

NURSING ASSISTANT: LONG-TERM CARE (170 Hours)

Course No.: 77-50-75

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION/EMPLOYABILITY SKILLS

(Theory 3 hrs)

- _____ 1. Faculty & class members
- _____ 2. Policies of the program, class, facility
- _____ 3. Effective study methods & utilization
- _____ 4. Health care team & educational requirements
- _____ 5. Responsibilities & duties of various members
- _____ 6. Licensing/certification for health care team
- _____ 7. OBRA nursing asst. training evaluating program
- _____ 8. Role of nursing assistant to health care team
- _____ 9. Standards & regulations required by Title 22
- _____ 10. Health care facilities by type/function/funding
- _____ 11. Needs of acute hospitals/long-term facilities
- _____ 12. 3 local health agencies & services offered
- _____ 13. 3 nurse care facilities available in community
- _____ 14. Health care payment methods
- _____ 15. Attitudes needed by nursing assistants
- _____ 16. Qualities and personal characteristics
- _____ 17. Activities assistants may/may not perform
- _____ 18. Grooming and uniform requirements
- _____ 19. Employment opportunities & locating openings
- _____ 20. Items needed to complete an application form
- _____ 21. Information included in a résumé
- _____ 22. Various parts of the interview process
- _____ 23. Nursing code of ethics
- _____ 24. Confidentiality
- _____ 25. Attendance and tardy policies for class/work
- _____ 26. Resigning from a position

B. PATIENTS' RIGHTS (Theory 3 hrs/Clinical 1 hr)

- _____ 1. Rights a resident receiving care is entitled
- _____ 2. Situations that result in legal problems
- _____ 3. Prohibition of tipping for services
- _____ 4. Responsibilities of care worker regarding wills
- _____ 5. Behavior & attitude that will protect patients' rights

- _____ 6. Reporting procedures/follow-thru for elder abuse
- _____ 7. Reactive vs. proactive attitudes with patients

C. INTERPERSONAL SKILLS (Theory 2 hrs)

- _____ 1. Verbal communication in min. of 5 situations
- _____ 2. Nonverbal communication
- _____ 3. Sublimation
- _____ 4. Excessive use of defensive mechanisms
- _____ 5. Defense mechanisms indicative of mental illness
- _____ 6. Stress and ineffective communication
- _____ 7. Utilizing non-verbal communication skills
- _____ 8. Language as a factor influencing communication
- _____ 9. Two barriers to effective communication
- _____ 10. Religion/culture as barriers to communication
- _____ 11. Attitudes toward illness & health care
- _____ 12. Holistic approach to patient care
- _____ 13. Identify Maslow's hierarchy of needs
- _____ 14. Psychological & social effects of family interaction
- _____ 15. Courtesies extended to staff/patients/families
- _____ 16. Promoting patient independence
- _____ 17. Psychological impact of separation
- _____ 18. Describe "separation anxiety"
- _____ 19. Changes in living environment for elderly

D. WORKING ENVIRONMENT SAFETY (Theory 2 hrs / Clinical 1 hr)

- _____ 1. Emergency signal lights used by patients
- _____ 2. Emergency codes used on various occasions
- _____ 3. Purpose of patient identification bands
- _____ 4. List safety measures that prevent falls
- _____ 5. Use of side rails and bed position
- _____ 6. Purpose of protective devices & safety rules
- _____ 7. Situations in which to use a protective device
- _____ 8. Maintaining surroundings for patient safety
- _____ 9. Equipment-related accidents & prevention
- _____ 10. Preventing burns from food, water, & treatments

- ___ 11. Review the Heimlich maneuver
- ___ 12. Safeguarding personal possessions
- ___ 13. Purpose of the incident report
- ___ 14. General rules for safety in a health care facility
- ___ 15. Fire hazards & methods used to prevent a fire
- ___ 16. Measures for fire prevention & use of oxygen
- ___ 17. Role of nursing asst. during a fire or disaster
- ___ 18. Safe practices in the clinical facility
- ___ 19. Use of side rails & bed position to prevent falls
- ___ 20. Application of a soft protective device
- ___ 21. Recognition & reporting of negligent device
- ___ 22. Safety test with 100% result

E. BODY MECHANICS (Theory 2 hrs/Clinical 4 hrs)

- ___ 1. Spell & define body organization terms
- ___ 2. Cell components
- ___ 3. Role of the cell
- ___ 4. Four major systems in the body
- ___ 5. List major organs contained in each system
- ___ 6. List of body direction & state example of each
- ___ 7. Spell & define terms in musculoskeletal system
- ___ 8. Locate & name the major bones
- ___ 9. Four functions of the skeletal system
- ___ 10. 3 major types of joints & list examples
- ___ 11. Locate & name the major muscles of the body
- ___ 12. Four functions of the muscular system
- ___ 13. 2 strong muscle groups used in body mechanics
- ___ 14. Define terms used in body mechanics
- ___ 15. Six basics principles used in body mechanics
- ___ 16. Positioning the mobile/immobile patient
- ___ 17. Positioning aids to maintain body alignment
- ___ 18. Transfer techniques utilizing body mechanics & safety
- ___ 19. Ambulation techniques
- ___ 20. 3 safety measures for the ambulating patient
- ___ 21. Aids used for the ambulating patient
- ___ 22. Four treatment & examination positions
- ___ 23. Body mechanics utilized in positioning patients
- ___ 24. Principles of body mechanics: standing/sitting
- ___ 25. Various other principles of body mechanics
- ___ 26. Reporting incident and documentation
- ___ 27. Communication strategies during positioning

F. MEDICAL & SURGICAL ASEPSIS (Theory 2 hrs / Clinical 8 hrs)

- ___ 1. Spell & define terms: medical/surgical asepsis
- ___ 2. Common microbes according to characteristics
- ___ 3. Microbes & disease conditions caused by each
- ___ 4. 3 Conditions necessary for microbe growth
- ___ 5. Infectious cycle process
- ___ 6. Hand washing procedure
- ___ 7. Cleansing agents used in hand washing

- ___ 8. Nursing care of the patient with AIDS
- ___ 9. Nursing care of the patient with hepatitis
- ___ 10. Nonsterile gloves and contact with body fluids
- ___ 11. Describe use of nonsterile gloves
- ___ 12. Protective apparel and universal precautions
- ___ 13. Disposal of medical waste and solid linen
- ___ 14. Protective apparel worn in the isolation unit
- ___ 15. Discuss protective apparel in isolation unit
- ___ 16. Daily care of the patient in isolation
- ___ 17. Terminal disinfection of the patient unit
- ___ 18. Transporting the isolation patient
- ___ 19. Gas and steam methods of sterilization
- ___ 20. Compare sterilization & disinfection methods
- ___ 21. Handling of sterile equipment and supplies
- ___ 22. Use of nonsterile dressings
- ___ 23. Three types of tape and precautions for each
- ___ 24. Purpose of an ace bandage
- ___ 25. Use and precaution for slings, splits, braces
- ___ 26. Purpose of antiembolitic stockings (T.E.D.)
- ___ 27. Application of T.E.D. hose
- ___ 28. Ointment applied by a nursing assistant
- ___ 29. Methods of applying an ointment
- ___ 30. Washing w/o contaminating hands/clothes/body
- ___ 31. Donning/removing/disposing of nonsterile gloves
- ___ 32. Standard precautions
- ___ 33. Donning /removing apparel worn in isolation
- ___ 34. Daily care of the patient in isolation
- ___ 35. Double bagging
- ___ 36. Demonstrate application of nonsterile items
- ___ 37. Demonstrate client's self-care treatment

G. WEIGHTS & MEASURES (Theory 1 hr/Clinical 1 hr)

- ___ 1. Basic metric/household units of measurement
- ___ 2. Convert household measurements to metric
- ___ 3. Common metric & household abbreviations
- ___ 4. Convert conventional time to military time
- ___ 5. Methods used to measure I & O
- ___ 6. Recording methods for I & O
- ___ 7. Weight/height measurements on patient record
- ___ 8. Various types of scales selection for patient activity
- ___ 9. Obtaining an accurate weight & height
- ___ 10. Recording weight & height on patient record
- ___ 11. Demonstrate use of metric system
- ___ 12. Demonstrate use of military time
- ___ 13. Demonstrate measuring/recording I & O
- ___ 14. Using standing scale/mechanical lift/bed scale
- ___ 15. Document height & weight on patient record
- ___ 16. Immediate reporting of untoward results

H. **PATIENT CARE SKILLS** (Theory 18 hrs/

Clinical 50 hrs)

- _____ 1. Spell & definitions: Integumentary system
- _____ 2. Epidermal and dermal layers of the skin
- _____ 3. Various appendages of the skin
- _____ 4. Various functions of the skin
- _____ 5. Three reasons for providing oral care
- _____ 6. Describe tooth brushing and flossing
- _____ 7. Patients requiring frequent oral hygiene
- _____ 8. Special oral hygiene for unconscious patient
- _____ 9. Procedures for removing & cleaning dentures
- _____ 10. List and describe 4 types of baths
- _____ 11. Purpose of each type of bath
- _____ 12. Safety precautions for patient bathing
- _____ 13. Purpose of providing skin care
- _____ 14. Describe back rub procedure
- _____ 15. Persons at risk for decubitus ulcer formation
- _____ 16. Body sites where a decubitus ulcer may form
- _____ 17. Preventative measures/treatment for ulcers
- _____ 18. Discuss warm/cold applications
- _____ 19. Use of cosmetics in grooming
- _____ 20. Discuss perineal care
- _____ 21. Importance of hair care in patient grooming
- _____ 22. Bed shampoo procedure
- _____ 23. Safety precautions when shaving a patient
- _____ 24. Hand & fingernail care
- _____ 25. Foot & toenail care
- _____ 26. Early morning (A.M.) care
- _____ 27. Afternoon (P.M.) and bedtime (H.S.) care
- _____ 28. Assisting the mobile resident to dress
- _____ 29. Dressing the immobile resident
- _____ 30. Care of the artificial eye
- _____ 31. Care of eyeglasses and hearing aids
- _____ 32. Caring for a patient's personal health items
- _____ 33. Care of a prosthetic limb
- _____ 34. Demo oral hygiene for conscious/unconscious
- _____ 35. Demonstrate denture care
- _____ 36. Demonstrate 4 ways to bathe the patient
- _____ 37. Demonstrate various skin care/treatments
- _____ 38. Demonstrate warm/cold application
- _____ 39. Demonstrate perineal care
- _____ 40. Demonstrate hair care
- _____ 41. Demonstrate shaving techniques
- _____ 42. Demonstrate nail care
- _____ 43. Demonstrate A.M., P.M., & H.S. patient care
- _____ 44. Demonstrate dressing mobile/immobile patient
- _____ 45. Demonstrate care of prosthetic devices
- _____ 46. Define/spell words: genitourinary system
- _____ 47. Structures of the urinary tract
- _____ 48. Function of each structure in the urinary tract
- _____ 49. Average adult urinary output for 24 hrs

- _____ 50. Structures of the male reproductive organs
- _____ 51. Structure female reproductive system
- _____ 52. Basic function: Male & female reproductive system
- _____ 53. Bedpan/urinal placement procedure
- _____ 54. Safety when assisting patient to the bathroom
- _____ 55. Wearing gloves when collecting specimens
- _____ 56. Procedure for collecting 3 types of specimen
- _____ 57. Testing urine for glucose, blood, & acetone
- _____ 58. Nursing interventions for incontinent patient
- _____ 59. Bladder retraining for the incontinent patient
- _____ 60. Characteristics of normal stool
- _____ 61. Procedure for collecting a stool specimen
- _____ 62. Testing a stool specimen for blood
- _____ 63. Cause & interventions for stool issues
- _____ 64. Prep/administration of 3 types of enemas
- _____ 65. Administration of a laxative suppository
- _____ 66. Retraining of patient with incontinent stool
- _____ 67. Describe vaginal douche procedure
- _____ 68. Spell/define terms: endocrine system
- _____ 69. Locate & identify the endocrine glands
- _____ 70. General function of hormones in the body
- _____ 71. Document urine/stool elimination on record
- _____ 72. Demonstrate assisting patient in elimination
- _____ 73. Demonstrate obtaining urine specimens
- _____ 74. Demonstrate testing urine samples
- _____ 75. Demonstrate caring for the incontinent patient
- _____ 76. Demonstrate bladder retraining techniques
- _____ 77. Demonstrate stool specimen collection
- _____ 78. Demonstrate testing stool specimens
- _____ 79. Demonstrate administering enemas
- _____ 80. Demo retraining patient incontinent of stool
- _____ 81. Demonstrate administering a vaginal irrigation
- _____ 82. Demo documenting urine/bowel elimination
- _____ 83. Report procedure for patient w/body injuries
- _____ 84. Clinical documentation forms & sites

I. **PATIENT CARE PROCEDURES** (Theory 10 hrs/

Clinical 23 hrs)

- _____ 1. List contents of a patient unit
- _____ 2. Identify parts of a hospital bed
- _____ 3. Describe/purpose for clinotron/circo-electric beds
- _____ 4. Identify /state purpose for other types of beds
- _____ 5. Steps in making an unoccupied & occupied bed
- _____ 6. Procedure for making an orthopedic bed
- _____ 7. List three linen precautions
- _____ 8. Use and purpose of side rails
- _____ 9. Purpose and care of the air and water mattress
- _____ 10. Equipment used for orthopedic patients
- _____ 11. 3 comfort devices can be added to basic bed
- _____ 12. Admitting info needed from patient & family
- _____ 13. Steps of transfer procedure within facility

- ___ 14. Role of nursing assist. in discharge procedure
- ___ 15. Demo operating equipment in patient unit
- ___ 16. Demonstrate making up various bed types
- ___ 17. Demonstrate operating a bed & side rails
- ___ 18. Linen precautions to maintain infection control
- ___ 19. Demonstrate nursing care for bed types
- ___ 20. Participate in admission/transfer/discharge
- ___ 21. 3 safety precautions when using oxygen
- ___ 22. Parts of oxygen delivery system
- ___ 23. Interventions for patient receiving oxygen
- ___ 24. Interventions for a patient with an I.V. tube
- ___ 25. Resident receiving an intravenous solution
- ___ 26. Function of a urinary catheter
- ___ 27. Taping a Foley catheter
- ___ 28. Interventions for sterile urinary drainage
- ___ 29. Application of an external condom catheter
- ___ 30. Function of a nasogastric (NG) tube
- ___ 31. Interventions for a patient with an NG tube
- ___ 32. Uses and care of a gastrostomy tube
- ___ 33. Purpose and care of a gastrostomy tube
- ___ 34. Document intake/output/drainage/irrigation fluid
- ___ 35. Demonstrate patient receiving oxygen
- ___ 36. Demonstrate patient receiving I.V. fluids
- ___ 37. Demonstrate Foley or condom catheter
- ___ 38. Demonstrate care for patient with an NG tube
- ___ 39. Demonstrate NG tube connected to suction
- ___ 40. Demonstrate patient with a gastrostomy tube
- ___ 41. Documenting fluids on patient record
- ___ 42. Intervention to promote fluid intake & output
- ___ 43. Patient /family cooperation in accurate I/O
- ___ 44. Demo communication strategies with client

J. VITAL SIGNS (Theory 3 hrs/Clinical 6 hrs)

- ___ 1. Spell & define terms: Cardiovascular system
- ___ 2. Structure & function of the heart
- ___ 3. Purpose of temperature measurement
- ___ 4. 3 types of clinical thermometers
- ___ 5. 4 methods used to measure body temperature
- ___ 6. Normal adult values for the 4 methods
- ___ 7. Action after measuring abnormal temperature
- ___ 8. Reporting/recording result/method used
- ___ 9. Factors that influence body temperature
- ___ 10. Procedure for using each of the 4 methods
- ___ 11. Cleaning each type of thermometer
- ___ 12. Purpose of pulse measurements
- ___ 13. Body sites used for pulse measurements
- ___ 14. Normal pulse rate for various age groups
- ___ 15. Reporting/recording normal/abnormal rates
- ___ 16. Factors that affect pulse rate
- ___ 17. Procedure for measuring arterial pulse rate
- ___ 18. Procedure for measuring apical pulse rate

- ___ 19. Spell & define terms: Respiratory system
- ___ 20. Structure & function of respiratory system
- ___ 21. Purpose of measuring respiratory rate
- ___ 22. Normal adult values for respiratory rate
- ___ 23. Reporting /recording normal/abnormal rates
- ___ 24. Factors that affect respiratory rate
- ___ 25. Procedure for measuring respiratory rate
- ___ 26. Purpose of measuring blood pressure
- ___ 27. 3 types of sphygmomanometers
- ___ 28. Parts of the stethoscope
- ___ 29. Normal adult blood pressure values
- ___ 30. Recording/reporting normal/abnormal values
- ___ 31. Factors that affect blood pressure
- ___ 32. Procedure for measuring the blood pressure
- ___ 33. Documenting vital signs on patient record
- ___ 34. Demonstrate use of 4 types of thermometers
- ___ 35. Demonstrate measuring radial/apical pulse
- ___ 36. Demonstrate counting respirations
- ___ 37. Demonstrate measuring blood pressure
- ___ 38. Document vital signs on patient records
- ___ 39. Describe patient assessment during vital signs
- ___ 40. Current "5th vital sign" & method of documentation
- ___ 41. Demo communication strategies with client

K. NUTRITION (Theory 2 hrs/Clinical 6 hrs)

- ___ 1. Spell & define terms: Digestive system
- ___ 2. Identify organs of digestive system
- ___ 3. Function of organs of the digestive system
- ___ 4. Spell & define terms related to nutrition
- ___ 5. List food groups & foods included in each group
- ___ 6. State liquids/foods allowed on 4 hospital diets
- ___ 7. Purpose of therapeutic diet
- ___ 8. Feeding the helpless or special needs patient
- ___ 9. Purpose of water in the diet
- ___ 10. Purpose of calorics/supplements in the daily diet
- ___ 11. Assisting the vomiting/choking patient
- ___ 12. Document food/fluid intake on patient record
- ___ 13. Demonstrate preparing patient for a meal
- ___ 14. Serve/remove a patient tray
- ___ 15. Demonstrate feeding patient w/special needs
- ___ 16. Encouraging fluid intake to maintain hydration
- ___ 17. Supplement diet with calorics/nourishments
- ___ 18. Demonstrate assisting vomiting/choking patient
- ___ 19. Document food/fluid intake on patient record
- ___ 20. Methods to promote fluid intake
- ___ 21. Methods to promote client's appetite
- ___ 22. Heimlich maneuver when feeding a patient

L. EMERGENCY PROCEDURE (Theory 2 hrs/Clinical 1 hr)

- ___ 1. Spell/define vocabulary related to safety
- ___ 2. Signs, symptoms, first aid used for emergency
- ___ 3. Three basic elements of CPR

- _____ 4. Actions in 1 person & 2 person CPR procedure
- _____ 5. Actions of nursing assist. in patient emergency
- _____ 6. Actions if international hospital code is called
- _____ 7. Demonstrate first aid for the patient in facility
- _____ 8. Demonstrate safe practices in the facility
- _____ 9. Prevent accidents in emergencies
- _____ 10. CPR for geriatric patient vs. CPR in adult/child

- _____ 19. Demonstrate a whirlpool bath
- _____ 20. Demonstrate transfer techniques
- _____ 21. Demonstrate ambulation device techniques
- _____ 22. Demonstrate assisting w/daily living activities
- _____ 23. Time as it relates to healing during rehab
- _____ 24. "Long-term" as it relates to weeks vs. months

M. LONG-TERM CARE PATIENT (Theory 2 hrs/

Clinical 2 hrs)

- _____ 1. Spell/define terms: Neurosensory system
- _____ 2. Two functions of the nervous system
- _____ 3. General structure of the brain & spinal cord
- _____ 4. List the five sense organs
- _____ 5. Symptoms of acute/chronic brain disease
- _____ 6. Describe symptoms of Alzheimer's disease
- _____ 7. Nursing care for patient with Alzheimer's
- _____ 8. Assessing level of consciousness of patient
- _____ 9. Changes of aging the occur in various body systems
- _____ 10. Mental/emotional changes in geriatric patient
- _____ 11. Social changes that affect the geriatric resident
- _____ 12. Recreation offered to geriatric resident
- _____ 13. List components of reality orientation
- _____ 14. List/define common chronic body conditions
- _____ 15. General signs/symptoms of chronic conditions
- _____ 16. Nursing chronic conditions of geriatric patient
- _____ 17. Young adult/senior with chronic disorders
- _____ 18. Differences between dementia & Alzheimer's
- _____ 19. Family interactions w/client on long-term care
- _____ 20. Client's emotional feelings when confined

N. REHABILITATIVE NURSING (Theory 2 hrs/

Clinical 8 hrs)

- _____ 1. Philosophy of restorative care
- _____ 2. Principles implemented for successful learning
- _____ 3. Prevent 5 complications of inactivity
- _____ 4. Instructing how-to: range of motion exercises
- _____ 5. Purpose of whirlpool bath
- _____ 6. Procedure of whirlpool bath
- _____ 7. Steps on transferring from wheelchair
- _____ 8. Guidelines for assistive devices in ambulation
- _____ 9. Purpose of safety belt used in ambulation
- _____ 10. Benefits of performing activities independently
- _____ 11. Purpose/completion of an ADL evaluation form
- _____ 12. Components of self-feeding program
- _____ 13. Techniques to assist in self-grooming/dressing
- _____ 14. Bowel and bladder retraining methods
- _____ 15. Documenting restorative nursing care
- _____ 16. Involvement of family members in rehabilitation
- _____ 17. Demonstrate various positioning techniques
- _____ 18. Demonstrate range of motion exercises

O. OBSERVATION/CHARTING (Theory 4 hrs/

Clinical 4 hrs)

- _____ 1. Collection of data by observation & statements
- _____ 2. 3 ways providers exchange patient information
- _____ 3. 4 components of the nursing process
- _____ 4. Nursing care plan used for patient care
- _____ 5. Various forms used in the patient record
- _____ 6. Charting format used in the clinical facility
- _____ 7. Legal responsibilities in accurate charting
- _____ 8. Medical abbreviations using vocabulary list
- _____ 9. 10 commonly used medical symbols
- _____ 10. Basic components of common medical words
- _____ 11. Use of the computer in the health care facility
- _____ 12. Use of approved terms/symbols/abbreviations
- _____ 13. Differences in reporting at clinical facilities
- _____ 14. Semantics describing client's progress

P. DEATH AND DYING (Theory 2 hrs)

- _____ 1. Terms related to death and dying
- _____ 2. Describe 5 stages of grief
- _____ 3. State the philosophy & goals of hospice care
- _____ 4. Meaning of the DNR order
- _____ 5. Various legal documents used in health field
- _____ 6. Religious beliefs influence attitudes about death
- _____ 7. Spiritual death preparation religious practices
- _____ 8. Emotional responses to the 5 stages of grief
- _____ 9. Meeting the emotional needs of dying patients
- _____ 10. Vital sign changes in the dying patient
- _____ 11. Changes in each body system of dying patient
- _____ 12. Changes in the body senses of dying patient
- _____ 13. Documenting hospital record of dying patient
- _____ 14. Procedure for organ donation
- _____ 15. Preparing the body after death
- _____ 16. Procedure for obtaining postmortem exam
- _____ 17. Responsibilities for care of body & belongings
- _____ 18. Personal experiences with death and dying