

Hands-On Checklists



UPDATED 07/01/2015

SKILLS DEMONSTRATION

Skills instruction and demonstration is an important component of direct care staff orientation training. At least 16 hours of the orientation training must include hands-on training. The following training checklists can be used to facilitate and document the hands-on portion of the training.

These checklists should be used during the appropriate section of the Part 2 training that must be completed during the first four weeks of employment. To use the checklists:

1. The instructor /shadower should demonstrate and discuss each step of the checklist.
2. The employee being trained should have an opportunity to practice each step either on the instructor /shadower or a co-worker.
3. Once the employee being trained demonstrates a successful practice, he/she should be allowed to perform the skill with a resident under direct supervision.
4. When performed successfully, the checklist should be signed off by the instructor/shadower.



Name: _____ Date of Hire: _____

HANDWASHING

1) Wet hands and wrists under running water to begin cleansing	
2) Apply soap to hands to begin washing	
3) Use friction rubbing soapy hands together for a minimum of 20 seconds	
4) Rinse hands and wrists under running water to remove soap	
5) Keep hands pointed downward while washing and rinsing	
6) Use clean dry paper towel to dry hands and wrists	
7) Confine drying to areas washed	
8) Use paper towel to turn water off after hands cleansed	
9) Dispose of used paper towel in trash	
10) End procedure with clean hands avoiding contamination (e.g., direct contact with faucet controls, paper towel dispenser, sink or trash can)	

Procedure completed successfully: _____
Instructor _____ Date _____

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COMMON CARE PRACTICES

Common Care Practices are behaviors or actions that are part of all care the home care aide (CAREGIVER) provides to the resident. Common Care Practices are evaluated as a part of every skill the candidate performs.

1) Identify self to the resident when beginning care	
2) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
3) Promote resident's social and human needs throughout procedure	
4) Promote resident's rights throughout procedure	
5) Promote resident's safety throughout procedure	
6) Promote resident's comfort throughout procedure	
7) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)	

Procedure completed successfully: _____
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HELP A RESIDENT TO WALK	
1) Identify self to the resident when beginning care	
2) Explain walking destination before the resident begins walking	
3) Have resident lean forward on the seat of the chair before standing	
4) Cue resident to push up with arms from chair to stand	
5) Prepare resident for standing by positioning knees at 90 degree angle with feet flat on the floor	
6) Place hand on resident's arm, back or waist when resident stands	
7) Cue resident to stand	
8) Walk slightly behind and to one side of resident while walking	
9) Ambulate resident the required distance	
10) Ask how resident feels after standing or while walking	
11) Cue positioning before resident sits, with legs centered against seat of chair for safe seating	
12) Cue resident to reach for chair before sitting	
13) Place hand on resident's arm, back or waist when resident sits	
14) Leave resident sitting safely in chair with hips against the back of seat	
15) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedures	
16) Promote resident's social and human needs throughout procedure	
17) Promote resident's rights throughout procedure	
18) Promote resident's safety throughout procedure	
19) Promote resident's comfort throughout procedure	
20) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)	
Procedure completed successfully: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Instructor Date </div>	

Name: _____ Date of Hire: _____

FEED A RESIDENT	
1) Identify self to the resident when beginning care	
2) Ensure resident is sitting upright in chair before begins feeding	
3) Sit to feed the resident	
4) Offer the resident fluid to drink during the meal	
5) Talk to resident during the meal	
6) Wait to offer another bite of food or fluid to drink until resident swallowed or resident's mouth is ensured empty	
7) Alternate the type of food offered with bites or ask about resident's preference for each bite	
8) Limit the amount of food on fork or spoon to provide as bite-size	
9) Leave the resident with a clean mouth area at the end of the skill	
10) Offer or apply clothing protector before beginning skill and remove before completing procedure	
11) Leave overbed table clean and dry and cleared of meal items (e.g., food, dishes, tableware) at end of the procedure	
12) Dispose of clothing protector (if used) and trash appropriately	
13) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
14) Promote resident's social and human needs throughout procedure	
15) Promote resident's rights throughout procedure	
16) Promote resident's safety throughout procedure	
17) Promote resident's comfort throughout procedure	
18) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)	
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HELP DRESS A RESIDENT WHO HAS A WEAK ARM

The resident is sitting in a chair when care begins for this skill. The resident is able to stand. The resident is already wearing a clean T-shirt and underwear, and needs to be dressed in a shirt, pants, socks and shoes. The role of the resident is played by another candidate, and for the test, will be dressed over his/her own clothing.

1) Identify self to the resident when beginning care	
2) Include resident in choice about what to wear	
3) Place shirt sleeve over weak arm before putting on non-affected arm	
4) Cue resident to assist with dressing	
5) Have resident seated when putting feet and legs into pants	
6) Provide support to resident when pulling up and securing pants	
7) Provide assistance to put socks and shoes on resident while seated	
8) Leave socks smooth and shoes secured properly	
9) Move resident's extremities gently and naturally, avoiding overextension when dressing	
10) Complete dressing with clothing secured and aligned properly	
11) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
12) Promote resident's social and human needs throughout procedure	
13) Promote resident's rights throughout procedure	
14) Promote resident's safety throughout procedure	
15) Promote resident's comfort throughout procedure	
16) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)	

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Instructor Date

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PUT A KNEE-HIGH STOCKING ON A RESIDENT'S LEG	
The resident is lying in bed when care begins for this skill. For this test, the candidate is asked to put the stocking on only one leg. The role of the resident is played by another candidate.	
1) Identify self to the resident when beginning care	
2) Prepare stocking for application by turning sock inside out to at least the heel area	
3) Place foot of stocking over toes, foot and heel	
4) Complete application of stocking over foot with the toes and heel in proper position per stocking design	
5) Pull stocking up leg ensuring stocking is not twisted	
6) Leave stocking smooth (wrinkle-free)	
7) Leave room at toe area so that stocking is not tight against toes	
8) Leave stocking raised to knee	
9) Move resident's leg gently, supporting extremity, and avoiding overextension, when applying elastic stocking	
10) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
11) Promote resident's social and human needs throughout procedure	
12) Promote resident's rights throughout procedure	
13) Promote resident's safety throughout procedure	
14) Promote resident's comfort throughout procedure	
15) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissue, glass of water)	
Procedure completed successfully: _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ Instructor _____ Date </div>	

Name: _____ Date of Hire: _____

PROVIDE PERINEAL CARE TO A RESIDENT	
1) Identify self to the resident when beginning care	
2) Use water that is a safe temperature to cleanse resident	
3) Apply gloves before cleansing perineal are	
4) Use pad or towel to protect bottom sheet from becoming wet during procedure	
5) Use soapy washcloth to cleanse perineal area	
6) Use clean area on washcloth for each washing and rinsing stroke	
7) Wipe perineal area from front to back for all cleansing and rinsing strokes	
8) Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap applied directly to the washcloth instead of adding soap into basin of water; or (2) using two separate basins of water: one for washing and one rinsing	
9) Rinse perineal area using a soap-free clean wet washcloth or soap-free area of the washcloth used to cleanse	
10) Dry perineal area by patting with towel moving from front to back	
11) Provide cleansing, rinsing and drying to include labial folds and extending into groin (skin-fold) area (female resident)	
12) Position resident a safe distance from edge of bed when turned on side during care	
13) Wash, rinse and dry peri-anal area and buttocks	
14) Wipe from front	
15) Leave resident on dry underpad or sheet at completion or procedure	
16) Minimize exposure of the resident's body during the procedure	
17) Wear gloves while providing perineal care, while rinsing and drying equipment, and handling soiled linens	
18) Rinse, dry and store basin, dispose of used linen(s) and trash appropriately at completion of procedure	
19) Remove gloves without contaminating self after rinsing and storing equipment	

20) Leave resident covered with top sheet at completion of procedure	
21) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
22) Promote resident's social and human needs throughout procedure	
23) Promote resident's rights throughout procedure	
24) Promote resident's safety throughout procedure	
25) Promote resident's comfort throughout procedure	
26) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissue, glass of water)	
Procedure completed successfully: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Instructor Date </div>	

Name: _____ Date of Hire: _____

TRANSFER A RESIDENT FROM A BED INTO A WHEELCHAIR

The resident is lying in bed when care begins for this skill. The resident can bear weight, but cannot walk. The resident's transfer requires a transfer (gait) belt. The role of the resident is played by another candidate.

1) Identify self to the resident when beginning care	
2) Have wheelchair positioned near bed before assisting the resident to sit	
3) Assist resident to apply non-skid footwear before standing	
4) Provide support holding behind resident's shoulders or back, and hips to help resident sit up at edge of bed	
5) Apply transfer (gait) belt before standing resident for transfer to wheelchair	
6) Apply transfer (gait) belt over clothing with fit to allow for placement of flat hand only between belt and resident's body	
7) Position wheelchair to allow for pivot with front interior wheel at side of bed, with chair parallel or slightly angled, before beginning transfer	
8) Have the resident's feet (wearing shoes) positioned flat on the floor before standing	
9) Ensure footrests raised, removed or swung out of way before transferring resident into wheelchair	
10) Lock wheels before beginning transfer	
11) Brace one or both of resident's lower extremities when assisting to stand	
12) Grasp gait belt on sides or around back when assisting resident to stand and throughout transfer	
13) Cue resident to stand	
14) Turn resident upon standing so that back of legs are positioned centered against seat of wheelchair	
15) Cue resident to hold onto armrest(s) before sitting in wheelchair	
16) Provide controlled gentle lowering into wheelchair seat	
17) Complete transfer with resident's hips positioned against the back of the wheelchair seat	
18) Leave resident seated in wheelchair in proper body alignment and with feet repositioned on footrests	

19) Remove gait belt after transfer complete	
20) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
21) Promote resident's social and human needs throughout procedure	
22) Promote resident's rights throughout procedure	
23) Promote resident's safety throughout procedure	
24) Promote resident's comfort throughout procedure	
25) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)	
Procedure completed successfully: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Instructor Date </div>	

Name: _____ Date of Hire: _____

TURN AND REPOSITION A RESIDENT WHO MUST STAY IN BED, ONTO HIS/HER SIDE	
The resident is lying on his/her back in bed when care begins for this skill. The resident needs help to turn and support to remain in a side-lying position. The role of the resident is played by another candidate.	
1) Identify self to the resident when beginning care	
2) Hold resident at hip and shoulder area when turning onto side	
3) Position resident a safe distance from edge of bed when turned onto side	
4) Position device (e.g., padding, pillow) against back rolled and tucked to maintain resident's side-lying position	
5) Leave resident in side-lying position, avoiding direct pressure on hipbone	
6) Use device (e.g., padding, pillow) to support top leg	
7) Use device (e.g., padding, pillow) to maintain alignment of top hip	
8) Leave top knee flexed	
9) Leave ankles and knees separated	
10) Leave resident in side-lying position with head supported by pillow	
11) Leave resident's lower arm and shoulder free from being tucked under side	
12) Support upper arm using padding or pillow	
13) Leave resident covered with top sheet at completion of procedure	
14) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
15) Promote resident's social and human needs throughout procedure	
16) Promote resident's rights throughout procedure	
17) Promote resident's safety throughout procedure	
18) Promote resident's comfort throughout procedure	
19) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissue, glass of water)	
Procedure completed successfully: _____	
Instructor	Date

Name: _____ Date of Hire: _____

PROVIDE MOUTH CARE TO A RESIDENT	
1) Identify self to the resident when beginning care	
2) Apply clean gloves before brushing teeth	
3) Wet toothbrush with water before brushing resident's teeth	
4) Apply toothpaste to toothbrush before brushing resident's teeth	
5) Brush tops and side surfaces of resident's teeth	
6) Use gentle circular motions when brushing side surfaces of resident's teeth and gums	
7) Brush, or offer to brush, the resident's tongue	
8) Provide resident clean water in cup to rinse mouth	
9) Hold basin or a cup (separate cup) near resident's chin to collect rinse water and spit	
10) Leave resident's mouth area clean and dry at completion of mouth care	
11) Use barrier (e.g., towel) to protect resident's clothing while providing mouth care and remove at completion of procedure	
12) Rinse and dry basin and rinse toothbrush before storing	
13) Dispose of used linen(s) and trash appropriately and leave overbed table dry at completion of procedure	
14) Remove gloves without contaminating self after rinsing and storing equipment	
15) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
16) Promote resident's social and human needs throughout procedure	
17) Promote resident's rights throughout procedure	
18) Promote resident's safety throughout procedure	
19) Promote resident's comfort throughout procedure	
20) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)	
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Name: _____ Date of Hire: _____

CLEAN AND STORE A RESIDENT'S DENTURE	
1) Identify self to the resident when beginning care	
2) Apply gloves before handling denture	
3) Use cool or tepid water when cleaning and rinsing denture	
4) Use toothpaste to cleanse denture	
5) Brush inner and outer surfaces of denture	
6) Rinse denture in water to remove toothpaste after brushing	
7) Place clean denture in denture cup filled with clean, cool or tepid clean water or denture solution	
8) Prevent contamination of denture throughout procedure(e.g., floating in sink water or setting denture directly on unprotected surface)	
9) Use technique to reduce the risk of denture breakage if dropped during cleaning (e.g., brushing denture directly over sink lined with washcloth/paper towel/towel, filled with water, inside basin)	
10) Drain sink and remove liner (if used) at the end of skill	
11) Rinse toothbrush, store equipment, and dispose of trash and used linens appropriately	
12) Remove gloves without contaminating self after rinsing and storing equipment	
13) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
14) Promote resident's social and human needs throughout procedure	
15) Promote resident's rights throughout procedure	
16) Promote resident's safety throughout procedure	
17) Promote resident's comfort throughout procedure	
18) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissue, glass or water)	
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Name: _____ Date of Hire: _____

PROVIDE FINGERNAIL AND HAND CARE TO A RESIDENT	
1) Identify self to the resident when beginning care	
2) Use water to safe temperature for soaking hand	
3) Ask resident if water temperature is comfortable	
4) Soak resident's fingers in basin of water before cleaning or shaping nails	
5) Dry resident's hand, including between fingers, after removing from water and before cleaning under or shaping fingernails	
6) Dry resident's hand by patting with towel, not rubbing	
7) Use orange stick to clean under fingernails and remove residue	
8) Wipe orange stick on towel to remove residue before cleaning under another fingernail	
9) Use emery board to file fingernails	
10) Leave fingernail tips smooth and free of rough edges	
11) Offer or apply hand lotion to hand after fingernail care is completed	
12) Wear gloves when providing fingernail care and while rinsing and drying equipment	
13) Store equipment, dispose of used linen(s) and trash appropriately and leave overbed table dry at completion of procedure	
14) Remove gloves without contaminating self after rinsing and storing equipment	
15) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
16) Promote resident's social and human needs throughout procedure	
17) Promote resident's rights throughout procedure	
18) Promote resident's safety throughout procedure	
19) Promote resident's comfort throughout procedure	
20) Leave common use items within resident's reach at end of care (e.g., phones, glasses, remote, tissues, glass of water)	
Procedure completed successfully: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Instructor Date </div>	

Name: _____ Date of Hire: _____

PROVIDE FOOT CARE TO A RESIDENT	
1) Identify self to the resident when beginning care	
2) Observe condition of skin on foot separating toes to check between toes and turns foot to look at heels before beginning foot cleansing	
3) Soak resident's foot in water contained in basin before cleaning or shaping toe nails	
4) Use water of safe temperature for soaking foot	
5) Ask resident if water temperature is comfortable before foot completely submerged	
6) Submerge foot in water with basin filled to level sufficient to cover foot completely	
7) Keep water in basin soap-free for use as rinse water by: (1) washing foot with washcloth with soap applied directly to the washcloth instead of adding soap into basin of water; or (2) using two separate basins of water: one for washing and one rinsing	
8) Wash resident's entire foot, including between toes with soapy washcloth after soaking	
9) Rinse to remove soap from foot and in between toes	
10) Dry resident's foot, including between toes, after removing from water and before cleaning under or shaping toenails	
11) Dry resident's foot by patting with towel, not rubbing	
12) Use orange stick to clean under nails and remove residue	
13) Wipe orange stick on towel to remove residue before cleaning under another toenail	
14) Use emery board to file toenails straight across	
15) Leave top edge of toenails smooth and free of rough edges	
16) Apply lotion to foot after nail care, avoiding lotion in between toes	
17) Wear gloves when providing foot care and while rinsing and drying equipment	
18) Store equipment, dispose of used linen(s) and trash appropriately and leave floor dry at completion of procedure	
19) Remove gloves without contaminating self after rinsing and storing equipment	

20) Use infection control measures and Standard Precautions to protect the resident and the CAREGIVER throughout procedure	
21) Promote resident's social and human needs throughout procedure	
22) Promote resident's rights throughout procedure	
23) Promote resident's safety throughout procedure	
24) Promote resident's comfort throughout procedure	
25) Leave common use items within resident's reach at end of care (e.g., phone, glasses, remote, tissues, glass of water)	
Procedure completed successfully: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Instructor Date </div>	