

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 001** **Observe and report body alignment of a resident.**

**STANDARD:** **Head, trunk, arms and legs are aligned with one another, Resident communicates comfort in body positioning, The nurse aide will be able to determine if resident's body is in proper alignment, Know body mechanics.**

**CONDITIONS:** **Body alignment with position changes and rules for body mechanics, Knowledge of comfort and safety measures and positioning aids, Pillows & other supports.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Body alignment, body mechanics, importance of position changes, Basic knowledge of terminology &amp; body anatomy, Knowledge of positioning aids, Resident's medical condition, How often to turn &amp; to what position.</p>	<p>Good body mechanics, Rules for body mechanics/ergonomics, Good vision, communication, listening skills, Alignment, Lifting and moving, Logrolling/side-lying positions, Helping sit at side of bed (dangle), Assisting back to bed, Chair position.</p>	<p>Maintain resident rights/ privacy, Knowledge of equipment, supplies, positioning aids, Occupational safety and health administration (OSHA) guidelines.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 002** **Give resident a bed bath.**

**STANDARD:** **To give a bed bath while maintaining resident rights and privacy, providing safety, infection control, proper body mechanics.**

**CONDITIONS:** **Bed bath completed, proper equipment, documentation, body mechanics, safety, infection control.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Communication, patient identification, patient care needs, infection control procedures/standard and transmission-based precautions, equipment, body mechanics, bed bath procedure, safety, documentation, skin observation.	Hand washing, performing a bed bath, repositioning, infection control procedures, water temperature, observe resident's skin, report and documentation.	Infection control, resident rights, profession attitude, calm/unhurried approach.

**DUTY AREA:**        **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 003**        **Place alternating pressure mattress on bed.**

**STANDARD:**        **Alternating pressure mattress will be placed on mattress according to resident comfort and facility policy, any time a resident's skin integrity is in decline.**

**CONDITIONS:**     **Nurse aide, alternating pressure mattress, bed, beginning pressure stages to keep further decline**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Resident's identity, Stage of decub, Not to use pins with mattress, Risk factors for pressure ulcers, How to use alternating pressure mattress, How to place mattress on bed, How to change settings on mattress for hard/soft/medium.	Be sure mattress matches up with decub. Make bed up without a fitted sheet, Make sure bed monitor is plugged in, Observe bed, Have resident out of bed to put mattress on, Place setting on comfort level for mattress hardness, Put mattress on bed.	Follow facility guidelines, Check to see if mattress is inflating (working), Check resident comfort, No pins, What type of bed will best suit resident for help or improvement and keep them safe.

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 004** **Apply heel and elbow protectors/hand rolls.**

**STANDARD:** **Observe resident's skin condition, Apply heel and elbow protectors correctly.**

**CONDITIONS:** **Heel and elbow protectors, place on resident in bed or in chair.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Use of proper equipment, skin observation/report, immobility, skin breakdown precautions, body alignment, patient care needs.	Applying heel and elbow protectors, hand washing, infection control procedures, observe resident's skin, report and documentation.	Resident rights, professional attitude.

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 005** **Assist resident in care of dentures.**

**STANDARD:** **Dentures are clean and odor-free.**

**CONDITIONS:** **Dentures, cleaning equipment, container.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Denture care procedure, infection control procedures, safety, resident identification, resident care needs/abilities, observation, reporting, documentation.</p>	<p>Providing denture care procedure, hand washing, gloving/protective equipment, resident positioning, infection control procedures.</p>	<p>Privacy, confidentiality, resident rights maintained, proper water temperature during cleaning/storage, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 006** **Give backrub to resident.**

**STANDARD:** **Provide a backrub.**

**CONDITIONS:** **Lotion, Towel, Bath blanket**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Back rub procedure, Resident needs, Proper equipment, observe, report, document, safety, body mechanics, positioning/body alignment, infection control, resident rights.</p>	<p>Hand washing, providing a backrub, positioning, infection control procedures, observe resident's skin, report and document.</p>	<p>Resident rights, infection control, safety, privacy, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 007** **Provide skin care to resident.**

**STANDARD:** **Skin care is provided.**

**CONDITIONS:** **Resident, Nurse Aide, Skin care equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Skin observation, signs and symptoms of skin problems, precautions to prevent skin breakdown, skin care equipment and supplies, resident care needs/resident identification, infection control, safety, resident rights.</p>	<p>Providing skin care, observe, clean, moisturize, report, document, position, linens clean, dry, wrinkle-free.</p>	<p>Resident's rights, privacy, report, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 008** **Assist resident in performing oral hygiene.**

**STANDARD:** **Mouth is clean, abnormalities reported.**

**CONDITIONS:** **Resident, Towel, Water, Oral care supplies/equipment, Gloves**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Oral hygiene procedure, resident care needs/level of assistance required, observation/report/document, infection control procedures, safety, resident rights, equipment, positioning, aspiration precautions, resident identification.</p>	<p>Hand washing, performing oral care, infection control procedures, positioning.</p>	<p>Prevent aspiration, provide privacy, identify person, professional attitude.</p>



**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 009** **Administer oral hygiene for unconscious resident.**

**STANDARD:** **Resident's mouth and lips are clean and moist.**

**CONDITIONS:** **Without any complications, abnormalities reported, oral care supplies**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Oral hygiene procedure for unconscious resident, equipment and proper use, proper positioning, resident care needs/identification, communicating with an unconscious resident, aspiration precautions, infection control.</p>	<p>Providing mouth care for an unconscious person, proper positioning of resident (side lying), infection control procedures, observe/report/document.</p>	<p>Resident rights, privacy, professional attitude, communicating with unconscious resident.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 010** **Assist resident in using toilet.**

**STANDARD:** **Resident will safely and effectively use toilet.**

**CONDITIONS:** **Resident, proper equipment, toilet**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's ability and limitations, Assemble equipment, Identify correct patient, How to use a transfer belt, Hand washing, Standard precautions, Identify yourself, Care plan, Standard equipment, Body mechanics, communication, resident identification, level of assistance required, transfer techniques, equipment, proper positioning, infection control, peri care, safety precautions, resident rights/privacy, observation/reporting/documentation, body mechanics, fall preventions/precautions, urinary and bowel elimination, how to assist a falling resident.</p>	<p>Encourage resident to help as much as possible, transfer techniques, ambulation techniques, infection control procedures, fall precautions, peri care.</p>	<p>Resident rights, safety, fall precautions.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 011** **Assist resident in using bedside commode.**

**STANDARD:** **Nurse aide will safely assist resident to commode.**

**CONDITIONS:** **Commode, Nurse Aide, Resident, cleansing supplies, any transfer equipment needed**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Communication, use of call light, resident ID, level of assistance required, transfer techniques, equipment, proper positioning, infection control, resident rights/privacy, observation/reporting/documentation, body mechanics, commode maintenance, fall precautions and preventions, how to assist a falling resident, urinary and bowel elimination.</p>	<p>Observe characteristics of urine/stool, transfer techniques, infection control, fall precautions, peri care, commode maintenance.</p>	<p>Resident rights, environmental safety, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 012** **Assist resident in using urinal.**

**STANDARD:** **Urinal used appropriately.**

**CONDITIONS:** **Urinal, resident, proper cleansing equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident needs, level of assistance required, equipment, communication, resident ID, resident rights, positioning of resident and urinal, infection control procedures, safety, observation, reporting, documentation, urinal maintenance, urinary elimination.</p>	<p>Position resident, position urinal, provide privacy, provide peri care.</p>	<p>Resident rights, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 013** **Assist resident in using bedpan.**

**STANDARD:** **Nurse aide will safely assist resident on commode.**

**CONDITIONS:** **Bedpan, cleansing equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident needs/level of assistance needed, communication, resident ID, equipment usage and maintenance, positioning, body mechanics, safety, infection control, resident rights, observation (skin, stool, urine, resident response), reporting, documentation.</p>	<p>Infection control, positioning, proper use of bedpan, peri care.</p>	<p>Resident rights, safety, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 014** **Assist resident with shaving.**

**STANDARD:** **Resident will be shaved according to preferences without incident.**

**CONDITIONS:** **Shaving equipment/supplies, gloves**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident needs/level of assistance needed, communication skills, resident ID, resident rights, equipment usage and maintenance, positioning, safety, infection control, observation (skin, resident response), reporting, documentation, procedure to follow if resident nicked.</p>	<p>Shaving procedure, infection control.</p>	<p>Resident rights, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 015** **Shave resident.**

**STANDARD:** **Discard of razors in sharps dispenser, Resident will be clean shaven as per facility policy.**

**CONDITIONS:** **Resident, Nurse Aide, Sharps dispenser, Electric or disposable razor, Shaving cream, Pre-shave, Aftershave, Warm water, Towels, Wash rags, Disposable gloves, Alcohol swabs**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident, PPE's, How to discard used razors, Principles of medical asepsis, How to lather shaving cream, Shaving technique, Wash hands, Use gloves, Encourage person to do as much for self as safely possible.</p>	<p>Communicate, Observe, Wear gloves, Soften hair on resident face before shaving, Shave in direction of hair growth, Discard of used razors correctly, Explain to resident that you are going to shave him, Provide for privacy, Follow standard precautions.</p>	<p>Follow facility guidelines, Environmental safety, Resident's right-choice of which type of razor to use, Safety procedures for straight edge razor, Infection control electric razor, If using for more than 1 person wipe razor heads off between individual usage, discard disposable razors in sharps container.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 016** **Shampoo hair.**

**STANDARD:** **Hair is clean and neat.**

**CONDITIONS:** **Hair cleansing supplies/equipment, water**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Resident needs/level of assistance needed, communication skills, resident rights, resident ID, safety, equipment and supply usage, positioning, observation (skin, hair, resident response), reporting, documentation, infection control.	Shampooing procedure, checking water temperature, keeping eyes covered, observing (skin, hair, resident response), recording, documenting, infection control.	Resident rights, professional attitude.



**DUTY AREA:** PERFORMING PERSONAL CARE SKILLS

**TASK: C 017** Assist resident in grooming hair.

**STANDARD:** Resident's hair will be neat and styled according to resident's preference.

**CONDITIONS:** Hair grooming supplies, resident with hair

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident preferences, resident needs/level of assistance needed, communication skills, resident ID, safety, infection control, equipment and supply usage and maintenance, positioning, observation (skin, hair, resident's response), reporting, documentation, how to remove tangles.</p>	<p>Proper needed supplies, make sure supplies belong to resident, offer choices, clean and return items to their proper place, offer assistance, provide comb/pick/brush, remove tangles gently, style as resident prefers, proper hair grooming techniques, observing, recording, documenting.</p>	<p>Provide privacy, follow safety rules, dignity, gentle, unhurried manner, professionalism.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 018** **Provide appropriate nail care.**

**STANDARD:** **Fingernails will be properly cared for.**

**CONDITIONS:** **Proper nail equipment, resident**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident special needs, know if resident is on anti-coagulants, importance of proper nail care, resident rights, resident ID, communication, observation/report/documentation, resident needs (diabetic).</p>	<p>Observe and report any conditions, what to do if resident is a diabetic or on anti-coagulants, not to trim too closely, provide proper nail care, infection control.</p>	<p>Resident safety and comfort, calm and unhurried manner, professional attitude.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 019** **Assist resident with bath or shower.**

**STANDARD:** **Resident's body is clean, abnormalities reported.**

**CONDITIONS:** **Proper equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident needs/level of assistance needed, communication, resident ID, resident rights, infection control, safety, equipment usage and maintenance, observation (skin, resident response), reporting/documentation.</p>	<p>Bathing and showering procedure, infection control procedure, provide appropriate water temperature and room temperature.</p>	<p>Resident rights, provide privacy, modesty, unhurried manner.</p>

**DUTY AREA:**        **PERFORMING PERSONAL CARE SKILLS**

---

**TASK: C 020**        **Give resident shower or bath.**

---

**STANDARD:**        **Shower or bath according to facility procedure/protocol.**

---

**CONDITIONS:**     **Shower schedule, universal precautions, towels, soap, water, lotion, brush/comb, equipment for oral hygiene, gloves, nail clippers, wash cloths, knowledge of care plan.**

---

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identification of resident, Where clothing is kept, Preference of bath or shower (check with nurse), RR when showering/bathing, Location of chart, Report any abnormality, Universal/standard precautions, Where to find supplies, Facility protocol/procedure, know general observations to make and report.</p>	<p>Get all needed supplies, clothing, and towels, Use good body mechanics if you have to pick up on a resident, Assist resident if needed, Communicate with the resident, Give resident their privacy, Be observant of resident while bathing, Clean shower, report any abnormalities.</p>	<p>Ensure resident rights, Follow facility guidelines when caring for a resident in the shower or tub, Make sure floor is covered with a pad before resident steps out of shower or tub to keep from falling, Make sure shower room is clean for next resident, ensure privacy.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 021** **Assist resident with other personal grooming.**

**STANDARD:** **Personal grooming needs met and maintained in accordance with facility guidelines, Resident will be well-groomed according to his/her preferences.**

**CONDITIONS:** **Supplies/equipment used for personal grooming, knowledge of care plan**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility guidelines, Importance of meeting and maintaining a resident's personal grooming needs (comfort, safety, and health), Basic understanding of anatomy, Cultural needs and personal choice, Resident's physical/mental ability &amp; preferences, identify resident.</p>	<p>Skill specific to personal grooming needs i.e. brushing hair, teeth, Reporting, recording form procedure, Apply makeup (etc.) as resident requests, encourage resident to participate as much as possible to maintain independence, offer appropriate choices.</p>	<p>Friendly, open, caring attitude, Maintained resident rights, Privacy, confidentiality during procedure assistance, Resident right to self-esteem, explain procedure step by step.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 022** **Give a.m. care.**

**STANDARD:** **Assist resident with activities of daily living.**

**CONDITIONS:** **Personal care supplies and equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident needs/level of assistance required, communication, resident ID, infection control, safety, equipment usage and maintenance, resident rights, body alignment, resident limitation, body mechanics, observation/reporting/documentation.</p>	<p>Toileting, partial bath, peri care, dressing, oral care, positioning, hair care, shaving, infection control, body mechanics, back rub.</p>	<p>Resident rights, professional attitude, unhurried manner.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 023** **Give p.m. care.**

**STANDARD:** **Resident will be clean, dry, relaxed.**

**CONDITIONS:** **P.M. care supplies, resident, Nurse Aide, towels, wash rages, fresh draw sheet, lotion**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Residents needs/level of assistance needed, communication, resident ID, infection control, safety, equipment usage and maintenance, transfer techniques, resident rights, observation/reporting/documentation, body mechanics.</p>	<p>Toilet, partial bath, peri care, positioning, PROM, back rub, undressing, oral care, infection control procedures, body mechanics, transfer techniques.</p>	<p>Residents rights, professional attitude, unhurried manner.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 024** **Assist resident with eating.**

**STANDARD:** **Resident will be assisted with eating proper diet.**

**CONDITIONS:** **Diet card, food, feeding utensils.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Aspiration precautions, resident needs/level of assistance, communication, infection control, positioning, Heimlich maneuver, observation, therapeutic diets, thickener, equipment usage.	Feeding technique, infection control, positioning.	Calm/professional manner, resident rights.



**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 025** **Feed adult resident**

**STANDARD:** **Adult resident fed in accordance with facility guidelines/procedures & intake recorded, Successful intake of meal without choking or aspirating.**

**CONDITIONS:** **Facility guidelines, Dietary data, Resident data, Hand washing, Positioning for meal, Heimlich maneuver, Food tray, Utensils, Intake book, Pen, Resident**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's medical condition, Heimlich maneuver, Diet order, LDC, If they need assistance or self-feeder, Any special orders from S.T. or family or dietician, aspiration/swallowing precautions, allergies, how to perform oral hygiene before/after feeding.</p>	<p>Talk to resident, Feed small amounts slowly, Allow time to swallow/clear mouth, Offer sips between bites, Record intake and output, Clean resident, Sit resident up to eat, Check food temperature with a thermometer, Follow order from RNs, LPNs, check care plan, oral hygiene.</p>	<p>Safety-small amts, Slow pace, Check food/liquid temp, Feed resident w/ dignity/respect, Recognize resident's right to refuse, Make sure mouth/airway are clear, Recognize resident mood/behaviors, Monitor, supervise, Be aware of resident &amp; use proper swallowing precautions.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 026** **Identify general/therapeutic diet.**

**STANDARD:** **Understanding dietary control to meet the resident's health needs or religious needs, Facility guidelines/procedures, Proper training, Patient to receive correct diet for them.**

**CONDITIONS:** **Distribute general/therapeutic diets based on OBRA guidelines, Writing utensils, Proper forms, Care plan, Tray, Resident, Meal ticket**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identify patient, Understand the special diet, Know patient's individual health problems or concerns, Understand specific diet, General diet, Therapeutic diet, Pressure sores resident, Allergies and obesity residents, Diet order, Dietician recommendations, when to remove tray, get proper verification of diet, Heimlich maneuver, CPR, hygiene.</p>	<p>Pass correct tray to correct patient, Monitor patient's appetite, Record and observe to any nurse, No dietary restrictions, Special diet for diabetes, tray set up, ensure liquid has correct consistency.</p>	<p>Resident's rights, Dignity, Respect, Caution of aspiration, Special textured food in their diets, Meat ground/pureed, Sodium restricted diet, Ensure resident receives proper diet and consistency, proper identity of patient.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

---

**TASK: C 027** **Distribute nourishment.**

---

**STANDARD:** **Distribute correct nourishments to residents, Resident experiences pleasure from nourishment and maintains ideal body weight, Patient will receive meals or snacks routinely.**

---

**CONDITIONS:** **Correct nourishments, Distributor, Resident, Food/drink, Clothing protection, Pen/pencil, Intake record, Tray, Meal ticket, Snack ticket**

---

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's identity, Resident's diet (know if they are NPO or on thick liquids), Resident's likes/dislikes of food &amp; liquid, Swallowing ability, How to measure/calculate intake, Time of meal/snack, Room number.</p>	<p>Distribute correct supplements to residents, Observe resident for aspiration, Provide resident with needed utensils, Wash hands prior to food preparation and distribution, Identify resident &amp; correct diet, Monitor resident for choking.</p>	<p>Follow facility rules and procedures, Keep check for aspiration, Food sanitation safety, Monitor resident for choking, make sure diet is correct &amp; serving correct person, Respectful.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 028** **Check food tray against diet list.**

**STANDARD:** **Be sure to check diet lists and serve resident what diet slip says, Facility diet protocols, Facility policy/procedures, Document/notify correct dept/person, Correct diet for the resident.**

**CONDITIONS:** **Diet slip showing what type of diet resident eats, Facility policy/procedure, Diet card on tray, Tray, Meal ticket with orders, Resident**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's name and room number, Resident's diet, Report to nurse if diet is wrong, Facility policy, The different types of diets, ask nurse.</p>	<p>Always check to see if the food on the food tray matches with diet slip, If diet on tray is wrong report it, Identify person, Check for food allergies, Check for special items-tools/plates (adaptive), if tray is wrong take it away first to prevent choking/aspiration.</p>	<p>Always check tray before giving to resident to prevent aspiration/resident getting wrong food, Facility policy, Giving right diet, Temp of food, If needed ask nurse, Identify patient, Can patient consume diet safely, Verify order if discrepancy is noted.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 029** **Serve and collect tray.**

**STANDARD:** **Resident's food tray served and collected in a timely manner to correct resident in accordance with facility guidelines, Resident will receive meal and tray will be returned to dietary.**

**CONDITIONS:** **Facility guidelines, Resident data, Diet data, Skill-"Serving meal tray," Good communication, observation, and documentation skills, Food tray, Meal ticket, Resident, Table**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Facility guidelines, Resident physical/mental condition, Resident's diet 1) adaptive equipment, 2) assistance, 3) I and O calorie count, Resident's identity, Type of diets, Any special utensils resident might need.	"Serving meal tray", Good observation and communication skills, Oral hygiene, Hand washing, Positioning, I and O calorie count form, Make sure all items are on tray and are correct, Identify resident, Help to sitting position, Open all cartons.	Knock, Address person by name, Introduce self and title, Check tray for completeness, Check ID band against meal card, Assist with tray set up according to resident's need (positioning), Make sure dentures, eyeglasses, adaptive equipment is in place.

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 030** **Assist resident in dressing and undressing.**

**STANDARD:** **Understanding how to safely dress and undress patient according to their level of assistance and care plan.**

**CONDITIONS:** **Safe work environment, ensure patient safety**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident special needs, resident rights, BRA requirements, Resident religious/cultural needs, Privacy for resident, Does resident wear undergarments, strong/weak side, adaptive equipment, how much assistance is needed, how to dress patient, gown, identify proper footwear, hand hygiene, standard precautions, appropriate clothing for toileting.</p>	<p>Encourage resident to be independent, Undress unaffected side first, Organize supplies, Give resident choices, room free of clutter, proper non-skid shoes on, dress affected side first, privacy, communication.</p>	<p>Help resident feel attractive, resident safety/comfort, facility guidelines, appropriate clothing for climate.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 031** **Care for incontinent resident.**

**STANDARD:** **Keeping resident clean and dry, Facility policy/intake and output recorded accurately, Method of report.**

**CONDITIONS:** **Resident, Condom catheter, Facility policy, Towels, Soap, Washcloth, Pads, Water, Gown, Linens**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Condom catheter, Application of applying condom catheter, Purpose of condom catheter, Washing a resident's perineal area is different for male/female, Facility procedures, Where to find supplies, How often/last time taken, privacy, patient rights, S/S of skin breakdown, infection, using barrier cream incontinence products, diaper changing, disposing, size, application to put on diapers.</p>	<p>Condom catheter application, Observe, Report, Offer restroom as needed, Clean genital/anal areas, Provide person comfort, proper perineal care, bowel/bladder program.</p>	<p>Clean and dry bed linens, Good skin care, Provide privacy, Identify person, Report to nurse any discomfort and irritation, Ensure policy, Treat resident with dignity &amp; respect, Explain what you are doing, ensure safety.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

---

**TASK: C 032** **Distribute drinking water.**

---

**STANDARD:** **Residents who are permitted will have fresh water distributed at appropriate temperature per facility guidelines.**

---

**CONDITIONS:** **Container for ice scooper**

---

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Care plan, observation, diet order/NPO, fluid restriction, hand washing, resident's swallowing precautions.	Change drinking pitchers per agency policy, record intake appropriately, proper handling of scoop, prevent contamination, cart outside of room.	Swallowing ability, resident's rights.



**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 033** **Encourage fluid intake.**

**STANDARD:** **Fluid intake encouraged to prevent dehydration and lack of sufficient fluids in body, Facility must obtain proper training/procedure in fluid intake, Encourage, Offer.**

**CONDITIONS:** **Based on physician's orders, CNA will encourage fluid intake (if ordered push fluids), Communication skills, Care plan, Forms, Writing utensils, Med charts on liquid intake, thicken if needed, dietary card**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Why patient needs to have fluids pushed, How much resident should drink per shift, What patient likes to drink, Understand fluid intake is essential, Find out what beverage the patient likes &amp; provide these if possible, Resident data, Sign of dehydration, how to thicken fluids, nectar, honey, or pudding, dietary order, edema.</p>	<p>Encourage patient preference for fluid intake, Offer fluids frequently every time in room and PRW, Have fluids at bedside providing fresh water, Give special attention to confused patients, Explain why it is important to drink fluids, Toileting, report and record fluids taken, record in ml (1oz=30ml).</p>	<p>Resident's rights, Know resident's likes/dislikes, Follow policy/procedure of facility, Preventing aspiration, Mouth care, Infection control, Assist resident if needed, Body mechanics, Standard precautions, calm, unhurried manner</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 034** **Administer perineal care.**

**STANDARD:** **Be sure to use proper and gentle care when caring for a resident perineal area, Perineal area is cleaned and odor-free, Proper hygiene.**

**CONDITIONS:** **Peri supplies, Wash cloths, Resident, Nurse Aide, Bath basin, Soap/perineal cleanser, Towels, Gloves, Bath blanket, Appropriate equipment to work with, Clean area to set up equipment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's identity, NA needs to make sure resident understands what is going on, Use PPEs, Principles of clean to dirty, Infection control principles, Blood borne pathogen rules, Universal/standard precautions, privacy, anatomy, water temperature, reporting, correct patient, S/S of allergic reaction.</p>	<p>Provide privacy for resident, Be gentle with resident, Observe, Communicate with resident, Wash hands before and after, Identify resident, Gather equipment: towels, washcloths, soap, wash basin, bath blanket, Put on gloves, Drape resident, perineal care, "Front to back", skin care.</p>	<p>Respect the resident, Clean up after procedure is done, Privacy, Medical asepsis, Dignity, Universal precautions, Follow policies/procedures for your facility, Provide patient comfort, Address patient upon entering room, Introduce self.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 035** **Take resident to appointment within facility or accompany resident to an appointment outside the facility.**

**STANDARD:** **Be sure to have all information of where resident is going and to what doctor, Transport resident safely in vehicle to site of appointment per facility procedure, Resident with appropriate clothing for weather.**

**CONDITIONS:** **Documents containing where resident is going, Resident, Nurse aide, Vehicle with seat belt, Insurance, Appointment time, Driving directions, Clock/watch, Patience for waiting for resident at appointment.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Resident's name, Where resident is going, Date and time of appointment, Pick-up time for appointment from facility and doctor.	Make sure resident is dressed for weather outdoors and has eaten if allowed to eat, Find out if resident needs medication, Get all documentations from doctor & return to resident's nurse, Observe, Reinforce explanation of when/where/ why for appointment, toileting before activity.	Ensure resident's safety by staying with them, Observe, Vehicle safety: seat belt, use of door locks, avoid distractions, Observe resident rights (especially confidentiality), Follow facility guidelines, according facility policies.

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 036** **Implement measures to promote comfort, rest and sleep.**

**STANDARD:** **Comfort, rest and sleep nursing measures maintained according to resident's care plan and facility guidelines, Resident will be comfortable, relaxed and able to sleep well, Bed, Pillows, Proper position, Temp in room.**

**CONDITIONS:** **Facility guidelines, Resident data, Physical and mental importance of comfort, rest, and sleep, OBRA requirements to promote comfort, rest, sleep, Positioning items, Blankets, Darkened room.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Facility guidelines and resident nursing care plan, Total person; physical, mental, social, spiritual, Types of pain & effects of anxiety on comfort, rest, sleep, Nursing measures to promote comfort, rest, sleep, Relaxation techniques, Sleep disorders, repositioning, reduce noise, body mechanics, light (dim), toileting.	Ability to read and follow nurse care plan, Observe, report, and record accurate resident data, Proper positioning skills, Proper bed making skills, Ability to provide back massage, Assist with any nutritional, toileting and personal care needs.	Maintain resident rights/privacy provide calm, quiet darkened room, Avoid loud noises-talking in hallways, equipment use, Avoid sudden movements, Check resident is not lying on tubing, Side-rails up if on strong medication or as specified by care plan.

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 037** **Provide care for hearing aid.**

**STANDARD:** **Hearing aids are delicate and expensive prostheses, Facility policies proper training in caring for hearing aid, Pertinent resident information, Able to communicate for resident safety and dignity.**

**CONDITIONS:** **All CNAs will handle hearing aids safety according to policy and procedure, Care plan, Resident rights, Proper equipment, Communication skills, Appropriate cleaning tools, Hearing aide, Batteries, Resident information**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Care for a hearing aid, How to insert hearing aid properly, Keep hearing aid dry, Hearing aid is working, Manual, Accurately obtain data, What side of ear aide goes in, Proper storage of hearing aide, Proper procedure turning on/off, checking battery, assessing hearing.</p>	<p>Remove before showering, Check opening of aid or ear mold is free of wax, Communicate with patient, Check battery compartment, Hand washing, Explain procedure to resident, Be able to communicate w/resident, Where manual is located, observe S/S of infection, pain, when to report/record.</p>	<p>Safety, Resident's rights, Clean resident ear before, Check with nurse, Clean ear &amp; hearing aide, Remove battery at night, Proper training, Accept responsibility of recording data, Ensure resident safety and to be able to communicate, Resident dignity.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

---

**TASK: C 038** **Provide assistance to visually impaired resident.**

---

**STANDARD:** **Be sure NA walks ahead of resident and walks at resident's pace, Resident lives in a safe environment.**

---

**CONDITIONS:** **Resident, NA, Wheelchair if not ambulatory, Appropriate voice tone**

---

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's identity, RR, If resident is ambulatory or confined to a wheelchair, identify self to resident, Resident's habits/needs/care plans, Need to know how to explain placement of resident's food on their tray/table-use clock system, communicate effectively, everything within reach, adaptive devices.</p>	<p>Protect resident from harm, Identify yourself as you enter room and leave room, Walk at same pace as resident, When walking with a visually impaired resident walk ahead of them a little, Observe and communicate with resident, gait belt usage, clutter free environment, familiar environments, same routines, non-skid foot wear, call light within reach.</p>	<p>RR, Environmental safety, Be patient, Follow policy and procedure of facility, Do not change furniture in room without telling resident, Do not move personal items without resident consent, There should be no clutter/throw rugs/moisture on the floor, bed/chair alarm.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 039** **Provide care for eye glasses/contacts.**

**STANDARD:** **Maintain proper care of resident's eyeglasses, Resident's glasses/contacts will be cleaned per facility protocol, Cleaning, Check for broken parts.**

**CONDITIONS:** **Basin, 100% cotton cloth, Proper solutions, Tissues, Facility guidelines, Eyeglass care, Cleaning tools: cloths, glass case**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>How to remove eyeglasses from resident, Never use tissue to clean lenses, Use 100% soft cloth to dry, Return glasses to proper case or put on resident, Check nose piece and stems for rubbing, Resident's abilities, proper contact case, proper solution, hand hygiene, correct patient, correct eyewear.</p>	<p>Wash eye glasses in lukewarm water, Observe for loose screw or broken lenses, dry with 100% soft cloth, Wash hands, Inform resident of procedure, Remove resident's glasses, Rinse with solution or warm water, Replace glasses on resident, storage, report and broken or missing items and any abnormal changes in vision.</p>	<p>Prevent scratches or breaking of eye glasses, Use caution not to drop glasses, Resident rights, Put on safely in place, within reach, identify S/S of vision problems.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 040** **Provide care to resident's cast or splint.**

**STANDARD:** **Resident's injury able to heal appropriately without complications, To prevent/correct deformity, To provide immobilization without discomfort for cast-tubular stockinette, Plaster splints, Buckets of water, Sink equipment.**

**CONDITIONS:** **Pillow, Splint, Linen saver pad, Sheet wadding, Sponge or felt, Pillows, Rubber gloves, Cast stand, adhesive tape**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>How to check CMS on arm or leg, How often to check CMS, Maintain proper body alignment, Report observation of the skin, pain, swelling, numbness, temperature changes, Document appropriate observation.</p>	<p>If newly casted, handle cast with palms of hands till dry, Elevate extremity to decrease swelling, Check CMS of arm or leg as directed, Report need for pain medication to nurse, Observe for drainage or foul odors from cast, Observe skin areas around cast.</p>	<p>Do not get cast wet, Do not give resident coat hanger or other item to put in cast to scratch skin, After arm cast dries, may need splint to support arm, Provide person with comfort, Follow established facility guidelines, Review recorded observations.</p>



**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 041** **Provide care for resident with fever.**

**STANDARD:** **Signs and symptoms of fever.**

**CONDITIONS:** **Thermometer, Blankets, Cold cloths, Resident, Ice packs, B/P cuff, Pulse, Resident with a fever, Pen/paper, offer liquids**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Normal temperature range, report alterations to nurse, vital signs, ice packs applied to neck, underarms, groin, &amp; head, Let nurse know, Facility guidelines/procedures, Standard precautions, offer fluids if applicable.</p>	<p>Record and take temperature according to care plan, Measure vital signs, Keep patient comfortable, Encourage rest and energy conservation, Encourage fluid and nutrient intake, Asses skin color, Give nurse vital signs and report assessment of skin, observe for S/S of complications, observe for pain and infection.</p>	<p>Dry and comfortable, Record vital signs, Maintain resident rights, Follow directions of nurse, Record accurately on appropriate form.</p>

**DUTY AREA:** **PERFORMING PERSONAL CARE SKILLS**

**TASK: C 042** **Provide care for terminally ill resident.**

**STANDARD:** **Physical needs of the dying, A terminally ill resident will be provided care and comfort according to facility guidelines, Peaceful, Dignified death.**

**CONDITIONS:** **Resident, family, Facility protocol, All equipment for patient care, Comfort, Care for all ADL**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>What culture is resident of, How would this affect their attitudes of death, Age of resident, Religion of resident, Hearing is last sense to be lost, Resident's medical condition, Proper positioning for freedom from pain, Proper hygiene techniques, DNR orders, living will, power of attorney, Holism.</p>	<p>Listen, Observe, Report, Vital signs, Mouth care, Skin care, Nose care, Position resident for comfort, Approach with respect, Personal hygiene, Provide for spiritual/emotional needs, Do usual care routine, Provide privacy for dying patient.</p>	<p>Support resident fears, Support family, Resident rights/privacy, Respect, follow facility guideline manual.</p>

<b>DUTY AREA:</b>	<b>PERFORMING PERSONAL CARE SKILLS</b>
<b>TASK: C 043</b>	<b>Assist with preoperative and postoperative care.</b>
<b>STANDARD:</b>	<b>Your responsibility for pre/post operative care, Facility policies, Proper training, Consent B/R needs, Personal care, Medication, Skin prep.</b>
<b>CONDITIONS:</b>	<b>Facilities policy and procedure, Resident data, Proper equipment, proper forms, Writing utensils, Good communication skills, Skin prep kit, Blankets, Wheelchair, Gloves</b>

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Teaching technique, Type of surgery going to be performed, If any prep area is needed, Identifying correct patient, If any check-lists needed to be completed, Standard precautions when in contact with blood or body fluids, Resident data, Proper equipment.</p>	<p>Check vital signs, What questions you can answer or need to get the nurse, Physical preparations, Remove of water pitcher the night before (NPO), Remove nail polish, Have patient void before leaving, Monitor and observe surgery site, Introduce yourself.</p>	<p>Resident's rights, Realize patient may be drowsy following surgery-safety, Write neatly and accurately, Allow privacy, Infection/standard procedures, Follow guidelines, Use gloves, Follow infection control.</p>