

Federal and State Guidelines Core Curriculum Required Skills Checklist

Required Skills Nurse Aide Training Program	LAB PRACTICUM Instructor's Initial/Date	CLINICAL PRACTICUM Instructor's Initial/Date	PAGE NUMBER(S) FOR SKILL
INFECTION CONTROL			
Handwashing - 20 seconds			
Donning and removing gloves			
Donning and removing (PPE) gloves, gown, mask and eye protection ~Please use CDC Guidelines~			
SAFETY & EMERGENCY			
FBAO			
Gait Belt			
Body Mechanics			
POSITIONING, TURNING, & TRANSFER			
One/two person assist			
Positioning with draw sheet			
Positioning with resident assist			
Positioning in chair/wheelchair			
Transfer from chair to bed Transfer from bed to chair			
Turn resident away from self			
Logrolling			
Turn resident with resident assist			
Passive range of motion			
Assist resident to stand with/without gait belt			
Transfer with lift (Classroom discussion & perform in clinical only)			
Ambulation with cane/walker			

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Positioning: <ul style="list-style-type: none"> • Lateral • Sims • Fowler's • Supine • Prone 			
VITAL SIGNS			
Temperature Parameters			
Oral/Rectal/Axillary-Digital			
Oral/Rectal/Axillary-Glass (mercury free)			
Radial pulse – parameters			
Radial pulse			
Blood pressure - parameters			
Blood pressure			
Respiration Parameters			
Measuring Respiration			
Weight (ambulatory and needle indicator scale)			
Wheelchair-Chair-Bed Scale (Classroom discussion & perform in clinical only)			
Height of the bedridden Resident			
Vital Sign Recording -notebook, pen, & watch with second hand			
RESIDENT'S ENVIRONMENT			
Admission/Discharge			
Care of Resident's belongings			

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Making occupied bed			
Making unoccupied bed			
Cleanliness of resident's room			
ROLE OF THE NURSE AIDE			
Communication skills			
Stress management			
Interpersonal skills			
Chain of command			
Work ethics			
Care plan			
Documentation/Shift Report			
Scope of practice			
Conflict management			
Manage cognitively impaired			
Customer service			
Aging Process			
Resident's Grooming & Personal Care with observation of Pressure Ulcers			
Complete and partial bed bath			
Shower (Classroom discussion & perform in clinical only)			
Tub bath/Whirlpool (Classroom discussion & perform in clinical only)			
Perineal care-male/female			
Skin care			
Dressing/undressing			
Dressing with weak side			
Hair care- shampoo, brushing, combing			
Nail care			
Foot care			
Shaving resident			

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Brushing /flossing teeth & dentures									
Denture Care									
Observation & care of skin tears									
Unconscious mouth care									
Anti-embolic stocking									
Resident's rights & personal choice (clothing choice, bathing)									
Resident's Mealtime & Hydration									
Diet cards/name card									
Documenting meal percentage									
Proper feeding techniques for dependent resident									
Documenting I&O									
Assisting visually impaired resident									
Care of skin with feeding tube									
Bowel & Bladder Care and Training									
Incontinent care (observation of pressure ulcers)									
Bowel & Bladder Training									
Proper use of bedpan/fracture pan									
Proper use of urinal									
Proper technique transferring resident to bedside commode									
Catheter care male/female									
Measuring & Recording urine output from: <ul style="list-style-type: none"> • Foley catheter • Bedside commode • Urinal 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> <tr><td style="height: 15px;"></td></tr> </table>				
Collecting a specimen urine-stool-sputum									

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Care of the Ostomy (skin care)			
Care and Use of Orthotic, Prosthetic, & Assistive Devices			
Plate guard			
Clothing reach			
Denture Care			
Pressure ulcer prevention devices			
Eyeglasses			
Observation for pressure sores, redness, & swelling with devices			
Restraint Use & Guidelines			
Slip knot technique			
Geri chair (Classroom discussion & perform in clinical only)			
Restraint alternatives			
Residents' Rights			
Postmortem Care			
Postmortem care & procedure			
Signs and symptoms of death & grieving process			
Cultural & Family Considerations			
Residents Right's-Confidentiality & Privacy			
HIPAA			
Ombudsman			
Providing privacy			
Observation & Reporting			
Pain			
Respiratory changes			
Bowel/Bladder changes (UTI)			
Behavioral changes			
Skin color & condition changes			

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Communication changes			
Change in eating & drinking habits			
Changes in weight			
Nausea & vomiting			
Change in activity participation			
Signs of Hypo/Hyperglycemia			
<p><u>Beginning Procedure:</u></p> <p>Check care plan; Gather equipment; Knock; Ask visitors to step out; Handwashing prior to contact; Gloves if necessary; State intent; Privacy; Adjust bed height, and; Keep resident informed throughout care procedure</p>			
<p><u>Ending Procedure:</u></p> <p>Remove gloves if necessary; Handwashing; Gloving, if necessary; Replace equipment to proper storage; Call light within reach; Lower bed; Ensures comfort; Side rails up if used; Open Curtain/door/window shade; Remove gloves if used at the appropriate time; Handwashing; Notify visitors, and; Record/report</p>			

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Instructor's initials/ signature: _____ Instructor's initials/ signature _____ Instructor's initials/ signature _____ Student's signature _____			
Comments			
ADDITIONAL SKILLS MAY BE ADDED HERE	LAB PRACTICUM Instructor's Initial/Date	CLINICAL PRACTICUM Instructor's Initial/Date	PAGE NUMBER(S) FOR SKILL

**EACH SPACE MUST BEAR THE INSTRUCTOR'S INITIALS AND MUST BE DATED WHEN THE STUDENT IS
ABLE TO PERFORM THE SKILL AT 100%.**

Skills must be checked off in the lab and again in the clinical (if applicable);
 There are a few skills that will apply to performance in both areas (Classroom & Clinical); When this is
 the case, please discuss & explain the skill in the classroom and for measured competency initial &
 date the lab space & student perform the skill in clinical, then the instructor initial & date
 competency.

Do not use Candidate Handbook Skills as a substitute.

May use the Candidate Handbook Skills at the completion of the program.

All instructors must teach from the approved skill breakdown or textbook.

**IF THE STUDENT DOES NOT PASS SKILLS AT 100% IN THE LAB, THE STUDENT SHOULD NOT BE
ALLOWED TO ATTEND THE CLINICAL ROTATION.**