



National Guidelines for Apprenticeship Standards
Certified Nursing Assistant



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Certified Nursing Assistant

Job Description:

Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.

Appendix A-1: Work Process Schedule

O*NET-SOC CODE: 31-1131.00 RAPIDS CODE: 0824HY

1. Adjust positions of patients on beds or tables.		Approximate Hours
A. Turn or reposition bedridden patients.		50 - 100
B. Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.		50 - 100
C. Position or hold patients in position for surgical preparation.		50 - 100
Total Hours		150 - 300

2. Feed patients.		Approximate Hours
A. Feed patients or assist patients to eat or drink.		50 - 100
B. Prepare or serve food trays.		50 - 100
Total Hours		100 - 200

3. Record vital statistics or other health information.		Approximate Hours
A. Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.		50 - 100
B. Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.		50 - 100
C. Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.		50 - 100
D. Record height or weight of patients.		50 - 100
Total Hours		200 - 400

4. Hold patients to ensure proper positioning or safety.	Approximate Hours
A. Position or hold patients in position for surgical preparation.	50 - 100
Total Hours	50 - 100

5. Assist patients with daily activities.	Approximate Hours
A. Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.	50 - 100
B. Remind patients to take medications or nutritional supplements.	50 - 100
C. Undress, wash, and dress patients who are unable to do so for themselves.	50 - 100
D. Wash, groom, shave, or drape patients to prepare them for surgery, treatment, or examination.	50 - 100
Total Hours	200 - 400

6. Analyze patient data to determine patient needs or treatment goals.	Approximate Hours
A. Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.	50 - 100
Total Hours	50 - 100

7. Monitor patients to detect health problems.	Approximate Hours
A. Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.	100 - 200
Total Hours	100 - 200

8. Assess physical conditions of patients to aid in diagnosis or treatment.	Approximate Hours
A. Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.	100 - 200
Total Hours	100 - 200

9. Dispose of biomedical waste in accordance with standards.	Approximate Hours
A. Supply, collect, or empty bedpans.	50 - 100
Total Hours	50 - 100

10. Interview patients to gather medical information.	Approximate Hours
A. Communicate with patients to ascertain feelings or need for assistance or social and emotional support.	50 - 100
Total Hours	50 - 100

11. Prepare medical instruments or equipment for use.	Approximate Hours
A. Set up treating or testing equipment, such as oxygen tents, portable radiograph (x-ray) equipment, or overhead irrigation bottles, as directed by a physician or nurse.	50 - 100
Total Hours	50 - 100

12. Collect medical information from patients, family members, or other medical professionals.	Approximate Hours
A. Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.	50 - 100
Total Hours	50 - 100

13. Clean patient rooms or patient treatment rooms.	Approximate Hours
A. Change bed linens or make beds.	50 - 100
B. Clean and sanitize patient rooms, bathrooms, examination rooms, or other patient areas.	50 - 100
Total Hours	100 - 200

14. Administer therapy treatments to patients using hands or physical treatment aids.	Approximate Hours
A. Exercise patients who are comatose, paralyzed, or have restricted mobility.	50 - 100
Total Hours	50 - 100

15. Stock medical or patient care supplies.	Approximate Hours
A. Restock patient rooms with personal hygiene items, such as towels, washcloths, soap, or toilet paper.	50 - 100
B. Stock or issue medical supplies, such as dressing packs or treatment trays.	50 - 100
Total Hours	100 - 200

16. Assist practitioners to perform medical procedures.	Approximate Hours
A. Assist nurses or physicians in the operation of medical equipment or provision of patient care.	50 - 100
Total Hours	50 - 100

17. Operate medical equipment.	Approximate Hours
A. Assist nurses or physicians in the operation of medical equipment or provision of patient care.	50 - 100
Total Hours	50 - 100

18. Administer basic health care or medical treatments.	Approximate Hours
A. Administer medications or treatments, such as catheterizations, suppositories, irrigations, enemas, massages, or douches, as directed by a physician or nurse.	100 - 200
Total Hours	100 - 200

19. Give medications or immunizations.	Approximate Hours
A. Administer medications or treatments, such as catheterizations, suppositories, irrigations, enemas, massages, or douches, as directed by a physician or nurse.	75 - 150
Total Hours	75 - 150

20. Apply bandages, dressings, or splints.	Approximate Hours
A. Apply clean dressings, slings, stockings, or support bandages, under direction of nurse or physician.	75 - 150
Total Hours	75 - 150

21. Move patients to or from treatment areas.	Approximate Hours
A. Transport patients to treatment units, testing units, operating rooms, or other areas, using wheelchairs, stretchers, or moveable beds.	50 - 100
Total Hours	50 - 100

22. Collect biological specimens from patients.	Approximate Hours
A. Collect specimens, such as urine, feces, or sputum.	50 - 100
Total Hours	50 - 100

23. Explain technical medical information to patients.	Approximate Hours
A. Communicate effectively to patients.	50 - 100
Total Hours	50 - 100
24. Transport biological or other medical materials	Approximate Hours
A. Transport specimens, laboratory items, or pharmacy items, ensuring proper documentation and delivery to authorized personnel.	50 - 100
Total Hours	50 - 100
25. Provide basic information to guests, visitors, or clients.	Approximate Hours
A. Provide information, such as directions, visiting hours, or patient status information to visitors or callers.	50 - 100
Total Hours	50 - 100
Grand Total Hours	2,000 - 4,000

Appendix A-2: Related Technical Instruction

O*NET-SOC CODE: 29-2053.00 RAPIDS CODE: 0569HY

Class Number	Class Name	Credits	Hours
ALHT101	<p>INTRODUCTION TO NURSING ASSISTANT AND HOME HEALTH AIDE This course has been designed to teach students about the basic definitions, challenges, and characteristics associated with careers in the nursing assistant/home health care field. This course emphasizes legal and ethical considerations in the field.</p> <p>COURSE OBJECTIVES: Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Define the role and function of the nurse aide and describes the legal limitations of being a nurse aide. • Define the responsibilities of the nurse aide as a member of the health care team in an acute care, acute rehab, hospice, home health or LTC environment. • Differentiate between hospitals, long term care facilities, and home health agencies as to their purposes and nurse aide expectations. • Identify the chain of command in the organizational structure of the health care agency. • Maintain acceptable personal hygiene and appropriate dress practices. • Explain the importance of punctuality and commitment on the job. • Describe the role in maintaining service excellence value. • Demonstrate effective management of multiple tasks and prioritizing work activities. • Explain the responsibility to identify, prevent and report abuse, exploitation and neglect as found in the law. • Identify both physical and psychological indicators of stress in self and others, as well as identifying stress reduction techniques. • Demonstrate effective interpersonal conflict management skill • Identify ways to help others manage anger and difficult work situations. • Explain the responsibility of the nurse aide to report abuse to public authorities as legislated. 	3	45

Class Number	Class Name	Credits	Hours
ALHT102	<p>COMMUNICATION SKILLS FOR HEALTHCARE WORKERS</p> <p>A lack of proper communication skills can cause misunderstandings and even endanger the patient’s safety. Therefore, it is important for all Nurse Aides to enhance their communication abilities to enable proper care for the patient. Good communication is an important characteristic for Nurse Aides to perform their daily duties. Nurse Aides should be able to express themselves clearly when communicating with the patient, co-workers, supervisors and other people in the healthcare field. This not only ensures patient safety but also builds a good working relationship with the team members. Good communication skills include active listening and accurately documenting/reporting the patient’s status.</p> <p>COURSE OBJECTIVES:</p> <p>Upon successful completion of this course, the apprentice will be able to</p> <ul style="list-style-type: none"> • Demonstrates abuse free verbal and non-verbal communication in keeping with the NA’s role with clients and their families. • Observes by using the senses of sight, feel, touch and smell to report client behavior to the licensed professional. • Documents Observations using appropriate terms that are specific to the work environment. • Explains the importance of reporting observations and measurements to the licensed Professional. • Explains the importance of maintaining the client’s record. • Demonstrates effective communication skills with supervisors and staff. • Communicates thoughts, feelings and ideas to justify decisions or support positions on workplace issues. • Demonstrates speaking, reading, writing and social skills that supports effective participation as a team member. • Demonstrates actions for asking appropriate questions to clarify meanings, understand outcomes or solve problems. • Explain the concept of diversity and why it is important. • Describe cultural diversity and how the nurse aide manages cultural differences among people. • Demonstrates support for differences among clients and people. • Identify elements of one’s own cultural formation and their potential impact in nursing practice. • Use effective communication skills to promote clients’ well-being. • Communicate in a respectful adult manner in accordance with the client’s stage of development and cultural background 	1	15
ALHT103	<p>INFECTION CONTROL & CARING FOR THE CLIENTS ENVIRONMENT</p> <p>This course includes infection prevention and control practices, the chain of infection, standard and transmission-based precautions, barriers and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. To provide safety and comfort of the patient, his surroundings should be cleaned in such a manner as to provide a safe and attractive environment. This course provides the techniques and requirements to meet this goal.</p> <p>COURSE OBJECTIVES:</p> <p>Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Identifies how diseases are transmitted • Demonstrates hand washing techniques • Applies principles of Standard Precautions/Transmission-based Precaution • Perform basic cleaning and disinfecting tasks • Demonstrates correct isolation and safety techniques • Demonstrates knowledge of how the immune system protects the body from infection and disease • Follows infection control measures to provide quality care • Demonstrates use and disposal of Personal Protective Equipment (PPE) • Identify the nurse aide’s role in following OSHA regulations 	1	15

Class Number	Class Name	Credits	Hours
ALHT104	<p>PRINCIPLES OF NUTRITION & BASIC EMERGENCY PROCEDURES</p> <p>This is an introductory course in food and nutrition and chemical composition of the essential nutrients, and how they are processed and utilized in the body are discussed. An emergency is a situation that arises suddenly and requires immediate action to keep a person safe. Emergencies can be medical in nature, involving an acute illness or injury that requires immediate attention to prevent the person from dying or experiencing permanent long-term effects. Emergencies can also be environmental, involving changes to a person's environment that affect the person's health and safety. Examples of environmental emergencies include fires, weather emergencies (such as snow storms, tornadoes and hurricanes) and disasters (severe events that cause widespread damage and destruction, affecting many people and disrupting normal functioning of the community). As a nurse aide, you must know how to respond in the event of an emergency to keep the people in your care safe.</p> <p>COURSE OBJECTIVES:</p> <p>Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • List general principles of basic nutrition • Demonstrate knowledge and understanding of modified diets • Read the instruction for special diets • Serve prepared food as instructed • Document meal completion • Report Changes in the client's meal consumption to the proper professional • Describe factors that promote safety, comfort and client's rights when assisting clients with nutritional and dietary needs • Practice feeding and positioning methods that prevent aspiration • Identify cultural and faith based practice variations in diet • Use proper body mechanics • Follow safety and emergency procedures • Identify safety measures that prevent accidents to clients • Demonstrate proper use of safety devices • Identify signs of choking and obstructed airways • Manage foreign body airway obstruction • Call for help when encountering convulsive disorders, loss of consciousness, shock and hemorrhage • Assist client within nurse aide scope of work practice until professional help arrives • Follow disaster procedures • Report emergencies accurately and immediately • Identify Potential Fire Hazards • Follow appropriate guidelines for the use of restraints, safety devices and emergency procedures to provide abuse-free quality care 	1	15

Class Number	Class Name	Credits	Hours
ALHT05	<p>CLIENTS RIGHTS & IMMINENT DEATH</p> <p>Class will cover concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. The focus of this class is to facilitate the quality of life and peaceful death by using an interdisciplinary approach to assess and address the holistic needs of the client and family.</p> <p>COURSE OBJECTIVES:</p> <p>Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Provide Privacy and Maintenance of Confidentiality • Maintains Confidentiality of Client Information as required by HIPAA • Promotes the Client’s Right to make personal choices • Gives assistance to resolving grievances • Provides necessary assistance to client when participating in single, group, family and other activities • Maintains care and security of client’s personal possessions • Maintains the client’s environment and care through appropriate nurse aide behavior to minimize the need for chemical or physical restraints • Identifies types, examples and indicators of abuse, including physical, psychological and sexual abuse, as well as exploitation and neglect. • Identifies methods to prevent abuse, exploitation, neglect, and the improper use of physical and chemical restraints • Identifies procedures for reporting abuse, exploitation, neglect, and the improper use of physical and chemical restraints to the proper authorities • Utilizes abuse prevention strategies in response to abusive behavior directed toward nurse aide by client and families • Discuss own feelings and attitudes about death. • Explain how culture and religion influence a person’s attitude towards death • Discuss the Stages of dying • Identify goals of hospice care • Identify complimentary therapies used during the stages of dying • Explain and report the common signs of approaching death. • Provide post-mortem care while respecting the client’s right to dignity and respect. 	1	15
ALHT106	<p>BASIC NURSING AND PERSONAL CARE SKILLS</p> <p>Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.</p> <p>COURSE OBJECTIVES:</p> <p>Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Describe the functions of body systems appropriate to the nursing assistant scope of practice. • Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and State Board of Nursing regulations. • Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities. • Demonstrate safety and infectious control practices that comply with standards of practice for nursing assistants. • Identify stages of growth and development. • Define common medical terms and abbreviations used in health care. • Comply with privacy and confidentiality laws. • Demonstrate behaviors consistent with professional work ethics. • Adhere to the policies and procedures of clinical sites. 	5	75

Class Number	Class Name	Credits	Hours
ALHT107	<p>IDENTIFICATION AND REPORTING OF CONDITIONS OF THE HUMAN BODY (1 CREDIT) In this class, students engage in the study of the processes, structures, and interactions of the human body. Important concepts in the course include: communication, transport of substances, locomotion, metabolic processes, defense, and protection.</p> <p>COURSE OBJECTIVES: Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Discuss the function of the immune system in health and disease • Describe how factors such as age, nutrition, drugs, pollutants, injury, disease and stress can affect human health • Utilize the basic vocabulary common to life science and medical professionals • Practice cooperative and professional interaction with colleagues in developing subject expertise • Practice the analytical skills of the professional 	2	30
ALHT109	<p>PERSONAL CARE SKILLS I This course will cover: Care for and assist clients with cognitive impairments, such as Alzheimer’s or mental illness; by helping clients with tasks related to hygiene.</p> <p>COURSE OBJECTIVES: Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Shampoo and groom hair • Assist the client with shaving • Assist the client with mouth care • Administer mouth care for the unconscious client • Demonstrates denture care • Feed clients according to regulations • Distribute nourishment and water • Assist the client going to the bathroom • Assists the client in using bedside commode, urinal, bedpan 	3	45
ALHT110	<p>PERSONAL CARE SKILLS II This second part of the personal care skills course will cover: Helping clients with tasks related to hygiene, such as bathing, brushing teeth, and going to the bathroom; Helping transfer clients from a bed to a wheelchair or vice versa; Completing housekeeping tasks, such as changing bed linens and cleaning living areas; and Organizing a client’s schedule and appointments.</p> <p>COURSE OBJECTIVES: Upon successful completion of this course, the apprentice will be able to:</p> <ul style="list-style-type: none"> • Demonstrate perineal care • Provide catheter care • Provides footcare and basic care to fingernails and toenails • Applies elastic stockings • Accurately measures, records and reports changes in client’s normal functions to appropriate professional • Provides comfort measures for the client experiencing pain • Assists the professional with a physical examination • Empties a colostomy bag • Applies an incontinent brief • Ask for or provides feedback on performance of task completion • Describe factors that affect effective teamwork 	3	45
	TOTAL	20	300



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