

## CNA Competencies

**Apprentice Name:** \_\_\_\_\_

**Month and Year:** \_\_\_\_\_

Please record monthly and return to WCAHEC Apprenticeship Coordinator via email ([app.program@wcahec.org](mailto:app.program@wcahec.org)), bring to office, or text pictures to Kim at (970) 379-8028.

Core Competencies	Still a Novice	Advan. Begin.	Comp-entent	Profi-cient	Expert
Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs					
Apply clean dressings, slings, stockings, or support bandages under direction of nurse or physician					
Assist nurses or physicians in the operation of medical equipment or provision of patient care					
Change bed linens or make beds					
Clean and sanitize patient rooms, bathrooms, examination rooms, or other patient areas					
Collect specimens such as urine, feces, or sputum					
Communicate with patients to ascertain feelings or need for assistance or social and emotional support					
Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses					
Exercise patients who are comatose, paralyzed, or have restricted mobility					
Explain medical instructions to patients or family members					
Feed patients or assist patients to eat or drink					
Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities					
Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers					
Measure and record food and liquids intake or urinary and fecal output, reporting changes to medical staff					
Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine					
Position or hold patients in position for surgical preparation					
Prepare or serve food trays					
Provide information such as directions, visiting hours, or patient status information to visitors or callers					
Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing using the toilet, standing, walking, or exercising					
Record height and weight of patients					
Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff					
Remind patients to take medicine or nutritional supplements					
Restock patient rooms with personal hygiene items, such as towels, washcloths, soap, or toilet paper					
Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet					

<b>Core Competencies</b>	<b>Still a Novice</b>	<b>Advan. Begin.</b>	<b>Competent</b>	<b>Proficient</b>	<b>Expert</b>
Stock or issue medical supplies, such as dressing packs or treatment trays					
Supply, collect, and empty bedpans					
Transport patients to treatment units, testing units, operating rooms, or other areas, using wheelchairs, stretchers, or moveable beds					
Transport specimens, laboratory items or pharmacy items, ensuring proper documentation and delivery to authorized personnel					
Turn or reposition bedridden patients					
Undress, wash, and dress patients who are unable to do so for themselves					
Wash, groom, shave, or drape patients to prepare them for surgery, treatment, or examination					

**By signing below, I attest the Apprentice has demonstrated the listed competencies.**

**Apprentice Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mentor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do you feel that this employee may benefit from additional mentorship at this time?** \_\_\_\_Yes \_\_\_\_No

**If yes, please let us know what you feel needs to be addressed:**