

<b>Health Service Assistant 2016-2017</b>				
	<b>Name:</b>			
	<b>Title</b>	<b>PASS/FAIL</b>	<b>DATE</b>	<b>INITIALS</b>
	<b>THE HEALTH CARE DELIVERY SYSTEM</b>			
1	Identify health care career opportunities			
2	Describe characteristics & issues in health care			
3	Show qualities & traits of health care assistants			
4	Apply ethical & legal standards in health care			
	<b>COMMUNICATION AND OBSERVATION SKILLS</b>			
5	Communicate with clients, co-workers & the public			
6	Chart procedures and observations			
7	Utilize medical terminology			
8	Convert U.S. customary measurement to metric			
	<b>SAFETY</b>			
9	Maintain safe environment			
10	Use appropriate body mechanics			
11	Follow emergency procedures			
12	Apply communication techniques: career-related			
13	Speak and write standard English			
14	Arithmetic and other number sense and applications			
	<b>CONCEPTS OF MICROBIOLOGY</b>			
15	Describe growth and control of microorganisms			
16	Practice medical aseptic techniques			
17	Show prevention & control of communicable diseases			
	<b>LIFE STAGES</b>			
18	Identify changes in different stages of life			
19	Identify basic human needs			
20	Assist the dying client in meeting his/her needs			
21	Use acceptable techniques for confused clients			
	<b>CORE PROCEDURES FOR HEALTH CARE ASSISTANTS</b>			
22	Disease prevention, treatment and control			
23	Proper technique for hand washing			
24	Put on and remove non-sterile gloves			
25	Put on and remove face mask			
26	Put on and remove non-sterile gown			
27	Make unoccupied bed			
28	Make occupied bed			
29	Distribute drinking water			
30	Assist resident to dress			
31	Assist resident to undress			
32	Apply elastic stockings (TED hose)			
33	Comb and brush hair			
34	Give fingernail care			
35	Give toenail care			

36	Give a bed shampoo treatment			
37	Give a shampoo treatment during tub bath/shower bath			
38	Shave resident with electric razor			
39	Shave resident with disposable razor			
40	Assist with oral hygiene			
41	Provide dental care			
42	Administer oral hygiene to a resident who is helpless or unconscious			
43	Give perineal care to female resident			
44	Give perineal care to male resident			
45	Give complete bed bath			
46	Give tub bath			
47	Give shower bath			
48	Give stage I pressure ulcer care			
49	Give perineal care with catheter			
50	Empty urinary drainage bag			
51	Assist resident using a urinal			
52	Assist resident with bedpan			
53	Colostomy care/application of a fecal			
54	Measure fluid output			
55	Measure fluid input			
56	Serve food tray			
57	Properly thicken liquids			
58	Feed resident who is helpless			
59	Clear airway obstruction in resident who is unconscious			
60	Administer CPR and Heimlich maneuver			
61	Measure weight and height of resident			
62	Measure vital signs			
63	Take oral temperature			
64	Take axillary temperature			
65	Take oral temperature			
66	Take radial pulse			
67	Take apical pulse			
68	Count respirations			
69	Measure blood pressure			
70	Give back rub			
71	Give range of motion exercises			
72	Move resident to head of bed (2 person assist)			
73	Turn resident to side (3/4 turn)			
74	Position resident for comfort and alignment			
75	Demonstrate laying to sitting (dangle)			
76	Demonstrate one-person pivot transfer from bed to chair			
77	Demonstrate one-person pivot transfer from chair to bed			
78	Demonstrate two-person pivot transfer form bed to chair			
79	Demonstrate two-person pivot transfer from chair to bed			
80	Ambulate resident with gait belt			


