

10 to 1 Staffing, Limited COMPETENCY CHECKLIST	
Name:	Title: CNA/ CTA
LEVELS OF PERFORMANCE 0 ➤ Not Applicable 1 ➤ Needs Assistance - Little or No Experience 2 ➤ Minimal Assistance - Some Experience 3 ➤ Perform Independent - Competent/Experienced 4 ➤ Resource/Instructor/Preceptor - Competent/Able to Teach	
NOTE: This is a representative sample of technical competencies necessary for safe clinical practice.	

COMPETENCY CHECKLIST	Level of Performance (0-4)
Work Setting	
Acute Care	
Adult Day Care	
Behavioral Health	
Clinic	
Home Healthcare	
Hospice	
LTAC	
Physician Office	
Skilled Nursing	
1:1 Sitter	
Activities of Daily Living	
Assist with Ambulation	
Assist with feeding patient	
Turning and repositioning patients every 2 hours	
Complete Bet bath	
Change Linens	
Decubitus Care Prevention	
Foot Care	
Incontinence/elimination care	
Mouth care	
Perineal care male / female	
Shave Patient	
Shower assistance	
Skin care	
Equipment	
Ambu Bag	
Antiembolic Stocking	
Bed Alarms	
Bed Pan/ Urinal	
Bedside Commode	
Biohazard collection/ Sharps	
Breast pumps	

CNA/CTA

LEVELS OF PERFORMANCE

- 0 ➤ **Not Applicable**
- 1 ➤ **Needs Assistance** - Little or No Experience
- 2 ➤ **Minimal Assistance** - Some Experience
- 3 ➤ **Perform Independent** - Competent/Experienced
- 4 ➤ **Resource/Instructor/Preceptor** - Competent/Able to Teach

Call light system	
Copy machine	
Crutches	
Facsimile machine	
Foot Cradles	
Glucose Monitoring machine	
Heel and elbow protection	
Hospital beds	
Hoyer Lift	
Hypothermia blankets	
Manual BP Cuff	
Oxygen regulators and cylinders	
Pulse oximeter	
Seizure bumper pads	
Sequential compression device	
Stretchers	
Suction equipment	
Thermometer (tympanic/oral/temporal)	
Transfer Belt	
Transfer sliding boards/ sheets	
Weight Scale (bed/ standing)	
Wound Vac	
Infection Control	
Cleaning of equipment	
Donning and removing PPE	
Isolation Precautions	
Proper waste disposal	
Sharps disposal	
Standard Precautions	
Prevention	
24-hour urine collection	
Application of restraints	
Catheter Care	
Condom Catheter Application	
Enema administration tap water/ saline	
Fluid Restrictions	
Incentive Spirometry Assistance	
Measure/ Record drain output	
Obtain vital signs	
Ostomy Care	
Perform 12 lead EKG	
Post- Mortem Care	

CNA/CTA

LEVELS OF PERFORMANCE

- 0 ➤ **Not Applicable**
- 1 ➤ **Needs Assistance** - Little or No Experience
- 2 ➤ **Minimal Assistance** - Some Experience
- 3 ➤ **Perform Independent** - Competent/Experienced
- 4 ➤ **Resource/Instructor/Preceptor** - Competent/Able to Teach

Proper Waste disposal	
Rectal Tube Care	
Suction Equipment	
Specimen Collection	
Professional Skills and Knowledge	
Abnormal Vital Signs Parameters	
Admission/ Discharge patients	
Aspiration precautions	
Fluid Restrictions	
Labeling specimens	
Proper body mechanics: lifting / pulling	
Limb restrictions	
Normal Vital Sign Parameters	
NPO Status	
Passive Range of Motion	
Patient Identification Methods	
Recognizing Cardiac Arrest	
Safe Patient Transfers	
Documentation and Reporting	
Ambulation/ Activity	
Bathing/ Hygiene	
Dietary intake	
Drain output amount and character	
Elimination output measures and characteristics	
Hourly rounding	
Report handoff at bedside	
Report changes in patient condition	
Turning and repositioning	
Electronic Medical Record Reporting	
All Scripts	
Cerner	
Epic	
McKesson	
Meditech	
Other:	
Age Specific Competency	
Neonate	
Infant	

CNA/CTA

LEVELS OF PERFORMANCE

- 0** ➤ **Not Applicable**
- 1** ➤ **Needs Assistance** - Little or No Experience
- 2** ➤ **Minimal Assistance** - Some Experience
- 3** ➤ **Perform Independent** - Competent/Experienced
- 4** ➤ **Resource/Instructor/Preceptor** - Competent/Able to Teach

Child	
Adolescent	
Young Adult	
Geriatric	
Employee Signature:	
Date:	