N.C. Nurse Aide I Curriculum

MODULE A

The Nurse Aide I

Objectives

- Describe the North Carolina Nurse Aide I.
- Explain requirements for initial listing and renewals on the North Carolina Nurse Aide I Registry.
- Describe resources available that outline the range of function of the North Carolina Nurse Aide I.
- Describe the importance of delegation of tasks to nurse aides.

Objectives

- Describe the types of skills performed by nurse aides.
- Compare basic nursing skills, personal care skills, and interpersonal skills.
- Describe important characteristics of a competent, caring nurse aide.
- Explain the differences between an effective team and an ineffective team.

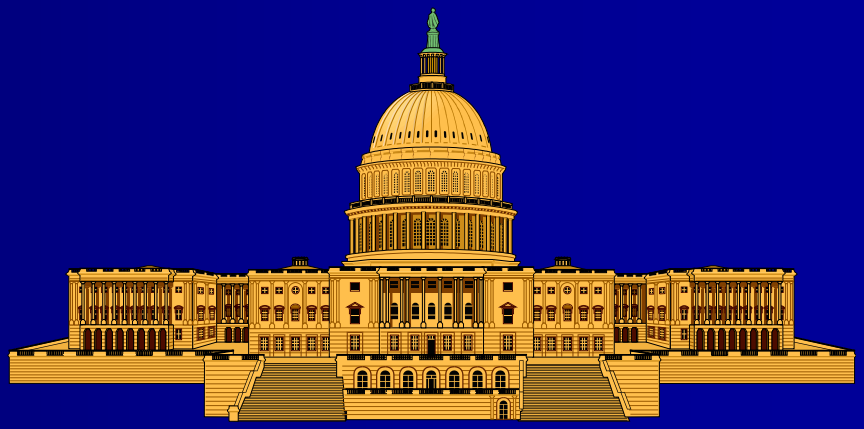
Nurse Aide in the State of North Carolina - Definition

A valued, unlicensed member of the health care team, responsible for providing delegated nursing tasks, within a defined range of function, for residents (patients/clients) in a variety of settings and who is listed on the N.C. Nurse Aide I Registry

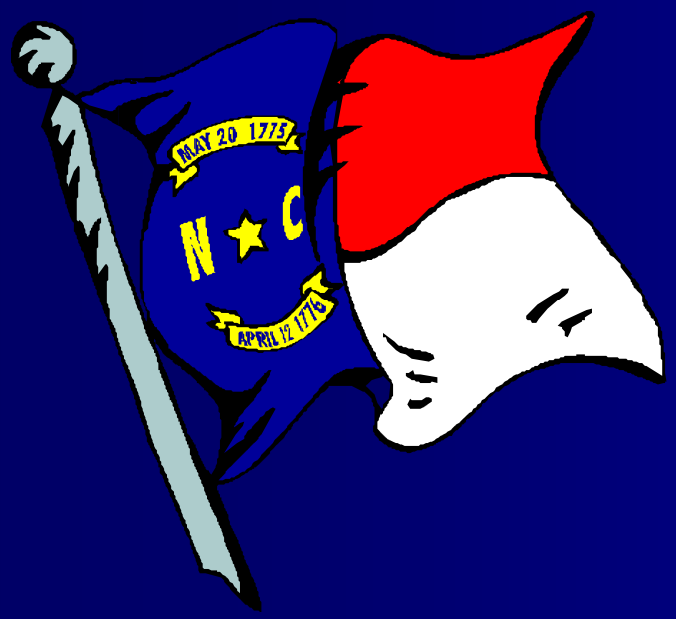
OBRA Omnibus Budget Reconciliation Act

Federal Law, enacted by Congress, in 1987

- Designed to improve quality of life for residents living in nursing homes
- Defined requirements for nurse aide training and competency evaluation

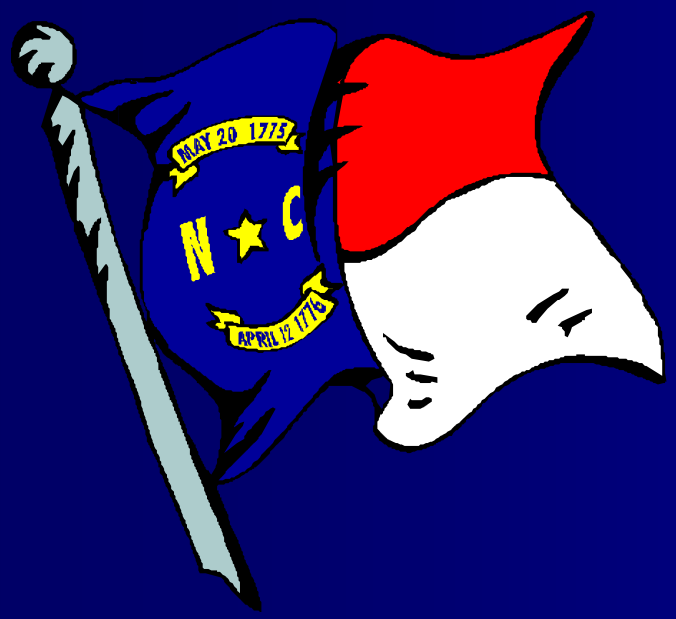


Range of Function for Nurse Aides

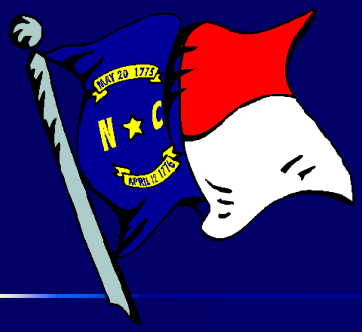


- North Carolina Board of Nursing Administrative Code
- North Carolina Board of Nursing

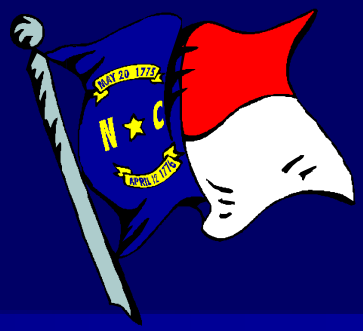
Regulatory Body



- North Carolina Nurse Aide I Registry
- North Carolina Health Care Personnel Registry Section

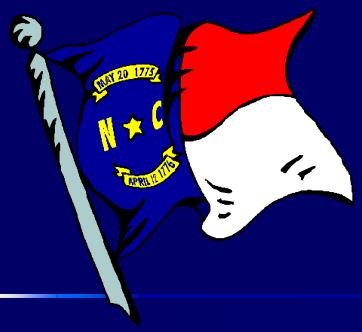


Registry Listing Requirements

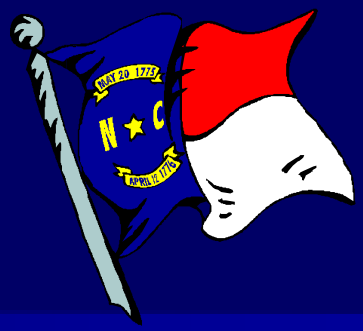


Listed on North Carolina Nurse Aide I Registry after Passing NNAAP

- Written/oral exam
- Demonstration of five (5) skills



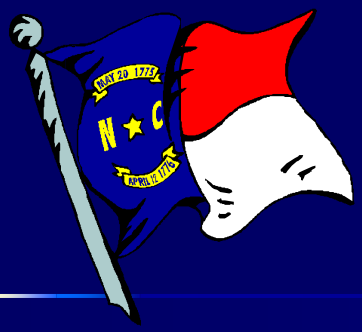
Listing Renewals



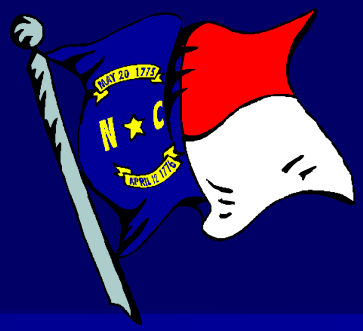
Listings renewed through qualified work experience every 24-months

What is considered qualified work experience?

****Any nurse aide who does not work during the 24-month listing period, will be required to retake and pass the NNAAP exam****



Listing Renewals



- Complete the renewal listing form – who?
- Send in the renewal listing form on time – when?
- Request a replacement form, if needed – how?

****A nurse aide CANNOT work as a nurse aide if listing expires****

Renewal Responsibilities

Promptly report changes in name or address

2709 Mail Service Center
Raleigh, NC 27699-2709

Center for Aide Regulation and Education Branch
N.C. Health Care Personnel Registry Section

Phone: 919-855-3969
Fax: 919-733-9764

Division of Health Service Regulation

N.C. Department of Health and Human Services

Name/Address Change Reporting Form
Nurse Aide I / Medication Aide / Geriatric Aide

To report your address or name change to the N.C. Nurse Aide I Registry, the N.C. Medication Aide Registry, or the N.C. Geriatric Aide Registry, please complete all fields below. Sign in the space provided and fax or mail the form with copies of legal documents, if required, to the fax number or address below.

- Fax: (919) 733-9764
- U.S. Mail: Center for Aide Regulation and Education
  2709 Mail Service Center
  Raleigh, NC 27699-2709

Type or Print Clearly

Aide Name as it Appears on Registry _____
Last 4 Digits of Your Social Security Number _____
Your Nurse Aide I Listing Number (if applicable) _____
Date of Birth (Month/Day/Year) _____

New Address

Street or PO Box _____
City _____ State ____ Zip _____
Home Telephone Number with Area Code _____
Work Telephone Number with Area Code _____
Email Address _____

New Full Name (Proof Required*) _____

Aide Signature _____

***Required Proof of Name Change**
If reporting a name change, please provide copies only - not originals - of 1) your new, signed social security card with the new name on it and 2) the legal document (such as the court-issued marriage certificate, divorce decree, or legal resumption of prior name document) that clearly demonstrates the name change. A driver's license copy is NOT acceptable.

DHSR/HCPR 4503 (Rev. 03/09) NCDHHS

Web site Alert……..

N.C. Board of Nursing
www.ncbon.org

N.C. Division of Health Service Regulation
www.ncnar.org

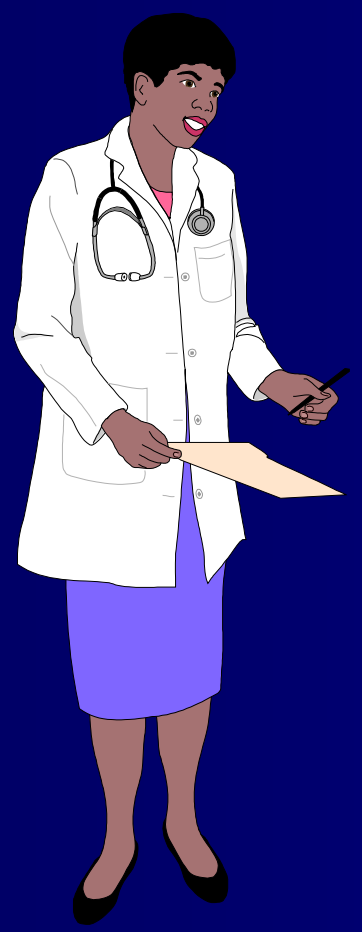
Job Responsibilities of Nurse Aides

- Perform delegated basic nursing skills
- Perform delegated personal care skills
- Use appropriate interpersonal skills

Delegation

- Definitions
- Nurses use to assign duties and tasks
- Improves efficiency and shows trust
- 5 Rights of Delegation
- Questions nurse aide should ask self

Delegation Points to Remember



- Nurse is accountable and responsible
- Made on resident-by-resident basis
- Never be afraid to ask for help
- Always ask
- If you think you do not have the skills, talk to supervisor

Basic Nursing Skills: Definition

- Essential skills required of nurse aides
- Examples?

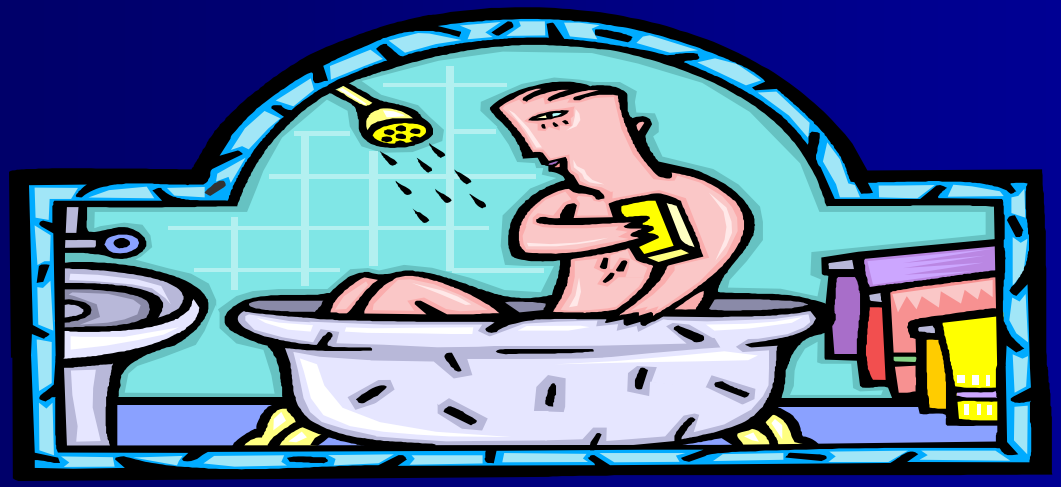
Privacy is the key!

Basic Nursing Skills: Importance

Important duties of nurse aides

Following plan of care, directives from supervisors, and reporting important findings – critical to well-being of residents

Personal Care Skills



Tasks dealing with person's body, appearance, and hygiene

Personal Care Skills

Hygiene

Grooming

Personal Care Skills

A.m. care?

P.m. care?

Personal Care Skills

Hygiene & Grooming + Dressing +
Eating + Transferring + Toileting =
Activities of Daily Living

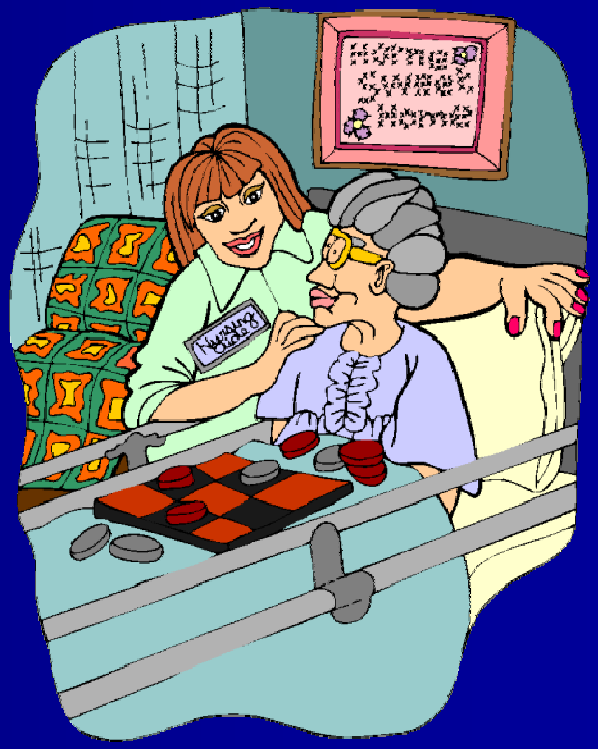
ASSISTING WITH ADLS OF ASSIGNED RESIDENTS IS IMPORTANT DUTY OF NURSE AIDES

When Providing Personal Care:

- Help residents remain independent and encourage self-care
- Maintain professional manner and provide privacy
- Observe resident's skin, mobility, comfort, and cognition

Interpersonal Skills

- Essential skills used when working with others
- Determined by many things
- In a health care setting, refers to ability to get along while getting the job done



Interpersonal Skills

Why are interpersonal skills important?

Interpersonal Skills: Nurse Aide's Role

- When caring for residents
  - Empathize
  - Anticipate needs
  - Treat as unique individuals/honor requests
  - Display patience and tolerance
  - Be sensitive to moods and reactions

- Be respectful to family and understand concerns
- Maintain open, positive, and professional relationship with team
- Effectively communicate and work well with others

The Nurse Aide as Employee – Important Qualities

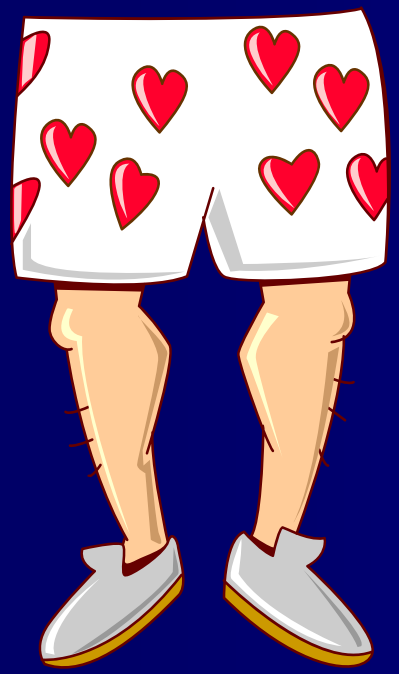
Must act, behave, and function in a professional manner

Must have an excellent work ethic

A work ethic is…

Appearance

- Follows dress code
- Dresses neatly
- Wears appropriate shoes and…



Wears clean undergarments in appropriate color and style

Appearance

- Covers permanent body art
- Maintains neat nails
- Maintains simple hairstyle and…

Maintains excellent personal hygiene

Appearance

- Wears clean stockings/socks
- Wears no jewelry in eyebrows, nose, lips, or tongue
- Flashes a warm/friendly smile and…

Wears no heavy make-up

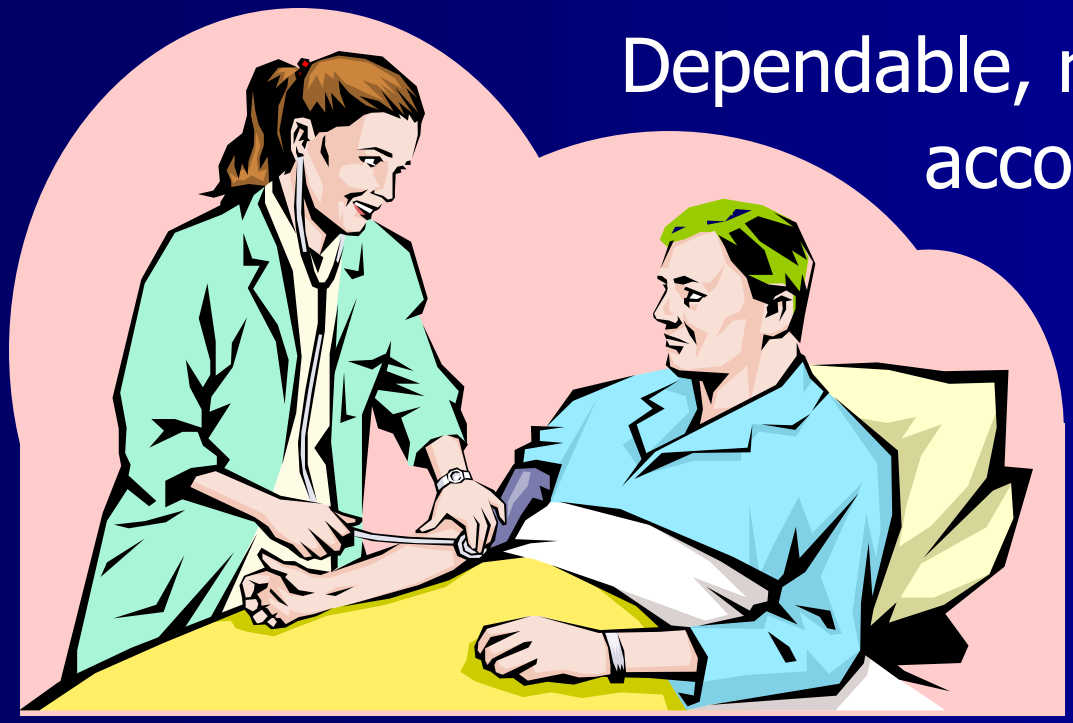
It takes 15 seconds to make a first impression……

Attitude

- Patient/understanding
- Honest/trustworthy
- Conscientious/always tries to do the best
- Enthusiastic/enjoys job
- Courteous, considerate and respectful and…

Cheerful

Attitude

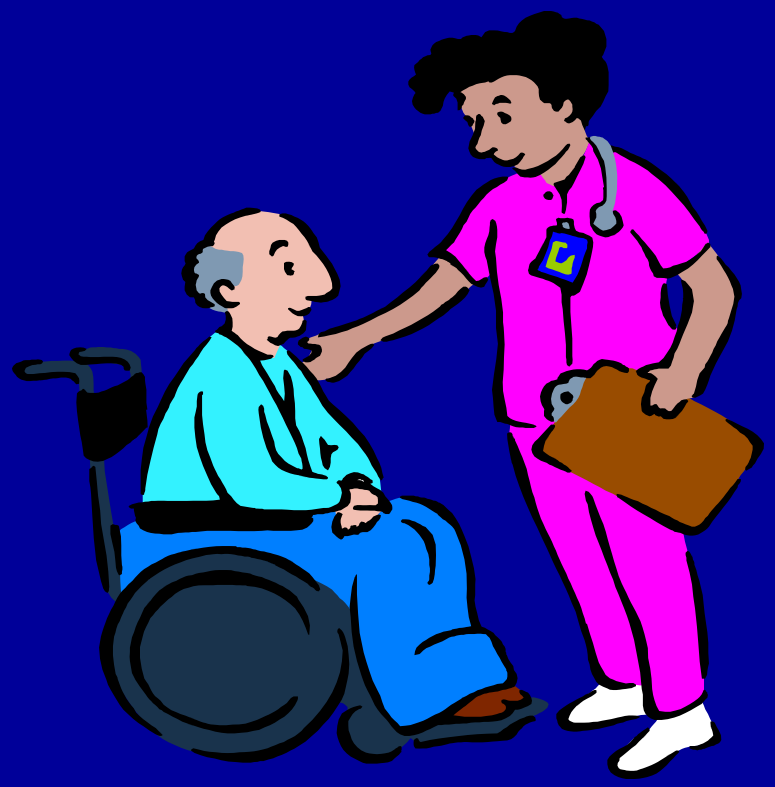


Dependable, responsible, accountable,

tolerant, self-aware, and…

Cares – really, really cares

Strive to be the **best** nurse aide you can be because the residents of North Carolina are depending on you

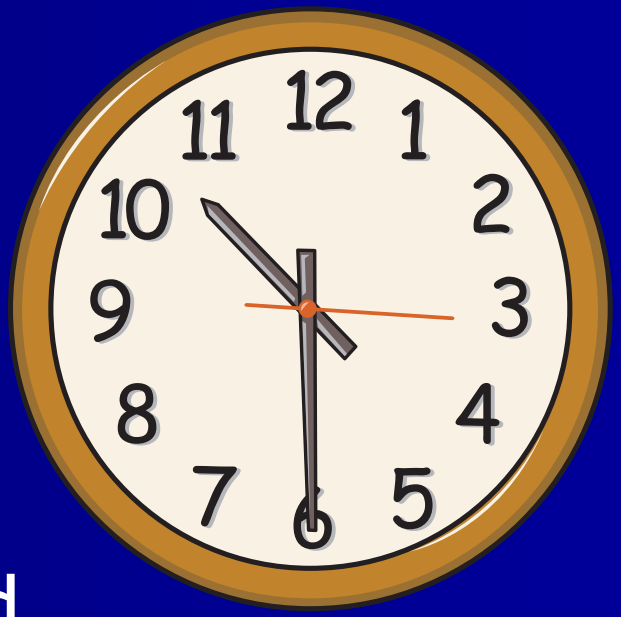


As a Nurse Aide…

- Understand requirements and maintain current listing on Nurse Aide I Registry
- Know what legally allowed to do
- Have concern for others and make lives happier and easier
- Look good

As a Nurse Aide…

- Show up for work
- Use sick time for sick time
- Honest day's work for an honest day's pay
- Show respect to boss
- Perform tasks delegated

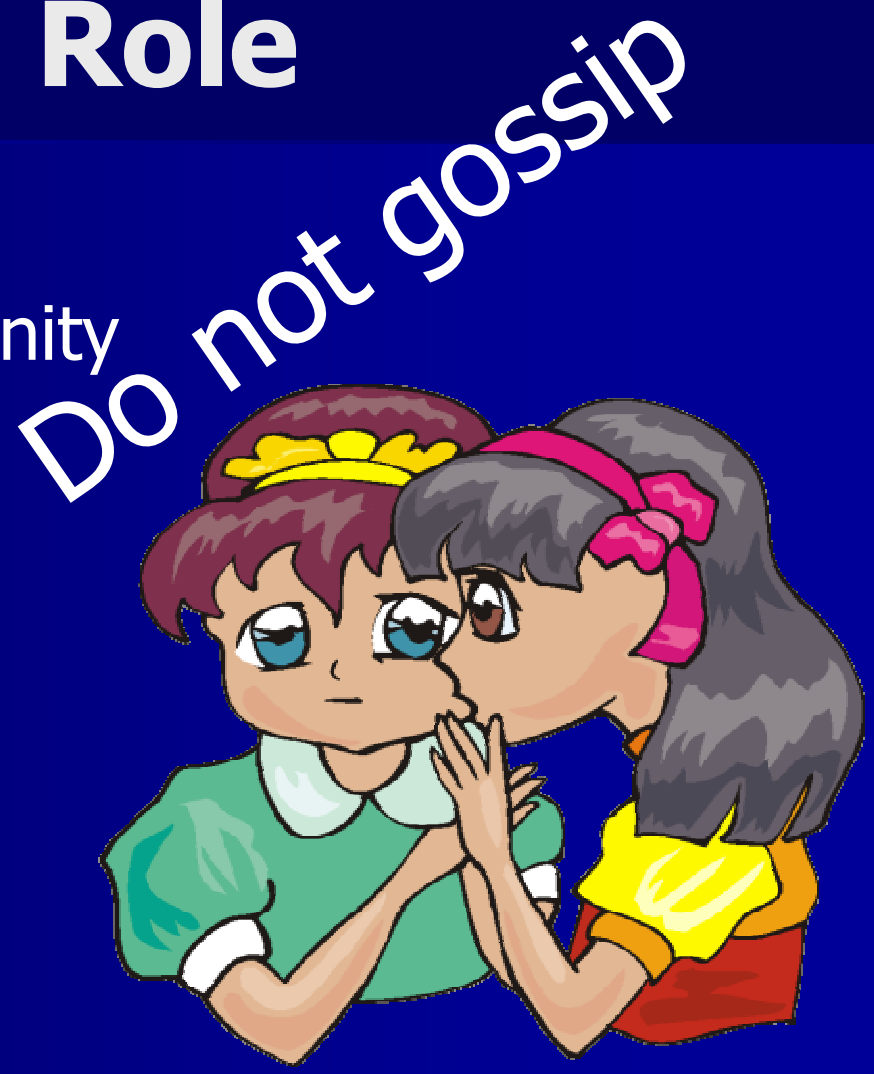


As a Nurse Aide…

- Be gentle and kind
- Put self in other person's shoes
- Be pleasant
- Respect others and their possessions
- Always try to do your best
- Do not be afraid to ask

To be a Nurse Aide – Nurse Aide's Role

- Treat others with dignity
- Be a team player
- Be careful and alert
- Be eager and excited going to work and…

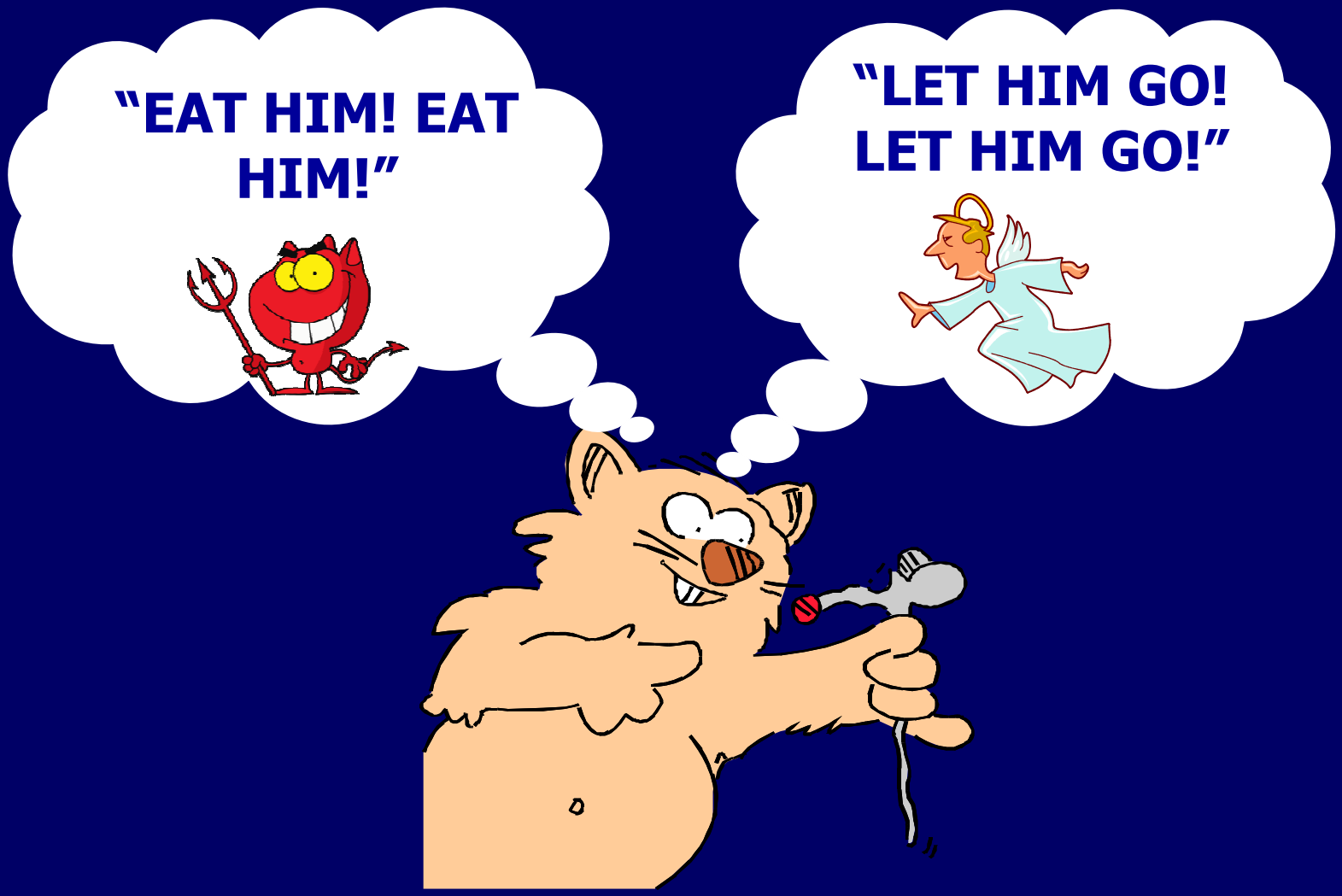


To be a Nurse Aide – Nurse Aide's Role

- Never lie, cheat, or steal
- Always seek the good in others
- Remain loyal to facility and employer
- Praise others and…

Do not cuss or tell off-color jokes

If you are not sure what you are about to do is right, don't do it…..it's your conscience talking.

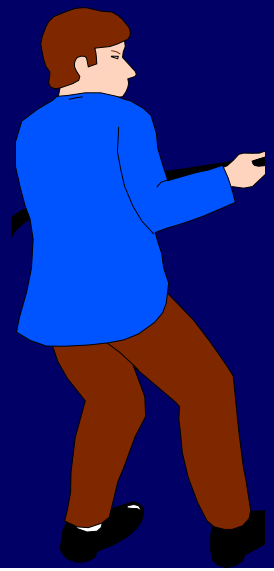


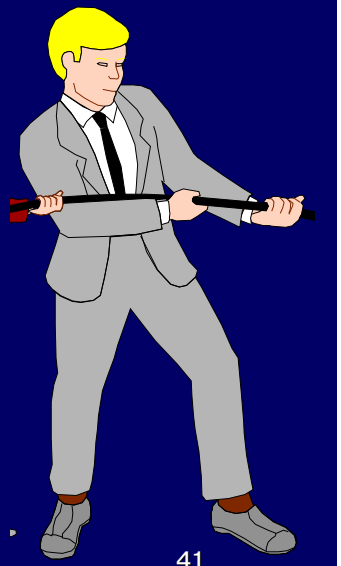
Definition of a Team

A group of people, with a common purpose, assigned tasks, and coordinated effort to get a job done

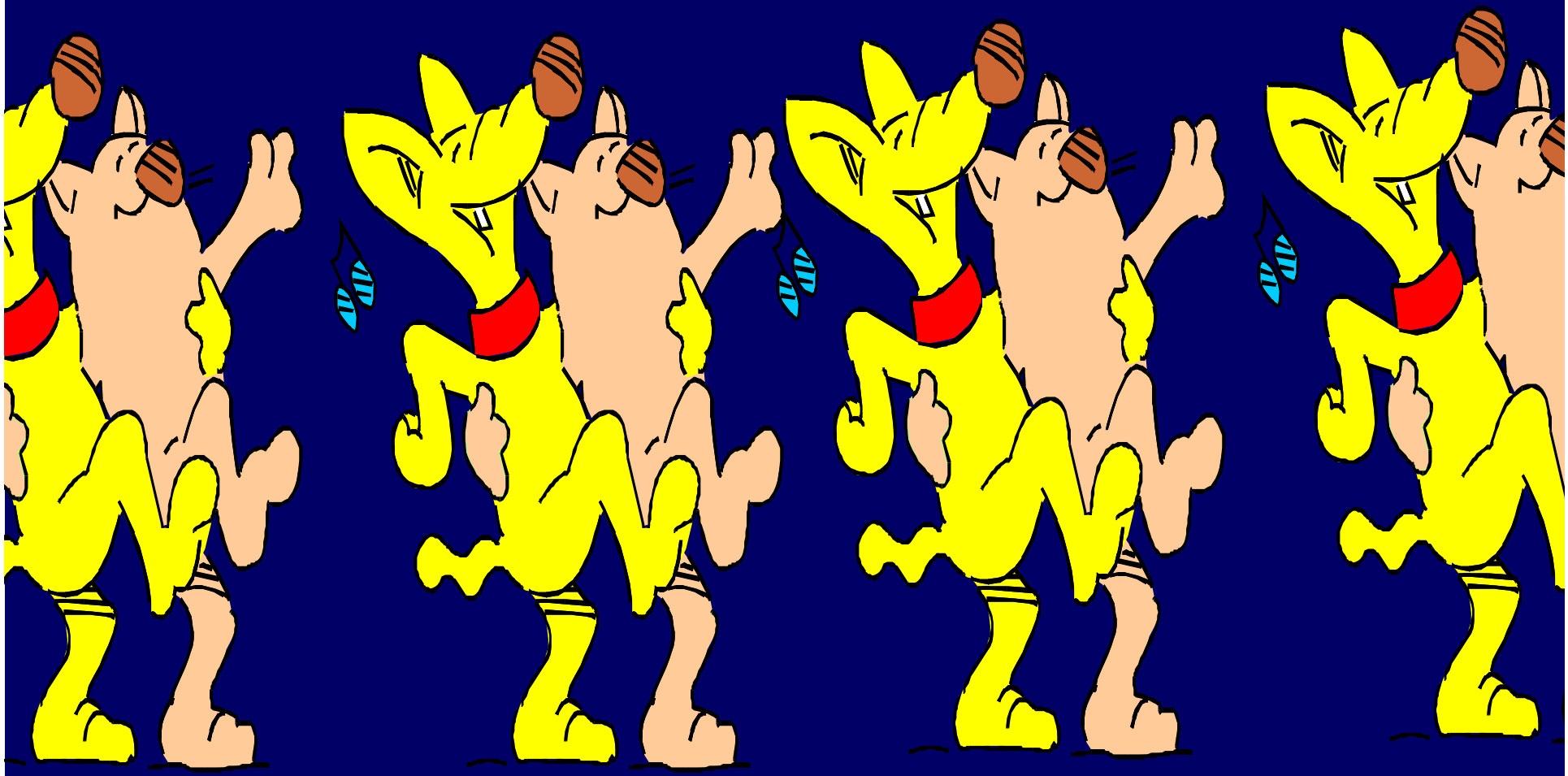
Team Members

- Work together and function as a whole
- Communicate
- Coordinate and share
- Receive team assignments to know what to do, what is expected and how to plan





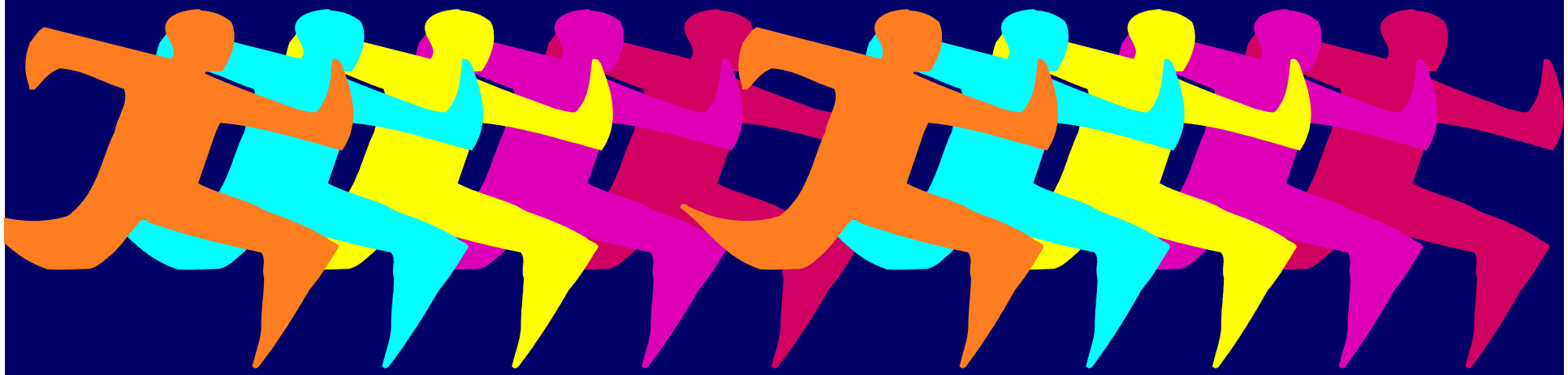
Qualities of an Effective Team



Qualities of an Ineffective Team

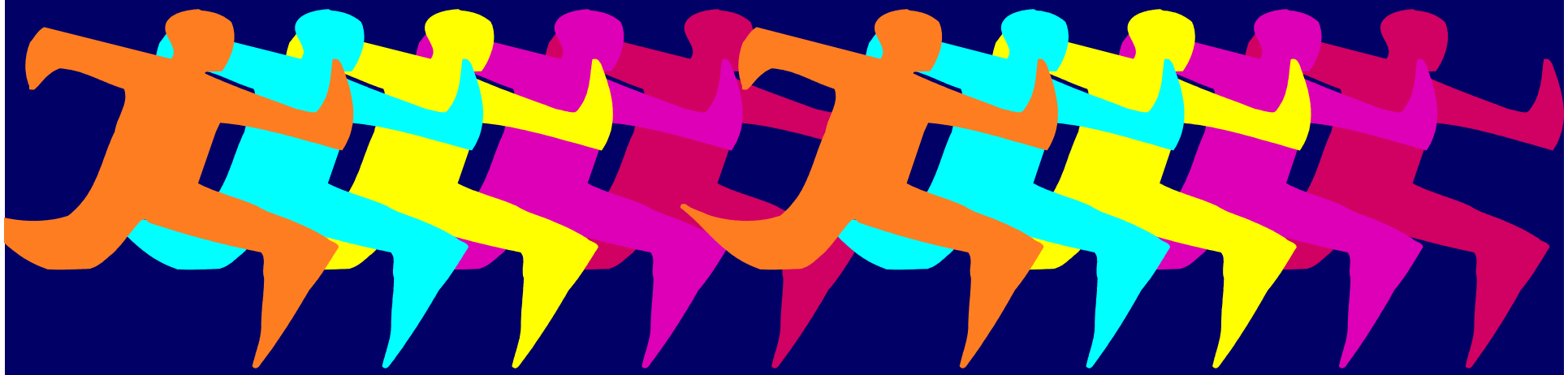
With a Strong Group Commitment, Members…….

- Feel strong sense of belonging
- Enjoy being with each other
- Ask each other for advice
- Seek and provide support in times of difficulty

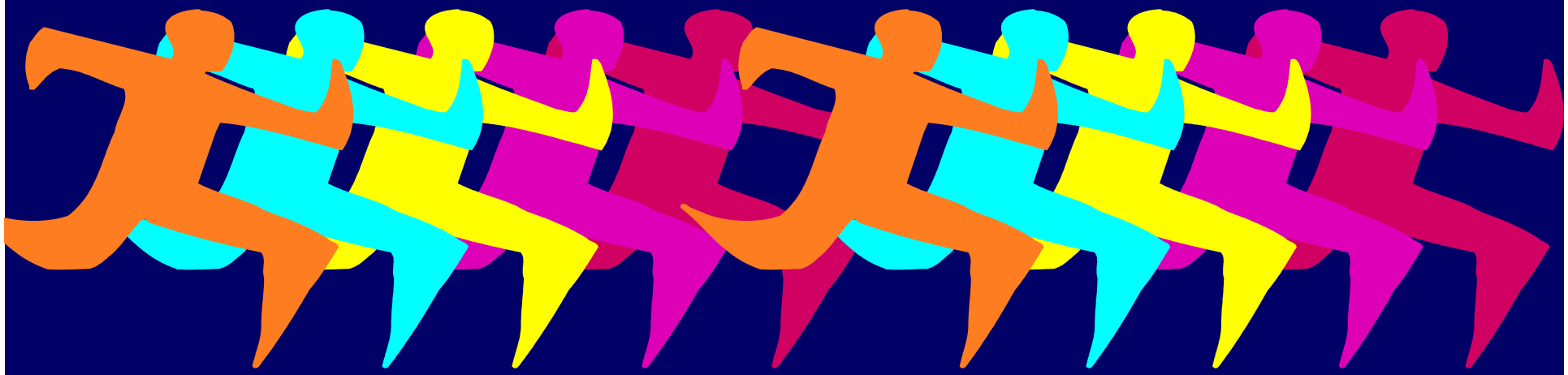


With a Strong Group Commitment, Members…….

- Value each other and contribution
- Are motivated and want to do a good job
- Share good feelings openly
- Feel the goals of the group are important and achievable



GO TEAM WORKSHEET



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