



Job Description

State Tested Nurse Aide (STNA)

POSITION REQUIRMENTS:

You must possess a valid STNA license issued from the State of Ohio
You must possess a minimum of six months documented experience as an STNA

POSITION DESCRIPTION:

By signing below, you acknowledge and understand that State Tested Nurse Aides (STNA) are responsible for the direct patient care of the elderly.

You understand that State Tested Nurse Aides (STNA) assist residents with daily activities including eating, bathing, and dressing. In addition, you are responsible for taking the vital signs of the residents.

You acknowledge that you will work closely with the medical staff including nurses and nurse supervisors to professionally perform patient care according to the facility's procedures.

You acknowledge that you are required to be in good health, able to stand for long periods of time, bend easily at the knees, and have the ability to lift up to 50 pounds on a regular basis.

STNAs must be dressed appropriately, wear a photo ID badge at all times and maintain a clean and safe environment for the residents.

You acknowledge and understand that if there is an incident of any kind, that you are to immediately report it to your direct supervisor, complete an incident report and then report it to American Medical Personnel.

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Date



STNA Skills Checklist

Please complete the following based upon your experience.

Description		Proficient	Observed	No Exp.
Assisting ADLs	Back rubs			
	Bed pan-urinal			
	Nail care			
	Oral hygiene			
	Positioning			
	Bathing			
	Shaving			
Bed Making	Occupied			
Weigh	Bed scale and floor scale			
Care of patient	Foley catheter care			
	Gait belt			
	Potential skin breakdown			
	Seizure precaution			
Vital Signs	Blood pressure, Respiration, Pulse			
Temperature	Oral and Rectal			
Specimens	For culture and sensitivity			
	Mid-stream			
	Sputum			
	Collection of stool & urine			
Miscellaneous	Mechanical lift			
	Dressing & undressing			
	Feeding the patient			
	Transfers			
	Range of motion exercises			
	Intake-output recording			
	Preparation of meals, including special diets and good nutrition			
	The emotional problems, illness and disabilities			
	Maintaining a clean, healthy and safe environment			
	What, when and how to report an incident			
	The role of STNA as a member of the health services team			

Print name above

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**In-service
Blood Borne Pathogens**

1. True False
Of all the blood borne pathogens, HBV is the major infectious hazard to healthcare workers.
2. True False
Blood borne pathogens may enter your body through accidental injury by a contaminated sharp object, through non-intact skin or via mucous membranes of your mouth, nose, or eyes.
3. True False
Your employer has a written exposure control plan mandated by OSHA that describes specific measure you and your facility take to minimize your risk of exposure to blood borne pathogens.
4. True False
Standard precautions provide you with a standard system of safeguards against blood borne infections.
5. True False
To be on the safe side, always wear personal protective equipment that covers your face, hands, and entire body.
6. True False
As long as your disposable, single-use gloves are not punctured, you can wash them on your hands with soap and running water for use with the next patient.
7. True False You should never eat, drink, apply cosmetics or lip balm, or handle contact lenses where exposures may occur.
8. True False
Discard contaminated sharps only in designated puncture-resistant containers.
9. True False
The biohazards signs on bags and containers designates contents contaminated with blood or other potentially infectious material
10. True False
If you have an accidental exposure, immediately wash exposed skin with soap and water or flush exposed mucous membranes with water, then report the incident to your supervisor

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In-service Combative Residents

1. True False
A resident's combative behavior is often a sign that he or she does not like you or is afraid of you.
2. True False
Resisting care, verbal aggression, catastrophic reactions are common form of combative behavior.
3. True False
Combative behavior often occurs when a resident is unable to communicate adequately, misinterprets efforts to provide care or is unable to control feelings.
4. True False
Since families often hinder your ability to accurately assess the behavior of residents, it is wise not to involve them in your search for clues or patterns related to aggressiveness.
5. True False
Clues that a combative incident is about to happen include agitation, nervousness, frustration, fear, suspicion, hostility, confusion, and resentment.
6. True False
Standing behind residents and addressing them in a loud voice may startle them, but won't trigger aggression.
7. True False
If a resident resists care such as feeding, bathing or medicating, ignore the resident.
8. True False
When given positive feedback to encourage acceptable behavior, residents often become less combative.
9. True False
To reduce combative behavior among residents, caregivers may have to modify their own behavior.
10. True False
A caregiver's attitudes and actions, whether positive or negative, are often mirrored by residents.

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1428 Edison Street NW * Hartville, OH 44632 * 330.433.1080

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**In-service
Elder Abuse and Neglect**

1. True False
If you position an elder incorrectly or force them to eat, you are physically abusing that person.
2. True False
It is never acceptable to restrain an elder chemically or physically for purposes of discipline or convenience.
3. True False
When an elder is treated like a child or an infant, they are being psychologically abused.
4. True False
Withholding adequate fluids or physical therapy or false teeth from a senior is considered physical neglect.
5. True False
When elders use their call bells inappropriately, you are not neglecting them if you take your time answering their calls.
6. True False
You are neglecting an elder if you leave them on the toilet for an extended period of time, even if you got busy and just forgot.
7. True False
Dehydration, decubitus ulcers, and poor personal hygiene may be signs of physical neglect.
8. True False
When you witness abuse, your primary concern is to report the abuser to prevent the abuse from happening again.
9. True False
When abuse or neglect is suspected, the elder should be assessed without the suspected abuser present.
10. True False
Failure to report observed or suspected abuse can result in a claim of negligence in some states.

Print name above

Sign name above

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In-service Ergonomics

1. True False
You can protect your back by getting help, either human or mechanical, when you must transfer a patient.
2. True False
Only healthcare workers who have back injuries should use lifting teams.
3. True False
You should never use a gait belt to lift a patient.
4. True False
A sit-to-stand lift is helpful for toileting patients who can bear some weight.
5. True False
A lateral-transfer device can move a patient from stretcher to X-ray table.
6. True False
A friction reducer can make it easier to pull a patient up in bed.
7. True False
Walkers are too old-tech to really help you protect your back when moving a patient.
8. True False
To turn, you should move your feet instead of twisting your back.
9. True False
If you spill something, leave it until you have time to clean it up.
10. True False
Two benefits of protecting your back are more enjoyable after-work activities and being able to provide better patient care.

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**In-service
Fire Emergency**

1. True False
Fire can kill without burning.
2. True False
When entering the scene of a fire, stay low.
3. True False
Use an elevator to evacuate patients to a higher level.
4. True False
If necessary, you can evacuate a patient to safety by pushing him in his bed.
5. True False
When rescuing a patient take care to protect their head.
6. True False
Check under the bed for a missing patient.
7. True False
A staff member must stay with patients even after reaching a safe area.
8. True False
Memorizing a formula like "RACE" can help you respond to a fire emergency fast and effectively.
9. True False
You should have a general idea of where the fire extinguishers are located on your unit.
10. True False
You can be prepared for a fire emergency simply by memorizing a few rules.

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**In-service
HIPPA**

1. True False
The HIPPA Privacy Rule protects a patient's fundamental right to privacy and confidentiality.
2. True False
Protected Health Information (PHI) is anything that connects a patient to his or her health information.
3. True False
PHI is disclosed when it is shared, examined, applied, or analyzed.
4. True False
Authorization must be obtained for any use/disclosure of PHI for marketing purposes.
5. True False
After signing an authorization, the patient can decide to revoke it.
6. True False
You must obtain patient agreement to use/disclose PHI for public health activities related to disease prevention.
7. True False
In general, disclosure of PHI must be limited to the least amount needed to get the job done right.
8. True False
The Notice of Privacy Practices gives patients the right to request a history of routine disclosures.
9. True False
The Privacy Rule gives patients the right to take action if their privacy is violated.
10. True False
To protect patient confidentiality, learn about your facility's patient privacy rights and encourage others to do the same.

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Date



**In-service
Infection Control**

1. True False
Both people and objects can be sources of infection.
2. True False
Newborns, elderly people, persons with weak immune systems and persons with chronic disease are especially susceptible to infection.
3. True False
Infection can enter your body through inhalation, your eyes, nose and mouth, a break in your skin or contaminated shared object.
4. True False
The longer someone is hospitalized, the less is his or her chance of acquiring an infection.
5. True False
Standard Precautions require that you treat all patients as though they may be infectious.
6. True False
Hand-washing is the single most important precaution for preventing the spread of infection.
7. True False
You should avoid unprotected mouth-to-mouth resuscitation.
8. True False
If you avoid touching the outside of your gloves during their removal, you don't need to wash your hands.
9. True False
There is no specified order for PPE removal as long as you remove it before leaving the work area.
10. True False
You should never eat, drink, apply cosmetics or lip balm, or handle contact lenses where exposure to infection may occur.

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**In-service
Patient Rights**

1. True False
Patients have a fundamental right to considerate healthcare that safeguards their dignity and respect their values.
2. True False
The Patient's Bill of Rights is legislated through state law and monitored by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).
3. True False
Patients forfeit their right to be treated with respect and courtesy when they become demanding and impolite.
4. True False
Under HIPPA you are obligated to protect the privacy and confidentiality of all patient information.
5. True False
All persons providing any type of services to a patient must reveal their identity and professional status to the patient.
6. True False
When a patient refuses care, he or she is no longer entitled to other care or services provided by your facility.
7. True False
Your facility is required to have a system in place to advise patients of their right to an advance directive.
8. True False
Patients must be given access to healthcare regardless of national origin, race, age, religion, sex, creed, or sources of payment.
9. True False
Your facility must inform patients of their rights and responsibilities in receiving healthcare.
10. True False
Patients have the right to obtain an itemized explanation of the bills related to their healthcare.

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**In-service
Personal Protective Equipment**

1. True False
PPE can protect against infectious hazards like HIV, hepatitis B and infectious tuberculosis.
2. True False
You must use PPE that is designed to protect you against the specific hazards you face on the job.
3. True False
You don't have to wear gloves if you are allergic to latex.
4. True False
You should wash your hands before putting on gloves.
5. True False
It is not necessary to wash hands after removing gloves.
6. True False
A standard surgical mask provides adequate protection against infectious tuberculosis.
7. True False
You should wear goggles when working with hazardous chemicals.
8. True False
Lead-lined PPE shields the body from external beam radiation.
9. True False
You should wash your hands after working with radioactive materials.
10. True False
A good rule of thumb is to wear as much PPE as possible, whether you need it or not.

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