless absolutely necessary, Stay calm, Know limits, Maintain required certification, Follow resident rights, Follow facility guidelines.</p>



**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 017**        **Position bed and place needed equipment within reach of resident.**

**STANDARD:**        **Resident is provided with all proper equipment within reach, Resident will be properly positioned, Safety**

**CONDITIONS:**    **Resident's safety was maintained without incident or injury based on the facilities policy, Call light, Necessary equipment, Bedside table**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>How to roll up bed electric-(manual), Equipment needed by resident (call light, phone, water), How to lock wheels on bed, Make sure equipment is working properly, What kind of equipment needed according to care plan, Identify resident &amp; his/her ability.</p>	<p>Orientate resident to equipment, Place equipment/call light within reach of resident, Check equipment placement, Position bed, Place resident in comfortable position, Communicate w/resident as to needs.</p>	<p>Safety, Identify measures to promote environmental safety, side rails up if needed, Bed wheels locked, Room door open, Ensure resident's rights-privacy, Follow facility guidelines, assembling equipment of bedside table depends on patient ability and cognitive status, as well as mobility.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 018**        **Use geri-chair or merry walker safely.**

**STANDARD:**        **Resident in geriatric chair is comfortably seated after adjustment, Following facility guidelines and safety precautions while adjusting a geriatric chair with or without resident or patient, Provide patient safety & comfort to increase activity/mobility.**

**CONDITIONS:**     **Geriatric chair, Chair pad or cushion, Transfer belt**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Where the lock/wheel locks are located on a geriatric chair, Resident's physician's orders, Restraint policies, How to adjust geriatric chair, Know how to read the manual, Know person's activity, Know person's limitations, report change in person's skin, know location and information of chair equipment manual.</p>	<p>Lock wheels on chair, Request help in adjusting resident if needed, Place hands on chair handle, Use foot to unlock chair, Push down or pull back to adjust chair, Relock chair, Ensure resident is comfortable, Unlock wheels on chair, Locate manual, prevent skin breakdown by repositioning resident every 15 minutes, follow nurse's directions.</p>	<p>Know resident's condition and limitations, Proper lifting techniques, Have good body mechanics, Make sure resident is safe, Follow facility policy/procedures, Provide comfort &amp; safety, Place call light within reach, Offer fluids regularly.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 019**        **Clean and disinfect unit.**

**STANDARD:**        **Maintain understanding and knowledge of standard precautions, follow facility policy**

**CONDITIONS:**    **Policy procedure/guidelines, requisition, cleaning supplies that are save to user around the resident, quality of life.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Policy procedures/guidelines, notify proper department, standard precautions.</p>	<p>Attend in-services on infection control, user cleaning products according to manufacturer's recommendations.</p>	<p>Maintain resident rights and safety, Follow standard precautions, what chemicals are being used, maue sure the area is well ventilated, put down appropriate signs.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 020**        **Apply protective device.**

**STANDARD:**        **Following care plan and MD orders in applying restraints, All protective devices applied according to facility guidelines, What device will be needed.**

**CONDITIONS:**     **CNA carried out policy of restraining, Protective device, Required forms, What type of device is needed, Whether or not aide application is allowed by facility**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>What type of restraint is needed, Check doctors ordered restraint, Applied properly, check patient every two hours, How to release it, How to tie it, Where to tie it, What to look for, Resident's care plan, Proper forms recorded and consent received, check circulation, temperature, mobility, use of bathroom privileges, hydration.</p>	<p>Explain to resident what you're doing &amp; why, Document resident's outcome, Consult charge nurse, Check resident every 15 min and release every 2 hours, Care for patients emotional and physical needs, Document behavior, Apply device according to protocol.</p>	<p>Resident's rights regards physical restraints, Policy and procedure of facility, Resident's safety maintained, Be sure device is applied correctly, To maintain safe environment for person requiring device.</p>

**DUTY AREA:**       **PERFORMING BASIC NURSING SKILLS**

**TASK: B 021**       **Evaluate equipment for safe use and need for repair.**

**STANDARD:**       **Identified equipment in need of service and repair in accordance with facility polices and guidelines and manufacturer's instructions, Proper training.**

**CONDITIONS:**    **Knowledge of equipment, Knowledge of facility and manufacturer's safety guidelines, Ability to see, Understand and follow through on equipment service and repair, Proper forms, Writing Equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility guidelines and procedures for evaluating equipment for service and repair, Knowledge of equipment and manufacturer safety guidelines, Proper forms, Whom to contact if you have questions, Where manual is kept.</p>	<p>Ability to see, comprehend (understand) and follow through on equipment service and repair, Good communication skills, Knowledge of specific equipment to determine what is in good working condition from what is not, Where data is located.</p>	<p>Training and knowledge in identification and evaluation of equipment for service and repair, Training and knowledge in specific equipment and to notify RN if concerns prior to any use, Fill out neatly and accurately, stop using unsafe equipment as soon as possible.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 022**        **Wash hands aseptically.**

**STANDARD:**        **Knowledge of universal precautions and importance, Nursing assistant will wash hands correctly as per facility policies and CDC guidelines.**

**CONDITIONS:**     **Warm water, Soap, Sink, Something to dry hands on (Towels), Facility policies, Center for Disease Control Guidelines**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Proper hand washing technique, Equipment needed, When to wash hands and how long, Where to wash hands, Should use warm water, Uniform should not touch sink, Clean under fingernails when needed, Keep hands and forearms lower than elbows.</p>	<p>Turn on faucet and regulate temperature, Wash hands with soap, Dry and turn off faucet with towel, Push watch up 4-5 inches, Rub palms together for good lather, Fingernails rubbed against palms to clean underneath nails, Dry hands starting at fingers, use dry part of towel to dry wet areas of hands.</p>	<p>Ensure the cleanliness of environment by washing hands--stops spread of infection, Apply lotion to avoid skin breaks.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 023**        **Perform or provide catheter care.**

**STANDARD:**        **Provide proper catheter care to prevent urinary tract infection, maintain cleanliness, comfort and medical asepsis according to facility guidelines.**

**CONDITIONS:**     **Appropriate catheter car while following safety precautions and preventing infection, Perineal equipment, Facility guidelines/procedures, Resident with catheter, Washcloths, Soap/clean solution, Water, Basin**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Resident with catheter, Appropriate care, How to empty, How often, Safety precaution, Identify catheter, Where to get equipment for perineal care, Correct procedure for perineal care, Medical asepsis techniques.	Explain procedure, Collect appropriate equipment, Check for abnormal drainage, redness, discoloration, or cloudy or clear secretions, Report observation to nurse, Put gloves on, Drape person for perineal care, Separate the labia (female) or retract the foreskin (uncircumcised male), start from urinary meatus to catheter.	Follow safety rules, Privacy, Dignity, Avoid tugging on foley or tubing, Use good body mechanics, Identify person, Report any abnormalities, Follow medical asepsis measures, Ensure resident rights, Follow facility guidelines.

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 024**        **Assist with catheters and drainage tubing care.**

**STANDARD:**        **CAN demonstrates appropriate assistance with catheter and drainage tube care in accordance with facility guidelines/procedure, Catheter will be clean and draining freely, Catheters & draining tubes remain patent and intact.**

**CONDITIONS:**     **Knowledge of facility guidelines, Equipment, Infection control, Catheter care, Gloves, Alcohol swabs, Urinal leg strap, Marker, Catheters, Tubing, Resident**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Knowledge of facility guidelines and procedure policies, Knowledge of catheters and care of resident with an indwelling catheter, Infection control procedures/standard precautions, Understanding of anatomy and medical terms/vocabulary, proper positioning of drainage bag.</p>	<p>Communication skills, Knowledge of supplies needed and location, Hand washing skill, Gloving skill, Bed positioning/side rail safety, Knowledge of reporting/recording observations, Explain to resident what you are doing, keep tubing free from kinks, keep drainage bag below level of bladder, change bag according to facility policies.</p>	<p>Maintain resident rights Confidentiality, Knowledge of infection control (hand washing/gloving), standard precautions, Privacy, Bed positioning safety, Knowledge of tubing free of kinks, drainage bag and skin integrity, Verbalize any complaints of pain.</p>



**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 025**        **Empty closed urine drainage bags.**

**STANDARD:**        **Empty according to policy, Facility policies and procedures, Proper training, To empty urine bag safely and free of any contamination.**

**CONDITIONS:**     **Empty catheter bag while maintaining resident rights, Infection control, Safety, Writing equipment, Proper forms, Protective equipment, Gloves, Graduate, Alcohol pads, Resident, Toilet, Bags for graduate, Bag for drainage bag**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Identify correct patient, Infection control, How to observe and report for signs and symptoms of UTIs, How to discard urine collected, How often to check catheter for placement, How to read graduate, How to use standard precautions.	Maintain infection control, Gather equipment, Hand washing, Document outcome (color, consistency, amount, clarity), Inform patient, Training, Where is date located, Promptly reporting problems, Keep drainage bag below bladder, Check resident identity, Use gloves.	Privacy/screening, Resident rights, Infection control, Follow policy and procedure correctly, Observe urine, Cleaning and disinfecting, Supervisor, Record accurately.

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 026**        **Adjust bed and side rails.**

**STANDARD:**        **Bed rails are safely locked in a position instructed by resident physician, The nursing assistant will correctly use side rails according to facility policy and resident care plan and demonstrate correct use of bed as per facility policy.**

**CONDITIONS:**      **Knowledge of how to operate equipment, Bed, Bed controls, Side rails, Facility Policies, What a patient requires to keep safe while in bed**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>How to safely adjust side rails, Whether or not the bed rails may be used, Consent must be given by resident or legal representative to raise side rails (nurse gets consent), How to operate bed, How to use side rails, body mechanics.</p>	<p>Operate side rails, Explain to resident why side rails are used and if applicable how to use bed controls, when resident is in bed position bed in position per care plan, maintain good body mechanics.</p>	<p>Lock bed wheels prior to adjusting rails, Safety assessment done on admission and updated as needed, Padded bed rails for seizure precautions and for gap protectors, Rails can be a restraint health care team must meet restrained person's needs.</p>

**NO LONGER USED - Discontinued**

**DUTY AREA:** ~~PERFORMING BASIC NURSING SKILLS~~

**TASK: B 027** ~~Change colostomy/ileostomy bag.~~

**STANDARD:** ~~Remove and dispose of soiled bag and record, Verbal or written report ostomy/skin condition for appropriate forms, Resident will receive proper care during colostomy/ileostomy changes per doctor's orders & facility guidelines.~~

**CONDITIONS:** ~~Correct size of bag needed, Record consistency, Ostomy supply, Gloves, Bed Protectors, standard precautions, Resident, Colostomy/ileostomy appliance~~

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p><del>When to change bag, Size of bag needed, Where to dispose of used bag, Facility guidelines/procedures, Where to record change of soiled bag, Care of a colostomy/ileostomy, Never use soap of abrasive material to clean skin (only warm water), document and report changes to nurse.</del></p>	<p><del>Bring correct bag, Put gloves on, Disconnect pouch from belt if worn, Remove pouch gently, Wipe around stoma w/ special skin cleaner &amp; dry, Observe stool, Discard solid waste, Note/record color, amount, consistency &amp; odor of feces, Remove gloves, document and report to nurse.</del></p>	<p><del>Standard precaution, Promote privacy of resident during procedure pull curtain &amp; close door, Ileostomy-gentle skin care, Positive approach to bag changing and ostomy care, Encourage patient/resident to report any skin irritation around ostomy.</del></p>

**NO LONGER USED - Discontinued**

**DUTY AREA:** ~~PERFORMING BASIC NURSING SKILLS~~

**TASK:** B 028 ~~Care for resident with a colostomy/ileostomy bag.~~

**STANDARD:** ~~Provide resident with needed colostomy bag care, Colostomy/Ileostomy will be clean and odor-free, Follow facility policy/procedure for care to maintain proper health to the patient with colostomy/ileostomy bag.~~

**CONDITIONS:** ~~Appropriate care while providing safety precaution and facility policy, Required forms, PPE, Colostomy care equipment~~

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident with colostomy bag, How to change/care for bag, Facility policy for changing/disposing of colostomy bag, Resident's care plan, Know what data to record &amp; where, What type of colostomy/ileostomy bag needed to be replaced.</p>	<p>Explain procedure, Provide privacy, Follow standard precaution, Dispose of appropriately following facility policy, Collect needed supplies, Wash hands, Put on gloves, Remove old bag, Clean site, Apply new bag, Be sure is tight, Refer to Task B-027.</p>	<p>Resident's rights, Privacy, Respect, Dignity, Safety-use PPE, For safety of contamination always use biohazard waste containment can in most facilities, never leave in patient room waste can, Be positive of learning new challenge/experience.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 029**        **Collect timed urine specimen**

**STANDARD:**        **Follow facility guidelines and standard precautions with training, Specimen will be obtained in a timely manner per doctor's orders**

**CONDITIONS:**     **Facility must provide equipment, training and proper forms, Resident, Specimen cup, Clock, toilet or bedpan**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Need to have proper training, Know where equipment is stored, Know how to sterilize equipment, Time specimen obtained, Resident name & room number, Put on ice when obtained, Mental status or resident, ROM for resident	Need to follow facility guidelines/procedures, Where equipment is located, Locate supervisor, Specimen taken to proper place promptly, Assist resident to bathroom or on to bedpan, Explain what you are doing	Have proper training, Have resident communication, Follow standard precautions, Maintain privacy, Treat residents with respect & dignity, Assist resident with specimen cup if needed

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 030**        **Measure and record blood pressure.**

**STANDARD:**        **Blood pressure accurately measured/recorded according to state regulation and blood pressure reported to nurse according to established facility policy/guidelines.**

**CONDITIONS:**     **Knowledge of normal/abnormal BP, Stethoscope, Sphygmomanometer, Alcohol swab/wipes, Good hearing, Good vision, BP Cuff, Stethoscope, Pen, Paper, Form to record BP on, Resident, Shift documentation record**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility regulations/protocol, Resident's condition, Knowledge of definitions of hypo and hypertension, Definition of: normal BP/systolic/diastolic, How to find brachial artery, Resident identity, Where to record BP, Identify restrictions, PRN.</p>	<p>Collect supplies, Infection control, Good communication skill, Proper application of sphygmomanometer, Knowledge of pulse sites, Proper arm placement, proper deflation rate, Proper repositioning of pt., Cleaning &amp; returning equipment, perform baseline on new patients, use correct size cuff.</p>	<p>Safety, Do not take BP in arm with IV, injury, cast, stroke affected side, or arm that resident has had breast surgery, Let patient rest 15 min before BP taken, Privacy, HIPAA, Good vision/hearing, Knowledge of normal &amp; abnormal BP, Report to nurse.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 031**        **Measure and record pulse.**

**STANDARD:**        **Have proper devices and record data very neat on proper form, All pertinent data must be recorded & accurately taken per established facility guidelines.**

**CONDITIONS:**     **NA, Resident, Watch, Writing tools, Facility policy/procedure, Stethoscope for apical, Palpate for radial**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's identity, Proper devices to measure and record pulse, How to use devices, How to find the artery for which you are getting a pulse from, To have a watch to take pulse, Where to record data, Facility policy/procedure, know different locations to take pulse.</p>	<p>Introduce yourself to resident, Explain procedure, Wash hands, Identify person, Provide privacy, Have person sit or lie down, Locate radial pulse with 3 middle fingers, Communicate, Observe, rest 15 minutes before taking a pulse, count pulse for 30 seconds and multiply by 2 if pulse is regular, count pulse for one full minute if pulse is irregular.</p>	<p>Observe for discomfort, Make sure resident is comfortable and call bell is within reach, Resident has right to refuse, Treat resident with dignity and respect.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 032**        **Measure and record temperature.**

**STANDARD:**        **Temp will be measured accurately and recorded properly.**

**CONDITIONS:**        **Record and report accurate temperature as per policy of your facility, Thermometer, Proper form, Pen**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Understand what is body heat, How to use/read a thermometer, Know normal ranges, routes, methods, length of time, Standard Precautions, OSHA standards for mercury thermometers, Resident's identity, Where data is to be recorded.</p>	<p>Following skill in taking temperature, Perform all task using infection control, safety, resident's rights, Record and observe and report temperature on proper form, Cleaning and disinfection of glass thermometer, with digital thermometer devices dispose of plastic probe cover after each use.</p>	<p>Resident rights, Dignity, Safety-Let resident know what is happening, Use gentle pressure, Change probe covers for each resident.</p>



**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 033**        **Measure and record respiration.**

**STANDARD:**        **Able to measure respirations, Follow facility procedures and skills.**

**CONDITIONS:**     **Able to take (resp.) correctly according to facility, Facility providing proper training, Equipment, Proper forms.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identify correct resident, How to take respirations, Abnormal respirations, Factors affecting respirations, Need to know different types of respirations, How to use proper forms, Have proper training, resident's baseline vitals.</p>	<p>How to do it, Where to record it, When to take it, Follow guidelines, When to report to nurse, Have watch with second equipment hand, Calculate properly, Where proper forms are located, If abnormal be able to promptly report to nurse.</p>	<p>Privacy, Resident rights, Resident communication, Observe resident.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 034**        **Measure and record resident's height and weight.**

**STANDARD:**        **CNA able to read, measure report and record height and weight measurement accurately according to scale type & facility policy.**

**CONDITIONS:**     **Good communication, Good vision, Knowledge of measuring height and weight procedure, Standing scale, Chair scale, Life scale, Paper towel, Tape measure, Forms to record, Facility policies, Information on bed, Balance**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Knowledge of facility regulation-height/weight, Knowledge of facility policies &amp; procedures, Knowledge of resident's condition, Knowledge of equipment (orientation) &amp; manufacturer's instructions, When weighing resident, use same scale daily, weekly, monthly, weigh person at same time of day, follow policy of what to wear when patient is being weighed, know how to use different scales.</p>	<p>Explain procedure to resident, Infection control (hand washing), Proper transfer/positioning with each scale, Privacy, Equipment cleaning and storage, take measurement on proper equipment, have resident urinate prior to weighing, compare previous weight to current weight.</p>	<p>Knowledge of manufacture's instructions and operation training, Resident rights, Privacy, Hand washing, If using standing scale &amp; resident in bare feet, put paper towel down - change paper towel between residents.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 035**        **Collect clean catch urine specimen.**

**STANDARD:**        **CNA will maintain facility guidelines during collection procedure, Follow proper procedure specimen delivery to the nurse.**

**CONDITIONS:**     **Information to be communicated, Appropriate resident instruction, Midstream clean catch container/Specimen bottle, PPE**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Hand washing procedure, Facility policy/guidelines, Good communication and instruction technique, Identify resident, Proper procedure for task.</p>	<p>Training in collection of mid-stream clean catch urine specimen, Hand washing procedure, Privacy/Resident rights, Proper labeling &amp; laboratory protocol, Explain to resident what we are doing, Wash hands, use gloves, Label specimen bottle w/ resident name, time, date, CNA signature.</p>	<p>Infection control, Glove application/removal, Resident rights, HIPAA, Privacy, Follow facility guidelines, Follow universal precautions.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 036**        **Collect routine urine specimen.**

**STANDARD:**        **Collect specimen using infection control standards, Facility policies and procedures.**

**CONDITIONS:**     **Label container, Resident, Know if it needs to be refrigerated or brought to lab, Proper forms, Equipment, Writing utensils**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Correct resident, Assemble equipment, Label container correctly, Where is goes after collection, Wash hands &amp; infection control, Follow body mechanics, Follow standard precautions, Proper forms, How to dispose of specimen, Resident communication.</p>	<p>Assist the patient, Instruct the patient, Collect the urine properly, Document completion tasks, Explain procedure to resident, Follow guidelines, Wash hands, dispose of specimen properly, wear and remove PPE according to guidelines.</p>	<p>Maintain privacy, Follow facility policy for transporting specimen, Write neatly &amp; accurately, Infection control, Resident rights, Follow facility guidelines.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 037**        **Collect 24-hour urine specimen.**

**STANDARD:**        **CNA able to set-up, collect and take 24-hour specimen and requisition to the laboratory according to facility policy.**

**CONDITIONS:**     **Knowledge of 24 hour urine specimen collection, Urine container preservative if ordered, Bucket with ice/Refrigeration, Labels, Funnel, Disposable gloves, Urine, Urine container, Facility policies, Nun's cap to collect urine (urine hat)**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility policy and procedures, Infection control, Collecting a 24 hour urine specimen procedure, Identify resident, Know when to collect urine, Know how/when to store urine, Know standard precautions, How to use PPE, know when to stop collection.</p>	<p>Understanding of collecting 24 hour urine specimen (labels), infection control, Common use of urinal, bedpan, Equipment cleaning, Intake and output skill, Filling out label requisition, Explain to resident, Make all staff aware of need to save urine, properly store urine collection (refrigerator/ice), prior to procedure, have patient empty bladder and discard urine.</p>	<p>Safety-infection control, Gloving, Resident's rights/privacy, Standard precautions, Blood borne pathogen standard, Hand washing, Use clean container.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 038**        **Collect sputum specimen.**

**STANDARD:**        **Follow procedure for sputum collection at facility, Verbal/written report to nurse regarding consistency/appearance of sputum, Improve respiratory function.**

**CONDITIONS:**     **Sputum cup, Resident, Tissue, Gloves, Facility policy/procedure, Supplies, Label, Lab requisition, Disposable bag**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know standard precautions, Never use mouth wash prior to specimen, Check correct resident, Note color and consistency of sputum, Knowledge of droplet/airborne precautions, Facility policy/procedures.</p>	<p>Wash hands, Rinse w/ water before specimen, Collect early morning, Label specimen cup, Spit in cup directly, Record color and consistency of sputum, Identify self &amp; person, Provide privacy, Put on gloves, Have person hold/touch only outside of container, ask patient to take 2-3 deep breaths and cough with sputum, explain procedure to person.</p>	<p>Provide for privacy, Ask person to cover mouth/nose with tissue when coughing, Universal/standard precautions, Physical support if needed, Provide patient safety, Provide comfort, Provide proper education about specimen collection.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 039**        **Collect stool specimen.**

**STANDARD:**        **Stool specimen collection in accordance with facility guidelines and procedures, Aide will collect a contaminant-free stool specimen in properly labeled container.**

**CONDITIONS:**     **Facility guidelines, Delegation guidelines, Equipment/supply knowledge, Recording/reporting protocol, Gloves, Bedpan or commode, Specimen container, Tongue blade, Plastic bag**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility guidelines and policy in collection of stool specimen, Time of collection, Special measures needed, Observations to report/record, Equipment/supplies, Infection control measures/standard precautions, Resident's identity, different stool sources (colostomy, bed pan, commode), do not place stool specimen in refrigerator.</p>	<p>Collection of stool specimen, Hand washing skill, Containers and labeling specimen and requisition, Reporting and recording, Use standard precautions, Have resident empty bladder prior to obtaining stool specimen, obtain stool sample from 3 different areas using 3 different clean applicators after each sample.</p>	<p>Maintain resident rights/privacy, Standard safety precautions (gloves, hand washing, clean and disinfect equipment), Report/record observation accurately.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 040**        **Use Standard precautions.**

**STANDARD:**        **Understand standard precautions of infectious organisms, The nurse assistant is able to protect herself & others by utilizing appropriate standard precaution according to facility policies & CDC guidelines.**

**CONDITIONS:**     **Follow facility policy regarding standard precautions, PPE-gowns, gloves, goggles, masks, hand washing**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>What are standard precautions, When to use PPE's, When they apply, Specific procedures needed to carry out to prevent the spread of infection, Blood/body fluids, Correct handwashing technique, What is personal protective equipment (PPE).</p>	<p>Follow facility policy/procedures, Standard precautions on all residents, Assume all residents are potentially infected, Dispose of personal protective clothing according to facility policy, Hold linens/equipment away from uniform.</p>	<p>Infection control, Environmental procedure, Hand washing, Monitor for latex allergies, Do not pick up sharps with bare hands, Dispose of potentially hazardous items in appropriate containers (biohazard, sharps containers).</p>



**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 041**        **Give postmortem care.**

**STANDARD:**        **Follow facility procedure/guidelines for postmortem care, Job description.**

**CONDITIONS:**     **Body, Equipment, Cart, Shroud, Gloves, Washcloth/towel, Clean linen, Bed protectors, Facility procedure**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Standard precautions, Blood-borne pathogen standard, Gather all resident's belongings, Perform pm care within 2-4 hours after death, Family may want to view, drape discretely, Know when body taken by funeral home, Assist in postmortem care, know signs and symptoms of impending death, know how to check that resident has expired.</p>	<p>Wash hands/wear gloves, Screen resident, Keep bed flat, Wash body, Cover body with shroud/body bag, Must be tagged opposite limbs, Record and report to nurse what is done with jewelry, dentures, etc., Position body supine, Close eyes, Close mouth, assure resident's possessions are accounted for and ready for family to collect, proper alignment of body.</p>	<p>Provide for resident dignity and privacy/respect, standard/blood borne precautions.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 042**        **Assist with care for decubitus ulcer.**

**STANDARD:**        **CNA demonstrates skill during assistance with care for decubitus ulcer in accordance with facility guidelines.**

**CONDITIONS:**     **Facility guidelines, Good communication, Observational skills, Open caring attitude, Repositioning pillows, Special padding, Skincare products**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Facility guidelines, Skin integrity (intact), stages, persons at risk, Positioning for comfort, Turning schedule every 2 hours or as ordered by MD, Skin care cleansing and ongoing observation, Supplies, Prevention positioning devices, Position change, report changes or findings to nurse immediately.	Communication and observational skills, Side lying positioning skill, Hand washing skill, Standard precaution guidelines (gloves), Prevention-reposition every 2 hrs, Good skin care, Good nutrition/hydration, Massage pressure points, Avoid friction.	Open, caring willingness to assist with care attitude, Resident rights/Confidentiality, Privacy maintained, Safety-use standard precautions.

**DUTY AREA:        PERFORMING BASIC NURSING SKILLS**

**TASK: B 043        Provide care for resident receiving oxygen treatment.**

**STANDARD:        To deliver oxygen as ordered by physician, Facility policies and procedures, Standard precautions.**

**CONDITIONS:     Maintain oxygen safety while oxygen is delivered, Proper equipment, Training, Date on resident**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Patient's elevated with HOB while patient is receiving oxygen, Mask-nasal cannula, Know the oxygen flow rate that was order and set for patient, When to notify nurse immediately, Oxygen safety, Care plan, Proper training, Facility policies/procedures, oral hygiene, s/s skin breakdown, nasal airway clear, correct liter flow, no tube kinking, measuring respirations, O<sub>2</sub> saturation.</p>	<p>How to check flow rate, Check for proper position of the catheter, cannula or mask, Check tubing so that it's not obstructed, Follow standard precautions, Check patient frequently, Communicate with resident, Able to do vital signs, Where data is located, positioning of bed fowlers, semi-high fowlers, report abnormal breathing, communicate relaxation techniques.</p>	<p>Oxygen safety maintained, Resident's rights, Privacy, Follow policy and procedure, Observe resident, Follow universal precautions, relaxation, reassuring, clutter free, smoking/fire precautions, pacing activities, deep breathing exercises, incentive spirometer, provide comfort.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 044**        **Follow licensed staff's instructions in an emergency situation.**

**STANDARD:**        **Follows facility guidelines/procedures of care in emergency situation, The nursing assistant will be able to assess the priorities of care and provide care in emergency situations.**

**CONDITIONS:**     **Facility guidelines, Basic life support skills, Good observation & communication skills, Mouth guards, Backboard (for CPR), Gloves**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Facility guidelines in priority of care in emergency situation, Notify nurse immediately, Stay calm, Standard precautions, Basic life support, First aid, Activation of emergency medical system, Location of supplies and equipment, Know your limits.	Good observational skills, Communication skills, Basic life support, CPR, obstructed airway skill, First aid knowledge, Skill in maintaining standard precautions, Stay calm, If person laying down keep them laying down.	Calm attitude, Resident rights, Confidentiality, Privacy maintained, Safety maintained (observation of situation) prior to responding, Standard precautions, Good body mechanics, Mouth guards.

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 045**        **Initiate CPR on resident (adult, child, infant).**

**STANDARD:**        **Observe a resident and evaluate if CPR is needed, Test for certification, must be passed before individual can administer CPR.**

**CONDITIONS:**     **Unconscious resident, NA trained in CPR, CPR training manual, Certification, Facility policy procedure**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Infection control, How to initiate CPR and when to initiate, Call for assistance, Difference between (adult/child/infant CPR), 2 ways that CPR can be stopped-doctor's order/rescuer exhaustion, 1 rescuer vs. 2 rescuer CPR, assessing the carotid pulse, AED usage, breathing mask, assessing pulse/respirations, responsiveness.</p>	<p>CPR procedure, How to use an ambu bag, Note time initiated, Establish unresponsiveness, If bystander available, send them to activate EMS, Open airway, compressions, first 30: 2 breaths, continue at least 5 cycles and switch rescuers or until Emergency dispatch comes, use AED, if available, precautions prior to applying pads, pacemaker, wet patient, standing clear.</p>	<p>Prevent transfer of infection use mouth shield, Resident on a flat surface, Provide for resident privacy, Blood borne pathogen, Universal precautions, Perform according to age of patient, Good body mechanics, correct sequence compression and rate of compressions to breath, ensure scene is safe, positive attitude, minimize interruptions, teamwork.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 046**        **Apply direct pressure to control bleeding.**

**STANDARD:**        **Dressing and direct pressure with gloved hand applied directly over bleeding site to control bleeding in accordance with facility guidelines, policies, and procedures.**

**CONDITIONS:**      **A bleeding wound/injury, first aid, standard precautions, blood borne pathogen, good communication and observation skills, gloves, dressing or clean material.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Facility guidelines, policies, procedures in response to emergency, standar precaution and blood borne pathogen standards, emergency care in hemorrhage, first aid, proper guidelines	Application/removal of protective equipment, hand washing, observation skills, call for help, lay person down, do not remove any objects that have pierced person, place dressing directly over wound, don gloves, explain step by step what you are doing, Observe, Report, Record, PPE	Maintain resident's rights and safety

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 047**        **Perform first-aid for choking resident**

**STANDARD:**        **Be able to make quick and decisive action regarding choking, Facility needs to provide proper training and equipment**

**CONDITIONS:**        **Identify obstructed airway and emergency procedures, Proper Training, Equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Universal sign for choking, Heimlich maneuver, Standard precautions, Get help, Observation of eating choking, Know how to do CPR, Observe resident, How to prevent choking	Complete Heimlich procedure, Observe resident, Infection control, Need to be able to evaluate the patient, Proper training, Follow State requirements for education	Following policy and procedure of facility, Resident's safety, Have a calm attitude

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 048**        **Follow licensed staff's instructions for providing assistance to a resident who has fainted.**

**STANDARD:**        **Following safety during fainting and loss of consciousness, The nurse assistant will listen to and carry out instructions for providing assistance to a fainting victim.**

**CONDITIONS:**     **Prevention of injury or incident, Verbal communication skills, Listening skills, Observational skills, Blanket**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>How to ease the resident to the fall to prevent injury, Know S&amp;S of resident's who are feeling faint, Know who is the correct nurse responsible for this resident, Where/how to find notify nurse, Identify resident, Know resident's normal abilities.</p>	<p>Lower head between their knees, Take vital signs, Protect the head and prevent injury, Loosen clothing, Call for help, Get the charge nurse, Follow licensed staff's instruction, Make observations of resident.</p>	<p>Safety, Resident's rights, Standard precautions, Keep person lying down, Do not let person get up until symptoms subsided for 5 min, Cover with blanket if instructed to do so.</p>



**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 049**        **Follow licensed staff's instructions for providing assistance to a resident in shock.**

**STANDARD:**        **Protect resident from injury, Record vital sign data accurately, Flow sheet**

**CONDITIONS:**     **Blankets, First aid kit, Blood pressure cuff, Stethoscope, Gloves, Blankets**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Aware of symptoms of shock, Procedure to assist a resident in shock, Elevate feet, Keep warm, Avoid drafts, First aid knowledge helpful, Assessment skill/vital signs, Blood borne pathogen, Universal/standard precautions, vital signs, activate EMS rapid response, CPR, how to control external bleeding.</p>	<p>Elevate feet, Record, Observe, Report, Assessment skill: vital signs, skin, thirst, behavior (confusion, restlessness), Keep patient lying down, Control hemorrhage if indicated, Keep victim warm, Place blanket over and under victim if possible, CPR 1-2 person, how to chart, assess responsiveness, how to obtain crash cart, emergency equipment, follow instructions.</p>	<p>Protect resident from injury, Stay calm, Reassure victim, clear scene, positive/reassuring attitude, privacy, respect/dignity, dispose of soiled equipment.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 050**        **Provide assistance to resident who has fallen.**

**STANDARD:**        **Assistance provided in a timely manner to a resident who has fallen in accordance with facility guidelines, policies, and procedures.**

**CONDITIONS:**     **Facility guidelines, Good communication, Listening and observational skill, Required forms, Charge nurse, Resident is on floor**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility guidelines, polices and procedures in providing assistance to a resident who has fallen, Proper documentation procedures, Do not move resident, Resident's abilities, check for signs of injury, vital signs, assisted with falls, ease patient to floor, gait belt.</p>	<p>Call nurse immediately to check resident, Stay with resident and reassure, Apply first aid measures if necessary, Do not move resident that has fallen, Good communication, listening, observation skills, Report how fall occurred, any resident complaints, apply non-skid soles, gait belt, how to transfer patient.</p>	<p>Remain calm, maintain resident rights, Privacy, Do not move resident, Do not leave resident, Follow nurse instructions, bed/chair alarm, notify nurse, clutter free environment.</p>

**DUTY AREA:        PERFORMING BASIC NURSING SKILLS**

**TASK: B 051        Recognize and report abnormal signs and symptoms in common diseases and conditions.**

**STANDARD:        All abnormal S and S will be reported to nurse, Facility guidelines and procedures.**

**CONDITIONS:     Resident data, diagnosis, condition, Understand differences and report, Writing equipment, communication skills, proper training, locate data book diseases and conditions**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Standard-what normal and abnormal is, diseases common know- MI, DM, HTN, stroke, predisposing causes of disease or condition, Observe resident, Positioning techniques, Monitor levels of pain, Care plan, Infection control, Vital signs, S/S of stroke (Facial drooping, Arm numbness, Slurred Speech, Time), S/S of hypo/hyperglycemia, S/S of MI, activate ERS, CPR, Standard precautions, S/S of complications in infections.</p>	<p>Report abnormal S and S to charge nurse, Observe objective and subjective observations, Observe vital signs and report, Communicate with resident, Proper training, Proper forms, Resident rights, Hand washing, reinforce instructions given by nurse regarding diet, dx process, documentation, report complications or symptoms of condition/disease.</p>	<p>Resident's rights, HIPAA/privacy, Respect to Dx, Relaxation techniques, Comfort resident, Write neatly and accurately, reassurance, compliance with care plan, privacy, notify nurse for possible changes needed to be implemented on care plan.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 052**        **Follow RACE guidelines to protect residents from fire. (Remove, Activate, Contain, Extinguish)**

**STANDARD:**        **Follow facility guidelines, Remember environmental safety, The nurse assistant is able to protect the residents from fire.**

**CONDITIONS:**     **Extinguisher, Residents, Nurse Aides, Fire blankets, Alarm system, Facility Policies**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>RR, What RACE means, Location of fire, Know facility fire procedures, Evacuation routes, Location of extinguishers/fire doors/alarms, Know how to use fire extinguishers, How to call 911, how to transfer patients when elevator is out of order, policy and procedure according to patient, fire routes, safe location, PASS (Pull, Aim, Squeeze, Sweep).</p>	<p>Remove residents nearest to fire, Activate alarm, Contain fire/smoke (close doors, windows), Attempt to extinguish fire with an ABC extinguisher, Communicate with resident, Follow facility policies, Call 911, PASS.</p>	<p>RR, Follow facility guidelines, Environmental safety-Residents come first, Sound alarm, Direct residents to areas of safety, Direct staff to areas w/ fire extinguisher, Fire blankets to throw on small fires/wrap around resident if they have to go outside.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 053**        **Follow licensed staff's instructions for providing assistance to a resident who has ingested a poisonous substance.**

**STANDARD:**        **CNA will follow instructions that are within the scope of their practice.**

**CONDITIONS:**     **MSDS book, irrigation tools, alarm.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Where MSDS book is, Knowledge of agency policy of initiating emergency response, Scope of practice, Communication skills, Body mechanics, recording, irrigation stations, notifying environmental substance, alarm if applicable, vital signs, recording time, type, and how much of substance.</p>	<p>Communication, reporting/recording, assisting nurse with irrigation if applicable, following instructions, assess of complications, shock.</p>	<p>Communication, Resident rights, Body mechanics, clutter free environment, labeling liquids with correct MSDS label, securing/storage of poisonous liquids.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 054**        **Provide assistance to hysterical or disorientated resident.**

**STANDARD:**        **Making sure resident is not a threat to themselves or other residents while possibly understanding problem, Provide assistance to disoriented resident according to his/her care plan & facility guidelines**

**CONDITIONS:**     **Knowledge of behavioral problems, Knowledge of interventions**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Behavioral interventions, Resident's condition, reorientation, redirect, calming attitude, reassurance, provide personal space, protecting staff and residence from injury, clear environment of harmful items, notify nurse, control wandering, bed/alarm chair alarm, enclose bed, Cause of resident's action, PPF, How to calm resident using body language, How to be empathetic, How to redirect resident in case of danger, i.e. falling, Resident's care plan and abilities.</p>	<p>Communication, Behavioral interventions, assist with needs, toileting, comfortable, assess pain, signs of infections, report abnormal behaviors, secure unit, reapproach, Calm resident through use of: soft taking, reassuring voice, confident and reassuring comments, empathy, being able to explain and answer in a way that resident would understand, Remove resident from situation, Speak calmly/slowly.</p>	<p>Patient, repeat as often as needed, tone of voice, safe environment, free of clutter, plastic utensils, supervision (constant), respect/dignity, RR, Keep distance, Do not crowd resident, respect resident privacy, Walk away if necessary, Remain calm and non-confrontational.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 055**        **Provide assistance to a resident with seizures.**

**STANDARD:**        **Know S and S of seizures including AURA, Facility providing continuing education and training, Resident will be provided a safe environment for seizure disorders.**

**CONDITIONS:**     **Report and record seizure to charge nurse, Health care team know resident care plan and follow proper training, Resident, Padded side rails, Knowledge of resident condition**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know different types of seizures (grand-mal, petite mal), Causes of seizures, Resident's care plan and Dx, Emergency procedure, Body mechanics, Document on proper forms, Communicate with resident, Resident name, Record of frequency/severity of seizures, start time.</p>	<p>Observe, Report, Respond, Protect head and patient from injury, Provide support following seizure, Loosen neck-tie, Don't leave patient alone, Provide privacy, Explain care/treatment to resident, Alert supervision, Comfort resident.</p>	<p>Know your role, for seizure of patient, Resident rights, Safety, Positioning resident, Provide calm/quiet environment, Turn patient on their side, Resident to be treated with dignity/respect, Recognize privacy, Report any seizure activity to charge nurse.</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 056**        **Follow licensed staff's instructions for providing assistance to a resident with burns.**

**STANDARD:**        **Report and record all information clearly and correct and observe resident, follow directions from nurse/licensed staff for providing assistance to resident with burns.**

**CONDITIONS:**     **Nurse aide, resident, Facility policies for emergency care, Pen, Paper, Clean linens, Clean bandages, Gloves, Proper hydration, Emotional support**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's identity, RR, Degree of burn, Who is nurse responsible for burned resident, How to notify nurse (page/telephone/walkie-talkies), Facility policy/procedure, What kind of burn, Know resident, What you need to do for the burn, I/O, assist with wound care, gauze, bands, how to apply compression bands, assess pain.</p>	<p>Observe resident as much as needed, Report to nurse, Record data, Provide support for resident, Be sure to ask questions on how to care for resident's burns, Listening &amp; communication skills, Observe burned resident &amp; gather information.</p>	<p>RR, Follow facility guidelines, Be supportive, Environmental safety, Test shower/tub water to see that it is not too hot (save for tea water &amp; coffee), Accurately document info.</p>



**DUTY AREA:        PERFORMING BASIC NURSING SKILLS**

**TASK: B 057        Prioritize order of care for residents with various needs**

**STANDARD:        Resident has received proper safe care without any complications, Nurse assistant will be able to prioritize a resident's needs, Care will be provided based on priorities of needs or resident according to facility policy**

**CONDITIONS:     Knowledge of resident capabilities and organization skills, Proper equipment to answer needs (toiletries, etc.), Resident, Pen Paper**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>PPF Resident person needs and care plan, Universal precautions, Prioritize, Resident's abilities, What type of care is most important (basic needs first), Maslow's Hierarchy of Needs, Resident's condition</p>	<p>Know all cares resident must receive, How to administer them, Hygiene-bathing, toileting, oral hygiene, Recognize basic needs – Psychological needs first, Follow established care plan, Clarify needs of resident with nurse, Report change needs to charge nurse</p>	<p>Be sure prioritized order does not conflict with RR, or UP, Ensure resident's rights/Privacy, Personal values, Maintain safety of resident and environment</p>

**DUTY AREA:**        **PERFORMING BASIC NURSING SKILLS**

**TASK: B 058**        **Assist in preparation of specimen for transfer to laboratory.**

**STANDARD:**        **To collect specimen and get it to nursing station or laboratory, Facility policies/procedure, Proper training, aseptic technique.**

**CONDITIONS:**     **Follow policy and procedure, Proper equipment, Forms, Communication skills, Writing instruments, Make sure all supplies are collected**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Where to place specimen in lab, Requisition slip must be with specimen, Resident identity, Standard precautions, Where equipment is kept, Where specimen is going, Proper forms, Why resident is having specimen collected, If resident is alert or combative, proper storage, proper labeling (time, date, name), standard precautions.</p>	<p>Wash hands, Standard precautions, Report observations, Communication skill with resident, How to transfer specimen, Record data/identify specimen, Have all supplies/equipment ready &amp; sterile (gloves, towels, specimen cup, etc).</p>	<p>Resident rights, Safety, Infection control, Privacy, Where to dispose of equipment, Write accurately/neatly, Follow all safety regulation to ensure clean specimen delivered to proper place at proper time.</p>

**DUTY AREA:        PERFORMING BASIC NURSING SKILLS**

**TASK: B 059        Use safety precautions with therapeutic and electrical equipment.**

**STANDARD:        OSHA, Nurse aide demonstrates correct safety precautions with therapeutic & electrical equipment.**

**CONDITIONS:       Nurse aide, Facility policies for thermal/electrical equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>RR, Environmental safety, OSHA, How to prevent thermal injuries, Know facility policies, How to operate therapeutic equipment correctly, Utilize whirlpool bath, heating pads, hot water bottles, moist hot pack, cold packs, sitz bath, check patient's equipment with environmental engineering before use, cords are organized, report broken and damaged equipment and label.</p>	<p>Check for water on floor, around cords and sockets, Observe surroundings, Check all gauges on electrical equipment, Warm/cold applications, check area frequently, observe area for redness/blanching/pain/discomfort, report any abnormal findings, hot/cold compress for how much time, communication, S/S of skin breakdown integrity.</p>	<p>RR, Environmental safety, Follow guidelines of facility, Preventing thermal injury-check water temps before bathing resident, Check food temps, Supervise residents who smoke, Store cigarettes/matches in safe places, Ensure resident rights, sanitize/dispose of equipment, provide privacy.</p>