

Student Name: _____

NURSING ASSISTANT TASKS CHECKLIST

Revised June 2009

Skill/Task - 180 hour curriculum	Demo Date	Student Return Demo Lab	Student Return Demo Clinical	Instr. Inits
1 Handwashing				
2 Personal Protective Equipment				
a. gowning				
b. gloving				
c. mask technique				
d. goggles/caps/booties				
e. double bagging				
3 Protective Devices				
a. adaptive devices				
b. extremities				
c. belt				
d. side rails				
e. protective cushions				
f. enablers/merry walker/trapeze				
g. electronic devices				
h. bed/lock wheels				
i. documentation				
4 Ergonomics for CNA				
5 Oxygen/shut off valve				
6 Fire Safety				
a. Fire Extinguisher P.A.S.S.				
b. Fire Plan R.A.C.E				
c. Disaster Plans				
7 Use Material Safety Data Sheet				
8 Bed making				
a. closed				
b. open				
9 Bed making/occupied				
10 Admission Procedure				
11 Transfer Patient to Room				
12 Discharge Procedure				
13 Post Mortem Care				
a. per facility policy				
b. remove tubes from body				
c. cultural sensitivity				
d. medical and legal parameters				

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14 Bath				
a. complete bed bath				
b. partial bed bath				
c. am and pm care				
d. shower				
e. whirlpool/tub bath				
15 Personal Grooming				
a. shaving/electric/safety razor				
b. fingernail care				
i. cleaning				
ii. cutting				
c. foot care				
i. soaks				
ii. lotions				
iii. toenail clipping				
d. haircare/combing and care				
e. shampoo/bed/tub/ shower				
f. appearance, dress appropriate for the client				
16 Use Preventive Measures to Maintain Good Skin Care				
a. back care				
b. apply topical creams, lotions, ointments				
i. prescription				
ii. non-prescription				
c. apply simple dressing				
i. sterile/bandaid + 4X4 gauze				
ii. non-sterile				
iii. perform simple wound care				
17 Protective Devices				
a. apply heel & elbow protectors				
b. use special mattress/beds				
c. apply other positioning devices				
18 Positioning/Body Mechanics				
a. moving patient in bed				
b. turning helpless patient				
c. log rolling				
d. range of motion				
i. active				
ii. passive				

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19 Transfers/Transport				
a. into/out of motor vehicle				
b. using a mechanical lift				
c. using a wheel chair				
d. using a geri-chair				
e. using a stretcher				
f. assist with use of the commode				
g. assist with a shower				
h. assist with transfer board/slide board				
i. assist with ambulation				
j. use a gait belt				
k. one assist				
l. two assist				
20 Ambulate Using Assistive Devices				
a. crutches/cane				
b. walker				
21 Patient Aids				
a. apply hot/cold/warm/ moist/dry packs				
b. apply splint				
c. cast care				
d. bed cradle/footboard				
e. apply prosthesis/braces				
f. apply elastic bandage/sling				
22 Taking a Patient Temperature				
a. oral				
b. rectal				
c. tympanic				
d. axillary				
e. electronic				
23 Measure Pulse (manually and w/doppler)				
a. radial				
b. brachial				
c. apical				
d. pedal				
e. carotid				
f. femoral				
g. document/record # of beats				
h. report # and character of beats				
24 Measure Respirations: document/record # & character of respirations				

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25 Measure Blood Pressure Using AHA Guidelines				
a. determine correct cuff size				
b. manually				
c. electronically				
d. determine orthostatic blood pressure				
e. report blood pressure to nurse				
26 Obtain Patient Height and Weight				
27 Collect Data on Pain: report results to nurse				
28 Provide Mouth Care				
a. natural teeth				
b. dentures				
c. special mouth care for an unconscious patient				
29 Provide ADLs for a				
a. patient with nasogastric tube				
b. patient with gavage tube: provide care to the external tubing devices				
c. provide care to a patient who is vomiting/turn head, mouth care				
d. provide care to a patient with IV: care for IV tubing				
e. test for gastrocuilt				
30 Administer enemas				
a. soap suds enema (SSE)				
b. disposable				
31 Insert suppository				
a. non-medicated				
b. laxative suppository (patient on long-standing bowel program)				
32 Provide colo/ileostomy care (well-established stoma)				
33 Collect stool specimen				
34 Record stool output				
35 Test stool (Hemoccult)				
36 Intake and output				
a. calculate % food consumed				
b. calculate fluids consumed				
c. document				
37 Assist Patient with Established Bowel/Bladder Training Program				

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38 Patient Feeding				
a. set up tray/place				
b. prepare patient for meals				
c. serve meals				
d. independent feed				
e. feed a patient with dysphagia				
f. dependent feed				
g. use of thickeners				
h. maintain hydration				
i. pass supplemental nourishments				
39 Measure Pulse/Oxygen Level with Pulse Oximeter				
40 Oxygen				
a. plug & unplug for transport				
b. convert to/from portable tank/ concentrator				
c. convert to/from back-up tank/ concentrator				
d. adjust O2 flow from established O2 therapy plan (RN supervised)				
e. assist nurse with application of oxygen devices				
41 Assist Patient with Incentive Spirometer Device				
42 Assist with Application & Cleaning of Positive/Negative Pressure Assistive Devices				
43 Assist Patient to Cough, Turn & Deep Breathe				
44 Provide ADLs for a Patient with a Tracheostomy				
45 Assist Patient with Application of Antiembolism Stockings/Devices				
46 Provide Relief for Patient's Obstructed Airway				
47 Perform Finger Stick Blood Sugar Procedure				
48 Report/Document Results of Blood Sugar Reading				
49 Measure Urinary Output				
50 Empty/Record Urinary Drainage/Leg Bag				
51 Offer/Remove Bedpan/Urinal				
52 Provide Care to Established Urostomy				
a. care of tubing				
b. empty bag				
53 Provide Catheter Care: handle urinary tubes appropriately				

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54 Collects Urine Specimens				
a. collects 24 hour urine specimens				
c. collect clean catch urine				
d. collect routine urine				
e. strain urine for calculi				
55 Apply Condom Catheter				
56 Provide Incontinent Care				
57 Apply Properly Sized Adult Incontinent Brief				
58 Provide Care for Eye Glasses/ Contacts/ Artificial Eye				
59 Provide Care for a Hearing Aid				
60 Assist Patient with Sensory Orientation: touch, smell, taste, hearing and vision				
61 Complete CNA-specific tasks on the Pre-op Checklist				
62 Assist Patient with Turning/Coughing/Deep Breathing Exercises				
63 Provide for the Comfort and Safety of the Patient				
64 Empty Drainage Collection Devices with Nurse Supervision				
65 Care of the Mother/Infant				
a. measure temperature, pulse, respiration and B/P of an infant				
b. care for the infant's umbilical cord				
c. care for the post partum patient				
66 Care of the Pediatric Patient: measure temperature, pulse, respiration and B/P of a child				
67 Care of Adolescent: Vital Signs				
68 Provide Skin Care and put a Diaper on an Infant/Child				

The knowledge of all the skills has been demonstrated satisfactorily by the student.

Instructor Signature: _____

Instructor Initials: _____

School: _____

Student Name: _____