**Instructions:**

* Email the completed form to the Division of Health Service Regulation (DHSR). Incomplete forms will be returned.
  + Email: [DHSR.EducationConsultant@dhhs.nc.gov](mailto:DHSR.EducationConsultant@dhhs.nc.gov)
* Contact your [Education Consultant](https://info.ncdhhs.gov/dhsr/hcpr/consultants.html) with any questions or concerns.

**Name of Training Program:**

**County Location of Training Program:**

**Name of Individual Who Completed the Form:**

**Date of Submission to DHSR:**

**List Applicable Program Number(s):**

| **Starred**  **Skills** | **✔ or X** | **SKILL NAME AND NUMBER FROM APPENDIX A** |
| --- | --- | --- |
| ★ |  | 1. Providing complete/partial bed bath |
| ★ |  | 1. Dressing and undressing |
| ★ |  | 1. Perineal care   3.1 Providing perineal care for male |
|  | 3.2 Providing perineal care for female |
| ★ |  | 1. Making an occupied bed |
| ★ |  | 1. Providing foot care for both feet |
| ★ |  | 1. Providing fingernail care for both hands |
| ★ |  | 1. Providing mouth care |
| ★ |  | 1. Providing mouth care for unconscious resident |
| ★ |  | 1. Providing mouth care for cognitively impaired resident |
| ★ |  | 1. Assisting with denture care |
|  |  | 1. Assisting with oral hygiene |
|  |  | 1. Assisting with shaving |
|  |  | 1. Hair care    1. Providing hair care |
|  | 13.2 Shampooing as needed |
|  |  | 1. Giving tub bath or shower (per clinical environment) |
|  |  | 1. Providing backrub |
| ★ |  | 1. Performing hand hygiene 2. Washing hands with soap and water |
|  | 16.2 Using alcohol-based handrub |
| ★ |  | 17. Putting on & taking off Personal Protective Equipment (PPE) – Gown, gloves, mask  17.1 Gown |
|  | 17.2 Gloves |
|  | 17.3 Mask |
| ★ |  | 18. Measuring and recording combined vital signs (BP (manual), temperature, pulse (radial),  respirations)  18.1 Measuring and recording BP (manual) |
|  | 18.2 Measuring and recording temperature (electronic device used by clinical site) |
|  | 18.3 Measuring and recording pulse (radial) |
|  | 18.4 Measuring and recording respirations |
|  | 18.5 Reading a non-mercury liquid-filled glass thermometer |
|  |  | 1. Measuring and recording oral temperature (non-mercury liquid-filled glass thermometer) |
|  |  | 1. Measuring and recording axillary temperature (non-mercury liquid-filled glass thermometer) |
|  |  | 1. Measuring and recording rectal temperature (non-mercury liquid-filled glass thermometer) |
| ★ |  | 1. Measuring and recording:   22.1 Height (balance scale) |
|  | 22.2 Weight (balance scale) |
| ★ |  | 1. Collecting routine urine specimen |
| ★ |  | 1. Assisting with use of:   24.1 Bathroom |
|  | 24.2 Bedside commode |
|  | 24.3 Bedpan |
|  | 24.4 Urinal |
|  | 24.5 Measuring and recording urinary output |
| ★ |  | 25. Catheter care  25.1 Providing catheter care for male |
|  | 25.2 Providing catheter care for female |
|  | 25.3 Emptying urinary drainage bag |
|  |  | 1. Changing adult brief |
|  |  | 1. Collecting stool specimen |
|  |  | 1. Applying and caring for condom catheters |
|  |  | 1. Administering cleansing enema |
| ★ |  | 30. Dining  30.1 Assisting with dining/feeding resident who cannot feed self |
|  | 30.2 Measuring and recording intake |
|  |  | 31 Performing relief of choking |
| ★ |  | 32. Performing range of motion (ROM) exercises (active/passive head-to-toe) |
| ★ |  | 33. Transferring from bed to wheelchair/chair |
| ★ |  | 34. Moving in bed  34.1 Moving up in bed using turning sheet |
|  | 34.2 Positioning on side |
| ★ |  | 35. Assisting with ambulation |
|  |  | 36. Applying restraints |
|  |  | 37. Assisting to dangle, stand and walk |
|  |  | 38. Using mechanical lift (per clinical environment) |
|  |  | 39. Transferring from bed to stretcher (per clinical environment |
|  |  | 40. Assisting to move up in bed |
| ★ |  | 41. Applying anti-embolism (elastic) stockings |
|  |  | 42. Applying warm or cold treatments |
|  |  | 43. Applying elastic bandages |
|  |  | 44. Assisting with coughing and deep breathing |
|  |  | 45. Applying non-sterile dressing |
|  |  | 46. Performing post-mortem care |
|  |  | Skill specific skill |
|  |  | School specific skill |