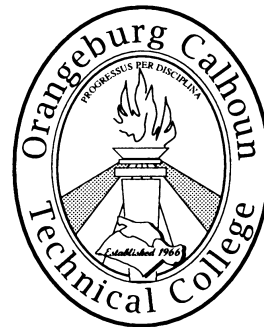


NURSING ASSISTANT COMPETENCY PROFILE



ORANGEBURG-CALHOUN TECHNICAL COLLEGE

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4/22/2008

NURSING ASSISTANT COMPETENCY PROFILE

A Nursing Assistant is a member of the Health Care Team who assists licensed nursing staff in providing total quality care to clients/residents.

A. DEMONSTRATE PROFESSIONALISM	A-1 PRACTICE CONFIDENTIALITY	A-2 DEVELOP AWARENESS OF PROFESSIONAL IMAGE AS A HEALTH CARE GIVER	A-3 FOLLOW FACILITY'S DRESS CODE
	A-4 EXHIBIT DEDICATION TO PROFESSION	A-5 PRACTICE TIME MANAGEMENT	A-6 WORK INDEPENDENTLY AND AS A TEAM MEMBER
	A-7* DEVELOP INTERPERSONAL SKILLS <i>e. g. Knowledge of PATIENT/CLIENT/ RESIDENT's Cultural Diversity</i>	A-8 COMMUNICATE EMPLOYMENT GOALS <i>e.g., Desire for Advanced Study</i>	A-9 EXHIBIT AND PRACTICE WORK ETHICS <i>e.g. Promptness, Dependability, Attitude, Trustworthy, Conscientious</i>
B. USE COMMUNICATION SKILLS	B-1* COMMUNICATE ON DIFFERENT LEVELS. <i>e.g. Resident/Patient, Family, Coworker, Support Groups</i>	B-2 PRACTICE ACTIVE LISTENING	B-3 RELAY PATIENT/CLIENT/RESIDENT'S INFORMATION ACCURATELY TO TEAM MEMBERS <i>e.g. Assessment & Care Plan</i>
	B-4 LISTEN TO AND CONVERSE WITH PATIENT/CLIENT/RESIDENT/SUPPORT GROUP	B-5 COMMUNICATE SIGNS OF NEGLECT/ABUSE	B-6 DEMONSTRATE CUSTOMER SERVICE SKILLS <i>e.g. Telephone skills, Greeting People, Providing Assistance, etc.</i>
C. FOLLOW AGENCY GUIDELINES FOR RECORDKEEPING	C-1 RECORD INFORMATION ACCURATELY, TIMELY, AND LEGIBLY.	C-2 RECORD VITAL SIGNS:	C-3 RECORD INTAKE/OUTPUT
	C-4 RECORD WEIGHT	C-5 RECORD EXERCISE AND RANGE OF MOTION	C-6 RECORD SKIN CONDITION <i>e.g. Body Positioning, Turning Schedule</i>
	C-7 RECORD EATING AND APPETITE	C-8 RECORD ELIMINATION <i>e.g. Bowel and Bladder</i>	C-9 RECORD IMPROVEMENT/DECLINE IN ACTIVITIES OF DAILY LIVING

C. KEEP RECORDS	Con't C-10* COMPLETE INCIDENT REPORT AS REQUIRED		
D. RECOGNIZE DISEASE PROCESS <i>(e.g. Normal vs. Abnormal)</i>	D-1 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR LEVEL OF CONSCIOUSNESS/CONFUSION	D-2 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR CARDIOVASCULAR FUNCTION	D-3 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR ENDOCRINE FUNCTION <i>e.g. Diabetes, Hypoglycemia, Hyperglycemia, etc.</i>
	D-4 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR RESPIRATORY FUNCTION	D-5 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR MUSCULOSKELETAL FUNCTION <i>e.g. Aging Process</i>	D-6 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR RENAL FUNCTION
	D-7 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR GASTROINTESTINAL FUNCTION	D-8 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR INTEGUMENTARY FUNCTION	D-9 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR LEVEL OF VISION AND HEARING
	D-10 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR NERVOUS SYSTEM FUNCTION <i>e.g. Epilepsy, etc</i>	D-11 OBSERVE, RECOGNIZE, AND REPORT CHANGE IN PATIENT/CLIENT/ RESIDENT'S CONDITION FOR ALZHEIMER'S AND OTHER DEMENTIAS.	
	E. ASSIST WITH HOME HEALTH/COUNCIL ON AGING/HOSPICE CARE	E-1 WORK WITH FAMILY	E-2 ADAPT TO NON-CLINIC EQUIPMENT
E-4 PLAN AND PREPARE MEALS		E-5 PERFORM BASIC HOUSEKEEPING AND LAUNDRY DUTIES	E-6 OBSERVE LIMITATIONS FOR CNA
E-7 RECORD SIGNS OF NEGLECT/ABUSE ACCURATELY		E-8 ASSIST WITH DEVELOPMENT OF PATIENT GOALS	E-9 RECORD PROGRESS ACCURATELY

F. PERFORM NURSING ASSISTANT PROCEDURES	F-1 RECEIVE BLS FOR HEALTH CARE PROVIDER & FIRST AID CERTIFICATION	F-2 BATHE, DRESS, AND GROOM CLIENT/PATIENT/RESIDENT	F-3 TAKE VITAL SIGNS ACCURATELY <i>e. g. T, P, R, BP</i>
	F-4 PERFORM COLOSTOMY, ILEOSTOMY, UROSTOMY, AND CATHETER CARE	F-5 PERFORM RANGE OF MOTION AND AMBULATION	F-6 APPLY AND MONITOR RESTRAINTS
	F-7 MEASURE HEIGHT AND WEIGH CLIENT/PATIENT/RESIDENT ACCURATELY	F-8 CARE FOR CLIENT/PATIENT/RESIDENT'S PERSONAL BELONGINGS	F-9 PRACTICE PREVENTIVE SKIN CARE
	F-10 PERFORM G TUBE CARE	F-11 USE STANDARD PRECAUTIONS	F-12 FEED CLIENT/PATIENT/RESIDENT
	F-13 MAKE BED CORRECTLY	F-14 POSITION AND TRANSFER RESIDENT	F-15 COLLECT URINARY AND STOOL SPECIMENS
	F-16 PARTICIPATE IN PATIENT/CLIENT/RESIDENT'S PLAN OF CARE	F-17 OBSERVE LIMITATIONS FOR CNAs	F-18 PRACTICE SAFETY PRECAUTIONS
	F-19 PRACTICE CARING AND COMFORT MEASURES	F-20 UNDERSTAND ISOLATION POLICIES/PROCEDURES <i>e.g. Reverse Isolation, Respiratory</i>	F-21 PERFORM POST-MORTEM CARE

G. DEMONSTRATE KNOWLEDGE OF POLICY/PROCEDURES	G-1 KNOW AND PRACTICE OSHA & DHEC REGULATIONS & SURVEY PROCESS	G-2 KNOW AND PRACTICE PATIENT/CLIENT/ RESIDENT'S RIGHTS	G-3 UNDERSTAND ADVANCED DIRECTIVES FOR ALL PATIENT/CLIENT/RESIDENTS
	G-4 KNOW AND PRACTICE CNA ROLES/LIMITATIONS	G-5 KNOW AND PRACTICE NUTRITION/DIET/DISEASE PROCESSES	G-6 KNOW ANATOMY AND PHYSIOLOGY
	G-7 KNOW PROCESS OF DEATH AND DYING	G-8 KNOW AND USE MEDICAL TERMINOLOGY CORRECTLY	G-9 DEVELOP AWARENESS OF COMMUNITY RESOURCES
	G-10 PARTICIPATE IN ASSESSMENT PLAN/CARE PLAN	G-11 KNOW HOW TO EFFECTIVELY DEAL WITH DIFFICULT PATIENT/CLIENT/ RESIDENT/SUPPORT GROUPS	G-12 RECOGNIZE POTENTIAL BEHAVIORAL PROBLEMS
	G-13 PRACTICE PERSONAL SAFETY PRECAUTIONS	G-14 PURSUE CONTINUING EDUCATION <i>e.g. Maintain CNA & CPR Recertification</i>	
H. ASSIST WITH DEMENTIA CARE	H-1 RECOGNIZE/DISCUSS SIGNS/SYMPTOMS OF DEMENTIA	H-2 RECOGNIZE/DISCUSS ALTERED BEHAVIORS OF DEMENTIA	H-3 LEARN INTERVENTIONS FOR DEMENTIA <i>e.g. Responses to Agitated/Aggressive Behavior, Behavior Redirection, etc.</i>
	H-4 PROVIDE SAFE ENVIRONMENT	H-5 PROVIDE ALTERNATIVE METHODS OF FEEDING FOR WANDERERS <i>e.g. Finger foods: French fries instead of baked Potato; vegetable sticks</i>	
I. ASSIST WITH RESIDENTS IN ASSISTED LIVING CARE FACILITIES	I-1 KNOW AND PRACTICE THE ROLES/RESPONSIBILITIES OF CNA	I-2 SUPERVISE MINIMAL ASSISTANCE OF ACTIVITIES OF DAILY LIVING EFFECTIVELY	I-3 KNOW AND PRACTICE RESIDENTS' RIGHTS

I. Con't ASSIST WITH RESIDENTS IN ASSISTED LIVING CARE FACILITIES	I-4 RECOGNIZE SIGNS OF ABUSE/NEGLECT AND COMMUNICATE EFFECTIVELY	I-5 ASSIST AND SET-UP MEALS PER FACILITY GUIDELINES	I-6 COMMUNICATE EFFECTIVELY WITH RESIDENT/FAMILY/SUPPORT GROUPS
	I-7 ASSIST WITH DAILY SOCIAL ACTIVITIES	I-8 ENCOURAGE RESIDENT'S MAXIMUM LEVEL OF INDEPENDENCE	

***Denotes skill development that should be emphasized throughout the curriculum.**

THIS DACUM WAS CONDUCTED APRIL 22, 2008, AT ORANGEBURG-CALHOUN TECHNICAL COLLEGE, 3250 ST. MATTHEWS RD., ORANGEBURG, SC 29118

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