



DIRECT CARE STAFF COMPETENCY CHECKLIST

Applying Non-Sterile Gloves

Assistance with Infection Control

Cough/Sneeze Etiquette

Donning a Gown

Oral Care

Performing Fingertick Blood Glucose Specimen

Personal Protective Equipment

Positioning - Shortness of Breath

ROM – Hand and Wrist

ROM - Hip

ROM - Knee

ROM - Shoulder

Side-Lying - Lateral Position

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Applying Non-Sterile Gloves

AREA OBSERVED	MET	NOT MET	COMMENTS
Gather necessary supplies			
Wash hands and dry thoroughly.			
Select appropriate sized gloves			
Remove a pair of gloves from the glove box			
Examine gloves for any defects/damage			
Pull gloves on carefully			
If glove tears or becomes punctured, remove glove and begin again with a new glove			
Interlace fingers to remove wrinkles, air pockets and achieve a comfortable fit			
Perform resident care tasks			
Remove gloves without contaminating the hands			
Dispose of gloves per policy			
Wash hands and exit room			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Assistance with Infection Control

AREA OBSERVED	MET	NOT MET	COMMENTS
Uses consistent and appropriate handwashing procedures			
Consistent and appropriate application, removal and disposal of gloves			
Assists residents in applying principles of infection control and prevention during all activities			
Applies standard precautions appropriately			
Prepares soiled linen for laundry in a manner to prevent personal contamination			
Identifies common infectious diseases			
Understands and applies principles to prevent the spread of infection			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Cough/Sneeze Etiquette

AREA OBSERVED	MET	NOT MET	COMMENTS
Employee left the care area or turned away from resident to prevent direct exposure			
The employee covered their mouth and nose with a tissue.			
If tissue not available the employee coughed or sneezed into their upper sleeve or elbow, NOT THEIR HAND.			
If a tissue was used it is discarded into a waste basket.			
The employee washed their hands with soap and water after coughing or sneezing. If soap and water was not accessible an alcohol based hand cleanser was used.			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Donning a Gown

AREA OBSERVED	MET	NOT MET	COMMENTS
Gather necessary supplies			
Assemble equipment on a clean overbed table or other surface.			
Wash hands and dry thoroughly, apply clean gloves.			
Choose appropriately sized gown			
Examine gown for any defects/damage			
Put on gown with opening in the back			
Overlap gown to fully cover uniform in the back			
Tie gown securely at the neck and waist			
Perform resident care task			
Remove gown			
Dispose of gown per facility policy			
Remove gloves if appropriate and discard			
Wash hands and exit room			
Discard all equipment per facility policy			
Remove and discard gloves, perform hand hygiene			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Oral Care

AREA OBSERVED	MET	NOT MET	COMMENTS
Gather supplies			
Introduce self to resident; greet resident by name			
Explain the procedure to the resident prior to beginning			
Wash hands and apply clean gloves			
Assist resident to a sitting position			
Protect resident's clothing prior to providing oral care			
Moisten toothbrush with water and apply toothpaste before brushing			
Brush sides and biting surfaces of teeth and the gum line with a gentle motion			
Offer resident water to rinse mouth after brushing			
Provide a basin or disposable cup to use for spitting after rinsing mouth			
Clean, dry and store equipment per policy			
Leave area around resident's mouth clean and dry			
Remove gloves, wash hands			
Leave assist devices within reach of resident			
Leave call light within reach of resident			
Use Standard Precautions and infection control measures when providing care			
Ask resident about comfort and/or additional needs prior to leaving			
Promote resident rights and safety during care			

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STAFF COMPETENCY CHECKLIST
Performing Fingerstick Blood Glucose Specimen

AREA OBSERVED	MET	NOT MET	COMMENTS
Review provider order			
Gather necessary supplies			
Identify the resident per facility protocol			
Explain the procedure to the resident prior to beginning			
Provide privacy			
Assemble equipment on a clean overbed table or other surface.			
Perform hand hygiene and apply clean gloves.			
If using a blood glucose meter with test strips check the expiration date of the strips to ensure they have not expired.			
Choose a site on the resident's fingertip that does not have callous formation or bruising.			
Wipe the selected site with an alcohol wipe, let area dry completely as alcohol may alter the reading.			
Obtain a blood sample by using a sterile lancet (a spring-loaded lancet or manual lancet) Discard the first drop of blood if an alcohol wipe was used to clean the fingertip.			
If a drop of blood is not present at the puncture site, hold the finger downward and gently massage the finger from the base to the puncture site. Do not squeeze or apply pressure to the site.			
Place a drop of blood on the reagent strip, covering the test area completely.			
Wipe the fingertip with a cotton ball or gauze to seal the puncture site.			
If bleeding persists apply a bandaid.			
Follow the instructions provided by the manufacturer of the glucose monitoring system to obtain a blood glucose reading.			
Dispose of the lancet in the sharps disposal container.			
Discard all equipment per facility policy			

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Clean and disinfect reusable equipment according to manufacturer's instructions and current infection control practices.			
Remove and discard gloves, perform hand hygiene			
Place the resident in a comfortable position, ensure call bell is within reach.			
Document the procedure, assessment and the residents response.			
Address abnormal findings per physician order.			

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STAFF COMPETENCY CHECKLIST
Personal Protective Equipment

AREA OBSERVED	MET	NOT MET	COMMENTS
Gather necessary supplies based on the type of procedure that will be performed and identify the PPE that will be required for Standard based precautions or Transmission-based precautions. (Contact, Droplet or Airborne).			
Plan all activities before entering the resident's room.			
Identify the resident and explain the procedure to the resident and continue with care as appropriate.			
STANDARD PRECAUTIONS	MET	NOT MET	COMMENTS
Perform hand hygiene and apply gloves.			
Put on gown, mask, protective eyewear and gloves based on the type of exposure anticipated. Follow transmission-based precautions below.			
Remove gloves and perform hygiene. Discard gloves in waste receptacle.			
TRANSMISSION BASED PRECAUTIONS (DONN) PUT ON IN THIS ORDER	MET	NOT MET	COMMENTS
Gown: Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back. Fasten in back of the neck and waist.			
Mask or respirator: Secure ties or elastic bands at middle of head and neck. Fit flexible band around nose bridge. Fit snug to face and below chin.			
Put on goggles. Place over eyes and adjust to fit. Alternately, a face shield could be used to take the place of the mask and goggles.			
Put on clean disposable gloves. Extend gloves to cover the cuffs of the gown.			
TRANSMISSION BASED PRECAUTIONS (DOFF) REMOVE IN THIS ORDER	MET	NOT MET	COMMENTS
Gloves: Grasp outside of glove with opposite hand; peel off. Hold removed glove in gloved hand. Slide fingers of ungloved hand under remaining glove at wrist. Peel glove off over first glove. Discard gloves in waste container.			

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STAFF COMPETENCY CHECKLIST
Personal Protective Equipment

Goggles or face shield: Handle by headband or ear pieces. Place in designated receptacle for reprocessing or in waste container.			
Gown: Unfasten ties. Pull away from neck and shoulders, touching inside of gown only. Turn gown inside out. Fold or roll into a bundle and discard.			
Mask or respirator: Grasp bottom, then top ties or elastics and remove. Discard in waste container.			
After removing gloves and PPE, perform hand hygiene before leaving the resident's environment.			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Positioning - Shortness of Breath

AREA OBSERVED	MET	NOT MET	COMMENTS
Review provider order			
Gather necessary supplies			
Identify the Resident per facility protocol			
Explain the procedure to the resident prior to beginning			
Provide privacy			
Assemble equipment on a clean overbed table or other surface.			
Wash hands and dry thoroughly, apply clean gloves.			
Verbally acknowledge resident's complaint of shortness of breath			
Adjust HOB (head of bed) to appropriate level			
Re-check resident's breathing			
Perform comfort measures (pillows, raising foot of bed to prevent sliding, etc.)			
Discard all equipment per facility policy			
Remove and discard gloves, perform hand hygiene			
Place the resident in a comfortable position, ensure call bell is within reach.			
Notify charge nurse of resident complaints and interventions initiated			
Document the procedure, assessment and the resident's response.			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
ROM – Hand and Wrist

AREA OBSERVED	MET	NOT MET	COMMENTS
Introduce self to resident; greet resident by name			
Explain the procedure to the resident prior to beginning			
Wash hands and glove if indicated			
Follow the physician order regarding the joints to be exercised			
Support extremity to protect the joint throughout the ROM exercise			
Bend and straighten arm at elbow through ROM (Flexion/Extension)			
Move wrist through ROM by bending wrist to move hand down and back (flexion and hyperextension)			
Ask resident if they are experiencing any discomfort during the exercise			
Control the extremity throughout the ROM exercises			
Provide smooth, slow, non-forceful movements			
Remove gloves/Wash hands			
Leave resident in proper body alignment with hips against back of seat			
Leave assist devices within reach of resident			
Leave call light within reach of resident			
Use Standard Precautions and infection control measures when providing care			
Ask resident about comfort and/or additional needs prior to leaving			
Promote resident rights and safety during care			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
ROM - Hip

AREA OBSERVED	MET	NOT MET	COMMENTS
Introduce self to resident; greet resident by name			
Explain the procedure to the resident prior to beginning			
Wash hands and glove if indicated			
Follow the physician order regarding the joints to be exercised			
Support extremity to protect the joint throughout the ROM exercise			
Move hip through ROM, flexing hip, raising toward torso and returning to mattress (flexion/extension)			
Rotate hip out toward side and bring leg in toward body (abduction/adduction)			
Ask resident if they are experiencing any discomfort during the exercise			
Control the extremity throughout the ROM exercises			
Provide smooth, slow, non-forceful movements			
Remove gloves/Wash hands			
Leave resident in proper body alignment with hips against back of seat			
Leave assist devices within reach of resident			
Leave call light within reach of resident			
Use Standard Precautions and infection control measures when providing care			
Ask resident about comfort and/or additional needs prior to leaving			
Promote resident rights and safety during care			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
ROM - Knee

AREA OBSERVED	MET	NOT MET	COMMENTS
Introduce self to resident; greet resident by name			
Provide privacy			
Explain the procedure to the resident prior to beginning			
Wash hands and glove if indicated			
Follow the physician order regarding the joints to be exercised			
Support extremity to protect the joint throughout the ROM exercise			
Move knee through ROM, flexing knee, raising toward torso and returning to mattress (flexion/extension)			
Ask resident if they are experiencing any discomfort during the exercise			
Control the extremity throughout the ROM exercises			
Provide smooth, slow, non-forceful movements			
Remove gloves/Wash hands			
Leave resident in proper body alignment with hips against back of seat			
Leave assist devices within reach of resident			
Leave call light within reach of resident			
Use Standard Precautions and infection control measures when providing care			
Ask resident about comfort and/or additional needs prior to leaving			
Promote resident rights and safety during care			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
ROM - Shoulder

AREA OBSERVED	MET	NOT MET	COMMENTS
Introduce self to resident; greet resident by name			
Explain the procedure to the resident prior to beginning			
Wash hands and glove if indicated			
Follow the physician order regarding the joints to be exercised			
Support extremity to protect the joint throughout the ROM exercise			
Move shoulder through ROM, raising and lowering arm alongside, toward head of bed and back to mattress (flexion/extension)			
Move shoulder through ROM, moving arm away from side and back (abduction/adduction)			
Ask resident if they are experiencing any discomfort during the exercise			
Control the extremity throughout the ROM exercises			
Provide smooth, slow, non-forceful movements			
Remove gloves/Wash hands			
Leave resident in proper body alignment with hips against back of seat			
Leave assist devices within reach of resident			
Leave call light within reach of resident			
Use Standard Precautions and infection control measures when providing care			
Ask resident about comfort and/or additional needs prior to leaving			
Promote resident rights and safety during care			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Side-Lying - Lateral Position

AREA OBSERVED	MET	NOT MET	COMMENTS
Review provider order			
Gather necessary supplies			
Identify the Resident per facility protocol			
Explain the procedure to the resident prior to beginning			
Provide privacy			
Assemble equipment on a clean overbed table or other surface.			
Wash hands and dry thoroughly, apply clean gloves.			
Use good body mechanics			
Raise level of bed, bend knees, spread feet apart			
Move the resident to the side (edge) of the bed in 3 segments			
Cross resident's arms over chest			
Cross resident's ankles or bend the knee of the upper (top) leg			
Log-roll the resident toward you			
Support resident's back by tucking a pillow or wedge behind the back			
Support resident's top arm with a pillow in front of chest			
Use hand roll if appropriate			
Provide cushion between top leg and bottom leg to avoid rubbing/pressure			
Stand at foot of bed and evaluate position of resident			
Adjust positioning devices as needed			
Discard all equipment per facility policy			
Remove and discard gloves, perform hand hygiene			
Place the resident in a comfortable position, ensure call bell is within reach.			
Document the procedure, assessment and the residents response.			
Report any abnormal findings to the provider.			

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