

Appendix A4

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

CERTIFIED NURSING ASSISTANT

O*NET-SOC CODE: 31-1014.00 RAPIDS CODE: 0824CB

**APPROVED BY
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION AND
THE NEVADA STATE APPRENTICESHIP COUNCIL**

Richard J. Williams, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

REGISTRATION NUMBER: _____

**DEVELOPED IN COOPERATION WITH
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION, THE NEVADA STATE
APPRENTICESHIP COUNCIL, AND THE U.S. DEPARTMENT OF LABOR**

Appendix A

WORK PROCESS SCHEDULE CERTIFIED NURSING ASSISTANT

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This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position, which would be expected to occur within approximately 2,000 hours of OJL, supplemented by the minimum of 144 hours of related instruction per year of the apprenticeship.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker/fully-competent worker ratio is: 1 apprentice(s) to 1 journeyworker/fully-competent worker(s).

4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$ 15.00 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker/fully-competent worker wage. A journeyworker/fully-competent worker minimum wage will be at least \$ 21.00. Wages will be based on regional ranges.

1-Year Term Example:

1st 6 months = \$15.00 2nd 6 months = \$18.00 Final: \$21.00

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

Appendix A

WORK PROCESS SCHEDULE CERTIFIED NURSING ASSISTANT

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The term of the occupation shall be defined by the attainment of all competencies, both technical and behavioral, of the position, which would be expected and approximated to occur within 2,000 hours of OJL, supplemented by a minimum of 144 hours of related instruction per year of apprenticeship.

Apprenticeship Competencies – Technical

The Role and Responsibility of the Nursing Assistant

- Demonstrates the role and responsibility of a nursing assistant
- Participates as a health team member
- Maintains active certification
- Demonstrates ethical behavior
- Demonstrates professional boundaries
- Practices within CNA scope of practice
- Describes HIPAA
- Describes risks of social media
- Describes signs of patient abuse and neglect, prevention and reporting
- Reports abnormal findings to a licensed nurse
- Inventories personal belongings per facility policy

Communication and Interpersonal Relationships

- Describes the importance of verbal and non-verbal communication
- Describes the purpose and use of the patient plan of care
- Describes patient rights
- Observes changes in condition, abnormal signs, symptoms, and internal and external infusion devices such as enteral feedings and IVs as they occur
- Reports changes in condition, abnormal signs, symptoms, and internal and external devices to a licensed nurse as they occur
- Records care provided, observations and/or changes in the patient record
- Communicates effectively with team members, patients and families

Safety and Infection Control

- Performs hand hygiene according to CDC guidelines
- Demonstrates use of standard and transmission-based precautions
- Demonstrates use of protective personal equipment (PPE)
- Demonstrates appropriate body mechanics
- Maintains neat/orderly patient environment
- Demonstrates adherence to fire, disaster and accident prevention/safety procedures

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- Reapplies, releases, and monitors restraints and protective devices, e.g. Geri-chairs, hand, wrist and ankle restraints, roll belts, side rails, etc.
 - Performs abdominal thrusts
 - Performs CPR and Automated External Defibrillation (AED) for adults, children and infants with CPR certification based on current American Heart Association standards and guidelines

Personal Care Procedures

- Performs occupied and unoccupied bed making,
- Skin care: Performs the following as indicated, needed or ordered
- Performs all needed mouth care - unconscious and conscious patient, such as brushing, flossing, and denture care
- Performs hair care—shampoos, brushes, and combs patient hair
- Dresses and undresses patients as indicated
- Performs nail care including filing and clipping of nails on fingers and toes only when directed by a licensed nurse
- Applies elastic stockings (TED hose)
- Applies and/or assists patients to apply vision and hearing assistive devices
- Applies heel and/or elbow protectors
- Assists with post mortem care

Vital Signs and Monitoring

- Demonstrates capture of temperature, pulse and respirations (TPR), blood pressure (BP) using manual and electronic vital sign devices;
- Demonstrates correct use of automatic vital sign devices
- Applies and monitors pulse oximetry
- Measures height and weight

Nutritional Requirements and Techniques

- Measures and records intake and output in percentage, cc's and ml's
- Prepares patients for meals
- Feeds patients
- Serves meal trays, understands types/purpose of modified and therapeutic diets

Exercise and Activity

- Ambulates patients with or without assistive devices such as a cane, walker and/or gait belt
- Assists patients with transfers: to dangle, to and from a wheelchair, chair, gurney, and other like surfaces
- Demonstrates use of a gait belt, mechanical lift, transfer board or other facility approved techniques
- Transports patients by wheelchair or gurney
- Describes care of a patient who has fallen and mandatory reporting to licensed nurse
- Performs basic range of motion (ROM), passive and active

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- Positions patients for comfort - supine, prone, side-lying, Fowlers, and Sims positions
 - Uses a turn sheet appropriately
 - Moves a patient up in bed
 - Uses positioning devices

Elimination Procedures

- Places and removes bedpans and urinals
- Applies and removes briefs
- Assists patients to the bathroom/commode
- Collects non-manipulated, non-induced, non-invasive specimens, including urine (clean catch urine, 24-hour urine), stool and sputum specimens, using current CDC standard precautions
- Collects a urine specimen via a closed drainage system
- Assists patients with urinary bladder elimination
- Assist patients with bowel elimination

Unsterile Warm and Cold Applications

- Applies warm and cold dry applications
- Applies warm and cold moist applications
- Assists patient with a sitz bath
- Monitors and removes applications as directed by a licensed nurse

Patients with Special Needs

The nursing assistant will provide appropriate and effective care to patients

- With mental health conditions/suicidal ideation
- With cognitive impairment
- Who are expressing grieving
- Who are dying
- Who are confused
- With conditions that cause physical and/or intellectual limitations or disabilities

Anatomy and Physiology

The nursing assistant will demonstrate understanding of the major functions, medical terminology and vocabulary used, and common disorder of:

- The Musculoskeletal System
- The Genitourinary System
- The Integumentary System
- The Cardiovascular System
- The Respiratory System
- The Endocrine System
- The Sensory System
- The Digestive System
- The Nervous System
- Growth and Development

TOTAL MINIMUM HOURS: 2,000

The above 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 industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

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.

Item #	Behavioral Competencies
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 patients, 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

**RELATED INSTRUCTION OUTLINE
CERTIFIED NURSING ASSISTANT**

O*NET-SOC CODE: 31-1014.00 RAPIDS CODE: 0824CB

The related instruction has been developed in cooperation with employer-partners as part of the apprenticeship. The following is a set of courses to be delivered by subject matter experts.

Related Technical Instruction (RTI) - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education listed below is tightly integrated with real work product. The curriculum is defined as a variety of classes, around which the exams and projects are based. By defining the RTI this way, all competencies required of the students are met, through project work.

**COURSE
TOPICS**

HOURS

The related instruction has been developed in cooperation with employer-partners as part of the Certified Nursing Assistant apprenticeship. The following is a set of courses to be delivered by College of Southern Nevada (CSN) or other accredited Nevada educational provider.

Related instruction - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship, the following courses:

- NURS 130 - Nursing Assistant 6 credits (168 hours)
- Employee Orientation (in-house)

Apprentices completing all of the above courses will earn a Nursing Assistant Skill Certificate and successfully pass the Nevada's State Board of Nursing's CNA Certification exam. Apprentices will also earn mandatory CPR and First Aid certifications.

Course Description:

NURS 130 - Nursing Assistant

Units: 6 (168 hours)

This course provides knowledge and skills necessary to assist the professional nurse in direct patient care, undertaking those tasks which are supportive to the care of the patient in various health-care settings. Students are introduced to the roles and responsibilities of a Certified Nursing Assistant. Emphasis is placed on acquiring proficiency in direct and indirect care to patients, as defined by the Nevada State Board of Nursing's Scope of Practice. The lab/clinical portion of this course includes selected skills that students have to perform.