ON THE JOB LEARNING OUTLINE
Certified Nursing Assistant I
O*NET Code: 31-1012.00 RAIS Code: 0824-CB

Occupational Description: Performs any combination of following duties: care of residents/clients in nursing home, or other medical facility, under direction of nursing and medical staff. Responds to signal lights, or call system to determine resident/client needs. Assists with Activities of Daily Living (ADL’s) as indicated by plan of care utilizing adaptive equipment as indicated. Maintains respect and dignity in all aspects of care. Interacts with residents/clients and directs visitors, and answers telephone. Takes and records vital signs and food and fluid intake and output, as directed. May be assigned to specific area of nursing home or medical facility.

Federal and State Certification: As part of 0824-C apprentices will complete or demonstrate prior completion of all federal and approved state training and competency requirements for certified nursing assistant according to 42 CFR 483 and the regulations of the state in which they work. At a minimum these will include at least 75 hours of training including 16 hours of practical training in the following:

- At least 16 hours of training prior to any direct contact with a resident in communication and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich maneuver; promoting residents' independence; and respecting residents' rights.
- Basic nursing skills
- Personal care skills
- Mental health and social service needs
- Care of cognitively impaired residents
- Basic restorative services
- Residents' Rights

The competencies described below are, in some cases, in addition to the basic certified nursing assistant standards and require demonstration of competence in the performance of specific skills.

Term: Competency Based (300 Minimum Hours)

On-The-Job Learning: The following competency areas have been identified to lend focus and direction to the professional development of nursing assistants. The apprentice will attain a basic level of mastery across all competency areas before receiving certification. Basic mastery will be represented by the apprentices being able to articulate their learning with each competency area and demonstrate that they have successfully integrated all the competencies in their work. The order in which the apprentices learn will be determined by the flow of work on-the-job and will not necessarily be in the order listed. Times allotted to these various processes are estimated for the average apprentice to learn each phase of the occupation and demonstrate competency. They are intended only as a guide to indicate the quality of training being provided and the ability of an apprentice to absorb this training in an average amount of time.

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Approximate Hours (Min/Max)</th>
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<tbody>
<tr>
<td>A. Communication, Problem Solving and Organizational Skills</td>
<td>50 - 100</td>
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<tr>
<td>- Communicates clearly, honestly, appropriately and in a timely manner with residents, their families and team members.</td>
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<td>- Demonstrates validation and reality orientation when communicating with residents with dementia.</td>
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<td>- Uses patience and effective communication skills when dealing with difficult situations.</td>
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<tr>
<td>- Demonstrates respect for others.</td>
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</tbody>
</table>
• Communicates in a non-judgmental manner.
• Respects the confidentiality of resident information and adheres to HIPAA and facility confidentiality guidelines.
• Demonstrates organizational skills: for example, prepares equipment and supplies to prevent back-tracking prior to care delivery.
• Demonstrates effective time-management as evidenced by cares completed timely.
• Recognizes problems and knows when and who to ask for assistance in problem resolution.
• Incorporates customer service skills in interactions with all – respecting differences and perspectives.
• Demonstrates appropriate use of active listening, paraphrasing, and clarifying in all communications.

B. Resident Care Skills .......................................................................................................................... 100 - 200
• Completes personal care for all assigned residents consistently without rushing the resident and with a respectful, caring attitude.
• Obtains vital signs & records accurately.
• Measures and records height and weight accurately.
• Recognizes and reports changes in resident condition.
• Uses transfer equipment (gait belt, mechanical lifters, slide board, lift sheet) and transfer techniques according to the plan of care and in a way that makes residents feel safe.
• Assists residents with a positive dining experience with regard for residents’ individual preferences, medical conditions, nutritional and hydration needs.
• Assists residents with a positive, complete bathing, dressing grooming experience with regard for each resident's individual preferences.
• Monitors oral status and completes denture/oral care according to plan of care.

C. Restorative Care ............................................................................................................................ 50 - 100
• Repositions residents and uses adaptive devices to prevent skin breakdown.
• Encourages resident self-care as distinguished by the resident care plan.
• Reinforces bowel and bladder training and implements scheduled toileting plans according to the plan of care.

D. Resident Rights .............................................................................................................................. 25 - 50
• Respects the privacy of residents and demonstrates they are guests in the resident's home.
• Recognizes and respects resident individuality and preferences.
• Recognizes potential abuse/neglect and reports promptly.

E. Documentation ............................................................................................................................. 25 - 50
• Completes documentation of cares/behaviors according to facility guidelines.

F. Infection Control ............................................................................................................................ 25 - 50
• Demonstrates adherence to OSHA and CDC guidelines to minimize infections by following aseptic techniques including those that apply to blood borne pathogens.
• Demonstrates consistent and appropriate hand-washing techniques including use of hand sanitizing agents.

G. Safety .............................................................................................................................................. 25 - 50
• Applies and monitors mobility and egress alarms.
• Demonstrates knowledge of facility safety procedures.

Total Approximate Hour ...................................................................................................................... 300 - 600
**RELATED THEORETICAL INSTRUCTION**
Certified Nursing Assistant I  
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**Description:** Related instruction courses supplement the on-the-job learning and lists courses that provide technical ability. It is through the combination of both the on-the-job learning and the related instruction that the apprentice can reach a **skilled level** in the occupation. The following are suggested courses to be completed during the term of apprenticeship:

**Core Skills**

<table>
<thead>
<tr>
<th>A. Ethics/rights, HIPAA, and abuse/neglect recognition and intervention</th>
<th>Approx. Hours</th>
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<tbody>
<tr>
<td>B. Maintaining and maximizing mobility needs</td>
<td>6</td>
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<tr>
<td>C. Aseptic Techniques and blood borne pathogens</td>
<td>4</td>
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<tr>
<td>D. Safe environments: transfers, falls, elopements, fire and disaster</td>
<td>4</td>
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<tr>
<td>E. Communication, customer service, and problem-solving</td>
<td>8</td>
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<tr>
<td>F. Organizational skills and time management</td>
<td>4</td>
</tr>
<tr>
<td>G. Documentation</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Hours of Related Instruction** | 34

*Individuals who complete the CNA I on-the-job training and related instruction components shall receive a “Certificate of Training” credential. Some courses and/or work experience may be credited toward a LPN Apprenticeship Program or other viable work experience.*