

## Sanford Health Nursing Assistant Training Program Student Performance Record

<b>Student Name:</b> _____ <b>Dates:</b> ____/____/____ to ____/____/____					
Skill Lab Location:			Clinical Location:		
Classroom Instructor:			Clinical Instructor:		
<b>Successful program completion verified by instructor (for level details see Appendix A):</b>					
Level 1 (14 hours) - completion date:			Skill Hours Completed:		
Level 2 (11 hours) - completion date:			Practical Training Dates and Hours: Day 1: _____ Day 3: _____ Day 2: _____ Day 4: _____ Total Training Hours: _____		
Level 3 (14 hours) - completion date:					
Level 4 (15 hours)- completion date:					
Practice Exam Score(s):					
<b>Skill Observed in:</b> L = Lab, C = Clinical, * = either setting	<b>Lab</b>	<b>Clinical</b>	<b>Skill Observed in:</b> L = Lab, C = Clinical, * = either setting	<b>Lab</b>	<b>Clinical</b>
Standard Pre Steps	L	C	Repositioning in bed & chair	L	-
Standard Post Steps	L	C	Position client up in bed	L	-
Hand washing	L	C	Position client on side in bed	L	C
Gloves on & off	L	C	PROM hip, knee, ankle	L	-
PPE don & doff	L	-	PROM shoulder, elbow, wrist	L	-
Passing fresh water	L	-	Transfer from bed to w/c	L	C
Measure fluid intake	L	C	Transfer from w/c to bed	L	C
Assist to feed a client who cannot feed self	L	C	Transfer from w/c to toilet	L	-
Heimlich maneuver	L	-	Assist to ambulate w/gait belt	L	C
Measure and record weight of ambulatory client	L	-	Assist to ambulate w/walker	L	C
Measure weight with w/c scale	L	-	Transfer client using mechanical lifts	L	-
Measure height	L	-	Perineal care - female	L	C
Temperature	*	*	Perineal care - male	L	C
Count and record radial pulse	L	C	Change incontinence garment	L	C
Count and record respirations	L	C	Assist w/bedpan	L	-
Blood pressure - manual	L	C	Assist w/urinal	L	-
Blood pressure - automated	*	*	Assist with toileting/commode	-	C
Unoccupied bed making	L	C	Measure & record urine output	L	-
Occupied bed making	L	-	Bowel movement recording	*	*
Nail care	L	-	Catheter care- female	L	-
Foot care	L	C	Catheter care - male	L	-
Modified bed bath	*	*	Catheter drainage bag emptying	L	-
Assist w/tub bath or shower	-	C	Manage blood and body fluids	L	-
Brush or comb hair	L	-	Assist with hearing and visual aides	*	*
Shave facial hair	*	*	Understanding plan of care	*	*
Mouth care- brush client's teeth	L	-	Applies anti-embolism stocking	L	-
Denture care	L	-	Linen handling- clean and soiled	L	-
Dressing client	L	C			
Dressing client - bedridden	L	C			
Dressing client - w/affected right arm (weak on right side)	L	-	<b>Student Final Grade</b>	Pass	Fail
Signatures below by the instructor and the student indicate that all above listed classroom and practical skills areas have been completed successfully by the student demonstrating competence in each area, unless otherwise indicated.					
Practical Training Instructor Signature & Date:					
Student Signature & Date:					
Program Coordinator Signature & Date					

## Appendix A

### Sanford Health Nursing Assistant Training Program Topics Completed by Level

Students must complete the first 3 levels of training prior to starting the practical training portion of the curriculum.

#### LEVEL 1

Topic	Minutes Needed	Textbook Pages
Welcome to the Sanford Health Nursing Assistant Training Program	30	Pg. 1 -32
Guided Reading: The Person's Unit pt 1	100	Pg. 308 - 322
Maslow's Hierarchy of Needs	5	Pg. 70 – 73
Protecting Resident's Rights in Nursing Facilities (CNA)	8	Pg. 17 - 19
Activity: Patient Rights & Responsibilities & Compliance	5	Pg. 19 - 21
Person-Centered Care and Culture Change	45	Pg. 78-80b, 146b, 352b, 377b, 457 - 458, 464, 549b,
Cultural Mindfulness (CNA)	10	Pg. 72, 73b, 78b, 80b, 146b, 377b, 458b, 464, 464b, 549b, 866, 866b
Activities in LTC: Supporting Resident Engagement & Well-being	14	Pg. 5, 10b, 54b, 61 - 64
Ethical and Legal Aspects of Abuse and Neglect	15	Pg. 12-18, 39 - 49
Understanding Abuse and Neglect	15	Pg. 16, 45 - 52
Identifying Abuse and Neglect Risk Factors	15	Pg. 46, 47, 52, 54
Reporting of Abuse and Neglect	15	Pg. 45, 49, 50
Creating a Restraint-Free Environment	45	Pg. 204 - 221
Guided Reading- Professionalism	38	Pg. 57 - 70
Professionalism in the Workplace	30	CH 6: Pg. .57 - 68

Understanding Workplace Discrimination & Harassment	7	Pg. 66 - 67, 157, 183 - 184, 875
HIPAA Privacy (CNA)	15	Pg. 43b, 80b
HIPAA Security (CNA)	17	Pg. 39 - 44
Effective Communication	15	Pg. 71 ( <i>addressing the person</i> ), 75 - 80, 97 ( <i>reporting</i> ), 97b
Forming Relationships and One on One Communication	20	Pg. 71 - 84
Effective Teamwork	35	N/A
Communicating with the Healthcare Team	20	Pg. 86 - 103
Guided Reading: Medical Terminology	68	Pg. 104, 108 - 111, 263 - 264
Activity: Medical Terminology	10	Pg. 104 - 112
Guided Reading-Delegation	32	Pg. 32 - 39
Activity: Delegation	5	N/A
Recognizing Developmental Changes Associated with Aging	10	Pg. 112 - 131, 143, 145 - 147
Basic Care and Abnormal Changes	10	N/A
Test Taking Strategies	10	N/A
Guided Reading-Safety	36	Pg. 157 - 191
Workplace Safety (CNA)	26	Pg. 66 - 67, 157, 875
Natural Disasters & Workplace Emergencies: An Overview	30	Pg. 174 - 186
Safe Handling and Disposal of Hazardous Waste (CNA)	8	Pg. 176 - 177, 177b, 234

Fire Safety	10	Pg. 177 - 182
Oxygen Safety	8	Pg. 663 - 668
Guided Reading- Oxygen Delivery Methods	26	Pg. 655 - 670
First Aid Care	15	N/A
Guided Reading-Falls	40	Pg. 191 - 203
Fall Prevention: What YOU Can do	30	N/A
Program Exam 1 (45 questions)	40	N/A

## LEVEL 2

Topic	Minutes Needed	Textbook Pages
Guided Reading- Infection and Isolation	44	Pg. 221 - 254
Infection Control and Prevention	60	Pg. 221 – 242, 442
Infection Prevention 2 (CNA)	23	Pg. 241 – 254
Personal Protective Equipment (PPE)	30	Pg. 241 – 253
Influenza Prevention (CNA)	5	Pg. 745
Food Safety Fundamentals	60	Pg. 169b, 841
End of Life Module 1	30	Pg. 865 - 873
End of Life Module 2	20	Pg. 865 - 873
Prevention of Back Injuries	45	Pg. 259, 259b
Safe Resident Handling Program: Introduction (CNA)	20	Pg. 267 - 285
Guided Reading- Moving the Person, Repositioning &	44	Pg. 261 - 265, 270 - 284

Turning Clients		
Activity: Patient Positions	6	Pg. 261 - 266
Guided Reading-Devices & Mechanical Lifts	32	Pg. 300 - 306
Activity: Transfer Devices	4	Pg. 298 - 306
Guided Reading-The Person's Unit pt 2	20	Pg. 308 – 322
Guided Reading-Bedmaking	56	Pg. 323 - 329
Bed Making: Unoccupied	7	N/A
Bed Making: Occupied	9	N/A
Program Exam 2 (55 questions)	55	N/A

### LEVEL 3

Topic	Minutes Needed	Textbook Pages
Guided Reading-Oral Hygiene	40	Pg. 340 - 348
Guided Reading-Skin and Bathing: Bed Bath & Tub Bath & Shower	60	Pg. 351 - 373
Giving a Complete Bath	15	Pg. 351 - 373
Dressing, Grooming, & Bathing for Nursing Assistants	60	Pg. 375 - 400
How to Shave Facial Hair	15	Pg. 383 - 385, 383b - 384b, 385f, 606, 606f - 607f
Urinary Incontinence	15	Pg. 410 - 418
Preventing Urinary Tract Infections	30	Pg. 411b, 762 - 763
Guided Reading-Toileting	46	Pg. 296 - 297, 400 - 410

Perineal and Catheter Care	15	Pg. 366 - 371, 420 - 435, 420b, 334b - 335b, 587, 587f, 587b
Restorative Nursing: Bowel & Bladder for the CNA	60	CH 27 & 29
Preventing Constipation & Fecal Impaction	30	Pg. 437 - 442
Nutrition and Hydration-The Basics	30	Pg. 458 - 478, 481 - 487
Safe Eating	30	Pg. 464, 474b, 681f
Safe Swallowing and Feeding Technique	60	Pg. 492, 473 - 475, 492
Guided Reading- Nutrition, Fluids, Intake, Output, IVs	80	Pg. 480 - 502
Activity: Calculating I & O	5	N/A
Taking a Pulse	10	CH 33 pg. 504 - 529
Vital Signs: How to Take Blood Pressure	5	CH 33 pg. 504 - 529
Taking a Respiratory Rate & Oxygen Saturation	15	CH 33 pg. 504 - 529
Vital signs: Taking a Temperature	10	CH 33 pg. 504 - 529
Restorative Nursing: Positioning and ROM Nursing Assistants	45	Pg. 531 - 547, 679 - 685
Empowering Residents through ADLs	60	Pg. 679 - 685
Documentation of Activities of Daily Living (CNA)	9	Pg. 98
Guided Reading- Comfort & Rest	36	Pg. 548 - 549, 552 - 558
Pain Management	14	Pg. 549 - 557
Program Exam 3 (85 questions)	85	N/A

## LEVEL 4

Topic	Minutes Needed	Textbook Pages
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Guided Reading- Admissions, Transfers, & Discharges	28	Pg. 559 - 573
Weighing & Measuring Residents	30	Pg. 503 - 530
Guided Reading- Specimen Collection	34	Pg. 579 - 600
Preventing Pressure Injuries/Ulcers	45	Pg. 633 - 643
Guided Reading- Effect & application of heat & cold	38	Pg. 647 - 654
Assistive Devices, Prosthetic, & Orthotic Devices	32	Pg. 531, 539 - 547, 679, 682, 726f, 732, 733f
Restorative Nursing & Assistive Devices	10	N/A
About Vision Loss	30	Pg. 473 - 474, 695 - 703
About Hearing Loss	30	Pg. 119, 159, 687 - 704
Guided Reading- Speech Disorders	20	Pg. 693 – 694
Geriatric Care: Chronic Conditions & Risk Factors	60	Pg. 705 - 769
Care for Cardiovascular, Respiratory, Urinary, & Shock Conditions	20	Pg. 846 - 864, Pg. 82, 168, 170, 184 - 186, 789 (agitation and aggression)
Supportive Care for Immune, Musculoskeletal, Central Nervous System, & Endocrine Conditions	20	Pg. 705 - 769
Behavioral Health	31	Pg. 82 - 83, 774 - 780 867
Trauma Informed Care	27	Pg. 82 - 83, 773
Managing Aggressive Behaviors	30	Pg. 82, 184b, 789, 791b - 793b
Suicide Prevention for Older Adults (CNA)	10	Pg. 778 - 779
Providing High Quality Dementia Care: An Overview	60	Pg. 75b, 794f, 157, 159b, 159, 159b, 704f, 782-798, 784, 784b, 794b, 796b - 798b, 791-796, 791b - 794b

Meaning Behind Behaviors	30	Pg. 82 - 83 Pg. 784 - 796
Communicating with People with Dementia	60	Pg. 782 - 799
Elopement Prevention (CNA)	10	Pg. 157, 182, 782, 787b
Guided Reading-Intellectual Disabilities	42	Pg. 799 - 808
Guided Reading-Sexuality	28	Pg. 808 - 814
Stop, Watch and Tell: Preventing Unnecessary Hospitalizations (CNA)	17	Pg. 846 - 863
Emergency Care	10	Pg. 82, 168 - 170, 184 - 186, 789, 846 - 863
Being Survey Ready	30	Pg. 1, 9, 9b, 158b, 177b, 191b, 223b, 227b, 412b, 459b, 474b, 552b, 869b
Program Exam 4 (Final Exam, 100 questions)	150	N/A