



NC Department of Health and Human Services  
**NC Nurse Aide I Curriculum**

**Module A**  
**The Nurse Aide I**  
July 2019

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**Objectives (1)**

- 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

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**Objectives (2)**

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

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### 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 NC Nurse Aide I Registry

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### Omnibus Budget Reconciliation Act (OBRA)

A federal law, enacted by Congress in 1987

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




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### Range of Function for Nurse Aides



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

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### Regulatory Body



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

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### Registry Listing Requirements

Listed on North Carolina Nurse Aide I Registry after passing NNAAP

- Successful completion of state-approved Nurse Aide I Training Program
- Computer Based Testing (CBT)
- Demonstration of five (5) skills




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### Nurse Aide I Listing Online Renewals

Listings renewed through qualified work experience every 24 months

What is considered qualified work experience?

- Work requirement
- Payment for work
- Nursing or nursing-related activities
- Supervised by an RN

A nurse aide who does not perform at least 8 hours of qualified work during any 24-month period will be required to retake a state-approved nurse aide training program and retake and pass the NNAAP

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**Nurse Aide I Listing Online Renewals**

Renewal forms will **NO** longer be mailed to Nurse Aides

The nurse aide is responsible for their own renewal prior to expiration date. Use calendar or phone for reminder ☹️

- Complete the renewal form online – who?
- Complete the online renewal listing form on time – when?
- Use FAQ for online renewal, if needed – how?

If listing expires, a nurse aide cannot work as a nurse aide

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**Nurse Aide I Renewal Responsibilities**

Promptly report changes in name or address



<small>State of North Carolina Division of Health Service Regulation Health Care Professional Regulatory Section</small>	<small>Center for Data Registration and Credentialing Support 11200 Independence Drive, Suite 300 Raleigh, NC 27615 919.733.7254 www.ncdhhs.gov</small>	<small>Phone: 919.733.9440 Fax: 919.733.9441 www.ncdhhs.gov</small>
<b>Name/Address Change Reporting Form</b> <small>Health Care Professionals - Reporting Name or Address Change</small>		
<p><small>To report your address or name change to the N.C. State Board of Health Care Regulation and Practice, you must complete this form and return it to the State Board of Health Care Regulation and Practice. This form is required for all Health Care Professionals, including those who are employed by a Health Care Organization.</small></p>		
<p><b>Name and Address Information</b></p> <p>• Date: <input type="text"/></p> <p>• NC License/Registration Number: <input type="text"/></p>		
<p><b>Report of Name Change</b></p> <p>Did you report your name change to the State Board of Health Care Regulation and Practice?</p> <p>Yes/No: <input type="text"/></p> <p>Last 4 Digits of Your Social Security Number: <input type="text"/></p> <p>Your Health Care Employer's Name: <input type="text"/></p> <p>City of Health Care Employer: <input type="text"/></p>		
<p><b>Your Address</b></p> <p>Street or PO Box: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/></p> <p>Home Telephone Number with Area Code: <input type="text"/></p> <p>Work Telephone Number with Area Code: <input type="text"/></p> <p>Local Address: <input type="text"/></p>		
<p><b>New Full Name (if not required)</b></p> <p>First Name: <input type="text"/></p>		
<p><small>Reporting to the State Board of Health Care Regulation and Practice is your responsibility. If you are a Health Care Professional, you must report your name and address change to the State Board of Health Care Regulation and Practice. If you are an Employer, you must report your name and address change to the State Board of Health Care Regulation and Practice. This form is required for all Health Care Professionals, including those who are employed by a Health Care Organization.</small></p>		

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**Key Web Sites**

**N.C. Board of Nursing**  
www.ncbon.com



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

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### Job Responsibilities of Nurse Aide

- Basic nursing skills
- Personal care skills
- Interpersonal skills




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### Delegation

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




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### Delegation – Points to Remember

- Nurse maintains accountability and responsibility
- Nurse delegates on resident-by-resident basis
- Never be afraid to ask for help
- Always ask questions to understand task
- Task beyond nurse aide skill level, talk with supervisor




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### Basic Nursing Skills

#### Definition

- Essential skills required of nurse aides in health care setting
- Examples?

**Privacy is the key!**




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### Basic Nursing Skills - Importance

Important duties of nurse aides:

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




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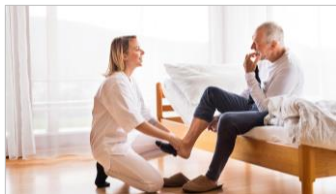
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### Personal Care Skills (1)



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

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### Personal Care Skills (2)

#### Hygiene



#### Grooming



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### Personal Care Skills (3)

What is a.m. care?



What is p.m. care?



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### Personal Care Skills (4)

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

ASSISTING ASSIGNED RESIDENTS  
WITH ADLs IS AN IMPORTANT  
DUTY OF NURSE AIDES

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**When providing personal care:**

- Encourage resident independence and self-care
- Maintain professional manner and provide privacy
- Observe resident's skin, mobility, comfort, and cognition




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**Interpersonal Skills (1)**

- 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




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**Interpersonal Skills (2)**

**Why are interpersonal skills important?**




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**Interpersonal Skills – Nurse Aide’s Role (1)**

When caring for residents:

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



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**Interpersonal Skills – Nurse Aide’s Role (2)**

- Be respectful to family
- Maintain professional relationships with team
- Communicate and work well with others



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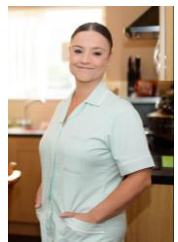
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**The Nurse Aide as Employee**

Important qualities:

- Act, behave, and function in a professional manner
- Have an excellent work ethic

A work ethic is...



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### Appearance (1)

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



**Wears clean undergarments in appropriate color and style**

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### Appearance (2)

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

**Maintains excellent personal hygiene**




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### Appearance (3)

- Wears clean stockings/socks
- Wears no face or tongue jewelry
- Flashes a warm/friendly smile and...



**Wears no heavy make-up**




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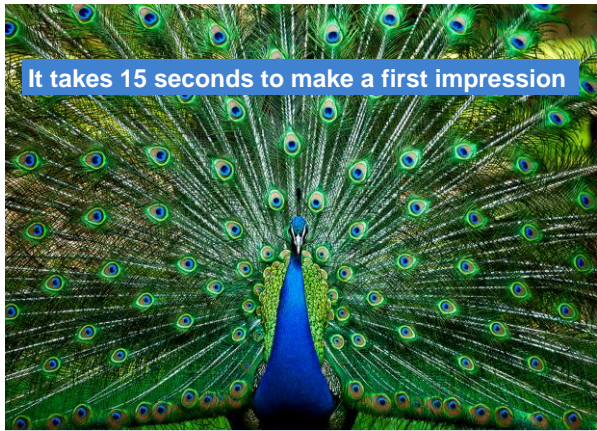
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### Attitude (1)

A nurse aide is:

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

**Cheerful**



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### Attitude (2)

**Dependable, responsible, accountable, tolerant, self-aware, and...**



**Cares – really, really cares**

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



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### As a Nurse Aide...(1)

- Understand requirements and maintain current registry listing on Nurse Aide I Registry
- Know what a nurse aide is legally allowed to do
- Have concern for others and make lives happier and easier
- Look professional



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### As a Nurse Aide...(2)

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



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### As a Nurse Aide...(3)

- 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 for help




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### Role of the Nurse Aide (1)

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



No gossiping or talking about others

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### Role of the Nurse Aide (2)

- Never lie, cheat or steal
- Always seek the good in others
- Take pride in your work
- Praise others and...



Keep your language clean; no cursing or telling off-color jokes

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### Role of the Nurse Aide (3)

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



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### Definition of a Team



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

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### 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



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Qualities of an Effective Team



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Seven horizontal lines for taking notes.

Qualities of an Ineffective Team



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Seven horizontal lines for taking notes.

Group Commitment (1)

With a strong group commitment, members...

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



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Seven horizontal lines for taking notes.

### Group Commitment (2)

With a strong group commitment, members...

- Value each other and contributions members make
- Are motivated and want to do a good job
- Share group feelings openly
- Believe the goals of the group are important and achievable



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### GO TEAM WORKSHEET



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