

### Online Nurse Assistant Training Program Skills Checklist

Please submit completed form to the eLearning Review Unit at [eLearning@cdph.ca.gov](mailto:eLearning@cdph.ca.gov)

Student Name													*Student Social Security #			
Instructor Name (Printed)					Title				Instructor Signature							
Training Program Name								Provider Identification Training Number								
Clinical Site Name						Start Date			Completion Date							

Clinical Date																				
Clinical Hours																				

S = Satisfactory U = Unsatisfactory

ONLINE NURSE ASSISTANT TRAINING PROGRAM SKILLS DEMONSTRATED	S / U	COMMENTS	DATE PERFORMED	INSTRUCTOR INITIALS
<b>MODULE 2: Resident's Rights (1 Clinical Hour)</b>				
1) Knock on door before entering				
2) Pull privacy curtains during personal care				
3) Keep patient information confidential				
4) Treat patient with respect and dignity				
5) Encourage patient to make choices				
6) Explain procedures to patient				
<b>MODULE 4: Prevention and Management of Catastrophe and Environmental Emergencies (1 Clinical Hour)</b>				
1) Demonstrate fire/disaster procedures				
2) Handles oxygen safely				
3) Use of fire extinguisher				

**INFORMATION COLLECTION AND ACCESS-PRIVACY STATEMENT**

\*Social Security Number Disclosure: Pursuant to Section 666(a)(13) of Title 42 of the United States Code and California Family Code Section 17520, subdivision (d), the California Department of Public Health (CDPH) is required to collect social security numbers from all applicants for nursing assistant certificates, home health aide certificates, hemodialysis technician certificates or nursing home administrator licenses. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support orders upon request by the Department of Child Support Services and for reporting disciplinary actions to the Health Integrity and Protection Data Bank as required by 45 CFR §§ 61.1 et seq. Failure to provide your social security number will result in the return of your application. Your social security number will be used by CDPH for internal identification, and may be used to verify information on your application, to verify certification with another state's certification authority, for exam identification, for identification purposes in national disciplinary databases or as the basis of a disciplinary action against you.

Student Name	Instructor Signature			Date
ONLINE NURSE ASSISTANT TRAINING PROGRAM SKILLS DEMONSTRATED	S / U	COMMENTS	DATE PERFORMED	INSTRUCTOR INITIALS
<b>MODULE 5: Body Mechanics (4 Clinical Hours)</b>				
1) General use of gait belt				
2) Assist patient up to head of bed with two assistants				
3) Turn and position the patient				
<input type="checkbox"/> Supine				
<input type="checkbox"/> Side-lying				
<input type="checkbox"/> Use of lift sheet				
4) Assist transfer from bed to chair or wheelchair				
5) Assist transfer from chair or wheelchair to bed				
6) Use of mechanical lift				
<b>MODULE 6: Medical and Surgical Asepsis (8 Clinical Hours)</b>				
1) Hand washing				
2) Proper handling of linen				
3) Use of standard precautions:				
<input type="checkbox"/> Gloving				
<input type="checkbox"/> Gowning				
<input type="checkbox"/> Applying mask				
4) Dispose of trash and waste by double-bagging				
<b>MODULE 7: Weights and Measures (1 Clinical Hour)</b>				
1) Measure oral intake				
2) Measure urinary output				
3) Use military time in documentation				
<b>MODULE 8: Patient Care Skills (40 Clinical Hours)</b>				
1) Back rub				
2) Bed bath and partial bath				
3) Tub bath				
4) Shower				
5) Assist with oral hygiene				
6) Mouth care of the unconscious patient				
7) Denture care				

Student Name	Instructor Signature			Date
ONLINE NURSE ASSISTANT TRAINING PROGRAM SKILLS DEMONSTRATED	S / U	COMMENTS	DATE PERFORMED	INSTRUCTOR INITIALS
<b>MODULE 8: Patient Care Skills (40 Clinical Hours) Continued</b>				
8) Nail care				
9) Comb patient's hair				
10) Shampoo bedridden resident				
11) Shampoo with shower or tub bath				
12) Use of Medicinal shampoo				
13) Shave patient with razor and electric shaver				
14) Dress and undress patient				
15) Change clothes of patient with IV				
16) Assist with use of urinal				
17) Assist with use of the bedpan				
18) Assist to toilet or bedside commode				
19) Bladder retraining				
20) Bowel retraining				
21) Perineal care				
22) Care and use of artificial limbs				
23) Use and application of splints				
24) Apply and remove behind-the-ear hearing aid				
25) Measure height of patient in bed				
26) Weigh patient in bed				
27) Measure and weigh patient using upright scale				
<b>MODULE 9: Resident Care Procedures (20 Clinical Hours)</b>				
1) Collect and identify specimens				
<input type="checkbox"/> Sputum				
<input type="checkbox"/> Urine: clean catch				
<input type="checkbox"/> Stool				
2) Make occupied bed				
3) Make unoccupied bed				
4) Administer commercially prepared cleansing enema				

Student Name	Instructor Signature			Date
ONLINE NURSE ASSISTANT TRAINING PROGRAM SKILLS DEMONSTRATED	S / U	COMMENTS	DATE PERFORMED	INSTRUCTOR INITIALS
<b>MODULE 9: Resident Care Procedures (20 Clinical Hours) Continued</b>				
5) Administer enemas – tap water, soap suds				
6) Administer laxative suppository				
7) Empty urinary bag				
8) Care for patient with tubing:				
<input type="checkbox"/> Oxygen				
<input type="checkbox"/> IV				
<input type="checkbox"/> Gastrostomy				
<input type="checkbox"/> Nasogastric				
<input type="checkbox"/> Urinary catheter				
9) Apply antiembolic hose, elastic stockings (TED hose)				
10) Admit, transfer and discharge patient				
11) Apply non-sterile dressing				
12) Apply topical non-prescription ointment				
<b>MODULE 10: Vital Signs (6 Clinical Hours)</b>				
1) Measure and record temperature using mercury-free and electronic devices for:				
<input type="checkbox"/> Oral				
<input type="checkbox"/> Axillary				
<input type="checkbox"/> Rectal				
2) Measure and record pulse: radial and apical				
3) Measure and record respiration				
4) Measure and record blood pressure: Manual (stethoscope, sphygmomanometer), and digital electronic				
<b>MODULE 11: Nutrition (6 Clinical Hours)</b>				
1) Feed the patient who is unable to feed themselves				
2) Assist patient who can feed self				
3) Verify patient given correct diet tray				
4) Use of assistive devices such as orthopedic utensils, cups and other devices				

Student Name	Instructor Signature			Date
ONLINE NURSE ASSISTANT TRAINING PROGRAM SKILLS DEMONSTRATED	S / U	COMMENTS	DATE PERFORMED	INSTRUCTOR INITIALS
<b>MODULE 12: Emergency Procedures (1 Clinical Hour)</b>				
1) Apply postural supports as safety devices				
2) Apply soft wrist/ankle restraints as safety devices				
3) Heimlich maneuver for conscious patient				
4) Heimlich maneuver for unconscious patient				
5) Position call light properly				
<b>MODULE 13: (as per HSC 1337.1 and 1337.3) (4 Clinical Hours REQUIRED; specific skills suggested.)</b>				
1) Use of dementia-related communication skills, including listening and speaking strategies				
2) Identify your name and purpose of interaction				
3) Make eye contact at patient's eye level				
4) Use of a continuum of verbal and other non- physical techniques such as redirect, for combative patients				
<b>MODULE 14: Rehabilitative/Restorative Care (4 Clinical Hours)</b>				
1) Perform range of motion exercises				
2) Assist ambulation of patient using gait belt				
3) Assist patient to ambulate with walker				
4) Assist patient to ambulate with cane				
5) Proper use of rehabilitative devices				
<b>MODULE 15: Observation and Charting (4 Clinical Hours)</b>				
1) Report appropriate information to charge nurse				
2) Document vital signs, and activities of daily living timely and correctly				
3) Document changes in patient bodily functions and behavior				
4) Participate in resident care planning				