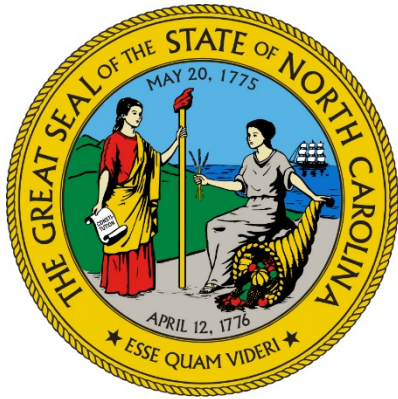




NC Department of Health and Human Services

NC Nurse Aide I Curriculum

Module A The Nurse Aide I

July 2019

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**

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**

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**

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**



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**

Registry Listing Requirements

Listed on North Carolina Nurse Aide I Registry after passing NNAAP

- **Successful completion of state-approved Nurse Aide I Training Program**
- **Written/oral exam**
- **Demonstration of five (5) skills**



Nurse Aide I Listing 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

Nurse Aide I Listing Renewal Form

Renewal listing form will be mailed to the last known address of the nurse aide

What to do with the renewal form once received

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

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



Nurse Aide I Renewal Responsibilities

**Promptly report
changes in name
or address**



2709 Mail Service Center
Raleigh, NC 27699-2709
Division of Health Service
Regulation

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

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

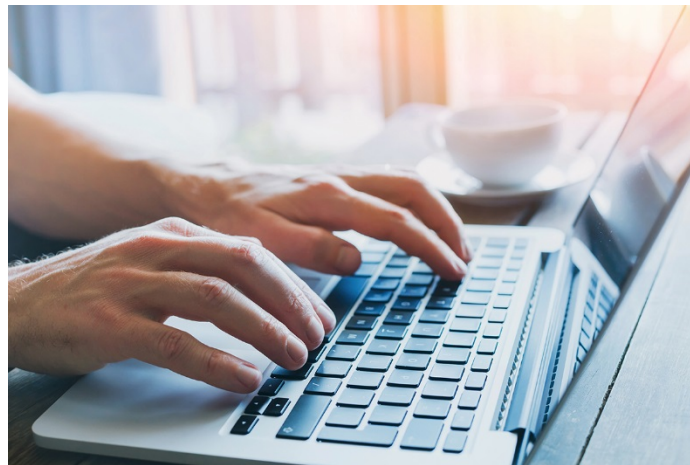
*Required Proof of Name Change

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

Key Web Sites

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



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

Job Responsibilities of Nurse Aide

- **Basic nursing skills**
- **Personal care skills**
- **Interpersonal skills**



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**



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



Basic Nursing Skills

Definition

- **Essential skills required of nurse aides in health care setting**
- **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 are all critical to well-being of residents



Personal Care Skills (1)



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

Personal Care Skills (2)

Hygiene



Grooming



Personal Care Skills (3)

What is a.m. care?



What is p.m. care?



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**

When providing personal care:

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



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**



Interpersonal Skills (2)

Why are interpersonal skills important?



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**



Interpersonal Skills – Nurse Aide's Role (2)

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

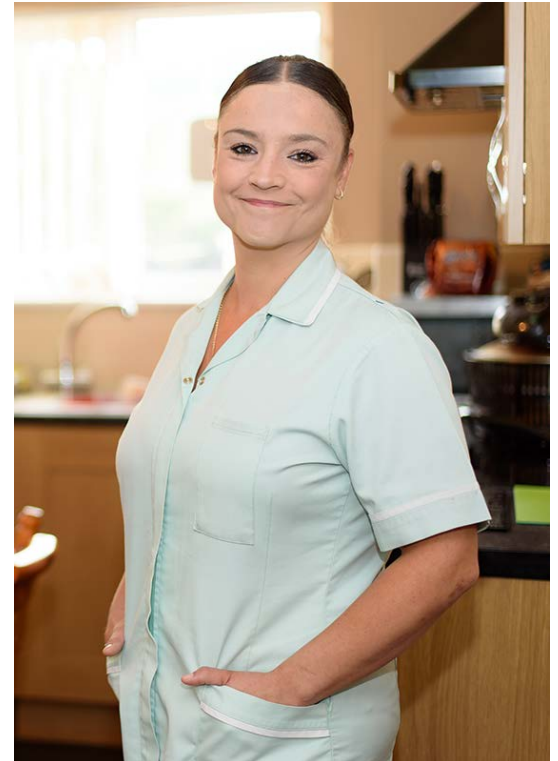


The Nurse Aide as Employee

Important qualities:

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

A work ethic is...



Appearance (1)

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



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

Appearance (2)

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

**Maintains excellent
personal hygiene**



Appearance (3)

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

**Too much
for work?**

**Wears no heavy
make-up**



A male peacock is shown from the back, with its tail feathers fanned out in a large, symmetrical display. The feathers are a vibrant green with many small, circular 'eyes' that have blue centers and brown outlines. The peacock's head is visible at the top center, showing a blue crest and a white beak. The background is a solid blue color.

It takes 15 seconds to make a first impression

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



Attitude (2)

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



Cares – really, really cares

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



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**



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**



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**



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**

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

*** 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



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



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**



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**



GO TEAM WORKSHEET

