

**DUTY AREA:** PERFORMING BASIC RESTORATIVE SKILLS

**TASK: D 001** Orient visually impaired resident to environment.

**STANDARD:** The visually impaired resident is oriented to the environment, follow facility guidelines.

**CONDITIONS:** Communication skills, resident rights, knowledge of care plan, quality of life

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Communication skills, resident rights, knowledge of environment, knowledge of the visual impairment or other impairments.</p>	<p>Communication skills (clarifying, non-verbal, simple commands, receiving feedback), enable independence of the resident, resident rights, continue to offer choices, involve resident regarding setting goals for maintaining level of independence, encouraging autonomy.</p>	<p>Environmental safety, individual care plan, explain step-by-step directions, consistent placement of items in environment, develop routine, compliment accomplishments, reassuring to calm resident fears, communicate with appropriate family members.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 002** **Assist resident to sitting position.**

**STANDARD:** **While maintaining resident's rights and safety assist to sitting position, proper training, facility policies and procedures to reposition, to prevent sores, skin care, quality of life.**

**CONDITIONS:** **According to care plan, proper equipment, body mechanics, resident data, chair, pad, cushion**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know resident's capabilities, use body mechanics, transfer to strong side, check care plan for limitations, identify resident, resident data, proper training, facility guidelines and procedures, what chair to sit in, how long can sit up, know resident's need for additional positioning devices.</p>	<p>Explain procedure, How to apply a transfer gait, Lower bed to lowest position, Assist with shoes and socks, Lock bed wheels, Follow policy and procedures of facility, Identify yourself, Where data is located, Good communication skills, Observe resident, apply additional positioning devices properly.</p>	<p>Safety, Prevent injury or incident, Privacy, Resident rights, Patience, Body mechanics, Give resident time to adjust, Follow facility guidelines, Ask if they're comfortable and need anything.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 003** **Apply cold compress.**

**STANDARD:** **Resident will receive benefits of cold compress with no adverse effects, Quality of life, Follow regulation guidelines.**

**CONDITIONS:** **Wash cloth, Cover for cold compress, Small basin, Water, Small towels, Bath towels, Bath thermometer, knowledge of care plan**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>What type of materials to use for cold compress, how long to leave compress on, How frequently to apply compress, What area to apply cold compress to, Signs of skin damage, Purpose of cold compress, Provide privacy, know resident.</p>	<p>Identify resident, explain procedure, Wash hands, gather supplies, Apply cold compress to correct area of body, Check site every 5-10 minutes so no skin damage, Observe site condition, Waterproof pad under affected area, temperature of water, call light within reach.</p>	<p>Place cold compress directly on skin, Ensure resident rights, Ensure hand hygiene, clarify instructions with nurse, provide privacy, explain procedure step by step.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 004** **Administer hot soak.**

**STANDARD:** **Procedure to administer a hot soak, To relieve pain, have a soak for skin condition, quality of life.**

**CONDITIONS:** **Hot water, Basin, Towels, Water basin, Bath thermometer, Blanket, Water pads, Follow facility guidelines**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know correct resident, What area is to have hot soak, How long soak is to last, Follow delegation guidelines, Good handwriting, signs of skin damage, purpose of soak.</p>	<p>Temperature of water, Prepare basin, Leave call light within reach, Position patient for procedure, Water proof pad for procedure, Basin 1/2 full of water, Expose area, Do not overexpose, Place body part in water, Note the time and resident tolerance.</p>	<p>Floor dry at all times, Ensure resident rights, Ensure good hand hygiene, provide privacy, explain procedure step by step.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

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**TASK: D 005** **Apply warm compress.**

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**STANDARD:** **Resident will receive benefits of warm compress with no adverse effects, quality of life, follow facility guidelines.**

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**CONDITIONS:** **Warm compress, towels, waterproof pads, knowledge of care plan**

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KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identify resident, Report/document any complications such as burns, Know who/what to report: excessive pain/redness/blisters/shivering, Know how to use equipment prior to application, Ask for appropriate temp ranges prior to application, Know precise site.</p>	<p>Place signal light within reach, Wash hands, Report following to nurse: time/site/length of application, resident's response, observations of skin, Collect materials needed, Measure temp, Place call light within reach.</p>	<p>Responsibility for recording data correctly, explain procedure step by step, clarify instructions with nurse, provide privacy.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 006** **Apply ice bag.**

**STANDARD:** **Resident will receive benefits of ice bag without damage to skin of resident, To relieve pain, swelling or any discomfort, quality of life, follow facility guidelines.**

**CONDITIONS:** **Ice bag, Ice, Cover for ice bag, Towel, according to care plan**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Where/When/How long to apply ice bag, Cold therapy is used to decrease swelling &amp; constrict blood vessels/bleeding, Signs of skin damage, Proper procedure to fill ice bag, Where to get ice/ice bag, If resident can have ice bag, Where to properly document, know resident, purpose of ice bag.</p>	<p>Wash hands, Identify resident, Explain procedure, Gather supplies, Fill ice bag 2/3 full, Apply protective cloth to outside of bag to protect skin, Apply ice bag, Check every 5-10 minutes for skin damage, Remove ice bag or renew as per nurse's direction, call light in reach.</p>	<p>Use standard precautions when appropriate, Check site of application for skin damage, Ensure resident rights, provide privacy, explain procedure step by step.</p>

<b>DUTY AREA:</b>	<b>PERFORMING BASIC RESTORATIVE SKILLS</b>
<b>TASK: D 007</b>	<b>Assist with whirlpool treatment/therapeutic bath (if not medicated).</b>
<b>STANDARD:</b>	<b>Quality of life, follow facility procedures, Promote circulation/comfort/cleanliness, Help in removal of dry skin or dead tissue from wounds.</b>
<b>CONDITIONS:</b>	<b>Bathing items, Thermometer, Wash cloths, Towels, Soap, Clothing, Grooming items, bath mat, whirlpool tub</b>

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identification of person, How to work whirlpool properly, Know temperature of water, What observations can be recorded/reported, level of independence, technique for disinfecting whirlpool tub, know specific type of whirlpool (extremity or whole body).</p>	<p>Make sure whirlpool is cleaned before/after, Adjust temp/pressure before patient gets in, Place items in bathroom, Fill tub 1/2 full with warm water (105F), Give patient privacy, assist as needed, limit time in whirlpool to a maximum of 20 minutes or as directed, observe skin condition, observe patient tolerance.</p>	<p>Do not leave resident unattended, Make sure floor is dry, Make sure appliances work before use, Keep patient warm/comfortable, Clean tub before/after each use, Use bath mat to prevent slipping, explain procedure step by step.</p>

<b>DUTY AREA:</b>	<b>PERFORMING BASIC RESTORATIVE SKILLS</b>
<b>TASK: D 008</b>	<b>Administer tepid bath.</b>
<b>STANDARD:</b>	<b>To lower body temperature during times of febrile episode.</b>
<b>CONDITIONS:</b>	<b>bath basin, Tepid water, bath thermometer, Washcloths, Water proof pad, bath blankets, Thermometer</b>

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Need to have a doctor's order d/T the person having heart troubles, Observe/report/document person's response to therapy, Assess pulse and temp, Record temp changes, Report any complications, Document temp variations and response to therapy.</p>	<p>Explain procedure, Maintain hand washing techniques, Assist in removing gown, Check temp of water, Assist into tub and immerse for 20-30 min, Gently squeeze water over body, Assist with drying, Recheck temp, Cover person with bath blanket, Change linens.</p>	<p>Provide privacy, Check water temperatures, Place call light within easy access for assist, Instruct the importance of keeping the water tepid and not cold.</p>



**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 009** **Assist with dressing change.**

**STANDARD:** **Resident is prepared for dressing change, To promote healing, Decrease infection, Promotes comfort to unsightly wounds.**

**CONDITIONS:** **Bath blanket, Dressings, Tape, Gloves, PPE's, Scissors, Plastic bag, Adhesive remover**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Principles of medical asepsis, Principles of positioning, proper body mechanics.</p>	<p>Identify resident, Gather supplies, Wash hands, Explain procedure, Position resident for comfort and so area to be dressed is easily reached, Maintain as much body privacy as possible, Follow nurse's instructions, Follow doctor's order.</p>	<p>Medical asepsis, Sterility, Standard precautions, Required side rails are used if necessary, Provide comfort to the person, Follow standard precaution, provide privacy, Control nonverbal communication, Remove dressing gently, Medicate to prevent pain.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 010** **Use a transfer/safety belt properly.**

**STANDARD:** **To properly apply and use a gait belt**

**CONDITIONS:** **Gait belt, Proper attire**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Gait belt application technique, Communication, Proper body mechanics, Know if gait belt is used on this resident, knowledge of care plan, know resident.</p>	<p>Application of a gait belt, Communication to resident, Check with nurse or care plan about use of gait belt, lift breasts out of way, ensure belt is properly snug, ensure gait belt is not in direct contact with patient's skin, observe patient tolerance of activity, buckle to side or back.</p>	<p>Resident rights, Good communication, Proper technique/body mechanics, ensure patient skin not affected by use of gait belt, explain procedure step by step.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 011** **Assist resident with ambulation using a transfer/safety belt.**

**STANDARD:** **Ambulate resident safely with gait/transfer belt, To support persons who are unsteady or disabled, Prevent falls and other injuries to increase mobility, Establish independent ambulation.**

**CONDITIONS:** **Quality of life, facility policy, Gait/transfer belt, Non-slip shoes, Socks, Facility guidelines/procedure, Assistive devices (i.e. walker/cane)**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know the resident, Safety, Encourage independence, How to transfer w/ gait belt, Body mechanics, Evaluate resident's ability to walk, Position of the transfer belt, Resident wears shoes with nonskid bottoms, Never apply to bare skin, Apply over clothing, how to communicate procedure to resident, how to appropriately apply gait belt, level of assistance needed by resident.</p>	<p>How to teach the resident to ambulate, Observe for signs &amp; symptoms of fatigue, SOB, Never leave resident alone, Motivate resident, Allow enough time for ambulation, Application of transfer belt, Comfortable non-skid shoes, Proper body alignment, give guidance according to specific needs, communicate with resident step by step.</p>	<p>Safety ambulation training, Resident rights, Dry floor, Maintain safety at all times, Responsibly document outcome of ambulation legibly, Provide comfort, explain procedure step by step, praise resident for accomplishments, do not leave unattended.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 012** **Apply lotion. (If not medicated.)**

**STANDARD:** **To maintain skin integrity, promote circulation, quality of life, follow facility guidelines.**

**CONDITIONS:** **Non-medicated lotions or creams, Gloves, Bath blanket, Bath towels**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know the resident, Lotion will give softness to Apply small amount &amp; rub in gently, Observe for skin allergies, guidelines for use of lotion in patients with red areas.</p>	<p>Apply warmed lotion, After bath apply lotion, Apply to bony areas, cover for warmth/privacy, apply lotion with appropriate level of pressure, observe for appropriate response, if reddened areas present, rub lotion around reddened area, if reddened areas do not resolve after lotion application, report to nurse.</p>	<p>Warm lotion, Avoid using large amounts of lotion, Maintain comfort, Provide privacy, Always follow standard precautions and Blood Borne pathogen standard, explain procedure step by step.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 013** **Apply anti-embolism elastic stockings (Ted Hose).**

**STANDARD:** **Nurse aide will apply ted hose correctly and according to facility guidelines and procedures, To promote circulation and to alleviate swelling by increasing venous blood flow to the heart.**

**CONDITIONS:** **Ted hose, gloves, knowledge of care plan**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Ordered for persons with circulatory disorders and heart disease, Persons with risk for developing blood clots, Identify resident, Explain what you will be doing, Follow information of nurse, What size and length to use, determined by nurses measurements, orders regarding time on and off, hand wash ted hose daily.</p>	<p>They are put on before getting out of bed and off at bed time, Position supine, Expose leg, Turn stocking inside-out down to heel, Slip foot of stocking over toes, foot &amp; heel, pull stocking up slowly starting from toes and ankle working up towards knee, standing beside bed while applying ted hose.</p>	<p>Resident rights, Privacy, Standard precautions, Hand washing, Maintain good body mechanics, Explain procedure, Provide comfort, explain step by step, reassure resident, allow ample time.</p>

**DUTY AREA:** PERFORMING BASIC RESTORATIVE SKILLS

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**TASK: D 014** Observe resident for adequate circulation after application of supportive device.

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**STANDARD:** Use facility procedure when assessing resident for correct circulation, Report to nurse after applying device, Promote circulation, Minimize joint swelling, Provide support.

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**CONDITIONS:** Pillows to elevate, Resident, Nurse assistant, Proper forms and procedures, Info about residents, Facility protocol, Check device, Measuring tape, Anti-embolism stockings, Elastic bandages, Binders

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KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identify resident, To elevate extremity, Know what device is used for, Ask nurse, facility protocol, Report any changes noted to the affected extremities: swelling/allergic reaction/skin temp/pain/pressure ulcer and skin irritation, Report any complication to nurse, standard precautions, wash hands.</p>	<p>Check color, Check for edema, Observe for discomfort/pain, Follow facility procedures, Expose fingers/toes if possible--this allows circulation checks, Check color of extremity every hour, report abnormalities to nurse.</p>	<p>Observe resident for pain, Follow facility procedures, Use correct size, Properly put on, Maintain comfort, Instruct person to check skin daily, Encourage person to eat a well-balanced diet, monitor for wrinkles to prevent pressure ulcers, monitor for skin irritation.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 015** **Assist resident with standing.**

**STANDARD:** **Prevent resident from falling, To promote circulation, Feeling of being independent, Increase strength and mobility.**

**CONDITIONS:** **Resident, Gait belt, Robe, Slippers, Shoes with hard-soled bottoms, Assistive devices (cane, crutches, walker)**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Wash hands, Clothe res and apply gait belt, Lock bed, Assist to side of bed, Use good body mechanics, Assist to stand, Always stand in front with resident to push off the bed, Grasp belt on back side, Brace your knees on the outside of the resident, knees to stabilize, environmental safety.</p>	<p>Collect robe, shoes, transfer belt, Wash hands, Place person's feet well under him, Face person while firmly grasping the transfer belt in the back side, Rock patient forward into standing position, count 1, 2, 3, stand in front of the resident with your knees braced on the outside of the resident, use knees to stand.</p>	<p>Explain what you are going to do, check equipment, Identify resident, Lock bed wheels, Fall preventative measures by using assistive devices: cane, crutches, walker, use gait belt unless otherwise indicated on resident care plan.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

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**TASK: D 016** **Assist resident with dangling.**

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**STANDARD:** **Assist resident to dangle to improve circulation & help prevent the formation of blood clots, Facility needs to provide proper training/guidelines, Properly position resident to dangle position for specified time noting resident's tolerance of procedure.**

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**CONDITIONS:** **Accurately assist resident to dangling position while maintaining safety, Follow facility guidelines/resident safety & use proper equipment if needed, Resident in bed, Watch**

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KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Wash hands, identify resident, If patient has order to dangle and for how long, Signs of fatigue or dizziness (vertigo), Not to turn you back or leave patient at bedside who is dangling, Identify person, Care plan, Record how activity was tolerated, Vital signs indicated for abnormal signs.</p>	<p>Wash hands, explain procedure, put slipper/shoes on resident, raise head of bed to sitting position if indicated, assist patient slowly, observe patient for signs and symptoms of dizziness, if no indications of dizziness proceed to dangle, lie resident down if dizziness indicated, report abnormalities to nurse, record how patient tolerated activity.</p>	<p>Maintain privacy, Maintain resident rights, Use common sense, Standard precautions, Do not leave person alone, Ask how person feels, Report any concerns to the supervisor, Use two people if needed, Use gait belt if indicated, use good body mechanics,</p>



**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 017** **Assist resident with walking.**

**STANDARD:** **The nurse assistant will ambulate resident according to his/her abilities and facility guidelines, Ability to gain mobility.**

**CONDITIONS:** **Gait belt, Walker, Cane, Crutches, Braces, Shoes, Nonskid socks, Nonskid slippers, Floors dry**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Check resident data, know resident ambulatory distance and condition, standard precautions, wash hands, identify resident, explain what you will do, sit resident at side of the bed and dangle feet, environmental safety.</p>	<p>Stand resident, Use gait belt, Have walking aids within reach (canes, walkers, etc.), Provide safe walking distance not to overtake them, walk alongside resident holding onto gait belt in the back.</p>	<p>Gait belt, Shoes/nonskid footwear, Privacy, Wash hands, Resident rights, Provide safety in floor care to prevent slip or falls, check equipment is in proper working condition.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

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**TASK: D 018** **Assist resident with using single tip cane.**

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**STANDARD:** **Be sure nurse assistant uses proper body mechanics & use gait belt while assisting, Job description, Facility procedure, Protocol, Care plan, Directions from RN, Resident ambulates safely with single tip cane following safety/facility guidelines.**

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**CONDITIONS:** **Resident, Cane, NA, Gait belt, Proper dress and shoes by resident, Proper recording form, Clear, unobstructed area to ambulate**

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KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident, How steady the cane is (check for safety), To use a gait belt while assisting, Observe resident &amp; cane, environmental safety, Rest &amp; relaxation, Check care plan, Resident rights, Job description, Facility policy/procedure, Knowledge of cane use.</p>	<p>Observe cane before resident tries to use (check for rubber tip at bottom of cane), Make sure to put gait on resident while assisting, Use good body mechanics, Physical therapist or RN measures &amp; may teach device initially, Practice cane walking.</p>	<p>Be patient with resident, Observe environment around resident before walking (environmental safety), Rest &amp; relaxation, Be very patient and understand fear of resident, Know resident problem and ability, Must have practiced cane walking safety rules.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 019** **Assist resident with quad cane.**

**STANDARD:** **Safely assist resident to walk with a quad cane, Resident safely ambulates with quad cane following safety guidelines and established facility guidelines.**

**CONDITIONS:** **Gait/transfer belt, Resident, Quad cane, Unobstructed area to ambulate**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Use a transfer belt. Canes are held on strong side of the body, nurse aide on weak side, Quads provide more support but are more difficult to move. PT or nurse first teaches resident how to use cane, Resident's abilities, Nurse/therapist evaluation, Facility guidelines, environmental and equipment safety.</p>	<p>Slippers/shoes, Gait belt, Quad cane held in strong hand, Wash hands, Assist resident to sitting position, Place gait belt around resident, Assist resident to stand, place cane on stronger side of resident with CAN on weaker side holding onto gait belt in back while ambulating.</p>	<p>Check floors/dry, Check cane &amp; rubber lips in place, Skid resistant shoes, Transfer belt, Inform resident of procedure, Do not allow resident to use cane to assist in standing, Place cane on strong side, Allow resident as much independence as possible.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 020** **Assist resident with using walker.**

**STANDARD:** **Can CNA ambulate with patient using a walker, Facility policy and procedures, Training, Standard precaution, To provide mobility for resident learning to become more independent.**

**CONDITIONS:** **Perform duties, Proper equipment, Proper forms and writing equipment, Care plan, Communication, Listening skills, Walker, Gait belt, Resident info, Proper shoes**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Patient's ability, Body mechanics, Proper ambulation procedures, Safety, Identify resident, Facility policy/procedures, Care plan, Proper training, Proper equipment, Proper forms, Know diagnosis of resident, Safety procedures, Correct use of walker, environmental safety.</p>	<p>Encourage independence, Always use gait belt, Explain procedure, Allow adequate time for ambulation, Check rubber tips/handgrips for ambulation, Stop if patient shows signs of illness, pain or discomfort, Introduce yourself, Explain procedure, remind resident to look ahead, stand up straight, walk into walker, and not lean while walking.</p>	<p>Rest and relaxation safety, Gait belt, Patient's privacy (HIPAA), Wash hands, Nonskid footwear, Practice safety measures to prevent falls, OBRA, Ensure resident rights, Record data accurately and neatly, Record any pertinent abnormalities to nurse.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 021** **Assist resident in using wheelchair.**

**STANDARD:** **Communicate with resident how to use wheelchair, The nurse aide will assist resident in using wheelchair safely to reach desired destination according to facility procedures.**

**CONDITIONS:** **Assist resident safely in using wheelchair, Wheelchair, Resident's data, Facility procedures, Gait belt, Resident**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>How to lock/unlock wheelchair, Wheelchair working properly, If resident needs supportive foot rests, Know resident's identity/abilities/weight, Need to know if person has weak side, What type &amp; amount of assistance needed by resident, proper fit of wheelchair.</p>	<p>Communicate with resident, Check if wheelchair is working properly and proper fit, Lock wheels, Feet can touch floor or footrest.</p>	<p>Treat resident with respect/dignity, Follow safety rules while assisting, Lock wheels, Privacy, Check to make sure chair is in good condition, Ensure resident rights, Follow facility guidelines for recording &amp; resident safety, seat cushion if indicated.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 022** **Transfer resident to bedside commode.**

**STANDARD:** **Properly assist resident in using a commode, Comfort of elimination**

**CONDITIONS:** **Resident, Commode, Toilet paper, Call light, Gloves, Bath blanket, Transfer belt**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know resident's activity, Place commode close to bed, Call light close, Toilet paper close, Assist in cleaning, Measure urine if indicated, Clean commode after returning resident to chair or bed, Care plan, Hand washing procedure for NA and resident, proper fitting commode, environmental safety, resident data, standard precautions, check equipment before using.</p>	<p>Explain the procedure to resident, Use gloves, Sit patient to side of bed, Apply shoes, Apply gait belt, Use transfer belt to stand resident using proper guidelines, Pivot to commode and lower slowly, Pull curtain, Instruct to ring call light when completed, standard precautions, give privacy if indicated.</p>	<p>Provide privacy, Prevent from falling, Put call light next to resident, Avoid drafts, Resident rights, Follow all facility guidelines, cleaning supplies within reach.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

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**TASK: D 023** **Transfer resident from bed to shower chair.**

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**STANDARD:** **When transferring resident from bed to shower chair, Transfer completed safely, Facility must provide training and education on resident rights, body mechanics and using special equipment for transfers, Personal hygiene.**

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**CONDITIONS:** **Transfer completed without incident or injury, Follow facility guidelines and proper body mechanics, Shower chair, Bath blanket**

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KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident's strength and limitations, How to lock bed and shower chair, Proper body mechanics, How to use transferring belt, Identify person, Know resident care plan, Observe resident and report any abnormalities, environmental safety, check equipment.</p>	<p>Lock bed &amp; shower chair, Transfer resident, Use transferring belt, Provide privacy, Dress resident in robe/shoes, Let resident dangle on side of bed, Explain procedure to resident, Cover resident with bath blanket if indicated, Let resident help as much as possible.</p>	<p>Provide privacy and respect, Follow safety rules for good body mechanics, Apply gait belt, Wash hands, Get help if needed, Resident rights.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 024** **Apply brace.**

**STANDARD:** **Apply brace according to physician's order and release according to physician and facility procedures, Assist to support an extremity.**

**CONDITIONS:** **While maintaining body alignment, Required resident data, Clean brace, Gloves, Any attachments**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Correct patient and correct brace on correct extremity, Understand principles of supportive devices and proper body alignment, check equipment, check proper fitting.</p>	<p>Apply the brace according to physician's orders. Follow manufacturer's directions for each brace. Follow care plan. Keep it clean and dry. Observe area &amp; report to charge nurse.</p>	<p>Infection control, skin integrity.</p>



**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 025** **Apply splint.**

**STANDARD:** **Have proper splint for resident.**

**CONDITIONS:** **Resident, proper splint, NA.**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Proper ROM, resident data.	Observe for any signs of discomfort when putting on a splint. Communicate with resident, Be sure to report anything that pertains to resident not wanting the splint or is in pain to nurse, monitor splint for abnormalities.	Be cautious, compassionate to resident, skin integrity.

**DUTY AREA:** PERFORMING BASIC RESTORATIVE SKILLS

**TASK: D 026** Transfer resident who can stand to and from wheelchair (example: 1 person transfer).

**STANDARD:** Safely stand resident and reseal in wheelchair.

**CONDITIONS:** Wheelchair, resident, non-skid shoes.

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identify resident, standard precautions, wash hands, Explain procedure, Secure transfer belt over clothing, Lock wheelchair &amp; put foot rests, Use good body mechanics. Make sure shoes w/ grips are on resident, resident data, proper transfer techniques, environmental safety.</p>	<p>Lock wheelchair, assist to stand, assist into wheelchair that is locked, apply gait belt, NA positioned according to resident needs for standing transfer techniques.</p>	<p>Explain what you will be doing, lock wheelchair, wear non-skid shoes or footwear to prevent falls.</p>

<b>DUTY AREA:</b>	<b>PERFORMING BASIC RESTORATIVE SKILLS</b>
<b>TASK: D 027</b>	<b>Transfer resident who cannot stand to and from wheelchair (2 person transfer).</b>
<b>STANDARD:</b>	<b>Transfer patients who are weak, or have limited weight bearing.</b>
<b>CONDITIONS:</b>	<b>Safety while maintaining resident rights.</b>

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Equipment needed, body mechanics, care plan-goals/outcomes, resident's data, knowledge of transfer technique, environmental safety, facility protocol.</p>	<p>Explain procedure to patient, encourage patient to help if possible, using proper technique.</p>	<p>Patience, resident's rights, safety lock wheelchair, remove footrests during transfer, privacy, encourage independence.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 028** **Transport resident by wheelchair.**

**STANDARD:** **Transport resident safely.**

**CONDITIONS:** **Safely transport resident while using wheelchair**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Resident's strength and abilities, Wheelchair is working properly, environmental safety, resident data.	Transfer res safely to the wheelchair, Use transferring belt while transferring, Unlock wheels while starting transportation, proper positioning of resident in wheelchair and other equipment (e.g. Foley, oxygen tubing).	Provide safety, Respect, Dignity.

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 029** **Transport resident by stretcher.**

**STANDARD:** **Transport resident by stretcher safely.**

**CONDITIONS:** **Follow policy and procedure**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Patient data, environmental safety, proper transferring techniques, facility policy.	Body mechanics.	Resident not left alone on stretchers, even if belts are on.

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 030** **Transport resident using mechanical lift.**

**STANDARD:** **Safely transfer resident from bed to wheelchair using lift.**

**CONDITIONS:** **Lift, Resident, Locked bed, Locked wheelchair**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Two persons are needed to use lift, use good body mechanics, Check all parts and be assured that they are in working order, Tell pt what you will be doing, Res is to cross arms across chest, Protect tubes &amp; drainage containers when moving resident, environmental safety, have wheelchair locked and nearby for shortest transport.</p>	<p>Position lift correctly under resident, move slowly over to chair, Lower res slowly into wheelchair.</p>	<p>Be gentle, Let patient know what you will be doing, Arrange room so there is space to use the lift, Lock bed and wheelchair.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 031** **Move resident in bed using lift sheet.**

**STANDARD:** **Complete procedure safely.**

**CONDITIONS:** **Follow policy & procedure according to safety**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
Correct resident, how to move patient correctly, patient data, environmental safety, proper lifting sheet.	Use proper body mechanics, Explain procedure, Encourage independence, Leave res in good body alignment, Report & document time moved, wrinkle free bed.	Safety, resident environment safe.

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

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**TASK: D 032** **Assist resident in remaining mobile with exercise.**

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**STANDARD:** **Exercise resident joints.**

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**CONDITIONS:** **Provide with safe and pleasant exercise**

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KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Know resident strengths and abilities, Know range of motion, resident data.</p>	<p>Assist with range of motion, Observe res reaction, Stop movement when res complains of pain, report any abnormalities, proper body mechanics.</p>	<p>Encourage, Privacy when needed, Respect, Dignity, praise, promote resident comfort, maintain proper body alignment.</p>



**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 033** **Assist resident with active range of motion exercises.**

**STANDARD:** **Maintain optimal joint range of motion.**

**CONDITIONS:** **Physician's order, Facility guidelines/procedure**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Proper performance of AROM, Knowledge between AROM and Passive ROM, Effects of immobility, Recognize limitations in movement, resident data.</p>	<p>Recording, Proper use of assistive device.</p>	<p>Promote resident comfort, maintain proper body alignment, privacy when needed, encourage, praise, respect, dignity.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 034** **Assist resident with active assistive range of motion exercises.**

**STANDARD:** **Assist ROM on a res encouraging him to help.**

**CONDITIONS:** **Resident, NA**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Exercise only joints the nurse tells you to exercise, Expose only the body parts being exercised, Use good body mechanics, ROM beginning at neck &amp; proceed down to shoulders, arms, hips, &amp; legs, This is done as part of morning care more freq if needed, explain procedure to resident, provide privacy.</p>	<p>Support the extremity being exercise, Assist res to move joint slowly &amp; smoothly, utilize proper verbal and nonverbal communication skills, place resident in proper placement, cue resident to assist with best ability.</p>	<p>Prevent pain or injury, Do not force the joint, Encourage independence, observe for signs of pain, maintain resident rights and privacy, knock, introduce self, title, identify resident, maintain side rail in up position.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 035** **Assist resident with passive range of motion exercises.**

**STANDARD:** **Staff performs ROM exercises safely.**

**CONDITIONS:** **Can the patient maintain movement and prevent deformations**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Identify patient correctly according to care plan, Guidelines for range of motion movements, Not to exercise neck joint, provide privacy, explain procedure, proper body mechanics.</p>	<p>Perform range of motion according to guidelines on range of motion, Communication, Observe &amp; respond &amp; report, Document.</p>	<p>Resident rights, safety, observe for signs of pain, observe for skin breakdown, maintain resident rights and privacy, knock, introduce self, identify resident, maintain side rail in up position if specified on care plan.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 036** **Place footboard or overbed cradle on bed.**

**STANDARD:** **Footboard and/or overbed cradle placed on bed according to facility guidelines.**

**CONDITIONS:** **Knowledge of facility policies regarding footboard placement, knowledge of training on application, knowledge of res data, Understanding of plantar flexion (foot drop), Proper foot alignment**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Facility guidelines knowledge on footboard/overbed cradle placement, Knowledge &amp; training in equip placement, Knowledge of resident information (care plan), Knowledge of body alignment &amp; positioning, Knowledge of footdrop/ pressure ulcers.</p>	<p>Good observational communication skills ability to follow through, Footboard/cradle placed at foot of bed (mattress), Footboard placed- soles of feet are in good alignment, Cradles prevent pressure ulcers by keeping top linen off feet &amp; toes, Hand washing.</p>	<p>Maintained res rights &amp; privacy, Knock, Introduce self, title, Identity of res, explain procedure, Maintain side rail in up position if specified on care plan.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 037** **Position the resident.**

**STANDARD:** **Resident is positioned in proper body alignment.**

**CONDITIONS:** **Individual resident care plan, Proper body mechanics, Positioning aides**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Number of people needed to position, Proper body mechanics and alignment, Purpose of positioning resident, cue resident to assist as able.</p>	<p>Perform proper body mechanics, Plan a safe environment, Know times and how to turn resident, let resident help as much as possible, need to place skin to skins to bony areas such as between knees, pillows if on side behind back.</p>	<p>Explain to resident need for positioning, plan a safe environment, identify specific resident needs, skin breakdown evaluation, make sure to lower bed after resident is repositioned.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 038** **Turn and position resident.**

**STANDARD:** **Prevent injury, Allow body to perform at optimal functional level.**

**CONDITIONS:** **Resident care plan**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Positions, How to move resident in bed, Body mechanics, Proper alignment, Recognize signs/symptoms of skin breakdown, Prevention of complications of immobility such as contractures and muscle atrophy.</p>	<p>Proper use of turning devices, Positioning with supportive devices, lotion to prevent skin breakdown.</p>	<p>Promote resident comfort, Friction and shearing, Supports dependent extremities.</p>

**DUTY AREA:** PERFORMING BASIC RESTORATIVE SKILLS

**TASK:** D 039 Move resident between stretcher and bed using three-person lift.

**STANDARD:** Transfer a resident to stretcher/cart successfully.

**CONDITIONS:** Resident transferred correctly following policy and procedure of facility

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>How to complete the procedure, How to apply the safety straps, A minimum of 3 CNAs must be present for a safe transfer, provide privacy, explain procedure, handle resident gently.</p>	<p>Put on straps, Place side rails up, Don't leave the patient alone, Move the patient's feet 1st and always have CNA at head of stretcher to watch for breathing, Always keep the patient in good body alignment, Lock the wheels, position stretcher next to bed, have equipment needed to transfer safely, transfer person to stretcher on count of "3", place pillows under head, elevate head of stretcher if allowed.</p>	<p>Resident's rights, dignity, safety, wheels of bed/stretcher locked, staff performs transfer using body mechanics and anticipate moving together as a unit, fasten safety straps.</p>

<b>DUTY AREA:</b>	<b>PERFORMING BASIC RESTORATIVE SKILLS</b>
<b>TASK: D 040</b>	<b>Assist resident in bladder and bowel retraining.</b>
<b>STANDARD:</b>	<b>Bladder and bowel elimination assistance provided to resident in accordance with facility guidelines and care plan.</b>
<b>CONDITIONS:</b>	<b>Knowledge of facility guidelines, Knowledge of resident care plan/resident data, Knowledge of bladder and bowel procedure (skill), Knowledge of equipment, Knowledge of infection control</b>

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Knowledge of facility guidelines, resident care plan/resident data, equipment, standard precautions, application and removal of gloves, Bladder/bowel elimination skill.</p>	<p>Skills in washing hands, gloving, normal positioning, Ambulation/or assist to bathroom, Good observational, reporting, recording, skills, Color, amount, consistency complaints/problems, toilet resident, pericare, document results of toileting, stay resident per facility policy, hand hygiene for resident / caregiver.</p>	<p>Maintain privacy resident rights, Knock, address resident by name, Introduce self and title, Remain nearby if resident is weak or unsteady, Call light in reach, Standard precautions maintained, recording results, educate family on B/B.</p>



**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 041** **Logroll resident.**

**STANDARD:** **Use all correct body mechanics when logrolling.**

**CONDITIONS:** **Two CNA, resident and bed**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Resident, resident's condition, size and weight of resident, to use a lift when logrolling, provide privacy, explain procedure, identify caregiver, be gently, make sure bed is flat.</p>	<p>Get assistance, use good body mechanics, observe and communicate, turn resident as a unit, keep spine straight.</p>	<p>Ensure resident's safety, follow facility's guidelines, if resident is heavy, 2 or 3 staff members needed, if resident tall or heavy, 3 staff members needed.</p>

**DUTY AREA:** **PERFORMING BASIC RESTORATIVE SKILLS**

**TASK: D 042** **Apply arm sling.**

**STANDARD:** **Apply arm sling so it is comfortable to the resident.**

**CONDITIONS:** **Sling, resident**

KNOWLEDGE (NEED TO KNOW)	SKILLS (NEED TO DO)	ATTITUDES/SAFETY
<p>Wash hands, Explain what you will be doing and why, Know arm to apply sling, Tie square knot behind neck, Arm should hang comfortably below breasts.</p>	<p>Tie sling using a square knot, Arm should be at a right angle and wrist supported.</p>	<p>Prevent wrist drop by applying sling correctly.</p>