

CNA/CMA Skills Proficiency Checklist – Level Of Proficiency

1-Never Done 2-Familiar With 3-Experienced In

SKILLS	1	2	3
CPR COURSE			
<u>1. Patient Categories</u>			
Infants			
Adult			
<u>2. Basic Skills</u>			
Universal Precautions/ Infection Control			
Isolation Techniques			
Assist with Admission, Discharge, Transfer of Pt.			
Answering Call Lights			
Recognizing & Reporting Emergencies			
Proper Restraint Protocol & Safety Requirements			
Decubitus Care, Reporting and Charting			
Application of Eggcrate/Geomat			
Documentation of Care on Checklist Format			
Special Diets; e.g. Clear Liquid, Soft, NPO, etc.			
Set-up/Pass Meal trays, juice, water, snacks.			
Linen Change-Occupied & Unoccupied			
Communicating with Charge RN about pt. condition			
CBG Techniques			
Scale Weights:			
Bed			
Standing			
Monitor & Chart-Intake & Output (I&O)			
Emptying & Recording Output From:			
N/G Tubes			
Hemovacs			
Jackson-Pratt			
Chest Tubes			
Truces			
Collecting Specimens			
Sputum			
Urine			
Stool:			
Testing Stool for Occult Blood			
Urine Sugar Acetone & Specific Gravity			
Use of Incentive Spirometer			
Application and Maintenance of:			
Ice Packs			
K Pads			

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SKILLS	1	2	3
3. Patient Care Skills			
Obtaining and Charting Vitals:			
Blood Pressure			
Respiratory Rate			
Pulse Rate:			
Apical			
Radial			
Temperature			
Tympanic, Digital			
Oral			
Axillary			
Rectal			
Instruct Patients to Cough & Deep Breath			
Feeding Patients			
Oral Care:			
Toothettes			
Denture Care			
Foley Catheters:			
Care of			
Recording In/Output			
Removal of			
Peri-Care:			
Enemas:			
Fleets Enemas			
Tap Water Enemas			
Bathing- Partial & Complete			
Bed Bath			
Sitz Bath			
Shower			
Instruct & Assist Patients With ROM Exercises			
Reposition & Turn Patients			
Ambulate Patients			
Putting on/ Taking off TED Hose/Ace Wraps			
Proper Restraint Application & Use			
Post-Mortem Care			