

VOLUME 11 ■ SEPTEMBER 2003

NCSBN Research Brief

Report of Findings from the
**2002 Job Analysis
of Nurse Aides**

**Employed in Nursing Homes,
Home Health Agencies and
Hospitals**

**June Smith, PhD, RN
National Council of State Boards of Nursing, Inc. (NCSBN)**

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Mission Statement

The National Council of State Boards of Nursing, composed of member boards, provides leadership to advance regulatory excellence for public protection.

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Printed in the United States of America

ISBN# 0-9720273-7-8

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Acknowledgments

This study would not have been possible without support from nursing administrators in nursing homes, home health care agencies and hospitals throughout the United States. Their willingness to distribute surveys to nurse aides and nurses within their agencies facilitated accumulation of responses from all parts of the country and all types of relevant facilities. The study also owes a debt of gratitude to the 2,094 nurse aides and 840 nurses who devoted time and attention to the completion of lengthy surveys. The information they provided has greatly enhanced our understanding of the work performed by nurse aides. The authors also gratefully acknowledge the assistance of Lamika Obichere in coordinating the study, and Matt Diehl for his patient handling of study materials. Finally, the assistance of Amy Bird in preparation of this document was essential to completion of this study.

J.S.

Executive Summary

Background of Study

The National Council of State Boards of Nursing (NCSBN) is responsible for assisting its members, the boards of nursing in the United States and five territories, in their mission of public protection through safe nursing practice. Care provided by nurse aides or nursing assistants (defined for this study as individuals, regardless of title, who assist with the delivery of direct nursing care to clients/patients/residents) impacts client safety directly, and influences the quality of care provided by licensed nurses. As nursing practice itself changes, the tasks performed by those assisting nurses may change. Periodic job analyses provide a means of identifying the tasks delegated to nurse aides or nursing assistants.

This analysis of the work performed by nurse aides (NAs) in nursing homes, home health agencies and hospitals is the latest in a series of NA job analyses performed by NCSBN. Results of NA job analyses may be used by boards of nursing as they regulate the practice of assistive personnel or the nurses overseeing them, by educational programs as they plan curriculums for nurses and their assistants, and by entities involved in the assessment of NA competencies.

Methodology

A nonexperimental, descriptive study was performed to explore the tasks done by assistive personnel, the

amount of experience necessary to complete those tasks and the priority of the tasks in the provision of safe client care.

Panel of Subject Matter Experts

A panel of 10 nurses and one nurse aide was assembled to assist with the job analysis. Panel members all supervised (or personally performed) the work of nursing assistive personnel and represented all geographic areas of the country and all major nursing specialties. See Appendix A for a listing of panel members.

The panel of experts used past nurse aide survey task statements; employment documents such as job descriptions, performance evaluation documents and orientation and competency check lists; as well as their own intimate knowledge of NA work to create a list of 131 tasks performed by nursing assistants in the practice setting. The task list was created within the framework of the *National Nurse Aide Assessment Program (NNAAP™) Test Plan*.

Questionnaire Development

An adequate assessment of NA work requires information about the frequency of task performance, the importance or priority of each task in relation to patient safety and well-being, and the amount of experience an NA needs to complete each task with a minimum of supervision. Data related to the frequency with which tasks are performed must be collected from practicing nursing assistants or aides. The priority of task performance and the amount of

experience needed are information that must come from nurses who supervise and evaluate the work performed by NAs.

Two surveys were thus developed for the Nurse Aide Job Analysis Study: The Nurse Aide Nursing Activity Study and the Nurse Aide Evaluator Survey. The Nurse Aide Nursing Activity Study contained five sections. The first section asked questions about the NA's work environment including setting, hours worked, and types and numbers of clients for whom care was provided. The 131 NA activities were arranged in random order in section two. Section three covered educational preparation and certifications achieved; section four requested demographic information; and section five allowed the writing of comments and suggestions.

The Nurse Aide Evaluator Survey contained three sections. The first contained information about the nurse including the type of license held, position title, length of time in position, work setting, experience with evaluating NAs, and types of clients for whom care was provided. The second section contained the 131 NA activities (arranged in the same order used for the Nurse Aide Survey) and asked the nurse aide evaluator (NAE) to answer two questions about each activity: the experience needed by an NA to perform the activity, and the priority of the activity in relation to safe client care. The third section allowed the writing of comments and suggestions.

Survey Process

Two survey methodologies were used in this study: nursing administrators

of nursing homes, home health agencies and hospitals were asked to distribute survey packets (a survey packet contained a survey with cover letter and return envelope) to two NAs and one NAE within their facilities; and NAs within their first year of certification were sent a survey and return envelope.

Random samples of 1,500 hospitals, 1,500 nursing homes and 1,500 home health agencies were selected for use in the study. A packet was sent to the nurse administrator of each agency. The packet contained a cover letter explaining the study, one envelope containing a nurse evaluator survey with cover letter and return envelope and two envelopes containing NA surveys each with cover letter and a return envelope. The cover letter asked the nurse administrator to distribute the survey envelopes to two NAs and one nurse who evaluated the work of NAs.

A random sample of 2,000 NAs certified within the past year was generated from lists supplied by Promissor, the agency responsible for the NNAAP.

The sampled agencies were proportionally equivalent to the populations from which they were drawn in terms of type of agency ownership, type of control, numbers of beds and numbers of nursing staff.

A four-stage, first class mailing process was used to engage participants in the study. All potential participants were promised confidentiality with regard to their participation and their responses. The study protocol was reviewed by NCSBN's executive director for compliance with organizational guidelines for research studies involving human subjects.

A total of 115 of the agency mailings were returned as bad addresses and 23 agencies were removed from the list due to closing or no longer employing NAs. Surveys were returned by one or more employees of 1,421 agencies (458 nursing homes, 445 home health agencies, and 518 hospitals) for an agency return rate of 32.6%. For surveys sent to registry NAs, 171 were returned as bad addresses and 300 were returned for a return rate of 16.4%.

Demographics

Nurse Aides

A total of 2,094 NAs responded to the survey: 807 worked in nursing homes, 619 worked in home health agencies and 648 worked in hospitals (20 aides did not indicate their employment setting). The majority of respondent NAs reported being female (94.5%). The percentages of female NAs were approximately equal among the three types of employing agencies. Overall the average age of respondent NAs was 39.4 years (SD 12.1 years). NAs working in home health and hospitals were somewhat older than those working in nursing homes: nursing home, average 36.9 years (SD 11.9); home health, average 42.3 years (SD 11); and hospital, average 39.9 years (SD 12.5).

The majority of respondent NAs reported being white (65.3%) with 2.3% of Asian descent, 21.7% of African American descent, and 6.5% of Latino or Hispanic descent.

The NAs from all employment settings reported an average of approximately five years of NA experience. Overall, NAs were most likely to cite previous work

experience (46%) as their form of preparation for current work as NAs. They also frequently reported being prepared through courses offered by their current employers (31.2%), courses offered by previous employers (27.9%), and courses offered by technical or vocational schools (25.3%).

NAs were asked what, if any, areas of knowledge/skill beyond basic NA practice were included in the courses or classes they had attended. Special care required by geriatric clients (63.5%) was the most frequently cited extra area of knowledge followed by emergency care procedures other than basic life support (34.2%) and blood glucose (finger-stick) testing (24.7%). The setting in which the NA worked was often related to the type of knowledge/skill achieved.

Several of the activities contained on the 2002 NA Job Analysis Survey addressed the giving of medications. The numbers of NAs reporting a non-zero frequency of performance for those activities were cross-tabulated with those reporting a course in medication administration. Two-thirds of those reporting giving oral medications and three-fourths of those giving rectal medications had not reported having a medication administration course or class.

When asked about certifications earned, the NAs were most likely (86.5%) to have earned a Certified Nurse Aide/Assistant (CNA). Overall, only 7.6% had earned a certification in medication administration (CMT or CMT including insulin administration).

Of the respondent NAs, 30.3% had less than one year of total experience; 29.8% had one to five

years of experience and 40% had more than five years of experience. The NAs reported having held between two and three NA positions on average. These numbers were approximately equal across the three employment settings.

About 8.2 % of the NA respondents reported current enrollment in nursing education programs, with 2.7% enrolled in LPN/VN programs and 4.9% enrolled in RN programs (most (3.6%) in associate degree programs). Approximately 8.3% reported that they had applied to, but were not currently enrolled in, a nursing education program. The most frequently cited reasons for nonenrollment included inability to afford tuition and the need to complete prerequisite courses.

Nurse Aide Evaluators

About 98% of the NAEs reported holding nursing licenses: 75.7% RN and 22.4% LPN/VN. Most respondent NAEs held associate (36%) or baccalaureate (20.5%) degrees in nursing or had LPN/VN (19.8%) education. LPN/VN-educated NAEs responded most from nursing home settings (44% nursing home, 9.2% hospital, and 4.1% home health), while respondents from hospitals and home health agencies were more likely to have associate (40.8% hospital, 35.9% home health and 30.8% nursing homes) or baccalaureate nursing degrees (26.6% hospital, 24.9% home health and 10.3% nursing homes).

The NAE respondents had been in their current positions an average of 7.8 years (SD 8) and had held positions requiring that they evaluate

the work performed by NAs for an average of 12.5 years (SD 9.6).

Work Settings

Nurse Aide and Nurse Aide Evaluator Employment Settings

While both NA and NAE respondents reported a wide variety of employment settings, the hospital settings reported with the highest frequencies were extended care or rehabilitation units (NA 22.3%, NAE 17.5%) and medical/surgical units (NA 22.2%, NAE 32.6%), skilled care was the most commonly reported nursing home employment setting (NA 30.9%, NAE 25.5%), and home health in the client's residence (NA 29%, NAE 27%) was the most commonly selected home health setting.

The majority of NAE respondents reported working in nursing homes and hospitals of less than 300 beds (73%). The greatest percentages of both NA and NAE respondents reported working in rural areas (NA 46.4%, NAE 51.4%) with 23.5% of NAs and 26.9% of NAEs working in urban/metropolitan areas and 21.4% of NAs and 20.2% of NAEs working in suburban areas.

Nurse Aide and Nurse Aide Evaluator Titles

The NA respondents were asked to select (from a list of 11 titles) the title closest to their title in their employment setting. NAEs were asked to select (from the same list of 11 titles) all of the titles used for assistive personnel in their employment settings. Nurse Aide/Nursing Assistant was the most commonly

selected title by NAs (70.6%) and NAEs (63.8%) and Home Health Aide (NA 16.3%; NAE 23.1%) was the second most commonly selected.

The titles of those NAEs responding to the survey varied markedly by employment setting. NAEs employed in nursing homes were more likely to hold Charge Nurse (37.1%) or Staff LPN/VN (13.5%) titles; those in home health care were most likely to hold Staff RN (27.9%), Supervisor (20.5%) or Director/Assistant Director (18.6%) titles; and those in hospitals were most likely to hold Staff RN (37.3%) or Charge Nurse (25.3%) titles.

Shifts Worked

The majority of the NA (70.1%) and NAE (85.7%) respondents reported working day shifts. About 21.5% of NAs and 9.8% of NAEs reported working evenings or nights. Approximately 75% of the NA respondents reported working 36 or more hours per week as an NA.

Client Ages and Types

NAs were asked to indicate all of the age groups and types of clients that they cared for in their roles as NAs. NAEs were asked the age groups and types of clients cared for by NAs in their employing facilities. The resulting data was similar for both groups of respondents. Both indicated that NAs were most likely to care for clients aged 65 to 85 years (NA 81.3%, NAE 90.1%), clients over the age of 85 (NA 45.7%, NAE 51.6%) and clients aged 31 to 64 years (NA 35.4%, NAE 40.1%).

NAs provided care most for clients with acute conditions (NA 50.4%, NAE 59.4%), clients at end of

life (NA 44.2%, NAE 54.5%), clients with stabilized chronic disorders (NA 44.9%, NAE 61.6%), and clients with unstabilized chronic disorders (NA 26%, NAE 48.6%).

NAs and NAEs were both asked the number of clients typically assigned to NAs. The NAEs reported that NAs in nursing homes cared for an average of 13 clients, those in home health settings were assigned approximately 8 clients and in hospitals the NAs cared for 10 clients. The NAs reported being assigned to an average of 11 clients in nursing homes, 6 in home health and 9 in hospitals.

Activity Performance Findings

Overview of Methods

The 2002 NA Job Analysis Survey asked NA respondents to rate the daily frequency of their performance of the 131 activity items on the survey. The scale of frequency ranged from "0" to "10 or more times." NAE respondents were asked to provide two ratings for each activity item. First they were asked to rate the amount of experience required for a NA to perform each activity with a minimum of direct supervision. Those ratings were provided on a 5-point scale: 1 = less than one month; 2 = one to six months; 3 = more than six months; 4 = specialized practice – nurse aides need additional training before performing this activity; and 5 = nurse aides are not allowed to perform this activity. The NAEs were then asked to provide a priority rating for each activity according to the activity's potential for producing or alleviating client safety or distress. Priority

ratings were provided on a 4-point scale with 1 equaling the lowest priority and 4 the highest.

This study sought to discover the tasks that comprise NA practice, and whether those tasks vary appreciably across practice settings or due to the experience of the NA. The findings from the NA and NAE evaluator surveys were thus analyzed to discover the average ratings of all respondents and also to find any differences that might exist among responses from different settings and among responses provided by NAs at different levels of experience.

Validation of Findings

The subject matter expert panel reviewed the 131 items and selected those they anticipated to receive the lowest and highest frequency ratings, the lowest and highest priority ratings, and those requiring the least and most experience to perform. The average frequency, priority and experience ratings were calculated by setting for each of the selected items. In all cases those items selected to have high values were all higher than those that had been anticipated to have low values. This provided validation for respondent ratings.

Frequency of Activity Performance

NA respondents were divided into those working in nursing homes, home health agencies and hospitals. They were also divided into those with varying levels of experience within each of those settings. This created 13 sets of frequency ratings:

Nursing Home

1. < 1 year of experience
2. 1-5 years of experience
3. > 5 years of experience
4. Total nursing home responses

Home Health

5. < 1 year of experience
6. 1-5 years of experience
7. > 5 years of experience
8. Total home health responses

Hospital

9. < 1 year of experience
10. 1-5 years of experience
11. > 5 years of experience
12. Total hospital responses
13. All responses from all levels of experience in all settings

A study of the average frequency ratings revealed little differences among the frequencies reported by those with differing levels of experience within the same setting and larger differences among those working in different health care settings. It was speculated that the differences might be related to the different numbers of clients cared for by NAs across settings. Thus, frequency per client per day ratings were created by dividing the frequency ratings provided by the NAs by the number of clients for whom the NA reported providing care. Those ratings were comparable across employment settings and levels of experience.

Experience Required for Performance

The NAEs were asked to rate the experience required for an NA to perform each of the 131 activities. The average and mode of ratings provided by NAEs were found to be comparable across settings.

Priority

NAEs provided priority ratings for each of the activities. Priority ratings provided by NAEs in the three settings were remarkably similar.

Conclusions

1. NA work is essentially the same in nursing homes, home health agencies and hospitals.
2. NAs with less than one year of experience perform the same types of activities at the same frequencies as those with much more experience.
3. Many NAs delegated the task of giving medications did not report having had a course or class related to medication administration.

References

Hertz, J. E. & Yocom, C. J. (1999). 1998 Job analysis of nurse aides employed in nursing homes, home health agencies and hospitals. Chicago: National Council of State Boards of Nursing.

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Care provided by nurse aides or nursing assistants (NAs)—defined for this study as individuals, regardless of title, who assist with the delivery of direct nursing care to clients/patients/residents—impacts client safety directly, and influences the quality of care provided by licensed nurses. As nursing practice itself changes, the tasks performed by those assisting nurses may

change. Periodic job analyses provide a means of identifying the tasks delegated to nurse aides or nursing assistants.

This analysis of the work performed by NAs in nursing homes, home health agencies and hospitals is the latest in a series of NA job analyses performed by NCSBN. Results of NA job analyses may be used by boards of nursing as they regulate the practice of assistive personnel or the nurses overseeing them, by educational programs as they plan curriculums for nurses and their assistants, and by entities involved in the assessment of NA competencies.

Methodology

A nonexperimental, descriptive study was performed to explore the tasks done by assistive personnel, the amount of experience necessary to complete those tasks, and the priority of the tasks in the provision of safe client care. This section describes the work performed by the study's panel of experts, the development of the survey questionnaire and the steps necessary for completion of the survey study.

Panel of Subject Matter Experts

A panel of 10 nurses and one NA was assembled to assist with the job analysis. Panel members all supervised (or personally performed) the work of nursing assistive personnel and represented all geographic areas of the country and all major nursing specialties. See Appendix A for a listing of panel members.

The panel of experts used past NA survey task statements; employment documents such as job descriptions, performance evaluation documents and orientation and competency check lists; as well as their own intimate knowledge of NA work to create a list of 131 tasks performed by nursing assistants in the practice setting. The task list was created within the framework of the *National Nurse Aide Assessment Program (NNAAP™) Test Plan*. Care was taken to create the tasks at approximately the same level of specificity and to avoid task redundancy across categories. The list of

task statements included in the 2002 NA Job Analysis may be found in Appendix B.

Panel members also provided information necessary for validation of the job analysis survey. They selected the activity items they anticipated to have the most and least frequency of performance, the most and least priority and the tasks requiring the most and least experience to perform. The panel also reviewed the proposed survey questions and instructions for currency and clarity.

Questionnaire Development

An adequate assessment of NA work requires information about the frequency of task performance, the importance or priority of each task in relation to patient safety and well-being and the amount of experience an NA needs to complete each task with a minimum of supervision. Data about the frequency and priority of task performance may be used to calculate the approximate proportion of NA work comprised by each task. Information about the amount of experience necessary for task performance allows the sorting of tasks into those that may be done by new NAs and those that must be reserved for NAs with more experience and/or training.

Data related to the frequency with which tasks are performed must be collected from practicing nursing assistants or aides. The priority of task performance and the amount of

experience needed is information that must come from nurses who supervise and evaluate the work performed by NAs.

Two surveys were thus developed for the NA Job Analysis Study: The Nurse Aide Nursing Activity Study and the Nurse Aide Evaluator Survey. The Nurse Aide Nursing Activity Study contained five sections. The first section asked questions about the NA's work environment including setting, hours worked, and types and numbers of clients for whom care was provided. The 131 NA activities were arranged in random order in section two. For each activity the NAs were asked to indicate the frequency of activity performance on their last day of work on a scale of 0 times to 10 or more times. Section three covered educational preparation and certifications achieved; section four covered demographics; and section five allowed the writing of comments and suggestions.

The Nurse Aide Evaluator Study contained three sections. The first contained information about the nurse including the type of license held, position title, length of time in position, work setting, experience with evaluating NAs and types of clients for whom care was provided. The second section contained the 131 NA activities (arranged in the same order used for the nurse aide survey) and asked the nurse aide evaluator (NAE) to answer two questions about each activity. The first question asked the respondent to rate the amount of experience needed by the NA to perform the activity on a five-point scale (1 = less than one month, 2 = one to six

months, 3 = more than six months, 4 = additional training needed before performing the activity, and 5 = nurse aides are not allowed to perform the activity). The second question asked the NAE to rate the priority of each activity according to its potential to cause or decrease harm to clients. Priority ratings were provided on a 1-4 scale with 1 indicating the lowest priority and 4 indicating the highest. The third section allowed the writing of comments and suggestions.

Survey Process

Two survey methodologies were used in this study: nursing administrators of nursing homes, home health agencies and hospitals were asked to distribute survey packets (a survey packet contained a survey with cover letter and return envelope) to two NAs and one NAE within their facilities; and NAs within their first year of certification were sent a survey and return envelope. The two methodologies were necessary to overcome two data collection constraints. First, the names and addresses of nurses aides are only available from those states in which they are required to register or become certified; thus, lists of NAs are only available from 35 of the 50 states, while the names and addresses of agencies employing NAs are available for all 50 of the states. Second, in order to make the job analysis practical for the evaluation of NA certifying tests, at least a proportion of the NA respondents needed to have entry-level experience (one year or less). Past studies have shown that small numbers of

entry-level NAs respond from agency mailings. The sample of NAs drawn from the list of those registered or certified within the last year, while not encompassing the entire country, provided a set of responses that could be compared to those provided by more experienced NAs for detection of possible differences in practice. Thus, collection of data from NAs and nurses working in agencies provided data from all parts of the country and the collection of data from nurses aides registered or certified in the last year provided enhanced information about entry-level practice.

Sample Selection

Agencies potentially employing NAs or nursing assistants were identified from three sources. A list of hospitals was generated from Healthcare QuickDisc, a software product available from the American Hospital Association that provided the names, addresses and other pertinent data from hospitals all over the country. A list of nursing homes from all over the United States was obtained from the Medicare Web site. Contact information for home health agencies from across the country was obtained from the Centers for Medicare and Medicaid Services Public Use Files – Providers of Services File.

Random samples of 1,500 hospitals, 1,500 nursing homes and 1,500 home health agencies were selected for use in the study. A packet was sent to the nurse administrator of each agency. The packet contained a cover letter explaining the study, one envelope containing a nurse evaluator survey with cover letter and return envelope and two envelopes containing NA surveys

each with cover letter and a return envelope. The cover letter asked the nurse administrator to distribute the survey envelopes to two NAs and one nurse who evaluated the work of NAs. The surveys could be completed on the employees' own time.

A random sample of 2,000 NAs certified within the past year was generated from lists supplied by Promissor, the agency responsible for the NNAAP.

Representativeness

The sampled agencies were proportionally equivalent to the populations from which they were drawn in terms of type of agency ownership, type of control, numbers of beds and numbers of nursing staff. See Tables 1 through 3.

Mailing Procedure

A four-stage, first class mailing process was used to engage participants in the study. A preletter explaining the study and announcing the future arrival of the questionnaire was mailed first. A questionnaire and cover letter with return, postage paid envelope was sent about a week after the preletter to the NA sample. Facilities received a packet containing two NA surveys and one NAE survey all with return envelopes. A postcard reminder was sent to facilities in the sample approximately one week after the survey mailing. Two weeks after the postcard all facility nonrespondents were mailed another packet of questionnaires. Members of the NA sample did not receive a second survey mailing.

Confidentiality

All potential participants were promised confidentiality with regard to their participation and their

responses. Preassigned code numbers were used to facilitate cost-effective follow-up mailings. Files containing mailing information were kept separate from the data files. The study protocol was reviewed by NCSBN's Executive Director for compliance with organizational guidelines for research studies involving human subjects.

Return Rates

A total of 115 of the agency mailings were returned as bad addresses and 23 agencies were removed from the list due to closing or no longer employing NAs. Surveys were returned by one or more employees of 1,421 agencies (458 nursing homes, 445 home health agencies, and 518 hospitals) for an agency return rate of 32.6%. For surveys sent to registry NAs, 171 were returned as bad addresses and 300 were returned for a return rate of 16.4%.

Summary

A panel of experts met and created a list of NA activities. Data collection instruments were created and sent to 2,000 NAs certified for a year or less and 4,500 agencies providing health care services and potentially employing NAs. A 32.6% response rate of analyzable surveys was obtained from agencies and a 16.4% return was received from registry NAs. This practice analysis contains the responses of 2,094 NAs and 840 NAEs.

Characteristics of Respondent Facilities

Specific descriptive data about the individual nursing homes, home health agencies and hospitals in the population were available within the databases used for the study. Characteristics of respondent agencies and how they compared to proportions of characteristics within the population are described in this section.

Nursing Homes

The majority of participating nursing homes were owned by for profit corporations (49%) or nonprofit corporations (24.5%), 49.8% were part of a multiple ownership group, and 13.8% were located within hospitals. Most had 51-100 (35.2%) or 101-150 (29.7%) nursing home beds and employed 10 or fewer RN (75.1%) or LPN/VN (63.8%) FTEs. They employed larger numbers of NAs: 21.8% employed 21-30 nursing aides, 16.8% employed 31 to 40, and 28.8% employed 40 or more NAs or nursing assistants. Respondent nursing homes were comparable to the population of nursing homes on all measured characteristics (*see Table 1*).

Home Health Agencies

Most respondent home health agencies were hospital based programs (38.7%), official health agencies (11.7%) or within the "other" category of facility type (39.8%). Of the agencies responding to the study about 10% more were hospital-based than were those in the population of home health agencies, and about 10% fewer were in the "other" category (*see Table 2*). Most of the respondent home health agencies were controlled proprietarily (37.3%) or of nonprofit private control (23.4%), and these figures were slightly higher than those of the population for nonprofit control and about 13% below population figures for proprietary control (*see Table 2*).

Most (89.2%) of the respondent home health agencies were not accredited; 13% included a hospice care program; and 55.5% provided NA competency evaluation. About 67.6% of the respondent agencies employed 10 or fewer RN FTEs, 89.9% employed five or fewer LPN/VN FTEs and 78.4% employed 10 or fewer home health aide FTEs. These figures were all similar to those of the home health agency population (*see Table 2*).

Hospitals

Respondent hospitals were similar in characteristics with hospitals in the population. Most (84.7%) provided general medical surgical services; 46% were under “other nonprofit” control; 74.7% were Joint Commission on the Accreditation of Health Organizations (JCAHO) accredited; and 85.7% were comprised of fewer than 300 beds. Fifty-nine percent of respondent hospitals employed 100 or fewer RN FTEs and 89.4% employed 50 or fewer LPN/VN FTEs (see Table 3).

Summary

Respondent agencies were approximately equal to the populations of agencies from which samples were drawn on multiple characteristics including type of ownership, type of agency control, numbers of beds, and numbers of nursing employees.

Table 1. Characteristics of Respondent Nursing Homes

Characteristic	Study %	Sample %	Population %
Type of Ownership			
For-profit – Corporation	49.0	55.9	56.6
For-profit – Individual	1.5	1.9	1.9
For-profit – Partnership	6.6	8.3	7.0
Government – City	2.2	1.3	0.8
Government – City/County	0.7	0.3	0.5
Government – County	4.4	2.8	3.0
Government – Federal	0.4	0.3	0.2
Government – Hospital District	1.7	1.2	1.0
Government – State	0.4	0.5	0.8
Non profit – Church-Related	6.8	5.7	5.9
Non profit – Corporation	24.5	20.5	20.8
Non profit – Other	1.5	1.2	1.5
Located in Hospital	13.8	10.9	10.6
Multiple Nursing Home Ownership	49.8	54.5	54.0
Number of Beds			
0-50	22.3	19.2	18.2
51-100	35.2	34.7	37.3
101-150	29.7	29.9	28.6
151-200	8.3	9.9	9.8
>200	4.6	6.3	6.1
RN FTEs			
0-5	38.0	41.1	41.5
6-10	37.1	34.3	33.6
11-15	16.4	15	14.4
16-20	5.0	5.1	5.4
>20	3.5	4.5	5.0
LPN/VN FTEs			
0-5	36.7	31.3	31.9
6-10	27.1	27.7	29.7
11-15	18.6	21.4	19.7
16-20	9.8	10.7	9.7
>20	7.9	8.9	8.9
CNA FTEs			
0-10	12.7	10.9	10.3
11-20	19.9	19.4	19.9
21-30	21.8	22	21.4
31-40	16.8	17.1	18.5
>40	28.8	30.7	29.8

Table 2. Characteristics of Respondent Home Health Agencies

Characteristic	Survey %	Sample %	Population %
<i>Type of Facility</i>			
Visiting Nurse Association	7.6	7.6	6.6
Combination Government Voluntary	0.7	0.3	0.4
Official Health Agency	11.7	11.4	12.3
Rehabilitation Facility Based Program	0.0	0.0	0.002
Hospital Based Program	38.7	28.4	29.5
Skilled Nursing Facility Based Program	1.6	1.5	1.1
Other	39.8	50.7	50.1
<i>Type of Control</i>			
Voluntary Nonprofit – Religious Affil.	9.9	6.7	6.9
Voluntary Nonprofit – Private	23.4	19.3	18.6
Voluntary Nonprofit – Other	11.9	10.1	10.5
Proprietary	37.3	50.0	48.9
Government – State/County	10.8	9.0	10.2
Government – Combined Govt. & Vol.	0.7	0.3	0.4
Government – Local	6.1	4.6	4.6
<i>Accreditation</i>			
None	89.2	89.8	90.5
JCAHO	8.3	7.7	7.3
CHAP	2.5	2.5	2.2
Includes Hospice	13.0	10.2	11.5
<i>Provides Home Health Aide Training</i>			
Aide Training	2.2	1.8	1.9
Competency Evaluation Program	55.5	57.5	57.2
Aide Training and Competency Program	12.6	14.5	14.7
Neither	29.7	26.3	26.2
<i>FTE RNs</i>			
0-5	43.8	49.7	49.3
6-10	23.8	21.7	21
11-15	8.8	8.7	10.1
16-20	6.7	5.5	5.7
>20	16.9	14.4	13.9
<i>FTE LPN/VNs</i>			
0-5	89.9	88.8	89.3
6-10	6.7	6.1	6
11-15	1.3	1.9	1.7
16-20	0.9	1.3	1
>20	1.1	1.9	2
<i>FTE HHAs</i>			
0-5	60.4	63.3	63
6-10	18.0	16.3	16.4
11-15	7.0	7.1	7.3
16-20	4.0	3.4	3.8
>20	10.6	9.9	9.5

Table 3. Characteristics of Respondent Hospitals

Characteristic	Survey %	Sample %	Population %
<i>Type of Service</i>			
Alcohol/Other Chemical Dependency	0.2	0.7	0.7
Children's Chronic Disease	0.0	0.0	0.0
Children's General Med. and Surg.	0.6	0.8	0.7
Children's Hospital Unit of Institution	0.0	0.1	0.0
Children's Orthopedic	1.0	0.4	0.3
Children's Other Specialty	0.4	0.5	0.4
Children's Psychiatric	0.4	0.7	0.7
Children's Rehabilitation	0.4	0.2	0.2
Chronic Disease	0.4	0.4	0.4
Eye, Ear, Nose, Throat	0.6	0.2	0.1
General Medical and Surgical	84.7	80.0	80.9
Hospital Unit – Mental Retardation Inst.	0.4	0.5	0.2
Hospital Unit of Institution	0.6	0.7	0.9
Institute for Mental Retardation	0.4	0.2	0.2
Obstetrics and Gynecology	0.0	0.2	0.2
Orthopedic	0.0	0.1	0.1
Other Specialty	2.3	2.4	3.1
Psychiatric	3.7	8.2	7.4
Rehabilitation	3.7	3.7	3.5
Tuberculosis / Other Respiratory	0.2	0.1	0.1
<i>Control</i>			
Air Force	0.0	0.3	0.3
Army	0.4	0.4	0.4
Church	9.9	9.4	9.3
City	2.3	2.0	2.3
City-County	0.8	1.0	0.7
Corporation	8.5	15.6	16.2
County	11.8	7.9	8.0
Department of Justice	0.2	0.1	0.1
Federal, not 41-45, 47-48	0.0	0.0	0.0
Hospital District or Authority	9.1	8.6	9.0
Individual	0.0	0.3	0.1
Navy	0.0	0.2	0.3
Other Nonprofit	46.0	42.0	42.0
Other Nonprofit – Osteopathic	0.4	0.1	0.0
Partnership	1.6	1.2	1.9
Public Health Service – Indian	0.6	0.7	0.7
Public Health Service, not 47	0.2	0.2	0.1
State	5.8	6.8	6.1
Veterans Affairs	2.3	3.2	2.3

Table 3 continued on next page

Table 3, continued

Characteristic	Survey %	Sample %	Population %
<i>JCAHO Accredited</i>	74.7	76.5	77.3
<i>Beds</i>			
0-100	51.3	49.7	49.3
101-299	34.4	33.9	35.5
300-499	9.3	10.5	9.9
500 or >	5.0	5.9	5.3
<i>RN FTEs</i>			
0-50	41.4	41.5	42.1
51-100	17.2	16.1	16.6
101-150	8.3	9.0	9.2
151-200	7.2	6.6	6.7
>200	25.9	26.7	25.4
<i>LPN/VN FTEs</i>			
0-25	70.5	71.6	71.1
26-50	18.9	16.5	16.6
51-75	4.9	5.7	5.9
76-100	2.8	3.2	2.8
>100	3.0	3.0	3.6

Demographics of Respondents

Demographic information about the NA respondents including age, gender, racial/ethnic backgrounds, preparation for NA work, experience and enrollment in nursing education programs are presented next, followed by descriptions of the education and experience of respondent NAs.

Nurse Aides

Age and Gender

A total of 2,094 NAs responded to the survey: 807 worked in nursing homes, 619 worked in home health agencies and 648 worked in hospitals (20 aides did not indicate their employment setting). The majority of respondent NAs reported being female (94.5%). The percentages of female NAs were approximately equal among the three types of employing agencies. Overall the average age of respondent NAs was 39.4 years (SD 12.1 years). NAs working in home health and hospitals were somewhat older than those working in nursing homes: nursing home, average 36.9 years (SD 11.9); home health, average 42.3 years (SD 11); and hospital, average 39.9 years (SD 12.5).

Ethnicity

The majority of respondent NAs reported being white (65.3%) with 2.3% of Asian descent, 21.7% of African American descent, and 6.5% of Latino or Hispanic descent. See Table 4 for a listing of respondent ethnic backgrounds.

Table 4. Racial/Ethnic Background of Respondent Nurse Aides

Racial/Ethnic Group	2002				1998
	NH %	HHC %	AC %	Total %	Total %
American Indian/ Alaska Native	1	2.4	2.1	1.7	2.2
Asian	2.2	1.9	3	2.3	1.3
Black/African American	24.7	21.5	18	21.7	20.5
Hispanic or Latino	6.1	8.4	5.5	6.5	5.7
Native Hawaiian/ Other Pacific Islander	0.5	0.2	0.2	0.3	0.6
White	63.1	63.9	69.3	65.3	65.8
Multi-Ethnic or Racial Background	1	1	1.3	1.1	*
Other	1.4	0.7	0.6	0.9	1.4

**Response not included on the 1998 survey*

Preparation for NA Work

The NAs from all employment settings reported an average of approximately five years of NA experience. Of the respondent NAs, 30.3% had less than one year of total experience; 29.8% had one to five years of experience; and 40% had more than five years of experience. The NAs reported having held between two and three NA positions on average. These numbers were approximately equal across the three employment settings.

Overall, NAs were most likely to cite previous work experience (46%) as their form of preparation for their current work as NAs. They also frequently reported being prepared through courses offered by their current employer (31.2%), courses offered by previous employers

(27.9%), and courses offered by technical or vocational schools (25.3%). The NAs working in home health agencies differed significantly from their counterparts in nursing homes and hospitals, as they were more likely to have been prepared by previous work experience, courses in community colleges or technical schools and courses offered by previous employers. See Table 5 for a listing of NA preparation for current work.

NAs were asked what, if any, areas of knowledge/skill beyond basic NA practice were included in the courses or classes they had attended. Special care required by geriatric clients (63.5%) was the most frequently cited extra area of knowledge, followed by emergency care procedures other than basic life support (34.2%) and blood glucose (finger-stick) testing (24.7%). The setting in which the NA worked often related to the type of knowledge/skill achieved. Aides working in home health were significantly more likely than those in hospitals or nursing homes to have had classes on administration of oral and/or topical medications, and those working in home health and hospitals were more likely than those in nursing homes to have had instruction on emergency care procedures other than basic life support. Aides working in nursing homes were more likely to have gained skill in the special care required by geriatric clients, and NAs working in hospitals were more likely than those working in home health and nursing homes to have preparation in drawing blood for lab testing, blood glucose (finger-

stick) testing, and special care required by infants or children. See Table 6 for a listing of additional skills included in courses or classes taken by NAs.

Several of the activities contained on the 2002 NA Job Analysis Survey addressed the giving of medications. The numbers of NAs reporting a nonzero frequency of performance for those activities were cross-tabulated with those reporting a course in medication administration. Two-thirds of those reporting giving oral medications and three-fourths of those giving rectal medications had not reported having a medication administration course or class.

When asked about certifications earned the NAs were most likely (86.5%) to have earned Certified Nurse Aide/Assistant (CNA). Overall, only 7.6% had earned a certification in medication administration (CMT or CMT including insulin administration). See Table 7 for the list of certifications earned.

Enrollment in Nursing Education Programs

About 8.2% of the NA respondents reported current enrollment in nursing education programs, with 2.7% enrolled in LPN/VN programs and 4.9% enrolled in RN programs (most (3.6%) in associate degree programs). Approximately 8.3% reported that they had applied to but were not currently enrolled in a nursing education program. The most frequently cited reasons for nonenrollment included inability to afford tuition and completion

of prerequisite courses. See Table 8 for a complete listing of NA enrollment results.

Nurse Aide Evaluators

Nurse Aide Evaluator Education

Of the 840 NAEs responding to the survey, 289 were employed in nursing homes, 226 were employed in home health and 315 were employed in hospitals (10 NAEs did not answer the question about their employment setting). About 98% of the NAEs reported holding nursing licenses: 75.7% RN and 22.4% LPN/VN. Most respondent NAEs held associate (36%) or baccalaureate (20.5%) degrees in nursing or had LPN/VN (19.8%) education (*see Table 9*). LPN/VN-educated NAEs responded most from nursing home settings (44% nursing home, 9.2% hospital, and 4.1% home health), while respondents from hospitals and home health agencies were more likely to be RNs with associate (40.8% hospital, 35.9% home health, and 30.8% nursing homes) or baccalaureate nursing degrees (26.6% hospital, 24.9% home health, and 10.3% nursing homes).

Nurse Aide Evaluator Experience

The NAE respondents had been in their current positions an average of 7.8 years (SD 8) and had held positions requiring that they evaluate the work performed by NAs for an average of 12.5 years (SD 9.6).

Summary

The majority of NAs responding to the 2002 NA Job Analysis Survey were female averaging 39 years of

Table 5. NA Preparation for Current Work as NA

Type of Preparation*	NH %	HHC %	AC %	Total %
Previous work experience	38.4	52.3	49.4	46.0
High school course	12.0	19.9	15.0	15.3
Classes in a nursing education program – LPN or LVN or RN	10.5	14.4	11.7	12.1
Course offered by current employer	34.7	29.9	28.1	31.2
Course offered by previous employer	26.3	32.8	25.3	27.9
Course offered by community or junior college	11.0	19.2	19.0	16.0
Course offered by technical or vocational school	22.8	32.3	21.8	25.3
Course or training while in military service	0.7	0.8	2.2	1.2
None	1.0	5.0	1.5	2.4
Other	7.1	7.1	9.7	7.9

*Respondents could select more than one type of preparation

Table 6. Additional Skills Included in Courses or Classes Taken by NAs

Additional Skills	NH %	HHC %	AC %	Total %
Administration of oral and/or topical medications	13.8	22.6	16.7	17.3
Administration of insulin	4.3	12.4	7.5	7.5
Drawing blood from veins for laboratory testing	5.0	9.0	14.2	9.1
Blood glucose testing (fingerstick testing)	13.0	26.7	37.3	24.7
Emergency care procedures other than basic life support or CPR	27.9	40.1	36.6	34.2
Special care required by infants and/or children	6.4	19.2	23.9	15.7
Special care required by geriatric (elderly) clients	72.0	59.8	56.3	63.5
Special care required by psychiatric clients	14.5	22.0	18.8	18.1
Special care required by respiratory clients	15.5	20.7	21.1	18.8
Other	4.7	7.4	7.3	6.5

age. Most of the NAs prepared for their current work as NAs with previous experience and courses from their current or past employers. Most of the NAs who had earned certification, had earned a CNA. About 5% of NA respondents were enrolled in RN programs and 2.7% were enrolled in LPN/VN programs. An addition 8.3% of NA respondents had applied

to a nursing education program but were not enrolled. Inability to afford tuition and completion of prerequisite courses were the most commonly cited reasons for non-enrollment. The NAEs responding to the survey were highly qualified to provide information pertinent to the work performed by NAs within their practice settings.

Table 7. Certifications Earned by Respondent NAs

	2002				1998
	NH%	HHC %	AC %	Total %	Total %
GNA – Geriatric Nurse Aide/Assistant	5.2	9.5	4.6	6.3	*
CNA – Certified Nurse Aide/Assistant	95.4	80.6	81.2	86.5	72.9
CMT/CMA – Certified Medication Technician/Aide	6.4	7.1	4.5	6.0	1.7
CMT/CMA – Including insulin giving	1.2	0.8	0.6	0.9	0.2
None	0.9	8.4	11.1	6.3	12.0
Other	9.8	22.3	13.7	14.8	4.0

**Not listed on 1998 Survey*

Table 9. NAE Education

	NH %	HHC %	AC %	Total %
High School	0.4	0.5	0.0	0.3
Nurse Aide preparation	2.2	1.8	0.7	1.5
Licensed Practical/Vocational nursing program	44.0	4.1	9.2	19.8
RN - diploma program	8.4	20.3	12.2	13.1
RN - associate program	30.8	35.9	40.8	36.0
RN - baccalaureate program	10.3	24.9	26.6	20.5
Baccalaureate degree in field other than nursing	1.1	5.1	4.9	3.7
Masters degree in nursing	1.8	3.2	3.0	2.6
Masters degree not in nursing	0.4	1.8	1.6	1.3
Nurse practitioner program (masters or certificate)	0.0	0.5	0.0	0.1
Doctoral program	0.0	0.0	0.0	0.0
Any nursing program not in the US	0.0	0.9	0.0	0.3
Other	0.7	0.9	1.0	0.9

Table 8. Nurse Aides and Formal Education**Percentages of NAs Currently Holding a Non-Nursing College Degree**

	NH%	HHC %	AC %	Total %
Hold Non-Nursing College Degree	15.9	17.7	13.7	15.7

Percentages of Total Respondent NAs Enrolled in Nursing Education Programs

	2002				1998
	NH%	HHC %	AC %	Total %	Total %
Practical/Vocational Nursing – LPN or LVN	3.6	1.8	3.0	2.7	2.1
Registered Nurse – Diploma Program	0.5	0	0.6	0.4	0.7
Registered Nurse – Associate Degree Program	2.8	2.3	5.8	3.6	2.6
Registered Nurse – Bachelor’s Degree Program	0.5	0.3	2.0	0.9	0.7
Other	1.0	0.2	0.3	0.6	^
Not Enrolled/Haven’t Applied/Invalid Data	82.1	89.3	79.0	83.3	93.8
Applied, but Not Enrolled	9.3	6.1	9.3	8.3	^

Reasons NAs Who Have Applied to Nursing Education Programs Are Not Currently Enrolled*

	NH%	HHC %	AC %	Total %
Applied to LPN or LVN Program				
Currently completing prerequisite courses	18.6	29.4	26.8	23.8
On a waiting list for admissions	2.9	2.9	7.1	4.4
Unable to afford tuition	32.9	17.6	17.9	24.4
Did not meet admission requirements	4.3	2.9	5.4	4.4
Turned down because classes are full	2.9	2.9	7.1	4.4
Other	17.1	14.7	17.9	16.9
Applied to RN Program				
Currently completing prerequisite courses	17.1	14.7	41.1	25.0
On a waiting list for admissions	8.6	5.9	5.4	6.9
Unable to afford tuition	12.9	0	7.1	8.1
Did not meet admission requirements	0	0	0	0
Turned down because classes are full	1.4	2.9	0	1.3
Other	2.9	8.8	7.1	5.6

[^]Not included on the 1998 survey

*Percent of those who have applied and are not currently enrolled

Work Settings

Nurse Aide and Nurse Aide Evaluator Employment Settings

While both NA and NAE respondents reported a wide variety of employment settings the hospital settings reported with the highest frequencies were extended care or rehabilitation units (NA 22.3%, NAE 17.5%) and medical/surgical units (NA 22.2%, NAE 32.6%), skilled care was the most commonly reported nursing home employment setting (NA 30.9%, NAE 25.5%), and home health in the client's residence (NA 29%, NAE 27%) was the most commonly selected home health setting (see Table 10).

The majority of NAE respondents reported working most in nursing homes and hospitals of less than 300 beds (73%). The greatest percentages of both NA and NAE respondents reported working in rural areas (NA 46.4%, NAE 51.4) with 23.5% of NAs and 26.9% of NAEs working in urban/metropolitan areas and 21.4% of NAs and 20.2% of NAEs working in suburban areas (see Table 11).

Nurse Aide and Nurse Aide Evaluator Titles

The NA respondents were asked to select (from a list of 11 titles) the title closest to their title in their employment setting. NAEs were asked to select (from the same list of 11 titles) all of the titles used for assistive personnel in their

employment settings (see Table 12). Nurse Aide/Nursing Assistant was the most commonly selected title by NAs (70.6%) and NAEs (63.8%) and Home Health Aide (NA 16.3%, NAE 23.1%) was the second most commonly selected.

The titles of the NAEs responding to the survey varied markedly by employment setting. NAEs employed in nursing homes were more likely to hold Charge Nurse (37.1%) or Staff LPN/VN (13.5%) titles; those in home health care were most likely to hold Staff RN (27.9%), Supervisor (20.5%) or Director/Assistant Director (18.6%) titles; and those in hospitals were most likely to hold Staff RN (37.3%) or Charge Nurse (25.3%) titles (see Table 13).

Shifts Worked

The majority of the NA (70.1%) and NAE (85.7%) respondents reported working day shifts. About 21.5% of NAs and 9.8% of NAEs reported working evenings or nights (see Table 14). Approximately 75% of the NA respondents reported working 36 or more hours per week as an NA.

Client Ages

NAs were asked to indicate all of the age groups of clients that they cared for in their roles as NAs. NAEs were asked the ages of clients cared for by NAs in their employing facilities. The resulting data was similar for both groups of respondents. Both

indicated that NAs were most likely to care for clients aged 65 to 85 years (NA 81.3%, NAE 90.1%), clients over the age of 85 (NA 45.7%, NAE 51.6%) and clients aged 31 to 64 years (NA 35.4%, NAE 40.1%). See Table 15.

Client Types

NAs were asked to identify the types of clients they cared for and NAEs were asked to record the types of clients cared for by NAs in their employing facilities. As with client ages the overall proportions reported by the two groups were comparable with NAs reportedly caring most for clients with acute conditions (NA 50.4%, NAE 59.4%), clients at end of life (NA 44.2%, NAE 54.5%), clients with stabilized chronic disorders (NA 44.9%, NAE 61.6%), and clients with unstabilized chronic disorders (NA 26%, NAE 48.6%). See Table 16.

NAs and NAEs were both asked the number of clients typically assigned to NAs. The NAEs reported that NAs in nursing homes cared for an average of 13 clients, those in home health settings were assigned approximately 8 clients and in hospitals the NAs cared for 10 clients. The NAs reported being assigned to 11 clients in nursing homes, 6 in home health and 9 in hospitals.

Summary

The majority of NAs and NAEs responding to the 2002 NA Job Analysis Study were employed in medical/surgical or rehabilitation units of hospitals, skilled care units of nursing homes or home health care in the client's residence. They were most likely to care for older clients with stable or unstable chronic conditions, acutely ill clients, clients at the end of life or clients with psychiatric disorders. Most respondents worked the day shift and NAs worked 36 or more hours per week. NAs in different settings were assigned to care for different numbers of clients.

Table 10. Respondent Employment Settings

	NA %	NAE %
Hospitals or Acute Care Settings		
Central Supply	3.7	1.4
Chemical Dependency Unit	2.0	0.7
Emergency Room	5.3	6.1
Extended Care Facility/ Rehabilitation Unit	22.3	17.5
Inpatient Hospice Care	6.7	5.8
Intensive Care Unit	4.6	5.1
Intermediate Care/ Step-Down Unit	5.0	4.5
Labor and Delivery Unit	2.1	2.7
Medical/Surgical Unit (includes subspecialties such as Orthopedics, Oncology, etc.)	22.2	32.6
Nursery	3.2	3.3
Operating Room	0.9	1.0
Pediatric Unit	2.5	4.2
Postpartum/Maternity Unit	3.0	3.2
Psychiatric Unit	4.2	2.3
Recovery Room	1.5	2.0
Other	17.4	11.2
Nursing Homes		
Intermediate Care Unit	10.7	10.5
Personal Care Unit	15.7	4.5
Skilled Care Unit	30.9	25.5
Subacute Unit	4.1	4.3
Other	5.7	3.7
Community/Home Health Care		
Clinic/Outpatient Unit/Ambulatory Surgical Care	4.0	1.4
Home Health in Client's Residence	29.0	27.0
Hospice Care in Client's Residence	6.4	4.3
Other	4.2	1.3

Table 11. Work Setting Locations of NAs and NAEs

	NA				NAE			
	NH %	HHC %	AC %	Total %	NH %	HHC %	AC %	Total %
Urban/Metropolitan Area	22.0	25.0	24.0	23.5	25.7	28.4	26.8	26.9
Suburban Area	25.2	18.7	19.2	21.4	23.2	19.8	17.9	20.2
Rural Area	41.8	47.3	51.4	46.4	48.9	50.0	54.6	51.4
Don't Know	11.0	9.0	5.4	8.7	2.1	1.8	0.6	1.5

Table 12. Titles Reported by NAs and Used in NAE Employment Settings*

	NA %	NAE %
Nurse Aide/Nursing Assistant	70.6	63.8
Orderly	0.3	2.6
Personal or Patient Care Attendant/Assistant	1.9	8.8
Home Health Aide	16.3	23.1
Medication Aide/Technician	0.8	4.6
Homemaker	0.1	4.0
Charge Aide/Senior Aide	1.1	0.8
Patient Care Technician	3.7	4.5
Psychiatric Aide	0.9	1.1
Dietary Aide	0	0.7
Care Partner	0.1	0.6
Other	4.2	12.6

*NAs selected the one title closest to their title at work. NAEs selected all titles used for assistive personnel in their employment settings.

Table 13. NAE Titles

	NH %	HHC %	AC %	Total %
Charge Nurse	37.1	1.9	25.3	22.9
Coordinator	4.1	7.9	2.7	4.6
Director/Assistant Dir.	10.1	18.6	5.0	10.5
Head Nurse/Unit Manager	4.9	2.8	8.7	5.8
Inservice Educator	5.2	1.4	1.0	2.6
Staff LPN	13.5	3.7	11.0	9.8
Staff RN	13.9	27.9	37.3	26.7
Supervisor	6.7	20.5	3.3	9.2
Team Leader	1.5	3.7	2.3	2.4
Other	3.0	11.6	3.3	5.5

Table 14. Shifts Reported by NAs and NAEs

	NA					NAE				
	2002				1998	2002				1998
	NH %	HHC %	AC %	Total %	Total %	NH %	HHC %	AC %	Total %	Total %
Days	63.4	80.2	69.2	70.1	67.8	82.0	94.5	82.9	85.7	90.6
Evenings	22.6	3.8	13.7	14.4	17.4	11.0	1.4	5.2	6.2	3.6
Nights	8.4	2.8	9.5	7.1	6	2.8	0.9	6.1	3.6	1.7
Rotating Shift	3.7	1.7	5.8	3.8	5.8	3.9	0.5	5.5	3.6	2.8
Other	1.9	11.5	1.7	4.6	2.9	0.4	2.7	0.3	1.0	1.3

Table 15. Client Ages Cared for by NAs as Reported by NAs and NAEs

	NA				NAE			
	NH %	HHC %	AC %	Total %	NH %	HHC %	AC %	Total %
Newborns (less than 1 month)	0.2	4.8	6.6	3.6	0.3	1.3	8.9	3.9
Infants/Children (1 month-12 years)	1.6	3.4	12.8	5.6	1.4	4.4	17.8	8.4
Adolescents (ages 13-18)	2.0	5.0	11.6	5.9	1.7	3.5	17.5	8.2
Young Adults (ages 19-30)	5.6	8.6	21.6	11.5	7.6	6.2	33.3	17.0
Adults (ages 31-64)	24.0	27.6	57.1	35.4	23.5	24.8	66.3	40.1
Adults (ages 65-85)	82.4	83.7	77.8	81.3	87.2	96.0	88.6	90.1
Adults (over the age of 85)	62.3	38.3	31.9	45.7	60.9	46.9	46.3	51.6

Table 16. Client Types Cared for by NAs as Reported by NAs and NAEs

	NA				NAE			
	NH %	HHC %	AC %	Total %	NH %	HHC %	AC %	Total %
Well clients, possibly with minor illnesses	20.6	17.0	21.3	19.7	14.9	5.8	16.2	12.9
OB (maternity) clients	0.6	1.0	5.9	2.4		0.4	7.6	3.0
Clients with stabilized chronic conditions	43.6	51.4	40.4	44.9	74.7	58.0	52.1	61.6
Clients with unstabilized chronic conditions	22.6	29.9	26.7	26.0	41.2	64.2	44.1	48.6
Clients with acute conditions, including clients with medical, surgical or critical conditions	39.9	44.4	69.3	50.4	37.4	56.2	81.9	59.4
Clients at end of life (e.g., terminally ill, seriously ill, etc.)	58.9	36.7	33.0	44.2	61.2	45.1	54.9	54.5
Clients with behavioral/emotional conditions (e.g., psychiatric conditions, substance abuse, etc.)	47.1	19.7	27.2	32.7	50.9	16.8	29.5	33.5
Other	7.7	5.7	4.8	6.2	6.9	1.8	2.9	4.0

Activity Performance Findings

Findings relative to the activities performed by NAs are presented in this section of the report. The methods used to collect and analyze activity findings related to frequency of NA activity performance, amount of experience necessary for performance and priority of the activities will be discussed. A validation of survey findings provided by the subject matter expert panel will also be provided.

Overview of Methods

The 2002 NA Job Analysis Survey asked NA respondents to rate the frequency of their performance of the 131 items on the survey. The scale of frequency ranged from “0” to “10 or more times.” NAE respondents were asked to provide two ratings for each activity item. First they were asked to rate the amount of experience required for an NA to perform each activity with a minimum of direct supervision. Those ratings were provided on a 5-point scale: 1 = less than one month, 2 = one to six months, 3 = more than six months, 4 = specialized practice – nurse aides need additional training before performing this activity, and 5 = nurse aides are not allowed to perform this activity. The NAEs were then asked to provide a priority rating for each activity according to the activity’s potential for producing or alleviating client safety or distress. Priority ratings were provided on a 4-point scale with 1 equaling the lowest priority and 4 the highest.

This study sought to discover what tasks comprise NA practice,

and if those tasks vary appreciably across practice settings or due to the experience of the NA. The findings from the NA and NAE evaluator surveys were thus analyzed to discover the average ratings of all respondents and also to find any differences that might exist among responses from different settings and among responses provided by NAs at different levels of experience.

Validation of Findings

The subject matter expert panel reviewed the 131 items and selected those they anticipated to receive the lowest and highest frequency ratings, the lowest and highest priority ratings, and those requiring the least and most experience to perform. The items selected by the panel can be seen in Table 17. The average frequency, priority and experience ratings were calculated by setting for each of the selected items. In all cases ratings for those items selected to have high values were higher than those that had been anticipated to have low values. This provides validation for respondent ratings.

Frequency of Activity Performance

NA respondents were divided into those working in nursing homes, home health agencies and hospitals. They were also divided into those with varying levels of experience within each of those settings. This created 13 sets of frequency ratings:

Nursing Home

1. < 1 year of experience
2. 1-5 years of experience
3. > 5 years of experience
4. Total nursing home responses

Home Health

5. < 1 year of experience
6. 1-5 years of experience
7. > 5 years of experience
8. Total home health responses

Hospital

9. < 1 year of experience
10. 1-5 years of experience
11. > 5 years of experience
12. Total hospital responses
13. All responses from all levels of experience in all settings

The 13 average frequencies for each activity may be seen in Table 18. A study of the average frequency ratings revealed little differences among the frequencies reported by those with differing levels of experience within each setting and larger differences among those working in different health care settings. It was speculated that the differences might be related to the different numbers of clients cared for by NAs across settings. Thus, frequency per client per day ratings were created by dividing the frequency ratings by the numbers of clients for whom the NAs reported providing care. The adjusted ratings were more comparable across employment settings (*see Table 19*).

Experience Required for Performance

The NAEs were asked to rate the experience required for an NA to perform each of the 131 activities. The average and mode of ratings

provided by NAEs in each of the three settings may be found in Table 20. Review of the ratings showed them to be comparable across settings.

Priority

NAEs provided priority ratings for each of the activities. Overall average priority ratings ranged from 2.19 to 3.72. Priority ratings provided by NAEs in the three settings were remarkable similar. See Table 21.

Summary

The 2002 NA Job Analysis study collected data on the frequency, the amount of experience needed and the priority of NA activity performance. Frequency ratings were found to be influenced by the number of clients cared for by the NA and were thus adjusted to reflect frequency per client per day. The experience and priority ratings provided by the NAEs were comparable across nursing home, home health and hospital settings.

Table 17. Response Validation

		NH Mean	HH Mean	AC Mean
#	High Frequency Activities			
125	Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)	9.33	6.28	9.08
13	Maintain confidentiality of client's information	8.51	5.84	8.34
28	Document or record information accurately	7.45	5.29	8.05
76	Make bed (occupied, unoccupied, or surgical)	6.69	3.92	6.53
5	Respect need for privacy	8.88	5.34	7.91
#	Low Frequency Activities			
45	Remove urinary catheter	0.2	0.37	0.54
29	Give tube feeding	0.19	0.5	0.23
90	Remove intravenous line (IV)	0.1	0.2	0.55
108	Remove nasogastric (NG) tube	0.06	0.13	0.14
32	Suction a client	0.18	0.48	0.36
#	High Experience Activities			
29	Give tube feeding	4.87	4.71	4.66
24	Insert a urinary catheter	4.88	4.85	4.50
50	Give medication by mouth (oral or PO)	4.87	4.70	4.91
90	Remove intravenous line (IV)	4.92	4.90	4.36
108	Remove nasogastric (NG) tube	4.95	4.91	4.75
#	Low Experience Activities			
13	Maintain confidentiality of client's information	1.10	1.24	1.15
66	Answer call light	1.06	2.32	1.12
95	Keep client's area clean and neat	1.13	1.26	1.16
74	Assist client with eating	1.23	1.40	1.26
12	Identify self to client by name and job title	1.06	1.21	1.08
#	High Priority Activities			
125	Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)	3.68	3.68	3.65
19	Take client's vital signs (VS) (temperature, pulse, blood pressure, respirations)	3.10	3.10	3.33
31	Perform cardiopulmonary resuscitation (CPR or Basic Life Support)	3.52	3.70	3.68
25	Provide protection from falls	3.75	3.70	3.71
32	Suction a client	3.26	3.13	3.25
#	Low Priority Activities			
111	Assist client with dressing & undressing	2.85	2.89	2.69
81	Provide nail care – cutting & cleaning (hands or feet)	2.70	2.69	2.56
97	Assist with recreational activities (including play therapy)	2.32	2.33	2.32
122	Provide hair care	2.36	2.36	2.21
94	Shave client	2.55	2.67	2.48

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience														
#	Activity	NH (n=327)			HH (n=780)			AC (n=160)			Total (n=1979)			
		<1 yr (n=169)	1-5 yr (n=284)	>5 yr (n=780)	<1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	<1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)				
15	Provide oral care	6.13	6.38	6.59	6.40	3.14	2.69	3.15	3.07	5.04	4.12	4.71	4.67	4.89
36	Give enema	0.36	0.26	0.19	0.26	0.25	0.09	0.22	0.21	0.34	0.19	0.35	0.31	0.26
79	Assist or encourage family to help with client's care	1.82	1.66	1.81	1.75	2.35	2.06	2.30	2.28	2.36	2.56	2.50	2.47	2.12
103	Orient client to person, place and time	5.29	5.12	5.08	5.14	2.58	2.64	2.54	2.58	3.35	3.39	3.50	3.42	3.87
114	Respect need for privacy	8.78	8.94	8.96	8.91	5.20	5.65	5.44	5.38	7.77	8.01	8.00	7.93	7.60
124	Accept and complete delegated tasks	8.53	8.51	8.78	8.61	5.58	6.02	5.28	5.52	8.08	8.35	8.38	8.28	7.63
1	Assist client into chair	7.79	7.75	7.85	7.79	3.80	4.43	3.76	3.89	5.12	5.36	5.39	5.29	5.88
31	Collect and label stool, urine or sputum specimens	1.18	1.02	0.90	1.01	0.67	1.01	0.53	0.67	1.68	1.70	2.17	1.89	1.19
50	Perform calorie count or diabetic replacement	2.18	1.62	1.95	1.86	0.51	0.94	0.72	0.68	1.40	1.58	1.34	1.42	1.37
82	Help client to care for, apply or remove dentures, artificial limbs, hearing aids, artificial eyes, etc.	5.44	5.83	5.51	5.63	2.41	2.72	2.27	2.40	2.90	2.94	2.77	2.86	3.83
90	Promote client self-esteem (such as providing eye contact, giving praise and compliments, assisting with special grooming, etc.)	8.31	8.58	8.42	8.46	5.44	5.89	5.65	5.61	7.22	7.59	7.46	7.41	7.31
107	Identify self to client by name and job title	7.33	7.82	7.59	7.63	4.94	5.12	4.84	4.93	7.32	7.50	7.44	7.41	6.79
117	Maintain confidentiality of client's information	8.52	8.62	8.47	8.54	5.66	6.17	5.75	5.79	8.35	8.34	8.30	8.33	7.69
123	Observe and report deviations from client's usual condition	4.77	4.97	4.79	4.86	2.80	3.49	3.43	3.19	5.07	4.38	4.40	4.62	4.30
3	Assist client with walking	5.41	5.68	5.71	5.63	3.35	3.63	3.32	3.39	4.24	4.35	4.20	4.25	4.55
10	Provide incontinence care or pericare	8.13	8.65	8.50	8.48	4.38	4.03	4.18	4.23	5.62	5.29	5.49	5.48	6.31
30	Care for client in special bed	3.04	3.43	3.10	3.22	1.77	2.38	2.12	2.03	1.98	1.56	1.66	1.74	2.41
51	Perform neuro check	0.55	0.57	0.50	0.54	0.53	0.92	0.47	0.57	0.66	0.23	0.42	0.45	0.52

#	Activity	NH			HH			AC			Total (n=1979)			
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)		1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)
71	Take client's vital signs (VS) (temperature, pulse, blood pressure, respirations)	3.94	4.54	4.29	4.32	3.52	4.23	3.82	3.78	7.57	7.96	7.72	7.73	5.22
91	Provide client with a feeling of acceptance	6.93	7.11	6.68	6.92	4.90	5.14	5.08	5.02	6.56	6.58	6.56	6.57	6.26
111	Accept client's right to refuse care	3.20	3.35	3.12	3.24	2.11	2.74	2.51	2.39	2.56	2.63	2.38	2.50	2.76
131	Participate in shift report	2.62	2.90	2.55	2.71	1.28	2.28	1.85	1.70	2.91	2.37	2.51	2.60	2.38
20	Apply heat or cold treatments	0.72	0.92	0.57	0.75	0.57	0.83	0.56	0.61	1.15	1.12	1.32	1.21	0.86
40	Insert a urinary catheter	0.15	0.31	0.22	0.24	0.13	0.44	0.36	0.28	0.52	0.25	0.24	0.33	0.28
60	Provide protection from falls	6.59	6.90	6.78	6.79	4.21	4.40	4.39	4.32	5.25	5.41	5.47	5.38	5.64
80	Assist client to ambulate with a device such as a cane or walker	4.96	5.32	5.32	5.25	3.25	3.58	3.12	3.25	3.71	3.40	3.34	3.47	4.12
100	Report cultural/religious food preferences	1.62	1.51	1.56	1.55	0.88	1.10	0.86	0.91	1.35	1.05	1.33	1.26	1.28
120	Document or record information accurately	7.19	7.48	7.67	7.49	5.12	5.64	5.21	5.25	7.88	8.46	7.91	8.04	7.00
9	Give tube feeding	0.25	0.20	0.13	0.19	0.20	0.46	0.30	0.29	0.34	0.14	0.16	0.21	0.22
29	Care for client's tubes (such as tracheostomy, feeding, etc.)	0.82	0.97	0.79	0.87	0.49	0.69	0.48	0.52	0.71	0.84	0.64	0.71	0.72
49	Perform cardiopulmonary resuscitation (CPR or Basic Life Support)	0.26	0.10	0.15	0.15	0.25	0.52	0.23	0.29	0.24	0.04	0.16	0.15	0.19
69	Suction a client	0.26	0.18	0.10	0.17	0.21	0.48	0.27	0.28	0.56	0.08	0.34	0.35	0.26
89	Participate in behavior modification program	2.01	1.38	1.81	1.67	0.73	1.09	0.68	0.77	0.95	0.62	0.74	0.78	1.13
109	Follow up on patient care requests	5.17	4.73	5.08	4.95	2.94	3.85	3.28	3.25	5.58	5.83	5.77	5.72	4.70
129	Respond per agency protocol in actual or potential disaster situations	1.04	1.05	0.96	1.02	0.73	1.36	0.99	0.95	0.93	0.76	0.49	0.70	0.90
18	Apply Ace bandage	0.44	0.48	0.41	0.45	0.43	0.88	0.44	0.52	0.36	0.28	0.35	0.33	0.43
38	Give rectal medication	0.40	0.35	0.08	0.26	0.19	0.77	0.33	0.36	0.09	0.19	0.17	0.15	0.26
58	Provide comfort measures (such as back rubs, etc.)	5.11	4.28	4.39	4.50	3.86	3.35	3.82	3.75	4.73	4.25	4.35	4.45	4.27

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Table 18, continued

#	Activity	NH			HH			AC			Total (n=1979)			
		<1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	<1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	<1 yr (n=204)		1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)
78	Allow client to do things at his/her own pace	7.15	7.49	7.04	7.25	4.84	5.18	5.25	5.07	6.73	6.95	6.66	6.76	6.46
98	Report client's spiritual requests	1.63	1.54	1.47	1.53	0.96	1.39	1.13	1.11	1.17	1.01	1.02	1.07	1.27
118	Report occurrences (such as error, incident, fall, etc.)	2.26	2.48	2.35	2.38	1.20	1.79	1.44	1.41	1.36	1.30	1.17	1.26	1.74
7	Give client's bath (complete, partial, bed, chair, sitz)	5.63	5.35	6.04	5.66	4.75	4.29	4.67	4.64	5.36	4.57	5.15	5.07	5.17
27	Assist with cast application	0.13	0.23	0.14	0.17	0.21	0.26	0.30	0.25	0.14	0.15	0.11	0.13	0.18
47	Perform color, movement and sensation (CMS) checks	0.62	0.93	0.64	0.76	0.77	0.99	0.79	0.82	0.91	0.41	0.71	0.70	0.75
67	Remove urinary catheter	0.23	0.20	0.15	0.19	0.27	0.19	0.29	0.26	0.59	0.32	0.57	0.51	0.31
87	Assist with institution of individualized client activities	2.74	2.37	2.93	2.65	1.60	1.85	1.58	1.64	2.62	2.36	2.32	2.43	2.28
108	Apply restraints	1.25	1.75	1.59	1.58	0.49	0.57	0.46	0.49	0.81	0.54	0.92	0.79	1.02
128	Reinforce to client the need to follow plan of care	4.05	3.54	3.81	3.75	2.99	2.71	2.66	2.80	2.97	3.12	3.12	3.07	3.25
17	Apply condom catheter	0.60	0.30	0.43	0.41	0.37	0.29	0.34	0.34	0.48	0.13	0.32	0.33	0.37
37	Give medication by mouth (oral or PO)	0.30	0.31	0.42	0.35	0.18	0.70	0.23	0.30	0.14	0.07	0.08	0.10	0.25
57	Prepare client for diagnostic test, procedure or surgery	0.60	0.48	0.44	0.49	0.42	0.79	0.61	0.57	1.63	1.03	1.50	1.42	0.81
77	Use proper body mechanics while providing care	8.24	8.67	8.83	8.64	5.38	5.68	5.50	5.49	7.36	7.71	7.79	7.63	7.40
97	Recognize the need for an interpreter	1.04	0.83	0.89	0.90	0.45	1.30	0.77	0.74	0.76	0.55	0.79	0.72	0.79
119	Recognize and report abuse to responsible person	1.29	1.03	0.94	1.05	0.77	1.20	0.94	0.92	0.48	0.29	0.50	0.44	0.81
8	Change diapers (infant, pediatric or elderly incontinent)	7.09	8.54	7.90	8.00	2.69	3.85	2.97	3.02	3.99	4.59	4.17	4.22	5.37
28	Assist with oxygen care	2.09	2.69	2.62	2.53	1.27	1.93	1.35	1.42	2.77	3.19	3.02	2.98	2.35
48	Perform continuous bladder irrigation	0.48	0.48	0.29	0.41	0.25	0.51	0.32	0.33	0.29	0.16	0.42	0.31	0.35

#	Activity	NH			HH			AC			Total (n=1979)			
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)		1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)
68	Set up equipment for procedure	0.86	1.14	1.00	1.03	0.67	1.44	0.81	0.87	0.87	0.97	1.15	1.01	0.97
88	Provide comfort and care for dying client	1.61	2.00	1.98	1.91	1.23	1.70	1.45	1.41	1.10	1.04	1.24	1.14	1.52
110	Assist client and others to recognize hostility	1.72	2.06	1.86	1.91	0.92	1.72	0.98	1.09	1.15	1.13	1.10	1.12	1.42
130	Suggest additions or changes to client's plan of care	1.83	1.72	1.73	1.75	1.08	1.57	1.05	1.15	1.36	1.14	1.31	1.28	1.43
19	Apply or remove abdominal or breast binders	0.37	0.45	0.33	0.39	0.17	0.35	0.41	0.31	0.51	0.38	0.39	0.42	0.37
39	Apply topical medication	1.49	1.92	1.67	1.73	0.65	0.81	1.02	0.84	1.14	0.90	1.04	1.04	1.25
59	Turn and position client	6.90	7.21	7.31	7.18	2.82	3.62	3.00	3.04	5.11	5.66	5.51	5.42	5.43
81	Encourage client to be independent	5.60	6.17	5.82	5.92	3.50	3.88	3.97	3.77	4.40	5.42	5.05	4.93	4.99
101	Answer call light	8.30	8.79	8.93	8.73	1.81	3.65	1.75	2.11	8.30	8.71	8.73	8.58	6.78
121	Transcribe physician's order	0.25	0.28	0.05	0.19	0.24	0.77	0.35	0.38	0.47	0.88	1.18	0.87	0.46
11	Provide client with adequate fluids	8.23	7.96	8.23	8.11	3.56	4.75	3.55	3.77	7.48	7.32	7.48	7.44	6.64
32	Collect blood from veins for lab work	0.16	0.02	0.07	0.07	0.16	0.47	0.09	0.18	0.66	0.21	0.37	0.42	0.21
52	Perform newborn hearing screen	0.01	0.02	0.00	0.01	0.05	0.36	0.20	0.17	0.06	0.10	0.09	0.08	0.08
72	Transfer client using a device (such as gait belt, lift sheet, slide board, Hoyer lift, etc.)	6.31	6.25	6.44	6.33	2.35	3.02	2.24	2.42	3.27	3.90	3.74	3.63	4.36
92	Provide client with a feeling of security	7.27	7.59	7.74	7.58	4.91	5.02	5.05	4.99	6.41	6.42	6.42	6.42	6.46
112	Maintain record of client's personal belongings	2.29	2.29	2.25	2.28	0.93	1.86	1.23	1.23	2.27	1.93	2.16	2.14	1.92
2	Assist client with eating	4.77	5.31	5.27	5.18	1.53	2.76	1.70	1.82	2.71	2.69	2.72	2.71	3.42
22	Apply TED hose or sequential compression devices (SCD)	2.35	2.58	2.72	2.58	1.25	1.47	1.20	1.27	1.81	1.85	2.16	1.97	2.01
42	Make bed (occupied, unoccupied, or surgical)	6.47	6.64	7.02	6.74	3.81	4.12	3.91	3.91	6.75	6.12	6.61	6.53	5.85
62	Care for body after death	0.93	0.66	0.94	0.82	0.61	0.69	0.57	0.61	0.61	0.30	0.64	0.54	0.67
83	Perform bowel and/or bladder training	3.31	2.83	3.25	3.09	0.91	1.19	0.87	0.94	1.31	0.99	1.21	1.19	1.87

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<i>Table 18, continued</i>		NH			HH			AC						
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)	
#	Activity												Total (n=1979)	
104	Reinforce instructions/information	3.28	3.68	3.44	3.51	2.24	2.60	2.12	2.25	2.95	2.96	3.24	3.08	2.99
125	Perform admission, discharge or transfer	1.02	0.69	0.81	0.80	0.62	1.00	0.47	0.62	2.18	1.52	2.30	2.06	1.15
14	Provide nail care – cutting & cleaning (hands or feet)	3.61	3.07	3.77	3.44	2.25	2.25	2.21	2.24	1.64	1.56	1.37	1.51	2.48
34	Follow NPO order	1.91	2.08	1.91	1.98	0.90	1.91	1.03	1.13	2.74	2.86	2.79	2.79	1.99
54	Perform pulse oximetry test	0.84	0.87	1.04	0.92	0.66	1.26	0.87	0.86	3.37	3.06	3.77	3.46	1.70
74	Use medical equipment in providing client care (such as automatic blood pressure machine, doppler, continuous passive motion machine, feeding pumps, etc.)	2.45	1.92	2.06	2.09	1.48	1.83	1.57	1.58	6.43	6.29	6.63	6.48	3.31
94	Recognize signs that client may be suicidal	0.82	0.68	0.63	0.69	0.49	0.73	0.57	0.57	0.59	0.33	0.44	0.46	0.58
115	Provide explanation of care to be given	6.63	6.27	6.27	6.35	3.65	3.70	3.61	3.64	5.88	5.49	5.78	5.74	5.36
4	Assist with breast feeding	0.13	0.13	0.01	0.09	0.04	0.27	0.23	0.16	0.17	0.10	0.18	0.15	0.13
24	Apply bed or client alarm	4.29	5.15	4.28	4.64	0.88	2.09	0.95	1.12	1.82	1.88	1.79	1.82	2.72
44	Measure intake and output (measure fluids in and out including drains and urinary catheters and adhere to fluid restrictions)	3.84	4.13	3.98	4.01	1.80	2.53	1.58	1.83	6.20	6.35	6.81	6.49	4.16
64	Remove intravenous line (IV)	0.06	0.14	0.10	0.11	0.15	0.05	0.29	0.19	0.54	0.37	0.65	0.54	0.27
84	Perform range of motion exercises	4.81	4.56	4.94	4.75	2.48	2.44	2.73	2.58	2.35	1.87	2.21	2.17	3.32
105	Use courtesy in communication with clients and family	7.98	7.67	7.75	7.77	5.52	5.95	5.53	5.60	7.67	8.01	8.28	8.01	7.22
126	Ask for help when needed	5.96	6.30	6.00	6.12	2.62	3.63	2.51	2.75	5.26	5.54	5.40	5.39	4.92
16	Shave client	3.02	2.59	3.31	2.95	1.75	1.65	1.99	1.84	1.74	1.33	1.58	1.57	2.20
41	Keep client's area clean and neat	8.17	8.41	8.19	8.28	5.30	5.84	5.41	5.44	8.06	7.86	7.78	7.89	7.34
61	Provide ostomy care (colostomy, ileostomy, etc.)	0.82	0.96	0.78	0.86	0.63	0.58	0.64	0.63	0.67	0.67	0.64	0.66	0.73

#	Activity	NH				HH				AC			
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)
85	Assist with recreational activities (including play therapy)	2.02	1.98	2.28	2.10	0.69	1.40	0.92	0.91	0.78	1.00	0.93	0.90
106	Use computer to access or record client information	0.90	0.46	0.67	0.63	0.77	0.91	0.56	0.70	2.57	2.63	2.85	2.70
127	Assist coworker	6.95	7.18	7.34	7.19	2.08	3.45	2.11	2.33	6.84	7.37	7.25	7.15
21	Apply or remove telemetry wires or change telemetry batteries	0.43	0.24	0.38	0.33	0.47	0.20	0.41	0.40	1.91	1.51	1.94	1.82
43	Measure client's weight and/or height	2.19	2.45	2.93	2.57	1.43	2.21	1.29	1.51	2.74	2.56	2.58	2.63
63	Provide preventive skin care (such as observing for breakdown, applying lotion, applying heel pads, or applying elbow protectors, etc.)	7.31	7.74	7.55	7.58	4.71	4.33	4.62	4.60	5.30	5.24	5.29	5.28
86	Adjust care provided to match age related needs	4.25	3.96	4.22	4.12	2.80	2.91	2.81	2.82	4.54	4.03	4.46	4.38
113	Respect client's personal choices	7.44	8.04	7.66	7.77	5.34	5.31	5.37	5.35	6.93	7.19	6.97	7.01
5	Help client fill out meal menu	1.34	0.90	1.20	1.11	0.63	0.99	0.63	0.70	1.54	1.05	1.74	1.50
25	Assist client with incentive spirometry	0.56	0.23	0.24	0.30	0.39	0.42	0.44	0.42	1.12	0.94	1.35	1.17
45	Perform heel or finger-sticks for testing of newborns or infants	0.06	0.02	0.02	0.03	0.09	0.14	0.07	0.09	0.28	0.08	0.14	0.17
65	Remove nasogastric (NG) tube	0.09	0.08	0.01	0.06	0.11	0.05	0.18	0.13	0.16	0.07	0.09	0.11
93	Provide emotional support	5.55	5.62	5.47	5.55	4.01	4.34	4.10	4.11	4.41	4.82	4.84	4.69
116	Report unusual or inappropriate interactions between client and others	2.01	2.08	2.11	2.08	1.03	1.56	1.30	1.24	1.55	1.34	1.22	1.36
6	Assist client with dressing & undressing	7.42	8.03	7.86	7.84	4.85	4.65	4.86	4.82	4.87	4.90	4.80	4.84
26	Assist postoperative client with turning, coughing and deep breathing	1.36	1.66	1.47	1.53	1.00	1.59	0.93	1.08	1.91	2.02	2.33	2.11
46	Perform blood glucose testing	0.29	0.24	0.30	0.27	0.47	0.70	0.61	0.57	1.35	1.86	1.67	1.61
66	Remove rectal impaction	0.32	0.23	0.10	0.20	0.18	0.51	0.33	0.30	0.26	0.12	0.18	0.19
95	Report mood changes	2.56	2.64	2.69	2.64	1.24	1.85	1.35	1.39	1.54	1.75	1.51	1.58

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Table 18, continued

#	Activity	NH			HH			AC			Total (n=1979)			
		<1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	<1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	<1 yr (n=204)		1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)
122	Report needs requiring social service referral	1.33	0.84	1.31	1.12	0.64	0.91	0.76	0.74	0.70	0.53	0.88	0.73	0.89
12	Provide for toileting (take client to bathroom, provide bedpan, assist to commode, give a urinal, etc.)	7.59	8.07	8.12	7.98	3.40	4.21	3.26	3.48	6.40	6.88	6.99	6.77	6.31
33	Do a 12 lead EKG	0.29	0.12	0.10	0.15	0.12	0.25	0.15	0.16	0.39	0.36	0.41	0.39	0.23
53	Implement protective precautions for immune suppressed client	0.76	1.07	1.01	0.98	0.63	0.84	0.74	0.71	1.19	0.97	1.24	1.16	0.96
73	Transport client off unit or to another setting	3.61	2.83	3.22	3.14	0.99	1.17	0.70	0.89	2.06	1.68	1.84	1.87	2.10
96	Give client time to follow beliefs or practices of his/her religion or culture	2.45	2.62	2.74	2.63	1.51	2.01	1.69	1.68	1.44	1.68	1.68	1.60	2.03
13	Provide hair care	6.78	6.59	7.20	6.86	4.42	3.91	4.24	4.26	4.11	3.12	3.74	3.70	5.10
35	Follow seizure precautions	1.40	1.19	1.17	1.23	0.58	0.93	0.78	0.73	1.09	0.72	1.04	0.98	1.00
55	Change wound dressing	0.48	0.52	0.30	0.43	0.46	0.83	0.65	0.61	0.67	0.35	0.61	0.56	0.53
75	Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)	9.19	9.40	9.32	9.32	6.12	6.85	6.09	6.24	8.75	9.22	9.24	9.07	8.35
99	Report unmet cultural needs	0.79	0.70	0.65	0.70	0.53	0.79	0.48	0.56	0.48	0.43	0.45	0.46	0.58
23	Attach traction to client's bed	0.61	0.64	0.42	0.55	0.37	0.69	0.50	0.48	0.55	0.28	0.43	0.43	0.50
56	Perform diagnostic testing on stool or urine specimen	0.46	0.30	0.31	0.34	0.19	0.62	0.44	0.37	0.63	0.36	0.68	0.58	0.43
102	Listen to client	8.85	9.32	8.97	9.09	5.94	6.70	6.03	6.12	8.29	9.02	8.59	8.60	8.08
70	Take an apical pulse	1.75	1.43	1.58	1.55	1.29	1.83	1.74	1.58	2.21	1.51	2.64	2.22	1.77
76	Use pain scale to assess client's pain	1.59	0.99	1.08	1.15	1.26	1.20	1.15	1.20	2.17	2.34	3.05	2.58	1.62

Table 19. Mean Per Client Per Day Frequency of Activity Performance Within Three Care Settings and at Three Levels of Experience														
#	Activity	NH (n=780)			HH (n=575)			AC (n=624)			Total (n=1979)			
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total	< 1 yr (n=204)		1-5 yr (n=160)	>5 yr (n=260)	Total
15	Provide oral care	1.00	0.93	0.88	0.93	0.56	0.51	0.68	0.60	0.78	0.59	0.86	0.76	0.78
36	Give enema	0.05	0.03	0.04	0.04	0.03	0.02	0.03	0.03	0.04	0.03	0.08	0.05	0.04
79	Assist or encourage family to help with client's care	0.24	0.26	0.26	0.26	0.45	0.45	0.50	0.47	0.41	0.46	0.41	0.42	0.37
103	Orient client to person, place and time	0.87	0.71	0.71	0.74	0.50	0.56	0.61	0.56	0.60	0.52	0.58	0.57	0.63
114	Respect need for privacy	1.43	1.33	1.18	1.29	0.95	1.55	1.20	1.16	1.32	1.31	1.40	1.35	1.28
124	Accept and complete delegated tasks	1.39	1.25	1.17	1.25	1.11	1.70	1.16	1.23	1.37	1.42	1.55	1.46	1.31
1	Assist client into chair	1.25	1.09	0.98	1.09	0.75	1.04	0.83	0.84	0.83	0.84	0.91	0.87	0.94
31	Collect and label stool, urine or sputum specimens	0.14	0.14	0.14	0.14	0.08	0.24	0.08	0.11	0.28	0.24	0.34	0.29	0.18
50	Perform calorie count or diabetic replacement	0.39	0.22	0.28	0.28	0.06	0.19	0.13	0.11	0.23	0.31	0.22	0.24	0.22
82	Help client to care for, apply or remove dentures, artificial limbs, hearing aids, artificial eyes, etc.	0.91	0.80	0.69	0.78	0.43	0.56	0.48	0.48	0.45	0.46	0.46	0.46	0.59
90	Promote client self-esteem (such as providing eye contact, giving praise and compliments, assisting with special grooming, etc.)	1.32	1.26	1.09	1.21	1.16	1.53	1.38	1.32	1.17	1.24	1.35	1.26	1.26
107	Identify self to client by name and job title	1.19	1.09	0.98	1.07	0.90	1.05	1.00	0.97	1.17	1.18	1.31	1.23	1.10
117	Maintain confidentiality of client's information	1.38	1.30	1.09	1.24	1.09	1.73	1.33	1.30	1.43	1.36	1.46	1.42	1.32
123	Observe and report deviations from client's usual condition	0.76	0.73	0.69	0.72	0.52	0.91	0.77	0.70	0.75	0.73	0.84	0.78	0.73
3	Assist client with walking	0.83	0.80	0.77	0.80	0.68	1.00	0.74	0.76	0.68	0.76	0.71	0.71	0.76
10	Provide incontinence care or peri care	1.33	1.28	1.13	1.23	0.80	0.80	0.87	0.83	0.88	0.88	0.97	0.92	1.02

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<i>Table 19, continued</i>		NH			HH			AC					
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)
#	Activity												
51	Perform neuro check	0.09	0.10	0.08	0.09	0.09	0.20	0.09	0.11	0.09	0.03	0.07	0.07
71	Take client's vital signs (VS) (temperature, pulse, blood pressure, respirations)	0.62	0.68	0.64	0.65	0.58	0.67	0.72	0.66	1.24	1.37	1.33	1.31
91	Provide client with a feeling of acceptance	1.08	0.99	0.84	0.96	1.00	1.42	1.15	1.14	1.11	1.13	1.12	1.12
111	Accept client's right to refuse care	0.53	0.56	0.47	0.52	0.38	0.70	0.52	0.50	0.30	0.36	0.40	0.36
131	Participate in shift report	0.43	0.40	0.38	0.40	0.20	0.46	0.36	0.32	0.46	0.31	0.44	0.42
20	Apply heat or cold treatments	0.09	0.11	0.10	0.10	0.13	0.24	0.09	0.13	0.12	0.18	0.24	0.18
40	Insert a urinary catheter	0.03	0.03	0.03	0.03	0.01	0.06	0.08	0.05	0.05	0.04	0.06	0.05
60	Provide protection from falls	1.12	1.02	0.85	0.98	0.91	1.25	0.97	1.00	0.86	0.90	0.92	0.89
80	Assist client to ambulate with a device such as a cane or walker	0.72	0.77	0.72	0.74	0.61	0.98	0.68	0.71	0.59	0.64	0.61	0.61
100	Report cultural/religious food preferences	0.20	0.24	0.25	0.24	0.14	0.21	0.18	0.17	0.22	0.19	0.24	0.22
120	Document or record information accurately	1.16	1.08	0.98	1.06	0.97	1.30	1.06	1.07	1.31	1.44	1.36	1.36
9	Give tube feeding	0.04	0.03	0.02	0.03	0.03	0.03	0.07	0.05	0.04	0.02	0.04	0.03
29	Care for client's tubes (such as tracheostomy, feeding, etc.)	0.10	0.12	0.13	0.12	0.07	0.09	0.10	0.09	0.07	0.13	0.12	0.11
49	Perform cardiopulmonary resuscitation (CPR or Basic Life Support)	0.02	0.01	0.05	0.03	0.03	0.06	0.03	0.04	0.02	0.00	0.04	0.02
69	Suction a client	0.03	0.02	0.01	0.02	0.04	0.04	0.04	0.04	0.10	0.02	0.07	0.06
89	Participate in behavior modification program	0.33	0.21	0.23	0.24	0.14	0.24	0.16	0.16	0.11	0.09	0.13	0.11
109	Follow-up on patient care requests	0.83	0.71	0.66	0.72	0.58	0.91	0.67	0.68	0.97	0.86	1.00	0.96
129	Respond per agency protocol in actual or potential disaster situations	0.18	0.14	0.17	0.16	0.12	0.22	0.19	0.17	0.08	0.10	0.08	0.08
18	Apply Ace bandage	0.04	0.05	0.07	0.06	0.07	0.11	0.07	0.08	0.04	0.04	0.06	0.05
38	Give rectal medication	0.05	0.04	0.01	0.03	0.02	0.14	0.07	0.06	0.02	0.04	0.04	0.03

#	Activity	NH (n=780)			HH (n=575)			AC (n=1979)						
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)	
58	Provide comfort measures (such as back rubs, etc.)	0.78	0.62	0.56	0.63	0.72	0.88	0.81	0.79	0.76	0.64	0.74	0.72	0.70
78	Allow client to do things at his/her own pace	1.13	1.09	0.90	1.03	0.96	1.58	1.16	1.16	1.15	1.14	1.23	1.18	1.11
98	Report client's spiritual requests	0.20	0.24	0.25	0.23	0.14	0.32	0.23	0.21	0.13	0.15	0.16	0.15	0.20
118	Report occurrences (such as error, incident, fall, etc.)	0.36	0.38	0.36	0.37	0.19	0.28	0.29	0.25	0.18	0.20	0.21	0.20	0.28
7	Give client's bath (complete, partial, bed, chair, sitz)	0.88	0.80	0.79	0.81	0.89	1.00	0.93	0.93	0.92	0.72	0.89	0.86	0.86
27	Assist with cast application	0.01	0.03	0.01	0.02	0.03	0.02	0.04	0.03	0.01	0.01	0.03	0.02	0.02
47	Perform color, movement and sensation (CMS) checks	0.06	0.15	0.07	0.10	0.16	0.23	0.15	0.17	0.12	0.13	0.15	0.14	0.13
67	Remove urinary catheter	0.03	0.02	0.02	0.02	0.03	0.02	0.04	0.03	0.09	0.06	0.11	0.09	0.04
87	Assist with institution of individualized client activities	0.43	0.32	0.42	0.38	0.34	0.51	0.36	0.38	0.44	0.34	0.47	0.43	0.39
108	Apply restraints	0.17	0.25	0.19	0.21	0.10	0.05	0.07	0.08	0.11	0.09	0.12	0.11	0.14
128	Reinforce to client the need to follow plan of care	0.57	0.55	0.51	0.54	0.60	0.64	0.55	0.59	0.48	0.45	0.54	0.50	0.54
17	Apply condom catheter	0.09	0.05	0.08	0.07	0.05	0.13	0.05	0.07	0.06	0.02	0.06	0.05	0.06
37	Give medication by mouth (oral or PO)	0.02	0.04	0.07	0.05	0.03	0.25	0.06	0.08	0.02	0.00	0.03	0.02	0.05
57	Prepare client for diagnostic test, procedure, or surgery	0.08	0.08	0.06	0.07	0.05	0.16	0.07	0.08	0.26	0.16	0.24	0.22	0.12
77	Use proper body mechanics while providing care	1.24	1.24	1.14	1.20	1.10	1.51	1.18	1.21	1.28	1.33	1.42	1.35	1.25
97	Recognize the need for an interpreter	0.10	0.14	0.18	0.14	0.10	0.30	0.13	0.15	0.10	0.08	0.17	0.13	0.14
119	Recognize and report abuse to responsible person	0.13	0.14	0.20	0.16	0.16	0.25	0.18	0.18	0.05	0.04	0.10	0.07	0.14
8	Change diapers (infant, pediatric or elderly incontinent)	1.04	1.20	1.03	1.10	0.49	0.76	0.60	0.58	0.66	0.79	0.71	0.71	0.83
28	Assist with oxygen care	0.30	0.39	0.35	0.36	0.21	0.34	0.25	0.25	0.45	0.48	0.48	0.47	0.36

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<i>Table 19, continued</i>		NH			HH			AC						
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)	
#	Activity												Total (n=1979)	
48	Perform continuous bladder irrigation	0.06	0.05	0.06	0.06	0.05	0.04	0.05	0.05	0.03	0.02	0.07	0.04	0.05
68	Set up equipment for procedure	0.15	0.12	0.11	0.12	0.11	0.28	0.14	0.15	0.15	0.13	0.22	0.18	0.15
88	Provide comfort and care for dying client	0.18	0.31	0.31	0.28	0.24	0.33	0.28	0.27	0.15	0.15	0.20	0.17	0.24
110	Assist client and others to recognize hostility	0.18	0.28	0.27	0.26	0.18	0.30	0.20	0.21	0.11	0.16	0.18	0.15	0.21
130	Suggest additions or changes to client's plan of care	0.23	0.24	0.30	0.26	0.19	0.37	0.22	0.24	0.17	0.16	0.21	0.19	0.23
19	Apply or remove abdominal or breast binders	0.04	0.06	0.06	0.06	0.02	0.12	0.06	0.05	0.06	0.06	0.10	0.08	0.06
39	Apply topical medication	0.25	0.26	0.16	0.22	0.12	0.24	0.20	0.18	0.17	0.20	0.16	0.17	0.20
59	Turn and position client	1.08	1.06	0.93	1.02	0.50	0.72	0.64	0.60	0.80	0.93	0.96	0.90	0.86
81	Encourage client to be independent	0.94	0.88	0.77	0.85	0.69	0.98	0.90	0.83	0.65	0.85	0.95	0.82	0.84
101	Answer call light	1.33	1.28	1.13	1.24	0.25	0.76	0.30	0.36	1.46	1.52	1.55	1.51	1.07
121	Transcribe physician's order	0.02	0.04	0.01	0.02	0.02	0.08	0.05	0.05	0.07	0.16	0.21	0.15	0.07
11	Provide client with adequate fluids	1.30	1.16	1.10	1.17	0.72	1.22	0.77	0.83	1.25	1.18	1.26	1.23	1.09
32	Collect blood from veins for lab work	0.08	0.00	0.01	0.02	0.01	0.03	0.01	0.02	0.12	0.07	0.09	0.09	0.04
52	Perform newborn hearing screen	0.00	0.00	0.00	0.00	0.00	0.02	0.05	0.03	0.01	0.01	0.02	0.01	0.01
72	Transfer client using a device (such as gait belt, lift sheet, slide board, Hoyer lift, etc.)	0.93	0.89	0.83	0.88	0.39	0.65	0.42	0.45	0.52	0.72	0.67	0.63	0.68
92	Provide client with a feeling of security	1.14	1.06	0.98	1.05	0.97	1.40	1.14	1.12	1.11	1.05	1.11	1.09	1.08
112	Maintain record of client's personal belongings	0.31	0.38	0.32	0.34	0.16	0.33	0.20	0.21	0.33	0.30	0.38	0.34	0.30
2	Assist client with eating	0.70	0.72	0.73	0.72	0.30	0.69	0.37	0.40	0.36	0.47	0.46	0.43	0.53
22	Apply TED hose or sequential compression devices (SCD)	0.32	0.36	0.37	0.35	0.20	0.35	0.20	0.23	0.29	0.26	0.37	0.32	0.30
42	Make bed (occupied, unoccupied or surgical)	1.00	0.92	0.98	0.96	0.71	1.05	0.81	0.81	1.13	0.98	1.16	1.10	0.96

#	Activity	NH				HH				AC				
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)	
62	Care for body after death	0.10	0.08	0.17	0.12	0.09	0.08	0.09	0.09	0.07	0.03	0.11	0.08	0.10
83	Perform bowel and/or bladder training	0.39	0.43	0.43	0.42	0.19	0.24	0.18	0.19	0.18	0.13	0.26	0.20	0.28
104	Reinforce instructions/information	0.44	0.49	0.42	0.46	0.46	0.67	0.41	0.48	0.47	0.48	0.60	0.53	0.48
125	Perform admission, discharge or transfer	0.10	0.09	0.12	0.10	0.11	0.09	0.09	0.10	0.40	0.25	0.38	0.35	0.18
14	Provide nail care – cutting & cleaning (hands or feet)	0.49	0.42	0.48	0.46	0.43	0.43	0.46	0.44	0.18	0.24	0.31	0.25	0.39
34	Follow NPO order	0.21	0.26	0.32	0.27	0.14	0.39	0.16	0.19	0.45	0.48	0.49	0.47	0.31
54	Perform pulse oximetry test	0.15	0.09	0.12	0.11	0.10	0.31	0.15	0.16	0.48	0.53	0.69	0.58	0.27
74	Use medical equipment in providing client care (such as automatic blood pressure machine, doppler, continuous passive motion machine, feeding pumps, etc.)	0.29	0.25	0.31	0.28	0.24	0.41	0.27	0.28	1.08	1.04	1.16	1.10	0.54
94	Recognize signs that client may be suicidal	0.10	0.09	0.07	0.09	0.11	0.26	0.14	0.15	0.07	0.08	0.07	0.07	0.10
115	Provide explanation of care to be given	1.05	0.95	0.81	0.92	0.72	0.89	0.68	0.74	0.96	0.85	1.03	0.96	0.88
4	Assist with breast feeding	0.01	0.01	0.00	0.01	0.00	0.01	0.05	0.02	0.03	0.01	0.03	0.02	0.02
24	Apply bed or client alarm	0.66	0.69	0.57	0.64	0.14	0.32	0.18	0.19	0.39	0.33	0.31	0.34	0.41
44	Measure intake and output (measure fluids in and out including drains and urinary catheters and adhere to fluid restrictions)	0.57	0.63	0.52	0.57	0.29	0.60	0.29	0.35	1.00	1.12	1.20	1.12	0.68
64	Remove intravenous line (IV)	0.01	0.01	0.01	0.01	0.01	0.01	0.07	0.04	0.09	0.04	0.13	0.10	0.05
84	Perform range of motion exercises	0.66	0.60	0.69	0.65	0.51	0.76	0.56	0.58	0.29	0.26	0.41	0.33	0.53
105	Use courtesy in communication with clients and family	1.27	1.13	1.02	1.12	1.09	1.65	1.25	1.26	1.33	1.31	1.48	1.39	1.24
126	Ask for help when needed	0.90	0.93	0.72	0.85	0.42	0.73	0.55	0.53	0.79	0.91	0.98	0.90	0.77
16	Shave client	0.43	0.35	0.44	0.40	0.34	0.40	0.39	0.37	0.24	0.17	0.28	0.24	0.34
41	Keep clients area clean and neat	1.28	1.23	1.08	1.19	1.03	1.54	1.15	1.17	1.36	1.33	1.37	1.36	1.24

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<i>Table 19, continued</i>		NH				HH				AC				
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)	1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)	
#	Activity												Total (n=1979)	
61	Provide ostomy care (colostomy, ileostomy, etc.)	0.09	0.12	0.12	0.11	0.13	0.15	0.12	0.13	0.08	0.11	0.11	0.10	0.11
85	Assist with recreational activities (including play therapy)	0.28	0.29	0.33	0.30	0.22	0.47	0.26	0.28	0.09	0.15	0.21	0.15	0.25
106	Use computer to access or record client information	0.16	0.06	0.09	0.09	0.12	0.14	0.11	0.12	0.38	0.46	0.53	0.47	0.22
127	Assist coworker	1.12	1.05	0.91	1.01	0.32	0.65	0.40	0.41	1.12	1.24	1.31	1.23	0.91
21	Apply or remove telemetry wires or change telemetry batteries	0.04	0.03	0.04	0.03	0.06	0.02	0.04	0.05	0.29	0.21	0.30	0.27	0.11
43	Measure client's weight and/or height	0.28	0.30	0.42	0.34	0.24	0.44	0.23	0.27	0.42	0.37	0.41	0.40	0.34
63	Provide preventive skin care (such as observing for breakdown, applying lotion, applying heel pads, or applying elbow protectors, etc.)	1.06	1.11	0.96	1.05	0.90	1.11	0.97	0.97	0.88	0.84	0.96	0.90	0.98
86	Adjust care provided to match age-related needs	0.60	0.58	0.58	0.59	0.50	0.80	0.57	0.58	0.72	0.66	0.81	0.75	0.64
113	Respect client's personal choices	1.21	1.17	0.99	1.11	1.01	1.50	1.23	1.19	1.16	1.18	1.26	1.21	1.17
5	Help client fill out meal menu	0.17	0.16	0.18	0.17	0.07	0.31	0.13	0.14	0.34	0.13	0.34	0.29	0.20
25	Assist client with incentive spirometry	0.06	0.03	0.03	0.03	0.08	0.13	0.04	0.07	0.17	0.12	0.25	0.19	0.09
45	Perform heel or finger-sticks for testing of newborns or infants	0.01	0.00	0.00	0.00	0.05	0.01	0.01	0.02	0.04	0.07	0.04	0.04	0.02
65	Remove nasogastric (NG) tube	0.01	0.01	0.00	0.01	0.06	0.01	0.03	0.04	0.03	0.03	0.02	0.03	0.02
93	Provide emotional support	0.76	0.80	0.72	0.76	0.80	1.24	0.93	0.94	0.64	0.76	0.86	0.76	0.82
116	Report unusual or inappropriate interactions between client and others	0.24	0.33	0.29	0.30	0.20	0.43	0.23	0.25	0.19	0.18	0.22	0.20	0.25
6	Assist client with dressing & undressing	1.22	1.17	1.01	1.12	0.95	1.22	1.02	1.02	0.80	0.76	0.83	0.80	1.00
26	Assist post operative client with turning, coughing and deep breathing	0.13	0.25	0.23	0.22	0.12	0.28	0.19	0.18	0.30	0.31	0.41	0.35	0.25
46	Perform blood glucose testing	0.03	0.02	0.06	0.04	0.09	0.05	0.10	0.09	0.20	0.31	0.28	0.26	0.12

#	Activity	NH			HH			AC			Total (n=1979)			
		< 1 yr (n=169)	1-5 yr (n=327)	>5 yr (n=284)	Total (n=780)	< 1 yr (n=226)	1-5 yr (n=102)	>5 yr (n=247)	Total (n=575)	< 1 yr (n=204)		1-5 yr (n=160)	>5 yr (n=260)	Total (n=624)
66	Remove rectal impaction	0.03	0.02	0.02	0.02	0.06	0.05	0.05	0.05	0.03	0.02	0.02	0.02	0.03
95	Report mood changes	0.34	0.39	0.39	0.38	0.23	0.49	0.33	0.32	0.19	0.26	0.25	0.23	0.31
122	Report needs requiring social service referral	0.15	0.13	0.20	0.16	0.13	0.13	0.14	0.14	0.09	0.07	0.13	0.10	0.13
12	Provide for toileting (take client to bathroom, provide bedpan, assist to commode, give a urinal, etc.)	1.21	1.17	1.06	1.14	0.69	1.06	0.69	0.76	1.03	1.13	1.27	1.15	1.03
33	Do a 12 lead EKG	0.05	0.01	0.01	0.02	0.01	0.02	0.01	0.01	0.04	0.04	0.10	0.07	0.03
53	Implement protective precautions for immune suppressed client	0.09	0.23	0.15	0.17	0.12	0.36	0.16	0.18	0.20	0.14	0.23	0.20	0.18
73	Transport client off unit or to another setting	0.54	0.44	0.46	0.47	0.16	0.35	0.11	0.17	0.31	0.21	0.35	0.30	0.33
96	Give client time to follow beliefs or practices of his/her religion or culture	0.28	0.47	0.36	0.38	0.27	0.60	0.41	0.39	0.18	0.21	0.31	0.24	0.34
13	Provide hair care	1.09	0.90	0.90	0.94	0.84	0.92	0.93	0.89	0.62	0.44	0.66	0.59	0.82
35	Follow seizure precautions	0.30	0.20	0.19	0.22	0.08	0.17	0.14	0.12	0.14	0.08	0.19	0.15	0.17
55	Change wound dressing	0.07	0.07	0.04	0.06	0.07	0.13	0.13	0.10	0.09	0.04	0.09	0.08	0.08
75	Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)	1.52	1.41	1.26	1.37	1.33	1.97	1.45	1.50	1.49	1.64	1.66	1.60	1.48
99	Report unmet cultural needs	0.08	0.12	0.07	0.09	0.11	0.15	0.12	0.12	0.06	0.05	0.12	0.08	0.10
23	Attach traction to client's bed	0.13	0.10	0.06	0.09	0.08	0.05	0.07	0.07	0.07	0.03	0.06	0.06	0.07
56	Perform diagnostic testing on stool or urine specimen	0.07	0.06	0.07	0.07	0.02	0.04	0.08	0.05	0.09	0.04	0.13	0.09	0.07
102	Listen to client	1.41	1.37	1.18	1.31	1.27	2.01	1.45	1.48	1.42	1.57	1.56	1.52	1.43
70	Take an apical pulse	0.26	0.22	0.28	0.25	0.24	0.36	0.31	0.29	0.31	0.21	0.50	0.36	0.30
76	Use pain scale to assess client's pain	0.19	0.13	0.13	0.14	0.22	0.15	0.22	0.21	0.37	0.41	0.48	0.43	0.25

Table 20. Average and Modal NAE Ratings of NA Experience Required to Perform Activities Within Three Care Settings

#	Activity	NH		HHC		AC		Total	
		Mean	Mode	Mean	Mode	Mean	Mode	Mean	Mode
15	Provide oral care	1.12	1	1.29	1	1.13	1	1.17	1
36	Give enema	4.15	5	3.60	5	2.99	5	3.56	5
79	Assist or encourage family to help with client's care	2.03	1	1.49	1	1.63	1	1.73	1
103	Orient client to person, place and time	1.25	1	1.37	1	1.23	1	1.27	1
114	Respect need for privacy	1.10	1	1.26	1	1.11	1	1.15	1
124	Accept and complete delegated tasks	1.47	1	1.59	1	1.47	1	1.50	1
1	Assist client into chair	1.37	1	1.40	1	1.39	1	1.38	1
31	Collect and label stool, urine or sputum specimens	3.14	5	3.42	5	1.78	1	2.69	2
50	Perform calorie count or diabetic replacement	3.67	5	4.20	5	3.09	5	3.59	5
82	Help client to care for, apply or remove dentures, artificial limbs, hearing aids, artificial eyes, etc.	1.58	1	1.97	2	1.77	2	1.76	1
90	Promote client self-esteem (such as providing eye contact, giving praise and compliments, assisting with special grooming, etc.)	1.26	1	1.38	1	1.29	1	1.30	1
107	Identify self to client by name and job title	1.06	1	1.21	1	1.08	1	1.11	1
117	Maintain confidentiality of client's information	1.10	1	1.24	1	1.15	1	1.16	1
123	Observe and report deviations from client's usual condition	1.54	1	1.56	1	1.65	1	1.59	1
3	Assist client with walking	1.43	1	1.43	1	1.42	1	1.42	1
10	Provide incontinence care or peri care	1.24	1	1.43	1	1.32	1	1.32	1
30	Care for client in special bed	1.65	1	1.95	2	1.89	2	1.82	2
51	Perform neuro check	4.67	5	4.48	5	4.55	5	4.57	5
71	Take client's vital signs (VS) (temperature, pulse, blood pressure, respirations)	1.82	1	1.77	1	1.39	1	1.65	1
91	Provide client with a feeling of acceptance	1.25	1	1.32	1	1.27	1	1.27	1
111	Accept client's right to refuse care	1.24	1	1.26	1	1.35	1	1.29	1
131	Participate in shift report	1.49	1	2.17	1	1.81	1	1.79	1
20	Apply heat or cold treatments	3.70	5	3.75	5	2.44	2	3.24	5
40	Insert a urinary catheter	4.88	5	4.85	5	4.50	5	4.73	5
60	Provide protection from falls	1.36	1	1.38	1	1.37	1	1.37	1

80	Assist client to ambulate with a device such as a cane or walker	1.49	1	1.51	1	1.69	1	1.57	1
100	Report cultural/religious food preferences	1.43	1	1.54	1	1.32	1	1.42	1
120	Document or record information accurately	1.53	1	1.48	1	1.63	1	1.55	1
9	Give tube feeding	4.87	5	4.71	5	4.66	5	4.75	5
29	Care for client's tubes (such as tracheostomy, feeding, etc.)	4.65	5	4.40	5	4.58	5	4.56	5
49	Perform cardiopulmonary resuscitation (CPR or Basic Life Support)	3.10	5	2.08	1	2.28	1	2.51	1
69	Suction a client	4.90	5	4.72	5	4.46	5	4.68	5
89	Participate in behavior modification program	2.41	2	3.34	5	3.02	2	2.89	2
109	Follow-up on patient care requests	1.27	1	1.43	1	1.27	1	1.31	1
129	Respond per agency protocol in actual or potential disaster situations	1.56	1	1.67	1	1.71	1	1.65	1
18	Apply Ace bandage	4.04	5	3.30	5	3.55	5	3.66	5
38	Give rectal medication	4.73	5	4.61	5	4.82	5	4.73	5
58	Provide comfort measures (such as back rubs, etc.)	1.36	1	1.44	1	1.35	1	1.38	1
78	Allow client to do things at his/her own pace	1.25	1	1.35	1	1.29	1	1.29	1
98	Report client's spiritual requests	1.17	1	1.31	1	1.25	1	1.24	1
118	Report occurrences (such as error, incident, fall, etc.)	1.20	1	1.29	1	1.25	1	1.24	1
7	Give client's bath (complete, partial, bed, chair, sitz)	1.36	1	1.37	1	1.29	1	1.34	1
27	Assist with cast application	4.74	5	4.76	5	4.21	5	4.54	5
47	Perform color, movement and sensation (CMS) checks	4.55	5	4.28	5	4.42	5	4.43	5
67	Remove urinary catheter	4.84	5	4.82	5	3.99	5	4.51	5
87	Assist with institution of individualized client activities	1.81	1	2.46	1	2.13	2	2.11	1
108	Apply restraints	2.90	5	4.33	5	2.84	2	3.27	5
128	Reinforce to client need to follow plan of care	1.77	1	1.68	1	1.95	1	1.82	1
17	Apply condom catheter	3.63	5	3.04	5	3.21	5	3.32	5
37	Give medication by mouth (oral or PD)	4.87	5	4.70	5	4.91	5	4.84	5
57	Prepare client for diagnostic test, procedure, or surgery	3.58	5	4.31	5	3.15	5	3.61	5
77	Use proper body mechanics while providing care	1.30	1	1.40	1	1.41	1	1.37	1
97	Recognize the need for an interpreter	1.26	1	1.42	1	1.29	1	1.32	1
119	Recognize and report abuse to responsible person	1.18	1	1.36	1	1.44	1	1.33	1
8	Change diapers (infant, pediatric or elderly incontinent)	1.23	1	1.32	1	1.28	1	1.27	1

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Activity		NH		HHC		AC		Total	
		Mean	Mode	Mean	Mode	Mean	Mode	Mean	Mode
#	Activity								
28	Assist with oxygen care	2.70	1	2.84	1	2.60	1	2.70	1
48	Perform continuous bladder irrigation	4.89	5	4.90	5	4.81	5	4.86	5
68	Set up equipment for procedure	4.15	5	4.35	5	3.74	5	4.05	5
88	Provide comfort and care for dying client	1.56	1	1.89	1	1.75	1	1.72	1
110	Assist client and others to recognize hostility	1.61	1	2.08	1	1.90	1	1.84	1
130	Suggest additions or changes to client's plan of care	1.91	1	1.84	1	2.17	2	1.99	1
19	Apply or remove abdominal or breast binders	3.48	5	3.23	5	3.01	5	3.23	5
39	Apply topical medication	4.05	5	3.91	5	4.24	5	4.09	5
59	Turn and position client	1.23	1	1.43	1	1.33	1	1.32	1
81	Encourage client to be independent	1.33	1	1.43	1	1.42	1	1.39	1
101	Answer call light	1.06	1	2.32	1	1.12	1	1.37	1
121	Transcribe physician's order	4.93	1	4.85	1	4.65	1	4.80	1
11	Provide client with adequate fluids	1.22	1	1.49	1	1.37	1	1.35	1
32	Collect blood from veins for lab work	4.88	5	4.91	5	4.76	5	4.84	5
52	Perform newborn hearing screen	4.92	5	4.90	5	4.80	5	4.87	5
72	Transfer client using a device (such as gait belt, lift sheet, slide board, Hoyer lift, etc.)	1.55	1	2.01	1	1.86	2	1.79	1
92	Provide client with a feeling of security	1.21	1	1.41	1	1.33	1	1.31	1
112	Maintain record of client's personal belongings	1.66	1	2.64	1	1.85	1	1.98	1
2	Assist client with eating	1.23	1	1.40	1	1.26	1	1.29	1
22	Apply TED hose or sequential compression devices (SCD)	1.82	1	2.40	1	2.00	1	2.04	1
42	Make bed (occupied, unoccupied, or surgical)	1.14	1	1.26	1	1.19	1	1.19	1
62	Care for body after death	1.56	1	3.07	5	1.86	2	2.07	1
83	Perform bowel and/or bladder training	2.01	2	3.47	5	2.93	2	2.75	2
104	Reinforce instructions/information	1.57	1	1.78	1	2.01	1	1.79	1
125	Perform admission, discharge, or transfer	4.02	5	4.75	5	3.88	5	4.16	5
14	Provide nail care – cutting & cleaning (hands or feet)	1.78	1	2.71	1	3.28	5	2.60	1
34	Follow NPO order	1.18	1	1.59	1	1.25	1	1.32	1

54	Perform pulse oximetry test	3.54	5	4.57	5	2.53	1	3.43	5
74	Use medical equipment in providing client care (such as automatic blood pressure machine, doppler, continuous passive motion machine, feeding pumps, etc.)	3.82	5	4.24	5	2.57	2	3.46	5
94	Recognize signs that client may be suicidal	1.98	1	2.19	1	2.18	2	2.11	2
115	Provide explanation of care to be given	1.36	1	1.51	1	1.69	1	1.52	1
4	Assist with breast feeding	4.46	5	4.24	5	3.99	5	4.22	5
24	Apply bed or client alarm	1.43	1	3.25	5	1.82	1	2.05	1
44	Measure intake and output (measure fluids in and out including drains and urinary catheters and adhere to fluid restrictions)	1.43	1	1.87	1	1.59	1	1.61	1
64	Remove intravenous line (IV)	4.92	5	4.90	5	4.36	5	4.70	5
84	Perform range of motion exercises	2.15	1	2.03	1	2.69	2	2.32	1
105	Use courtesy in communication with clients and family	1.15	1	1.26	1	1.18	1	1.19	1
126	Ask for help when needed	1.09	1	1.24	1	1.15	1	1.15	1
16	Shave client	1.26	1	1.39	1	1.40	1	1.35	1
41	Keep client's area clean and neat	1.13	1	1.26	1	1.16	1	1.17	1
61	Provide ostomy care (colostomy, ileostomy, etc.)	3.41	5	3.72	5	3.67	5	3.59	5
85	Assist with recreational activities (including play therapy)	1.73	1	2.63	1	2.33	1	2.19	1
106	Use computer to access or record client information	4.27	5	4.04	5	3.25	5	3.81	5
127	Assist coworker	1.10	1	1.29	1	1.16	1	1.17	1
21	Apply or remove telemetry wires or change telemetry batteries	4.64	5	4.60	5	2.96	5	3.97	5
43	Measure client's weight and/or height	1.33	1	1.69	1	1.21	1	1.38	1
63	Provide preventive skin care (such as observing for breakdown, applying lotion, applying heel pads, or applying elbow protectors, etc.)	1.32	1	1.44	1	1.42	1	1.39	1
86	Adjust care provided to match age related needs	1.98	1	2.03	1	1.83	2	1.93	1
113	Respect client's personal choices	1.18	1	1.28	1	1.25	1	1.23	1
5	Help client fill out meal menu	2.06	1	2.48	1	1.50	1	1.94	1
25	Assist client with incentive spirometry	3.70	5	2.99	5	2.78	5	3.16	5
45	Perform heel or finger sticks for testing of newborns or infants	4.88	5	4.83	5	4.65	5	4.78	5
65	Remove naso-gastric (NG) tube	4.95	5	4.91	5	4.75	5	4.86	5
93	Provide emotional support	1.31	1	1.42	1	1.40	1	1.37	1

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Table 20, continued

#	Activity	NH		HHC		AC		Total	
		Mean	Mode	Mean	Mode	Mean	Mode	Mean	Mode
116	Report unusual or inappropriate interactions between client and others	1.22	1	1.35	1	1.33	1	1.30	1
6	Assist client with dressing & undressing	1.18	1	1.27	1	1.24	1	1.23	1
26	Assist post operative client with turning, coughing and deep breathing	2.87	5	2.69	1	1.93	1	2.46	1
46	Perform blood glucose testing	4.66	5	4.56	5	3.82	5	4.31	5
66	Remove rectal impaction	4.78	5	4.67	5	4.42	5	4.61	5
95	Report mood changes	1.31	1	1.41	1	1.43	1	1.38	1
122	Report needs requiring social service referral	1.88	1	1.80	1	2.09	1	1.94	1
12	Provide for toileting (take client to bathroom, provide bedpan, assist to commode, give a urinal, etc.)	1.20	1	1.35	1	1.26	1	1.26	1
33	Do a 12 lead EKG	4.90	5	4.88	5	4.51	5	4.74	5
53	Implement protective precautions for immune suppressed client	3.00	5	2.81	1	2.51	1	2.76	2
73	Transport client off unit or to another setting	1.50	1	3.50	5	1.51	1	2.00	1
96	Give client time to follow beliefs or practices of his/her religion or culture	1.26	1	1.37	1	1.34	1	1.32	1
13	Provide hair care	1.13	1	1.28	1	1.22	1	1.21	1
35	Follow seizure precautions	1.70	1	1.78	1	1.62	1	1.69	1
55	Change wound dressing	4.81	5	4.35	5	4.54	5	4.59	5
75	Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)	1.22	1	1.26	1	1.24	1	1.24	1
99	Report unmet cultural needs	1.58	1	1.59	1	1.59	1	1.59	1
23	Attach traction to client's bed	4.60	5	4.64	5	3.91	5	4.34	5
56	Perform diagnostic testing on stool or urine specimen	4.63	5	4.80	5	4.16	5	4.49	5
102	Listen to client	1.12	1	1.23	1	1.16	1	1.17	1
70	Take an apical pulse	3.20	5	3.08	5	2.64	1	2.96	5
76	Use pain scale to assess client's pain	3.46	5	2.93	5	2.78	1	3.06	5

Table 21. Average NAE Ratings of Activity Priority Within Three Care Settings

#	Activity	NH Mean	HHC Mean	AC Mean	Total Mean
15	Provide oral care	2.52	2.21	2.30	2.35
36	Give enema	2.73	2.71	2.60	2.66
79	Assist or encourage family to help with client's care	2.47	2.81	2.44	2.56
103	Orient client to person, place and time	2.66	2.66	2.72	2.68
114	Respect need for privacy	3.11	3.13	3.08	3.10
124	Accept and complete delegated tasks	3.11	3.22	3.15	3.15
1	Assist client into chair	3.05	3.11	3.09	3.08
31	Collect and label stool, urine or sputum specimens	2.67	2.44	2.72	2.64
50	Perform calorie count or diabetic replacement	2.84	2.62	2.77	2.76
82	Help client to care for, apply or remove dentures, artificial limbs, hearing aids, artificial eyes, etc.	2.93	2.86	2.76	2.85
90	Promote client self-esteem (such as providing eye contact, giving praise and compliments, assisting with special grooming, etc.)	2.87	2.87	2.75	2.83
107	Identify self to client by name and job title	2.69	2.82	2.75	2.75
117	Maintain confidentiality of client's information	3.32	3.41	3.39	3.37
123	Observe and report deviations from client's usual condition	3.58	3.64	3.65	3.62
3	Assist client with walking	3.22	3.19	3.17	3.20
10	Provide incontinence care or peri care	3.18	3.17	3.00	3.11
30	Care for client in special bed	3.00	3.08	2.84	2.96
51	Perform neuro check	2.93	2.95	3.01	2.97
71	Take client's vital signs (VS) (temperature, pulse, blood pressure, respirations)	3.10	3.10	3.33	3.19
91	Provide client with a feeling of acceptance	2.82	2.76	2.68	2.75
111	Accept client's right to refuse care	2.82	2.88	2.78	2.82
131	Participate in shift report	2.75	2.48	2.64	2.64
20	Apply heat or cold treatments	2.79	2.72	2.78	2.77
40	Insert a urinary catheter	2.84	2.89	3.13	2.98
60	Provide protection from falls	3.75	3.70	3.71	3.72
80	Assist client to ambulate with a device such as a cane or walker	3.36	3.44	3.28	3.35
100	Report cultural/religious food preferences	2.41	2.29	2.35	2.36
120	Document or record information accurately	3.33	3.43	3.44	3.40
9	Give tube feeding	3.01	3.03	2.99	3.01
29	Care for client's tubes (such as tracheostomy, feeding, etc.)	3.11	3.26	3.08	3.15
49	Perform cardiopulmonary resuscitation (CPR or Basic Life Support)	3.52	3.70	3.68	3.64
69	Suction a client	3.26	3.13	3.25	3.22
89	Participate in behavior modification program	2.81	2.51	2.66	2.68
109	Follow-up on patient care requests	2.96	2.91	3.00	2.96
129	Respond per agency protocol in actual or potential disaster situations	3.57	3.49	3.44	3.50
18	Apply Ace bandage	2.56	2.72	2.46	2.57
38	Give rectal medication	2.82	2.60	2.92	2.79

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Table 21, continued

#	Activity	NH Mean	HHC Mean	AC Mean	Total Mean
58	Provide comfort measures (such as back rubs, etc.)	2.51	2.52	2.48	2.50
78	Allow client to do things at his/her own pace	2.87	3.01	2.80	2.88
98	Report client's spiritual requests	2.61	2.57	2.59	2.59
118	Report occurrences (such as error, incident, fall, etc.)	3.67	3.70	3.56	3.64
7	Give client's bath (complete, partial, bed, chair, sitz)	3.05	3.18	3.00	3.07
27	Assist with cast application	2.58	2.39	2.54	2.51
47	Perform color, movement and sensation (CMS) checks	3.00	2.78	3.00	2.93
67	Remove urinary catheter	2.72	2.62	2.80	2.75
87	Assist with institution of individualized client activities	2.50	2.54	2.56	2.54
108	Apply restraints	3.31	3.05	3.37	3.30
128	Reinforce to client need to follow plan of care	2.86	3.03	2.80	2.89
17	Apply condom catheter	2.41	2.67	2.58	2.56
37	Give medication by mouth (oral or PO)	3.22	2.83	3.20	3.09
57	Prepare client for diagnostic test, procedure, or surgery	2.93	2.54	2.93	2.86
77	Use proper body mechanics while providing care	3.46	3.54	3.46	3.48
97	Recognize the need for an interpreter	2.81	2.93	2.89	2.87
119	Recognize and report abuse to responsible person	3.81	3.74	3.61	3.71
8	Change diapers (infant, pediatric or elderly incontinent)	3.03	3.04	2.94	3.00
28	Assist with oxygen care	3.12	3.09	3.10	3.11
48	Perform continuous bladder irrigation	3.02	2.67	3.01	2.92
68	Set up equipment for procedure	2.57	2.23	2.70	2.55
88	Provide comfort and care for dying client	3.23	3.19	3.15	3.19
110	Assist client and others to recognize hostility	3.04	2.98	2.92	2.98
130	Suggest additions or changes to client's plan of care	2.89	3.02	2.76	2.88
19	Apply or remove abdominal or breast binders	2.54	2.60	2.62	2.59
39	Apply topical medication	2.74	2.71	2.77	2.74
59	Turn and position client	3.39	3.36	3.30	3.35
81	Encourage client to be independent	2.88	2.94	2.83	2.88
101	Answer call light	3.48	2.99	3.24	3.29
121	Transcribe physician's order	3.10	2.91	3.23	3.11
11	Provide client with adequate fluids	3.34	3.04	3.07	3.16
32	Collect blood from veins for lab work	2.83	2.98	3.01	2.94
52	Perform newborn hearing screen	2.71	2.51	2.73	2.66
72	Transfer client using a device (such as gait belt, lift sheet, slide board, Hoyer lift, etc.)	3.54	3.58	3.37	3.49
92	Provide client with a feeling of security	3.06	3.11	3.02	3.05
112	Maintain record of client's personal belongings	2.31	2.31	2.54	2.40
2	Assist client with eating	3.28	3.00	3.16	3.16
22	Apply TED hose or sequential compression devices (SCD)	2.86	2.95	2.87	2.89
42	Make bed (occupied, unoccupied, or surgical)	2.29	2.43	2.42	2.38

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Table 21, continued

#	Activity	NH Mean	HHC Mean	AC Mean	Total Mean
62	Care for body after death	2.35	2.21	2.27	2.29
83	Perform bowel and/or bladder training	2.89	2.75	2.72	2.80
104	Reinforce instructions/information	2.91	2.83	2.78	2.84
125	Perform admission, discharge, or transfer	2.66	2.28	2.84	2.68
14	Provide nail care – cutting & cleaning (hands or feet)	2.70	2.69	2.56	2.66
34	Follow NPO order	3.38	3.10	3.28	3.27
54	Perform pulse oximetry test	2.59	2.29	2.95	2.74
74	Use medical equipment in providing client care (such as automatic blood pressure machine, doppler, continuous passive motion machine, feeding pumps, etc.)	3.06	3.00	3.15	3.10
94	Recognize signs that client may be suicidal	3.59	3.64	3.59	3.60
115	Provide explanation of care to be given	2.98	2.99	2.93	2.96
4	Assist with breast feeding	2.34	2.12	2.52	2.36
24	Apply bed or client alarm	3.48	2.91	3.28	3.30
44	Measure intake and output (measure fluids in and out including drains and urinary catheters and adhere to fluid restrictions)	3.15	2.92	3.21	3.11
64	Remove intravenous line (IV)	2.78	2.63	2.83	2.77
84	Perform range of motion exercises	3.00	2.93	2.84	2.93
105	Use courtesy in communication with clients and family	3.01	2.95	2.99	2.99
126	Ask for help when needed	3.40	3.40	3.37	3.39
16	Shave client	2.55	2.67	2.48	2.56
41	Keep client's area clean and neat	2.78	2.82	2.75	2.78
61	Provide ostomy care (colostomy, ileostomy, etc.)	2.88	2.90	2.85	2.88
85	Assist with recreational activities (including play therapy)	2.32	2.33	2.32	2.32
106	Use computer to access or record client information	2.28	2.08	2.54	2.36
127	Assist coworker	3.08	2.71	2.99	2.95
21	Apply or remove telemetry wires or change telemetry batteries	2.55	2.25	2.76	2.62
43	Measure client's weight and/or height	2.75	2.51	2.73	2.68
63	Provide preventive skin care (such as observing for break-down, applying lotion, applying heel pads, or applying elbow protectors, etc.)	3.43	3.35	3.32	3.36
86	Adjust care provided to match age related needs	2.87	2.92	2.94	2.91
113	Respect client's personal choices	2.95	2.98	2.92	2.95
5	Help client fill out meal menu	2.19	2.06	2.25	2.19
25	Assist client with incentive spirometry	2.65	2.42	2.73	2.62
45	Perform heel or finger sticks for testing of newborns or infants	2.74	2.50	2.90	2.75
65	Remove nasogastric (NG) tube	2.85	2.53	2.70	2.70
93	Provide emotional support	2.97	2.92	2.86	2.91
116	Report unusual or inappropriate interactions between client and others	3.27	3.25	3.15	3.22
6	Assist client with dressing & undressing	2.85	2.89	2.69	2.80

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2002 JOB ANALYSIS
OF NURSE AIDES*Table 21, continued*

#	Activity	NH Mean	HHC Mean	AC Mean	Total Mean
26	Assist post operative client with turning, coughing and deep breathing	3.12	3.06	3.20	3.14
46	Perform blood glucose testing	2.92	2.79	3.19	3.03
66	Remove rectal impaction	3.13	2.79	2.86	2.92
95	Report mood changes	2.94	2.88	2.80	2.87
122	Report needs requiring social service referral	2.72	2.94	2.80	2.81
12	Provide for toileting (take client to bathroom, provide bedpan, assist to commode, give a urinal, etc.)	3.23	3.13	3.17	3.18
33	Do a 12 lead EKG	2.96	2.42	3.01	2.86
53	Implement protective precautions for immune suppressed client	3.43	3.36	3.33	3.37
73	Transport client off unit or to another setting	2.66	2.64	2.77	2.70
96	Give client time to follow beliefs or practices of his/her religion or culture	2.68	2.68	2.64	2.67
13	Provide hair care	2.36	2.36	2.21	2.30
35	Follow seizure precautions	3.40	3.42	3.41	3.41
55	Change wound dressing	3.02	3.10	3.01	3.04
75	Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)	3.68	3.68	3.65	3.67
99	Report unmet cultural needs	2.43	2.44	2.50	2.46
23	Attach traction to client's bed	3.00	2.72	2.86	2.88
56	Perform diagnostic testing on stool or urine specimen	2.80	2.45	2.77	2.72
102	Listen to client	3.23	3.21	3.20	3.21
70	Take an apical pulse	2.87	2.84	2.72	2.80
76	Use pain scale to assess client's pain	3.11	2.95	3.02	3.03

Conclusions

A nonexperimental, descriptive study was performed to explore the tasks done by assistive personnel, the amount of experience necessary to complete those tasks and the priority of the tasks in the provision of safe client care. More than 2,000 nurse aides and 840 nurse aide evaluators responded. Findings indicated that nurse aide work is essentially the same in nursing homes, home health agencies and hospitals. Nurse aides with less than one year of experience perform the same types of activities at the same frequencies as those with much more experience. Many nurse aides delegated the task of giving medications did not report having had a course or class related to medication administration.

References

Hertz, J. E. & Yocom, C. J. (1999). 1998 job analysis of nurse aides employed in nursing homes, home health agencies and hospitals. Chicago: National Council of State Boards of Nursing.

Appendix A

Subject Matter Expert Panel

Board of Nursing	Name	Employer	Specialty
Area I			
CO	Robyn Bragg, RN	Mercy Medical Center	Medical/surgical; Oncology; CNA/PN/RN Education
CA	Teresa Stumbaugh, LVN	Hemet Valley Medical Center	Telemetry
Area II			
IA	Sue Jungman, RN	Jennie Edmundson Hospital	Psych
MO	Ann LeCure, RN	St. Mary's Health Care Center	Staff Education
KS	Patricia McCartney, RN	Norton Correctional Facility	Prison nursing; ER
IL	Sharon Montgomery, RN	University of IL Hospital	OB; Pediatrics; NICU; CNA Education
Area III			
TX	Dennise Boldt	Crossroads Home Health	Home Health Care Manager
AL	Arlene Stuckey, RN & Teresa McCornell, RN	St. Vincent Hospital	CNA Education
Area IV			
NJ	Darlene Bryant, CNA & Adelaide Camille, RN	St. Franciscan Home	Long-Term Care
ME	Gail DiFiore, RN	Maine Medical Center	CNA Education

Appendix B

2002 NA Job Analysis Activity Statements

Appendix B. Activities Included in 2002 NA Job Analysis		
Master Number	# in 2002 Survey	Activity
15	1	Provide oral care
36	2	Give enema
79	3	Assist or encourage family to help with client's care
103	4	Orient client to person, place and time
114	5	Respect need for privacy
124	6	Accept and complete delegated tasks
1	7	Assist client into chair
31	8	Collect and label stool, urine or sputum specimens
50	9	Perform calorie count or diabetic replacement
82	10	Help client to care for, apply or remove dentures, artificial limbs, hearing aids, artificial eyes, etc.
90	11	Promote client self-esteem (such as providing eye contact, giving praise and compliments, assisting with special grooming, etc.)
107	12	Identify self to client by name and job title
117	13	Maintain confidentiality of client's information
123	14	Observe and report deviations from client's usual condition
3	15	Assist client with walking
10	16	Provide incontinence care or pericare
30	17	Care for client in special bed
51	18	Perform neuro check
71	19	Take client's vital signs (VS) (temperature, pulse, blood pressure, respirations)
91	20	Provide client with a feeling of acceptance
111	21	Accept client's right to refuse care
131	22	Participate in shift report
20	23	Apply heat or cold treatments
40	24	Insert a urinary catheter
60	25	Provide protection from falls
80	26	Assist client to ambulate with a device such as a cane or walker
100	27	Report cultural/religious food preferences
120	28	Document or record information accurately
9	29	Give tube feeding
29	30	Care for client's tubes (such as tracheostomy, feeding, etc.)
49	31	Perform cardiopulmonary resuscitation (CPR or Basic Life Support)
69	32	Suction a client
89	33	Participate in behavior modification program
109	34	Follow-up on patient care requests

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Appendix B, continued

Master Number	# in 2002 Survey	Activity
129	35	Respond per agency protocol in actual or potential disaster situations
18	36	Apply Ace bandage
38	37	Give rectal medication
58	38	Provide comfort measures (such as back rubs, etc.)
78	39	Allow client to do things at his/her own pace
98	40	Report client's spiritual requests
118	41	Report occurrences (such as error, incident, fall, etc.)
7	42	Give client's bath (complete, partial, bed, chair, sitz)
27	43	Assist with cast application
47	44	Perform color, movement and sensation (CMS) checks
67	45	Remove urinary catheter
87	46	Assist with institution of individualized client activities
108	47	Apply restraints
128	48	Reinforce to client need to follow plan of care
17	49	Apply condom catheter
37	50	Give medication by mouth (oral or PO)
57	51	Prepare client for diagnostic test, procedure, or surgery
77	52	Use proper body mechanics while providing care
97	53	Recognize the need for an interpreter
119	54	Recognize and report abuse to responsible person
8	55	Change diapers (infant, pediatric or elderly incontinent)
28	56	Assist with oxygen care
48	57	Perform continuous bladder irrigation
68	58	Set up equipment for procedure
88	59	Provide comfort and care for dying client
110	60	Assist client and others to recognize hostility
130	61	Suggest additions or changes to client's plan of care
19	62	Apply or remove abdominal or breast binders
39	63	Apply topical medication
59	64	Turn and position client
81	65	Encourage client to be independent
101	66	Answer call light
121	67	Transcribe physician's order
11	68	Provide client with adequate fluids
32	69	Collect blood from veins for lab work
52	70	Perform newborn hearing screen
72	71	Transfer client using a device (such as gait belt, lift sheet, slide board, Hoyer lift, etc.)
92	72	Provide client with a feeling of security
112	73	Maintain record of client's personal belongings

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Appendix B, continued

Master Number	# in 2002 Survey	Activity
2	74	Assist client with eating
22	75	Apply TED hose or sequential compression devices (SCD)
42	76	Make bed (occupied, unoccupied, or surgical)
62	77	Care for body after death
83	78	Perform bowel and/or bladder training
104	79	Reinforce instructions/information
125	80	Perform admission, discharge, or transfer
14	81	Provide nail care – cutting & cleaning (hands or feet)
34	82	Follow NPO order
54	83	Perform pulse oximetry test
74	84	Use medical equipment in providing client care (such as automatic blood pressure machine, doppler, continuous passive motion machine, feeding pumps, etc.)
94	85	Recognize signs that client may be suicidal
115	86	Provide explanation of care to be given
4	87	Assist with breast feeding
24	88	Apply bed or client alarm
44	89	Measure intake and output (measure fluids in and out including drains and urinary catheters and adhere to fluid restrictions)
64	90	Remove intravenous line (IV)
84	91	Perform range of motion exercises
105	92	Use courtesy in communication with clients and family
126	93	Ask for help when needed
16	94	Shave client
41	95	Keep client's area clean and neat
61	96	Provide ostomy care (colostomy, ileostomy, etc.)
85	97	Assist with recreational activities (including play therapy)
106	98	Use computer to access or record client information
127	99	Assist coworker
21	100	Apply or remove telemetry wires or change telemetry batteries
43	101	Measure client's weight and/or height
63	102	Provide preventive skin care (such as observing for breakdown, applying lotion, applying heel pads, or applying elbow protectors, etc.)
86	103	Adjust care provided to match age related needs
113	104	Respect client's personal choices
5	105	Help client fill out meal menu
25	106	Assist client with incentive spirometry
45	107	Perform heel or finger sticks for testing of newborns or infants
65	108	Remove nasogastric (NG) tube
93	109	Provide emotional support
116	110	Report unusual or inappropriate interactions between client and others
6	111	Assist client with dressing & undressing

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Appendix B, continued

Master Number	# in 2002 Survey	Activity
26	112	Assist post operative client with turning, coughing and deep breathing
46	113	Perform blood glucose testing
66	114	Remove rectal impaction
95	115	Report mood changes
122	116	Report needs requiring social service referral
12	117	Provide for toileting (take client to bathroom, provide bedpan, assist to commode, give a urinal, etc.)
33	118	Do a 12 lead EKG
53	119	Implement protective precautions for immune suppressed client
73	120	Transport client off unit or to another setting
96	121	Give client time to follow beliefs or practices of his/her religion or culture
13	122	Provide hair care
35	123	Follow seizure precautions
55	124	Change wound dressing
75	125	Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)
99	126	Report unmet cultural needs
23	127	Attach traction to client's bed
56	128	Perform diagnostic testing on stool or urine specimen
102	129	Listen to client
70	130	Take an apical pulse
76	131	Use pain scale to assess client's pain

Appendix C

2002 NA and NAE Job Analysis Survey Questionnaires

NATIONAL COUNCIL OF STATE BOARDS OF NURSING
NURSE AIDE
NURSING ACTIVITY STUDY

Dear Colleague,

You have been selected to participate in a very important national research study. The National Council of State Boards of Nursing is conducting this survey on the work done by nurse aides/nursing assistants. The results of the study will be used to describe the types of activities performed by nurse aides of all types all over the United States, and to evaluate the content of the *National Nurse Aide Assessment Program (NNAAP)*.

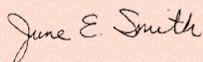
This survey is being sent to a limited number of nurse aides so it is extremely important that you fill it out and return it as soon as possible. It is vital that we receive surveys from nurse aides or assistants working in all types of health care agencies in all parts of the country. Each survey gives us valuable information about the important work done with different types of clients in different settings.

The survey will only take about 30 minutes to complete. The information you provide will be kept confidential. No one will be told the answers you give. Only the combined answers from nurse aides working in similar work places will be reported.

You are not required to assist with this study, but we very much hope that you will help us with this important work. If you have any questions, please call Lamika Obichere at (312) 787-6555 extension 178, or send an email to jsmith@ncsbn.org.

Thank you, in advance, for your time and valuable information!

Sincerely,



June E. Smith, PhD, RN
Manager of Research Services

MARKING INSTRUCTIONS

- Please read each question carefully and answer by filling in the oval in front of the response that best describes your answer.
- Use a No. 2 pencil or blue or black ink pen only.
- Do not use pens with ink that soaks through the paper.
- Make heavy dark marks that fill the oval completely.
- If you want to change an answer and used a pencil, erase cleanly.
- If you want to change an answer and used a pen, place an "X" over the first mark, and fill in the oval for your preferred answer.

RIGHT MARK



WRONG MARKS



Note: For the purposes of this study, nurse aides are individuals, regardless of title, assisting with the delivery of direct nursing care to clients; and the "client" is defined as an individual or individual plus family (or significant other). Clients are the same as "residents" or "patients."

SECTION 1: WORK ENVIRONMENT

NOTE: Answer all of the following questions based on your **last day of work as a nurse aide.**

1. Which of the following best describes your employment setting(s) on the **last day you worked as a nurse aide.** (Look over the entire list before answering and select as many as apply)

HOSPITALS or ACUTE CARE SETTINGS

- Central supply
- Chemical dependency unit
- Emergency room
- Extended care facility/rehabilitation unit
- In-patient hospice care
- Intensive care unit
- Intermediate care/Step down unit
- Labor and delivery unit
- Medical/surgical unit (includes sub-specialties like orthopedics, oncology, etc.)
- Nursery
- Operating room
- Pediatric unit
- Postpartum/maternity unit
- Psychiatric unit
- Recovery room
- Other (please specify) _____

NURSING HOME

- Intermediate care unit
- Personal care unit
- Skilled care unit
- Sub-acute unit
- Other (please specify) _____

COMMUNITY/HOME HEALTH CARE

- Clinic/outpatient unit/ambulatory surgical care
- Home health in client's residence
- Hospice care in client's residence
- Other (please specify) _____

2. Approximately how long have you worked in the employment setting(s) you marked in question 1? (Select **only ONE** answer)

- | | |
|-------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> 6 months or less | <input type="checkbox"/> 11 years |
| <input type="checkbox"/> 7 to 11 months | <input type="checkbox"/> 12 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 13 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 14 years |
| <input type="checkbox"/> 3 years | <input type="checkbox"/> 15 or more years |
| <input type="checkbox"/> 4 years | |
| <input type="checkbox"/> 5 years | |
| <input type="checkbox"/> 6 years | |
| <input type="checkbox"/> 7 years | |
| <input type="checkbox"/> 8 years | |
| <input type="checkbox"/> 9 years | |
| <input type="checkbox"/> 10 years | |

3. What is your title in the employment setting(s) you marked in question 1?

(Select the **ONE** that is closest to your title)

- Nurse aide/nursing assistant
- Orderly
- Personal or patient care attendant/assistant
- Home health aide
- Medication aide/technician
- Homemaker
- Charge aide/senior aide
- Patient care technician
- Psychiatric aide
- Dietary aide
- Care partner
- Other (please specify) _____

4. How many **hours per week** do you work as a nurse aide in the employment setting(s) you marked in question 1? (Select **only ONE** answer)

- | | |
|--------------------------------|---------------------------------------------|
| <input type="checkbox"/> 1-5 | <input type="checkbox"/> 38-40 |
| <input type="checkbox"/> 6-10 | <input type="checkbox"/> 41-45 |
| <input type="checkbox"/> 11-15 | <input type="checkbox"/> 46-50 |
| <input type="checkbox"/> 16-20 | <input type="checkbox"/> 51-55 |
| <input type="checkbox"/> 21-25 | <input type="checkbox"/> 56-60 |
| <input type="checkbox"/> 26-30 | <input type="checkbox"/> More than 60 hours |
| <input type="checkbox"/> 31-35 | |

5. What hours do you usually work in the employment setting(s) you marked in question 1? (Select **only ONE** answer)

- Days (8, 10, or 12 hour shift)
- Evenings (8, 10, or 12 hour shift)
- Nights (8, 10, or 12 hour shift)
- Rotating shift
- Other (please specify) _____

6. Which of the following best describes the ages of most of the clients to whom you provided care on your last day of work? (You may select **more than one** answer)

- Newborns (less than 1 month)
- Infants/children (1 month-12 years)
- Adolescents (ages 13-18)
- Young Adults (ages 19-30)
- Adults (ages 31-64)
- Adults (ages 65-85)
- Adults (over the age of 85)

7. Which of the following **best** describes **most** of the clients to whom you provided care on your last day of work? (You may select **more than one** answer)

- Well clients, possibly with minor illnesses
- OB (Maternity) clients
- Clients with stabilized chronic conditions
- Clients with unstabilized chronic conditions
- Clients with acute conditions, including clients with medical, surgical or critical conditions
- Clients at end of life (e.g., terminally ill, seriously ill, etc.)
- Clients with behavioral/emotional conditions (e.g., psychiatric conditions, substance abuse, etc.)
- Other (please specify) _____

**SECTION 1: WORK ENVIRONMENT
(continued)**

8. Which of the following best describes the location of the employment setting(s) you marked in question 1? *(Select only ONE answer)*

- Urban/Metropolitan area
- Suburban area
- Rural area
- Don't know

9. To how many clients were you assigned to provide care on your last day of work? *(Mark only ONE answer)*

- | | | |
|----------------------------------|----------------------------------|------------------------------------------|
| <input type="radio"/> 0 clients | <input type="radio"/> 11 clients | <input type="radio"/> 22 clients |
| <input type="radio"/> 1 client | <input type="radio"/> 12 clients | <input type="radio"/> 23 clients |
| <input type="radio"/> 2 clients | <input type="radio"/> 13 clients | <input type="radio"/> 24 clients |
| <input type="radio"/> 3 clients | <input type="radio"/> 14 clients | <input type="radio"/> 25 clients |
| <input type="radio"/> 4 clients | <input type="radio"/> 15 clients | <input type="radio"/> 26 clients |
| <input type="radio"/> 5 clients | <input type="radio"/> 16 clients | <input type="radio"/> 27 clients |
| <input type="radio"/> 6 clients | <input type="radio"/> 17 clients | <input type="radio"/> 28 clients |
| <input type="radio"/> 7 clients | <input type="radio"/> 18 clients | <input type="radio"/> 29 clients |
| <input type="radio"/> 8 clients | <input type="radio"/> 19 clients | <input type="radio"/> 30 or more clients |
| <input type="radio"/> 9 clients | <input type="radio"/> 20 clients | |
| <input type="radio"/> 10 clients | <input type="radio"/> 21 clients | |

10. How many nurse aide positions have you had including the one you have now? *(Select only ONE answer)*

- 1 position
- 2 positions
- 3 positions
- 4 positions
- 5 positions
- 6 positions
- 7 positions
- 8 positions
- 9 positions
- 10 or more positions

11. What is the total length of time you have worked as a nurse aide? *(Select only ONE answer)*

- | | |
|----------------------------------------|----------------------------------------|
| <input type="radio"/> 6 months or less | <input type="radio"/> 8 years |
| <input type="radio"/> 7 to 11 months | <input type="radio"/> 9 years |
| <input type="radio"/> 1 year | <input type="radio"/> 10 years |
| <input type="radio"/> 2 years | <input type="radio"/> 11 years |
| <input type="radio"/> 3 years | <input type="radio"/> 12 years |
| <input type="radio"/> 4 years | <input type="radio"/> 13 years |
| <input type="radio"/> 5 years | <input type="radio"/> 14 years |
| <input type="radio"/> 6 years | <input type="radio"/> 15 or more years |
| <input type="radio"/> 7 years | |

SECTION 2: ACTIVITIES PERFORMED

This section contains a list of activities performed by nurse aides. Some of the activities might not apply to your job. For each activity, think about what you did during your last day of work as a nurse aide.

For each activity record how often you did this activity on your last day of work as a nurse aide.

EXAMPLES

Example 1: If you did not make a client's bed on your last day of work, you would fill in the oval in the column labeled 0 Times (see example).

Make client's bed

Example 2: If you transported a client or clients 5 times on your last day of work, you would fill in the oval in the column labeled 5 Times (see example).

Transport client

Example 3: If you restocked unit supplies 15 times on your last day of work, you would fill in the oval in the column labeled 10 or more Times (see example).

Restock unit supplies

	0 Times	1 Time	2 Times	3 Times	4 Times	5 Times	6 Times	7 Times	8 Times	9 Times	10 or more Times
Make client's bed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transport client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Restock unit supplies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Instructions: Please record the number of times you performed each of the following activities on the last day you worked as a nurse aide.

1. Provide oral care

2. Give enema

3. Assist or encourage family to help with client's care

4. Orient client to person, place and time

5. Respect need for privacy

6. Accept and complete delegated tasks

7. Assist client into chair

8. Collect and label stool, urine or sputum specimens

9. Perform calorie count or diabetic replacement

10. Help client to care for, apply or remove dentures, artificial limbs, hearing aids, artificial eyes, etc.

11. Promote client self-esteem (such as providing eye contact, giving praise and compliments, assisting with special grooming, etc.)

12. Identify self to client by name and job title

13. Maintain confidentiality of client's information

	0 Times	1 Time	2 Times	3 Times	4 Times	5 Times	6 Times	7 Times	8 Times	9 Times	10 or more Times
1. Provide oral care	<input type="radio"/>										
2. Give enema	<input type="radio"/>										
3. Assist or encourage family to help with client's care	<input type="radio"/>										
4. Orient client to person, place and time	<input type="radio"/>										
5. Respect need for privacy	<input type="radio"/>										
6. Accept and complete delegated tasks	<input type="radio"/>										
7. Assist client into chair	<input type="radio"/>										
8. Collect and label stool, urine or sputum specimens	<input type="radio"/>										
9. Perform calorie count or diabetic replacement	<input type="radio"/>										
10. Help client to care for, apply or remove dentures, artificial limbs, hearing aids, artificial eyes, etc.	<input type="radio"/>										
11. Promote client self-esteem (such as providing eye contact, giving praise and compliments, assisting with special grooming, etc.)	<input type="radio"/>										
12. Identify self to client by name and job title	<input type="radio"/>										
13. Maintain confidentiality of client's information	<input type="radio"/>										

SECTION 2: ACTIVITIES PERFORMED (continued)

Instructions: Please record the number of times you performed each of the following activities on the last day you worked as a nurse aide.

	0 Times	1 Time	2 Times	3 Times	4 Times	5 Times	6 Times	7 Times	8 Times	9 Times	10 or more Times
84. Use medical equipment in providing client care (such as automatic blood pressure machine, doppler, continuous passive motion machine, feeding pumps, etc.)	01	01	02	03	04	05	06	07	08	09	10
85. Recognize signs that client may be suicidal	01	01	02	03	04	05	06	07	08	09	10
86. Provide explanation of care to be given	01	01	02	03	04	05	06	07	08	09	10
87. Assist with breast feeding	01	01	02	03	04	05	06	07	08	09	10
88. Apply bed or client alarm	01	01	02	03	04	05	06	07	08	09	10
89. Measure intake and output (measure fluids in and out including drains and urinary catheters and adhere to fluid restrictions)	01	01	02	03	04	05	06	07	08	09	10
90. Remove intravenous line (IV)	01	01	02	03	04	05	06	07	08	09	10
91. Perform range of motion exercises	01	01	02	03	04	05	06	07	08	09	10
92. Use courtesy in communication with clients and family	01	01	02	03	04	05	06	07	08	09	10
93. Ask for help when needed	01	01	02	03	04	05	06	07	08	09	10
94. Shave client	01	01	02	03	04	05	06	07	08	09	10
95. Keep client's area clean and neat	01	01	02	03	04	05	06	07	08	09	10
96. Provide ostomy care (colostomy, ileostomy, etc.)	01	01	02	03	04	05	06	07	08	09	10
97. Assist with recreational activities (including play therapy)	01	01	02	03	04	05	06	07	08	09	10
98. Use computer to access or record client information	01	01	02	03	04	05	06	07	08	09	10
99. Assist co-worker	01	01	02	03	04	05	06	07	08	09	10
100. Apply or remove telemetry wires or change telemetry batteries	01	01	02	03	04	05	06	07	08	09	10
101. Measure client's weight and/or height	01	01	02	03	04	05	06	07	08	09	10
102. Provide preventive skin care (such as observing for breakdown, applying lotion, applying heel pads, or applying elbow protectors, etc.)	01	01	02	03	04	05	06	07	08	09	10
103. Adjust care provided to match age related needs	01	01	02	03	04	05	06	07	08	09	10
104. Respect client's personal choices	01	01	02	03	04	05	06	07	08	09	10
105. Help client fill out meal menu	01	01	02	03	04	05	06	07	08	09	10
106. Assist client with incentive spirometry	01	01	02	03	04	05	06	07	08	09	10
107. Perform heel or finger sticks for testing of newborns or infants	01	01	02	03	04	05	06	07	08	09	10
108. Remove naso-gastric (NG) tube	01	01	02	03	04	05	06	07	08	09	10
109. Provide emotional support	01	01	02	03	04	05	06	07	08	09	10
110. Report unusual or inappropriate interactions between client and others	01	01	02	03	04	05	06	07	08	09	10
111. Assist client with dressing & undressing	01	01	02	03	04	05	06	07	08	09	10
112. Assist post operative client with turning, coughing and deep breathing	01	01	02	03	04	05	06	07	08	09	10
113. Perform blood glucose testing	01	01	02	03	04	05	06	07	08	09	10
114. Remove rectal impaction	01	01	02	03	04	05	06	07	08	09	10
115. Report mood changes	01	01	02	03	04	05	06	07	08	09	10
116. Report needs requiring social service referral	01	01	02	03	04	05	06	07	08	09	10
117. Provide for toileting (take client to bathroom, provide bedpan, assist to commode, give a urinal, etc.)	01	01	02	03	04	05	06	07	08	09	10
118. Do a 12 lead EKG	01	01	02	03	04	05	06	07	08	09	10

SECTION 2: ACTIVITIES PERFORMED (continued)

Instructions: Please record the number of times you performed each of the following activities on the last day you worked as a nurse aide.

	0 Times	1 Time	2 Times	3 Times	4 Times	5 Times	6 Times	7 Times	8 Times	9 Times	10 or more Times
119. Implement protective precautions for immune suppressed client	<input type="radio"/>										
120. Transport client off unit or to another setting	<input type="radio"/>										
121. Give client time to follow beliefs or practices of his/her religion or culture	<input type="radio"/>										
122. Provide hair care	<input type="radio"/>										
123. Follow seizure precautions	<input type="radio"/>										
124. Change wound dressing	<input type="radio"/>										
125. Use universal (standard) precautions (including hand washing, wearing masks, using protective equipment, etc.)	<input type="radio"/>										
126. Report unmet cultural needs	<input type="radio"/>										
127. Attach traction to client's bed	<input type="radio"/>										
128. Perform diagnostic testing on stool or urine specimen	<input type="radio"/>										
129. Listen to client	<input type="radio"/>										
130. Take an apical pulse	<input type="radio"/>										
131. Use pain scale to assess client's pain	<input type="radio"/>										

Are there any important activities, that you perform in your current nurse aide position, that were not listed on this survey?

- Yes ⇒ If Yes, Please list the activity(ies) below:
- No

SECTION 3: EDUCATIONAL BACKGROUND

1. What type of preparation did you have for your current work as a nurse aide? (Select ALL that apply)

- Previous work experience
- High school course
- Classes in a nursing education program - LPN or LVN or RN
- Course offered by current employer
- Course offered by previous employer
- Course offered by community or junior college
- Course offered by technical or vocational school
- Course or training while in military service
- None
- Other (please specify) _____

2. Besides basic nurse aide skills, which of the following areas of knowledge/skill were included in the course(s) or classes you marked in Question 1 of this section? (Select ALL that apply)

- Administration of oral and/or topical medications
- Administration of insulin
- Drawing blood from veins for laboratory testing
- Blood glucose testing (finger-stick testing)
- Emergency care procedures other than basic life support or CPR
- Special care required by infants and/or children
- Special care required by geriatric (elderly) clients
- Special care required by psychiatric clients
- Special care required by respiratory clients
- Other (please specify) _____

3. Which of the following certifications have you earned? (Select ALL that apply)

- GNA - Geriatric Nurse Aide/Assistant
- CNA - Certified Nurse Aide/Assistant
- CMT/CMA - Certified Medication Technician/Aide
- CMT/CMA - Including insulin giving
- None
- Other (please specify) _____

4. Are you currently enrolled in a formal nursing education program?

- Yes ⇒ Answer Question 4a then Skip to question 6
- I have applied, but am not currently enrolled ⇒ SKIP to Question 5
- No ⇒ SKIP to Question 6

4a. If yes, in which of the following programs are you enrolled? (Select only ONE answer)

- Practical/Vocational Nursing - LPN or LVN
- Registered Nurse - Diploma program
- Registered Nurse - Associate degree program
- Registered Nurse - Bachelor's degree program
- Other (please specify) _____

5. If you have applied to a formal nursing education program, please indicate the reason or reasons you are not currently enrolled. (Select ALL that apply)

Applied to LPN or LVN Program

- Currently completing pre-requisite courses
- On a waiting list for admissions
- Unable to afford tuition
- Did not meet admission requirements
- Turned down because classes are full
- Other (please specify) _____

Applied to RN Program

- Currently completing pre-requisite courses
- On a waiting list for admissions
- Unable to afford tuition
- Did not meet admission requirements
- Turned down because classes are full
- Other (please specify) _____

6. Do you have a non-nursing college degree?

- Yes
- No



NATIONAL COUNCIL OF STATE BOARDS OF NURSING
 NURSE AIDE EVALUATOR SURVEY
 NURSING ACTIVITY STUDY

Dear Colleague,

You have an opportunity to participate in a very important national research study. The National Council of State Boards of Nursing is conducting a survey to describe the work done by nurse aides/nursing assistants. The results of the study will be used to evaluate the content of the *National Nurse Aide Assessment Program (NNAAP)*, the examination used for certification of nurse aides/nursing assistants in many states. In order to properly evaluate the content of the examination, information must be collected from nurses who supervise the care provided by nurse aides or nursing assistants. For the purposes of this study nurse aides are individuals, regardless of title, that assist with the delivery of direct nursing care to clients (patients/residents).

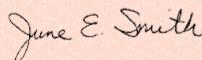
Your employer was selected at random to provide surveys to employees. If you provide supervision to nurse aides within your work setting, please complete the enclosed survey on your own time and return it in the postage paid envelope within the next week or two. The survey is being provided to a limited number of nurses, and it is extremely important that we receive completed surveys describing care provided in all types of health care agencies and settings. The data will be used to help assure safe patient care through appropriate nurse aide certification.

The survey will take about 30 minutes to complete. The information you provide will be kept confidential. Only the combined answers from nurses working in similar practice settings will be reported.

You are not required to assist with this study, but we very much hope that you will help us with this important work. If you have any questions, please call Lamika Obichere at (312) 787-6555 extension 178 or send me an email at jsmith@ncsbn.org.

Thank you, in advance, for your time and valuable information!

Sincerely,



June E. Smith, PhD, RN
 Manager of Research Services
 National Council of State Boards of Nursing

TF4557-2kPPslw (10/02) 0987654321

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DO NOT MARK IN THIS AREA

12345

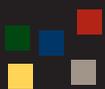
SECTION 2: ACTIVITIES PERFORMED (continued)

A. Experience Required: Mark the column indicating the amount of experience a nurse aide needs before being assigned each of the following activities.
B. Priority: Mark the column indicating how important each activity is in providing safe care to clients. Give a rating of "high" or "highest" to those activities needed to ensure client safety and a rating of "low" or "lowest" to those activities less likely to affect client safety.

A—Experience Required
 Less than 1 month
 1-6 months
 More than 6 months
 Specialized practice nurse aides need additional training to perform this activity

B—Priority
 Lowest
 Low
 High
 Highest
 Nurse aides are not allowed to perform this activity

	Less than 1 month	1-6 months	More than 6 months	Specialized practice nurse aides need additional training to perform this activity	Nurse aides are not allowed to perform this activity	Lowest	Low	High	Highest
66. Answer call light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Transcribe physician's order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Provide client with adequate fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Collect blood from veins for lab work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Perform newborn hearing screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. Transfer client using a device (such as gait belt, lift sheet, slide board, Hoyer lift, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72. Provide client with a feeling of security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73. Maintain record of client's personal belongings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74. Assist client with eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75. Apply TED hose or sequential compression devices (SCD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76. Make bed (occupied, unoccupied, or surgical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77. Care for body after death	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78. Perform bowel and/or bladder training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79. Reinforce instructions/information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80. Perform admission, discharge, or transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Provide nail care - cutting & cleaning (hands or feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82. Follow NPO order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83. Perform pulse oximetry test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84. Use medical equipment in providing client care (such as automatic blood pressure machine, doppler, continuous passive motion machine, feeding pumps, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85. Recognize signs that client may be suicidal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86. Provide explanation of care to be given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87. Assist with breast feeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88. Apply bed or client alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89. Measure intake and output (measure fluids in and out including drains and urinary catheters and adhere to fluid restrictions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90. Remove intravenous line (IV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91. Perform range of motion exercises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92. Use courtesy in communication with clients and family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93. Ask for help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94. Shave client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95. Keep client's area clean and neat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96. Provide ostomy care (colostomy, ileostomy, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97. Assist with recreational activities (including play therapy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98. Use computer to access or record client information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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