

CNA

Name _____ Telephone _____ Who is your recruiter? _____ Date _____

Instructions: This checklist is meant to serve as a general guideline for our client facilities as to the level of your skills within your nursing specialty. Please use the scale below to describe your experience/expertise in each area listed below.

Proficiency :- 1 = Never Performed **2 = Limited Experience** **3 = Comfortable Performing** **4 = Proficient**
Frequency :- 1 = Never **2 = Sometimes** **3 = Often** **4 = Always**

Documentation	Proficiency				Frequency			
Utilize common medical acronyms and abbreviations	1	2	3	4	1	2	3	4
Report and Document Incidents	1	2	3	4	1	2	3	4
Read and document time correctly, and correctly calculate time intervals	1	2	3	4	1	2	3	4
Utilize common medical terminology such as pulse, oxygen, stat with correct spelling	1	2	3	4	1	2	3	4
Record vital signs	1	2	3	4	1	2	3	4
Record and calculate Intake & Output measurements	1	2	3	4	1	2	3	4
Use of English and Metric conversions to calculate measurements	1	2	3	4	1	2	3	4
Document work-related activities and actions, including writing text	1	2	3	4	1	2	3	4

Methods of documentation	Proficiency				Frequency			
Document using Graphic Notes	1	2	3	4	1	2	3	4
Document using Checklist format	1	2	3	4	1	2	3	4
Document using Narrative format	1	2	3	4	1	2	3	4
Utilize Computerized documentation	1	2	3	4	1	2	3	4

Environment/Safety	Proficiency				Frequency			
Assist with								
Suicide Precautions	1	2	3	4	1	2	3	4
Transfer of patient using safe transfer technique	1	2	3	4	1	2	3	4

Ambulation of patient with assistive device such as gait belt or walker	1	2	3	4	1	2	3	4
Use of prosthetic/orthotic device	1	2	3	4	1	2	3	4
Fall Precautions	1	2	3	4	1	2	3	4

Application of protective devices	Proficiency				Frequency			
Wrist restraint	1	2	3	4	1	2	3	4
Mitt restraints	1	2	3	4	1	2	3	4
Vest restraint	1	2	3	4	1	2	3	4
Bed alarms	1	2	3	4	1	2	3	4
Chair alarms	1	2	3	4	1	2	3	4

Procedures	Proficiency				Frequency			
Drains associated with post-operative care of patient (Jackson-Pratt, Hemo-Vac, Wound Vacs, etc.)	1	2	3	4	1	2	3	4
Assist nursing staff during patient, departmental, and facility emergencies	1	2	3	4	1	2	3	4
Perform identification of patient before any procedure using two patient identifiers	1	2	3	4	1	2	3	4
Properly label all specimens	1	2	3	4	1	2	3	4
Removal of indwelling foley catheter	1	2	3	4	1	2	3	4
Removal of external foley catheter	1	2	3	4	1	2	3	4
Set/application of hot/cold packs as directed	1	2	3	4	1	2	3	4
Perform fingerstick for blood glucose	1	2	3	4	1	2	3	4
Replace telemetry leads and change batteries as needed	1	2	3	4	1	2	3	4
Perform administration of enemas such as soap suds/Fleets	1	2	3	4	1	2	3	4
Application of TED/Support Stockings	1	2	3	4	1	2	3	4
Application of K-Pads/Modules	1	2	3	4	1	2	3	4
Bowel/bladder training	1	2	3	4	1	2	3	4
Vaginal douche	1	2	3	4	1	2	3	4
Simple dressing change, if applicable	1	2	3	4	1	2	3	4
Prep patient prior to surgery	1	2	3	4	1	2	3	4

Miscellaneous	Proficiency				Frequency			
AED	1	2	3	4	1	2	3	4
Removal of peripheral IV needle and saline lock	1	2	3	4	1	2	3	4
Preparation and use of EKG equipment	1	2	3	4	1	2	3	4
Post Mortem Care with cultural/spiritual considerations	1	2	3	4	1	2	3	4
CPR	1	2	3	4	1	2	3	4

Specimen Collection	Proficiency				Frequency			
Urine (clean catch)	1	2	3	4	1	2	3	4
Urine(foley)	1	2	3	4	1	2	3	4
Stool	1	2	3	4	1	2	3	4
Emesis	1	2	3	4	1	2	3	4
Blood(fingerstick)	1	2	3	4	1	2	3	4

Provision of Care	Proficiency				Frequency			
Understanding of pain scales	1	2	3	4	1	2	3	4
Maintain patient dignity and privacy at all times	1	2	3	4	1	2	3	4
Prioritize and pace work activities based upon productivity needs	1	2	3	4	1	2	3	4
Patient Identification using Two Patient Identifiers	1	2	3	4	1	2	3	4
Incorporate federal regulatory laws into care (i.e. Patient Bills of Rights, HIPAA, Joint Commission National Patient Safety Goals, SDS)	1	2	3	4	1	2	3	4
Assists with Patient Transport	1	2	3	4	1	2	3	4
Measuring Height and Weight	1	2	3	4	1	2	3	4

Provide	Proficiency				Frequency			
Post-mortem care in accordance with cultural and religious considerations	1	2	3	4	1	2	3	4
Care for Suicidal Patient	1	2	3	4	1	2	3	4
Care for Combative Patient	1	2	3	4	1	2	3	4
Care for the Confused patient	1	2	3	4	1	2	3	4
Care for the dying patient	1	2	3	4	1	2	3	4

Care for patient with DNR order	1	2	3	4	1	2	3	4
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Assists with patient admission	Proficiency				Frequency			
Secure patient valuables	1	2	3	4	1	2	3	4
Adjust bed settings/controls	1	2	3	4	1	2	3	4
Equipment Set-up	1	2	3	4	1	2	3	4
Provide notification to nurse of patient arrival	1	2	3	4	1	2	3	4
Provide patient orientation to room	1	2	3	4	1	2	3	4
Provide assistance with hospital gown	1	2	3	4	1	2	3	4

Personal Care	Proficiency				Frequency			
Range of Motion	1	2	3	4	1	2	3	4
Back Care/Massage	1	2	3	4	1	2	3	4
Catheter Care	1	2	3	4	1	2	3	4
Colostomy Care	1	2	3	4	1	2	3	4
Tracheostomy Care	1	2	3	4	1	2	3	4
Shaving a patient	1	2	3	4	1	2	3	4
Perineal care	1	2	3	4	1	2	3	4
Shampoo (in sink, tub, or bed)	1	2	3	4	1	2	3	4
Nail care (clean/file)	1	2	3	4	1	2	3	4
Skin care (preventing pressure areas)	1	2	3	4	1	2	3	4
Shaving patient (safety/electric razor)	1	2	3	4	1	2	3	4
Positioning/Turning	1	2	3	4	1	2	3	4

Perform	Proficiency				Frequency			
Application of Ace Bandage	1	2	3	4	1	2	3	4
Cast Care	1	2	3	4	1	2	3	4
Application Hot/Cold Packs	1	2	3	4	1	2	3	4

Assists with patient discharge	Proficiency				Frequency			
Assist with transport for patient such as a wheelchair/stretcher	1	2	3	4	1	2	3	4
Assist patient with personal belongings	1	2	3	4	1	2	3	4

Communication	Proficiency				Frequency			
Provide appropriate and timely information to team members regarding patient care	1	2	3	4	1	2	3	4
Provide introduction of self to patient and explanation of all actions before they are taken	1	2	3	4	1	2	3	4
Communicate clearly and effectively with others using phone/patient call system or in person	1	2	3	4	1	2	3	4
Communicate and immediately report any change in patient condition to nursing supervisor	1	2	3	4	1	2	3	4

Vital Signs	Proficiency				Frequency			
Oral Temperature	1	2	3	4	1	2	3	4
Axillary Temperature	1	2	3	4	1	2	3	4
Rectal Temperature	1	2	3	4	1	2	3	4
Tympanic Temperature	1	2	3	4	1	2	3	4
Pulse	1	2	3	4	1	2	3	4
Respirations	1	2	3	4	1	2	3	4
Blood Pressure (Manual)	1	2	3	4	1	2	3	4
Blood Pressure Monitor	1	2	3	4	1	2	3	4

Types of bathing	Proficiency				Frequency			
Complete Bed Bath	1	2	3	4	1	2	3	4
Partial Bed Bath	1	2	3	4	1	2	3	4
Tub Bath with assist	1	2	3	4	1	2	3	4
Sitz	1	2	3	4	1	2	3	4
Whirlpool bath	1	2	3	4	1	2	3	4
Shower	1	2	3	4	1	2	3	4

Types of Bedmaking	Proficiency				Frequency			
Unoccupied	1	2	3	4	1	2	3	4
Occupied	1	2	3	4	1	2	3	4
Post Op Surgical	1	2	3	4	1	2	3	4

Oral Hygiene	Proficiency				Frequency			
Brushing Teeth	1	2	3	4	1	2	3	4

Dental care	1	2	3	4	1	2	3	4
Partials	1	2	3	4	1	2	3	4
Mouth Care (swab, lip ointment)	1	2	3	4	1	2	3	4

Assist with nutritional needs:	Proficiency				Frequency			
Proper feeding techniques (with/without assistive devices)	1	2	3	4	1	2	3	4
Correct positioning of patient during and after feeding	1	2	3	4	1	2	3	4
Special Dietary requirements	1	2	3	4	1	2	3	4
Preparation of food such as opening containers and packages	1	2	3	4	1	2	3	4
Assist patient with menu selection	1	2	3	4	1	2	3	4
Aspiration Precautions	1	2	3	4	1	2	3	4

Toileting/Elimination (Bowel/Bladder)	Proficiency				Frequency			
Clean patient and patient environment	1	2	3	4	1	2	3	4
Assist patient with bedpan	1	2	3	4	1	2	3	4
Assist patient with urinal	1	2	3	4	1	2	3	4
Assist patient with bedside commode	1	2	3	4	1	2	3	4
Maintenance and care of foley catheter	1	2	3	4	1	2	3	4
Empty foley catheter	1	2	3	4	1	2	3	4
Provide ostomy care and assistance	1	2	3	4	1	2	3	4
Empty Colostomy	1	2	3	4	1	2	3	4

Equipment	Proficiency				Frequency			
Miscellaneous								
Use of pneumatic tube system	1	2	3	4	1	2	3	4
Wound vacuums	1	2	3	4	1	2	3	4
Bladder scanner	1	2	3	4	1	2	3	4
Bed Scale	1	2	3	4	1	2	3	4
Walker/Crutches	1	2	3	4	1	2	3	4
Traction	1	2	3	4	1	2	3	4
Sequential compression devices	1	2	3	4	1	2	3	4
Blood Glucose Monitor	1	2	3	4	1	2	3	4
Suction equipment set-up	1	2	3	4	1	2	3	4

Care of oxygen equipment	1	2	3	4	1	2	3	4
Utilize hospital communication/information systems, such as telephones and patient call systems	1	2	3	4	1	2	3	4
Utilize computer or electronic device at a basic level, including using a keyboard	1	2	3	4	1	2	3	4

General	Proficiency				Frequency			
Care and cleaning of medical equipment	1	2	3	4	1	2	3	4

Proper use of hospital beds	Proficiency				Frequency			
Scales	1	2	3	4	1	2	3	4
Bed Position	1	2	3	4	1	2	3	4
Bed alarm	1	2	3	4	1	2	3	4
Therapeutic beds	1	2	3	4	1	2	3	4
Therapeutic mattresses	1	2	3	4	1	2	3	4

Proper use of mechanical lifts	Proficiency				Frequency			
Hoyer	1	2	3	4	1	2	3	4
HoverJack	1	2	3	4	1	2	3	4
HoverMatt	1	2	3	4	1	2	3	4

Clinical Settings	Proficiency				Frequency			
Acute Care/Hospital	1	2	3	4	1	2	3	4
Surgical Unit	1	2	3	4	1	2	3	4
Private Duty	1	2	3	4	1	2	3	4
Labor & Delivery	1	2	3	4	1	2	3	4
Orthopedic	1	2	3	4	1	2	3	4
Cardiac Unit	1	2	3	4	1	2	3	4
Clinic	1	2	3	4	1	2	3	4
Urology	1	2	3	4	1	2	3	4
Hospice	1	2	3	4	1	2	3	4
Central Supply	1	2	3	4	1	2	3	4
1:1 Patient	1	2	3	4	1	2	3	4
Nursery	1	2	3	4	1	2	3	4
Behavioral Health	1	2	3	4	1	2	3	4
Crisis Intervention	1	2	3	4	1	2	3	4

OB/GYN	1	2	3	4	1	2	3	4
Neuro Unit	1	2	3	4	1	2	3	4
Alzheimers	1	2	3	4	1	2	3	4
Home Care	1	2	3	4	1	2	3	4
Med-Surg	1	2	3	4	1	2	3	4
Geriatric	1	2	3	4	1	2	3	4
Nursing Home/Skilled Nursing Facility	1	2	3	4	1	2	3	4

Infection Control	Proficiency				Frequency			
Hand hygiene	1	2	3	4	1	2	3	4
Standard/Universal Precautions	1	2	3	4	1	2	3	4
Airborne Precautions	1	2	3	4	1	2	3	4
Contact Precautions	1	2	3	4	1	2	3	4
Droplet Precautions	1	2	3	4	1	2	3	4
Personal Protective Equipment	1	2	3	4	1	2	3	4

Age Specific	Proficiency				Frequency			
Infant (Birth to 1 year)	1	2	3	4	1	2	3	4
Toddler (1-3 years)	1	2	3	4	1	2	3	4
Pre-school (3-6 years)	1	2	3	4	1	2	3	4
School Age (6-12 years)	1	2	3	4	1	2	3	4
Adolescent (12-18 years)	1	2	3	4	1	2	3	4
Young Adult (18-30 years)	1	2	3	4	1	2	3	4
Mature Adult (30-60 years)	1	2	3	4	1	2	3	4
Elderly (>60 years)	1	2	3	4	1	2	3	4

Work History

Years Experience in Clinical Specialty :

Most recent facility worked at :

I hereby certify that ALL information I have provided to Clover Health Services, on this skills checklist and all other documentation, is true and accurate. I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.