



## Nurse Assistant/Home Health Aide

### Available Certifications:

BLS Healthcare Provider

OSHA Certification

Personal Care Home Direct Care Staff Certificate

### Complete Task List:

Task Number	Description	Hours	Level
<i>*State Approved Program of Study</i>			
100	Safety		
101	Identify safety measures that prevent accidents.		
102	RESERVED		
103	Follow OSHA standards which promote a safe work environment for employees.		
104	Follow the Right to Know law and the information provided on a SDS form.		
105	Perform body mechanics used by a health care worker when moving, lifting objects, or clients.		
106	Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.		
107	Assist client with dangling, standing, and walking.		
108	Turn and/or position client in bed, in a chair, and/or an exam table.		
109	Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.		
110	Describe the use of a mechanical lift adhering to the current governmental regulations.		
200	Professionalism, Legal, and Ethical Issues		
201	Define the role, functions, and responsibilities of the health care team members.		
202	Define the chain of command within the scope of practice of the health care team members.		
203	RESERVED		
204	RESERVED		
205	Maintain personal hygiene and exhibit professional dress practices.		
206	Identify the legal responsibilities and ethical behaviors of a health care provider.		
207	RESERVED		
208	RESERVED		
209	Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs).		
210	Modify personal behavior in response to client attitude and behaviors.		
211	Follow documentation procedures, including charting client information.		
212	Apply standards of confidentiality as required by HIPAA.		
213	Identify, report, and document possible abuse and/or neglect in all health care settings.		
300	Communication		
301	Use abuse-free verbal and non-verbal communication with the health care team and clients.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
302	RESERVED		
303	Communicate in a respectful, professional manner according to the client's stage of development and cultural background.		
304	Identify physical and psychological indicators of stress in self and others.		
305	Identify and use interpersonal conflict management skills.		
306	RESERVED		
307	RESERVED		
308	RESERVED		
309	Follow stress reduction techniques.		
400	Infection Control		
401	Identify and explain the chain of infection.		
402	Demonstrate proper hand hygiene techniques.		
403	Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE).		
404	Follow OSHA blood borne pathogens standards pertaining to the health care industry.		
405	Differentiate between medical and surgical asepsis.		
406	RESERVED		
500	Emergency Care and Disaster Preparedness		
501	Demonstrate CPR skills and the proper use of an AED, including a choking victim.		
502	Perform basic first aid skills.		
503	Describe emergency response/crisis plan procedures when life threatening situations occur.		
504	Identify potential fire hazards and procedures to use in a fire emergency.		
505	Recognize and report emergencies immediately.		
600	Human Needs and Human Development		
601	Identify growth and developmental stages across the human life span.		
602	Describe how illness and disability impacts the individual across their life span.		
603	Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy.		
604	Use techniques to support gender identity and sexual identity choices of clients.		
700	Reserved		
701	RESERVED		
702	RESERVED		
703	RESERVED		
704	RESERVED		
705	RESERVED		
800	Health Care Provider Skills		
801	Provide the client with personal privacy.		
802	RESERVED		
803	Demonstrate unoccupied bed making techniques according to setting.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
804	Demonstrate occupied bed making techniques.		
805	Measure and record height and weight.		
806	RESERVED		
807	Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs.		
808	RESERVED		
809	Assist with dressing and undressing.		
810	Observe and report condition of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores.		
811	RESERVED		
812	Assist and/or administer denture and oral care for conscious and unconscious clients.		
813	RESERVED		
814	RESERVED		
815	Assist client with use of the bathroom, bedside commode (BSC), bedpan, and urinal.		
816	Provide catheter care and emptying of urinary drainage bag.		
817	RESERVED		
818	Measure and record body temperature using various thermometers placed on specific body sites.		
819	Measure and record various pulses.		
820	Measure and record respirations.		
821	Measure and record blood pressure.		
822	Identify parameters of blood glucose monitoring.		
823	Describe type, degree, and report client's pain.		
824	RESERVED		
825	Apply therapeutic compression devices (i.e. anti-embolism stockings).		
826	Perform range of motion exercises with a client.		
827	RESERVED		
828	Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment.		
829	RESERVED		
830	RESERVED		
831	RESERVED		
832	RESERVED		
833	Perform methods of collection, special handling, and labeling of specimens.		
834	Describe medication administration to a client utilizing proper medical math.		
835	Describe how an EKG/ECG is performed and how it is used diagnostically.		
836	Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, and report results.		
837	RESERVED		
838	Determine when the use of telemedicine/telehealth office visits is indicated.		
839	Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
900	Nutrition and Hydration		
901	List general principles of basic nutrition.		
902	Identify therapeutic diets including cultural variations.		
903	Prepare and serve meal trays to clients, including fluids.		
904	Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients.		
905	Measure and record intake and output (I&O).		
906	Measure and record meal percentages.		
1000	Basic Structures and Functions of the Human Body and Related Diseases with Associated Terminology		
1001	Identify the basic structure and explain the function and disease processes for the integumentary system.		
1002	Identify the basic structure and explain the function and disease processes for the respiratory system.		
1003	Identify the basic structure and explain the function and disease processes for the cardiovascular system.		
1004	Identify the basic structure and explain the function and disease processes for the lymphatic/immune system.		
1005	Identify the basic structure and explain the function and disease processes for the muscular system.		
1006	Identify the basic structure and explain the function and disease processes for the skeletal system.		
1007	Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs.		
1008	Identify the basic structure and explain the function and disease processes for the digestive system.		
1009	Identify the basic structure and explain the function and disease processes for the urinary system.		
1010	Identify the basic structure and explain the function and disease processes for the reproductive system.		
1011	Identify the basic structure and explain the function and disease processes for the endocrine system.		
1012	RESERVED		
1013	Distinguish the various directional terms, planes, and regions of the human body.		
1100	Death and Dying		
1101	Identify feelings and attitudes concerning death.		
1102	Research how culture and religion influence attitudes toward death.		
1103	Identify the stages of grief.		
1104	Identify and report the common signs of a client approaching death.		
1105	Identify goals of hospice care.		
1106	Identify various practices of postmortem care.		
1200	Medical Terminology		
1201	Define and differentiate between root words, prefixes, and suffixes.		
1202	Identify the meaning of medical abbreviations.		
1203	Differentiate the various medical specialties in health care settings.		

Task Number	Description	Hours	Level
1204	Communicate orally, electronically, and in writing using proper medical terms and approved abbreviations.		
<i>*Local Task List</i>			
VA100	Safety		
VA150	Identify school rules, regulations, & attendance requirements.		
VA151	Recognize the grading procedure.		
VA152	Identify clinical experience guidelines and procedures.		
VA200	Professionalism, Legal and Ethical Issues		
VA250	Discuss the role and scope of practice of the healthcare worker.		
VA251	Describe the organizational chart and chain of command of the healthcare system.		
VA252	Describe Resident/ Client/ Patient Rights		
VA253	Differentiate between healthcare facilities.		
VA254	Identify both physical and psychological indicators of stress in self and others, and identify stress reduction techniques.		
VA255	Explain the importance of punctuality and commitment on the job.		
VA256	Demonstrates effective management of multiple tasks and in prioritizing work activities.		
VA257	Explain the responsibility to identify, prevent and report abuse, exploitation and neglect as legislated in Act 14 of 1997 (P.L. 169), the Nurse Aide Resident Abuse Prevention Training Act.		
VA258	Maintain care and security of resident's personal possessions.		
VA259	Identify types, examples and indicators of abuse including: physical abuse, psychological abuse, sexual abuse, exploitation and neglect.		
VA260	Utilize abuse prevention strategies in response to abusive behavior directed toward nurse aides by residents/families.		
VA261	Report signs and symptoms of possible physical, psychological and sexual abuse, neglect and exploitation.		
VA262	Identifies methods to prevent and report abuse, exploitation, neglect and improper use of physical or chemical restraints while providing care		
VA263	Follow appropriate guidelines for the use of restraints, safety devices and emergency procedures to provide abuse-free quality care.		
VA300	Communication		
VA350	Demonstrates appropriate and effective telephone communication skills		
VA351	Explains the importance of reporting observations, measurements to the licensed professional /practitioner/supervisor.		
VA352	Demonstrate effective communication skills with the staff and other disciplines (Job Shadow Clinical).		
VA353	Demonstrates respect for difference among client's and people.		
VA400	Infection Control		
VA450	How to don & remove non-sterile gloves.		
VA600	Human Needs and Human Development		
VA650	Indicate the ways to meet the resident's basic human needs for life and mental well-being.		
VA651	Modify his/her own behavior in response to resident's behavior.		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
VA652	Demonstrate skills supporting age-appropriate behavior by allowing the resident to make personal choices, providing and reinforcing other behavior consistent with resident's dignity.		
VA653	Develops an Activity for Client's in Long Term Care		
VA700	Moving, Lifting, and Positioning		
VA750	Complete written evaluation of chapter content.		
VA751	Demonstrates proper technique for transferring a resident with an affected side.		
VA752	Demonstrates proper technique for moving up in bed with a lift sheet.		
VA753	Demonstrates proper technique for moving up in bed with an Ergo Slide.		
VA754	Demonstrates proper technique for moving resident to edge of the bed.		
VA755	Demonstrates proper technique for use of a transfer belt.		
VA756	Demonstrates proper technique for positioning in the Sim's position.		
VA757	Demonstrates proper technique for positioning in the prone position.		
VA758	Demonstrates proper technique for positioning in the supine position.		
VA759	Demonstrates proper technique for positioning in the Fowler's position.		
VA760	Demonstrates proper technique for using a total lift.		
VA761	Demonstrates proper technique for using a sit to stand lift.		
VA762	Demonstrates a two assist transfer.		
VA763	Assist a falling client.		
VA764	Assist the resident in proper use of body mechanics.		
VA800	Health Care Provider Skills		
VA850	Measure and record weight.		
VA851	Complete written evaluation of chapter content		
VA852	Demonstrates how to measure weight using the wheelchair scale.		
VA853	Provides vision using Snellen Chart		
VA854	Administer oral hygiene for unconscious client.		
VA855	Prepare soiled linen for laundry.		
VA900	Nutrition and Hydration		
VA950	Feed residents oral table foods in usual manner.		
VA951	Distribute nourishment and water.		
VA1000	Basic Structures and Functions of the Human Body & Related Diseases with Associated Terminology		
VA1050	Identify the basic structure and explain the function and disease processes for the Immune System.		
VA1253	Assist in care and use of prosthetic and orthotic devices.		
VA1300	Personal Care Skills		
VA1350	Assist the resident with bathing and personal grooming as described on the resident's care plan. (Whirlpool)		
VA1351	Assist the resident with bathing and personal grooming as described on the resident's care plan. (Complete bed bath)		
VA1352	Assist the resident with bathing and personal grooming as described on the resident's care plan. (Partial bed bath)		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
VA1353	Observes the condition of the skin and reports changes to the professional/practitioner /supervisor.		
VA1354	Assist the resident with shaving: safety razor, electric razor.		
VA1355	Demonstrate hair shampooing.		
VA1356	Provide back massage.		
VA1357	Provide foot care.		
VA1358	Provides Hand/ Fingernail Care		
VA1359	Dressed client in bed.		
VA1360	Assists with denture care.		
VA1361	Demonstrates measures to prevent pressure sores.		
VA1400	Urinary Elimination		
VA1450	Applies pullup while client is sitting with pants on.		
VA1451	Assist the resident in bladder training.		
VA1452	Demonstrates perineal care on a circumcised male.		
VA1453	Demonstrates perineal care on an uncircumcised male.		
VA1454	Demonstrates perineal care on female.		
VA1455	Demonstrate application of brief.		
VA1456	Written evaluation of chapter content.		
VA1457	Measure and record urinary output.		
VA1458	Demonstrate proper use of standard bedpan.		
VA1459	Demonstrate proper use of fracture bedpan.		
VA1460	Demonstrates proper technique for emptying a Foley catheter drainage bag.		
VA1500	Bowel Elimination		
VA1550	Assist the resident in bowel training - written exam.		
VA1551	Demonstrates proper technique of colostomy care.		
VA1700	Basic Nursing Skills		
VA1750	Accurately measure and record temperature (axillary).		
VA1751	Accurately measure and record temperature (rectal).		
VA1752	Accurately measure and record temperature (tympanic).		
VA1753	Accurately measure and record temperature (infrared).		
VA1754	Accurately measure and record apical pulse.		
VA1755	Accurately measures and record temperature (Temporal Scanner)		
VA1900	Confusion, Dementia, and Alzheimer's Disease		
VA1950	Demonstrate principles of behavior management by reinforcing appropriate behavior and reducing or eliminating inappropriate behavior.		
VA2000	Mental Health and Mental Illness		
VA2050	Provide for the mental health and social service needs of the resident, including abuse prevention measures.		
VA2051	Describe guidelines for communication with mentally ill residents.		
VA2052	Identify characteristics of mental health observations that should be made and reported.		
VA2100	Rehabilitation and Restorative Care		

<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
VA2150	Assist the resident in activities of daily living and encourage self-help activities.		
VA2151	Assist the resident with ambulatory and transfer devices (e.g. cane, quadcane, walker, crutches, wheelchair and hydraulic lifts).		
VA2152	Perform lower body range of motion exercise as instructed by the therapist or the professional nurse.		
VA2154	Provide training in, and the opportunity for, self-care according to resident's capabilities.		
VA2200	Sub Acute Care		
VA2250	Identify residents who are in a sub-acute setting.		
VA2251	Recognize guidelines for pulse oximetry, artificial airways, tracheostomy, mechanical ventilation, respiratory distress and chest tubes.		
VA2300	Home Health Aide		
VA2350	Explain the purpose of and need for home health care.		
VA2351	Identify common types of accidents in the home and prevention.		
VA2352	Assists client with meal planning.		
VA2353	Describe role of medications in home setting.		
VA2354	Managing time, energy and money in the home setting.		
VA2400	New Mother Infants and Children		
VA2450	Demonstrates various baby skills		
VA2500	Work Based Learning		
VA2550	Nursing assistant final exam.		
VA2551	Participates in job shadow experience.		
VA2552	Participates in clinical (1 week).		
VA2553	Participates in clinical (2 weeks).		
VA2554	Participates in co-op.		
VA2600	Client Environment		
VA2650	Maintain care and security of resident's personal possessions.		
VA2651	Maintain the resident's environment and care through appropriate nurse aide behavior so as to minimize the need for physical and chemical restraints.		
VA2652	Arrange furniture and equipment for the resident's preference, convenience and safety.		
VA2653	Assist with preparing unit for admission, transfer, or following a discharge.		
VA3513	13.2.11.A- Apply effective speaking and listening skills used in a job interview.		
VA3514	13.2.11.B- Apply research skills in searching for a job. (CareerLink, O-NET, Networking, Newspapers, Professional Associations, Resource Books (OOH), etc.		
VA3515	13.2.11.C-Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation, Cover Letter, Resume, Post-Secondary Application, etc.		
VA3516	13.2.11.E- Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Communication, Health and Safety, Resilience, Integrity, Problem Solving, Teamwork and Communication.		



<b>Task Number</b>	<b>Description</b>	<b>Hours</b>	<b>Level</b>
VA3517	13.3.11.A- Evaluate personal attitudes and work habits that support career retention and advancement, with focus on Resilience, Integrity, Problem Solving, Communication, Teamwork.		
VA3518	13.3.11.B-Evaluate team member roles and describe and illustrate active listening techniques: clarifying, encouraging, reflecting, restating, and summarizing.		
VA3519	13.3.11.C- Evaluate conflict resolution skills as they related to the workplace.: constructive criticism, group dynamics, managing leaderships, mediation, negotiation, problem solving.		
VA3520	13.3.11.D- Develop a personal budget based on career choice, such as but not limited to : fixed/variable expenses, gross pay, net pay, saving, taxes.		