

CERTIFIED NURSING ASSISTANT (CNA) (Competency-Based)

APPENDIX A

O*NET CODE 31-1131.00

Competency/performance-based apprenticeship occupations are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time-based work experience and on-the-job learning requirements. In competency/performance-based occupations apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion.

This Training outline is a minimum standard Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

A. Safety & Work Environment

1. Wash hands.
2. Use Occupational Safety and Health Act (OSHA) Guidelines (e.g., Handling Bloodborne Pathogens) and Centers_for Disease Control and Prevention (CDC) Guidelines (e.g., Disinfection and Sterilization in Healthcare Facilities).
3. Properly dispose of sharps (e.g., razors and needles) in sharps container.
4. Use Personal Protective Equipment (PPE) and devices, including gloves, gowns, masks, and goggles.
5. Perform visual check of residents' living areas and resolve potential safety issues (secure hazardous materials; clear pathways, etc.).
6. Follow isolation procedures when disposing of soiled linen and clothing.
7. Make bed(s): occupied and unoccupied.
8. Understand organization's safety and emergency protocol and procedures (i.e., safety plan).
9. Properly use safety tools, such as: fire extinguisher (if necessary).
10. Use restraints, physical and/or chemical, only when necessary and in accordance with regulations.

11. Demonstrate ability to administer Heimlich Maneuver and other lifesaving assistance.
12. Identify measures to promote safety of residents with special needs or issues, for example: dementia, physical injuries, illnesses.

B. Communication

1. Interact respectfully with residents: demonstrate awareness of cultures, needs, and preferences while respecting their privacy.
2. Utilize conflict management skills.
3. Write reports and document issues and events in clear, concise language, per regulatory requirements.
4. Report physical changes, mental changes, abuse, and any other changes To the medical team.
5. Understand and follow Health Insurance Portability and Accountability Act (HIPAA) regulations regarding reporting and documentation.
6. Understand meaning of “authorized person”; understand information protocols regarding “authorized persons”.

C. Basic Nursing Assistant Skills

1. Measure/record/collect:
 - a. respiration and other vital signs
 - b. oral temperature (non-digital thermometer)
 - c. rectal temperature (non-digital thermometer)
 - d. radial pulse
 - e. height
 - f. weight (balance scale/chair scale)
 - g. urine specimen
 - h. stool specimen
 - i. food and fluid intake
 - j. urinary output
2. Provide post-mortem care.
3. Assist nursing staff with any additional duties as assigned (within scope of practice).

D. Personal Care and Daily Living Activities

1. Assist with bathing (if needed): complete and partial bed bath; shower; bath/whirlpool.
2. Provide hair care, including shampooing, grooming, brushing, and combing.
3. Provide mouth care for residents with natural teeth and those with no natural teeth; provide denture care.
4. Perform other grooming services: shaves, foot, hand, and nail care.
5. Provide perineal care for females, males, and incontinent residents.
6. Assist with bedpans, urinals, and bedside commodes: offer/remove/clean.
7. Care for urinary catheter; carefor/empty urinary drainage bag.
8. Provide ostomy care.
9. Dress resident, including care of eyeglasses and hearing aides
10. Feed residents: set up tray; partial assist; total assist; use adaptive devices; be aware of dysphasia; use alternative feeding methods.
11. Provide skin care, including back rub.
12. Postion resident in chair, and bed.
13. Transfer resident, using methods such as: one assit, two assist, mechanical lift (Hoyer), transfer belt, sheet lift.

E. Developmental Health and Social Service Needs of Residents

1. Deal effectively and supportively with abusive residents.
2. Respect rprivacy (e.g., knock before entering).
3. Promote social interaction and recreation.
4. Encourage self-advocacy and promote self-esteem.
5. Demonstrate effective communication techniquees.
6. Provide companionship; assist with correspondence.
7. Encourage healthy eating choices.
8. De-escalate disputes.
9. Coordinate appointments.
10. Encourage use of family and friends to provide emotional support.

F. Care of Cognitively Impaired Residents

1. Communicate with cognitively impaired residents.
2. Provide appropriate assistance with daily living activities to maximize independence and well-being.
3. Understand impairment issues and individual preferences.
4. Use knowledge of cognitive impairments to inform observations and reports regarding changes in behavior and/or physical appearance.

G. Basic Restorative Skills/Services

1. Encourage safe and appropriate self-care.
2. Use gait belt to assist ambulation.
3. Ease resident (about to fall) to floor during ambulation.
4. Utilize assistive devices and adaptive devices during ambulation.
5. Assist with improving range of motion to upper and lower extremities (under direction of nurse).
6. Use positioning devices for beds and chairs.
7. Assist with proper use of prosthetic/orthotic devices.
8. Apply hand splint.
9. Use all transfer and other equipment to enhance feeling of safety.
10. Turn, reposition, and perform other preventative and restorative measures to prevent skin breakdown and promote healing of injured skin.
11. Assist with exercise and other activities in efforts to restore strength and promote healing (under direction of nursing staff).
12. Provide bowel and bladder training as needed.

H. Residents' Rights

1. Respond to call lights promptly and forward requests if unable to address request.
2. Provide privacy doors or curtain when providing care.
3. Respect individuality and personal preferences to the extent possible.
4. Respect and maintain confidentiality; always adhere to HIPAA and other guidelines.

5. Notify nurse, other team members, or family member if equipment or personal supplies are needed.
6. Avoid using restraints, if possible.

I. Administrative Tasks

1. Complete all required reports and documentation.
2. Understand and implement all workplace procedures and policies.
3. Participate in agency/staff/medical team meetings.
4. Maintain up-to-date professional licensing and vaccination requirements (as required).

Approximate Total Hours 1000-2000

Apprentices in Competency-Based Programs shall participate in no fewer than 1,000 documented hours of on-the-job training, and until they have demonstrated a competency for each skill in the Work Processes, with the understanding competency will be demonstrated reasonably proximate to the maximum on-the-job training hours. Competency Assessment referenced in Appendix B.

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

CERTIFIED NURSING ASSISTANT

APPENDIX B

RELATED INSTRUCTION

Safety and the Workplace

1. Safety and Emergency Procedures
2. Infection Prevention and Control
3. First Aid and Cardiopulmonary Resuscitation (6.5 hours minimum)
4. Automated External Defibrillator (AED)
5. Single Rescuer Life Support Skills
6. Team-Based Life Support Skills
7. Sexual Harassment Preventing Training – must comply with Section 201-g of the Labor Law

Theory & Science

1. Communication and Interpersonal Skills
2. Basic Nursing Skills (see Work Process C in Appendix A)
3. Personal Care Skills (see Work Process D in Appendix A)
4. Developmental Health and Social Service Needs (see Work Process E)
5. Cognitive Impairment (see Work Process F)
6. Basic Restorative Skills and Services (see Work Process G)
7. Residents' Rights (see Work Process H)

Additional Courses as Necessary

Competency Assessment

1. Test Prep
2. New York State Nursing Home Aide Competency Exams, administered by New York State Department of Health-authorized examination provider

At least 144 hours of Related Instruction per year must be available for the apprentice at the time of his/her indenture. However, the apprentice may test out earlier if able to demonstrate competence for each topic on the Related Instruction outline.

Appendix B topics are approved by New York State Education Department.