

**THE FEDERAL AND STATE GUIDELINES
NURSE AIDE TRAINING
STATE THE TITLE OF THE BOOK**

At least a total of 16 hours of training in the following areas prior to any direct contact with a resident - include how many hours are spent on each one of the first six (6) subjects – include the page numbers next to the subject matter where the material can be located in the book

PART I

- A. Communication and interpersonal skills (to include stress management) _____HOURS:_____
- B. Infection control _____HOURS: _____
- C. Safety/emergency/FBAO/**Body Mechanics** _____HOURS: _____
- D. Promoting residents' independence _____ HOURS: _____
- E. Respecting residents' rights _____HOURS: _____
- F. **Legal and ethical behavior** _____HOURS: _____

TOTAL:

PART II

Basic Nursing Skills

- A. Taking and recording vital signs _____
- B. Measuring and recording height and weight _____
- C. Caring for the residents' environment _____
- D. Recognizing abnormal changes in body function and the importance of reporting such changes to a supervisor. Some examples of abnormal changes are _____
 - Shortness of breath
 - Rapid respiration
 - Fever
 - Coughs
 - Chills
 - Pains in chest
 - Blue color to lips
 - Pain in abdomen
 - Nausea
 - Vomiting
 - Drowsiness
 - Excessive thirst
 - Sweating
 - Pus
 - Blood or sediment in urine
 - Difficulty urinating
 - Frequent urination in small amounts
 - Pain or burning on urination
 - Urine has dark color or strong odor

E. Observation for and reporting pain

- F. Caring for a resident when death is imminent and post mortem care

PART III

Personal Care Skills, including but not limited to

- A. Bathing_____
- B. Grooming, including mouth care _____
- C. Dressing_____
- D. Toileting_____
- E. Assisting with eating and hydration_____
- F. Proper feeding techniques_____
- G. Skin-care_____ **pressure ulcers** _____
- H. Transfers, positioning and turning_____

PART IV

Mental Health and Social Service Needs

- A. Modifying aide's behavior in response to resident's behavior_____
- B. Awareness of development tasks associated with the aging process_____
- C. How to respond to resident behavior_____ **depression** _____
- D. Allowing residents to make personal choices, providing and reinforcing other behavior consistent with the resident's dignity_____
- E. Utilizing resident's family as a source of emotional support_____
- F. **Emotional and mental health needs of the residents**_____
- G. **Spiritual and cultural needs of the residents** _____

PART V

Care of Cognitively Impaired Residents

- A. Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others)_____
- B. Communicating with cognitively impaired residents_____
- C. Understanding the behavior of cognitively impaired residents_____
- D. Appropriate responses to the behavior of cognitively impaired residents_____
- E. Methods of reducing the effects of cognitive impairments_____

PART VI

Basic Restorative Services – The nurse aide should be able to demonstrate skills which incorporate principles of restorative nursing, including:

- A. Training the resident in self-care according to the resident's abilities_____
- B. **Ambulation with/without a gait belt** _____
- C. The use of assistive devices in transferring, ambulation, eating and dressing_____
- D. Maintenance of range of motion_____
- E. Proper turning and positioning in bed and chair_____
- F. Bowel and bladder training_____
- G. Care and use of prosthetic and orthotic devices_____

PART VII

Residents Rights – The nurse aide should be able to demonstrate behavior which maintains residents' right, including but not limited to:

- A. Providing privacy and maintenance of confidentiality_____
- B. Promoting the residents' right to make personal choices to accommodate their needs_____
- C. Giving assistance in resolving grievances and disputes **(to include the role of the ombudsman)**

- D. Providing needed assistance in getting to and participating in resident and family groups and other activities_____
- E. Maintaining care and security of resident's personal possessions_____
- F. Providing care which maintains the resident free from abuse, mistreatment and neglect and reporting any instances of such treatment to appropriate facility staff_____
- G. Avoiding the need for restraints in accordance with current professional standard_____

**Reference: Federal Register/Vol.56, No. 187, Subpart D, Sec. 483.152, (b), (1-7).
State of Georgia Nurse Aide Training Manual**