



MASTER CHEAT SHEET

KEY CONCEPTS



KEY CONCEPTS TO KNOW

- ♥ **Scope of Practice:** Follow the care plan. CNAs do not diagnose, give medications, or change treatments.
- ♥ **Patient Rights:** Respect privacy, dignity, choices, and informed consent.
- ♥ **Standard Precautions:** Treat ALL blood and body fluids as potentially infectious.
- ♥ **Chain of Command:** Report concerns to the nurse and document.
- ♥ **Safety First:** Always protect your patient and yourself.



HAND HYGIENE (TEST FAVORITE!)

- ♥ Before and after EVERY patient contact.
- ♥ After gloves.
- ♥ After contact with body fluids.
- ♥ After touching dirty items.



20 SECONDS MINIMUM

If hands are visibly dirty, use **SOAP & WATER** (not sanitizer).



PPE ORDER (MEMORIZE!)

PUT ON (DONNING)

- 1 Gown
- 2 Mask
- 3 Goggles / Face Shield
- 4 Gloves



REMOVE (DOFFING)

- 1 Gloves
- 2 Goggles / Face Shield
- 3 Gown
- 4 Mask



VITAL SIGNS NORMAL RANGES



Temperature
97.6°F – 99.6°F



Pulse
60 – 100 bpm



Respirations
12 – 20 breaths/min



Blood Pressure
~120/80 mmHg

REPORT TO NURSE:

- Pulse <60 or >100
- Respirations <12 or >20
- BP very high or very low



ABBREVIATIONS YOU MUST KNOW

- ♥ **ADLs** – Activities of Daily Living
- ♥ **ROM** – Range of Motion
- ♥ **NPO** – Nothing by mouth
- ♥ **PRN** – As needed
- ♥ **I&O** – Intake and Output
- ♥ **VS** – Vital Signs
- ♥ **LOC** – Level of Consciousness
- ♥ **SOB** – Shortness of Breath
- ♥ **Dx** – Diagnosis



ADLs (CORE CNA DUTIES)



Bathing



Dressing



Toileting



Feeding



Grooming



Mobility

ALWAYS PROMOTE INDEPENDENCE FIRST!



TRANSFER & AMBULATION

- ✓ Use gait belt.
- ✓ Stand on the patient's weak side.
- ✓ Explain what you are going to do.
- ✓ Count: 1 – 2 – 3 before moving.
- ✓ Lock bed and wheelchair.

SAFETY + COMMUNICATION = SUCCESS



PATIENT POSITIONS



Supine
Lying flat on the back.



Fowler's
Head elevated.



Side-Lying
Lying on the side.



Sims' Position
Left side-lying, top leg bent.



Prone
Lying on the stomach.



FALL PREVENTION

- ✓ Keep bed in lowest position.
- ✓ Keep wheels locked.
- ✓ Call light within reach.
- ✓ Non-slip socks/shoes.
- ✓ Clear clutter and spills.
- ✓ Encourage use of assistive devices.

FALLS CAN BE PREVENTED!



EMERGENCIES TO REMEMBER



CHOKING

- Encourage coughing.
- Give 5 back blows.
- Heimlich maneuver if needed.



NO BREATHING

- Call for help.
- Start CPR.



FALLS

- Do NOT move the patient.
- Call nurse immediately.
- Check for injuries.



INFECTION CONTROL

- ✓ Hand hygiene – ALWAYS.
- ✓ Use PPE correctly.
- ✓ Clean to dirty workflow.
- ✓ Properly dispose of sharps in sharps container.
- ✓ Clean and disinfect equipment.

CLEAN HANDS, SAFE PATIENTS!



NHA EXAM QUICK HITS

- ✓ Knock, introduce, explain.
- ✓ Provide privacy (curtain/door).
- ✓ Identify patient using 2 identifiers.
- ✓ Wash hands before and after care.
- ✓ Use gait belt for transfers.
- ✓ Never leave a patient unsafe.
- ✓ Follow the care plan.
- ✓ Chart accurately.

SAFETY STEPS = PASSING STEPS!



COMMON CNA MISTAKES

- ✗ Skipping hand hygiene.
- ✗ Not locking bed/wheelchair.
- ✗ Forgetting patient ID.
- ✗ Leaving patient unattended.
- ✗ Poor communication.
- ✗ Not reporting changes.

THINK SAFE. WORK SMART!



HIGH-YIELD REMINDERS

- ✓ If it feels unsafe, STOP and ask for help.
- ✓ Document AFTER care.
- ✓ Respect, dignity, and privacy ALWAYS.
- ✓ Ask before helping.
- ✓ Listen to your patient.

CARE WITH HEART, SKILL & RESPECT



FOOD & FLUID GUIDELINES

- ♥ Follow the care plan.
- ♥ Upright position for eating and 30 min after.
- ♥ Offer both food and fluids.
- ♥ Do not use straws if restricted.
- ♥ Report coughing or choking.

SAFETY BEFORE EVERYTHING!



BODY MECHANICS TIPS

- ✓ Keep back straight.
- ✓ Bend at the knees.
- ✓ Use leg muscles, not back.
- ✓ Get close to the load.
- ✓ Pivot – don't twist.

PROTECT YOUR PATIENT. PROTECT YOURSELF.



CNA KEY TERMS

- Incontinence** – Loss of bladder/bowel control.
- Catheter** – Tube inserted to drain urine.
- Ostomy** – Opening (stoma) for waste elimination.
- Edema** – Swelling caused by fluid.
- Dyspnea** – Difficulty breathing.
- Hemiplegia** – Paralysis on one side of the body.
- Contracture** – Permanent tightening of muscles.
- Pressure Ulcer** – Skin breakdown from pressure.

YOU'VE GOT THIS!

Study. Practice. Believe.

SUCCESS IS PREPARATION + OPPORTUNITY!

KEEP LEARNING.
KEEP GROWING.
KEEP MAKING A DIFFERENCE.