



**DEVELOPMENTALLY DISABLED
DIRECT CARE NURSE AIDE**

OD18602

MEETS OSDH NURSE AIDE REGISTRY CERTIFICATION REQUIREMENTS

COMPETENCY-BASED EDUCATION: OKLAHOMA'S RECIPE FOR SUCCESS

BY THE INDUSTRY FOR THE INDUSTRY

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

TOOLS FOR SUCCESS

CareerTech relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

Curriculum materials contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

MEASURING SUCCESS

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

TRUE TO OUR PURPOSE

"Helping Oklahomans succeed in the workplace" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

Copyright 2006
Oklahoma Department of Career and Technology Education
All rights reserved

Printed in the United States of America by the
Oklahoma Department of Career and Technology Education
Stillwater, Oklahoma

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, creed, color, national origin, sex, age, veteran status, or qualified handicap.

**DEVELOPMENTALLY DISABLED
DIRECT CARE AIDE
SKILLS STANDARDS
Frequency and Criticality Ratings**

- DUTY A: Demonstrate a Basic Understanding of the Health Care Industry**
- DUTY B: Demonstrate Legal and Ethical Behaviors**
- DUTY C: Protect and Promote Resident Rights**
- DUTY D: Communicate Effectively with Residents, Families, and Co-workers**
- DUTY E: Provide Assistance With Activities of Daily Living**
- DUTY F: Understand and Use Infection Control Measures**
- DUTY G: Provide for Resident Safety**
- DUTY H: Demonstrate Basic Nursing Skills**
- DUTY I: Promote Resident Independence**
- DUTY J: Demonstrate Psychosocial Care Skills**
- DUTY K: Provide Care for Residents with Alzheimer's/Dementia**
- DUTY L: Apply Principles and Concepts of Cognitive Impairment**
- DUTY M: Promote and Implement Active Treatment**

Frequency: represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

- 1 = less than once a week
- 2 = at least once a week
- 3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

- 1 = slight
 - 2 = moderate
 - 3 = extreme
-

DUTY A: Demonstrate a Basic Understanding of the Health Care Industry

CODE	TASK	F/C
A.01	Name and describe the function of health care facilities	1/2
A.02	Name and describe the role of the interdisciplinary team members	2/2
A.03	Understand the sources of funding for health care services	1/1
A.04	Name and describe the role of various agencies that regulate health care facilities	1/1

DUTY B: Demonstrate Legal and Ethical Behaviors

CODE	TASK	F/C
B.01	Understand the laws and regulations affecting developmentally disabled direct care aides	2/3
B.02	Identify qualities of a quality caregiver	3/3
B.03	Understand the role, responsibilities and limitations of a developmentally disabled direct care aide	3/3

B.04	Understand the requirements for maintaining developmentally disabled direct care aide certification	1/3
B.05	Follow facility policies and procedures for reporting and documentation	3/3
B.06	Describe and recognize the types of abuse <ul style="list-style-type: none"> • Physical • Mental • Verbal • Emotional • Sexual • Mistreatment • Neglect • Misappropriation of personal property • Financial exploitation 	3/3
B.07	Report abuse	2/3
B.08	Understand regulatory, legal and criminal process when faced with allegations of abuse	2/3
B.09	Maintain confidentiality of resident's records and health information	3/3

DUTY C: Protect and Promote Resident Rights

CODE	TASK	F/C
C.01	Understand and promote resident's rights	3/3
C.02	Provide for and demonstrate care, respect, and security of resident's personal possessions	3/3
C.03	Advocate for the resident	3/3
C.04	Encourage residents to exercise their rights	3/3

DUTY D: Communicate Effectively with Residents, Families, and Co-workers

CODE	TASK	F/C
D.01	Demonstrate techniques for communicating with residents and their families	2/3
D.02	Use appropriate and respectful communication in all workplace settings	3/3
D.03	Respond and react appropriately to resident and family behaviors	3/3
D.04	Utilize techniques that facilitate communication with residents with sensory-impairments	2/3
D.05	Utilize techniques that facilitate communication with special populations	3/3
D.06	Demonstrate techniques for communicating with interdisciplinary team members	2/3
D.07	Demonstrate behavior management techniques	3/3
D.08	Implement behavior management techniques per resident's care plan	3/3

DUTY E: Provide Assistance With Activities of Daily Living

CODE	TASK	F/C
HYGIENE		
E.01	Assist resident with hand washing	3/3
E.02	Assist with tub or shower assistance	3/3
E.03	Assist with sponge bath	1/2

E.04	Assist with shampoo in tub or shower	2/2
E.05	Assist with skin care	3/3
E.06	Assist with oral hygiene and denture care	3/3
E.07	Assist with perineal care	3/3
E.08	Assist with foot care	3/3
DRESSING AND GROOMING		
E.09	Assist resident with dressing/undressing	3/2
E.10	Assist with nail care <ul style="list-style-type: none"> • Fingernails • Toenails (non-diabetics only) 	2/2
E.11	Assist resident with shaving and removal of unwanted facial hair	3/2
E.12	Assist resident with brushing/combing/styling hair	3/2
E.13	Assist resident with ADL devices <ul style="list-style-type: none"> • Eyeglasses • Hearing aids 	2/3
NUTRITION AND HYDRATION		
E.14	Recognize the importance of proper nutrition and hydration	3/3
E.15	Distinguish between regular, specialty, and mechanically altered diets	3/3
E.16	Assist resident with proper use of feeding devices and techniques <ul style="list-style-type: none"> • Utensils • Serving • Positioning 	3/3
E.17	Help resident prepare for mealtime	3/2
E.18	Measure and document resident intake and output	2/3
ELIMINATION		
E.19	Provide toileting assistance	3/3
E.20	Provide appropriate perineal hygiene	3/3
E.21	Provide incontinent care	3/3
E.22	Provide catheter care and maintenance	1/2
E.23	Assist with bladder and bowel training	2/2

DUTY F: Understand and Use Infection Control Measures

CODE	TASK	F/C
F.01	Distinguish between clean and sterile techniques	2/2
F.02	Demonstrate clean technique	3/3
F.03	Demonstrate proper hand washing	3/3
F.04	Identify situations when hands must be washed	3/3
F.05	Follow Standard Precautions <ul style="list-style-type: none"> • Cross contamination • Transmission modes • Transmission precautions 	3/3
F.06	Handle disposable items properly	2/2

F.07	Handle clean/dirty linens properly	3/3
F.08	Use infection control techniques when collecting specimens	1/3
F.09	Understand isolation technique	1/3

DUTY G: Provide for Resident Safety

G.01	Ensure correct identification of residents and staff	3/3
G.02	Check equipment for proper function and safety	3/3
G.03	Identify ways to prevent resident falls and other types of incidents	3/3
G.04	Identify, report, and take appropriate action concerning unsafe/unclean conditions	3/3
G.05	Report incidents according to facility policy	3/3
G.06	Demonstrate disaster/fire procedures	1/3
G.07	Provide basic emergency medical care <ul style="list-style-type: none"> • First aid • Heimlich maneuver/abdominal thrusts 	1/3
G.08	Demonstrate proper body mechanics when providing care	3/3
G.09	Demonstrate application of ordered restraints	1/2

DUTY H: Demonstrate Basic Nursing Skills

H.01	Understand the importance of good body alignment and resident positioning	3/3
H.02	Use principles of body alignment and supportive devices to maintain proper resident positioning	3/3
H.03	Demonstrate proper techniques for moving, lifting, and positioning residents in bed	3/3
H.04	Adjust a electric bed	2/2
H.05	Make an unoccupied bed	
H.06	Monitor pressure mattress	2/2
H.07	Adjust a geriatric chair/recliner	1/1
H.08	Perform safe mechanical and physical transfers	3/3
H.09	Assist resident to standing	3/3
H.10	Assist resident to ambulate with/without assistive devices	3/3
H.11	Operate a wheelchair	3/3
H.12	Perform range of motion exercises	2/3
H.13	Recognize and follow components of an individual plan	3/3
H.14	Distinguish between normal and abnormal body structures and functions	3/3
H.15	Recognize age-related changes in body functions/structures	1/2
H.16	Use common and/or approved medical abbreviations, symbols, and terms	2/2
H.17	Take and record vital signs	2/3
H.18	Measure and record body weight/height	2/3
H.19	Identify and report pain	3/3
H.20	Recognize, document, and report changes body structures and functions	3/3

DUTY I: Demonstrate Psychosocial Care Skills

CODE	TASK	F/C
I.01	Distinguish between the types of psychosocial needs <ul style="list-style-type: none"> • Emotional • Mental Health • Spiritual • Cultural • Sexual • Social 	2/3
I.02	Be responsive to the psychosocial needs of the resident and his/her family	2/2
I.03	Identify the stages of grief and dying	1/2
I.04	Respond to the needs of the resident and his/her family during illness and the stages of dying	1/3
I.05	Identify and report the symptoms of depression	2/3

DUTY J: Provide Care for Residents with Alzheimer's/Dementia

CODE	TASK	F/C
J.01	Identify the types and causes of cognitive impairment	1/1
J.02	Identify the characteristics of each stage of dementia	1/1
J.03	Demonstrate techniques for promoting independence with ADL's for Alzheimer's /dementia residents	1/2
J.04	Demonstrate techniques for interacting and communicating with Alzheimer's/dementia residents	1/2
J.05	Demonstrate techniques for managing behaviors associated with Alzheimer's/dementia	1/2
J.06	Identify measures to promote safety of residents with Alzheimer's/dementia	1/2

DUTY K: Apply Principles and Concepts of Cognitive Impairment

CODE	TASK	F/C
K.01	Distinguish between mental retardation and developmental disabilities	1/2
K.02	Distinguish between the levels of mental retardation	2/2
K.03	Define terms associated with cognitive impairment	1/2
K.04	Demonstrate techniques for interacting and communicating with residents with cognitive impairments	3/3

DUTY L: Promote Resident Independence

CODE	TASK	F/C
L.01	Identify techniques to encourage resident independence and self-esteem	3/2
L.02	Use techniques that promote resident independence <ul style="list-style-type: none"> • Providing choices – meals, clothing • Scheduling ADL's 	3/3

DUTY M: Promote and Implement Active Treatment

CODE	TASK	F/C
M.01	Understand the process of active treatment	3/3
M.02	Recognize the components of Individual Program Planning	2/3
M.03	Implement Individual Program Plan	3/3
M.04	Document response to active treatment per facility policy	3/3