

Clinical Skill	Date of Instructor's Initial Demonstration	Date of Final Successful Return Demonstration by Trainee	Instructor's Initials
Unit: CNA Infection Control			
* 1. Hand-washing			
2. Isolation—Strict Technique			
3. Use of concurrent and terminal disinfection			
*4. Use of personal Protective equipment (PPE):	a. gloves		
	b. gown		
	c. mask		
	d. goggles		
*5. Follow isolation procedures in the disposal of soiled linen			
6. Consistently demonstrates principles of infection control			
Unit: CNA Personal Care			
1. Assisting the resident to sit up in bed (dangling)			
*2. Making an unoccupied bed (closed and open)			
*3. Making an occupied bed			
4. Making a postoperative/surgical bed			
*5. Provide mouth care (natural teeth)			
*6. Provide mouth care (no teeth)			
*7. Provide denture care			
8. Provide oral care for the unconscious resident			
*9 Giving a complete bed-bath			

Clinical Skill <i>(Personal Care Unit continued)</i>		Date of Instructor's Initial Demonstration	Date of Final Successful Return Demonstration by Trainee	Instructor's Initials
*11. Giving a back rub				
*12. Perineal Care (female)				
*13. Perineal Care (male)				
*14. Perineal Care/Incontinent patient				
*15. Assisting with a tub bath/whirlpool and emollient bath				
*16. Assisting with a shower				
*17. Hair care:	a. shampoo			
	b. grooming			
	c. brushing			
	d. combing			
*18 Dressing	a. Helping residents to dress and undress			
	b. care of eyeglasses			
	c. care of hearing aides			
19. Sitz-bath				
*20. Shaving resident				
*21. Giving nail care (hand and foot care)				
22. Care of resident with an artificial eye				
*23. Range of motion (upper and lower extremities)	a. active			
	b. passive			

Clinical Skill <i>(Personal Care Unit continued)</i>	Date of Instructor's Initial Demonstration	Date of Final Successful Return Demonstration by Trainee	Instructor's Initials
*25. Provide AM and PM care			
*26. Provide Skin Care a. protective devices			
Unit: CNA Nutrition and Diet Therapy			
1. Serving tray/water/between-meal nourishment			
*2. Assisting with feeding the resident	a. partial assistance		
	b. total assistance		
	c. adaptive devices		
	d. residents with dysphasia/dysphagia		
	e. utilizing adaptive devices		
*3. Measure/Record food and fluid intake			
Unit: CNA Elimination Procedures			
*1. Providing ostomy care			
*2. Urinary catheter care			
*3. Care of and emptying of urinary drainage bag			
*4. Assisting the resident with the bedpan, urinal, commode (offer/remove/clean)			
5. Enemas	a. SSE		
	b. Prepackaged retention enema		

Clinical Skill <i>(Elimination Procedures Unit continued)</i>		Date of Instructor's Initial Demonstration	Date of Final Successful Return Demonstration by Trainee	Instructor's Initials
6. Collect urine specimens:	a. * U/A			
	b. C&S			
	c. 24 hour			
	d. fractional			
*7. Collect stool specimen				
8. Straining urine				
*9. Measure/Record urinary output				
Unit: CNA Lifting, Moving, Transporting				
*1. Transfer resident: bed to wheelchair to bed	a. one assist			
	b. two assist			
	c. mechanical lift			
	d. transfer belt			
	e. lift sheets			
2. Bed to stretcher to bed transfer				
*3. Assisting with the use of crutches, walkers or canes				
*4. Ambulating a resident				
5. Apply restraint	a. *waist			
	b. vest			
	c. limb			
6. Consistently demonstrate proper body mechanics				

Clinical Skill <i>(Lifting Moving Transporting Unit continued)</i>		Date of Instructor's Initial Demonstration	Date of Final Successful Return Demonstration by Trainee	Instructor's Initials
7. Demonstrate proper cast care				
8. Demonstrate proper traction care				
*9. Ambulation adaptive equipment				
*10. Use of positioning devices in bed				
*11. Use of positioning devices in chair				
*12. Use of prosthetic/orthotic devices				
*13. Apply hand splint				
*14. Move resident up in bed				
*15. Position resident in a chair				
*16. Position resident on side in bed				
Unit: CNA Assisting with Admissions, Transfers, Discharges and Physical Exams				
1. Assisting with admitting the resident	a. Prepare room for client admission			
	b. care for client valuables and clothing			
	c. care for and handling of equipment for the physical exam			
	d. identify the physical exam equipment			
*2. Measure/Record height				
*3. Measure/Record weight				

Clinical Skill <i>(Assisting with Admissions, Transfers and Physical Exams Unit continued)</i>	Date of Instructor's Initial Demonstration	Date of Final Successful Return Demonstration by Trainee	Instructor's Initials
4. Cleaning/Collection of specimens following a physical exam			
5. Positioning and draping the resident for physical examination			
6. Discharge or transfer procedure			
Unit: CNA Pre- and Postoperative Care			
1. Shaving a resident in preparation for surgery			
2. Applying elastic stockings			
3. Applying binders			
4. Assisting resident to turn and deep breathe			
Unit: CNA Circulatory and Respiratory Care			
1. Warm and Cold applications			
2. Measuring body temperature	a. measure/record oral temp (non-digital thermometer)		
	b. measure/record rectal temp (non-digital thermometer)		
	c. measure/record axillary temp; measure/record tympanic temp		
*2. Taking and recording vital signs	a. *respiration		
	b. *radial pulse		
	c. apical pulse		
Unit: CNA Life changes and Adaptations			
*1. Postmortem care			

Clinical Skill	Date of Instructor's Initial Demonstration	Date of Final Successful Return Demonstration by Trainee	Instructor's Initials
Unit: CNA Communication and the Client			
1. Demonstrate use of signal or call light, intercom and telephone			
2. Report objective and subjective observation			
3. Effectively communicates with residents having sensory loss			

Notes/Comments: _____

II. WORKPLACE SKILLS

Key:

- (1) Unsatisfactory
- (2) Needs Improvement
- (3) Meets Expectations
- (4) Exceeds Expectations

1. _____ Act as a responsible and contributing citizen and employee.

Career-ready individuals understand the obligations and responsibilities of being a member of a community, and they demonstrate this understanding every day through their interactions with others. They are conscientious of the impacts of their decisions on others and the environment around them. They think about the near-term and long-term consequences of their actions and seek to act in ways that contribute to the betterment of their teams, families, community and workplace. They are reliable and consistent in going beyond the minimum expectation and in participating in activities that serve the greater good.

2. _____ Apply appropriate academic and technical skills.

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts with real-world applications, and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation.

3. _____ Attend to personal health and financial well-being.

Career-ready individuals understand the relationship between personal health, workplace performance and personal well-being; they act on that understanding to regularly practice healthy diet, exercise and mental health activities. Career ready individuals also take regular action to contribute to their personal financial well-being, understanding that personal financial security provides the peace of mind required to contribute more fully to their own career success.

4. _____ Communicate clearly, effectively and with reason.

Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods. They communicate in the workplace with clarity and purpose to make maximum use of their own and others' time. They are excellent writers; they master conventions, word choice and organization and use effective tone and presentation skills to articulate ideas. They are skilled at interacting with others; they are active listeners and speak clearly and with purpose. Career-ready individuals think about the audience for their communication and prepare accordingly to ensure the desired outcome.

5. _____ Consider the environmental, social and economic impacts of decisions.

Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact and/or mitigate negative impact on other people, organizations and the environment. They are aware of and utilize new technologies, understandings, procedures, materials and regulations affecting the nature of their work as it relates to the impact on the social condition, the environment and profitability of the organization.

6. _____ Demonstrate creativity and innovation.

Career-ready individuals regularly think of ideas that solve problems in new and different ways, and they contribute those ideas in a useful and productive manner to improve their organization. They can consider unconventional ideas and suggestions as solutions to issues, tasks or problems, and they discern which ideas and suggestions will add greatest value. They seek new methods, practices and ideas from a variety of sources and seek to apply those ideas to their own workplace. They take action on their ideas and understand how to bring innovation to an organization.

7. _____ Employ valid and reliable research strategies.

Career-ready individuals are discerning in accepting and using new information to make decisions, change practices or inform strategies. They use a reliable research process to search for new information. They evaluate the validity of sources when considering the use and adoption of external information or practices. They use an informed process to test new ideas, information and practices in their workplace situation.

8. _____ Utilize critical thinking to make sense of problems and persevere in solving them.

Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and devise effective plans to solve the problem. They are aware of problems when they occur and take action quickly to address the problem. They thoughtfully investigate the root cause of the problem prior to introducing solutions. They carefully consider the options to solve the problem. Once a solution is agreed upon, they follow through to ensure the problem is solved, whether through their own actions or the actions of others.

9. _____ Model integrity, ethical leadership and effective management.

Career-ready individuals consistently act in ways that align to personal and community-held ideals and principles while employing strategies to positively influence others in the workplace. They have a clear understanding of integrity and act on this understanding in every decision. They use a variety of means to positively impact the direction and actions of a team or organization, and they apply insights into human behavior to change others' actions, attitudes and/or beliefs. They recognize the near-term and long-term effects that management's actions and attitudes can have on productivity, morale and organizational culture.

10. _____ Plan education and career path aligned to personal goals.

Career-ready individuals take personal ownership of their own educational and career goals, and they regularly act on a plan to attain these goals. They understand their own career interests, preferences, goals and requirements. They have perspective regarding the pathways available to them and the time, effort, experience and other requirements to pursue each, including a path of entrepreneurship. They recognize the value of each step in the educational and experiential process, and they recognize that nearly all career paths require ongoing education and experience. They seek counselors, mentors and other experts to assist in the planning and execution of career and personal goals.

11. _____ Use technology to enhance productivity.

Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They are proficient with ubiquitous technology applications. They understand the inherent risks -- personal and organizational -- of technology applications, and they take actions to prevent or mitigate these risks.

12. _____ Work productively in teams while using cultural/global competence.

Career-ready individuals positively contribute to every team, whether formal or informal. They apply an awareness of cultural differences to avoid barriers to productive and positive interaction. They find ways to increase the engagement and contribution of all team members. They plan and facilitate effective team meetings.

Notes/Comments: _____

We hereby certify that the clinical skills performance record evaluation checklist depicted above is true and correct and that the named Nurse Aide Trainee has successfully completed all clinical skills identified. We also hereby certify that the trainee has received training in the workplace skills listed above. A copy of this completed evaluation checklist has been provided to the Nurse Aide trainee.

Signature of NATP Primary Instructor _____ Date: _____

Signature of NATP Clinical Supervisor _____ Date: _____

Signature of Trainee _____ Date: _____