



## RESIDENTIAL CARE AIDE

**OD68604**

**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

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**RESIDENTIAL 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 N: Provide Assistance in Program Delivery**

**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 health care 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 nurse aides	2/3
B.02	Identify qualities of a quality caregiver	2/2
B.03	Understand the role, responsibilities, and limitations of a nurse aide	3/3
B.04	Understand the requirements for maintaining nurse aide certification	1/2
B.05	Provide care within the limits of training and certification for nurse aides	3/3
B.06	Describe and recognize the types of abuse	3/3

	<ul style="list-style-type: none"> <li>• Physical</li> <li>• Mental</li> <li>• Verbal</li> <li>• Sexual</li> <li>• Emotional</li> <li>• Mistreatment</li> <li>• Neglect</li> <li>• Financial exploitation</li> <li>• Misappropriation of personal property</li> </ul>	
B.07	Report signs of abuse	1/3
B.08	Understand personal rights and responsibilities when faced with allegations of abuse	2/3
B.09	Maintain confidentiality of health information including resident records	3/3
B.10	Follow facility policies and procedures for reporting and documentation	2/3

**DUTY C: Protect and Promote Resident Rights**

CODE	TASK	F/C
C.01	Understand and abide by resident's rights	3/3
C.02	Provide and demonstrate caring, respect, and security of resident's personal possessions	3/3

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

CODE	TASK	F/C
D.01	Demonstrate techniques for communicating with residents and their families	3/3
D.02	Respond appropriately to resident and family behaviors	3/3
D.03	Utilize techniques that facilitate communication with sensory-impaired residents	3/3
D.04	Utilize techniques that facilitate communication with special needs	3/3
D.05	Demonstrate techniques for communicating with interdisciplinary team members	3/3
D.06	Demonstrate appropriate behavior management techniques	3/3
D.07	Understand and recognize the need for setting limits and boundaries between residents and care team members	3/3

**DUTY E: Provide and/or Assist With Activities of Daily Living**

CODE	TASK	F/C
<b>HYGIENE</b>		
E.01	Provide and/or assist resident with hand/nail hygiene	3/3
E.02	Provide and/or assist with bath in shower, tub, chair, or bed	3/3
E.03	Provide and/or assist with shampoo in tub or shower	3/3
E.04	Provide and/or assist with skin care	3/3
E.05	Provide and/or assist with oral hygiene and denture care	3/3
E.06	Provide and/or assist with perineal care	3/3
E.07	Provide and/or assist with foot care appropriate to the disease process	2/3

**Duty E: Provide and/or Assist With Activities of Daily Living**

<b><i>DRESSING AND GROOMING</i></b>		
E.08	Assist resident with dressing/undressing	3/3
E.09	Provide and/or assist with nail care	3/3
E.10	Provide and/or assist with shaving	3/3
E.11	Brush/comb/style Resident's hair	3/3
E.12	Assist resident with applying/removing TED/support stockings	3/3
<b><i>NUTRITION AND HYDRATION</i></b>		
E.13	Recognize the importance of proper nutrition, hydration, and supplements	3/3
E.14	Understand the proper use of feeding devices and techniques <ul style="list-style-type: none"> <li>• Utensils</li> <li>• Serving</li> <li>• Positioning</li> <li>• Puree/mechanically altered food</li> <li>• Thickening agents</li> </ul>	3/3
E.16	Prepare resident for mealtime	3/2
E.20	Use sanitary practices to wash and clean dishes, utensils, and kitchen/dining areas	3/3
E.21	Document resident intake and output	3/3
<b><i>ELIMINATION</i></b>		
E.22	Provide toileting assistance <ul style="list-style-type: none"> <li>• Incontinence products</li> <li>• Bedside commode</li> </ul>	3/3
E.23	Provide/assist with catheter care and maintenance	1/3
E.24	Provide/assist with ostomy care	1/3
E.25	Provide bladder and bowel retraining	3/3
<b><i>COMFORT</i></b>		
E.26	Make occupied or unoccupied bed	3/3
E.29	Provide non-pharmacological comfort techniques as instructed in the care plan	2/3

**DUTY F: Understand and Use Infection Control Measures**

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
F.01	Demonstrate clean technique	3/3
F.03	Wash hands properly	3/3
F.04	Handle disposable items properly	3/2
F.05	Follow Standard Precautions <ul style="list-style-type: none"> <li>• Cross contamination</li> <li>• Transmission modes</li> <li>• Transmission precautions</li> </ul>	3/3
F.07	Handle clean/dirty linens properly	3/3
F.08	Dispose of waste properly	3/3

**Duty G: Provide for Resident Safety**

G.01	Ensure correct identification of resident and staff	3/3
G.02	Check equipment for proper function	3/3
G.03	Identify, report, and take appropriate action concerning unsafe/unclean conditions	3/3
G.05	Identify ways to promote a safe environment for the resident <ul style="list-style-type: none"> <li>• Preventing falls</li> <li>• Oxygen use and safety</li> <li>• Smoking</li> </ul>	3/3
G.06	Report incidents according to policy	3/3
G.07	Demonstrate disaster/fire procedures	3/3
G.08	Provide basic emergency medical care <ul style="list-style-type: none"> <li>• First aid</li> <li>• Heimlich maneuver/abdominal thrusts</li> <li>• Activation of 911</li> </ul>	2/3
G.09	Demonstrate proper body mechanics	3/3
G.11	Demonstrate proper safety procedures for an immobilized resident	1/3

**Duty H: Demonstrate Basic Nursing Skills**

<b><i>POSITIONING, TRANSFER, AND MOBILITY</i></b>		
H.01	Understand the importance of good body alignment, resident positioning, and supportive devices	3/3
H.02	Demonstrate safe techniques for transferring, moving, and lifting residents with and without assistive devices	3/3
H.03	Assist resident to standing	3/3
H.05	Adjust a geriatric chair/recliner	2/2
H.06	Ambulate resident with/without assistive devices	3/3
H.07	Operate a wheelchair safely	3/3
H.08	Follow an exercise plan developed by a therapist	3/3
<b><i>BASIC NURSING SKILLS</i></b>		
H.10	Distinguish between normal and abnormal body structures and functions	3/2
H.11	Recognize age-related changes in body functions/structures	3/3
<b><i>DATA COLLECTION AND REPORTING</i></b>		
H.14	Use common and/or appropriate medical abbreviations, symbols, and terms	2/2
H.15	Measure and record vital signs	3/3
H.16	Report resident's report of pain	2/3
H.17	Measure and record body weight	1/3
H.18	Recognize and report changes in behavior, environment, and body structures/functions.	3/3

**DUTY I: Promote Resident Independence**

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
I.01	Identify techniques to encourage resident independence, dignity and self-esteem	3/3
I.02	Use techniques that promote resident independence <ul style="list-style-type: none"> <li>• Providing choices – meals, clothing</li> </ul>	3/3

	<ul style="list-style-type: none"> <li>• Scheduling ADL's</li> </ul>	
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**DUTY J: Demonstrate Psychosocial Care Skills**

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
J.01	Distinguish between the types of psychosocial needs <ul style="list-style-type: none"> <li>• Emotional</li> <li>• Mental Health</li> <li>• Spiritual</li> <li>• Cultural</li> </ul>	2/2
J.02	Respond appropriately to the psychosocial needs of the resident and his/her family	3/3
J.03	Identify and respond to the needs of the resident and his/her family during illness	1/3
J.04	Identify the symptoms of depression	3/3
J.05	Demonstrate techniques for responding to psychosocial needs of diverse populations	2/3

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

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
K.01	Identify the types and causes of cognitive impairment	2/2
K.02	Identify the characteristics of each stage of Alzheimer's/dementia	3/2
K.03	Demonstrate techniques for promoting independence with ADL's for persons with Alzheimer's/dementia	3/3
K.04	Demonstrate techniques for communicating effectively with persons with Alzheimer's/dementia	3/3
K.05	Demonstrate techniques for managing behaviors associated with Alzheimer's/dementia	3/3
K.06	Identify measures to promote the safety of residents with Alzheimer's/dementia	3/3