

Attachment 2A: On-the-Job Learning and Education Outline

| | | |
|----------------------------------|-------------------|--------------------|
| <i>Certified Nurse Assistant</i> | <i>O*Net Code</i> | <i>RAPIDS Code</i> |
| | 31-1014.00 | 0824CB |

Section 1 – On-the-Job Learning (Work Processes)
29.5(b)(3)

29 CFR §

1. During the Apprenticeship, the Apprentice shall receive work experience and Related Training Instruction in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
2. The program sponsor or its designated apprenticeship committee must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.
4. On-The-Job Learning: The following competency areas have been identified to lend focus and direction to the professional development of certified 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.
5. The lattice provides a training pathway for three (3) CNA specialties (Level 3), as well as for Medication Aide Specialty and Mentor training (Level 4).
6. To meet completion requirements of apprenticeship and to be eligible for a Certificate of Completion of Apprenticeship, the apprentice must successfully complete training in Level 1, Level 2 and in one Level 3 specialty. The Certificate of Completion of Apprenticeship will be issued for the CNA Advance/selected specialty.
7. Following the attainment of this credential, the graduate may be registered as an apprentice for each of the three (3) remaining Level 3 specialties.
8. Upon completion of each additional specialty, the apprentice is eligible for an additional Certificate of Completion. Following the completion of apprenticeship in at least one of the Specialties (Level 3), a Nurse Assistant may be reregistered in RAPIDS as a Mentor Apprentice. At the completion of the Medication Aide apprenticeship, the graduate will be eligible for a Certificate of Completion of Apprenticeship for Certified Nursing Assistant-Medication Aide.
9. To meet industry demand, this occupation consists of training in the following Levels of competency:
 - *Nursing Assistant, Certified – CNA I (Level 1) - Competency Based*
 - *Nursing Assistant, Certified – Advanced (Level 2) - Competency Based*
 - *Nursing Assistant, Certified – Geriatric (Level 3) - Competency Based*
 - *Nursing Assistant, Certified – Restorative (Level 3) - Competency Based*
 - *Nursing Assistant, Certified – Dementia (Level 3) - Competency Based*
 - *Nursing Assistant Certified – Medication Aide Specialty (Level 4) - Competency Based*

Apprentices will generally work the same hours as fully proficient workers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

Apprenticeship Competencies – Technical

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully

competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Student should be able to complete the task without a mentor or supervision to the business standards.

Completion Date – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their nine month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**

Apprentice Name: _____

Start Date _____

Certified Nursing Assistant I

O*NET Code: 31-1014.00 RAPIDS Code: 0824C

Occupational Description: Performs any combination of following duties: care of residents/clients in nursing home, or other medical community, 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 community.

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.

Certified Nursing Assistant I

O*NET Code: 31-1014.00 RAPIDS Code: 0824C

Field Training – Qualified Professional has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Student should be able to complete the task without a mentor or supervision to the business standards.

Completion Date – Date apprentice completes final demonstration of competency.

| Competency Checklist | | Place a check mark in the box when complete. | | |
|--|---|--|--------------------|-----------------|
| Communication, Problem Solving and Organizational Skills | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| | Communicates clearly, honestly, appropriately and in a timely manner with residents, their families and team members. | | | |
| Uses patience and effective communication skills when dealing with difficult situations. | | | | |
| Demonstrates respect for others. | | | | |
| Communicates in a nonjudgmental manner. | | | | |
| Respects the confidentiality of resident information and adheres to HIPAA and community confidentiality guidelines. | | | | |
| Demonstrates organizational skills: for example, prepares equipment and supplies to prevent backtracking 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. | | | | |
| Resident Care Skills | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Completes personal care for all assigned residents consistently without rushing the resident and with a respectful, caring attitude. | | | | |
| Obtains vital signs & records accurately. | | | | |

| | | | | |
|---|----------------|---------------------------|--------------------|-----------------|
| Assists residents with a positive dining experience with regard for residents' individual preferences, medical conditions, nutritional and hydration needs. | | | | |
| Measures and records height and weight accurately. | | | | |
| Assists residents with a positive, complete bathing, dressing grooming experience with regard for each resident's individual preferences. | | | | |
| Recognizes and reports changes in resident condition. | | | | |
| Monitors oral status and completes denture/oral care according to plan of care. | | | | |
| 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. | | | | |
| Restorative Care | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Repositions residents and uses adaptive devices to prevent skin breakdown. | | | | |
| Encourages resident self-care as distinguished by the resident care plan. | | | | |
| Resident Rights | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Respects the privacy of residents and demonstrates they are guests in the resident's home. | | | | |
| Recognizes potential abuse/neglect and reports immediately to their direct supervisor. | | | | |
| Recognizes and respects resident individuality and preferences | | | | |
| Documentation | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Completes documentation of cares/behaviors according to community guidelines. | | | | |
| Infection Control | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| 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 handwashing techniques including use of hand sanitizing agents. | | | | |
| Safety | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Applies and monitors wander guard and door alarms. | | | | |
| Demonstrates knowledge of community safety procedures. | | | | |

Certified Nursing Assistant, *Advanced*

O*NET Code: 31-1014.00 RAPIDS Code: 0824A

Occupational Description: Performs any combination of following duties: care of residents/patients in hospital, nursing home or other medical community the under direction of nursing and medical staff. Assists with Activities of Daily Living (ADL's) as indicated by plan of care utilizing adaptive equipment as indicated. Incorporates appropriate individualized toileting, turning and repositioning schedules to prevent skin breakdown. Incorporates expanded knowledge of physiology to recognize changes in maximizing functional status related to mobility and nutritional well-being. Assists with examinations, treatments, and specimen collection when needed. Maintains respect and dignity in all aspects of care and serves as resident/patient advocate according to advanced directives. Participates in care planning process and documents response to interventions according to guidelines. Demonstrates proficiency in all nursing assistant tasks. May be assigned to specific area of hospital, nursing home, or medical community.

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.

Certified Nursing Assistant, *Advanced*

O*NET Code: 31-1014.00 RAPIDS Code: 0824A

Field Training – Qualified Professional has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Student should be able to complete the task without a mentor or supervision to the business standards.

Completion Date – Date apprentice completes final demonstration of competency.

| Competency Checklist | Place a check mark in the box when complete. | | | Completion Date |
|--|--|---------------------------|--------------------|-----------------|
| | Field Training | Demonstrates Fundamentals | Proficient in Task | |
| Demonstrates advanced understanding of principles of infection control | | | | |
| Identifies the infectious process and modes of transmission of disease. | | | | |
| Demonstrates CDC guidelines related to standard precautions. | | | | |
| Demonstrates general principles of universal precautions. | | | | |
| Reinforces appropriate hand-washing techniques including use of hand sanitizing agents. | | | | |
| Recognizes risks of urinary tract infections and implements appropriate peri-care, toileting, fluids, and other interventions to minimize risk. | | | | |
| Demonstrates effective communication | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Uses verbal and nonverbal communication to present information in a positive and non-threatening way. | | | | |
| Responds effectively and promptly to resident's requests. | | | | |
| Observes and describes client's physical and emotional condition changes, using appropriate medical terminology and abbreviations. | | | | |
| Demonstrates communication skills with the client who has sensory deficits, i.e... A resident who is blind, hard of hearing, and/or who has visual field deficits. | | | | |

| | | | | |
|---|----------------|---------------------------|--------------------|-----------------|
| Uses supportive communication in client interactions. | | | | |
| Demonstrates appropriate written communication to describe care interventions and resident observations. | | | | |
| Interacts effectively with all community departments. | | | | |
| Answers phone identifying self and community. Upholds client confidentiality in all discussions including phone conversations. | | | | |
| Provides status report on client condition to nurse as needed. | | | | |
| Incorporates customer service skills in response or family, visitor requests, obtaining appropriate answers and/or referring to appropriate individuals as indicated. | | | | |
| Demonstrates appropriate care and application of visual and hearing devices. | | | | |
| Uses supportive communication in client interactions. | | | | |
| Incorporates appropriate interventions to maximize physical functioning & mobility, maintaining proper body mechanics | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Turns and positions the resident in a bed or chair per resident care plan. | | | | |
| Recognizes contractures, reports and follows plan of care to prevent or minimize them. | | | | |
| Demonstrates the use of assistive devices in ambulation such as crutches, walker, cane, and wheel chair. | | | | |
| Reinforces the use of assistive devices in transferring clients—gait belt, mechanical lifters, slide board, lift sheet. | | | | |
| Recognizes need for and implements appropriate use of footboards, hand rolls, bed cradles, and abductor pillows. | | | | |
| Identifies complications of immobility and follows through with appropriate interventions according to the plan of care. | | | | |
| Promotes resident independence in the activities of daily living. | | | | |
| Implements appropriate interventions to maintain continence and minimize problems related to elimination | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Measures, calculates, and records fluid intake and output. | | | | |
| Reinforces bowel and bladder training and implements scheduled toileting plans according to plan of care. | | | | |
| Uses appropriate interventions and adaptations to maintain normal bladder and bowel routine such as high-rise toilet seat, toileting per normal routine while allowing privacy. | | | | |
| Provides care for client with supra-pubic catheter. | | | | |
| Assists with proper care of leg bags and down drain bags. | | | | |
| Functions as a member of the health team within the health care community and/or community | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Identifies the essential functions of the health care community and states the differences between acute care, long-term care, assisted living, and home care. | | | | |
| Identifies the essential functions of care team members and all community staff. | | | | |
| Explains the essential duties of the nursing team. | | | | |
| Performs and completes assignments related to workload, education, and other duties within the established community guidelines. | | | | |
| Intervenes in situations involving unsafe or inadequate care. | | | | |

| | | | | |
|---|----------------|---------------------------|--------------------|-----------------|
| Demonstrates knowledge of and reinforces community policy and safety procedures. | | | | |
| Demonstrates ability to review care plan, implement interventions, and communicate needed changes to charge nurse in support of resident's preferences. | | | | |
| Completes tasks promptly without "rushing" resident. | | | | |
| Serves as a resource person to new nursing assistants. | | | | |
| Participates in care planning process. | | | | |
| Participates in admission/discharge and transfer of resident; gathering and identifying personal items and documenting according to guidelines. | | | | |
| Documents in electronic records according to community guidelines, using objective information. | | | | |
| Demonstrates Ethical/Professional –Practices | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrates professional behavior according to community standards and guidelines. | | | | |
| Interprets, explains and applies the Resident Rights and right to self-determination. | | | | |
| Provides for client privacy and dignity at all times. | | | | |
| Maintains client confidentiality and adheres to HIPAA regulations. | | | | |
| Promotes the resident's right to make personal choices and accommodates their needs. | | | | |
| Gives assistance in resolving grievances and disputes. | | | | |
| Maintains care and security of residents' personal possessions. | | | | |
| Promotes the resident's right to be free from abuse, mistreatment, and neglect. | | | | |
| Reports any instance of potential abuse, mistreatment, or neglect immediately to the appropriate supervisor. | | | | |
| Promotes client independence. | | | | |
| Assists client to participate in activities of their choice. | | | | |
| Assists with treatments, procedures, and specimen collection | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Recognizes dangers of oxygen therapy and safety issues. | | | | |
| Applies warm moist compress under the direction of a licensed nurse. | | | | |
| Applies cold compress under the direction of a licensed nurse. | | | | |
| Applies anti-embolism stockings/devices correctly with concern for resident skin integrity. | | | | |
| Assists with treatments, procedures, and specimen collection | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrates ability to recognize discomfort/pain and report to licensed nurse. | | | | |
| Implements non-medicinal interventions according to plan of care. | | | | |
| Medical Surgical and OB | | | | |
| Observation Skills: Recognizes and understands the patient needs and change of condition. Reports any changes to attending nurse. | | | | |
| Implementation of Plan of Care: Works under the direction of nursing staff to implement the appropriate interventions within their scope of practice. Uses appropriate technique in transfer and transporting patients. | | | | |

| | | | | |
|--|--|--|--|--|
| Collaboration: Demonstrates the ability to anticipate the needs of other health team members and impacts relationships in a positive manner. Supports the goals of each member of the team in the provision of the plan of care. | | | | |
| Responsiveness: Demonstrates ability to respond to patient and family needs, answering call lights/alarms, in a timely manner. | | | | |
| Documentation: Documents vital signs, intake and output, physical care, and ADLs appropriately via computer/flowsheet in a timely manner. Use of the Admission and Assessment Record. Uses military time. | | | | |
| Performs accurate and timely order entry, prioritizing well, and communicates appropriately with providers regarding orders. | | | | |
| Cleanliness of Environment: Ensures equipment is properly taken care of after patient use. Performs tasks to maintain a clean and healthy patient care environment in a timely manner. As assigned, maintains cleanliness of staff/supply areas. | | | | |
| Demonstrates the ability to perform the following: TPR, BP, height, weight, intake/output, and other measurements within scope of practice in the department. | | | | |
| Provide assistance with ADLS and other general care routines in accordance with set protocols. | | | | |
| Collects and prepares specimens accurately and promptly. | | | | |
| Demonstrates competency in use of department specific equipment. | | | | |
| Demonstrates the ability to organize his/her time effectively and to manage a typical work assignment. Is able to manage multiple tasks, prioritize work assignments, and completes assigned duties within scheduled hours. Completes other duties as assigned. Not wasting time with idle conversation. | | | | |
| Reports to work on time and as scheduled. Utilizes time efficiently by not abusing breaks or meal periods. | | | | |
| | | | | |
| Observation Skills: Recognizes and understands the resident/patient needs and change of condition. Reports any changes to attending nurse. | | | | |
| Implementation of Plan of Care: Works under the direction of nursing staff to implement the appropriate interventions within their scope of practice. | | | | |
| Collaboration: Demonstrates the ability to anticipate the needs of other health team members and impacts relationships in a positive manner. | | | | |
| Responsiveness: Demonstrates ability to respond to patient and family needs, answering call lights/alarms, in a timely manner. | | | | |
| Documentation: Documents vital signs, intake and output, physical care, and ADLs appropriately via computer/flow sheet in a timely manner. Use of the Admission and Assessment Record. Uses military time. | | | | |
| Communicates and works cooperatively with management, staff members and patients | | | | |
| Emergency Department | | | | |
| Demonstrates the ability to perform accurately and efficiently point of care testing, specimen collection, and quality controls. | | | | |

| | | | | |
|--|--|--|--|--|
| Demonstrates the ability to perform monthly cleaning list, daily stocking, room checks for supplies and equipment, and cart checks for supplies and equipment. | | | | |
| Assists with duties related to transfer or admission of the patient. | | | | |
| Performs timely EKG's. | | | | |
| Completes his/her work assignments independently, works efficiency and responds proactively to requests. Able to work under stressful situations | | | | |
| Lab | | | | |
| Recognizes acceptable specimens for reference labs and knows how to package/ship them correctly. | | | | |
| Assists in clerical duties for the department, i.e. answering phone, providing messages, run errands, etc. | | | | |
| Operates, monitors, maintains instrumentation, and performs laboratory procedures, in the disciplines of Hematology, Chemistry, Coagulation, Microbiology, Blood Bank, Urinalysis, Immunology, etc. to obtain data for use in diagnosis and treatment. Recognizes equipment malfunction and deviations from expected results and ensures accuracy and precision of testing through quality control data. | | | | |
| Assists in evaluation of new techniques, procedures. | | | | |

Certified Nursing Assistant, *Dementia Specialty*

O*NET Code: 31-1014.00 RAPIDS Code: 0824-D

Occupational Description: Performs duties of CNA, Advanced with specialty in dementia. Delivers, cares for, and interacts with dementia and other cognitively impaired residents by incorporating skills to maintain individual dignity and well-being. Interacts with caregivers and residents and utilizes therapeutic communication and activities to maximize resident functions. Utilizes advanced knowledge of behaviors to implement interventions that minimizes adverse behavior.

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.

Certified Nursing Assistant, *Dementia Specialty*

O*NET Code: 31-1014.00 RAPIDS Code: 0824-D

Field Training – Qualified Professional has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Student should be able to complete the task without a mentor or supervision to the business standards.

Completion Date – Date apprentice completes final demonstration of competency.

| Competency Checklist | Place a check mark in the box when complete. | | | |
|---|--|---------------------------|--------------------|-----------------|
| Incorporate Interventions for the Cognitively Impaired Resident to Facilitate Quality Care as a Member of the Healthcare Team | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Utilize care plan for interventions and report successful interventions to charge nurse and document accordingly. | | | | |
| Monitor episodes of targeted behaviors and/or new behaviors according to community guidelines and report to appropriate supervisor. | | | | |
| Demonstrate the use of activities and as redirection technique. | | | | |
| Demonstrate Effective Communication & Interaction with Cognitively Impaired and Their Families | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrate redirecting a resident. | | | | |
| Verbalize and demonstrate various approaches for a resident who is resisting personal care that will maintain resident dignity and respect. | | | | |
| Demonstrate appropriate interventions for resident who is yelling or screaming. | | | | |
| Demonstrate use of distraction strategies as a therapeutic intervention. | | | | |
| Demonstrate use of activities from resident care plan to de-escalate a resident who is anxious. | | | | |
| Demonstrate effective communication with significant others. | | | | |
| Provide Assistance with ADL's, Mobility, and Therapeutic Activities that will Maximize Functional Well Being | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |

| | | | | |
|--|----------------|---------------------------|--------------------|-----------------|
| Demonstrate use of activities/exercises from resident care plan to maintain joint function for the cognitively impaired resident/client. | | | | |
| Implements care strategies that encourage ADL's without increase resident anxiety and respects the resident's dignity and desire for control. | | | | |
| Demonstrates strategies for promoting independence in all ADL's. | | | | |
| Responds appropriately to the behavior of cognitively impaired residents. | | | | |
| Utilizes interventions to reduce the effects of cognitive impairments, incorporating therapeutic interventions according to plan of care. | | | | |
| Apply Nutritional Interventions to Maximize/Maintain Nutritional Well Being in the Cognitively Impaired | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrates adapting the dining experience to resident care plan to maximize nutritional intake (i.e. offering small servings, introducing foods one at a time, etc.) | | | | |
| Demonstrates provision of finger foods, frequent meals, snacks, and fluids in a way the cognitively impaired resident will accept. | | | | |
| Maintain a Safe Environment for Cognitively Impaired | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrate maintaining safe environment for wandering resident. | | | | |
| Demonstrate/verbalize actions to take for a resident who is striking out at another resident. | | | | |
| Describe protocol/policy to monitor resident location/criteria for use of elopement alarms, frequency of egress door checks, and other actions to prevent elopement. | | | | |
| Demonstrate maintaining safety from potential toxic substances that the confused resident may attempt to ingest. | | | | |
| Implement appropriate interventions to minimize environmental stimuli that may increase a confused resident's agitation, i.e., noise levels, large groups, television, radio, etc. | | | | |
| Maintain a safe environment for residents and staff while de-escalating combative behavior. | | | | |

Certified Nursing Assistant, *Geriatric Specialty*
O*NET Code: 31-1014.00 RAPIDS Code: 0824G

Occupational Description: Performs any combination of following duties in care of residents in nursing home, or other medical community; under direction of nursing and medical staff: incorporates expanded knowledge of age related changes in maximizing functional status related to mobility and nutritional well-being; maintains respect and dignity in all aspects of care. Incorporates basic knowledge related to medications and effects on the aging adult while monitoring status and implementing strategies to prevent decline and maximize well-being. May be assigned to specific area of a nursing home, or medical community.

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.

Certified Nursing Assistant, *Geriatric Specialty*
O*NET Code: 31-1014.00 RAPIDS Code: 0824G

Field Training – Qualified Professional has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Student should be able to complete the task without a mentor or supervision to the business standards.

Completion Date – Date apprentice completes final demonstration of competency.

| Competency Checklist | Place a check mark in the box when complete. | | | |
|--|--|---------------------------|--------------------|-----------------|
| Provides appropriate assistance with ADL's to maximize independence and well-being incorporating expanded understanding of aging considerations and client preferences | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Provides bathing/showering assistance with consideration of resident's physical, mental and cognitive status based on individual preferences and/or needs per resident care plan. | | | | |
| Provides assistance with oral and denture care, recognizing and reporting problems such as loose fitting dentures, missing teeth, dry mouth, and plaque buildup per resident care plan. | | | | |
| Gives nail care according to plan of care, monitoring condition & reporting abnormalities per resident care plan. | | | | |
| Gives foot care and monitors condition for any early signs of breakdown per resident care plan. | | | | |
| Provides assistance with dressing and undressing as needed based on individual needs and uses of assistive devices per resident care plan. | | | | |
| Demonstrates use and care of prosthetic and orthotic devices and reports problems per resident care plan. | | | | |
| Incorporates task segmentation with ADL's as outlined in care plan per resident care plan. | | | | |
| Provides assistance with bowel/bladder elimination based on individual needs per resident care plan. | | | | |
| Demonstrates care of suprapubic and ostomy appliances per community procedure per resident care plan. | | | | |
| Assists to maintain personal hygiene needs by providing hair care, shaving, peri care, applying make-up, washing and drying face and hands based on resident needs per resident care plan. | | | | |

| | | | | |
|---|----------------|---------------------------|--------------------|-----------------|
| Recognize the benefits of incorporating activities into residents day to add meaning and purpose to their lives. | | | | |
| Provides therapeutic interventions in caring for cognitively impaired and meeting psychosocial and mental health needs of residents | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrates techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others) | | | | |
| Communicates effectively with cognitively impaired residents. | | | | |
| Communicates understanding of the behavior of cognitively impaired residents and verbalizes techniques to circumvent negative behaviors. . | | | | |
| Provides support to families and significant others of cognitively impaired residents. | | | | |
| Recognizes and reports signs and symptoms of depression and anxiety. | | | | |
| Identifies and promptly reports mental status and behavioral changes. | | | | |
| Implements interventions to support resident coping mechanisms according to the plan of care. | | | | |
| Implements support for spiritual well-being according to individual wishes. | | | | |
| Assists in identifying the social needs of residents | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Assists in identifying basic human needs throughout the lifespan, including physical (security, shelter, food, clothing), socio-cultural (family, friends), and psychological (emotional, self-esteem, and self-actualization). | | | | |
| Observes mental status and behavior changes and reports immediately to their direct supervisor. | | | | |
| Assists in identifying sources of stress common to residents. | | | | |
| Modifies own behavior in response to resident behavior. | | | | |
| Ensures that residents are not subject to abuse by anyone. | | | | |
| Ensures that all incidences of alleged or suspected abuse/neglect are promptly reported immediately to their direct supervisor. | | | | |
| Facilitates the client's expression of needs and provides supportive communication. | | | | |
| Assists and instructs clients to be independent in the activities of daily living. | | | | |
| Modifies care to accommodate client values, customs or habits. | | | | |
| Uses family members as a source of resident emotional support. | | | | |
| Provides appropriate care for residents with depression, schizophrenia, and intellectual disability. | | | | |
| Incorporates appropriate interventions in caring for dying residents | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Identifies and recognizes the stages of dying. | | | | |
| Assists in care of dying client and their family members considering spiritual and cultural beliefs. | | | | |
| Observes, records and reports cessation of vital signs. | | | | |
| Provides post-mortem care according to community guidelines. | | | | |
| Applies nutritional interventions to maximize/maintain nutritional health | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Recognizes thickened liquid consistency and demonstrates ability to mix and administer appropriately. | | | | |
| Identifies therapeutic diets, the foods included in each specific diet, and the conditions where specific diets are prescribed. | | | | |
| Recognizes personal, cultural, and religious variations in diet. | | | | |
| Identifies why a client may need to be encouraged to drink fluids as ordered and recognizes symptoms of dehydration and reports promptly | | | | |

| | | | | |
|---|-----------------------|----------------------------------|---------------------------|------------------------|
| Provides and restricts fluids as ordered, verbalizing rationale for restrictions. | | | | |
| Prepares and positions the client appropriately for meals. | | | | |
| Implements measures to minimize weight loss per resident care plan.. | | | | |
| Assists the client with eating using effective feeding techniques per resident care plan. | | | | |
| Demonstrates use of assistive eating devices per resident care plan. | | | | |
| Observes and records the amount/percentage consumed per resident care plan. | | | | |
| Assists resident with thickened liquids and identify consistencies as needed per resident care plan. | | | | |
| Maintains a safe, homelike environment for geriatric residents | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Establishes a safe, clean, comfortable and homelike environment with regard for the resident's preferences. | | | | |
| Identifies environmental safety hazards and reports immediately to their direct supervisor. | | | | |
| Maintains and enforces safety precautions per community policy and procedures. | | | | |
| Ensures faulty equipment is identified and lock-out tags out procedures are implemented per community policy and procedures. | | | | |
| Verbalizes appropriate interventions to prevent elopement. | | | | |
| Monitors equipment safe use and reports immediately to their direct supervisor. | | | | |
| Incorporates expanded knowledge of geriatrics in care delivery, makes observations in the care of residents with complex clinical needs and alerts nursing and medical staff to changes in condition | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Recognizes resident need for skin protectors, i.e. geri-gloves, etc. to protect fragile skin & implements as needed. | | | | |
| Promotes sense of value incorporating past life experiences and recognitions, encouraging appropriate activity participation and recognizing individual sense of worth. | | | | |
| Serves as a resident advocate in care planning individualized interventions according to resident preferences. | | | | |
| Incorporates knowledge of care of residents with complex infection-control needs including M.R.S.A. and VRE. | | | | |
| Incorporates knowledge of care for residents with chronic or severe pain | | | | |
| Recognizes symptoms of fecal impaction, monitors bowel function, and promptly reports any abnormalities immediately to their direct supervisor. | | | | |

Certified Nursing Assistant, *Restorative Specialty*
O*NET Code: 31-1014.00 RAPIDS Code: 0824R

Occupational Description: Performs any combination of following duties: Assists with resident’s activities of daily living (ADL’s) and mobility by incorporating advanced knowledge of musculature, and conditions by using adaptive equipment and task segmentation to maximize function. Provides restoration principles in dining, incorporating skills for communication and swallowing techniques, along with adaptive devices. Works with nursing and rehab specialists on reviewing interventions and monitoring resident/client response.

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.

Certified Nursing Assistant, *Restorative Specialty*
O*NET Code: 31-1014.00 RAPIDS Code: 0824R

Field Training – Qualified Professional has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Student should be able to complete the task without a mentor or supervision to the business standards.

Completion Date – Date apprentice completes final demonstration of competency.

| Competency Checklist | Place a check mark in the box when complete. | | | |
|--|--|---------------------------|--------------------|-----------------|
| Mobility: Demonstrate use of appropriate mobility, balance and strengthening exercises as well as incorporating these into therapeutic activities | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrate appropriate usage of adaptive equipment: walkers, canes, wheelchairs, prosthesis. | | | | |
| Incorporates fall prevention strategies per resident care plan. | | | | |
| Demonstrate appropriate turning and repositioning and use of devices to prevent skin breakdown. | | | | |
| Demonstrate appropriate positioning, transfer techniques, and monitoring of resident. | | | | |
| Reinforce basic range of motion and demonstrate use of related equipment | | | | |
| Demonstrate passive range of motion | | | | |
| Discuss complications that arise from improper positioning. | | | | |
| Demonstrate use of various assistive devices in ambulation. | | | | |
| Reinforce good body mechanics during all transfers. | | | | |
| Activities of Daily Living (ADL’S): Demonstrate and use task segmentation in assisting a resident to complete ADL’s and appropriate use of adaptive equipment | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrate and assist resident with reaching devices and other adaptive equipment. | | | | |
| Demonstrate how to modify the environment to promote independence in daily living activities. | | | | |
| Demonstrate understanding of how to monitor fatigue. | | | | |

| | | | | |
|--|----------------|---------------------------|--------------------|-----------------|
| Assists with dressing/undressing programs, grooming, bathing, toileting, exercise/movement programs or eating/swallowing programs according to plan of care. | | | | |
| Provides or assists in providing all assigned residents' ordered tasks within appropriate time frame, using appropriate infection control procedures. | | | | |
| Maintains residents' self-esteem, privacy and confidentiality of personal information. | | | | |
| Assists residents to attain/maintain their individual highest functional level of independence. | | | | |
| Restorative dining, swallowing deficits | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrate understanding of resident specific goals related to a restorative dining program | | | | |
| Provide alternate food choices as per their plan of care. | | | | |
| Provide a positive experience for eating. | | | | |
| Document intake and observations per community policy. | | | | |
| Demonstrate use of built-up utensils, plate guards, and non-skid material and other accommodations that may be individual to each resident. | | | | |
| Demonstrate safe feeding techniques. | | | | |
| Demonstrate understanding of hazards and/or complications related to swallowing. | | | | |
| Demonstrate understanding of the different types of diet textures and liquid consistencies. | | | | |
| Demonstrates prosthetic care and assistance | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrates prosthetic care and assistance | | | | |
| Demonstrate techniques for working with clients with aphasia, dysarthria, emotional liability and other communication challenges or limitations | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrate understanding of techniques used to manage short and long term memory loss. | | | | |
| Demonstrate strategies for assisting residents with receptive and expressive aphasia | | | | |
| Plan of care, using restorative concepts and documentation and communication | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Report observations of resident's condition or change in functional status. | | | | |
| Accommodates residents' needs through responding appropriately to verbal/nonverbal expressions of need | | | | |
| Pain management: Incorporates knowledge of care of residents with chronic pain | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Pain management: Incorporates knowledge of care of residents with chronic pain | | | | |
| Safety Issues: Demonstrates the safe use and maintenance of equipment | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Safety Issues: Demonstrates the safe use and maintenance of equipment | | | | |

Certified Nursing Assistant *Medication Aide Specialty*
O*NET Code: 31-1014.00 RAPIDS Code: 0824MA

Description: (Prerequisite Nurse Aide, on state registry) Perform duties of Medication Aide with proficiency and provides medication and records the provision of medications to residents under the direction and monitoring of a registered nurse according to the provision of State Regulations for Medication Aides. Pre-requisite: Applicants must be drug free and working in a nursing, residential or related type of community. If employed at a certified nursing or residential or related type community all applicants must be employed for at least six months, be on the Direct Care Worker registry, & provide recommendation from the administrator in the community in which they are employed. If employed in assisted living must provide recommendation from administrator.

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.

Certified Nursing Assistant *Medication Aide Specialty*
O*NET Code: 31-1012.00 RAPIDS Code: 0824MA

Field Training – Qualified Professional has provided training and demonstration of task to the apprentice.

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Student should be able to complete the task without a mentor or supervision to the business standards.

Completion Date – Date apprentice completes final demonstration of competency.

| Competency Checklist | Place a check mark in the box when complete. | | | |
|--|--|---------------------------|--------------------|-----------------|
| Resident rights, respect to privacy and abuse | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Recognize and adheres to the right to privacy related to diagnosis, medications and treatments. | | | | |
| Identify information that is considered private and confidential. | | | | |
| Identify what specific information may be shared with different members of the interdisciplinary team. | | | | |
| Recognize and honor the resident’s right to refuse care. | | | | |
| Seek advice and consultation from registered nurse for appropriate persuasive methods to take in the case of a resident who does not have the capacity to make informed decisions. | | | | |
| Verbalize appropriate action to take in situations of abuse reports or observations. | | | | |
| Activities of Daily Living (ADL’S): Demonstrate and use task segmentation in assisting a resident to complete ADL’s and appropriate use of adaptive equipment | Field Training | Demonstrates Fundamentals | Proficient in Task | Completion Date |
| Demonstrate and assist resident with reaching devices and other adaptive equipment. | | | | |
| Demonstrate how to modify the environment to promote independence in daily living activities. | | | | |
| Demonstrate understanding of how to monitor fatigue. | | | | |

| | | | | |
|--|--|--|--|--|
| Assists with dressing/undressing programs, grooming, bathing, toileting, exercise/movement programs or eating/swallowing programs according to plan of care. | | | | |
| Provides or assists in providing all assigned residents' ordered tasks within appropriate time frame, using appropriate infection control procedures. | | | | |
| Maintains residents' self-esteem, privacy and confidentiality of personal information. | | | | |
| Assists residents to attain/maintain their individual highest functional level of independence. | | | | |

Date Completed: _____

Apprentice: _____

Mentor: _____

Supervisor: _____

Pella Academy: _____

Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) Consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category, by each of their nine month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**

Apprentice Name: _____

Ranking

| tem # | Behavioral Competencies | 4 | 3 | 2 | 1 | N/A |
|-------|---|---|---|---|---|-----|
| 1. | Participation in team discussions/meetings | | | | | |
| 2. | Focus in team discussions/meetings | | | | | |
| 3. | Focus during independent work | | | | | |
| 4. | Openness to new ideas and change | | | | | |
| 5. | Ability to deal with ambiguity by exploring, asking questions, etc. | | | | | |
| 6. | Knows when to ask for help | | | | | |
| 7. | Able to demonstrate effective group presentation skills | | | | | |
| 8. | Able to demonstrate effective one-on-one communication skills | | | | | |
| 9. | Maintains an acceptable attendance record | | | | | |
| 10. | Reports to work on time | | | | | |
| 11. | Completes assigned tasks on time | | | | | |
| 12. | Uses appropriate language | | | | | |
| 13. | Demonstrates respect for customers, co-workers and supervisors | | | | | |
| 14. | Demonstrates trust, honesty and integrity | | | | | |
| 15. | Requests and performs work assignments without prompting | | | | | |
| 16. | Appropriately cares for personal dress, grooming and hygiene | | | | | |
| 17. | Maintains a positive attitude | | | | | |
| 18. | Cooperates with and assists co-workers | | | | | |
| 19. | Follows instructions/directions | | | | | |
| 20. | Able to work under supervision | | | | | |
| 21. | Able to accept constructive feedback and criticism | | | | | |
| 22. | Able to follow safety rules | | | | | |
| 23. | Able to take care of equipment and work place | | | | | |
| 24. | Able to keep work area neat and clean | | | | | |
| 25. | Able to meet supervisor's work standards | | | | | |
| 26. | Able to not let personal life interfere with work | | | | | |
| 27. | Adheres to work policies/rules/regulations | | | | | |

Date Completed: _____

Supervisor/Trainer: _____

Section 2 – Minimum Qualifications for Apprenticeship

29 CFR § 29.5(b)(1)

Applicants shall meet the following minimum qualifications:

1. **Age:** Applicants shall be at least 16 years. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.
2. **Education:** Can only enter registered apprenticeship in the junior year. Currently enrolled in CNA classes at Career Academy of Pella or previously enrolled.
3. **Other:** Career Academy of Pella and the Participating Employer(s) are committed to the health and well-being of every team member, and this commitment begins prior to hire. We also strive to assure compliance within our hiring process. As a result, Career Academy of Pella and the Participating Employer(s) requires candidates for employment to successfully complete a background check according to our regulatory requirements, two reference checks, and a post-offer pre-employment health assessment, drug test, and TB test. Post-offer pre-employment nicotine screens may be required for leadership or location-specific job roles as outlined by Career Academy of Pella and the Participating Employer(s) procedure. Each of these checks and/or assessments help to ensure that candidates for hire are free from background or health problems that could be a risk to the team member, other team members, residents, clients or visitors and are generally at the Participating Employer(s) 's expense (unless otherwise noted in Career Academy of Pella and the Participating Employer(s) policy). Additionally, our pre-employment assessment process also helps to ensure candidates can meet the essential functions of the position to which they have been extended an offer of employment. Career Academy of Pella and the Participating Employer(s) will comply with any applicable local, state or federal laws pertaining to hiring and employment regulations
4. **Other:** Applicants will be drug free and agree to submit to random drug testing.
5. **Other:** Shall have parental consent if below the age of 18.

Section 3 – Term of Apprenticeship

29CFR§ 29.5(b)(2)

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “Trade Schedule” attached to and made a part of these Standards; plus the required hours per year of related education.
2. The program is premised on competencies demonstrated in lieu of time considerations. However, Title 29, CFR Part 29 requires that time considerations be addressed in the Standards.
3. The term of apprenticeship shall be no less than 2000 hours of reasonably continuous employment and training on the job, supplemented by the required minimum 144 hours of job related education.
4. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

**Section 4 – Apprentice to Professional Ratio
29.5(b)(7)**

29 CFR §

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio for peer-professional to apprentice will be no greater than 1-3 on any given shift. The ratio for the Mentor for the peer-professional may be up to 1-5 with mentor support also provided by the Employer via intranet and periodic conference calls. This ratio will provide the number of CNA’s necessary for the needs of the employer. The ratio language must be specific and clearly described as to its application on the job site.

Section 5 – Probationary Period

29 CFR § 29.5(b)(8) and 29 CFR § 29.5(b) (20)

1. The first 500 hours as a registered apprentice shall be considered a Probationary Period if the apprentice is a new hire, as consistent with Career Academy of Pella and the Participating Employer(s) policy.

2. During the probationary period either the apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.
3. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.
4. After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.