NURSING SERVICES, 51.3900.00	
1.0	**EXAMINE THE HEALTHCARE COMMUNITY AND THE ROLES AND RESPONSIBILITIES OF THE HEALTHCARE TEAM**
1.1	Identify essential functions, similarities, and differences of healthcare facilities (e.g., acute care, long-term care, assisted living, homecare, rehabilitation, and hospice)
1.2	Explain the organizational structure and essential duties, including the delegation process, of the healthcare team within a healthcare facility [e.g., physician, physician's assistant, RN, LPN, nursing assistant, nurse practitioner, discharge coordinator, home health aide, and therapists (physical, occupational, respiratory)]
1.3	Explain the role of the nursing assistant as outlined in regulatory and professional guidelines [e.g., Omnibus Budget Reconciliation Act (OBRA), Arizona State Board of Nursing Standards of Conduct (R4-19-814), ethics in the workplace, informed consent, and advanced directives]
1.4	Analyze measures to prevent or control workplace violence (e.g., facility policies and procedures and personal safety practices)
2.0	**DEMONSTRATE ETHICAL AND LEGAL CONDUCT IN ALL NURSING ACTIVITIES**
2.1	Examine ethical and legal issues and the standards for healthcare professions (e.g., nursing code of ethics, facility ethical protocol, and appropriate legal documents)
2.2	Examine the effect of personal ethics, morals**,** and values in nursing services
2.3	Compare and contrast behaviors and practices that could result in malpractice, liability, or negligence
2.4	Explain the Patient's Bill of Rights (e.g., right for privacy, right for confidentiality, right to participate in activities, right to be free from abuse, mistreatment, and neglect)
2.5	Comply with legal, regulatory, and accreditation standards or codes such as the Health Insurance Portability and Accountability Act (HIPAA)
2.6	Describe the role of the Joint Council on Account Accreditation of Healthcare Organizations (JCAHO) and Centers for Medical Services (e.g., Medicare, Medicaid)
2.7	Describe terminology, types, signs, and contributing factors regarding resident/patient abuse
2.8	Review methods and protocol for reporting instances or suspicion of abuse, mistreatment**,** or neglect
2.9	Follow the standards for workers' rights, harassment, labor, and employment laws

3.0	**APPLY STANDARD PRECAUTIONS AND INFECTION CONTROL MEASURES**
3.1	Explain the infectious process and modes of disease transmission
3.2	Examine the Center for Disease Control (CDC) and Prevention guidelines related to body substances and Standard Precautions (e.g., respiratory hygiene, exposure incidents, transmission-based precautions)
3.3	Examine the Occupational Safety and Health Administration (OSHA) guidelines related to body substance and Standard Precautions (e.g., bloodborne pathogen and methods for reducing infection)
3.4	Explain the general principles of asepsis (e.g., clean, medical, sterile, disinfection)
3.5	Demonstrate the principles of hand hygiene
3.6	Explain the isolation procedures
3.7	Explain and demonstrate the use of Personal Protective Equipment (PPE)
4.0	**APPLY PRINCIPLES OF BODY MECHANICS WHEN POSITIONING, TRANSPORTING, TRANSFERRING, AND AMBULATING RESIDENTS/PATIENTS**
4.1	Examine the effects of prolonged bed rest and/or restricted physical activity (e.g., muscle atrophy, arterial restriction, and body alignment)
4.2	Identify and use different techniques for positioning residents/patients in bed (e.g., side lying, supine, prone, Sim's, high and low Fowler's, Trendelenberg, lithotomy, orthopneic)
4.3	Identify and use different techniques for turning residents/patients (e.g., logroll, draw sheet, move up in bed)
4.4	Identify and use assistive devices and techniques to aid in ambulating residents/patients (e.g., crutches, cane, walker, wheelchair, dangling, and gait belt)
4.5	Identify and use assistive devices and techniques to aid in transferring residents/patients (e.g., gait belt, mechanical lifts, slide board, lift sheet, and stretcher)
4.6	Assist residents/patients to transfer from bed to chair and chair to bed using pivot and ambulatory techniques
4.7	Assist resident/patient to ambulate with and without a gait belt
4.8	Demonstrate proper positioning of the resident/patient in a wheelchair
4.9	Assist and care for the resident/patient who is falling or who has fallen
4.10	Identify and use safety procedures when positioning, transferring, transporting, and lifting residents/patients
4.11	Determine the purpose and procedure for active and passive range of motion exercises

4.12	Identify and the purpose continuous passive motion (CPM) devices
5.0	**PROVIDE BASIC EMERGENCY CARE**
5.1	Recognize emergency situations/changes in condition and notify appropriate personnel following protocol (e.g., asphyxia, stroke/TIA, anaphylaxis, seizure, poisonings, fainting, hemorrhage)
5.2	Demonstrate basic life support (CPR) at the minimum accepted standard of practice (e.g., compression, AED, breathing techniques)
5.3	Perform standard first aid skills (e.g., hemorrhage, shock, fainting, burns)
5.4	Perform abdominal thrusts for the choking victim
6.0	**ANALYZE HUMAN BODY SYSTEMS FOR COMMON CONDITIONS, DISORDERS, AND CARE**
6.1	Describe the characteristics of homeostasis
6.2	Identify the function, structure, common health problems, and age-related changes of the integumentary system (e.g., bruises, skin tears, rashes, decubitus ulcers, shingles, lice/scabies, gangrene)
6.3	Identify the function, structure, common health problems, and age-related changes of the musculoskeletal system (e.g., arthritis, osteoporosis, fractures, amputations, muscle atrophy, joint replacement)
6.4	Identify the function, structure, common health problems, and age-related changes of the nervous system (e.g., cerebral vascular accident, Parkinson's disease, dementia/Alzheimer's, spinal cord /head injuries, seizures, multiple sclerosis)
6.5	Identify the function, structure, common health problems, and age-related changes of the sensory system (e.g., cataracts, glaucoma, macular degeneration, hearing loss, neuropathy)
6.6	Identify the function, structure, common health problems, and age-related changes of the circulatory system (e.g., angina, myocardial infarction, coronary disease, congestive heart failure, hypertension)
6.7	Identify the function, structure, common health problems, and age-related changes of the respiratory system (e.g., COPD, bronchitis, asthma, TB, pneumonia, oxygen therapy)
6.8	Identify the function, structure, common health problems, and age-related changes of the gastrointestinal system (e.g., constipation/fecal impaction, gastroesophageal reflux disease, ulcers, hernias, gall bladder disease, diverticulitis, colon cancer, Crohn's disease, celiac disease)
6.9	Identify the function, structure, common health problems, and age-related changes of the urinary system (e.g., renal failure, urinary tract infection, incontinence, kidney stones)
6.10	Identify the function, structure, common health problems, and age-related changes of the endocrine system (e.g., diabetes mellitus, thyroid disease)
6.11	Identify the function, structure, common health problems, and age-related changes of the reproductive system (e.g., BPH, prolapsed uterus, cancer, pregnancy-related conditions, endometriosis)

7.0	**COMMUNICATE AND REPORT MEDICAL INFORMATION USING MEDICAL TERMINOLOGY**
7.1	Use medical terminology as it relates to body systems and their functions
7.2	Use medical terminology to interpret and communicate information, data, and observations (including sound alike and look alike terms)
7.3	Use common symbols, roots, abbreviations, prefixes, and suffixes
7.4	Use specific vocabulary, procedures, abbreviations, and word elements for defined work areas (e.g., Fowler's, prone, supine, IV, cc, ml))
8.0	**MEASURE AND RECORD VITAL SIGNS**
8.1	Analyze purpose, influencing factors (e.g., confused patient, infant, child), and procedures (e.g., digital, electronic, oral, rectal, axillary, tympanic) for measuring and recording temperature
8.2	Analyze purpose, influencing factors, and procedures for measuring and recording pulse rate (e.g., radial, apical, carotid, brachial)
8.3	Analyze purpose, influencing factors, and procedures for measuring and recording respirations
8.4	Analyze purpose, influencing factors, and procedures for measuring and recording blood pressure
8.5	Analyze purpose, influencing factors, and procedures for measuring and recording height and weight (e.g., upright/standing, bed, chair scale)
8.6	Analyze purpose, influencing factors, and procedures for measuring and recording oxygen saturation using an oximeter
8.7	Identify and analyze common signs, symptoms, and behavior relative to pain and report to licensed personnel
8.8	Report observations of changes in vital signs to licensed personnel according to protocol (e.g., tachycardia, bradypnea, arrhythmia, tachypnea, hypertension, and pain)
8.9	Identify and apply noninvasive pain relief measures within scope of practice
9.0	**DEMONSTRATE PERSONAL CARE AND GROOMING WITH CONSIDERATION TO CULTURAL AND PERSONAL PREFERENCES**
9.1	Determine purpose and procedure for bathing residents/patients (e.g., complete bed bath, partial bath, tub bath, whirlpool, and shower)
9.2	Provide skin care including back rub, massage procedures, and frequent turning
9.3	Identify and report skin problems including the four major stages of decubitus ulcers
9.4	Determine purpose and procedure for perineal care

9.5	Determine purpose and procedure for catheter care
9.6	Determine purpose and procedure for oral care
9.7	Determine purpose and procedure for hair care
9.8	Determine purpose and procedure for nail care
9.9	Determine the procedure for shaving a resident/patient
9.10	Assist resident/patient with dressing and undressing, including gown change
9.11	Examine the use and care of prosthetic and orthotic devices
9.12	Determine purpose and procedure for bedmaking (occupied and unoccupied)
9.13	Determine purpose and methods for pressure reduction (e.g., floating heels, repositioning)
10.0	**MAINTAIN A SAFE AND CLEAN ENVIRONMENT FOR RESIDENTS/PATIENTS**
10.1	Examine and apply safety precautions related to age of residents/patients (e.g., flooring, bed elevation, shoes/dress, cords)
10.2	Explain risk management protocols in the healthcare environment (e.g., incident reporting, fall risk)
10.3	Examine and apply emergency procedures (e.g., fire, chemical, biohazard, radiation, community disasters)
10.4	Maintain equipment to ensure safe use (e.g., cleaning, check safety cords)
10.5	Comply with hazardous labeling requirements, safety signs, and symbols
10.6	Handle and dispose of contaminated and hazardous items according to standards and procedures
10.7	Position call light for easy access
10.8	Provide care within scope of practice to residents/patients receiving oxygen
10.9	Demonstrate proper and safe use of oxygen delivery systems/equipment (e.g., nasal cannula, face mask)
11.0	**ASSIST IN MEETING NUTRITIONAL NEEDS**
11.1	Identify alternative feeding methods
11.2	Explain optimal nutritional needs for the resident/patient across the life span
11.3	Examine therapeutic diets (e.g., liquid, low sodium, diabetic, high fiber)

11.4	Present meals in the facility
11.5	Restrict and record fluids
11.6	Assist with eating using feeding devices
11.7	Examine dietary concerns associated with age-related problems (e.g., denture problems, reduced sense of taste); situational factors (e.g., depression and dysphagia), and aspects of nursing assistant care (e.g., socialization and comfort foods)
11.8	Identify personal, cultural, religious, and medical conditions leading to variations in the diet
11.9	Ensure that residents/patients receive diets as ordered
11.10	Measure and record nutritional data, including meal percentage, intake, and output
12.0	**FACILITATE ACTIVITIES RELATED TO ELIMINATION**
12.1	Assist with toileting, (e.g., bedpan, urinal, commode and toilet seat extension, bladder training)
12.2	Measure, calculate, and record fluid intake and output in ounces and milliliters
12.3	Assist with alternative methods of elimination (e.g., ostomy, urostomy, Foley catheter)
12.4	Care for the resident/patient who is incontinent
12.5	Care for the resident/patient who is vomiting
13.0	**CARE FOR RESIDENTS/PATIENTS WITH PROTECTIVE DEVICES**
13.1	Identify ethical and legal issues in the use of restraints
13.2	Analyze restraint techniques and alternatives for restraints (e.g., protective door devices and mobility alarms)
13.3	Observe and report the condition of the resident/patient while in protective devices
14.0	**CARE FOR RESIDENTS/PATIENTS WITH DRAINS/TUBES**
14.1	Determine purpose and procedure for positioning and caring for resident/patient receiving tube feeding
14.2	Determine purpose and procedure for caring for residents/patients with feeding tubes
14.3	Determine purpose and procedure for caring for residents/patients with gravity and sump drains
14.4	Examine complications with improper positioning and surgical gravity
14.5	Measure and record intake and output

15.0	**CARE FOR RESIDENTS/PATIENTS WITH BINDERS, BANDAGES, DRESSINGS, AND DEVICES**
15.1	Determine purpose and procedure for applying binders
15.2	Determine purpose and procedure for applying support, anti-embolism, and compression hose
15.3	Determine purpose and procedure for applying and maintaining dressings
15.4	Report status, observations, and resident/patient response to binders, bandages, and dressings
16.0	**CARE FOR RESIDENTS/PATIENTS RECEIVING HEAT AND COLD TREATMENTS**
16.1	Determine purpose and procedure for applying heat therapy (e.g., compress, soak heat pack, K-Pad, sitz bath)
16.2	Determine purpose and procedure for cold therapy (e.g., cooling blanket, cold compress, ice bag)
16.3	Follow policy and protocol for appropriate temperature range for heat and cold treatments
17.0	**ASSIST WITH ADMISSION, TRANSFER, AND DISCHARGE**
17.1	Explain the procedure for admitting a resident/patient
17.2	Explain the procedure for transferring a resident/patient
17.3	Explain the procedure for discharging a resident/patient
17.4	Maintain safekeeping of resident/patient's belongings and personal possessions according to facility policy
18.0	**ASSIST WITH DIAGNOSTIC TESTING AND EXAMINATIONS**
18.1	Determine purpose and procedure for collection, labeling, and sending specimen for analysis according to protocol (e.g., sputum, stool, urine, blood)
18.2	Determine purpose and procedure for diagnostic testing (e.g., culture and sensitivity, clean catch, sterile, 24-hour)
19.0	**CARE FOR PERIOPERATIVE RESIDENTS/PATIENTS**
19.1	Determine purpose and procedure for assisting with preoperative care according to protocol (e.g., NPO orders, ID band, surgical checklist)
19.2	Determine purpose and procedure for assisting with postoperative care per protocol (e.g., ID band, airway maintenance, N/V)

20.0	**ASSIST IN IDENTIFYING MENTAL HEALTH AND SOCIAL SERVICE NEEDS OF RESIDENTS/PATIENTS**
20.1	Explain and apply the Patient's Bill of Rights (e.g., right for independence and personal choices)
20.2	Facilitate family/significant others as a source and resource of social and emotional support
20.3	Facilitate planned recreational activities that encourage social relationships
20.4	Facilitate residents/patients in achieving optimal wellness
21.0	**CARE FOR RESIDENTS/PATIENTS FROM SPECIAL POPULATIONS AND THOSE WITH SPECIAL NEEDS**
21.1	Describe special needs and developmental tasks of residents/patients across the life span
21.2	Modify personal behavior in response to resident/patient behavior
21.3	Determine purpose and techniques for addressing needs and behaviors of individuals with dementia, Alzheimer's, and other cognitive or sensory deficits (e.g., cognitive impairments, anger, depression, unresponsiveness)
21.4	Describe special needs of residents/patients with a mental health diagnosis
21.5	Describe special needs of residents/patients in long-term care/alternative care facilities
22.0	**CARE FOR DYING RESIDENTS/PATIENTS AND THEIR FAMILIES**
22.1	Describe the stages of grieving and death and dying process
22.2	Explain the role of hospice in end-of-life care
22.3	Assist with care for the dying resident/patient and support for the family considering physical needs, spiritual, and cultural beliefs
22.4	Determine purpose and procedure for postmortem care (e.g., positioning, respect, dress, organ donation)