

# Nurse Aide competencies

## Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

1. Demonstrate positive work ethic.
2. Demonstrate integrity.
3. Demonstrate teamwork skills.
4. Demonstrate self-representation skills.
5. Demonstrate diversity awareness.
6. Demonstrate conflict-resolution skills.
7. Demonstrate creativity and resourcefulness.

## Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

8. Demonstrate effective speaking and listening skills.
9. Demonstrate effective reading and writing skills.
10. Demonstrate critical-thinking and problem-solving skills.
11. Demonstrate healthy behaviors and safety skills.
12. Demonstrate an understanding of workplace organizations, systems, and climates.
13. Demonstrate lifelong-learning skills.
14. Demonstrate job-acquisition and advancement skills.
15. Demonstrate time-, task-, and resource-management skills.
16. Demonstrate job-specific mathematics skills.
17. Demonstrate customer-service skills.

## Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills

18. Demonstrate proficiency with technologies common to a specific occupation.
19. Demonstrate information technology skills.
20. Demonstrate an understanding of Internet use and security issues.
21. Demonstrate telecommunications skills.

## Examining All Aspects of an Industry

22. Examine aspects of planning within an industry/organization.
23. Examine aspects of management within an industry/organization.
24. Examine aspects of financial responsibility within an industry/organization.
25. Examine technical and production skills required of workers within an industry/organization.
26. Examine principles of technology that underlie an industry/organization.
27. Examine labor issues related to an industry/organization.
28. Examine community issues related to an industry/organization.
29. Examine health, safety, and environmental issues related to an industry/organization.

## Addressing Elements of Student Life

30. Identify the purposes and goals of the student organization.
31. Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
32. Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
33. Identify Internet safety issues and procedures for complying with acceptable use standards.

## Becoming Oriented to the Nurse Aide Program

34. Describe the Nurse Aide Program.

### Relating to the Health Care System

35. Identify the personal qualities of a nurse aide.
36. Identify the certified nurse aide's scope of practice. (Required for certification by Virginia Board of Nursing)
37. Identify health career options.
38. Match nursing functions with appropriate personnel.
39. Identify the major types and functions of health-care institutions.
40. Identify examples of ethical nursing behavior.
41. Determine legal responsibilities of the nurse aide. (Required for certification by Virginia Board of Nursing)
42. Maintain care and security of the client's/resident's personal possessions. (Required for certification by Virginia Board of Nursing)
43. Identify the rights of clients/residents.
44. Demonstrate respect for client/resident rights. (Required for certification by Virginia Board of Nursing)
45. Promote the client's/resident's rights to be free from abuse, mistreatment, and neglect. (Required for certification by Virginia Board of Nursing)
46. Assist in resolving grievances and disputes. (Required for certification by Virginia Board of Nursing)
47. Assist client/resident and family groups to participate in activities. (Required for certification by Virginia Board of Nursing)
48. Identify appropriate recreation for residents in a nursing home.

### Communicating in the Health Care Environment

49. Demonstrate proficient communication skills. (Required for certification by Virginia Board of Nursing)
50. Demonstrate interpersonal skills. (Required for certification by Virginia Board of Nursing)
51. Explore ethnic and cultural diversity. (Required for certification by Virginia Board of Nursing)
52. Provide culturally sensitive care. (Required for certification by Virginia Board of Nursing)
53. Manage conflict with clients/residents and coworkers. (Required for certification by Virginia Board of Nursing)

### Understanding Body Systems and Disorders

54. Identify anatomical structures.
55. Identify body cavities and the organs within these cavities.
56. Identify parts and functions of the cell.
57. Identify tissues within the body.
58. Identify major structures and functions of the endocrine system.
59. Identify major disorders of the endocrine system.
60. Identify major structures and functions of the circulatory system.
61. Identify major disorders of the circulatory system.
62. Identify major structures and functions of the musculoskeletal system.
63. Identify major structures and functions of the gastrointestinal system, including the oral cavity.
64. Identify major disorders of the gastrointestinal system.

65. Identify major disorders of the oral cavity.
66. Identify major structures and functions of the reproductive system.
67. Identify major disorders of the reproductive system.
68. Identify major structures and functions of the urinary system.
69. Identify major disorders of the urinary system.
70. Identify major structures and functions of the respiratory system.
71. Identify major disorders of the respiratory system.
72. Identify major structures and functions of the nervous system.
73. Identify major disorders of the nervous system, including Alzheimer's Disease and other dementias.
74. Identify major structures and functions of the sensory system.
75. Identify major parts of the eye and ear and state their functions.
76. Identify major disorders of the eye, ear, and other sensory organs.
77. Identify major structures and functions of the integumentary system.
78. Identify major disorders of the integumentary system.
79. Describe the major stages of growth and developmental abilities.
80. Describe the effects of the normal aging process on major body systems.
81. Identify psycho-social problems associated with the elderly.
82. Identify needs related to death and dying. (Required for certification by Virginia Board of Nursing)

#### Understanding Community Health and First Aid

83. Perform basic emergency measures. (Required for certification by Virginia Board of Nursing)
84. Give artificial ventilation to an unconscious adult.
85. Give artificial ventilation to an unconscious infant.
86. Administer cardiopulmonary resuscitation, one- or two-person rescue.
87. Administer first aid for external and internal bleeding.
88. Administer first aid for choking (including abdominal thrust), for obstruction of airway, and for a fall to a conscious/unconscious adult, infant, or child. (Required for certification by Virginia Board of Nursing)
89. Apply circular, spiral, figure-eight, triangle, and cravat bandages.
90. Apply splints.
91. Apply sling.