

**Montana State Department of Public Health & Human Services
Quality Assurance Division – Certification Bureau**

Procedure for Completing Nurse Aide Skills Checklist

The skills checklist must be completed for each nurse aide trainee during the course of his/her training. The training entity must keep on file the original copy of the checklist as part of the individual trainee's training record. A copy of the checklist is to be given to each trainee, when completed. Each trainee is to be notified by the training entity that the checklist is an **official record** that should be permanently kept by the trainee, as a copy may be requested by future employers. The training entity must provide additional copies of the checklist to its current or former employees/trainees upon request.

General Instructions:

1. Skills listed on the checklist reflect **core curriculum requirements**. The checklist has been divided into two columns: (1) those skills in which the trainee's competency may be demonstrated by passing a written examination and (2) those skills in which the trainee's competency must be demonstrated on **live volunteers** in either of the following ways:

- a. a laboratory setting that simulates an actual setting or,
- b. in an actual clinical setting.

Each of the columns have sections that are either blank or have a gray background. The blank sections are to be used to enter the dates the trainee passes each skill. The blank section also indicates which skills may be passed by examination and which skills must be passed by actual demonstration, depending on the column under which the blank appears. **No dates should appear in sections that are gray.**

2. Only those registered or licensed practical nurses who are State-approved as primary or supplementary instructors may conduct the skills testing and complete the checklist.

3. NURSE AIDES MAY NOT BE USED TO TRAIN, OBSERVE, OR EVALUATE TRAINEES.

4. Nurse aide trainees may not perform unsupervised (by the nurse instructor) any skill that he/she has not satisfactorily passed. As a skill is satisfactorily passed, the instructor is to enter the date passed in the blank section of the checklist and sign in the "Observer Signature" section. The completed date passed with the instructor signature indicates the trainee may be now be assigned to perform that particular skill unsupervised.

5. Only the program coordinator (PC) or primary instructor (PI) is to sign the certification of competency statement on page 3 of the checklist once all of the skills have been evaluated as satisfactory.

Procedure:

1. Enter the date(s) each skill was passed in the blank column under the method by which the trainee was tested (exam or demonstration).
2. Write any comments that may be appropriate in the “Comments” column.
3. Sign your name in the “Observer Signature” column.
4. When the entire checklist is complete, the PC or PI **and** the trainee are to sign their full name and date in the “Certification of Competency” section.

