

Certified Nursing Assistant (C.N.A.) Skills Checklist

Throughout your training, you will learn many skills that are vital in caring for residents. Learning these skills in the manner in which they are taught, will ensure that you will be able to deliver care safely. Of all the skills that you will be taught, 23 will be part of the Clinical Skills testing protocol for certification. Once your registration to test is complete, a computer-generated list will be randomly populated with the skills you will be required to perform for the Clinical Skills testing portion of the certification examination.

The Clinical Skills Test consist of five (5) scored skills. All candidates testing will be scored on Handwashing and Required Essential Skills (RES). Three additional skills will be provided for you to perform during your Clinical Skills Evaluation. When you take your test, you will be given direction on the other three skills that will provide scenarios/care plans for your skills performance. These scenarios/care plans, will be specific to the task and should be followed exactly as described.

After the testing is completed, the testing proctor/evaluator (Registered Nurse) will enter their observations into the computer and the LA-NACT system will determine your results. Before being dismissed on your testing day, you will be provided a copy of your testing results, and results can also be accessed through the LA-NACT website.

The evaluation steps for each skill are listed within this document. It is imperative that you understand that these evaluation steps are not provided to help you learn skills, but to help you understand what the proctor/evaluator will be looking for when you perform your skills.

The scenarios presented are for testing purposes only.

A description of the instructions given to candidates for each skill is provided within this document, along with the evaluation steps for each skill. This description includes if a person or mannequin is used as the resident for the skill. Usually another candidate will play the role of the resident when a person is used. If the person playing the role of the resident helps/cues the candidate in any way, both candidates will fail the skill.

Instructions for the Clinical Skills Test explain what you need to do when you want to make a correction to a skill you are performing. These instructions can be found on the LA-NACT website.

When you are called into the testing room to take your test, you will be shown around the testing room so you can see where equipment and supplies are located. The testing room will be set up similar to a resident's room, with resident's personal supplies located on and in the bedside table.

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When you are taking your Clinical Skills Test, the proctor/evaluator is not allowed to answer any questions about how skills are performed. Candidates are required to actually perform the skills.

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REQUIRED ESSENTIAL SKILLS (RES) EVALUATION

RES includes: Standard Precautions, Resident Rights, Safety and Communication. All of these aspects of care must be evaluated for each individual skill performed. Handwashing is performed by the candidate at the beginning of the first skill and then can be verbalized at all other appropriate times during the Clinical Skill Evaluation. The Required Essential Skill (RES) evaluation steps that the proctor/evaluator will observe for during the Clinical Skills Test are:

Does the Candidate:

- **Standard Precautions/Infection Control (SP)**
- **Resident Rights (RR)**
- **Safety (S)**
- **Communication/Comfort Needs (C)**

A table is provided with information about the specific behaviors the proctor/evaluator will observe for when scoring the Required Essential Skill (RES) evaluation steps for Standard Precautions/Infection Control, Resident Rights, Safety and Communication/Comfort Needs. Instructors and candidates should realize that there several more behaviors that are appropriate when providing care to residents that are both taught and are important to safe, quality care, when using this table. This table is used to establish minimal standards of competency.

SKILL	STANDARD PRECAUTIONS/ INFECTIO N CONTROL	COMMUNICATION/ COMFORT NEEDS	RESIDENT RIGHTS	SAFETY
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Throughout the test, if a candidate uses gloves, whether required or not, the candidate is expected to remove their gloves without contaminating themselves. This would be reflected, in the evaluation labeled, "Uses Standard Precautions".

Providing privacy is not required for certain skills, unless the facilities policy requires or resident request privacy measures. These skills include: ambulation, feeding, hand & nail care, measure and record respirations, pulse, blood pressure and transfers. For testing purposes, the candidate may choose to provide privacy or not for these skills only.

****SEE ATTACHED: REQUIRED ESSENTIAL SKILLS (RES) BEHAVIOR EVALUATION TOOL**

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REQUIRED ESSENTIAL SKILLS (RES)	
Does the candidate:	
#	DESCRIPTION OF SKILLS
1	Knocks before entering resident's space (RR)
2	Introduces self (RR)
3	Addresses resident by name (RR)
4	Provides explanation to resident of care to be performed (C)
5	Obtains permission from resident to perform care (RR)
6	Performs Handwashing before collecting supplies (SP)
7	Uses Standard Precautions throughout skill performance (SP), including barriers.
8	Ask resident about any comfort, preferences and or needs (C)
9	Provides privacy to resident throughout skill performance (RR)
10*	Provides safety measures throughout skill performance (S)
11	Performs Hand Hygiene just before exiting the room and before documentation. (SP)

*SAFETY SKILLS CLARIFIED (S)	
Safety must be evaluated for each individual skill performed.	
* Compromised safety is an immediate failure of skill.	
Does the candidate:	
#	DESCRIPTION OF SKILLS
1	Call light left in reach of resident at all times
2	Bed in low position
3	Wheelchair/Bed wheels locked
4	Side Rails in upright position if resident is at risk for falls
5	Non-slip footwear
6	Water temperature assessed for resident protection and comfort

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HANDWASHING (SP)		
Handwashing must be performed and evaluated at the start of the first skill; thereafter the candidate can verbalize when handwashing must be performed. Handwashing should be performed before gathering supplies.		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Wet hands	
2	Apply soap	
3	Use friction to create lather from wrist to fingertips, including under nails	
4	Apply friction to all hand surfaces for a minimum of 20 seconds	
5	Rinse hands with fingertips down, without touching any sink surface	
6	Avoid any body contact with sink throughout procedure	
7	Dry hands with paper towels	
8	Use another paper towel to turn off faucet	
9	Candidate will evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	Prior to the candidate stating that their skill is complete, verbal corrections may be made. It will be the discretion of the Proctor to accept verbal corrections or to have candidate repeat the skill, from the correction point forward. Once candidate voices that the skill is complete, the grade is finalized.

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MEASUREMENT SKILLS:

MEASURE AND RECORD RADIAL PULSE		
<p>The candidate will take the resident's radial pulse for one (1) full minute. Pulse rate will be recorded on provided measurement form, given to and signed by the candidate before the skill begins. The pulse rate should be within 4 beats of the evaluator. A person will be used as the resident, to obtain the radial pulse.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Perform handwashing (RES) before skill begins*	
4	Provide support to the resident's arm while pulse is being measured	
5	Use fingers (not thumbs) at radial site to count pulse	
6	Count pulse for one (1) full minute	
7	Ask resident about any comfort, preferences and or needs (RES)	
8	Provide safety measures throughout skill performance (RES)*	
9	Verbalize Handwashing (RES) after skill completed and before documentation*	
10	Record pulse rate within +/- 4 bpm of Proctor's measurement*	
11	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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MEASURE AND RECORD RESPIRATIONS

The candidate will count the resident's respirations for one (1) full minute. Respiration rate will be recorded on provided measurement form, given to and signed by the candidate before the skill begins. The candidate in this instance can tell the resident that they will be taking their pulse and/or vital signs in this scenario, so as not to skew the respiratory rate. The respiration rate should be within 2 breaths of the evaluator. A person will be used as the resident, to obtain respirations.

Does the candidate:

#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	The candidate may state that they will be taking the pulse or vital signs, but should not tell resident they are taking respirations.
3	Perform Handwashing (RES)*	
4	Count respirations for one (1) full minute	
5	Ask resident about any comfort, preferences and or needs (RES)	
6	Provide safety measures throughout skill performance (RES)*	
7	Verbalize Handwashing (RES) after skill completed and before documentation*	
8	Record respiration rate within +/- 2 breaths per minute of Proctor's measurement*	
9	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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MEASURE AND RECORD MANUAL BLOOD PRESSURE		
<p>The candidate will obtain a manual blood pressure reading on a resident. The Blood Pressure will be recorded on provided measurement form, given to and signed by the candidate before the skill begins. The blood pressure reading should be within 4mmHg of the evaluator. A person or blood pressure arm (mannequin) will be used as the resident, to obtain respirations.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Asks resident if they have used tobacco, alcohol, caffeine, food, or exercised within the last 30 minutes.	
4	Perform Handwashing (RES)*	
5	Sanitize stethoscope, diaphragm and earpieces with alcohol wipes	
6	Ask resident to roll up sleeve so that upper arm is exposed at least 5 inches above elbow. (Does not measure BP over clothing.)	
7	Position resident's arm with the palm up. The arm should be level with the heart. In chair: feet flat on floor; In bed: legs uncrossed.	
8	Make sure cuff is completely deflated	
9	Place cuff snugly on resident's upper arm, with the center of the cuff (arrow), is placed over the brachial artery	
10	Locate brachial pulse with fingertips	
11	Close the valve	
12	Inflate cuff to between 160 mm Hg to 180 mm Hg.	
13	Open valve slightly with thumb and index finger. Deflate cuff slowly.	
14	Watch gauge. Open valve completely once BP obtained and remove cuff.	
15	Ask resident about any comfort, preferences and or needs (RES)	
16	Provide safety measures throughout skill performance (RES)*	
17	Verbalize Handwashing (RES) after skill completed and before documentation*	

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18	Record blood pressure reading within +/- 4 mm Hg of Proctor's reading*	
19	Sanitize stethoscope with alcohol wipes. Store equipment appropriately.	
20	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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EMPTY CONTENTS OF URINARY DRAINAGE BAG, MEASURE URINE OUTPUT AND RECORD ON AN INTAKE AND OUTPUT (I & O) FORM

The candidate is asked to empty the resident's urinary drainage bag contents into a graduate container and to measure the amount of urine obtained. An Intake and Output (I & O) Form is provided and should be given to and signed by the candidate before the skill begins. A mannequin with a urinary catheter bag will be used as the resident, to obtain the urinary drainage amount.

Does the candidate:

#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform handwashing (RES)*	
5	Gather needed supplies	
6	Don gloves*	Gloves should be worn while handling the urinary drainage bag, and graduate.
7	Place graduate on a barrier placed on floor, while the candidate empties the contents of the urinary drainage bag into the graduate.	
8	Empty the contents of the urinary drainage bag without contaminating the drainage tube (e.g., do not allow drainage tube to touch the graduate or gloved fingers at any point) and the candidate should close the clamp or valve and replace it into the drain sleeve, after emptying complete. (Urinary drainage bag should remain off the floor.)	
9	Set the graduate onto a flat surface that is protected by a barrier, to read. The measurement should be read at eye level.	
10	After measurement obtained, empty the urine that is in the graduate, into the toilet/commode, rinse and dry the container, and pour the rinse water into the toilet/commode, and dry graduate Return/discard supplies appropriately.	

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#	DESCRIPTION OF SKILLS – EMPTY URINARY DRAINAGE BAG - RECORD	
11	Ask resident about any comfort, preferences and or needs (RES)	
12	Provide safety measures throughout skill performance (RES)*	
13	Remove gloves and verbalizes handwashing (RES)*	
14	Privacy measures reversed	
15	Record the urine measurement on the provided measurement form.*	
16	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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FEEDS AND ENCOURAGES FLUIDS TO RESIDENT LYING IN BED WITH LIMITED MOBILITY. RECORD RESIDENTS ESTIMATED INTAKE

The candidate will feed a snack and encourage fluids to a resident that is lying in bed. The resident has limited mobility. The estimated intake will be recorded on provided Intake form, given to and signed by the candidate before the skill begins.

A person will be used as the resident for the feeding skill.

Does the candidate:

#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies	
6	Use barrier or provide a clean surface for snack	
7	Wash resident's hands (washcloth /sanitizer).	
8	Elevate HOB to a 90° angle	
9	Offer clothing protector to resident	
10	Remain seated throughout feeding.	
11	Offer fluids first and after every 2-3 bites, allowing time for resident to swallow	
12	Converse with resident throughout feeding	
13	Encourage resident throughout meal to consume as much as tolerated	
14	Ask resident about any comfort, preferences and or needs (RES)	
15	Provide safety measures throughout skill performance (RES)*	
16	Remove clothing protector and leave residents mouth clean, when feeding complete	
17	Pick up supplies and dispose of appropriately.	
18	Reverse privacy measures	
19	Verbalize Handwashing (RES) after skill completed and before documentation*	
20	Record amount of feeding received within 25% of Proctor's measurement*	
21	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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MOVEMENT SKILLS:

AMBULATE RESIDENT WITH GAIT BELT		
<p>The candidate will apply a gait belt to a resident that needs assistance walking. The candidate will ambulate the resident approximately 10 steps. A person will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Perform Handwashing (RES)*	
4	Gather supplies	
5	Apply a gait belt over clothing, at waist level, with room enough for flat fingers to fit snugly between belt and resident. Resident is sitting in a chair.	
6	Check resident for non-slip footwear. Resident's feet should be flat on floor.	
7	Face resident, with hands at resident's side under gait belt and cues resident when to stand. All safety precautions observed.	
8	Ask resident how they are feeling upon standing, and during ambulation.	
9	Walk resident, while standing slightly behind and to the side with underhand grip of the gait belt. (At least 10 steps)	
10	Ambulate resident to chair and positions resident with back of legs touching chair and cues resident to seated position, while maintaining support with the gait belt.	
11	Remove the gait belt without causing shearing or friction.	
12	Maintain proper body mechanics throughout skill.	
13	Leave resident sitting in chair in proper body alignment.	
14	Ask resident about any comfort, preferences and or needs (RES)	

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#	DESCRIPTION OF SKILLS – AMBULATE WITH GAIT BELT	
15	Provide safety measures throughout skill performance (RES)*	
16	Return supplies	
17	Verbalize Handwashing (RES)*	
18	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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TRANSFER RESIDENT FROM BED TO WHEELCHAIR USING GAIT BELT (PIVOT TECHNIQUE)		
<p>The candidate will apply a gait belt to a resident that needs assistance transferring. The candidate will pivot transfer resident from bed to wheelchair. The resident is able to stand, but unable to move feet.</p> <p>A person will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)*	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies	
6	Provide privacy	
7	Elevate Head of bed and assist resident to a dangling position, without pulling on resident's extremities. Ask resident if dizzy or light-headed.	
8	Apply non-slip footwear to resident. (RES)*	
9	Position resident with feet flat on the floor.	
10	Apply a gait belt over clothing, at waist level, with room enough for flat fingers to fit snugly between belt.	
11	Position wheelchair next to bed with wheelchair legs back and footrest up.	
12	Lock wheelchair before transferring resident. *	
13	Cue resident before assisting to stand.	
14	Position self in front of resident, while bracing legs, then holds gait belt at the resident's sides throughout transfer.	
15	Stand resident and complete pivot transfer, without resident taking steps to reach the wheelchair. (Gentle smooth motion)	
16	Maintain proper body mechanics throughout skill.	
17	Leave resident sitting in wheelchair in proper body alignment with legs and feet supported by wheelchair footrest.	
18	Move wheelchair to a locked, forward position.	

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#	DESCRIPTION OF SKILLS – TRANSFER BED TO WC WITH GAIT BELT	
19	Remove the gait belt without causing shearing or friction.	
20	Ask resident about any comfort, preferences and or needs (RES)	
21	Provide safety measures throughout skill performance (RES)*	
22	Return supplies	
23	Reverse privacy measures	
24	Verbalize Handwashing (RES)*	
25	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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REPOSITION RESIDENT TO SUPPORTED SIDE-LYING POSITION		
The candidate will change the position of a resident that is lying on their back to a side-lying supported position.		
A person will be used as the resident for this skill.		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies, use barrier on bedside table.	
6	Position resident's upper and lower extremities to achieve proper alignment in preparation for the turn. Ensures privacy throughout procedure. (RES)	
7	Position resident a safe distance from the edge of the bed at all times.	
8	Assist resident to turn on side and position first pillow lengthwise between shoulder blade and hip to prevent roll-back.	
9	Place second pillow under upper arm to support shoulder, elbow and wrist.	
10	Reposition pillow under head to assure proper neck and shoulder alignment.	
11	Position third pillow lengthwise under bent forward top leg, supporting knee and ankle, preventing bony prominences from pressure.	
12	Leave resident in proper body alignment, with bony prominences protected.	
13	Ask resident about any comfort, preferences and or needs. Removes and disposes barrier. (RES)	
14	Provide safety measures throughout skill performance (RES)*	
15	Reverse privacy measures	
16	Verbalize Handwashing (RES)*	
17	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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RANGE OF MOTION (ROM) – ELBOW/WRIST		
<p>The candidate will be asked to perform passive range of motion exercises to one arm, to a resident who is not able to help with the exercises. The resident needs his/her elbow flexed and extended, and wrist flexed and hyperextended. For testing purposes: the resident needs three repetitions of both exercises. The instructions provided at the test site will indicate whether the exercise is to the left or right side.</p> <p>A person or mannequin will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Exercise only correct joints and only correct side when performing range of motion	
6	Support extremity to protect the working joint throughout ROM exercises	
7	Bend and straighten arm at elbow through ROM (flexion/extension)	
8	Move wrist through ROM by bending wrist to move hand down and back (flexion and hyperextension)	
9	Ask resident to report discomfort during ROM.	
10	Control extremity throughout ROM exercises providing smooth, slow, non-forceful movement	
11	Ask resident about any comfort, preferences and or needs (RES)	
12	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES)*	
13	Verbalize Handwashing (RES)*	
14	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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RANGE OF MOTION (ROM) – HIP, KNEE AND ANKLE		
<p>The candidate will be asked to perform passive range of motion exercises to one arm, to a resident who is not able to help with the exercises. The resident needs his/her hip and knee flexed and extended, and dorsiflexion and plantar flexion to the ankle.</p> <p>For testing purposes: the resident needs three repetitions of all exercises. The instructions provided at the test site will indicate whether the exercise is to the left or right side.</p> <p>A person or mannequin will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Exercise only correct joints and only correct side when performing range of motion	
6	Support extremity to protect the working joint throughout ROM exercises	
7	Move resident’s hip and knee through ROM, flexing knee and hip, raising toward torso and returning back to mattress (flexion and extension)	
8	Move resident’s foot up and toward head and point down toward the mattress through ROM (dorsiflexion/plantar flexion)	
9	Ask resident to report discomfort during ROM.	
10	Control extremity throughout ROM exercises providing smooth, slow, non-forceful movement	
11	Ask resident about any comfort, preferences and or needs (RES)	
12	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES)*	
13	Verbalize Handwashing (RES)*	
14	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, “My skill is complete”.	

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RANGE OF MOTION (ROM) – SHOULDER		
<p>The candidate will be asked to perform passive range of motion exercises to one arm, to a resident who is not able to help with the exercises. The resident needs his/her shoulder flexed and extended, and abducted and adducted.</p> <p>For testing purposes: the resident needs three repetitions of both exercises. The instructions provided at the test site will indicate whether the exercise is to the left or right side.</p> <p>A person or mannequin will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed: obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Exercise only correct joints and only correct side when performing range of motion	
6	Support extremity to protect the working joint throughout ROM exercises	
7	Move shoulder through ROM, raising and lowering arm alongside, toward head of bed (HOB) and back to mattress (flexion and hyperextension)	
8	Move resident's shoulder through ROM, taking arm away from side and back to side (abduction and adduction)	
9	Ask resident to report discomfort during ROM	
10	Control extremity throughout ROM exercises providing smooth, slow, non-forceful movement	
11	Ask resident about any comfort, preferences and or needs (RES)	
12	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES)	
13	Verbalize Handwashing (RES)	
14	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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PERSONAL CARE SKILLS:

ORAL CARE FOR A RESIDENT WITH TEETH		
The candidate will provide mouth care to a resident that is lying in bed. A person will be used as the resident for this skill.		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)	
5	Gather supplies	
6	Place a clean towel or barrier on the overbed table.	
7	Offer/apply clothing protector to resident.	
8	Raise HOB to a sitting position (60°-90°)	
9	Wet toothbrush and applies toothpaste and places into an empty emesis basin.	
10	Don gloves	
11	Brush all surfaces of teeth and top of tongue.	
12	Allow resident to rinse toothpaste from mouth and expel into emesis basin. Mouthwash optional.	
13	Clean around resident's mouth.	
14	Dispose of and/or return supplies	
15	Doff gloves	
16	Ask resident about any comfort, preferences and or needs (RES)	
17	Provide safety measures throughout skill performance (RES)*	
18	Reverse privacy measures	
19	Verbalize Handwashing (RES)*	
20	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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ORAL CARE FOR A RESIDENT WITH DENTURES		
<p>The candidate will provide mouth care to a resident that is sitting in a chair. The dentures are in a denture cup at bedside and are to be returned to denture cup after skill. A person will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies	
6	Place a clean towel or barrier on the overbed table.	
7	Offer/apply clothing protector to resident.	
8	Don gloves	
9	Bring denture cup, brush and toothpaste to the sink and place a washcloth in sink.	
10	Use cool water, rinse dentures while holding dentures over wash cloth.	
11	Apply toothpaste to denture brush, and brushes all surfaces of dentures. Rinse thoroughly.	
12	While holding dentures securely, refill denture cup with cool, clean water and places dentures in cup, applies lid.	
13	Return denture cup to bedside table.	
14	Doff gloves and Don clean gloves	
15	Moisten and apply toothpaste to toothette or toothbrush and cleans all surfaces of gums and tongue. Mouthwash optional.	
16	Offer water to rinse mouth and instructs resident to spit into emesis basin.	
17	Clean around resident's mouth.	
18	Dispose of and/or return supplies	
19	Ask resident about any comfort, preferences and or needs (RES)	
20	Provide safety measures throughout skill performance (RES)*	
21	Reverse privacy measures	
22	Doff gloves	

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#	DESCRIPTION OF SKILLS – ORAL CARE WITH DENTURES	
23	Verbalize Handwashing (RES)*	
24	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

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PROVIDES FOOT CARE

The candidate will provide care to one foot, to a resident that is sitting in a chair.

For testing purposes: The instructions provided at the test site will indicate whether the foot care is to the left or right side.

A person or mannequin will be used as the resident for this skill.

Does the candidate:

#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies	
6	Place a clean towel or barrier on the floor.	
7	Don gloves	
8	Bring water-filled basin to resident and checks water for safe temperature and allow resident to check temperature for comfort. (RES)	
9	Place correct foot into the basin and soaks foot in water.	
10	Remove foot from water and washes foot with soapy washcloth thoroughly; paying attention to wash between toes and inspecting foot for skin integrity.	
11	Return foot to basin and rinses thoroughly.	
12	Remove foot from basin and dries carefully, making sure between toes are dried well.	
13	Apply warmed lotion to foot, avoiding between toes. Remove excess lotion with towel.	
14	Apply socks and shoes.	
15	Avoid placing resident's foot on floor throughout skill	
16	Support resident's lower extremity throughout skill	
17	Dispose of and/or return supplies	
18	Doff gloves	
19	Ask resident about any comfort, preferences and or needs (RES)	
20	Provide safety measures throughout skill performance (RES)*	
21	Reverse privacy measures	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – PROVIDE FOOT CARE	
22	Verbalize Handwashing (RES)*	
23	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, “My skill is complete”.	

Certified Nursing Assistant (C.N.A.) Skills Checklist

ASSIST RESIDENT WITH BEDPAN		
<p>The candidate will assist a resident to use a bedpan. The resident can either be turned on side for bedpan placement or lift hips. A person or mannequin will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies	
6	Don gloves	
7	Place a protective barrier over bottom sheet, under resident's buttocks. Ensures privacy throughout procedure. (RES)	
8	Bring bedpan to resident and positions bedpan correctly, by either having resident turn on side and then on/off back, or having resident lift hips off bed.	
9	Position bedpan to allow for collection	
10	Raise the HOB after positioning the resident on the bedpan, and lowers the HOB before removing bedpan	
11	Ask resident to call when finished using the bedpan or if assistance needed; leaves the call light within reach before leaving resident to use the bedpan	
12	Leave toilet paper within the resident's reach before leaving resident to use bedpan	
13	Doff gloves and wash hands before leaving resident to use the bedpan.*	
15	Dons gloves*	
16	Wear gloves when removing bedpan and while emptying and cleaning bedpan	
17	Remove bedpan and barrier.	
18	Empty contents of bedpan into toilet/ commode, rinse bedpan pouring rinse water into toilet/commode, and dry bedpan	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – ASSIST WITH BEDPAN	
19	Complete skill, storing bedpan and toilet paper, placing soiled linens in hamper, and disposing of trash	
20	Offer the resident hand wipes to cleanse hands after bedpan use, and before end of care	
21	Ask resident about any comfort, preferences and or needs (RES)	
22	Provide safety measures throughout skill performance (RES)*	
23	Doff gloves*	
24	Reverse privacy measures	
25	Verbalize Handwashing (RES)*	
26	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, “My skill is complete”.	

Certified Nursing Assistant (C.N.A.) Skills Checklist

CHANGE LINEN – OCCUPIED BED		
The candidate will be asked to change the top and bottom sheets and pillowcase on a bed with a resident lying in it.		
A person or mannequin will be used as the resident for this skill.		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed: obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies, use barrier on overbed table	
6	Keep resident positioned a safe distance from the edge of the bed at all times	
7	Don gloves*	
8	Loosens soiled bottom sheet from mattress, and rolls soiled sheet away from candidate. Secures clean bottom sheet to mattress, tucking under soiled sheet. Turns resident to other side of bed and removes soiled sheet and secures clean sheet to mattress. Ensures privacy throughout procedure. (RES)	
9	Keep resident positioned on a bottom sheet throughout procedure, and maintain privacy .	
10	Leave bottom sheet free of any creases or wrinkles	
11	Turn or position resident to remove or replace sheet(s) without pulling sheets in a manner that creates friction and risks skin shearing	
12	Replace the top sheet over the resident with a clean sheet	
13	Tuck top sheet under foot of mattress leaving sheet placed loosely, avoiding pressure against toes and allowing for movement of feet	
14	Leave top sheet placed on top of resident to cover body up to shoulder level, without tucking in along sides	
15	Keep pillow positioned under resident’s head throughout and at the end of the procedure, except when removed briefly to replace pillowcase	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – LINEN CHANGE OCCUPIED BED
16	Avoids shaking linen throughout procedure
17	Complete skill, places soiled linen in hamper and disposes of trash
18	Ask resident about any comfort, preferences and or needs (RES)
19	Provide safety measures and Standard Precautions/Infection Control throughout skill performance. Dispose of barrier. (RES)*
20	Doff gloves*
21	Reverse privacy measures
22	Verbalize Handwashing (RES)*
23	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".

Certified Nursing Assistant (C.N.A.) Skills Checklist

DRESS RESIDENT WITH WEAK ARM

The candidate will be asked to put a long-sleeved button-front shirt, pants and socks on a resident who is lying in bed. The resident is not able to assist with dressing and has a weak arm.

For testing purposes: The instructions provided at the test site will indicate which arm is weak, the left or right side.

A mannequin will be used as the resident for this skill.

Does the candidate:

#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Perform Handwashing (RES)*	
4	Include resident in decision-making about the clothing they wish to wear	
5	Collect all garments before removing hospital gown	
6	Provide privacy (RES)	
7	Gather supplies, and provide barrier	
8	Support affected arm while undressing and dressing. Ensures privacy throughout procedure. (RES)	
9	Remove hospital gown, removing strong arm first.	
10	Dress affected arm first	
11	Gather up sleeve to ease pulling over affected arm	
12	Dress resident by putting on pants, shirt with sleeves, and socks	
13	Move resident's extremities gently without over-extension or force when undressing and dressing	
14	Apply clothing correctly, adjust clothing for comfort, neatness, alignment, and close fasteners	
15	Place dirty gown in hamper	
16	Keep resident positioned a safe distance from the edge of the bed at all times	
17	Ask resident about any comfort, preferences and or needs (RES)	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – DRESS RESIDENT WITH WEAK ARM	
18	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES). Dispose of barrier. *	
19	Reverse privacy measures	
20	Verbalize Handwashing (RES)*	
21	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".	

Certified Nursing Assistant (C.N.A.) Skills Checklist

CATHETER CARE TO FEMALE RESIDENT WITH INDWELLING CATHETER		
<p>The candidate will be asked to perform catheter care to a female resident with an indwelling catheter. Soap and water are used for this skill.</p> <p>For testing purposes only: the front perineal area and catheter are evaluated; cleansing the rectal area and buttocks is not tested in this skill.</p> <p>A mannequin will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed: obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies, and provide barrier under supplies.	
6	Wear gloves while providing catheter care, cleaning equipment, and handling soiled underpants, washcloths, and towels; changes gloves as needed	
7	Position towel or barrier under buttock/ thigh area before cleansing, and when care completed remove towel or barrier, or leave resident on a clean, dry barrier. Ensures privacy throughout procedure. (RES)	
8	Use water of safe temperature for washing and rinsing; allow resident to test water for comfort	
9	Use a soapy washcloth to clean inside of labia	
10	Change area on soapy washcloth for each cleansing stroke, wiping from front to back when cleaning inside labia	
11	Clean catheter using a clean area of washcloth for each stroke, while holding tubing at the meatus. Avoids pulling at the meatus site. Washes away from the body and down the catheter tubing at least 4 - 6 inches	
12	Use clean, soap-free wet washcloth to remove soap	
13	Change area on washcloth for each rinsing stroke, wiping from front to back inside of labia, and away from body when rinsing catheter tubing	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – CATHETER CARE - FEMALE
14	Dry perineal area, from front to back after completing cleansing and rinsing
15	Leave tubing secured, free of kinks, obstructions and drainage bag off floor
16	Keep urinary drainage bag positioned lower than bladder throughout procedure
17	Complete skill, rinsed, dried and stored basin, places soiled linen in hamper and disposes of trash and leaves overbed table clear, clean and dry
18	Keep resident positioned a safe distance from the edge of bed at all times
19	Ask resident about any comfort, preferences and or needs (RES)
20	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES). Dispose of barrier
21	Doff gloves
22	Reverse privacy measures
23	Verbalize Handwashing (RES)*
24	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".

Certified Nursing Assistant (C.N.A.) Skills Checklist

PERINEAL CARE TO FEMALE RESIDENT INCONTINENT OF URINE		
<p>The candidate will be asked to perform perineal care to a female resident that is incontinent of urine. The resident is lying in bed on a wet underpad and is wearing a hospital gown that is dry.</p> <p>A mannequin will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies, and apply barrier.	
6	Wear gloves while providing perineal care, cleaning equipment, and handling soiled underpads, washcloths, and towels; changes gloves as needed	
7	Remove soiled underpad and replace with a dry pad before beginning cleansing of perineal area. Ensures privacy throughout procedures. (RES)	
8	Use water or safe temperature for washing and rinsing; allows resident to test water for comfort.	
9	Use a soapy washcloth to wash front perineum to include genital and skin fold areas of groin	
10	Change area on washcloth for each cleansing and rinsing stroke, wiping from front to back when cleaning inside vulva	
11	Wipe from front to back with all washing and rinsing strokes when cleansing the front perineum, to include the genital and skin fold areas of groin	
12	Use clean, soap-free wet washcloth to remove soap from resident's skin on front perineum	
13	Dry front perineal area, using towel to pat dry, moving from front to back after completing cleansing and rinsing	
14	Replace water in basin during care if it becomes cold or soapy	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – PERINEAL CARE
15	Position resident on side to prepare for cleansing of buttocks and rectal area
16	Wash, rinse, and dry buttocks and rectal area
17	Wipe from front to back with all washing and rinsing strokes when cleansing the rectal area
18	Leave resident on dry underpad at completion of procedure
19	Complete skill, rinsed, dried and stored basin, places soiled linen in hamper and disposes of trash and leaves overbed table clear, clean and dry
20	Keep resident positioned a safe distance from the edge of bed at all times
21	Ask resident about any comfort, preferences and or needs (RES)
22	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES). Dispose of barrier*
23	Doff gloves*
24	Reverse privacy measures
25	Verbalize Handwashing (RES)*
26	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, "My skill is complete".

Certified Nursing Assistant (C.N.A.) Skills Checklist

PARTIAL BED BATH WITH BACK RUB		
<p>The candidate will be asked to bathe a resident who is in bed and who is not able to help with his/her bathing. For testing purposes only: The candidate is asked to wash just part of the body so that technique can be evaluated. Instructions ask the candidate to wash the resident's face, neck, back, one hand and arm, and the chest and abdomen. Soap and water should be used for the bathing. The resident also needs a back rub. When completing the skill, the mannequin is dressed in a clean hospital gown. A mannequin will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies, apply barrier	
6	Wear gloves while bathing, cleaning equipment, and handling soiled items, washcloths, and towels; changes gloves as needed. Gloves do not have to be worn to perform backrub.*	
7	Cleanse eyes by using a soap-free washcloth wiping eye from the inside corner to the outside corner, changing to a clean area of washcloth before cleansing the other eye	
8	Use water or safe temperature for washing and rinsing	
9	Wash resident's face using a soap-free wet washcloth, unless resident request preference to use of soap before washing face	
10	Leave face dry after washing	
11	Contain corners of washcloth while washing and rinsing (e.g., forming a mitt)	
12	Protect bed linen from becoming wet during washing and rinsing of body	
13	Wash resident's body using a wet washcloth with a small amount of soap. Ensures privacy throughout procedure. (RES)	
14	Use clean, soap-free, wet washcloth to remove soap from resident's skin	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – PARTIAL BATH/BACKRUB
15	Wash, rinse and dry resident’s neck, hand, arm, chest, and abdomen
16	Support arm if raised off bed to wash, rinse, and dry back side of arm
17	Assist resident to turn onto side before cleansing back
18	Wash, rinse and dry back
19	Replace basin and water during task if becomes cold or soapy
20	Warm lotion before applying to resident’s back (e.g., warming in hands, placing bottle in warm water)
21	Use lotion to provide backrub with long gliding and circular motions; pats excess off skin.
22	Place a clean hospital gown on resident and secure gown in back
23	Complete skill, rinsed, dried and stored basin, places soiled linen in hamper and disposes of trash and leaves overbed table clear, clean and dry
24	Keep resident positioned a safe distance from the edge of bed at all times
25	Ask resident about any comfort, preferences and or needs (RES)
26	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES) Dispose of barrier.*
28	Doff gloves*
29	Reverse privacy measures
30	Verbalize Handwashing (RES)*
31	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, “My skill is complete”.

Certified Nursing Assistant (C.N.A.) Skills Checklist

HAND AND NAIL CARE		
<p>The candidate will be asked to perform hand and nail care to one hand. For testing purposes: The instructions provided at the test site will indicate whether the hand care is to the left or right side. A person will be used as the resident for this skill.</p>		
Does the candidate:		
#	DESCRIPTION OF SKILLS	
1	Knock, greet resident by name, and introduce self (RES)	
2	Provide explanation to resident of care to be performed; obtain permission. (RES)	
3	Provide privacy (RES)	
4	Perform Handwashing (RES)*	
5	Gather supplies, use barrier	
6	Use water or safe temperature for washing and rinsing; resident approved for soaking fingers	
7	Don gloves*	
8	Place resident's fingers or full hand into basin of water to soak before removing residue from under nails	
9	Clean hand surfaces using a wet washcloth, cleaning between fingers, and if soap used, rinse or remove soap using a clean, soap-free, wet washcloth	
10	Use flat edge of orangewood stick to remove residue under tips of each fingernail, and remove residue from edge of orangewood stick, if present, before using again to clean under another fingernail	
11	Rest resident's hand on barrier such as a dry towel once removed from basin while providing nail and hand care	
12	Dry hand before completing care	
13	Leave nails smooth with no jagged edges (use fingernail file if needed)	
14	Apply lotion to cleaned hand after nail care finished	
15	Remove visible excess lotion from hand if present at completion of hand care	

Certified Nursing Assistant (C.N.A.) Skills Checklist

#	DESCRIPTION OF SKILLS – HAND AND NAIL CARE	
16	Complete skill, rinsed, dried and stored basin, places soiled linen in hamper and disposes of trash, disposing of or storing emery board and orangewood stick, and leaves overbed table clear, clean and dry	
17	Ask resident about any comfort, preferences and or needs (RES)	
18	Provide safety measures and Standard Precautions/Infection Control throughout skill performance (RES) *	
19	Doff gloves*	
20	Verbalize Handwashing (RES)*	
21	Candidate will self-evaluate their performance of skill and make verbal corrections if needed, before stating, “My skill is complete”.	