

**Avera CNA On-Line Training Solutions©**  
South Dakota: Clinical Supervision Documentation

Facility: \_\_\_\_\_ (Please Print)

Student: \_\_\_\_\_ (Please Print)

Place a check mark or "X" in the box of the tasks/training completed (leave blank if not). Items indicated by a single asterisk (\*) are skills that are mandatory and included as part of Skills Review and Skills Test for certification.

**Vital Signs**

- Temperature/Thermometers
    - Oral
    - Rectal – most accurate
    - Tympanic
    - Axillary
    - Temporal; other No Touch Forehead
  - \*Pulse (include pulse locations)
  - \*Respiration
  - \*Blood Pressure (manual)
  - Electronic BP
  - BP locations not to do
  - Height (measuring tape/device)
  - Weight - Standing scale (what bar to move first), W/C; Tub lift; Hoyer lift, Hoist Scales; recheck previous wt
  - Oxygen (no smoking; signs; supervise)
  - Abbreviations (qd, bid, tid, qid)
- Environment; facility tour; bed locked/low posit.
- Bed making
    - \*Occupied
    - Unoccupied
  - Linen (handling; check for personal items); linen removal procedure.; no use between residents; linen closet – not sterile
  - Clean/Safe Bedside; call light; footwear
  - Privacy and Privacy Curtain
  - Room and Bath Room Trash

**Personal Hygiene**

- Bath(Report skin changes to Nurse)
- \*Partial bath(include pericare)
- Perform and/or discuss other types
- Hair and Nail Care
  - Shampoo/shampoo tray
  - \*Hair care (from bottom up; braid)
  - Shave (electric razor)
  - Nail care(no nail care on Diabetics)
  - Foot care (dry between toes, no lotion between toes)
- Vision Impaired – Eyeglass/devices (Cataracts, Glaucoma, Macular Deg.)
- Hearing Impaired – Aids, stand in front

**Oral Care (wear gloves!)**

- \*Teeth Brush - twice daily & PRN
- \*Denture care – transport in cup
- Partial plate(s)
- \*Mouthcare: comatose every 2 hr
- Toothettes/other swabs

**Back Rub**

- Lotion or oil
- Perineal Care**
- Female (cleanse front to back)
  - Male (start @ urethra & down shaft)
  - Catheter care (male, female)
  - \*Dressing/Undressing/Partial Dressing
    - Remove gown from strong side first
    - Dress weak side first
    - Footwear on when out of bed
    - Careful with IVs, tubes/drains
  - \*Applying Antiembolic Stockings (TEDS)
    - Prosthetic; other Orthotic devices
    - Ace Wraps (usually done by Nurse)
    - Congestive Heart Disease – pump blood

**Bowel and Bladder**

- \*Assist with Bed Pan/Fracture Pan
- Assist Urinal/Bedside Commode
- Constipation/Impaction/Obstruction
- Sanipan/hat
- Toilet regularly – every 2 hrs
- Output
  - Voided
  - Catheter
  - Output sources – can you empty?
  - Colostomy/ileostomy
  - Urostomy/Ureterostomy
- \*Emptying urinary drainage bag (lower than level of bladder)

**Meal Service**

- Prepare Resident/handwashing/
  - Napkin or clothing protector
- Serve Trays/cover all food
- Prepare Tray
  - Special diets (Diabetic, Lo NA)
  - Thicket/thickener/Aspiration
  - Thin liquids & choking, Pureed
  - Aphasia, Dysphasia, Dysphagia
- \*Feeding Dependent Resident & Recording Intake/Output
  - Feeding/Dining techniques
- Dining Room Procedure
- Diet cards
- Between meal snacks/supplements
- \*Passing Fresh Ice Water
- \*Fluid Intake
- Encourage fluid intake vs. Restriction

- NPO
- Loss of smell, ↓appetite, malnutrition
- \*Abdominal Thrust**
- Food Safety/cross-contamination
- Hepatitis A, Hepatitis B (jaundice)
- Positioning/Transfers/Gait Belt Use
  - \*Ambulate Bed to Chair with Gait Belt**
  - \*Ambulate Bed to Chair: Cane/Walker**
  - \*Transfer Resident: Chair to Bed**
  - \*Transfer Resident: Bed to Chair**
  - \*Positioning Resident on Side**
    - Cross ankle/bed knee, Pillows (back, legs, under upper arm)
    - Abductor/Abduction Pillow – Total Hip
  - Trapeze; cast care
  - Hand Roll/splints
  - Foot Board – prevent foot drop
  - Float heels
  - Bed cradle
  - Draw sheet/other device use in bed
  - Trochanter Roll
  - EZ stand (able to bear weight)
  - Mechanical./Hoyer( total assist, 2 staff assist)
  - Nervous vs. Orthopedic systems – Parkinsons symptoms, help w/ drooling; gait; masked facies
  - Falls (common injury, stay w/ & call for help)
- Skin Care
  - Incontinence Care (Peri Creams, briefs)
  - Pressure Injury Prevention
    - Turn every 2 hours minimum
    - Lotion/Skin care products
    - Alternating air mattress; wc cushions, positioning devices
  - Hot packs/Cool packs (check frequently; moisture increases intensity)
- Specimen Collection (Best obtain in AM, paperwork)
  - Routine Urine Specimen
  - Sputum
  - Stool
- Care of Resident with:
  - NG Tube or Gastrostomy Tube
  - Admission Procedures (Assist to room, Vital signs, Height/Weight, Call light, etc.)
  - Transfer & Discharge Procedure
  - Care of the dying resident/imminent
  - Post mortem care
- Communication/Documentation
  - Assignment Sheet/Reporting
  - Flow sheets/charting
  - Care Plans
  - Charting V.S./weights/BMs/other per care plan; legal issue w/ charting
  - Abnormal changes in body function; importance of reporting to supervisor/nurse
- Location Emergency Equipment
  - Crash cart/CPR barrier shield/AED
- Care of Patient with Special Needs
  - Fx Hip – Hip Precautions

- Arthritis (Osteo vs. Rheumatoid)
- Cancer (malignant, benign, metastasis)
- Seizures (what to do)
- Depression (invite/introduce to events)
- Combative Behavior (step back)
- Intellectual Disability
- Paralysis (Hemiplegia,Paraplegia,Quadriplegia)
- Dementia (calm, quiet environment)
- Delirium (acute confusion)
- Modify behavior (response to resident behavior)
- Pain (reporting)
- Dizziness(dangle,back to bed;feet ↑;notify nurse)
- Osteoporosis – Fracture noted
- Communication & Interpersonal Skills (sender, message, receiver; Abuse/Neglect types, reporting)
  - HIPAA/Confidentiality
  - Family (emotional support); visitors Resident rights; res. choices; dignity
  - Social Worker (finances)
- Restorative Nursing (↑ maintain/independence)
  - Assistive devices; adaptive equipment
  - Feeding/Dressing/Grooming
  - Bowel and Bladder
  - \*Passive Range of Motion**
- Patient and Employee Safety
  - Restraints/Definition
  - Body Mechanics – back straight, open base of support, lift with legs; Ergonomics
  - Incident Reports
  - Remove unsafe equipment
- Fire and Disaster
  - RACE, Fire Pull Stations
  - Use of fire extinguisher (PASS)
  - Participation in drill
  - Evacuation lifts and carries
  - Disaster drills/emergency code
  - Equipment & Alarms (notify Nurse)
- Infection Prevention and Control
  - Hand Sanitizer vs Handwashing
  - Clean equipment before bagging
  - Waste disposable; Bloodborne pathogens
  - Standard Precautions – for all persons
- Transmission-Based precautions
  - Contact, Droplet, Airborne
  - Use and care of equipment/PPE
  - Disposable glove use/glove removal
  - \*Gown and gloves (Don/Doff)**
  - Charting/Documentation
  - Supply Storage – Location & Charges
- Other: \_\_\_\_\_

Instructor Signature	Date
Student Signature	Date