



DIRECT CARE STAFF COMPETENCY CHECKLIST

Ambulation with Gait – Transfer Belt
Assist with Bedpan Use
Assisted with Dining
Assisted Dressing – One Sided Weakness
Catheter Care – Female Resident
Empty Catheter Drainage Bag
Foot Care
Hand & Nail Care
Handwashing
Incontinence Care
Infection Control & Emergency Safety Skills
Making an Occupied Bed
Oral Care – Dentures
Partial Bath & Back Rub
Positioning Resident – Side Lying & Supported
Resident Transfer – Bed to Wheelchair
Vital Signs – Radial Pulse
Vital Signs – Respirations

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Ambulation with Gait - Transfer Belt

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 glove if indicated			
Apply transfer/gait belt prior to standing resident			
Place belt around resident's waist and over clothing			
Secure snugly so only palm of hand fits under belt			
Ensure skin folds, breast tissue, etc. are not caught under belt			
Cue or signal to resident prior to attempting to stand			
Assist resident to standing while holding the transfer/gait belt			
Maintain proper body mechanics when assisting resident to stand and/or sit			
Ask the resident how they feel in a standing position			
Ambulate resident while holding gait belt			
Provide support while ambulating with an arm around the resident's back while holding the transfer/gait belt			
Ask the resident how they feel while ambulating			
Assist resident to have back of legs positioned against the seat of chair prior to sitting			
Provide support to sit resident in chair			
Remove transfer/gait belt from resident			
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			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Ambulation with Gait - Transfer Belt

Ask resident about comfort and/or additional needs prior to leaving			
Promote resident rights and safety during care			

NAME _____ DATE _____

EVALUATOR _____ DATE _____

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Assist with Bedpan Use

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 gloves			
Place protective pad on bed under buttocks			
Place bed pan on protective pad and seat resident in a comfortable position (resident may side lay or raise hips)			
Raise the head of the bed after the resident is positioned			
Provide privacy			
Leave toilet paper within resident's reach			
Instruct resident to turn on call light when finished			
Lower the head of the bed to remove bed pan			
Apply gloves prior to removing bed pan			
Assist with peri care as needed			
Empty contents of bedpan in toilet			
Rinse bedpan, emptying contents into toilet			
Dry bedpan and place in plastic bag or cover			
Remove gloves, wash hands			
Offer resident a damp washcloth or hand wipe to cleanse hands after bedpan use			
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
Assist with Bedpan Use

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Assist With Dining

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			
Assist or cue resident to sit upright in chair prior to assisting with dining			
Offer or assist resident with handwashing			
Sit facing the resident if possible			
Offer to apply clothing protectors			
Use appropriate eating utensils while assisting			
Offer fluid to drink throughout the dining experience (after every 2-3 bites of food)			
Allow resident to swallow before introducing more food to the mouth			
Include socialization, conversation during meal service			
Clean resident's face/mouth when completed			
Place clothing protector and other used linen in hamper			
Record amount of food and fluid intake per policy			
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
Assist With Dining

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Assisted Dressing One Sided Weakness

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 if indicated			
Ask resident if they have a clothing preference			
Collect all clothing prior to removing resident gown			
Support affected arm while removing gown			
Dress affected side first			
Gather sleeve to ease pulling over affected arm			
Dress resident, put on pants, shirt, dress, etc.			
Avoid over extension of extremities or use of force when removing or applying clothing			
Place dirty gown in hamper			
Keep resident a safe distance from edge of bed			
Remove gloves and 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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Catheter Care – Female Resident

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			
Position towel or under pad under buttocks/thigh area prior to procedure			
Use warm water for washing and rinsing			
Apply soap to washcloth and cleanse inner labia			
With clean washcloth, cleanse catheter washing away from body and down the catheter at least 3-4 inches			
Use clean, soap free washcloth to rinse			
Wipe front to back, rotating sections of washcloth			
Wipe away from the body when rinsing the catheter			
Dry perineal area from front to back			
Maintain tubing free of kinks or obstructions			
Maintain urinary drainage bag positioned below the level of the bladder			
Provide catheter privacy bag			
Rinse, dry and store equipment per policy			
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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Catheter Care – Female Resident

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Empty Catheter Drainage Bag

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			
Set container on paper towel on floor			
Open drainage port and empty contents into container			
Set container on clean paper towel at eye level to read measurement			
Empty urine into toilet			
Rinse/dry container and store per policy			
Remove gloves and wash hands			
Document output as urine, the amount and time			
Leave urinary drainage bag hanging below bladder level			
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
Foot 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			
Fill water basin with warm water			
Place basin on protective barrier on floor			
Soak resident's foot in basin of warm water			
Use washcloth to wash foot without adding soap directly to the basin			
Wash top and bottom of foot and between toes			
Rinse foot including between toes			
Dry foot including between toes			
Apply warm lotion to foot avoiding between toes			
Remove visible excess lotion			
Apply sock and shoe as appropriate			
Provide support to lower extremity throughout procedure			
Avoid placing resident's bare foot directly on floor			
Rinse, dry and store basin and dispose of soiled linen per policy			
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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Foot Care

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Hand and Nail 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			
Fill basin with warm water to soak fingers/hands			
Place fingers or full hand into basin of water to soak prior to cleaning nails			
Clean hand surfaces and between fingers using a wet, soapy washcloth, cleaning between fingers			
Rinse thoroughly using a wet washcloth			
Place resident's hand on clean/dry towel to perform nail care			
Using flat edge of nail device, remove residue under tips of fingernails; rinse nail device as needed			
File nails as needed, leaving smooth edges			
Apply lotion if resident desires			
Remove visible/excess lotion from hand if present			
Rinse, dry and store equipment per policy			
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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Hand and Nail Care

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Handwashing

AREA OBSERVED	MET	NOT MET	COMMENTS
Gather supplies			
Wet hands and applies soap			
Distributes soap using friction to create lather			
Cleanses hands front and back, between fingers, around cuticles, under nails and wrists			
Lathers and maintains friction for a minimum of 20 seconds			
Rinses wrists and hands			
Dries hands with clean paper towel			
Turns faucet off using clean paper towel			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Incontinence 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			
Remove soiled under pad/brief			
Place clean/dry under pad under the resident			
Use warm water for washing and rinsing			
Apply soap to washcloth and wash front perineum including genital and skin fold areas of groin			
Use clean, soap-free, wet washcloth to remove soap from resident's skin on front of perineum			
Dry front of perineum using towel to pat dry, move front to back			
Replace water in basin during care if it becomes cold or soapy			
Position resident on side to prepare for cleansing of buttocks and rectal area			
Wash, rinse and dry buttocks and rectal area moving front to back			
Apply clean brief if applicable			
Rinse, dry and store equipment per policy			
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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Incontinence Care

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**DIRECT CARE STAFF COMPETENCY CHECKLIST
Infection Control and Emergency Safety Skills**

AREA OBSERVED	MET	NOT MET	COMMENTS
Gather supplies/emergency equipment as needed			
Perform handwashing/use of hand sanitizer			
Perform Heimlich maneuver			
Active seizure intervention			
Fall prevention and post-fall intervention			
Applying PPE including gloves, mask and gown			
Removing PPE including gloves, mask and gown			
Soiled linen handling			
Isolation precautions including hazard waste			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Making Occupied Bed

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			
Maintain resident away from edge of bed at all times			
Wash hands and apply clean gloves			
Remove and replace bottom sheet on one side of bed			
Turn resident to remove and replace sheet on other side of bed			
Resident is never in direct contact with mattress			
Secure bottom sheet to mattress			
Smooth any wrinkles or folds from bottom sheet			
Sheets are removed without creating friction/shearing risk			
Replace clean top sheet and place on resident			
Tuck top sheet loosely under foot of mattress unless requested not to			
Top sheet is loose enough to avoid pressure against toes and allows for foot movement			
Keep pillow positioned under resident's head except when replacing pillow cover			
Complete procedure with resident positioned between the top and bottom sheet			
Place soiled linen in hamper			
Remove gloves and 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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Making Occupied Bed

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EVALUATOR _____ DATE _____

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Oral Care – Dentures

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			
Protect dentures from contamination; use barrier when setting dentures down			
Protect dentures from damage by lining sink with washcloth, filling sink with water, etc.			
Use cool or tepid running water to clean and rinse dentures			
Brush all surfaces of the denture using a toothbrush or denture brush with toothpaste			
Rinse denture thoroughly to remove toothpaste			
Handle clean denture maintaining cleanliness by placing in denture cup with cool water			
Leave denture cup on resident's bedside cabinet or overbed table			
Protect resident's clothing prior to providing oral care			
Provide oral care to upper and lower gums using moistened foal tipped applicator or toothbrush			
Offer resident water to rinse mouth			
Provide basin or disposable cup for spitting as needed			
Leave area around resident's mouth clean and dry			
Rinse all equipment, dry and store per policy			
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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Oral Care – Dentures

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Partial Bath and Back Rub

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			
Fill basin with warm water to soak fingers/hands			
Cleanse eyes by using soap-free wet washcloth, wiping eye from the inside corner to the outside corner			
Change to a clean area of the washcloth before returning to inner corner and before cleansing other eye			
Wash resident's face using a soap free, wet washcloth			
Leave face to dry after washing			
Protect bed linen from becoming wet during washing and rinsing			
Wash resident's neck, hands, arms, chest and abdomen using a wet washcloth with a small amount of soap to lather			
Rinse skin using a clean, wet washcloth			
Dry using a soft, clean towel			
Assist resident to turn onto side to cleanse back			
Wash, rinse and dry back			
Replace basin of water during task if it becomes cold or soapy			
Warm lotion before applying to resident's back			
Use lotion to provide back rub with long, gliding and circular motions			
Provide resident with a clean gown/clothing and assist in dressing as needed			
Rinse, dry and store equipment per policy			
Remove gloves, wash hands			
Leave assist devices within reach of resident			
Leave call light within reach of resident			

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Partial Bath and Back Rub

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			

SAMPLE

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Positioning Resident – Side Lying and Supported

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 with turning onto side before placing positioning devices			
Resident is away from edge of bed at all times			
Place positioning device or pillow under/against resident's back to maintain side lying position			
Leave resident positioned on side with upper knee bent in front of lower leg			
Support resident's top leg with pillow between knees to protect boney prominences			
Leave resident positioned on side without lying on shoulder, arm or hand			
Position pillow under resident's head to support the neck and chin			
Place pillow or device to support resident's upper arm			
Remove gloves and 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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**DIRECT CARE STAFF COMPETENCY CHECKLIST
Positioning Resident – Side Lying and Supported**

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**DIRECT CARE STAFF COMPETENCY CHECKLIST
Resident Transfer Bed to Wheelchair**

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 gloves if indicated			
Place wheelchair near resident's bed before assisting resident to sit at edge of bed			
Move wheelchair footrests out of the way before standing the resident for transfer			
Place nonskid footwear (i.e., shoes, gripper socks) on the resident before standing for transfer			
Provide support to assist resident to sitting position on side of bed; do not pull on resident's arms or hands			
Remove gloves if used and 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			

NAME _____ **DATE** _____

EVALUATOR _____ **DATE** _____

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DIRECT CARE STAFF COMPETENCY CHECKLIST
Vital Signs – Radial Pulse

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 apply gloves if indicated			
Support resident’s arm to avoid dangling			
Place fingers (not thumb) on wrist at radial pulse to measure pulse rate			
Count pulse for one full minute			
Record pulse rate per policy			
Remove gloves if used and 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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DIRECT CARE STAFF COMPETENCY CHECKLIST
Vital Signs – Respirations

AREA OBSERVED	MET	NOT MET	COMMENTS
Introduce self to resident; greet resident by name			
Explain the procedure to the resident prior to beginning			
Measure rate of respirations without providing instruction to resident			
Count respirations for one full minute			
Record resident's respiration rate per policy			
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			

NAME _____ DATE _____

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