

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

**Module A  
The Nurse Aide I**

July 2024

1

---

---

---

---

---

---

---

---

**Objectives**

1. Describe the North Carolina Nurse Aide I
2. Describe resources available that outline the range of functions of the NC Nurse Aide I
3. Explain requirements for initial listing and renewals on the NC Nurse Aide I Registry
4. Explain the Nurse Aide I's role in the delegation of tasks by a licensed nurse
5. Describe the types of tasks performed by nurse aides

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

2

---

---

---

---

---

---

---

---

**Objectives**

6. Compare basic nursing, personal care, and interpersonal skills
7. Describe the important characteristics of a competent, caring nurse aide
8. Explain the differences between an effective and an ineffective team

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

3

---

---

---

---

---

---

---

---

### NC Nurse Aide I

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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

4

4

---

---

---

---

---

---

---

---

### Omnibus Budget Reconciliation Act (OBRA) A federal law enacted by U.S. 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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

5

5

---

---

---

---

---

---

---

---

### Range of Function for Nurse Aides



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

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

6

6

---

---

---

---

---

---

---

---

### NC Nurse Aide I Registry



- The North Carolina Nurse Aide I Registry is a listing of all individuals who meet state and federal training and testing requirements to perform Nurse Aide I tasks in North Carolina
- To continue to work as a Nurse Aide I, the Registry listing must be renewed every 2 years

NCDHHS/DHSR/HCEPC | Module A The Nurse Aide I | July 2024

7

7

---

---

---

---

---

---

---

---

---

---

### NC Health Care Personnel Registry

- The NC Health Care Personnel Registry (NC HCPR) is a listing of unlicensed health care personnel who are being investigated for/or have a substantiated finding of any of the following:
  - Neglect
  - Abuse
  - Misappropriation of property belonging to a resident or health care facility
  - Diversion of drugs belonging to a resident or health care facility
  - Fraud against a resident or health care facility
- A Nurse Aide I listed on the NC HCPR for resident abuse, neglect and misappropriation of resident property cannot work in a nursing home.

NCDHHS/DHSR/HCEPC | Module A The Nurse Aide I | July 2024

8

8

---

---

---

---

---

---

---

---

---

---

### NC Nurse Aide I Registry Listing Requirements

- Successful completion of a State-approved Nurse Aide I Training Program
- Passing the two-part State Competency Test
  - Written/oral exam
  - Demonstration of five (5) skills



NCDHHS/DHSR/HCEPC | Module A The Nurse Aide I | July 2024

9

9

---

---

---

---

---

---

---

---

---

---

### Nurse Aide I Listing Renewals

- Listings renewed through qualified work experience every 24 months

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

- Qualified work experience
  - Employed as a nurse aide
  - Payment for work
  - Nursing or nursing-related activities
  - Supervised by an RN

10

---

---

---

---

---

---

---

---

---

---

### Online Nurse Aide I Listing Renewal Forms

Go to <https://ncnar.ncdhhs.gov> to find the NA I Online Renewal Form for aide to complete and the NA I Online Employment Verification Form for RN to complete.

- No reminder to renew is sent to the nurse aide.
- Nurse aides and RNs each have a form to complete, sign, and submit online
- Submit forms about 3 months prior to the date the listing expires
- No paper forms are accepted

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

11

---

---

---

---

---

---

---

---

---

---

### Nurse Aide I Renewal Responsibilities

- Keep up with your renewal date. If you forget it, verify the date online at <https://ncnar.ncdhhs.gov>
- The first renewal date is the last day of the month an individual passed the 2-part state competency test
- Promptly report changes in name or address to the Nurse Aide I Registry



12

---

---

---

---

---

---

---

---

---

---

### Job Responsibilities of Nurse Aide

-  Basic nursing skills 
-  Personal care skills 
-  Interpersonal skills 

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 13

13

---

---

---

---


---

---

---

---

### Tasks of the Nurse Aide I on the Job



- Licensed nurses use NCBON delegation process to assign duties and tasks to NA I
- Improves efficiency and shows trust by the nurse
- NA I must be able to do the delegated task safely and accurately
- NA I performs tasks delegated by licensed nurse if competent to perform tasks

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 14

14

---

---

---

---

---

---

---

---

### Basic Nursing Skills

Examples of essential skills required of nurse aides in a health care setting include:

- Taking and recording vital signs
- Caring for the resident's environment
- Recognizing changes in a resident and reporting to nurse
- Caring for residents when death is imminent
- **Privacy is key when providing basic nursing skills**



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 15

15

---

---

---

---

---

---

---

---

### Basic Nursing Skills - Importance

Important responsibilities of the nurse aide:

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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 16

16

---

---

---

---


---

---

---

---

### Personal Care Skills



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

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 17

17

---

---

---

---

---

---

---

---

### Hygiene and Grooming

<h4>Hygiene</h4> 	<h4>Grooming</h4> 
--	---

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 18

18

---

---

---

---

---

---

---

---

**Assisting with Activities of Daily Living**

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

---

Assisting assigned residents with ADLs is an important task for Nurse Aides

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

19

---

---

---

---

---

---

---

---

**Providing Personal Care**

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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

20

---

---

---

---

---

---

---

---

**Interpersonal Skills**

- Essential skills used when working with residents and staff members
- Interpersonal skills are also called people skills
- Determined by many factors
- In a health care setting, refers to the ability to get along while getting the job done

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

21

---

---

---

---

---

---

---

---

**Importance of Interpersonal Skills**

**Why are interpersonal skills important for nurse aides?**



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 22

22

---

---

---

---

---

---

---

---

---

---

**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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 23

23

---

---

---

---

---

---

---

---

---

---

**Relationships in Health Care**

- Be respectful to family and residents
- Maintain professional relationships with other team members, including other nurse aides, nurses, therapists, social workers, doctors, etc.
- Communicate and work well with others



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 24

24

---

---

---

---

---

---

---

---

---

---




### The Nurse Aide as an Employee

Important qualities:

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

What behaviors does a nurse aide who has a good work ethic demonstrate while at work?



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 25

25

---

---

---

---

---

---

---

---

### Professional Appearance

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



*No patterned underwear with white pants at work*

- Wears clean undergarments in appropriate color and style

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 26

26

---

---

---

---

---

---

---

---

### Maintains Excellent Personal Hygiene



- Maintains neat nails
- Maintains simple hairstyle
- Maintains excellent personal hygiene

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 27

27

---

---

---

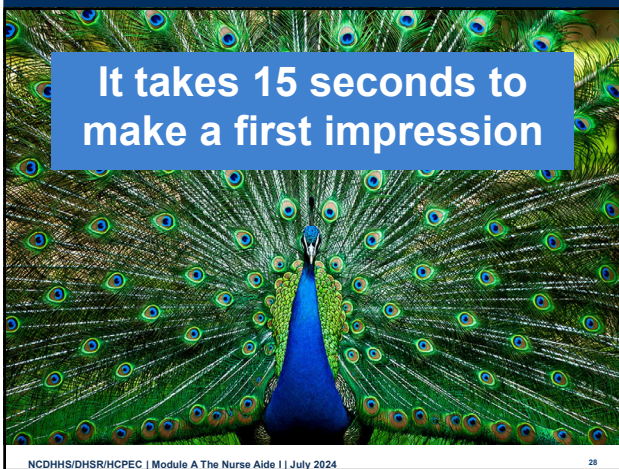
---

---

---

---

---



28

---

---

---

---

---

---

---


---

**Nurse Aide Attitude at Work**

A nurse aide is:

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

**Cheerful**



NCDHHS/DHSR/HCPEEC | Module A The Nurse Aide | July 2024 29

29

---

---

---

---

---

---

---

---

**Cares About Others**

A nurse aide is dependable, responsible, accountable, tolerant, self-aware, and dedicated to providing quality of care.



NCDHHS/DHSR/HCPEEC | Module A The Nurse Aide | July 2024 30

30

---

---

---

---

---

---

---

---

**Mission and Vision of the NC Department of Health and Human Services and the Nurse Aide I**

The Mission of the NC Department of Health and Human Services (NCDHHS) is that we, in collaboration with our partners, provide essential services to improve the health, safety and well-being of all North Carolinians.

The Vision of NCDHHS is that we advance innovative solutions that foster independence, improve health and promote well-being for all North Carolinians.

The role of the Nurse Aide in health care is to improve the health and promote the safety and well-being of the individuals in their care.

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 31

31

---

---

---

---

---

---

---

---

**Mission and Vision of NCDHHS**

Carry the mission and vision of NCDHHS with you as you strive to be the best nurse aide you can be. The citizens of North Carolina are depending on you.



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 32

32

---

---

---

---

---

---

---

---

**The Role of the Nurse Aide as an Employee**



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

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 33

33

---

---

---

---

---


---

---

---

### The Workday

- 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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 34

34

---

---

---

---

---


---

---

---

### Being a Nurse Aide

- Be gentle and kind
- Put yourself 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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 35

35

---

---

---

---

---

---

---

---

### Role of the Nurse Aide

- 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

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 36

36

---

---

---

---

---

---

---

---

### Refraining from Gossiping

- Be above suspicion with what you say
  - Speak honestly and with kindness
  - Say only what you mean
  - Avoid using the word to speak against yourself or to gossip about others
  - Use the power of your word in the direction of truth and caring

Paraphrased from *The Four Agreements* by Don Miguel Ruiz

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 37

37

---

---

---

---

---


---

---

---

### The Nurse Aide I as Employee

- 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 offensive jokes**

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 38

38

---

---

---

---

---

---

---

---

### Listen to Your Conscience

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



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024 39

39

---

---

---

---

---

---

---

---

### Definition of a Team



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

40

---

---

---

---

---

---

---

---

---

---

### Definition of a Team

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



41

---

---

---

---

---

---

---

---

---

---

### Qualities of an Effective Team



42

---

---

---

---

---

---

---

---

---

---

### Qualities of an Ineffective Team



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

43

43

---



---



---



---



---



---



---



---

### Group Commitment

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
- Value each other and the 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

NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

44

44

---



---



---



---



---



---



---



---

### GO TEAM WORKSHEET



NCDHHS/DHSR/HCPEC | Module A The Nurse Aide I | July 2024

45

45

---



---



---



---



---



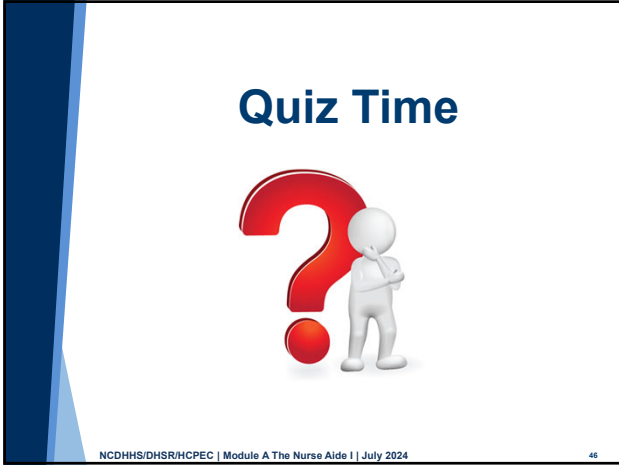
---



---



---



46

---

---

---

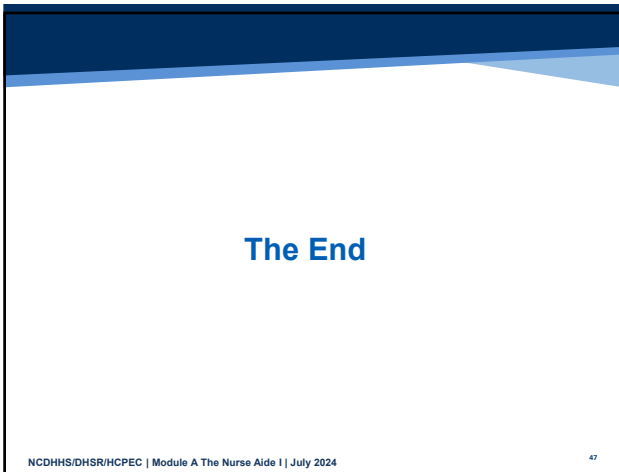
---

---

---

---

---



47

---

---

---

---

---

---

---

---