

ATTACHMENT 6 - CNA ORIENTATION CHECKLISTS

Lexington VA **Orientation** Competency Checklist

Position Title: Nursing Assistant/TECH

Employee Name: _____

Unit: List Unit here

Method of Instruction Key: M=Manager Discussion PP = Protocol/Procedure/ Memorandum Review E = Education Session S = Self Learning Package (TMS, Swank) C = Clinical Practice D = Demonstration/simulation V T= Validation Tool required	Method of Evaluation Key: D = demonstration O = observed V = verbalized P = Post test	Self-Assessment by Employee			Method of Instruction (Use Instruction Key on Left)	Validation of Competency		
		Never Done	Needs Review/ Practice	Competent		Date	Initials	Evaluation Method (Use Evaluation Key on Left)
A. GETTING INTO THE SYSTEM								
Attends New Employee Orientation and Patient Care Orientation					E			Attendance
Meets with Manager for Initial meeting/paperwork (Functional statement, unit expectations, locker assignment, keys, key pad accesses, tour)					M			V
Position description, unit expectations					M			V
Locker assignment, keys, key pad accesses								V
Schedule, assignment of preceptor, orientation expectations								V
Tour								V
Provides copy of BLS card, manager reviews requirements and expectations (ie, NO LAPSE)								V
Unit communication								V
Chain of command for nursing and physicians								V
Telephone, copier, fax, VA and UK pager systems								D,O
On call schedule								V
Nurse call system								D,O
Unit staffing schedule, requesting time off								V
PI board and activities								V
Clinical Privileges look up for resident and attending physicians (as delegated by RN)								D,O
Accessing facility and service memorandums, Lippincott and Mosby procedure manuals					D			D,O
Incident reporting					D			D,O
Report of Contact					D			D,O,V
Patient compliant procedure – resolve at the point of service, then follow chain of					D			D,O,V

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command for resolution prior to referring to the patient advocate (ICARE) Integrity, Commitment, Advocacy, Respect, Excellence					D			D,O,V	
B. SAFETY/INFECTION CONTROL									
Patient identification procedures (full name, full social)		N/A			D				
Universal Protocol					PP, D, VT			D,O	
Code Cart or AED, RRT procedures (code cart location and QA checks)					D,VT			D,O	
Completion of respiratory fit testing (if applicable)					E,D			D,O	
Review of Emergency Operations Procedures (red book)					D			D,O	
MSDS sheet review (locate and search)					D			D,O	
Oxygen cut off valve location and procedure					D			D,O	
Infection Control (manual location and unit procedures for isolation)- MRSA swabbing procedures, handwashing expectations, NO hand gel for C-diff					D			D,O	
Fire alarm and extinguisher location and procedures (RACE, PASS, evacuation locations and fire rated doors)					D			D,O	
Arm Band Color notifications					D			D,O	
DNR procedures (as delegated by RN)					D			D,O	
Reusable Medical Equipment Procedures (floor grade and rhinolaryngoscope as applicable to unit including noncritical cleaning schedule for all)					D, RME tool			D,O	
Intentional rounding					D			D,O	
Ticket to Ride process and handoff communication (SBAR report)					D			D,O	
Suicide precautions (1:1 observation within arm length)					C, D			D, O, V	
Demonstrates appropriate use of Red-Bag Waste					D			D,O	
Demonstrates and adheres to specific isolation procedures					D			D,O	
Demonstrates proper care of linen (clean and soiled)					D			D,O	

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Identifies and locates personal protective equipment and demonstrates correct procedure for putting on and removing masks, gowns and gloves					D D			D,O D,O
Disposes of needles/sharps in designated container					D			D,O
Temp Trak					C, D			D,O, V
Preventing misconnections (trace back prior to connecting any tubing)					D			D,O
Post procedure vitals (unless otherwise ordered: Q15min x 4, every 30 min x 4, hourly x 4 or until patient becomes stable) (as delegated by RN and report measurements to RN)					D			D,O
Verbalizes that all critical results go directly to the provider					E			V
C. EQUIPMENT, TUBES, DRAINS								
Blood glucose monitor procedures (includes hypoglycemia protocol expectations)					D			
Blanket warmer (as applicable)					D			D, O
TempTrak					D			D, O
Safe Patient Handling (as applicable to unit)								
Maxi-lift					D, VT			
Bedside Monitors/Vital sign machines					D,VT			D,O
Bi-pap/CPAP within scope					D,VT			D,O
Arjo MaxiSky 600					D,VT			D,O
Carendo Bath Chair					D,VT			D,O
EQ Mover					D,VT			D,O
Ergo Slide					D,VT			D,O
Evacused					D,VT			D,O
HoverJack					D,VT			D,O
HoverMatt					D,VT			D,O

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Maxi Lite Arjo					D,VT			D,O
Maxi move Arjo					D,VT			D,O
Stand Ambulation Sara PLUS					D,VT			D,O
Stand Assist Sara 3000					D,VT			D,O
Total Lift II Transfer Transport Chair					D,VT			D,O
D. OTHER								
Stocking and supply responsibilities					D,C			D,O
Breaking down and setting up rooms					D,C			D,O
12 Lead ECG (performing)					D,C, VT			D,O
Bed or Stretcher (use of, obtaining accurate weights)					D,C			D,O
Unit monitors as applicable					D, C			D, O
Suction Canisters- Set up and disassembly					D,C			D,O
Respiratory Fit Testing as applicable to unit					D, C			D, O
Oxygen					D,C			D,O
• Discontinue use per delegation of RN/LPN					D,C			D,O
• Use of oxygen cylinder					D,C			D,O
• How to check oxygen flow					D,C			D,O
• Use of mask and cannula					D,C			D,O
CLINICAL SKILLS								
Vital signs					D,C			D,O
Bathing patient (shaving, per-icare etc.)					D,C			D,O
Skin Care Protocols					D,C,PP			D,O

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Fall Prevention Protocol					D,C,PP			D,O
Sitter Algorithm					D,C,PP			D,O
Central Line Bundle (as applicable to role)					D,C			D,O
I&O (drains, oral, etc.)					D,C			D,O
Patient weight					D, C			D, O
Documentation (rounding, vital sign, EDIS board, Care tracker, CPRS as applicable)					D, C			D, O
Post mortem care					D,C			D,O
Oral Care					D,C			D,O
Catheter Care					D,C			D,O
Reports pain and observations to RN/LPN during personal care rounds					D,C			D,O
Collects specimens (clean catch, UA, 24hr urine)					D,C			D,O
Phlebotomy (as applicable)					D,C			D,O
Labeling requirements for specimens in the presence of the patient					D,C			D,O
TOILETING					D,C			D,O
Assists patient with bowel and bladder management					D,C			D,O
Demonstrates procedure for usage of:					D,C			D,O
• Bedpan					D,C			D,O
• Urinal					D,C			D,O
• Bedside commode					D,C			D,O
• Toilet top specimen collection					D,C			D,O
• Condom Catheter application					D,C			D,O
Demonstrates proper procedure for catheter care and incontinence care					D,C			D,O

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Demonstrates proper procedure for using bladder scanner and documenting results					D,C			D,O
Demonstrates proper procedure for removal of urinary drainage catheter					D,C			D,O
Applies fecal pouch					D,C			D,O
Applies condom catheter (urine collection device)					D,C			D,O
Applies ostomy pouch (mature stoma only)					D, C			D,O
Obtains urine specimens according to protocol:					D,C			D,O
• Routine urinalysis					D,C			D,O
• Clean catch C&S					D,C			D,O
• 24 hour urine collection					D,C			D,O
Demonstrates proper procedure for straining urine for kidney stones					D,C			D,O
Documents bowel movements and urinary output on Nursing flowsheet					D,C			D,O
Reports any changes in stool and/or urine to nurse					D,C			D,O
DIETARY CARE:					D,C			D,O
Identifies and differentiates various diet orders and supplemental feedings					D,C			D,O
Sets up meal trays					D,C			D,O
Demonstrates correct positioning for feeding a patient and dysphasia precautions					D,C			D,O
Demonstrates feeding a patient					D,C			D,O
Maintains calorie count and documents amount on appropriate form					D,C			D,O
Estimates percentage of meal eaten and records oral intake on Nursing flowsheet					D,C			D,O
PATIENT SAFETY:					D,C			D,O
Ensures side rails are up (<3;4 side rails= restraint)					D,C			D,O
Ensures nurse call bell is within patient reach					D,C			D,O

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Ensures patient ID band is on					D,C			D,O
Answers patient call light promptly					D,C			D,O
Utilizes bed and/or chair alarms, as appropriate					D,C			D,O
Maintains seizure precautions, as appropriate					D,C			D,O
Maintains 1:1 surveillance of SI Patient in arms reach at all time					D,C			D,O
POSITIONING, TRANSFER AND TURNING:								
Demonstrates proper positioning and turning a patient					D,C			D,O
Aware of patient safety precautions when ambulation/transferring patients (fall risk, tubes and drains)					D,C			D,O
Utilizes Safe Patient Handling Equipment when necessary					D,C			D,O
Transfers patient from stretcher to bed/table and back					D,C			D,O
Transfers patient from bed to chair and back					D,C			D,O
Ambulates patient with unsteady gait					D,C			D,O
Ambulates patient with tubes/drains					D,C			D,O
Demonstrates range of motion (ROM) exercises					D,C			D,O
RESPIRATORY CARE:								
Assists patient to turn/cough/deep breathe					D,C			D,O
Recognizes and reports signs and symptoms of respiratory distress					D,C			D,O
Assists patient with incentive spirometry					D,C			D,O
Performs oral suctioning with yankauer catheter					D,C			D,O
Collects sputum specimens according to protocols					D,C			D,O
Performs pulse oximetry					D,C			D,O
CARDIAC CARE:								

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Recognizes and reports signs and symptoms of chest pain/pressure					D,C			D,O
Reports redness, pain or swollen areas of extremities					D,C			D,O
Demonstrates proper procedure for applying/removing Antiembolic stockings					D,C			D,O
UNIT SPECIFIC:								
ED								
Phlebotomy					D, C, VT			D, O
Use of Accuvein					D, C			D, O
Zoll monitor (turning it on and placing leads on the patient)					D, C			D, O
Dialysis								
RO water system and checks					D, C			D, O
Bypassing RO					D, C, VT			D, O

Preceptor Signatures:

Preceptor Initials	Preceptor Signatures	Preceptor Initials	Preceptor Signature

Employee and Supervisor Signature (completion of orientation):

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Position Title: Nursing Assistant/TECH Employee Name: _____ Unit: List Unit here

Employee: _____ Date _____

Supervisor: _____ Date _____

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A. GETTING INTO THE SYSTEM												
Attends New Employee Orientation and Patient Care Orientation												
<ul style="list-style-type: none"> Completes Modules as assigned by Learning Resource Center signed up for initial training needed 					E			D O V P				
<ul style="list-style-type: none"> Attends appropriate computer training (CPRS, TMS, Swank) 					E			D O V				
Meets with Manager for Initial meeting/paperwork												
<ul style="list-style-type: none"> Functional Statement, unit expectations, annual proficiencies 					M			D V				
<ul style="list-style-type: none"> Locker assignments, keys, key pad accesses, mail box 					M			D V				
<ul style="list-style-type: none"> Schedule, assignment of preceptor, orientation expectations 					M			D V				
<ul style="list-style-type: none"> Tour 					M			D V				
<ul style="list-style-type: none"> Provides copy of BLS card, manager reviews requirements and expectations (ie, NO LAPSE) 					M			D V				
Unit Communications												
<ul style="list-style-type: none"> Chain of command for nursing and providers 					M			D V				
<ul style="list-style-type: none"> Telephone, copier, fax, VA pager systems 					C			D V				
<ul style="list-style-type: none"> ON Call schedule (Location) 					C			D V				
<ul style="list-style-type: none"> Nurse Call system 					C D			D V				
<ul style="list-style-type: none"> Unit staffing schedule, requesting time off, Comp time, OT 					M			D V				
<ul style="list-style-type: none"> Call in Sick 					M			D V				
<ul style="list-style-type: none"> Performance Improvement board and activities 					M			D V				
<ul style="list-style-type: none"> Access email via Outlook and Vista/Gui 					C D			D V				
Accessing facility and service memorandums					C D			D V				
Report of Contact					C D			D V				

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Veteran complaint procedure-resolve at the point of service, then follow chain of command for resolutions prior to referring to the Veteran advocate (ICARE) Integrity, Commitment, Advocacy, Respect, Excellence					C D			D V
Patient Abuse					C D			D V
B. SAFETY/INFECTION CONTROL								
Veteran identification procedure (full name, full social)					C			D O V
Code Blue, AED, ambu bag					C VT			D O V
Completion of respiratory fit testing					C			D O V
Review of Emergency Operation Procedures (red book)					C			D O V
MSDS sheet review (locate and search)					C			D O V
Oxygen cut off valve location and procedure					C			D O V
Infection Control (manual location and unit procedures for isolation) MRSA swabbing procedures, hand washing expectations (NO hand gel, SOAP ONLY for CDIFF)					C			D O V
Fire alarm and extinguisher locations and procedures (RACE, PASS, Evacuation locations and fire rated doors)					C			D O V
Arm Band Color notifications (AND/DNR Intermediate, AND/DNR Comfort, Fall Risk, Allergies.)					C			D O V
Incident Reporting, (ASSIST)					C			D O V
Allow Natural Death, AND/DNR procedures (as delegated by RN)					C			D O V
Reusable Medical Equipment Procedures including non critical cleaning schedule					C			D O V
Report and tag broken equipment					E			D O V
Contingency Plan for Computer Outage					E			D O V

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Fall Prevention, Sitter Algorithm					C			D O V
Ticket to Ride process and handoff communications (SBAR report)					C E			D O V
Demonstrates and adheres to specific Isolation procedures								D O V
Demonstrations appropriate handling of Red-Bag waste					C			D O V
Demonstrates proper care of linen (clean and soiled)					C E			D O V
Identifies, locates, applies and removes PPE: masks, gowns, gloves					C			D O V
Disposes of needles/sharps in designated container					C			D O V
Temp Trak					C D			D O V
PICC line/ Central line bundle – SAGE bath					C			D O V
Suicide Precautions (1:1 observation within arm length)					C E			D O
Veteran Elopement and Wanderguard					C			D O V
Review of National Patient Safety Goals					C			D O V
Veteran Transfer (In house, Inter Facility and Outside)					C			D O V
Evacuated					C			D O P
C. EQUIPMENT, TUBES, DRAINS								
Blood glucose monitor procedures (includes hypoglycemia, protocol expectations)					C D			D O V
Bladder Scanner, use and cleaning					C D			
Wound Vac					C D			D O
Vital Signs machines (blood pressure, temperature)					C D			D O
Wheelchair safe use, W/C non-skid cushion and procedure for report broken					C D			D O
Oxygen, Wall and Portable, securing tank for transport, masks					C D			D O
BIPAP, CPAP as directed by RN/LPN					C D			D O

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Bed and chair alarms, floor mats, hip protectors					C D			D O
Use of bed scale, floor scale					C D			D O
Feeding tubes: PEG, J-tube, dobbhoff					C D			D O
Bowel Management System					C D			D O
Foley Catheter, Supra Pubic Catheter, CUD					C D			D O
Follows RME policy for cleaning equipment					C D			D O
Safe Handling Equipment (as applicable to unit)					C D			D O
Arjo MaxiSky 600 Ceiling Lift					C D			D O
Carendo Bath Chair					C D			D O
HoverMat					C D			D O
Arjo Maxi Move					C D			D O
Arjo Stand Assist Sara 3000					C D			D O
Arjo Sara Steady					C D			D O
Stryker Zoom (motorized stretcher)					C D			D O
Broda Chairs					C D			D O
Bariatric Equipment					C D			D O
Oxygen Wall and Portable:								
Securing and use of tank for transport					C D			D O
How to check Oxygen flow					C D			D O
Use of mask and cannula					C D			D O
Discontinuing use per delegation of RN/LPN					C D			D O
D. OTHER								
Stocking and supply responsibilities					C D			D O

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Breaking down and setting up resident rooms					C D			D O
Bed or Stretcher (use of and accurate weights)					C D			D O
Treatment Sheets					C D			D O
Suction Canisters – Set up and disassembly					C D			D O
Interdisciplinary Plan of Care					C D			D O
Care Tracker documentation					C D			D O
CLINICAL SKILLS								
Vital Signs, pulse oximeter					C D			D O
Performs FSBG and reports results to licensed staff, implements hypoglycemia protocol					C D			D O
Intake and Output: bowel movement, Urinary output, drains as directed by RN/LPN					C D			D O
Bathing veteran , bed bath/shower, shaving, peri-care								
Bathing veteran using Arjo tub					C D			D O
Performs oral care, oral suctioning								
Performs ostomy care-empties pouch and changes appliance on mature stoma sites with sustained skin integrity					C D			D O
Demonstrates proper procedure for straining urine for kidney stones					C D			D O
Reports changes in intake and output, pain to RN/LPN								
Applies non-medicated topical creams/ointments/shampoo as directed by RN/LPN					C D			D O
Obtains weights via floor scale, bed					PP C D			D O
Applies CUD					C D			D O

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Obtains nonsterile urine specimen and sterile urine specimen from closed system					C D			D O
Applies, removes heat/cold therapy, such as warm/cold compresses, sitz bath, heating cooling equipment under direction of RN/LPN					C D			D O
Applies/changes nonsterile dressings such as transparent, hydrocolloidal, nonstick , mepilex, intrasite gel.					C D			D O
Performs 12 lead ECG as applicable/trained					C D			D O
Performs venipuncture as applicable/trained					C D			D O
Assists with administering cleansing and non-medicated enemas					C D			D O
DIETARY CARE:								
Identifies and differentiates various diet orders and supplemental feedings					C D			D O
Sets up meal trays					C D			D O
Demonstrates correct positioning and feeding a veteran								
Demonstrations use of dysphagia precautions with veteran meals					C D			D O
Maintains Calorie Count and documents appropriate form					C D			D O
Estimates percentage of meal eaten and documents appropriate form					C D			D O
RESIDENT SAFETY:					C D			D O
Ensures side rails are up (less than 3, 4 side rails = restraint)					C D			D O
Maintains seizure precautions, as appropriate					C D			D O
Demonstrates Intentional Rounding and Documentation					C D			D O
Demonstrates iBed safety alarms and chair alarms					C D			D O
POSITIONING, TRANSFER AND TURNING:								
Demonstrates proper turning and positioning of a veteran					C D			D O

Lexington VA **Orientation** Competency Checklist

Position Title: CLC Nursing Assistant/TECH

Employee Name: _____

Unit: _____

Method of Instruction Key: M=Manager Discussion PP = Protocol/Procedure/ Memorandum Review E = Education Session S = Self Learning Package (TMS, Swank) C = Clinical Practice D = Demonstration/simulation V T= Validation Tool required	Method of Evaluation Key: D = demonstration O = observed V = verbalized P = Post test	Self-Assessment by Employee			Method of Instruction (Use Instruction Key on Left)	Validation of Competency		
		Never Done	Needs Review/ Practice	Competent		Date	Initials	Evaluation Method (Use Evaluation Key on Left)
Aware of veteran safety precautions when ambulation/transferring residents (fall risk, tubes and drains)					C D			D O
Utilizes Safe Handling Equipment when necessary					C D			D O
Transfers veteran from stretcher to bed and back					C D			D O
Transfers veteran from bed to chair and back					C D			D O
Ambulates veteran with unsteady gait, uses gait belt appropriately					C D			D O
Ambulates veteran with tubes/drains					C D			D O
Demonstrates range of motion (ROM) exercises					C D			D O
Completes Restorative Nurse Care Competencies (CLC ONLY): Bed mobility/resident transfer, Toileting Program/CUD, Progressive Ambulation, Eating/Swallowing, Prosthetic Care, Communication, AROM and PROM exercise programs.					E D VT			D O
RESPIRATORY CARE:								
Obtains sputum specimen					C D			D O
Assists veteran to turn, cough, deep breath					C D			D O
Recognizes and reports signs and symptoms of respiratory distress					C D			D O
Assists veteran with Incentive Spirometry					C D			D O
Performs oral suctioning with Yankauer catheter					C D			D O
CHEST PAIN:					C D			
Recognizes and reports signs and symptoms of chest pain/pressure					C D			D O
Demonstrates proper procedure for applying/removing anti-embolic stockings					C D			D O
Reports redness, pain or swollen areas or extremities					C D			D O
SKIN CARE:								

Position Title: CLC Nursing Assistant/TECH

Unit: _____

Page 8

Lexington VA **Orientation** Competency Checklist

Position Title: CLC Nursing Assistant/TECH Employee Name: _____ Unit: _____

Preceptor Signatures:

Preceptor Initials	Preceptor Signatures	Preceptor Initials	Preceptor Signature

Employee and Supervisor Signature (completion of orientation):

Employee: _____ Date _____

Supervisor: _____ Date _____