1. Introduction to Home Health Care Nurse Assistant
   1.1 Identify the roles and responsibilities of team members
   1.2 Identify the educational requirements and certifications of home health care team members
   1.3 Identify opportunities for employment in home health care field
   1.4 Identify and list the functions of the Nurse Assistant and Nursing professional organization(s)
   1.5 Follow a chain of command
   1.6 Practice professional work habits
   1.7 Comply with state regulations for Home Health Care Nurse Assistants
   1.8 Locate OSHA poster(s) and MSDS(s) in clinical site
   1.9 Identify OSHA regulations that pertain to clinical site
   1.10 Identify biohazard labels
   1.11 Identify different departments in a typical clinical site
   1.12 Identify procedures and tasks performed as a Home Health Care Nurse Assistant
   1.13 Apply ethical standards to the occupational area
   1.14 Apply legal standards to the occupational area
   1.15 Demonstrate confidentiality in the occupational area
   1.16 Demonstrate various public relations and marketing techniques
   1.17 Identify, define and use terminology specific to the occupation
   1.18 Organize workload and prioritize tasks

2. Employment
   2.1 Describe the job search process
   2.2 Identify requests that are beyond the nurse assistant’s training
   2.3 Implement techniques to manage stress

3. Interpersonal Relationships and Communication Skills
   3.1 Provide quality health care
   3.2 Demonstrate sensitivity to the diversity of others
   3.3 Demonstrate tolerance to challenging clients and/or families
   3.4 Exhibit sensitivity to clients’ and/or families’ pain and loss
   3.5 Communicate pertinent information at the shift change
   3.6 Chart observations and procedures
   3.7 Reinforce client teaching identified on the care plan
   3.8 Describe the aging process
   3.9 Identify the behavioral changes in the home bound client
   3.10 Identify abnormal body discharge
   3.11 Schedule appointment for a home health care client
   3.12 Reinforce client/family instruction from professional staff
   3.13 Report client needs to supervisor
   3.14 Complete agency standard forms regarding client care

4. Safety
   4.1 Respond appropriately to hazards and home safety concerns
   4.2 Respond appropriately to community emergencies
   4.3 Apply CDC isolation precautions to client situation
   4.4 Use physical crisis intervention
   4.5 Review the home safety plan with the client and others providing care in the home
   4.6 Carry out the home safety plan if an emergency occurs during the home visit
   4.7 Handle infectious waste materials safely
   4.8 CPR Training
   4.9 First Aid Training

5. Personal Care
   5.1 Maintain hearing aids
   5.2 Maintain eyeglasses
   5.3 Place and remove eyeglasses
   5.4 Assist clients to dress
   5.5 Give a complete bed bath
   5.6 Give a partial bed bath
   5.7 Give AM/PM care
   5.8 Give a tub/shower bath
   5.9 Shave client with a safety razor
   5.10 Shave client with an electric razor
   5.11 Comb or brush hair
   5.12 Give a shampoo during a tub or shower bath
   5.13 Give a bed shampoo
   5.14 Assist with oral hygiene for a conscious client
   5.15 Provide flossing of teeth
   5.16 Administer oral hygiene to helpless or unconscious clients
   5.17 Provide denture care
   5.18 Give fingernail care
   5.19 Give toenail care
   5.20 Give perineal care to a client
   5.21 Give perineal care to a client with a catheter
   5.22 Make occupied bed
   5.23 Make unoccupied bed
   5.24 Assist client to dress
   5.25 Provide pressure ulcer care
   5.26 Assist client with medication(s)
6. Restorative Nursing
   6.1 Assist or raise a client’s head and shoulders
   6.2 Move helpless client to the head of the bed
   6.3 Move or assist client to the head of the bed
   6.4 Move a client to one side of the bed
   6.5 Turn client to his or her side
   6.6 Turn client to a prone position
   6.7 Transfer a client from bed to chair
   6.8 Transfer a client from chair to bed
   6.9 Transfer a client using a mechanical lift
   6.10 Transfer a client from bed to gurney
   6.11 Transfer a client using a three-person carry transfer
   6.12 Transfer a client using a two-person sitting transfer
   6.13 Ambulate client with a gait belt
   6.14 Ambulate a client who is using a walker
   6.15 Ambulate a client who is using a cane
   6.16 Ambulate a client who is using crutches
   6.17 Perform range of motion exercises
   6.18 Assist with active range of motion exercises
   6.19 Adjust the position of the geriatric chair
   6.20 Describe use of alternating mattress
   6.21 Correct placement of foot board and bed cradle
   6.22 Assist with the use of rehab devices (ie. prosthetics)
   6.23 Provide traction care assistance
   6.24 Provide cast care assistance
   6.25 Provide splint care

7. Nutrition
   7.1 Prepare a client for a meal
   7.2 Distribute trays, assisting with tray set-up
   7.3 Feed a helpless client
   7.4 Modify feeding technique as appropriate for a client’s condition
   7.5 Distribute drinking water
   7.6 Measure and record intake and output
   7.7 Identify special/therapeutic diets
   7.8 Recognize client’s nutritional needs
   7.9 Plan and/or prepare meal(s) for client

8. Elimination
   8.1 Provide assistance with bowel and/or bladder training program
   8.2 Assist with the incontinent client
   8.3 Assist client with a urinal
   8.4 Assist client with bedpan
   8.5 Change urinary drainage bag
   8.6 Provide catheter care
   8.7 Change adult incontinent brief

9. Special Procedures
   9.1 Empty and clean drainage devices
   9.2 Provide tube care assistance – IV, O₂
   9.3 Apply warm, moist compress
   9.4 Apply warm water bottle
   9.5 Apply aquathemia pad
   9.6 Apply ice bag or ice cap
   9.7 Provide pre-op care
   9.8 Perform clean, non-medicated dressing changes
   9.9 Describe diabetic care
   9.10 Describe hypertensive care
   9.11 Describe genitourinary conditions care
   9.12 Describe CVA care
   9.13 Describe cardiovascular condition care
   9.14 Describe AIDS care
   9.15 Describe dementia care
   9.16 Describe mentally impaired client care
   9.17 Describe psychological disorders
   9.18 Describe respiratory conditions care
   9.19 Monitor client oxygen usage and equipment
   9.20 Perform postural drainage and chest percussion by professional staff
   9.21 Assist client with prescribed breathing care
   9.22 Provide post-mortem care

10. Specimen Collection and Testing
    10.1 Collect a sputum specimen
    10.2 Perform Acetest and Clinitest.
    10.3 Perform Tes-tape
    10.4 Perform labstix test
    10.5 Perform Dextrostix test
    10.6 Use glucometer accurately

11. Home Making Skills
    11.1 Launder clothing
    11.2 Clean auxiliary rooms
    11.3 Provide recreational therapy as directed by professional staff