



**ADVANCED UNLICENSED
ASSISTANT**

OD18627

**ALIGNS WITH
OKLAHOMA BOARD OF NURSING 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.

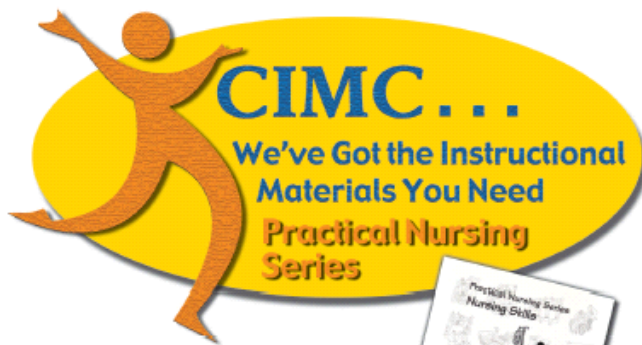
TRUE TO OUR PURPOSE

"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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Nursing Skills

Table of Contents

Safety Skills • Skills for Asepsis • Skills for Managing the Patient's Environment • Vital Sign Skills • Personal Care Skills • Skills for Moving Patients • Wound Care Skills • Respiratory Care Skills • Digestive Care Skills • Urinary Care Skills • Skills for Applying Heat and Cold • Assessment Skills • Decision-Making Skills • Documentation Skills • Skills for Admitting, Transferring, and Discharging Patients • Pre- and Post-Operative Care Skills • Skills for the Care of a Dying Patient • Skills for Managing Pain • Skills for Oncology Care • Skills for Geriatric Care • Phlebotomy Skills

Nursing Focus

Table of Contents

Introduction to Nursing Focus • Skin Focus • Musculoskeletal Focus • Cardiac Focus • Vascular Focus • Hematology Focus • Respiratory Focus • Digestive Focus • Urinary Focus • Brain and Nerve Focus • Mental Focus • Sensory Focus • Immune Focus • Hormone and Reproductive Focus • Pregnancy Focus • Labor and Delivery Focus • Postpartum Focus • Infant Focus • Child Focus • Adolescent Focus

Nursing Concepts

Table of Contents

Concepts of Learning • Concepts of Wellness • Concepts of Adult Development • Concepts of Professionalism • Concepts of Communications • Concepts of Medical Language • Concepts of Patient Teaching • Concepts of Nursing Ethics and Law • Concepts of Healthcare Economics

Nursing Extensions

Table of Contents

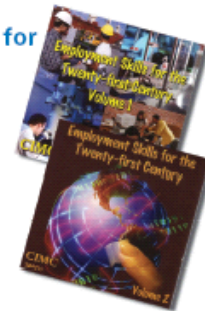
Leadership Skills • Skills for Success • Practice Settings



Employment Skills for the 21st Century, Volume I and II

The volume covers:

- Career Exploration
- Skills Practices
- Internet Activities
- 16 Career Clusters



201 activities on each CD to:

- Develop and apply skills for tomorrow's workplace
- Develop thinking and problem-solving skills on a higher cognitive level
- Develop teamwork and cooperation skills
- Develop oral communications and listening skills
- Develop research and organizational skills
- Develop self-esteem and leadership skills
- Develop reading, writing and computational skills

Online Competency Assessment

The following competency test may be give online with immediate results:

Health Science Technology Core

For more information on this test, call 405-743-5412 or visit or website at www.okcareertech.org/testing

For more information and pricing on these products, call 405-654-4502 or visit our website at www.okcimc.com



**ADVANCED UNLICENSED ASSISTANT
SKILLS STANDARDS
Frequency and Criticality Ratings**

Duty A: Understand the Role of the Advanced Unlicensed Assistant

Duty B: Demonstrate Mastery of Basic Medical Knowledge and Skills

Duty C: Follow Basic Safety and Infection Control Guidelines

Duty D: Demonstrate Asepsis and Sterile Technique

Duty E: Provide General Circulatory Care and Maintenance

Duty F: Provide Care to Maintain Digestion/Elimination

Duty G: Provide Care to Maintain Urinary Elimination

Duty H: Provide Respiratory Care

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: Understand the Role of the Advanced Unlicensed Assistant

CODE	TASK	F/C
A.01	Define "Advanced Unlicensed Assistant"	3/3
A.02	Understand chain of command and delegation	3/3
A.03	Define legal and ethical issues related to patient care	3/3
A.04	Define the role of the AUA in the changing healthcare system	3/3
A.05	Identify and demonstrate responsible behavior <ul style="list-style-type: none"> • Personal (i.e. appearance, work ethic, courtesy) • Legal (i.e. confidentiality, privacy) • Ethical 	3/3
A.06	Document and/or report patient information, observations, and procedures completely, accurately and in a timely manner	3/3
A.07	Communicate effectively and appropriately with patients, families, staff and peers	3/3

DUTY B: Demonstrate Mastery of Basic Medical Knowledge and Skills

CODE	TASK	F/C
B.01	Understand and use medical terminology	3/3
B.02	Demonstrate general knowledge of human body structures, systems, and functions	3/3
B.03	Collect and handle specimens	3/3

DUTY C: Follow Basic Safety and Infection Control Guidelines

CODE	TASK	F/C
C.01	Identify signs and symptoms of infection	3/3
C.02	Utilize safety and sanitation procedures <ul style="list-style-type: none"> • Hand washing • Medical aspersis 	3/3
C.03	Don and remove protective gear properly	3/3
C.04	Identify and correct/report unsafe conditions	3/3
C.05	Demonstrate isolation technique	3/3
C.06	Apply and monitor position of physical restraints <ul style="list-style-type: none"> • Limb • Vest • Safety belt 	3/3

DUTY D: Demonstrate Asepsis and Sterile Technique

CODE	TASK	F/C
D.01	Identify situations in which sterile technique is required	3/3
D.02	Recognize breaks in sterile technique	3/3
D.03	Prepare a surgical service area <ul style="list-style-type: none"> • Create a sterile field • Apply sterile gloves • Don sterile gown • Open sterile packages 	3/3
D.04	Provide wound care <ul style="list-style-type: none"> • Changing dressings • Removing sutures/staple 	2/3
D.05	Obtain specimens of wound drainage	1/3
D.06	Empty wound drainage containers	3/3

DUTY E: Provide General Circulatory Care and Maintenance

CODE	TASK	F/C
E.01	Demonstrate proper lead placement and technique while performing a 12-Lead EKG	2/3
E.02	Utilize Doppler to obtain peripheral pulses	2/3
E.03	Obtain blood specimens by venipuncture	3/3
E.04	Apply and discontinue telemetry monitor	3/3

DUTY F: Provide Care to Maintain Digestion/ Elimination

CODE	TASK	F/C
F.01	Administer enteral tube feedings via an established tube <ul style="list-style-type: none"> • Continuous • Intermittent 	2/3
F.02	Perform basic diagnostic tests <ul style="list-style-type: none"> • Blood glucose monitoring • Urine testing for glucose, protein, and ketones • Guaiac testing 	3/3
F.03	Explain the purpose of irrigation	2/2
F.04	Perform irrigation of feeding tubes and ostomies	2/3
F.05	Differentiate between the types of ostomies	2/2
F.06	Provide routine care for ostomies	2/3

DUTY G: Provide Care to Maintain Urinary Elimination

CODE	TASK	F/C
G.01	Insert indwelling and straight urinary catheter	3/3
G.02	Irrigate indwelling urinary catheter	1/3
G.03	Establish, maintain, and discontinue continuous urinary drainage	3/3
G.04	Obtain a sterile urine specimen from a closed drainage system	2/3

DUTY H: Provide Respiratory Care

CODE	TASK	F/C
H.01	State purposes for incentive spirometry	3/2
H.02	Assist patients with incentive spirometry	3/2
H.03	Perform oral suctioning	3/2
H.04	Provide stoma care for patients with chronic tracheotomies	2/3
H.05	Collect an uncontaminated sputum specimen	2/3

**ADVANCED UNLICENSED ASSISTANT
SKILLS STANDARDS**

CIMC CURRICULUM

- | | |
|------------------------|--------------------------------|
| (1) Nursing Extensions | (5) Medical-Surgical I |
| (2) Nursing Concepts | (6) MAVCC Anatomy & Physiology |
| (3) Nursing Skills | (7) MAVCC Surgical Techniques |
| (4) Nursing Focus | |

CODE	TASK Duty A: Understand the Role of the Advanced Unlicensed Assistant	CIMC
A.01	Define "Advanced Unlicensed Assistant"	
A.02	Understand chain of command and delegation	(1) Module 1.8
A.03	Define legal and ethical issues related to patient care	(2) Module 8
A.04	Define the role of the AUA in the changing healthcare system	
A.05	Identify and demonstrate responsible behavior	(2) Module 4.8 (2) Module 8
A.06	Document and/or report patient information, observations, and procedures completely, accurately and in a timely manner	(3) Module 14 (3) Module 15
A.07	Communicate effectively and appropriately with patients, families, staff and peers	(3) Module 5 (3) Module 7.6 (4) Module 1.12-14

CODE	TASK Duty B: Demonstrate Mastery of Basic Medical Knowledge and Skills	CIMC
B.01	Understand and use medical terminology	(2) Module 1.6 (2) Module 6 (5) Module 1-8
B.02	Demonstrate general knowledge of human body structures, systems, and functions	(6) All (4) Module 1.1-8 (4) Module 3.1-6
B.03	Collect and handle specimens	(7) Module 4-B

CODE	TASK Duty C: Follow Basic Safety and Infection Control Guidelines	CIMC
C.01	Identify signs and symptoms of infection	(3) Module 2
C.02	Utilize safety and sanitation procedures <ul style="list-style-type: none"> • Hand washing • Medical Asepsis 	(3) Module 2 (7) Module 1-A
C.03	Don and remove protective gear properly	(3) Module 2 (7) Module 2-A
C.04	Identify and correct/report unsafe conditions	(3) Module 2
C.05	Demonstrate isolation technique	(3) Module 2

C.06	Apply and monitor position of physical restraints	
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CODE	TASK Duty D: Demonstrate Asepsis and Sterile Technique	CIMC
D.01	Identify situations in which sterile technique is required	(3) Module 2
D.02	Recognize breaks in sterile technique	(3) Module 2
D.03	Prepare a surgical service area	(3) Module 2 (7) Module 1-A 13-16 (7) Module 2-A
D.04	Provide wound care	(3) Module 7
D.05	Obtain specimens of wound drainage	(3) Module 7
D.06	Empty wound drainage containers	(3) Module 7

CODE	TASK Duty E: Provide General Circulatory Care and Maintenance	CIMC
E.01	Demonstrate proper lead placement and technique while performing a 12-lead EKG	(3) Module 4.19
E.02	Utilize Doppler to obtain peripheral pulses	(3) Module 4.4
E.03	Obtain blood specimens by venipuncture	(3) Module 21
E.04	Apply and discontinue telemetry monitor	(3) Module 4.18

CODE	TASK Duty F: Provide Care to Maintain Digestion/Elimination	CIMC
F.01	Administer enteral tube feedings via an established tube	(3) Module 9
F.03	Explain the purpose of irrigation	(3) Module 9
F.04	Perform irrigation of feeding tubes and ostomies	(3) Module 9
F.05	Differentiate between the types of ostomies	(3) Module 9
F.06	Provide routine care for ostomies	(3) Module 9

CODE	TASK Duty G: Provide Care to Maintain Urinary Elimination	CIMC
G.01	Insert indwelling and straight urinary catheter	(3) Module 10 (4) Module 9.9 (7) Module 6-C
G.02	Irrigate indwelling urinary catheter	(3) Module 10 (4) Module 9.9 (7) Module 6-C
G.03	Establish, maintain, and discontinue continuous urinary drainage	(3) Module 10 (4) Module 9.9 (7) Module 6-C

G.04	Obtain a sterile urine specimen from a closed drainage system	(3) Module 10 (4) Module 9.9 (7) Module 6-C
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CODE	TASK Duty H: Provide Respiratory Care	CIMC
H.01	State purposes for incentive spirometry	(3) Module 8 (4) Module 7.16 &17 (7) Module 6-C
H.02	Assist patients with incentive spirometry	(3) Module 8 (4) Module 7.16 &17 (7) Module 6-C
H.03	Perform oral suctioning	(3) Module 8
H.04	Provide stoma care for patients with chronic tracheotomies	(3) Module 8
H.05	Collect an uncontaminated sputum specimen	(3) Module 8