

# Chapter 3

## The Nursing Assistant

# Lesson 3.1

- Define the key terms and key abbreviations in this chapter.
- List the reasons for denying, suspending, or revoking a nursing assistant's certification, license, or registration.
- Describe the training and competency evaluation requirements for nursing assistants.
- Identify the information in the nursing assistant registry.

# Lesson 3.1 (Cont.)

- Explain how to obtain certification, a license, or registration in another state.
- Describe what nursing assistants can do and their role limits.
- Describe the standards for nursing assistants developed by the National Council of State Boards of Nursing.
- Explain why a job description is important.

# Chapter Overview

- To protect patients and residents from harm, you need to know:
  - What you can and cannot do
  - What is right conduct and wrong conduct
  - Rules and standards of conduct affecting your work
- The following shape your work:
  - Job descriptions
  - The person's condition
  - The amount of supervision you need

# Nurse Practice Acts

- Each state has a nurse practice act. A nurse practice act:
  - Defines RN and LPN/LVN and their scope of practice.
  - Describes education and licensing requirements for RNs and LPNs/LVNs.
  - Protects the public from persons practicing nursing without a license.
    - Persons who do not meet the state's requirements cannot perform nursing functions.

# Nursing Assistants

- A state's nurse practice act is used to decide what nursing assistants can do.
- Some practice acts regulate:
  - Nursing assistant roles
  - Functions
  - Education
  - Certification requirements

# OBRA Requirements

- The Omnibus Budget Reconciliation Act of 1987 (OBRA) is a federal law.
- Each state must have a nursing assistant training and competency evaluation program (NATCEP).
- The NATCEP must be successfully completed by nursing assistants working in:
  - Nursing centers
  - Hospital long-term care units
  - Home care agencies receiving Medicare funds

# The Training Program

- The training program
  - OBRA requires at least 75 hours of instruction provided by a nurse.
    - Sixteen hours are supervised practical training.
- Competency evaluation
  - The competency evaluation has a written test and a skills test.
- Nursing assistant registry
  - Each state must have a nursing assistant registry.
    - This is an official list of persons who have successfully completed a NATCEP.

# Certification

- After successfully completing your state's NATCEP, you have the title used in your state:
  - Certified nursing assistant (CNA) or certified nurse aide (CNA). CNA is used in most states.
  - Licensed nursing assistant (LNA).
  - Registered nurse aide (RNA).
  - State tested nurse aide (STNA).

# Maintaining Competence

- Retraining and a new competency evaluation program are required for nursing assistants who have not worked for 24 months. States can require:
  - A new competency evaluation
  - Both re-training and a new competency evaluation

# Roles and Responsibilities

- The following direct what you can do:
  - OBRA
  - State laws
  - Legal and advisory opinions
- To protect persons from harm, you must understand:
  - What you can do
  - What you cannot do
  - The legal limits of your role

# Roles and Responsibilities (Cont.)

- Licensed nurses supervise your work.
- What you are allowed to do varies among states and agencies.
- Before you perform a nursing task make sure that:
  - Your state allows nursing assistants to do so.
  - It is in your job description.
  - You have the necessary education and training.
  - A nurse is available to answer questions and to supervise you.

# Nursing Assistant Standards

- OBRA defines the basic range of functions for nursing assistants.
- All NATCEPs include those functions.
  - Some states allow other functions.

# Job Description

- The job description is a document that:
  - Describes what the agency expects you to do
  - States educational requirements
- Always obtain a written job description when you apply for a job.
  - Ask questions about it during your job interview.

# Job Description (Cont.)

- Before accepting a job, tell the employer:
  - About functions you did not learn
  - About functions you cannot do for moral or religious reasons
- Clearly understand what is expected before taking a job. Do not take a job that requires you to:
  - Act beyond the legal limits of your role
  - Function beyond your training limits
  - Perform acts that are against your morals or religion

# Lesson 3.2

- Describe the delegation process and your role.
- Explain how to accept or refuse a delegated task.
- Explain how to promote PRIDE in the person, the family, and yourself.

# Delegation

- Delegate means to authorize another person to perform a nursing task in a certain situation.
  - The person must be competent to perform that task in a given situation.
- Who can delegate?
  - RNs can delegate nursing tasks to LPNs/LVNs and nursing assistants.
    - In some states, LPNs/LVNs can delegate tasks to nursing assistants.
- Delegation decisions must protect the person's health and safety.
- Nursing assistants cannot delegate.

# Delegation Process

- The NCSBN describes four steps in the delegation process:
  - Step 1—Assess and plan
  - Step 2—Communication
  - Step 3—Surveillance and supervision
  - Step 4—Evaluation and feedback
- The NCSBN's Five Rights of Delegation are:
  - The right task
  - The right circumstances
  - The right person
  - The right directions and communication
  - The right supervision

# Your Role in Delegation

- You must protect the person from harm.
- You either agree or refuse to do a delegated task.
- When you agree to perform a task:
  - You are responsible for your own actions.
  - You must complete the task safely.
  - Report to the nurse what you did and the observations you made.

# Refusing a Task

- Sometimes refusing to follow the nurse's directions is your right and duty.
- You should refuse to perform a task when:
  - The task is beyond the legal limits of your role
  - The task is not in your job description
  - You were not prepared to perform the task
  - The task could harm the person
  - The person's condition has changed
  - You do not know how to use the supplies or equipment
  - Directions are not ethical or legal
  - Directions are against agency policies or procedures
  - Directions are not clear or not complete
  - A nurse is not available for supervision

# Refusing a Task (Cont.)

- Never ignore an order or a request to do something. Tell the nurse about your concerns.
- The nurse can:
  - Answer your questions
  - Demonstrate the task
  - Show you how to use supplies and equipment
  - Help you as needed
  - Observe you performing the task
  - Check on you often
  - Arrange for needed training