**SAMPLE FORM
(May be used by provider)**

NURSE ASSISTANT TRAINING PROGRAM
SKILLS CHECK LIST

Student Name	Enroll Date	*Social Security Number
Training Program	Completion Date	Clinical Site Name
Instructor's Name	Title	Initials

Signature

Clinical Date Hours																		
Clinical Date Hours																		

S = Satisfactory   U = Unsatisfactory

NURSE ASSISTANT TRAINING PROGRAM SKILLS DEMONSTRATED	S/U	COMMENTS	DATE PERFORMED	LICENSED NURSE INITIALS
MODULE 6: Medical and Surgical Asepsis (8 Hours Clinical)				
1) Hand washing				
2) Proper handling of linen				
3) Universal precautions				
• Gloving				
• Gowning				
• Apply mask				
4) Double bagging trash/waste				
MODULE 5: Body Mechanics (4 Hours Clinical)				
1) Use of gait belt				
2) Helping the helpless resident up to the head of the bed with two assistants				
3) Turning and positioning the resident				
• Supine				
• Side-lying				
• Use of lift sheet				
4) Assisting transfer from bed to chair or wheelchair				
5) Assisting transfer from chair or wheelchair to bed				
6) Mechanical lift				
MODULE 2: Resident's Rights (1 Hour Clinical)				
1) Knocks on door before entering				
2) Pulls privacy curtains during personal care				
3) Keeps resident information confidential				
4) Treats resident with respect and dignity				
5) Encourages resident to make choices				
6) Explains procedure to resident				

MODULE 14: Rehabilitative/Restorative Care (4 Hours Clinical)				
1) Range of motion exercises				
2) Assisting the resident to ambulate with gait belt				
3) Assisting the resident to ambulate with walker				
4) Assisting the resident to ambulate with cane				
5) Rehabilitative devises		Type:		
MODULES 4 and 12: Emergency Procedures and Prevention of Catastrophe (2 Hours Clinical)				
1) Applying postural supports (safety devises)				
2) Applying soft wrist/ankle restraint as safety device				
3) Heimlich maneuver for the conscious resident				
4) Heimlich maneuver for the unconscious resident				
5) Positioning of call light				
6) Demonstrates fire/disaster procedures				
7) Handles O2 safely				
8) Use of fire extinguisher				
MODULE 8: Patient Care Skills (44 Hours Clinical)				
1) Back rub				
2) Bed bath/partial bath				
3) Tub bath				
4) Shower				
5) Assisting with oral hygiene				
6) Mouth care of the unconscious resident				
7) Denture care				
8) Nail care				
9) Combing the resident's hair				
10) Shampoo of bedridden resident				
11) Shampoo with shower or tub bath				
12) Medicinal shampoo				
13) Shaving – electrical shaver				
14) Shaving – razor blade				
15) Dressing and undressing the resident				
16) Changing the clothes of resident with IV				
17) Assist in the use of urinal				
18) Assist in the use of the bedpan				
19) Assisting resident to commode/toilet				
20) Bladder retraining				
21) Bowel retraining				
22) Perineal care				
23) Artificial limbs				
24) Splints				
25) Applying a behind-the-ear hearing aid				
26) Removing a behind-the-ear hearing aid				
27) Removing, cleaning, and reinserting an artificial eye				

MODULE 10: Vital Signs (6 Hours Clinical)				
Measure and Record Vital Signs 1) Temperature				
• Oral				
• Axillary				
• Rectal				
• Electronic				
2) Pulse: radial				
3) Pulse: apical				
4) Respiration				
5) Blood pressure				
MODULE 9: Resident Care Procedures (20 Hours Clinical)				
1) Collect and identify specimen				
• Sputum specimen				
• Urine specimen: clean catch				
• Stool specimen				
2) Occupied bed making				
3) Unoccupied bed making				
4) Administering the commercially prepared cleansing enema				
5) Administering enemas – tap water, soap suds				
6) Administering laxative suppository				
7) Empty urinary bags				
8) Care of resident with tubing				
• Oxygen				
• IV				
• Gastrostomy				
• Nasogastric				
• Urinary catheter				
9) Antiembolic hose, elastic stockings (TED Hose)				
10) Admitting the resident				
11) Transferring the resident				
12) Discharging the resident				
13) Application of nonsterile dressing				
14) Application of nonlegend topical ointments				
MODULE 7: Weights and Measures (1 Hour Clinical)				
1) Measuring oral intake				
2) Measuring urinary output				
3) Measuring the height of resident in bed				
4) Weighing the resident in bed				
5) Measuring and weighing the resident using an upright scale				
6) Documents in military time				
MODULE 11: Nutrition (6 Hours Clinical)				
1) Feeding the helpless resident				
2) Assisting the resident who can feed self				

3)	Verifying that resident has been given correct diet tray				
4)	Use of feeding assistance devices				
MODULE 15:	**Observation and Charting (4 Hours Clinical)**				
1)	Reports appropriate information to change nurse				
2)	Documents V/S, ADLs timely/correctly				
3)	Documents changes in resident's body functions/behavior				
4)	Participates in resident care planning				