

## **Background Information Regarding CNA Additional Skills**

Stakeholders, including representatives from long term care, acute care, home health, and adult education met (beginning in December, 2005) to review the Maine State Board of Nursing Prescribed Curriculum for Nursing Assistants. In May, 2007, the committee made a decision to break up into two sub committees, one sub-committee to continue to look at the basic curriculum and another to look at additional skills that would not be a part of the approved curriculum. The idea was to create an option for facilities to select from a list of Board approved skills for certified nursing assistant additional training. This additional training would be facility specific and not transferrable from facility to facility.

In September, 2008, the Board voted to accept proposed changes to the Maine State Board Prescribed Curriculum and Chapter 5 Regulations Relating to Training Programs and Delegation of Selected Tasks to Certified Nursing Assistants rule amendment for the increased hours became effective with an implementation date of January 1, 2010.

At its December, 2009 meeting the Board approved the amendment to Chapter 5 Regulations Relating to Training Programs and Delegation by Registered Professional Nurses of Selected Nursing Tasks to Certified Nursing Assistants relating to the additional certified nursing assistant skills which became effective on May 10, 2010.

Chapter 5 Regulations Related to the Training and Delegation of Selected Nursing Tasks to Certified Nursing Assistants, Section 1. (5) a. states that additional skills of nursing care beyond the basic duties for the certified nursing assistants may be performed by certified nursing assistants when taught and assigned based upon criteria approved by the board and based on the facility's established policies and procedures.

The Board of Nursing approved criteria for implementation of additional nursing care skills for certified nursing assistants beyond the basic skills listed in the Maine State Board Prescribed Curriculum for Nursing Assistants (CNA) in July, 2010.

### **Board Criteria for Additional CNA Additional Skills Training**

#### **Registered nurse trainers/instructors**

Minimum competency and qualifications for faculty to teach the CNA additional skills program include:

- A current unencumbered license to practice as a registered nurse in Maine, and one of the two options as follows:
  - Successful completion of a CNA Instructor Train the Trainer Program offered through the Department of Health and Human Services (DHHS).

- Demonstrates experience in teaching adult learners via staff development as a nurse educator for health care workers.

Instructors are responsible for:

- Appropriate training of additional skills
- CNA competency evaluation & additional training as deemed necessary
- Ensuring the CNA performs safely without risk to self, patient, or others.
- Utilizing additional resources as necessary in teaching additional skills. Resources may be found in the bibliography and the Career Resource Center of Maine (CRCOM) at [www.crcom.us](http://www.crcom.us).

### **Facility Responsibilities**

- Selection of Board approved additional skills.
- Development of the policies and procedures related to the skills and maintenance of competency for trainers and nursing assistants performing the additional skills.
- Unit based orientation of staff to the selected skills and related policies and procedures.
- Selection of RN instructors.
- Selection of the CNAs that will be trained in the additional skills.
- Maintenance of employee records relating to instructor and CNA training and unit based staff orientation.
- Selection of non-nursing personnel for training purposes for such skills as venipuncture and EKG, as long as the registered professional nurse is responsible for determining competence.

### **Additional Skills Template**

Each skill will be completed using the pre-procedure and post procedure protocol.

Procedure Actions: *Pre procedure*

- Wash your hands
- Assemble equipment
- Knock on patient's door
- Introduce yourself and identify the patient
- Ask visitor(s) to leave the room and provide for privacy
- Explain the skill
- Raise the bed to a comfortable position
- Lower the side rail if necessary and position the patient for the skill

- Follow all safety precautions for the skill
- Follow all standard precautions for the skill

Procedure Actions: *Post Procedure*

- Remove your gloves if appropriate at this time
- Position the patient comfortably
- Replace the bed covers, and then remove the drapes
- Return the bed to the lowest horizontal position
- Elevate the side rails if used and leave the signal cord within reach
- Perform a general safety check of the patient and the environment
- Open privacy curtains
- Remove and discard Personal Protective Equipment (PPE) and equipment following facility policy
- Wash your hands
- Report completion of the skill and document your actions and observations per facility policy

**Department of Health and Human Services (Division of Licensing and Regulatory Services) Responsibility**

- Review the facility for compliance with established policies and procedures.

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