



NCSBN

National Council of State Boards of Nursing

## NCSBN RESEARCH BRIEF

Volume 23 | MAY 2006

### Report of Findings From the 2005 JOB ANALYSIS OF NURSE AIDES

Employed in Nursing Homes,  
Home Health Agencies and  
Hospitals



Report of Findings from the

# 2005 JOB ANALYSIS OF NURSE AIDES

Employed in Nursing Homes,  
Home Health Agencies and Hospitals

Anne Wendt, PhD, RN

### Mission Statement

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

Copyright © 2006 National Council of State Boards of Nursing, Inc. (NCSBN)

All rights reserved. The NCSBN logo, NCLEX®, NCLEX-RN® and NCLEX-PN® are registered trademarks of NCSBN and this document may not be used, reproduced or disseminated to any third party without written permission from NCSBN.

Permission is granted to boards of nursing to use or reproduce all or parts of this document for licensure related purposes only. Nonprofit education programs have permission to use or reproduce all or parts of this document for educational purposes only. Use or reproduction of this document for commercial or for-profit use is strictly prohibited. Any authorized reproduction of this document shall display the notice: "Copyright by the National Council of State Boards of Nursing, Inc. All rights reserved." Or, if a portion of the document is reproduced or incorporated in other materials, such written materials shall include the following credit: "Portions copyright by the National Council of State Boards of Nursing, Inc. All rights reserved."

Address inquiries in writing to NCSBN Permissions, 111 E. Wacker Drive, Suite 2900, Chicago, IL 60601-4277.

Printed in the United States of America

ISBN# 0-9779066-0-4

## TABLE OF CONTENTS

List of Tables.....	v
Executive Summary.....	1
Background of Study.....	5
Methodology.....	6
Survey Process.....	9
Characteristics of Respondent Facilities.....	11
Demographics of Respondents.....	17
Work Settings.....	22
Activity Performance Findings.....	26
Conclusion.....	46
Appendix A.....	47
Appendix B.....	48
Appendix C.....	49
Appendix D.....	50
Appendix E.....	54
Appendix F.....	58
Appendix G.1.....	62
Appendix G.2.....	70



## LIST OF TABLES

1. Characteristics of Respondent Nursing Homes .....	12
2. Characteristics of Respondent Home Health Agencies.....	14
3. Characteristics of Respondent Hospitals .....	15
4. Racial/Ethnic Background of Respondent NAs.....	17
5. NA Preparation for Current Work in NA role .....	18
6. Additional Skills Included in Courses or Classes Taken by NAs.....	19
7. Certifications Earned by Respondent NAs.....	19
8. NAs and Formal Education .....	20
9. NAE Education.....	21
10. Respondent Employment Settings .....	23
11. Work Setting Locations of NAs and NAEs.....	24
12. Titles Reported by NAs and Used in NAE Employment Settings .....	24
13. NAE Titles.....	24
14. Shifts Reported by NAs and NAEs.....	25
15. Client Ages Cared for by NAs as Reported by NAs and NAEs .....	25
16. Client Types Cared for by NAs as Reported by NAs and NAEs.....	25
17. Response Validation .....	28
18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience.....	29
19. Average and Modal NAE Ratings of NA Experience Required to Perform Activities Within Three Care Settings .....	37
20. Average NAE Ratings of Activity Priority .....	42
21. Average and Standardized Percentage of Time Spent Performing Sets of Activities .....	45



## 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 its territories, in the 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) directly impacts client safety and influences the quality of care provided by licensed nurses. As nursing practice changes, activities performed by nurse aides or assistants (NAs) may change. Job analyses provide a means of identifying these changes.

### Methodology

A nonexperimental, descriptive study was performed to explore the activities performed by assistive personnel, the amount of experience necessary to complete such activities and the priority of such activities in the provision of safe client care. A panel of 17 nurses and NAs was assembled to assist with the practical analysis. All panel members supervised or performed the work of nursing assistive personnel. The panel created a list of 119 activities that NAs perform. The panel also developed two questionnaires for this study: the Nurse Aide Nursing Activity Study and the Nurse Aide Evaluator Activity Study. The Nurse Aide Nursing Activity Study asked NAs about the frequency with which they performed the listed activities while on the job. The Nurse Aide Evaluator Activity Study asked the nursing staff who evaluates or supervises nursing assistants (NAEs) to provide information about the priority of the activity and the amount of experience that the NA needs to perform the activity with minimal supervision by the NAE.

### Survey Process

The methodologies used in this study were: (1) a four-stage mailing to nursing administrators of nursing homes, home health agencies and hospitals and (2) a four-stage direct mailing to NAs certified within the last year. A 23.6% response rate was obtained from the facilities and 27.9% response rate from NAs. This job analysis contains the responses of 1,702 NAs and 599 NAEs.

### Characteristics of Respondent Facilities

Respondent facilities included nursing homes, home health agencies and hospitals. The responding facilities were approximately representative of the population of agencies from which the sample was drawn based on multiple characteristics including type of ownership, type of agency control, numbers of beds and numbers of nursing employees.

### Demographics of Respondents

The majority (93.8%) of NAs responding to the Job Analysis Survey were female averaging 39 years of age. Most of the NAs prepared for the current work with previous experience and courses from their current or past employers. Most of the NAs who earned certification had earned a CNA. About 5% were enrolled in RN programs, 2.9% were enrolled in LPN/VN programs and 8.3% had applied to nursing education programs but were not currently enrolled. Inability to afford tuition and noncompletion of prerequisite courses were the most commonly cited reasons for nonenrollment. About 90% of the NAEs reported holding nursing licenses: 71.8% RN and 18.5% LPN/VN. Most NAEs reported having been employed in current positions an average of 7.9 years and having held positions requiring that they evaluate work performed by NAs for an average of 13 years.



## Work Settings

The majority of NAs and NAE respondents 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 mostly cared for older clients with stable or unstable chronic conditions, acutely ill clients, clients at the end of life or clients with behavioral/emotional conditions. Most worked the day shift and 36 or more hours/week.

## Activity Performance Findings

The NA respondents rated the daily frequency of their performance of the 119 activity statements on the survey. The frequency with which NAs performed the activities was consistent across settings. The NAEs rated the experience needed by NAs to perform activities and priority of the activities. The experience and priority ratings were comparable across nursing home, home health agency and hospital settings.

## Conclusions

NA work is essentially the same in nursing homes, home health agencies and hospitals

NAs with less than one year of experience perform the same types of activities at approximately the same frequencies as those with more experience.

Report of Findings from the

# 2005 JOB ANALYSIS OF NURSE AIDES

Employed in Nursing Homes,  
Home Health Agencies and Hospitals



## 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) directly impacts client safety and influences the quality of care provided by licensed nurses. As nursing practice changes, the activities performed by those individuals assisting nurses may change. Periodic job analyses provide a means of identifying the nursing care activities delegated to and performed by 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 curricula 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 activities performed by assistive personnel, the amount of experience necessary to complete such activities and the priority of such activities 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 study.

### Panel of Subject Matter Experts

A panel of 17 nurses and NAs was assembled to assist with the job analysis. All panel members supervised or personally performed the work of nursing assistive personnel. Panel members represented all geographic areas of the country, all major nursing specialties and all major practice settings (see Appendix A).

To assist in developing a list of NA activities, the panel of experts used past NA survey activity statements and employment documents such as job descriptions, performance evaluations, orientation documents and competency checklists. Additionally, panel members recruited 78 NAs in various practice settings and obtained from them daily logs of activities performed on the job. Finally, the panel of experts drew on their own intimate knowledge of NA work to create a list of 119 activities performed by nursing assistants in the practice setting. This activity list was created within the framework of the National Nurse Aide Assessment Program (NNAAP™) Test Plan (see Appendix B). Care was taken to develop the activities with approximately the same level of specificity and to avoid redundancy within and across categories. A list of activity statements included in the 2005 Nurse Aide Job Analysis can be found in Appendix D.

### Questionnaire Development

An adequate assessment of NA work should include information detailing the frequency of activity performance of the importance or priority of each activity in relation to client safety and well-being (The Joint Standards for Education and Psychological Testing, AERA, APA, NCME, 1999). In addition, the amount

of experience needed to perform each activity with a minimum of supervision is useful information for those educating NAs. Data related to the frequency with which activities are performed may best be collected from practicing NAs performing the activities, while determinations on the priority of activity performance and the amount of experience needed may best be collected from nurses who supervise and evaluate the work performed by the NAs – the Nurse Aide Evaluator (NAE).

Thus, two surveys were developed for the 2005 Nurse Aide Job Analysis Study: the Nurse Aide Nursing Activity Study and the Nurse Aide Evaluator Nursing Activity Study (see Appendix G.1 & G.2). The Nurse Aide Nursing Activity Study contained six sections, the first of which asked questions about the NA's work environment including setting, hours worked and types and numbers of clients for whom care was provided. The 119 NA activities appeared in section two, while section three covered the time spent performing seven sets of nursing activities. Questions related to educational preparation and certifications achieved were found in the fourth section and demographics in the fifth section. The sixth and final section allowed the writing of comments and suggestions.

The Nurse Aide Evaluator Nursing Activity Study contained three sections. The first contained information about the NAE 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 119 NA activities (arranged in the same order used for the NA survey) and asked the NAE to provide information about two aspects

of each activity: the experience needed by the NA to perform the activity and the priority of the activity in relation to safe client care. The last section allowed the writing of comments and suggestions.

### Methodology Experts

A panel of five external methodology reviewers was selected, based on expertise related to practice (job) analysis studies and/or use of such studies in the development of national credentialing/licensure examinations (see Appendix C). All five reviewers indicated that the proposed procedures for this job analysis were acceptable and approved the methodology prior to the study.



## SURVEY PROCESS

Two survey methodologies were used in this study: (1) direct mailing to nursing administrators of nursing homes, home health agencies and hospitals, and (2) direct mailing to NAs certified within the last year. The nursing administrators 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. The direct mailing to newly certified NAs included a single survey packet. The two methodologies were necessary to overcome two data collection constraints. Based on the availability of mailing addresses, the direct mailing to NAs included mailing addresses from only 24 states, while the names and addresses of agencies employing NAs were available for all states. In order to make the job analysis practical for the evaluation of NA certifying tests, 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 NAs registered or certified in the last year provided enhanced information about entry-level practice.

### Sample Selection

Agencies potentially employing NAs 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 names, addresses and other pertinent data from hospitals all over the country. A list of nursing homes located throughout the United States was obtained from the Medicare Web site. Contact information for home health agencies located across the United States was obtained from the Centers for Medicare and Medicaid Services Public Use Files – Providers of Service File.

For the direct mailing to nursing administrators, random samples of 1,500 hospitals, 1,500 nursing homes and 1,500 home health agencies were selected for use in the study. A package containing three survey packets (two NA and one NAE) and a cover letter was sent to the nurse administrator of each facility. The cover letter requested the nurse administrator to distribute the survey packets to two NAs and one nurse who evaluated the work of NAs. The NAE survey packet contained a cover letter to the NAE, a nurse evaluator survey and a

return envelope. Each NA survey packet contained a cover letter to the NA, an NA survey and a return envelope.

For the direct mailing to NAs, a random sample of 2,000 NAs certified within the past year was generated from lists supplied by Promissor, the test vendor for National Nurse Aide Assessment Program (NNAAP™). These NAs were also sent survey packets containing a cover letter to the NA, an NA survey and a return envelope.

### Representativeness

The sampled facilities were proportionally equivalent to the populations from which they were drawn in terms of type of 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 a return, postage paid envelope



was sent approximately one week after the preletter to the NA sample. Facilities received a packet containing two NA surveys and one NAE survey, all with return envelopes and a postcard reminder was sent to facilities in the sample approximately one week after the survey mailing. Two weeks after mailing the first postcard, a second reminder postcard was mailed. Survey packets were mailed to nonrespondents upon request.

### Confidentiality

All potential participants were assured 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 and approved by NCSBN's executive director for compliance with organizational guidelines for research studies involving human subjects.

### Return Rates

Mailings that were sent to facilities and returned due to incorrect addresses totaled 883. Surveys were completed by one or more employees from 855 facilities (320 nursing homes, 233 home health agencies and 302 hospitals), resulting in a facility return rate of 23.6%. Of the mailings sent to NAs, 91 were returned due to incorrect addresses and 533 were completed, resulting in a NA registry return rate of 27.9%.

### 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 one year or less and 4,500 agencies providing health care services and potentially employing NAs. A 23.6% response rate of analyzable surveys was obtained from agencies, and a 27.9% response rate was obtained from registry NAs. This job analysis contains the responses of 1,702 NAs and 599 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. Described in this section are the characteristics of respondent facilities and comparisons of facilities to proportions of characteristics within the populations from which they were drawn.

### Nursing Homes

The majority of participating nursing homes were owned by for-profit corporations (51.3%) or nonprofit corporations (24.7%), while 50.6% were part of a multiple ownership group and 10.3% were located within hospitals. Most had 51–100 beds (37.8%) or 101–150 beds (26.3%). Most of the responding nursing homes employed 10 or fewer RN (74.1%) or LPN/VN (61.3%) full-time employees (FTEs). Nursing homes employed larger numbers of NAs: 20.9% employed 21–30 NAs, 17.8% employed 31 to 40 NAs, and 30.3% employed 40 or more NAs.

Respondent nursing homes were comparable to the entire population of nursing homes with regard to all measured characteristics (see Table 1).

### Home Health Agencies

Most respondent home health agencies were either hospital-based programs (41.2%) or official health agencies (15.0%), or fell within the “other” category of facility type (31.8%). Of the agencies responding to the study, approximately 12% more were hospital-based than were those in the population of home health agencies, and about 18% fewer were in the “other” category (see Table 2). Most of the respondent home health agencies were controlled proprietarily (24.5%) or of nonprofit private control (27.9%). These figures were higher (9%) than those of the population for nonprofit control and about 24% below population figures for proprietary control (see Table 2).

Most (87.1%) of the respondent home health agencies were not accredited, 15.9% included a hospice care program and 52.8% provided NA competency evaluation. About 69.6% of the respondent agencies

employed 10 or fewer RN FTEs, 94.8% employed five or fewer LPN/VN FTEs, and 79.0% 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 had similar characteristics to hospitals in the population: most (86.1%) provided general medical surgical services, 43.7% were under “other nonprofit” control, 69.5% were accredited by the Joint Commission on the Accreditation of Health Organizations (JCAHO) and 87.1% were comprised of fewer than 300 beds. Approximately 56% of respondent hospitals employed 100 or fewer RN full time employees (FTEs), and 81.8% employed 50 or fewer LPN/VN FTEs (see Table 3).

### Summary

Respondent facilities were approximately representative of the populations of agencies from which samples were drawn, based 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 %
<b>Type of Ownership</b>			
For Profit – Corporation	51.3	56.5	56.6
For Profit – Individual	0.9	1.9	1.9
For Profit – Partnership	4.7	6.1	7.0
Government – City	1.3	0.7	0.8
Government – City/county	1.3	0.6	0.5
Government – County	4.1	3.3	3.0
Government – Federal	0.0	0.0	0.2
Government – Hospital district	0.9	0.9	1.0
Government – State	1.6	1.1	0.8
Nonprofit – Church related	7.2	5.9	5.9
Nonprofit – Corporation	24.7	21.4	20.8
Nonprofit – Other	2.2	1.5	1.5
Located in Hospital	10.3	10.7	10.6
Multiple Nursing Home Ownership	50.6	55.0	54.0
<b>Number of Beds</b>			
0–50	19.7	18.1	18.3
51–100	37.8	38.3	37.3
101–150	26.3	28.0	28.6
151–200	9.7	9.4	9.8
>200	6.6	6.3	6.1
<b>RN FTEs</b>			
0–5	42.5	42.1	41.6
6–10	31.6	33.6	33.6
11–15	13.1	12.7	14.4
16–20	5.0	5.7	5.4
>20	7.8	5.9	5.1
<b>LPN/VN FTEs</b>			
0–5	34.4	32.2	32.0
6–10	26.9	29.9	29.7
11–15	17.5	18.7	19.7
16–20	11.9	10.7	9.7
>20	9.4	8.5	8.9
<b>CNA FTEs</b>			
0–10	9.4	9.3	9.6
11–20	21.6	20.8	19.7
21–30	20.9	21.9	21.4
31–40	17.8	19.1	18.7
>40	30.3	29	30.5

Table 2. Characteristics of Respondent Home Health Agencies

Characteristic	Survey %	Sample %	Population %
<b>Type of Facility</b>			
Visiting Nurse Association	9.4	7.2	6.7
Combination Government & Voluntary	0.9	0.4	0.3
Official Health Agency	15.0	11.9	12.3
Rehabilitation Facility Based Program	0.0	0.0	0.0
Hospital Based Program	41.2	30.3	29.5
Skilled Nursing Facility Based Program	1.7	1.3	1.1
Other	31.8	48.9	50.1
<b>Type of Control</b>			
Voluntary – Nonprofit – Religious Affiliation	9.4	8.4	6.8
Voluntary – Nonprofit – Private	27.9	18.9	18.7
Voluntary – Nonprofit – Other	12.0	10.4	10.5
Proprietary	24.5	47.3	48.9
Government – State/County	17.2	10.1	10.2
Government – Combination Government & Voluntary	0.4	0.1	0.4
Government – Local	8.6	4.7	4.5
<b>Accreditation</b>			
None	87.1	90.2	90.5
JCAHO	8.2	7.7	7.3
CHAP	4.7	2.1	2.2
Includes Hospice	15.9	10.7	11.5
<b>Provides Home Health Aide Training</b>			
Aide Training	1.3	2.1	1.9
Competency Evaluation Program	52.8	57.1	57.1
Aide Training and Competency Program	18.9	14.9	14.8
Neither	27.0	25.9	26.2
<b>FTE RNs</b>			
0–5	48.1	49.6	49.3
6–10	21.5	21.4	20.9
11–15	9.0	9.9	10.1
16–20	6.4	5.4	5.7
>20	15.0	13.7	13.9
<b>FTE LPN/VNs</b>			
0–5	94.8	89.9	89.3
6–10	2.6	5.1	6.0
11–15	1.7	1.9	1.7
16–20	0.0	0.8	1.0
>20	0.9	2.3	2.0

**Table 2. Characteristics of Respondent Home Health Agencies (continued)**

Characteristic	Survey %	Sample %	Population %
<b>FTE HHAs</b>			
0-5	61.8	64.1	63.0
6-10	17.2	16.6	16.4
11-15	7.3	5.9	7.3
16-20	3.0	4.1	3.8
>20	10.7	9.3	9.5

**Table 3. Characteristics of Respondent Hospitals**

Characteristic	Survey %	Sample %	Population %
<b>Type of Service</b>			
Alcoholism and Other Chemical Dependency	0.7	0.6	0.7
Children's Chronic Disease	0.0	0.0	0.0
Children's General Medicine and Surgery	0.7	1.1	0.7
Children's Hospital Unit of an Institution	0.0	0.1	0.0
Children's Orthopedic	0.3	0.5	0.3
Children's Other Speciality	1.0	0.5	0.4
Children's Psychiatric	0.0	0.6	0.7
Children's Rehabilitation	0.3	0.2	0.2
Chronic Disease	0.3	0.1	0.4
Eye, Ear, Nose, Throat	0.0	0.1	0.1
General Medicine and Surgery	86.1	81.2	80.9
Hospital Unit/Institution for Mentally Retarded	0.0	0.0	0.2
Hospital Unit of an Institution	0.3	1.1	0.9
Institution for Mental Retardation	0.0	0.1	0.2
Obstetrics and Gynecology	0.0	0.2	0.2
Orthopedic	0.0	0.1	0.1
Other Speciality	4.0	3.4	3.1
Psychiatric	2.3	6.4	7.4
Rehabilitation	4.0	3.8	3.5
Tuberculosis/Other Respiratory	0.0	0.0	0.1
<b>Control</b>			
Air Force	0.0	0.3	0.3
Army	0.3	0.5	0.4
Church	11.3	9.5	9.2
City	3.0	1.9	2.3
City-County	0.3	0.8	0.7
Corporation	9.6	14.8	16.1
County	11.3	8.3	8.0
Department of Justice	0.0	0.1	0.1
Federal, not 41-45, 47-48	0.0	0.0	0.0

Table 3. Characteristics of Respondent Hospitals

Characteristic	Survey %	Sample %	Population %
District Hospital or Health Authority	12.6	9.3	9.0
Individual	0.0	0.1	0.1
Navy	0.0	0.5	0.3
Other Nonprofit	43.7	42.5	41.7
Other Nonprofit – Osteopathic	0.0	0.0	0.0
Partnership	1.7	1.9	1.9
Public Health Services – Indian	0.3	0.5	0.7
Public Health Services – not 47	0.0	0.2	0.1
State	3.3	5.8	6.0
Veterans Affairs	2.6	2.3	2.2
Missing (not specified)	0.0	0.7	0.8
JCAHO Accreditation	69.5	74.4	74.5
<b>Beds</b>			
0–100	55.0	50.4	49.4
101–299	32.1	34.7	35.5
300–499	9.6	9.7	9.9
500 or >	3.3	5.1	5.2
<b>RN FTEs</b>			
0–50	39.7	36.3	36.8
51–100	15.9	14.2	14.5
101–150	6.6	9.0	8.0
151–200	6.3	5.0	5.8
>200	22.2	22.6	22.2
Missing (not specified)	9.3	12.9	12.7
<b>LPN/VN FTEs</b>			
0–25	69.9	63.9	62.0
26–50	11.9	13.3	14.4
51–75	4.0	4.7	5.2
76–100	3.0	2.6	2.4
>100	2.0	2.5	3.1
Missing (not specified)	9.3	13.0	12.8



## DEMOGRAPHICS OF RESPONDENTS

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

### Nurse Aides (NAs)

#### Age and Gender

The majority of respondent NAs reported being female (93.8%). The percentages of female NAs were approximately equal among the three types of employment settings. Overall, the average age of respondent NAs was 38.8 years (SD 11.5 years). Average ages indicate that NAs working in home health agencies (average 41.1 years; SD 10.9) and hospitals (average 38.9 years; SD 11.4) were only slightly older than those working in nursing homes, for which the average age was 37.9 years (SD 11.2).

#### Ethnicity

The majority of NA respondents reported being White (62.1%), 23.0% of African American descent, 8.2% of Latino or Hispanic descent and 2.4% of Asian descent. See Table 4 for a listing of respondent ethnic backgrounds.

#### Preparation for NA Work

The NAs from all employment settings reported approximately eight years of experience in the NA

role. Of the respondent NAs, 8.4% had less than one year of total experience, 29.2% had one to five years of experience and 62.5% had more than five years of experience. These numbers were approximately equal across employment settings in the study.

Overall, NAs were most likely to cite previous work experience (51.5%) as their form of preparation for their current work as NAs. They also reported being prepared through courses offered by their current employer (27.8%), courses offered by previous employers (26.7%) and courses offered by technical or vocational schools (26.4%). See Table 5 for a listing of NA preparation for current work.

NAs were asked 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 (63.8%) was the most frequently cited extra area of knowledge/skill, followed by emergency care procedures other than basic life support (38.5%) and blood glucose (fingerstick) testing (28.4%). The setting in which the NA worked often related to the type of knowledge/skills achieved. Aides working in home health agencies

were more likely than those in hospitals or nursing homes to have had classes on administration of oral and/or topical medications. Those working in home health agencies and hospitals were more likely than those in nursing homes to have had instruction on emergency care procedures other than basic

Table 4. Racial/Ethnic Background of Respondent NAs

Racial/Ethnic Group	2005				2002	1998
	NH %	HHC %	AC %	Total %	Total %	Total%
American Indian/Alaska Native	1.8	1.0	1.7	1.3	1.7	2.2
Asian	3.0	1.3	2.3	2.4	2.3	1.3
Black/African American	27.7	28.0	24.3	23.0	21.7	20.5
Hispanic or Latino	8.3	10.0	9.1	8.2	6.5	5.7
Native Hawaiian/Other Pacific Islander	0.2	0.3	0.5	0.4	0.3	0.6
White	55.8	56.5	58.9	62.1	65.3	65.8
Multi-ethnic or Racial Background	1.3	1.1	1.1	1.0	1.1	*
Other	1.9	1.9	2.0	1.6	0.9	1.4

\*Response option not included on the 1998 survey  
 Note: NH = Nursing Home, HHC = Home Health Care, AC = Acute Care



life support. NA working in nursing homes and home health agencies were more likely to have gained skill in the special care required to care for geriatric clients. NAs working in hospitals were more likely than those working in home health agencies and nursing homes to have preparation in drawing blood for laboratory testing, blood glucose (finger-stick) testing and special care required to care for infants and children. See Table 6 for a listing of additional skills included in courses or classes taken by NAs.

When asked about certifications earned, the NAs were most likely (88.2%) to report having earned a certified nurse aide/assistant (CNA). Overall, only 10.4% 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 Programs

About 8.0% of the NA respondents reported current enrollment in nursing education programs, with 2.9% enrolled in LPN/VN programs and 5.1% enrolled in RN programs (most (3.5%) 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 noncompletion of prerequisite courses. See Table 8 for a complete listing of NA enrollment results (note that some respondents work in more than one setting).

Table 5. NA Preparation for Current Work in NA role

Type of Preparation*	NH %	HHC %	AC %	Total %
Previous work experience	48.7	59.0	52.5	51.5
High school course	16.0	16.4	17.0	15.7
Classes in a nursing education program – LPN/VN or RN	11.5	15.5	13.6	13.0
Course offered by current employer	27.8	26.6	26.6	27.8
Course offered by previous employer	26.5	28.9	26.9	26.7
Course offered by community or junior college	14.3	18.9	15.3	16.6
Course offered by technical or vocational school	26.3	26.9	28.9	26.4
Course or training while in military service	0.6	0.9	0.7	0.7
None	1.0	0.3	1.0	1.1
Other	6.0	7.4	6.9	6.7

\*Respondents could select more than one type of preparation

## Nurse Aide Evaluators (NAEs)

### NAE Education

Of the 599 NAEs responding to the survey, 235 were employed in nursing homes, 172 were employed in home health agencies and 339 were employed in hospitals (setting overlap was common as respondents were asked to select all that applied). About 90% of the NAEs reported holding nursing licenses: 71.8% RN and 18.5% LPN/VN. Most respondent NAEs held associate (36.5%) or baccalaureate (21.4%) degrees in nursing or had LPN/VN (15.3%) education (see Table 9). LPN/VN educated NAEs responded most from nursing home settings (31.5% nursing home, 14.8% hospital and 3.6% home health), while respondents from hospitals and home health agencies were more likely to have associate (38.9% hospital, 37.3% home health and 29.7% nursing homes) or baccalaureate nursing degrees (21.6% hospital, 26.6% home health and 11.7% nursing homes).

### NAE Experience

The NAE respondents reported having been employed in their current positions an average of 7.9 years (SD 6.97) and having held positions requiring that they evaluate the work performed by NAs for an average of 13 years (SD 9.12).

## Summary

The majority of NAs responding to the 2005 NA Job Analysis Survey were female averaging 39 years of age. Most of the NAs prepared for their current work 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 2.9% were enrolled in LPN/VN programs. An additional 8.3% of NA respondents had applied to a nursing education program but were not currently enrolled. Inability to afford tuition and noncompletion of prerequisite courses were the most commonly cited reasons for nonenrollment. The NAs responding to the survey reported working an average of 13 years as a NA within their practice setting.

**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	17.3	19.4	18.1	18.2
Administration of insulin	7.4	9.5	9.9	9.1
Drawing blood from veins for laboratory testing	6.9	8.0	11.4	8.9
Blood glucose testing (finger-stick testing)	22.6	27.5	34.4	28.4
Emergency care procedures other than basic life support or CPR	35.8	39.6	40.0	38.5
Special care required by infants and/or children	12.7	15.8	19.2	16.2
Special care required by geriatric (elderly) clients	65.0	66.8	62.1	63.8
Special care required by psychiatric clients	19.1	21.8	22.4	20.2
Special care required by respiratory clients	21.7	26.6	24.4	23.0
Other	6.5	6.9	6.8	5.8

**Table 7. Certifications Earned by Respondent NAs**

	2005				2002	1998
	NH%	HHC %	AC %	Total %	Total %	Total %
GNA – Geriatric Nurse Aide/Assistant	6.9	7.4	5.3	5.5	6.3	*
CNA – Certified Nurse Aide/Assistant	93.8	88.5	87.9	88.2	86.5	72.9
CMT/CMA – Certified Medication Technician/Aide	10.0	8.1	7.8	8.5	6.0	1.7
CMT/CMA – Including insulin giving	1.7	2.3	1.8	1.9	0.9	0.2
None	1.5	4.3	5.2	4.6	6.3	12.0
Other	11.3	14.6	13.9	13.4	14.8	4.0

\*Not listed on 1998 Survey

Table 8. NAs and Formal Education

## Percentages of NAs Currently Holding a Nonnursing College Degree

	NH %	HHC %	AC %	Total %
Hold Nonnursing College Degree	16.6	17.7	17.9	16.3

## Percentages of NAs Enrolled in Nursing Education Programs

	2005				2002	1998
	NH%	HHC %	AC %	Total %	Total %	Total %
Licensed Practical/Vocational Nurse – LPN/VN	3.1	3.1	3.2	2.9	2.7	2.1
Registered Nurse – Diploma program	0.2	0.2	0.3	0.2	0.4	0.7
Registered Nurse – Associate degree program	2.6	2.5	4.1	3.5	3.6	2.6
Registered Nurse – Bachelor degree program	0.9	0.5	1.7	1.4	0.9	0.7
Other	0.9	1.1	1.0	0.9	0.6	^
Not Enrolled; Haven not applied/invalid data	83.0	86.6	81.4	83.2	83.3	93.8
Applied, but not enrolled	9.6	7.4	8.7	8.3	8.3	^

^Not included on the 1998 survey

## Reasons NAs Who Have Applied to Nursing Education Programs are Not Currently Enrolled\*

	NH %	HHC %	AC %	Total %
<b>Applied to LPN or VN Program</b>				
Currently completing prerequisite courses	21.3	20.8	20.2	19.7
On a waiting list for admissions	10.6	12.5	9.0	10.6
Unable to afford tuition	29.8	35.4	25.8	24.6
Did not meet admission requirements	9.6	10.4	7.9	7.0
Turned down because classes are full	5.3	4.2	4.5	4.2
Other	14.9	14.6	9.0	12.0
<b>Applied to RN Program</b>				
Currently completing prerequisite courses	18.1	16.7	27.0	23.2
On a waiting list for admissions	13.8	6.3	12.4	15.5
Unable to afford tuition	11.7	20.8	15.7	14.1
Did not meet admission requirements	6.4	6.3	4.5	4.2
Turned down because classes are full	1.1	0.0	4.5	2.8
Other	5.3	10.4	7.9	7.7

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

Table 9. NAE Education

	NH %	HHC %	AC %	Total %
High School	1.4	1.2	2.2	1.6
Nurse Aide preparation	5.4	4.7	4.6	5.1
Licensed Practical/Vocational nursing program	31.5	3.6	14.8	15.3
RN – Diploma program	8.1	11.2	9.6	9.3
RN – Associate program	29.7	37.3	38.9	36.5
RN – Baccalaureate program	11.7	26.6	21.6	21.4
Baccalaureate degree in field other than nursing	2.7	5.3	2.2	3.2
Masters degree in nursing	0.9	3.0	2.5	2.3
Masters degree not in nursing	2.3	4.1	1.2	2.6
Nurse practitioner program (masters or certificate)	0.5	0.6	0.3	0.2
Doctoral program	0.5	0.6	0.3	0.4
Any nursing program not in the US	0.9	0.6	0.6	0.4
Other	4.5	1.2	1.2	1.9

## WORK SETTINGS

### Nurse Aide and Nurse Aide Evaluator Employment Settings

While both NA and NAE respondents reported working in a wide variety of employment settings, the hospital settings reported with the highest frequencies were extended care or rehabilitation units (NA 23.2%, NAE 19%) and medical/surgical units (NA 20.7%, NAE 31.2%). Skilled care was the most commonly reported nursing home employment setting (NA 34.1%, NAE 31.4%), and home health care in the client's residence (NA 28.9%, NAE 25.5%) was the most commonly selected home health care setting (see Table 10).

The majority of NAE respondents reported working in nursing homes and hospitals of fewer than 300 beds (70.9%). The greatest percentages of both NA and NAE respondents reported working in rural areas (NA 44.8%, NAE 54.1%) with 21% of NAs and 20.7% of NAEs working in urban/metropolitan areas, and 21.7% of NAs and 23.6% of NAEs working in suburban areas (see Table 11).

#### NA and NAE Titles

The NA respondents were asked to select a job title which most closely matched their current job title. NAEs were asked to select from the same list of 13 titles all titles used for assistive personnel in their employment settings (see Table 12). Certified nurse assistant/aide was the most commonly selected title by NAs (54.4%) and NAEs (71.0%), while nurse aide/assistant (NA 24.1%, NAE 25.5%) 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 the title of charge nurse (27.9%) or director/assistant director (20.1%), while those in home health agencies were most likely to hold the title of director/assistant director (26.9%), supervisor (18.6%) or other (18.6%). NAEs employed in hos-

pitals were most likely to hold the title of charge nurse (24.7%) or staff RN (19.1%) (see Table 13).

### Shifts Worked

The majority of NA (64.9%) and NAE (86.8%) respondents reported working day shifts, while about 25.4% of NAs and 9.3% of NAEs reported working evenings or nights (see Table 14). Approximately 75% of the NA respondents reported working 36 or more hours per week.

### Client Ages

NAs were asked to indicate all of the age groups and types of clients that they cared for in their roles as NAs, and NAEs were asked to indicate 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 78.7%, NAE 89.8%), clients over the age of 85 (NA 39.4%, NAE 53.9%) and clients aged 31 to 64 years (NA 30.8%, NAE 40.7%) (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. NAs reported that the types of clients they cared for most often was clients with acute conditioned (NA 50.5%, NAE 63.1%), clients at end of life (NA 38.2%, NAE 62.8%), clients with stabilized chronic disorders (NA 46.1%, NAE 65.6%), clients with unstabilized chronic disorders (NA 25.7%, NAE 58.6%) and clients with behavioral/emotional conditions (NA 38.3%, NAE 47.2%) (see Table 16).

NAs and NAEs were asked the number of clients typically assigned to NAs at a given time. The NAEs reported that NAs in nursing homes cared for an average of 13 clients, the NAs in home health agencies cared for approximately 8 clients and NAs in hospitals cared for approximately 10 clients. The

NAs in nursing homes reported being assigned to 13 clients at a given time, those in home health agencies, 9 clients and those in hospitals, 12 clients.

## Summary

The majority of NAs and NAEs responding to the 2005 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 and clients at the end of life or clients with behavioral/emotional conditions. 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 %
<b>Hospitals or Acute Care Settings</b>		
Central supply	2.3	0.3
Chemical dependency unit	0.8	0.8
Emergency room	5.5	6.0
Extended care facility/rehabilitation unit	23.2	19.0
Inpatient hospice care	7.3	7.5
Intensive care unit	4.4	3.5
Intermediate care/step down unit	4.8	6.5
Labor and delivery unit	1.9	3.2
Medical/surgical unit (includes sub-specialties like orthopedics, oncology, etc.)	20.7	31.2
Nursery	2.8	3.0
Operating room	1.5	0.5
Pediatric unit	2.5	5.0
Postpartum/maternity unit	2.2	3.8
Psychiatric unit	2.8	1.3
Recovery room	1.7	1.2
Other	11.1	8.3
<b>Nursing Home</b>		
Intermediate care unit	10.6	14.5
Personal care unit	16.6	*
Dementia care unit	*	12.9
Skilled care unit	34.1	31.4
Sub-acute unit	6.2	6.3
Other	7.4	3.7
<b>Community/Home Health Care</b>		
Clinic/outpatient unit/ambulatory surgical care	2.8	1.3
Home health in client's residence	28.9	25.5
Hospice care in client's residence	7.9	5.3
Assisted living/residential care	*	3.3
Other	5.2	1.3

\* Option not available on instrument

Table 11. Work Setting Locations of NAs and NAEs

	NA				NAE			
	NH %	HHC %	AC %	Total %	NH %	HHC %	AC %	Total %
Urban/metropolitan area	20.9	23.0	22.0	21.0	20.9	21.9	21.6	20.7
Suburban area	23.0	21.0	20.0	21.7	29.1	18.9	24.6	23.6
Rural area	41.2	40.1	45.5	44.8	47.4	59.2	52.6	54.1
Don't know	14.9	16.0	12.5	12.5	2.6	0.0	1.2	1.6

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

	NA %	NAE %
Nurse aide/nursing assistant	24.1	25.5
Orderly	0.3	1.0
Certified nurse aide/assistant	54.4	71.0
Personal or patient care attendant/assistant	1.6	7.3
Home health aide	5.8	16.4
Certified home health aide	5.0	8.5
Medication aide/technician	1.3	5.7
Homemaker	0.0	3.0
Charge aide/senior aide	0.4	0.7
Patient care technician	2.6	4.2
Psychiatric aide	0.5	0.3
Dietary aide	0.0	0.5
Care partner	0.2	0.3
Other	3.8	10.0

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

Table 13. NAE Titles

	NH %	HHC %	AC %	Total %
Charge nurse	27.9	3.0	24.7	20.5
Coordinator	5.5	7.8	4.9	5.7
Director/assistant director	20.1	26.9	11.4	16.8
Head nurse/unit manager	6.8	3.0	11.4	9.6
In-service educator	5.5	1.2	2.5	3.0
Staff LPN	6.4	1.8	5.6	4.6
Staff RN	5.5	15.0	19.1	14.5
Supervisor	10.5	18.6	8.0	10.8
Team leader	1.4	4.2	2.2	2.5
Other	10.5	18.6	10.2	12.0

Table 14. Shifts Reported by NAs and NAEs

	NA						NAE					
	2005				2002	1998	2005				2002	1998
	NH %	HHC %	AC %	Total %	Total %	Total %	NH %	HHC %	AC %	Total %	Total %	Total %
Days	60.4	66.9	63.9	64.9	70.1	67.8	83.9	95.3	85.7	86.8	85.7	90.6
Evenings	22.9	11.4	16.4	16.6	14.4	17.4	7.0	0.6	4.6	4.6	6.2	3.6
Nights	8.6	8.0	10.6	8.8	7.1	6	1.3	0.0	4.3	2.9	3.6	1.7
Rotating shift	4.9	7.4	6.4	6.0	3.8	5.8	6.1	1.2	3.0	3.6	3.6	2.8
Other	3.1	6.3	2.7	3.7	4.6	2.9	1.7	3.0	2.4	2.1	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)	1.1	1.2	2.9	1.9	1.3	1.2	7.4	4.2
Infants/children (1 month – 12 years)	2.0	3.1	5.6	3.8	1.7	2.9	15.0	9.2
Adolescents (aged 13-18)	3.2	4.3	6.5	4.3	2.6	5.2	17.4	10.9
Young adults (aged 19-30)	6.6	7.7	14.9	9.9	6.8	8.7	28.3	18.7
Adults (aged 31-64)	23.6	29.5	38.1	30.8	27.2	30.2	53.7	40.7
Adults (aged 65-85)	80.3	77.9	78.2	78.7	87.7	96.5	89.1	89.8
Adults (over the age of 85)	46.2	35.3	37.5	39.4	61.7	48.3	54.9	53.9

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	19.6	20.0	20.7	19.2	19.1	12.8	23.3	19.0
OB (Maternity) clients	0.9	1.1	3.0	1.9	2.1	2.3	5.9	3.7
Clients with stabilized chronic conditions	47.7	46.5	42.5	46.1	75.3	62.8	63.7	65.6
Clients with unstabilized chronic conditions	26.6	27.5	25.2	25.7	55.3	75.6	54.3	58.6
Clients with acute conditions, including clients with medical, surgical or critical conditions	44.7	42.7	60.1	50.5	48.5	59.3	72.0	63.1
Clients at end of life (e.g., terminally ill, seriously ill)	47.1	32.3	36.4	38.2	77.9	57.6	62.8	62.8
Clients with behavioral/emotional conditions (e.g., psychiatric conditions, substance abuse)	49.0	31.3	36.5	38.3	68.5	37.8	45.1	47.2
Other	4.0	3.1	3.2	3.4	5.1	0.6	3.2	2.8



## 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 statement findings relative to the frequency of NA activity performance, the amount of experience necessary for activity performance and the 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 2005 NA Job Analysis Survey asked NA respondents to rate the daily frequency of their performance of the 119 activity statements on the survey. Those ratings were provided on a five-point scale: 0 = zero times, 1 = one or two times, 2 = three to five times, 3 = six to nine times, 4 = ten times or more. NAE respondents were asked to provide two ratings for each activity performed. 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 five-point scale: 1 = less than one month experience, 2 = one to six months of experience, 3 = more than six months of experience, 4 = specialized practice for which NAs need additional training before performing this activity and 5 = NAs are not allowed to perform this activity. The NAEs were then asked to provide a priority rating for each activity performed according to the how important the activity is to providing safe client care. Priority ratings were provided on a 4-point scale with 1 equaling the lowest priority and 4 the highest priority.

This study sought to discover the activities that comprise NA practice, and determine whether those activities vary appreciably across practice settings or due to the level of NA experience. The findings from the NA and NAE evaluator surveys were thus analyzed to discover the average ratings of all respondents and 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 list of 119 activities and selected those they anticipated to receive the lowest and highest frequency and priority ratings, and those requiring the least and most experience to perform (see Table 17). The average frequency, priority and experience ratings were calculated by setting for each of the selected items. In all cases, those activities selected to have high values were all higher than those that had been anticipated to have low values. This provides validation for respondent ratings.

### Instrument Reliability Estimates

In order to evaluate the amount of variability associated with the two survey instruments among the respondents, two reliability estimates were calculated. These calculations provide a measure of the internal consistency of the survey. Higher values indicate greater consistency; values greater than 0.90 are considered quite reliable (Guilford, 1956). The estimate of reliability for the NA frequency scale was 0.98 and for the NAE priority scale it was 0.98, indicating limited error and homogeneity of the data (Hopkins, Stanley and Hopkins, 1990).

### 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. Less than 1 year of experience
2. 1-5 years of experience
3. More than 5 years of experience
4. Total nursing home responses

### Home Health Agency

5. Less than 1 year of experience
6. 1-5 years of experience
7. More than 5 years of experience
8. Total home health agency responses

### Hospital

9. Less than 1 year of experience
10. 1-5 years of experience
11. More than 5 years of experience
12. Total hospital responses

### All

13. All responses from all levels of experience in all setting

A study of the average frequency ratings revealed few differences among the frequencies reported by those with differing levels of experience and among those working in different health care settings. See Table 18 for the average frequencies of the activities according to health care setting experience.

### Experience Required for Performance

NAEs were asked to rate the experience required for an NA to perform each of the 119 activities. The average and mode of ratings provided by NAEs in each of the three settings may be found in Table 19. Review of the experience ratings showed the activity ratings to be comparable across settings.

### Priority

NAEs provided priority ratings for each of the activities. Overall average priority ratings ranged from 1.76 to 3.69. Priority ratings provided by NAEs in

the three settings were remarkably similar (see Table 20).

### Time Spent in Different Nursing Activities

NAEs were asked to record the numbers of hours spent performing specific categories of activities (see Table 21). An average number of hours spent was calculated for each of seven sets of activities, based on the reported length of shift worked. Because NAEs often perform more than one type of activity at a time (e.g., providing emotional support while assisting clients with the activities of daily living), a standardized proportion was calculated by dividing the time reportedly spent in each category of activity by the sum of hours spent in all the activities. The NAEs reported spending the greatest amount of time in the following categories: providing care related to activities of daily living (22.45%), communication (15.59%), basic nursing skills (14.04%), addressing client rights/ethical/legal behavior (13.73%) and participating as a member of the health care team (12.86%). NAEs reported spending the least amount of time on psychosocial care skills (10.28%).

### Activities Not Listed on the Survey

NAEs were asked to identify any important activities that were performed in their current practice setting which were not listed in the survey. Approximately 82% reported that the 119 activities listed in the survey were comprehensive and that no activities were missing.

### Summary

The 2005 NA Job Analysis study collected data on the frequency and priority of NA activity performance as well as the amount of experience needed to perform activities. In general, the frequency with which NAEs performed the activities was consistent across settings. The experience and priority ratings provided by the NAEs were comparable across nursing home, home health agency and hospital settings. The activities listed in the survey represented NA practice across settings.

Table 17. Response Validation

	NH	HHC	AC	Total Group
<b>High Frequency Activities</b>				
Use infection control guidelines	3.21	2.81	3.16	3.06
Prevent and provide protection from injuries	2.69	2.26	2.63	2.50
Change incontinence product (e.g., infant, pediatric, elderly)	3.03	2.23	2.75	2.66
Use proper body mechanics	3.39	2.97	3.36	3.26
Identify client/resident	3.20	2.56	3.09	2.98
<b>Low Frequency Activities</b>				
Perform cardiopulmonary resuscitation (CPR)	0.22	0.23	0.24	0.18
Perform Heimlich maneuver	0.19	0.22	0.20	0.15
Give enema	0.34	0.37	0.41	0.33
Care for body after death	0.70	0.62	0.76	0.59
Apply or remove abdominal or breast binders	0.63	0.66	0.75	0.35
<b>High Experience Activities</b>				
Give enema	3.65	3.74	3.61	3.66
Provide ostomy care (e.g., colostomy, ileostomy)	3.35	3.06	3.23	3.19
Apply or remove telemetry wires or change telemetry batteries	3.76	3.84	3.75	3.78
Assist with dressing change	2.68	2.61	2.57	2.62
Implement strategies to care for the angry or potentially violent client	2.66	2.44	2.73	2.63
<b>Low Experience Activities</b>				
Identify self to client by name and job title	1.22	1.20	1.22	1.19
Provide oral/mouth/denture care	1.20	1.21	1.21	1.19
Answer call light	1.64	1.64	1.56	1.58
Use courtesy in communication	1.23	1.20	1.24	1.21
Assist with meal set up	1.25	1.27	1.32	1.26
<b>High Priority Activities</b>				
Use infection control guidelines	3.59	3.58	3.56	3.56
Perform Heimlich maneuver	3.58	3.56	3.57	3.59
Perform cardiopulmonary resuscitation (CPR)	3.54	3.56	3.56	3.57
Recognize and report signs of client's changing condition	3.72	3.68	3.68	3.66
Prevent and provide protection from injury	3.62	3.62	3.58	3.59
<b>Low Priority Activities</b>				
Provide nail care	2.08	2.09	2.14	2.11
Assist client to fill out meal menu	1.74	1.76	1.80	1.76
Apply or remove abdominal or breast binders	2.53	2.48	2.53	2.54
Give enema	2.61	2.61	2.55	2.62
Make bed (e.g., occupied, unoccupied, surgical)	2.06	2.13	2.06	2.09

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH				HH				AC				
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	Total
1	na1	Provide oral/mouth/denture care	2.14	2.49	2.40	2.40	1.70	1.89	1.93	1.91	1.86	2.25	2.28	2.24	2.17
2	na2	Assist client with transfers	2.70	3.15	3.12	3.09	2.29	2.38	2.49	2.45	2.61	2.90	2.97	2.91	2.85
3	na3	Assist client with walking	2.24	2.41	2.62	2.52	2.07	2.03	2.15	2.12	2.18	2.34	2.50	2.42	2.34
4	na4	Provide incontinence care or pericare	3.08	3.18	3.13	3.14	2.41	2.34	2.50	2.46	2.65	2.84	2.91	2.86	2.82
5	na5	Give or assist client with shower/bath	1.68	1.80	2.12	1.99	1.91	1.95	2.28	2.19	1.73	2.10	2.30	2.20	2.07
6	na6	Change incontinence product (e.g., infant, pediatric or elderly)	2.92	3.09	3.02	3.03	2.14	2.09	2.28	2.23	2.57	2.71	2.81	2.75	2.66
7	na7	Provide client with adequate fluids	2.71	3.03	3.01	2.99	2.51	2.19	2.29	2.30	2.69	2.89	2.88	2.87	2.76
8	na8	Provide nail care	1.05	1.24	1.47	1.37	0.96	1.16	1.31	1.25	0.79	0.98	1.24	1.13	1.17
9	na9	Assist client to fill out meal menu	0.66	0.72	0.81	0.77	0.63	0.73	0.67	0.68	0.73	0.83	0.96	0.90	0.74
10	na10	Assist client with dressing and undressing	2.69	2.92	2.91	2.89	2.48	2.38	2.55	2.50	2.29	2.60	2.70	2.64	2.65
11	na11	Provide for toileting needs	2.72	3.10	3.02	3.01	2.20	2.38	2.28	2.29	2.60	2.88	2.95	2.89	2.75
12	na12	Assist with grooming needs (e.g., shaving, hair care, cosmetics)	2.29	2.63	2.62	2.60	2.14	2.23	2.32	2.28	1.86	2.32	2.47	2.37	2.39
13	na13	Encourage client to be independent	2.57	2.73	2.68	2.69	2.51	2.36	2.40	2.40	2.46	2.58	2.62	2.60	2.54
14	na14	Give enema	0.28	0.28	0.38	0.34	0.39	0.32	0.38	0.37	0.20	0.31	0.48	0.41	0.33
15	na15	Collect and label stool, urine or sputum specimens	0.61	0.70	0.90	0.81	0.55	0.70	0.68	0.67	0.79	1.19	1.28	1.21	0.88
16	na16	Estimate and record amount/percentage of meal intake	1.99	2.43	2.40	2.38	1.73	1.61	1.47	1.52	2.24	2.63	2.52	2.52	2.17
17	na17	Ensure client receives diet as ordered	2.21	2.64	2.47	2.50	1.65	1.84	1.60	1.66	2.16	2.69	2.46	2.49	2.24

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH				HH				AC				
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	Total
18	na18	Assist with supplemental nutrition	1.58	2.18	2.19	2.13	1.36	1.60	1.45	1.48	1.36	1.92	2.04	1.94	1.79
19	na19	Use specialty beds for care of client	1.69	1.84	1.88	1.85	1.29	1.55	1.55	1.54	1.61	1.60	1.79	1.73	1.63
20	na20	Take and record client's vital signs (VS)	1.86	1.91	2.11	2.03	1.87	2.03	1.83	1.89	2.48	2.75	2.54	2.60	2.15
21	na21	Apply and remove heat or cold treatments	0.55	0.54	0.73	0.66	0.64	0.59	0.57	0.58	0.93	0.98	0.96	0.95	0.72
22	na22	Prevent and provide protection from injuries	2.49	2.65	2.73	2.69	2.33	2.14	2.28	2.26	2.56	2.54	2.68	2.63	2.50
23	na23	Perform cardiopulmonary resuscitation (CPR)	0.09	0.16	0.27	0.22	0.16	0.22	0.24	0.23	0.14	0.16	0.29	0.24	0.18
24	na24	Perform Heimlich maneuver	0.09	0.15	0.23	0.19	0.20	0.26	0.21	0.22	0.15	0.15	0.24	0.20	0.15
25	na25	Apply and remove elastic bandage	0.56	0.50	0.69	0.63	0.66	0.65	0.66	0.66	0.54	0.71	0.79	0.75	0.62
26	na26	Provide physical comfort measures (e.g., back rubs)	1.55	1.81	2.06	1.95	1.60	1.79	1.87	1.83	1.70	1.92	2.17	2.06	1.92
27	na27	Prepare client for diagnostic test, procedure or surgery	0.40	0.36	0.66	0.55	0.44	0.38	0.60	0.54	0.73	0.82	1.07	0.97	0.67
28	na28	Use proper body mechanics	3.28	3.44	3.38	3.39	3.04	2.93	2.98	2.97	3.22	3.38	3.37	3.36	3.26
29	na29	Assist with oxygen care	1.43	1.64	1.60	1.59	1.24	1.29	1.31	1.29	1.44	1.89	1.85	1.82	1.56
30	na30	Apply or remove abdominal or breast binders	0.12	0.31	0.42	0.36	0.04	0.30	0.38	0.33	0.25	0.38	0.51	0.45	0.35
31	na31	Turn and reposition client	2.64	2.93	2.97	2.93	2.18	2.27	2.19	2.21	2.61	2.82	2.84	2.82	2.66
32	na32	Transfer client using assistive devices	2.20	2.45	2.39	2.39	1.82	1.67	1.76	1.75	1.91	2.05	2.17	2.11	2.05
33	na33	Apply and remove anti-embolic hose or sequential compression devices (SCD)	0.71	0.99	1.06	1.01	0.84	0.80	0.91	0.88	1.01	1.27	1.31	1.27	1.06
34	na34	Make bed (e.g., occupied, unoccupied or surgical)	2.53	2.78	2.84	2.79	2.29	2.29	2.37	2.35	2.56	2.87	2.87	2.84	2.67

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH				HH				AC				
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	Total
35	na35	Care for body after death	0.41	0.54	0.82	0.70	0.50	0.59	0.65	0.62	0.46	0.64	0.85	0.76	0.59
36	na36	Perform and record pulse oximetry	0.93	1.18	1.34	1.26	1.04	1.07	1.06	1.06	1.51	1.83	1.76	1.76	1.36
37	na37	Apply and respond to client safety alarms	2.50	2.71	2.69	2.68	1.89	1.70	1.51	1.57	2.53	2.33	2.39	2.38	2.20
38	na38	Measure and record intake and output	2.06	2.31	2.42	2.36	1.71	1.66	1.60	1.62	2.44	2.76	2.66	2.67	2.25
39	na39	Keep client's area clean and neat	3.03	3.20	3.13	3.14	2.91	2.93	2.77	2.81	2.94	3.23	3.16	3.15	3.05
40	na40	Provide ostomy care (e.g., colostomy, ileostomy)	0.51	0.75	0.83	0.77	0.42	0.66	0.72	0.68	0.60	0.82	0.91	0.86	0.71
41	na41	Apply or remove telemetry wires or change telemetry batteries	0.15	0.35	0.47	0.40	0.20	0.33	0.40	0.36	0.51	0.94	0.91	0.87	0.58
42	na42	Measure and record client's weight and/or height	1.08	1.25	1.60	1.45	1.09	1.32	1.34	1.31	1.34	1.57	1.80	1.69	1.41
43	na43	Provide preventive skin care (e.g., observing for breakdown, applying lotion, applying heel pads or apply elbow protectors)	2.69	2.95	3.03	2.97	2.49	2.54	2.63	2.59	2.54	2.63	2.87	2.77	2.74
44	na44	Assist client with turning, coughing and deep breathing or incentive spirometry	1.30	1.41	1.62	1.54	1.05	1.23	1.23	1.23	1.42	1.73	1.81	1.75	1.47
45	na45	Follow protective precautions for immune suppressed client	1.01	1.19	1.36	1.27	0.98	1.13	1.06	1.06	1.10	1.32	1.49	1.41	1.19
46	na46	Transport client off unit or to another setting	1.06	1.28	1.64	1.49	0.98	0.99	1.04	1.03	1.11	1.38	1.54	1.46	1.30
47	na47	Follow seizure precautions	0.77	0.79	1.05	0.96	0.93	0.82	0.89	0.87	0.85	0.89	1.14	1.04	0.85
48	na48	Use infection control guidelines	2.78	3.29	3.23	3.21	2.70	2.85	2.80	2.81	2.90	3.23	3.15	3.16	3.06

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH				HH				AC				
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	Total
49	na49	Use pain scale to check client's pain level	1.02	1.05	1.14	1.10	1.30	1.10	1.11	1.12	1.11	1.41	1.46	1.42	1.15
50	na50	Check for color, movement and sensation (CMS) of extremities	1.52	1.71	1.80	1.76	1.55	1.52	1.60	1.59	1.47	1.51	1.79	1.69	1.56
51	na51	Provide care for the client with a sensory impairment	1.20	1.57	1.62	1.57	1.09	1.07	1.21	1.17	1.06	1.30	1.51	1.41	1.33
52	na52	Implement aspiration precautions	1.28	1.67	1.71	1.66	1.02	1.03	1.10	1.07	1.18	1.47	1.66	1.55	1.38
53	na53	Apply and monitor restraints per nurse's direction	1.14	1.37	1.51	1.44	0.84	0.99	0.94	0.93	1.04	1.19	1.39	1.30	1.13
54	na54	Identify client/resident	3.32	3.30	3.13	3.20	2.96	2.79	2.45	2.56	3.11	3.15	3.06	3.09	2.98
55	na55	Dispose of biohazardous waste properly	2.30	2.04	2.08	2.09	2.02	1.82	1.62	1.68	2.36	2.18	2.21	2.22	1.93
56	na56	Recognize and report signs and symptoms of client's changing condition	2.26	2.50	2.52	2.49	2.33	2.45	2.27	2.30	2.36	2.44	2.62	2.55	2.35
57	na57	Assist with dressing change	1.22	1.44	1.58	1.51	1.70	1.58	1.39	1.44	1.42	1.56	1.67	1.61	1.38
58	na58	Provide urinary catheter care	1.35	1.56	1.75	1.65	1.18	1.47	1.55	1.49	1.48	1.85	1.98	1.90	1.62
59	na59	Assist with meal set-up	2.20	2.79	2.73	2.70	2.00	2.13	1.91	1.96	2.38	2.68	2.69	2.65	2.45
60	na60	Feed client who cannot feed self	1.98	2.23	2.24	2.21	1.82	1.59	1.43	1.48	1.74	1.76	2.00	1.90	1.76
61	na61	Assist or encourage family to help with client's care	1.22	1.17	1.30	1.25	1.36	1.36	1.42	1.40	1.40	1.33	1.52	1.45	1.26
62	na62	Promote client's independence in the care, application and removal of prosthetic and orthotic devices	0.57	0.92	1.03	0.95	0.71	0.84	0.89	0.87	0.46	0.81	1.06	0.94	0.82

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH				HH				AC				
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	Total
63	na63	Assist client to ambulate with a device such as a cane or walker	2.08	2.40	2.48	2.42	2.13	2.08	2.10	2.10	2.05	2.14	2.37	2.27	2.21
64	na64	Allow client to do things at his/her own pace	2.86	2.95	2.88	2.90	2.82	2.73	2.64	2.68	2.93	2.84	2.79	2.82	2.78
65	na65	Assist client in bowel and/or bladder training	1.65	2.03	2.27	2.14	1.48	1.43	1.46	1.44	1.40	1.57	1.97	1.79	1.69
66	na66	Perform/assist client with range of motion exercises	1.69	1.85	2.33	2.14	1.91	1.64	1.82	1.78	1.35	1.53	2.03	1.82	1.79
67	na67	Assist client with recreational activities	1.56	1.65	1.83	1.75	1.93	1.37	1.34	1.38	1.29	1.21	1.56	1.43	1.40
68	na68	Promote client self-esteem and dignity	2.94	3.14	3.16	3.13	2.73	2.78	2.74	2.76	2.70	2.94	3.00	2.96	2.94
69	na69	Provide client with a feeling of acceptance	2.88	3.07	2.99	3.00	2.59	2.73	2.62	2.65	2.62	2.87	2.93	2.89	2.84
70	na70	Participate in client behavior modification program	1.21	1.47	1.56	1.50	1.07	1.09	1.07	1.07	0.82	1.13	1.38	1.26	1.20
71	na71	Assist with individualized client activities	1.45	1.64	1.68	1.65	1.57	1.54	1.44	1.48	1.42	1.48	1.69	1.61	1.51
72	na72	Provide comfort and care for dying client	1.31	1.43	1.51	1.47	1.42	1.46	1.29	1.33	1.40	1.32	1.57	1.49	1.28
73	na73	Provide client with a feeling of security	2.74	2.99	2.97	2.96	2.71	2.72	2.58	2.62	2.71	2.88	2.85	2.85	2.77
74	na74	Recognize and report signs that client may be suicidal	0.80	0.92	1.01	0.96	0.91	0.96	0.97	0.96	0.72	0.84	1.05	0.96	0.82
75	na75	Provide age appropriate care	2.67	3.00	2.85	2.87	2.39	2.61	2.48	2.49	2.58	2.95	2.85	2.86	2.79
76	na76	Provide emotional support	2.65	2.89	2.84	2.83	2.62	2.58	2.59	2.59	2.65	2.74	2.80	2.77	2.70
77	na77	Observe and report mood changes	2.24	2.51	2.47	2.46	2.33	2.26	2.10	2.14	2.23	2.20	2.38	2.30	2.19



Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH			HH			AC			Group Avg	Total		
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	< 1 yr	1-5 yr			>5 yr	
78	na78	Identify behaviors commonly related to a client with cognitive impairment (e.g., dementia, Alzheimer's disease)	2.30	2.59	2.46	2.47	2.20	2.03	1.85	1.90	1.91	2.12	2.21	2.15	2.10
79	na79	Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	1.88	2.04	2.08	2.04	1.69	1.59	1.54	1.54	1.45	1.62	1.88	1.75	1.69
80	na80	Provide a therapeutic environment	1.47	1.96	1.89	1.87	1.55	1.45	1.50	1.49	1.66	1.98	1.94	1.92	1.79
81	na81	Implement strategies to care for the angry or potentially violent client	1.46	1.63	1.56	1.57	1.48	1.36	1.12	1.19	1.40	1.29	1.38	1.35	1.26
82	na82	Use reality orientation (e.g., time, place, person)	1.68	2.05	2.10	2.03	1.64	1.64	1.66	1.64	1.74	1.84	2.05	1.96	1.83
83	na83	Use validation therapy	0.70	1.04	1.18	1.09	0.64	0.83	0.83	0.81	0.72	0.93	1.05	0.99	0.91
84	na84	Assist client to participate in groups and other activities	1.76	2.19	2.06	2.07	1.60	1.62	1.30	1.38	1.36	1.39	1.60	1.52	1.53
85	na85	Report client's cultural/religious/spiritual requests, preferences and needs (e.g., food, clergy)	1.41	1.63	1.62	1.61	1.40	1.47	1.23	1.29	1.50	1.43	1.64	1.57	1.38
86	na86	Respect client's religious and cultural beliefs and practices	2.71	2.87	2.72	2.77	2.77	2.69	2.46	2.52	2.70	2.59	2.58	2.60	2.56
87	na87	Identify self to client by name and job title	3.23	3.29	3.22	3.24	2.93	3.04	2.76	2.83	3.28	3.40	3.27	3.31	3.10
88	na88	Answer call light	3.50	3.54	3.35	3.41	2.36	2.31	1.88	1.99	3.40	3.52	3.32	3.37	3.00
89	na89	Use courtesy in communication	3.60	3.71	3.59	3.62	3.36	3.44	3.14	3.21	3.59	3.77	3.59	3.64	3.53

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH				HH				AC				
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	Total
90	na90	Use active listening	3.36	3.50	3.43	3.45	3.33	3.33	3.00	3.09	3.41	3.56	3.44	3.47	3.37
91	na91	Recognize the need for an interpreter	1.11	1.11	1.14	1.13	1.09	1.17	0.99	1.04	1.24	1.11	1.29	1.24	1.02
92	na92	Report and record unusual incidents/variances (e.g., errors, injuries, falls)	1.56	1.79	1.81	1.78	1.71	1.85	1.61	1.66	1.46	1.51	1.75	1.65	1.53
93	na93	Reinforce client and family education	0.83	1.12	1.18	1.14	0.84	1.21	1.19	1.17	0.81	1.20	1.34	1.26	1.10
94	na94	Identify and report barriers to learning	1.10	1.12	1.16	1.15	1.43	1.08	1.05	1.09	1.18	1.16	1.28	1.24	1.05
95	na95	Use approved medical terminology in written and verbal communication	2.02	1.98	1.96	1.96	1.82	1.78	1.87	1.84	2.14	2.20	2.21	2.19	1.95
96	na96	Document or record information accurately	3.14	3.35	3.20	3.24	2.78	3.08	2.84	2.88	3.04	3.47	3.25	3.29	3.16
97	na97	Respect client's need for privacy/confidentiality	3.48	3.61	3.55	3.56	3.33	3.38	3.15	3.21	3.41	3.65	3.56	3.57	3.45
98	na98	Accept client's right to refuse care	2.60	2.45	2.42	2.44	2.60	2.59	2.22	2.31	2.54	2.35	2.46	2.43	2.30
99	na99	Promote client's right to be free of restraints	2.17	2.43	2.36	2.35	1.89	1.91	1.73	1.75	2.00	1.94	2.18	2.09	1.99
100	na100	Maintain care and security of client's personal belongings	3.33	3.21	3.14	3.17	3.27	3.02	2.71	2.81	3.15	3.00	3.02	3.02	2.98
101	na101	Respect client's personal choices including advance directives	2.92	2.95	2.87	2.90	2.82	2.70	2.59	2.63	2.83	2.69	2.78	2.76	2.69
102	na102	Provide explanation of care to client or family	2.39	2.43	2.44	2.43	2.33	2.25	2.12	2.17	2.19	2.38	2.43	2.39	2.28
103	na103	Provide assistance to a client in resolving grievances and disputes	1.51	1.51	1.47	1.48	1.36	1.42	1.23	1.27	1.25	1.23	1.45	1.37	1.26

Table 18. Average Frequency of NA Performance of Activities Within Three Care Settings and at Three Levels of Experience

Master #	# in 2005 Survey	Activity	NH				HH				AC				
			< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	< 1 yr	1-5 yr	>5 yr	Group Avg	Total
104	na104	Promote freedom from abuse, mistreatment and neglect	2.71	2.96	2.85	2.87	2.27	2.52	2.22	2.28	2.32	2.56	2.57	2.54	2.51
105	na105	Follow guidelines for ethical conduct	2.88	3.18	2.93	2.99	2.60	2.69	2.65	2.64	2.77	2.99	2.94	2.93	2.86
106	na106	Report suspicious workplace activity which involves other employees, former employees, clients or visitors	1.13	1.22	1.26	1.23	1.27	1.48	1.20	1.26	1.06	1.18	1.31	1.25	1.08
107	na107	Accept and complete authorized duties	3.43	3.48	3.45	3.46	3.20	3.14	3.05	3.08	3.28	3.55	3.48	3.48	3.37

Table 19. 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
1	na1 Provide oral/mouth/denture care	1.20	1	1.21	1	1.21	1	1.19	1
2	na2 Assist client with transfers	1.46	1	1.51	1	1.51	1	1.48	1
3	na3 Assist client with walking	1.47	1	1.48	1	1.50	1	1.46	1
4	na4 Provide incontinence care or pericare	1.32	1	1.40	1	1.37	1	1.34	1
5	na5 Give or assist client with shower/bath	1.38	1	1.44	1	1.45	1	1.41	1
6	na6 Change incontinence product (e.g., infant, pediatric or elderly)	1.36	1	1.40	1	1.37	1	1.34	1
7	na7 Provide client with adequate fluids	1.32	1	1.34	1	1.33	1	1.31	1
8	na8 Provide nail care	1.58	1	1.77	1	1.66	1	1.66	1
9	na9 Assist client to fill out meal menu	1.85	1	1.70	1	1.76	1	1.75	1
10	na10 Assist client with dressing and undressing	1.24	1	1.33	1	1.31	1	1.28	1
11	na11 Provide for toileting needs	1.33	1	1.36	1	1.36	1	1.33	1
12	na12 Assist with grooming needs (e.g., shaving, hair care, cosmetics)	1.29	1	1.33	1	1.35	1	1.30	1
13	na13 Encourage client to be independent	1.46	1	1.51	1	1.52	1	1.47	1
14	na14 Give enema	3.65	5	3.74	5	3.61	5	3.66	5
15	na15 Collect and label stool, urine or sputum specimens	2.56	1	2.75	5	2.63	1	2.62	1
16	na16 Estimate and record amount/percentage of meal intake	1.67	1	1.71	1	1.62	1	1.61	1
17	na17 Ensure client receives diet as ordered	1.83	1	1.71	1	1.73	1	1.69	1
18	na18 Assist with supplemental nutrition	1.84	1	1.75	1	1.72	1	1.71	1
19	na19 Use specialty beds for care of client	2.03	1	1.94	1	1.97	1	1.95	1
20	na20 Take and record client's vital signs (VS)	1.81	1	1.87	1	1.79	1	1.80	1
21	na21 Apply and remove heat or cold treatments	2.93	5	3.10	5	2.99	5	2.99	5
22	na22 Prevent and provide protection from injuries	1.60	1	1.56	1	1.57	1	1.56	1
23	na23 Perform cardiopulmonary resuscitation (CPR)	2.46	1	2.49	1	2.42	1	2.46	1
24	na24 Perform Heimlich maneuver	2.22	1	2.23	1	2.22	1	2.21	1
25	na25 Apply and remove elastic bandage	3.09	5	3.21	5	2.99	5	3.10	5
26	na26 Provide physical comfort measures (e.g., back rubs)	1.47	1	1.46	1	1.45	1	1.44	1
27	na27 Prepare client for diagnostic test, procedure or surgery	3.21	5	3.25	5	3.14	5	3.16	5

Table 19. 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
28	na28 Use proper body mechanics	1.52	1	1.37	1	1.50	1	1.47	1
29	na29 Assist with oxygen care	2.49	1	2.49	1	2.49	2	2.47	1
30	na30 Apply or remove abdominal or breast binders	2.71	1	2.99	5	2.68	1	2.78	1
31	na31 Turn and reposition client	1.40	1	1.42	1	1.41	1	1.39	1
32	na32 Transfer client using assistive devices	1.65	1	1.63	1	1.74	1	1.67	1
33	na33 Apply and remove anti-embolic hose or sequential compression devices (SCD)	1.95	1	1.83	1	1.98	1	1.90	1
34	na34 Make bed (e.g., occupied, unoccupied or surgical)	1.25	1	1.24	1	1.23	1	1.23	1
35	na35 Care for body after death	2.03	1	1.92	1	2.06	1	1.97	1
36	na36 Perform and record pulse oximetry	3.03	5	3.08	5	3.08	5	3.07	5
37	na37 Apply and respond to client safety alarms	1.70	1	1.73	1	1.73	1	1.72	1
38	na38 Measure and record intake and output	1.54	1	1.53	1	1.56	1	1.51	1
39	na39 Keep client's area clean and neat	1.25	1	1.23	1	1.22	1	1.22	1
40	na40 Provide ostomy care (e.g., colostomy, ileostomy)	3.35	5	3.06	5	3.23	5	3.19	5
41	na41 Apply or remove telemetry wires or change telemetry batteries	3.76	5	3.84	5	3.75	5	3.78	5
42	na42 Measure and record client's weight and/or height	1.39	1	1.42	1	1.40	1	1.39	1
43	na43 Provide preventive skin care (e.g., observing for breakdown, applying lotion, applying heel pads, or apply elbow protectors)	1.53	1	1.49	1	1.52	1	1.49	1
44	na44 Assist client with turning, coughing and deep breathing or incentive spirometry	2.19	1	2.28	1	2.27	1	2.24	1
45	na45 Follow protective precautions for immune suppressed client	1.88	1	1.82	1	1.91	1	1.85	1
46	na46 Transport client off unit or to another setting	1.98	1	2.04	1	2.07	1	2.00	1
47	na47 Follow seizure precautions	1.78	1	1.76	1	1.80	1	1.77	1
48	na48 Use infection control guidelines	1.48	1	1.44	1	1.51	1	1.47	1
49	na49 Use pain scale to check client's pain level	3.02	5	2.91	5	2.94	5	2.93	5
50	na50 Check for color, movement and sensation (CMS) of extremities	3.31	5	3.15	5	3.16	5	3.12	5
51	na51 Provide care for the client with a sensory impairment	1.76	1	1.75	1	1.79	1	1.77	1

Table 19. 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
52	na52	2.42	1	2.20	1	2.39	1	2.36	1
53	na53	2.78	1	2.84	5	2.66	1	2.75	1
54	na54	1.30	1	1.27	1	1.30	1	1.26	1
55	na55	1.58	1	1.57	1	1.69	1	1.61	1
56	na56	1.70	1	1.57	1	1.75	1	1.66	1
57	na57	2.68	2	2.61	1	2.57	1	2.62	1
58	na58	1.79	1	1.85	1	1.83	1	1.80	1
59	na59	1.25	1	1.27	1	1.32	1	1.26	1
60	na60	1.42	1	1.46	1	1.45	1	1.42	1
61	na61	1.84	1	1.95	1	1.79	1	1.79	1
62	na62	2.45	2	2.45	1	2.46	2	2.42	2
63	na63	1.63	1	1.57	1	1.70	1	1.61	1
64	na64	1.40	1	1.33	1	1.41	1	1.36	1
65	na65	2.09	1	2.09	1	2.11	1	2.07	1
66	na66	2.13	2	2.08	1	2.20	2	2.12	2
67	na67	1.70	1	1.79	1	1.84	1	1.75	1
68	na68	1.39	1	1.44	1	1.43	1	1.41	1
69	na69	1.43	1	1.43	1	1.43	1	1.41	1
70	na70	2.79	1	2.80	1	2.83	1	2.77	1
71	na71	1.75	1	1.68	1	1.76	1	1.71	1
72	na72	1.88	1	1.68	1	1.89	1	1.82	1
73	na73	1.49	1	1.42	1	1.50	1	1.45	1
74	na74	2.01	1	1.78	1	2.01	1	1.94	1
75	na75	1.54	1	1.56	1	1.64	1	1.57	1

Table 19. 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
76	na76 Provide emotional support	1.53	1	1.49	1	1.56	1	1.51	1
77	na77 Observe and report mood changes	1.63	1	1.59	1	1.71	1	1.62	1
78	na78 Identify behaviors commonly related to a client with cognitive impairment (e.g., dementia, Alzheimer's disease)	2.14	2	2.00	1	2.10	2	2.07	2
79	na79 Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	2.58	2	2.58	2	2.59	2	2.55	2
80	na80 Provide a therapeutic environment	1.93	1	1.92	1	2.01	1	1.97	1
81	na81 Implement strategies to care for the angry or potentially violent client	2.66	2	2.44	2	2.73	2	2.63	2
82	na82 Use reality orientation (e.g., time, place, person)	1.71	1	1.72	1	1.76	1	1.72	1
83	na83 Use validation therapy	2.84	1	2.74	1	2.84	1	2.80	1
84	na84 Assist client to participate in groups and other activities	2.23	1	2.15	1	2.17	1	2.15	1
85	na85 Report client's cultural/religious/spiritual requests, preferences and needs (e.g., food, clergy)	1.61	1	1.67	1	1.68	1	1.63	1
86	na86 Respect client's religious and cultural beliefs and practices	1.33	1	1.35	1	1.41	1	1.36	1
87	na87 Identify self to client by name and job title	1.22	1	1.20	1	1.22	1	1.19	1
88	na88 Answer call light	1.64	1	1.64	1	1.56	1	1.58	1
89	na89 Use courtesy in communication	1.23	1	1.20	1	1.24	1	1.21	1
90	na90 Use active listening	1.43	1	1.32	1	1.40	1	1.37	1
91	na91 Recognize the need for an interpreter	1.50	1	1.36	1	1.43	1	1.39	1
92	na92 Report and record unusual incidents/variances (e.g., errors, injuries, falls)	1.59	1	1.53	1	1.61	1	1.54	1
93	na93 Reinforce client and family education	2.35	1	2.26	1	2.31	1	2.31	1
94	na94 Identify and report barriers to learning	2.14	1	2.06	1	2.11	1	2.08	1
95	na95 Use approved medical terminology in written and verbal communication	2.22	1	2.05	1	2.28	1	2.19	1
96	na96 Document or record information accurately	1.63	1	1.55	1	1.70	1	1.64	1
97	na97 Respect client's need for privacy/confidentiality	1.29	1	1.29	1	1.30	1	1.28	1
98	na98 Accept client's right to refuse care	1.38	1	1.33	1	1.41	1	1.35	1
99	na99 Promote client's right to be free of restraints	1.91	1	1.81	1	1.91	1	1.85	1

Table 19. Average and Modal INAE 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
100	na100	1.44	1	1.41	1	1.40	1	1.39	1
101	na101	1.70	1	1.50	1	1.63	1	1.59	1
102	na102	2.07	1	2.02	1	2.07	1	2.04	1
103	na103	2.75	1	2.62	1	2.67	1	2.66	1
104	na104	1.51	1	1.51	1	1.53	1	1.50	1
105	na105	1.46	1	1.38	1	1.45	1	1.42	1
106	na106	1.37	1	1.41	1	1.46	1	1.42	1
107	na107	1.35	1	1.35	1	1.37	1	1.34	1
108	na108	1.40	1	1.35	1	1.43	1	1.39	1
109	na109	1.93	1	2.00	1	1.85	1	1.90	1
110	na110	1.63	1	1.59	1	1.65	1	1.61	1
111	na111	2.02	1	2.05	1	1.97	1	1.97	1
112	na112	1.26	1	1.23	1	1.26	1	1.23	1
113	na113	1.26	1	1.34	1	1.29	1	1.27	1
114	na114	1.94	1	1.98	1	2.04	1	1.97	1
115	na115	2.29	1	2.20	1	2.30	1	2.22	1
116	na116	2.35	1	2.42	1	2.47	1	2.41	1
117	na117	1.48	1	1.45	1	1.50	1	1.45	1
118	na118	2.68	1	2.68	1	2.60	1	2.62	1
119	na119	1.95	1	1.96	1	1.97	1	1.94	1



Table 20. Average NAE Ratings of Activity Priority

#	Activity	NH Mean	HHC Mean	AC Mean	Total Mean
1	Provide oral/mouth/denture care	2.38	2.42	2.44	2.40
2	Assist client with transfers	3.39	3.35	3.32	3.36
3	Assist client with walking	3.28	3.24	3.24	3.27
4	Provide incontinence care or pericare	3.00	3.05	3.06	3.03
5	Give or assist client with shower/bath	3.08	3.07	3.06	3.08
6	Change incontinence product (e.g., infant, pediatric or elderly)	2.73	2.85	2.82	2.79
7	Provide client with adequate fluids	2.85	2.87	2.90	2.88
8	Provide nail care	2.08	2.09	2.14	2.11
9	Assist client to fill out meal menu	1.74	1.76	1.80	1.76
10	Assist client with dressing and undressing	2.49	2.57	2.53	2.52
11	Provide for toileting needs	2.89	2.90	2.95	2.91
12	Assist with grooming needs (e.g., shaving, hair care, cosmetics)	2.32	2.44	2.40	2.37
13	Encourage client to be independent	2.73	2.70	2.72	2.71
14	Give enema	2.61	2.61	2.55	2.62
15	Collect and label stool, urine or sputum specimens	2.46	2.39	2.49	2.47
16	Estimate and record amount/percentage of meal intake	2.39	2.49	2.47	2.45
17	Ensure client receives diet as ordered	2.69	2.73	2.73	2.72
18	Assist with supplemental nutrition	2.45	2.57	2.54	2.53
19	Use specialty beds for care of client	2.75	2.73	2.79	2.78
20	Take and record client's vital signs (VS)	3.04	3.16	3.10	3.10
21	Apply and remove heat or cold treatments	2.79	2.70	2.69	2.74
22	Prevent and provide protection from injuries	3.62	3.62	3.58	3.59
23	Perform cardiopulmonary resuscitation (CPR)	3.54	3.56	3.56	3.57
24	Perform Heimlich maneuver	3.58	3.56	3.57	3.59
25	Apply and remove elastic bandage	2.53	2.48	2.53	2.54
26	Provide physical comfort measures (e.g., back rubs)	2.21	2.27	2.26	2.23
27	Prepare client for diagnostic test, procedure or surgery	2.70	2.73	2.66	2.69
28	Use proper body mechanics	3.46	3.52	3.46	3.47
29	Assist with oxygen care	3.20	3.13	3.05	3.12
30	Apply or remove abdominal or breast binders	2.65	2.64	2.55	2.61
31	Turn and reposition client	3.29	3.41	3.29	3.31
32	Transfer client using assistive devices	3.42	3.45	3.38	3.42
33	Apply and remove anti-embolic hose or sequential compression devices (SCD)	2.78	2.89	2.84	2.85
34	Make bed (e.g., occupied, unoccupied or surgical)	2.06	2.13	2.06	2.09
35	Care for body after death	2.05	2.33	2.19	2.17
36	Perform and record pulse oximetry	2.68	2.89	2.62	2.71
37	Apply and respond to client safety alarms	3.46	3.58	3.41	3.46
38	Measure and record intake and output	2.73	2.94	2.81	2.82
39	Keep client's area clean and neat	2.57	2.62	2.56	2.58
40	Provide ostomy care (e.g., colostomy, ileostomy)	2.74	2.83	2.77	2.79
41	Apply or remove telemetry wires or change telemetry batteries	2.63	2.73	2.47	2.59

Table 20. Average NAE Ratings of Activity Priority

#	Activity	NH Mean	HHC Mean	AC Mean	Total Mean
42	Measure and record client's weight and/or height	2.45	2.55	2.49	2.46
43	Provide preventive skin care (e.g., observing for breakdown, applying lotion, applying heel pads or applying elbow protectors)	3.32	3.42	3.28	3.32
44	Assist client with turning, coughing and deep breathing or incentive spirometry	3.02	2.97	2.96	2.97
45	Follow protective precautions for immune suppressed client	3.43	3.41	3.37	3.39
46	Transport client off unit or to another setting	2.51	2.61	2.46	2.53
47	Follow seizure precautions	3.29	3.29	3.30	3.28
48	Use infection control guidelines	3.59	3.58	3.56	3.56
49	Use pain scale to check client's pain level	2.92	2.99	2.85	2.89
50	Check for color, movement and sensation (CMS) of extremities	3.17	3.17	3.06	3.11
51	Provide care for the client with a sensory impairment	3.12	3.12	3.08	3.10
52	Implement aspiration precautions	3.43	3.46	3.43	3.43
53	Apply and monitor restraints per nurse's direction	3.29	3.31	3.26	3.29
54	Identify client/resident	3.50	3.52	3.42	3.45
55	Dispose of biohazardous waste properly	3.31	3.36	3.38	3.35
56	Recognize and report signs and symptoms of client's changing condition	3.67	3.72	3.65	3.66
57	Assist with dressing change	2.58	2.66	2.61	2.63
58	Provide urinary catheter care	3.03	3.06	2.99	3.01
59	Assist with meal set-up	2.37	2.45	2.38	2.38
60	Feed client who cannot feed self	3.03	3.04	3.03	3.01
61	Assist or encourage family to help with client's care	2.45	2.44	2.47	2.47
62	Promote client's independence in the care, application and removal of prosthetic and orthotic devices	2.87	2.83	2.82	2.84
63	Assist client to ambulate with a device such as a cane or walker	3.27	3.30	3.18	3.23
64	Allow client to do things at his/her own pace	2.78	2.81	2.78	2.79
65	Assist client in bowel and/or bladder training	2.79	2.79	2.78	2.78
66	Perform/assist client with range of motion exercises	2.81	2.89	2.88	2.88
67	Assist client with recreational activities	2.16	2.24	2.27	2.23
68	Promote client self-esteem and dignity	2.94	2.98	2.99	2.95
69	Provide client with a feeling of acceptance	2.88	2.95	2.97	2.91
70	Participate in client behavior modification program	2.86	2.70	2.77	2.75
71	Assist with individualized client activities	2.48	2.35	2.52	2.46
72	Provide comfort and care for dying client	3.09	3.16	3.14	3.13
73	Provide client with a feeling of security	3.10	3.11	3.11	3.09
74	Recognize and report signs that client may be suicidal	3.72	3.68	3.68	3.69
75	Provide age appropriate care	2.99	3.01	3.02	2.98
76	Provide emotional support	2.87	2.90	2.94	2.91
77	Observe and report mood changes	3.02	2.94	2.98	2.97
78	Identify behaviors commonly related to a client with cognitive impairment (e.g., dementia, Alzheimer's disease)	3.12	3.02	3.05	3.06
79	Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	3.20	3.01	3.13	3.11
80	Provide a therapeutic environment	2.94	2.81	2.92	2.89

Table 20. Average NAE Ratings of Activity Priority

#	Activity	NH Mean	HHC Mean	AC Mean	Total Mean
81	Implement strategies to care for the angry or potentially violent client	3.47	3.26	3.38	3.38
82	Use reality orientation (e.g., time, place, person)	2.81	2.78	2.78	2.78
83	Use validation therapy	2.55	2.60	2.52	2.54
84	Assist client to participate in groups and other activities	2.36	2.43	2.41	2.37
85	Report client's cultural/religious/spiritual requests, preferences and needs (e.g., food, clergy)	2.57	2.61	2.59	2.57
86	Respect client's religious and cultural beliefs and practices	2.72	2.87	2.82	2.79
87	Identify self to client by name and job title	2.83	2.97	2.94	2.89
88	Answer call light	3.43	3.48	3.36	3.40
89	Use courtesy in communication	3.03	3.08	3.06	3.03
90	Use active listening	3.00	2.98	3.01	2.97
91	Recognize the need for an interpreter	3.00	2.91	3.01	2.97
92	Report and record unusual incidents/variances (e.g., errors, injuries, falls)	3.64	3.58	3.58	3.59
93	Reinforce client and family education	2.88	2.80	2.85	2.84
94	Identify and report barriers to learning	2.91	2.85	2.83	2.85
95	Use approved medical terminology in written and verbal communication	2.73	2.65	2.67	2.71
96	Document or record information accurately	3.35	3.32	3.34	3.35
97	Respect client's need for privacy/confidentiality	3.29	3.30	3.30	3.28
98	Accept client's right to refuse care	3.10	3.06	3.14	3.10
99	Promote client's right to be free of restraints	3.27	3.24	3.26	3.24
100	Maintain care and security of client's personal belongings	2.81	2.90	2.85	2.83
101	Respect client's personal choices, including advance directives	3.07	3.06	3.12	3.08
102	Provide explanation of care to client or family	2.92	2.91	2.96	2.92
103	Provide assistance to a client in resolving grievances and disputes	2.74	2.79	2.83	2.77
104	Promote freedom from abuse, mistreatment and neglect	3.66	3.58	3.64	3.62
105	Follow guidelines for ethical conduct	3.30	3.31	3.34	3.31
106	Report suspicious workplace activity which involves other employees, former employees, clients or visitors	3.45	3.43	3.46	3.44
107	Accept and complete authorized duties	3.32	3.33	3.31	3.32
108	Use identified channels/chain of command to voice questions, concerns, suggestions or complaints	3.00	3.07	3.07	3.03
109	Participate in shift report	2.97	3.05	2.90	2.94
110	Respond per agency protocol in actual or potential disaster or emergency situations	3.49	3.53	3.48	3.50
111	Encourage client and family to contribute to and follow plan of care	2.96	2.92	2.98	2.95
112	Ask for help when needed	3.53	3.37	3.48	3.45
113	Assist co-workers	3.29	3.28	3.28	3.26
114	Suggest additions or changes to client's plan of care	2.89	2.86	2.91	2.87
115	Assist with admission, discharge or transfer	2.67	2.72	2.65	2.67
116	Participate in performance improvement and cost containment programs	2.36	2.43	2.40	2.38
117	Attend and participate in staff education	2.98	2.98	3.02	2.99
118	Participate in client rounds	2.74	2.66	2.67	2.68
119	Prioritize care based on client(s) schedule (e.g., tests, physical therapy)	2.92	2.90	2.91	2.89

Table 21. Average and Standardized Percentage of Time Spent Performing Sets of Activities

Activity Set	Description	Length of Shift							Total Group Average	Standardized Percentage of Time spent
		0-1 hour	1-4 hours	5-8 hours	9-12 hours	13-16 hours	17 hours or more			
Activities of daily living	(e.g., assist client with walking and transfers; assist with grooming and hygiene; provide for toileting and incontinence care; assist to fill out menu)	0.50	2.24	4.10	4.50	4.49	3.76	4.13	22.45%	
Basic nursing skills	(e.g., measure and record intake and output; collect and label specimens; assist with supplemental nutrition; take vital signs; prepare client for test/procedure/surgery; assist with oxygen care; perform basic life support; turn and position client; apply bed alarm; provide skin care; follow infection control guidelines; start aspiration and seizure precautions; apply restraints; recognize and report changes in client conditions)	0.00	1.39	2.91	3.83	3.49	3.45	3.08	14.04%	
Restorative skills	(e.g., promote client's independence in self care; assist client in bowel/bladder training; perform/assist with range of motion; assist to ambulate with cane/walker)	0.00	1.19	2.47	2.90	2.86	3.09	2.55	11.04%	
Psychosocial care skills	(e.g., promote self esteem; provide comfort and care for dying client; provide emotional support; observe and report mood changes; identify behaviors related to cognitive impairment/dementia; provide therapeutic environment; care for angry/violent client; report client's cultural and religious preferences, needs, requests; respect client's beliefs)	0.00	1.33	2.47	2.98	2.90	3.77	2.59	10.28%	
Communication	(e.g., answer call light; identify self to client; use courtesy in communication; report and record unusual incidents/variances/falls/errors; document and record information accurately; reinforce client and family education)	0.50	1.67	3.64	4.46	4.40	3.95	3.78	15.59%	
Client rights/ethical/legal behavior	(e.g., respect client's need for privacy, right to refuse care, right to be free of restraints; respect client's personal choices; recognize and report abuse/neglect; maintain confidentiality)	0.75	1.63	3.49	4.01	4.40	4.36	3.59	13.73%	
Member of the health care team	(e.g., assist co-workers; participate in shift report/care planning/performance improvement programs; assist with admission/transfer/discharge; provide care based on client's schedule)	0.25	1.35	3.07	3.84	3.73	3.91	3.22	12.86%	

## CONCLUSION

A nonexperimental, descriptive study was conducted to explore the activities performed by nursing assistants, the amount of experience necessary to complete those activities and the priority of the activities in the provision of safe client care. More than 1,500 NAs and 599 NAEs responded. Findings indicated that:

- NA work is essentially the same in nursing homes, home health agencies and hospitals.
- NAs with less than one year of experience perform the same types of activities at approximately the same frequencies as those with more experience.

The results of this study can be used to evaluate the NNAAP™ Test Plan.

## References

American Psychological Association, American Educational Research Association, National Council on Measurement in Education (1999). *The Joint Standards for Educational and Psychological Testing*, Washington, DC, Author.

Guilford, J.P. (1956). *Fundamental Statistics in Psychology and Education*. New York: McGraw Hill.

Hopkins, K.D., Stanley, J.C., Hopkins, B.R. (1990). *Education and Psychological Measurement and Evaluation*, 17th edition. New Jersey: Prentice Hall.

Smith, J. (2003). *2002 Job Analysis of Nurse Aides Employed in Nursing Homes, Home Health Agencies and Hospitals*. Chicago: National Council of State Boards of Nursing.

# APPENDIX A

## Panel Members

### Appendix A. Panel Members

Name	State	Setting	Specialty
Robyn Bragg, BSN, RN	Colorado	Acute Care	Medical Surgical, Pediatrics
Karen Wasserburger, BSN, RN	Wyoming	Long-Term Care/Home Care	Medical Surgical, Geriatrics
Darlene Hance, CNA	Wyoming	Long-Term Care	Medical Surgical, Geriatrics
Debra Buck, MSN, RN	Oregon	Other: State Agency	Nursing Regulation
Susan Jungman, MSN, RN	Iowa	Acute Care	Medical Surgical
Doris Ong-Schifsky, MSN, RN	Minnesota	Long-Term Care	Geriatrics
William Aminkeng, CNA	Minnesota	Long-Term Care	
Nancy Recker, MA, BSN, RN	South Dakota	Education/Staff Development	Surgical, Critical Care, Geriatrics
Jessica Lee, CNA	South Dakota	Long Term Care	
Muriel Kruggel, BSN, RN	Minnesota	Education	Psychiatric, Geriatrics
Mary Antczak, PCT	Florida	Acute Care	Critical Care, Acute Care
Dorothy Dykeman, MSN, RN	Florida	Education	Medical Surgical, Geriatrics
Julia Borja, BSN, RN	New Jersey	Home Health Care	Medical Surgical, Critical Care, Geriatrics
Rosalind Wright, MSN, RN	Maryland	Long-Term Care	Medical Surgical, Geriatrics, Rehabilitation
Suzann VanBuskirk, BSN, RN	Maryland	Ambulatory Care	Acute Care, Critical Care
Elizabeth Patton, BSN, RN	Washington, D.C.	Long-Term Care	Maternal Infant, Geriatrics
Sharon Montgomery, RN	Illinois	Acute Care	Obstetrics, Pediatrics. NICU

## APPENDIX B

### 2002 NNAAP™

#### Written (or oral) Exam Content Outline

- I. Physical Care Skills
  - A. Activities of Daily Living: 7% of exam (4 questions)
    - Hygiene
    - Dressing and Grooming
    - Nutrition and Hydration
    - Elimination
    - Rest/Sleep/Comfort
  - B. Basic Nursing Skills: 37% of exam (22 questions)
    - Infection Control
    - Safety/Emergency
    - Therapeutic/Technical Procedures
    - Data Collection and Reporting
  - C. Restorative Skills: 5% of exam (3 questions)
    - Prevention
    - Self-care/Independence
- II. Psychosocial Care Skills
  - A. Emotional and Mental Health Needs: 10% of exam (6 questions)
  - B. Spiritual and Cultural Needs: 3% of exam (2 questions)
- III. Role of the Nurse Aide
  - A. Communication: 10% of exam (6 questions)
  - B. Client Rights: 15% of exam (9 questions)
  - C. Legal/Ethical Behavior: 5% of exam (3 questions)
  - D. Member of Health Care Team: 8% of exam (5 questions)

## APPENDIX C

### Methodology Experts

Mark Reckase, PhD	Michigan State University & Editor – Applied Psychological Measurement	Full professor at Michigan State University, a world renown psychometrician, and the editor of Applied Psychological Measurement (a very prestigious measurement journal). Has also spent many years working for American College Testing and is considered one of the top people in the testing industry. As such, he is very familiar with conducting job analyses and transforming the results into test specifications.
Gene Kramer, PhD	American Dental Association	Director of Testing for the American Dental Association. In this capacity, he is responsible for the practice analyses that provide the basis for their national licensing examinations. Dr Kramer has been managing these practice analyses and other psychometric analyses for over 20 years.
Amy Weaver, MS (ABD)	National Restaurant Association Educational Foundation	Director of Exam Development at the National Restaurant Association's Educational Foundation. In this capacity, she has been involved with job analyses that support their certification examinations.
Lyn Schaefer, PhD	American Council on Education's General Equivalency Diploma Program	Director of Test Development at the American Council on Education. Was previously employed as the director of testing for the American Registry of Diagnostic Medical Sonographers where she was responsible for all phases of the examination including the foundation upon which it was based.
Matt Schulz, PhD	American College Testing	Has worked for American College Testing for many years in several psychometric roles. He is quite knowledgeable about common practices and industry standards with regard to job analyses and practice analyses. He is also familiar with the NCLEX Examination as he was NCSBN's director of testing in the 1980s



## APPENDIX D

## NA Frequency

Appendix D. NA Frequency			Total Group Average
# in 2005 Survey	Rank	Activity	Frequency
na24	1	Perform Heimlich maneuver	0.15
na23	2	Perform cardiopulmonary resuscitation (CPR)	0.18
na14	3	Give enema	0.33
na30	4	Apply or remove abdominal or breast binders	0.35
na41	5	Apply or remove telemetry wires or change telemetry batteries	0.58
na35	6	Care for body after death	0.59
na25	7	Apply and remove elastic bandage	0.62
na27	8	Prepare client for diagnostic test, procedure, or surgery	0.67
na40	9	Provide ostomy care (e.g., colostomy, ileostomy)	0.71
na21	10	Apply and remove heat or cold treatments	0.72
na9	11	Assist client to fill out meal menu	0.74
na62	12	Promote client's independence in the care, application and removal of prosthetic and orthotic devices	0.82
na74	12	Recognize and report signs that client may be suicidal	0.82
na116	14	Participate in performance improvement and cost containment programs	0.84
na47	15	Follow seizure precautions	0.85
na15	16	Collect and label stool, urine or sputum specimens	0.88
na83	17	Use validation therapy	0.91
na91	18	Recognize the need for an interpreter	1.02
na94	19	Identify and report barriers to learning	1.05
na33	20	Apply and remove anti-embolic hose or sequential compression devices (SCD)	1.06
na106	21	Report suspicious workplace activity which involves other employees, former employees, clients or visitors	1.08
na93	22	Reinforce client and family education	1.10
na53	23	Apply and monitor restraints per nurse's direction	1.13
na49	24	Use pain scale to check client's pain level	1.15
na110	25	Respond per agency protocol in actual or potential disaster or emergency situations	1.17
na8	25	Provide nail care	1.17
na45	27	Follow protective precautions for immune suppressed client	1.19
na70	28	Participate in client behavior modification program	1.20
na103	29	Provide assistance to a client in resolving grievances and disputes	1.26
na61	29	Assist or encourage family to help with client's care	1.26
na81	29	Implement strategies to care for the angry or potentially violent client	1.26
na72	32	Provide comfort and care for dying client	1.28
na46	33	Transport client off unit or to another setting	1.30
na51	34	Provide care for the client with a sensory impairment	1.33

## Appendix D. NA Frequency

# in 2005 Survey	Rank	Activity	Total Group Average
			Frequency
na115	35	Assist with admission, discharge or transfer	1.34
na36	36	Perform and record pulse oximetry	1.36
na85	37	Report client's cultural/religious/spiritual requests, preferences and needs (e.g., food, clergy)	1.38
na52	37	Implement aspiration precautions	1.38
na57	37	Assist with dressing change	1.38
na114	40	Suggest additions or changes to client's plan of care	1.40
na67	40	Assist client with recreational activities	1.40
na42	42	Measure and record client's weight and/or height	1.41
na117	43	Attend and participate in staff education	1.46
na44	44	Assist client with turning, coughing and deep breathing or incentive spirometry	1.47
na71	45	Assist with individualized client activities	1.51
na84	46	Assist client to participate in groups and other activities	1.53
na92	46	Report and record unusual incidents/variances (e.g., errors, injuries, falls)	1.53
na29	48	Assist with oxygen care	1.56
na50	48	Check for color, movement and sensation (CMS) of extremities	1.56
na58	50	Provide urinary catheter care	1.62
na19	51	Use specialty beds for care of client	1.63
na79	52	Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	1.69
na65	52	Assist client in bowel and/or bladder training	1.69
na60	54	Feed client who cannot feed self	1.76
na80	55	Provide a therapeutic environment	1.79
na111	55	Encourage client and family to contribute to and follow plan of care	1.79
na18	55	Assist with supplemental nutrition	1.79
na66	55	Perform/assist client with range of motion exercises	1.79
na82	59	Use reality orientation (e.g., time, place, person)	1.83
na118	60	Participate in client rounds	1.87
na26	61	Provide physical comfort measures (e.g., back rubs)	1.92
na55	62	Dispose of biohazardous waste properly	1.93
na109	63	Participate in shift report	1.94
na95	64	Use approved medical terminology in written and verbal communication	1.95
na119	65	Prioritize care based on client(s) schedule (e.g., tests, physical therapy)	1.99
na99	65	Promote client's right to be free of restraints	1.99
na32	67	Transfer client using assistive devices	2.05
na5	68	Give or assist client with shower/bath	2.07
na78	69	Identify behaviors commonly related to a client with cognitive impairment (e.g., dementia, Alzheimer's disease)	2.10
na20	70	Take and record client's vital signs (VS)	2.15
na1	71	Provide oral/mouth/denture care	2.17
na16	71	Estimate and record amount/percentage of meal intake	2.17

Appendix D. NA Frequency			Total Group Average
# in 2005 Survey	Rank	Activity	Frequency
na108	73	Use identified channels/chain of command to voice questions, concerns, suggestions or complaints	2.18
na77	74	Observe and report mood changes	2.19
na37	75	Apply and respond to client safety alarms	2.20
na63	76	Assist client to ambulate with a device such as a cane or walker	2.21
na17	77	Ensure client receives diet as ordered	2.24
na38	78	Measure and record intake and output	2.25
na102	79	Provide explanation of care to client or family	2.28
na98	80	Accept client's right to refuse care	2.30
na3	81	Assist client with walking	2.34
na56	82	Recognize and report signs and symptoms of client's changing condition	2.35
na12	83	Assist with grooming needs (e.g., shaving, hair care, cosmetics)	2.39
na59	84	Assist with meal set-up	2.45
na22	85	Prevent and provide protection from injuries	2.50
na104	86	Promote freedom from abuse, mistreatment, and neglect	2.51
na13	87	Encourage client to be independent	2.54
na86	88	Respect client's religious and cultural beliefs and practices	2.56
na112	89	Ask for help when needed	2.58
na10	90	Assist client with dressing and undressing	2.65
na31	91	Turn and reposition client	2.66
na6	91	Change incontinence product (e.g., infant, pediatric or elderly)	2.66
na34	93	Make bed (e.g., occupied, unoccupied, or surgical)	2.67
na101	94	Respect client's personal choices, including advance directives	2.69
na76	95	Provide emotional support	2.70
na43	96	Provide preventive skin care (e.g., observing for breakdown, applying lotion, applying heel pads, or apply elbow protectors)	2.74
na11	97	Provide for toileting needs	2.75
na7	98	Provide client with adequate fluids	2.76
na73	99	Provide client with a feeling of security	2.77
na64	100	Allow client to do things at his/her own pace	2.78
na75	101	Provide age appropriate care	2.79
na4	102	Provide incontinence care or pericare	2.82
na69	103	Provide client with a feeling of acceptance	2.84
na2	104	Assist client with transfers	2.85
na105	105	Follow guidelines for ethical conduct	2.86
na113	106	Assist co-workers	2.90
na68	107	Promote client self-esteem and dignity	2.94
na100	108	Maintain care and security of client's personal belongings	2.98
na54	108	Identify client/resident	2.98
na88	110	Answer call light	3.00
na39	111	Keep client's area clean and neat	3.05

## Appendix D. NA Frequency

# in 2005 Survey	Rank	Activity	Total Group Average Frequency
na48	112	Use infection control guidelines	3.06
na87	113	Identify self to client by name and job title	3.10
na96	114	Document or record information accurately	3.16
na28	115	Use proper body mechanics	3.26
na107	116	Accept and complete authorized duties	3.37
na90	116	Use active listening	3.37
na97	118	Respect client's need for privacy/confidentiality	3.45
na89	119	Use courtesy in communication	3.53

## APPENDIX E

## NAE Priority

Appendix E. NAE Priority			Total Group Average
# in 2005 Survey	Rank	Activity	Priority
na9	1	Assist client to fill out meal menu	1.76
na34	2	Make bed (e.g., occupied, unoccupied, or surgical)	2.09
na8	3	Provide nail care	2.11
na35	4	Care for body after death	2.17
na26	5	Provide physical comfort measures (e.g., back rubs)	2.23
na67	5	Assist client with recreational activities	2.23
na12	7	Assist with grooming needs (e.g., shaving, hair care, cosmetics)	2.37
na84	7	Assist client to participate in groups and other activities	2.37
na116	9	Participate in performance improvement and cost containment programs	2.38
na59	9	Assist with meal set-up	2.38
na1	11	Provide oral/mouth/denture care	2.40
na16	12	Estimate and record amount/percentage of meal intake	2.45
na42	13	Measure and record client's weight and/or height	2.46
na71	13	Assist with individualized client activities	2.46
na61	15	Assist or encourage family to help with client's care	2.47
na15	15	Collect and label stool, urine or sputum specimens	2.47
na10	17	Assist client with dressing and undressing	2.52
na46	18	Transport client off unit or to another setting	2.53
na18	18	Assist with supplemental nutrition	2.53
na83	20	Use validation therapy	2.54
na25	20	Apply and remove elastic bandage	2.54
na85	22	Report client's cultural/religious/spiritual requests, preferences and needs (e.g., food, clergy)	2.57
na39	23	Keep client's area clean and neat	2.58
na41	24	Apply or remove telemetry wires or change telemetry batteries	2.59
na30	25	Apply or remove abdominal or breast binders	2.61
na14	26	Give enema	2.62
na57	27	Assist with dressing change	2.63
na115	28	Assist with admission, discharge or transfer	2.67
na118	29	Participate in client rounds	2.68
na27	30	Prepare client for diagnostic test, procedure, or surgery	2.69
na95	31	Use approved medical terminology in written and verbal communication	2.71
na36	31	Perform and record pulse oximetry	2.71
na13	31	Encourage client to be independent	2.71
na17	34	Ensure client receives diet as ordered	2.72
na21	35	Apply and remove heat or cold treatments	2.74

## Appendix E. NAE Priority

# in 2005 Survey	Rank	Activity	Total Group Average
			Priority
na70	36	Participate in client behavior modification program	2.75
na103	37	Provide assistance to a client in resolving grievances and disputes	2.77
na65	38	Assist client in bowel and/or bladder training	2.78
na19	38	Use specialty beds for care of client	2.78
na82	38	Use reality orientation (e.g., time, place, person)	2.78
na64	41	Allow client to do things at his/her own pace	2.79
na40	41	Provide ostomy care (e.g., colostomy, ileostomy)	2.79
na6	41	Change incontinence product (e.g., infant, pediatric or elderly)	2.79
na86	41	Respect client's religious and cultural beliefs and practices	2.79
na38	45	Measure and record intake and output	2.82
na100	46	Maintain care and security of client's personal belongings	2.83
na62	47	Promote client's independence in the care, application and removal of prosthetic and orthotic devices	2.84
na93	47	Reinforce client and family education	2.84
na94	49	Identify and report barriers to learning	2.85
na33	49	Apply and remove anti-embolic hose or sequential compression devices (SCD)	2.85
na114	51	Suggest additions or changes to client's plan of care	2.87
na66	52	Perform/assist client with range of motion exercises	2.88
na7	52	Provide client with adequate fluids	2.88
na87	54	Identify self to client by name and job title	2.89
na80	54	Provide a therapeutic environment	2.89
na119	54	Prioritize care based on client(s) schedule (e.g., tests, physical therapy)	2.89
na49	54	Use pain scale to check client's pain level	2.89
na76	58	Provide emotional support	2.91
na11	58	Provide for toileting needs	2.91
na69	58	Provide client with a feeling of acceptance	2.91
na102	61	Provide explanation of care to client or family	2.92
na109	62	Participate in shift report	2.94
na68	63	Promote client self-esteem and dignity	2.95
na111	63	Encourage client and family to contribute to and follow plan of care	2.95
na77	65	Observe and report mood changes	2.97
na44	65	Assist client with turning, coughing and deep breathing or incentive spirometry	2.97
na91	65	Recognize the need for an interpreter	2.97
na90	65	Use active listening	2.97
na75	69	Provide age appropriate care	2.98
na117	70	Attend and participate in staff education	2.99
na60	71	Feed client who cannot feed self	3.01
na58	71	Provide urinary catheter care	3.01
na108	73	Use identified channels/chain of command to voice questions, concerns, suggestions or complaints	3.03

Appendix E. NAE Priority			Total Group Average
# in 2005 Survey	Rank	Activity	Priority
na4	73	Provide incontinence care or pericare	3.03
na89	73	Use courtesy in communication	3.03
na78	76	Identify behaviors commonly related to a client with cognitive impairment (e.g., dementia, Alzheimer's disease)	3.06
na5	77	Give or assist client with shower/bath	3.08
na101	77	Respect client's personal choices, including advance directives	3.08
na73	79	Provide client with a feeling of security	3.09
na20	80	Take and record client's vital signs (VS)	3.10
na98	80	Accept client's right to refuse care	3.10
na51	80	Provide care for the client with a sensory impairment	3.10
na50	83	Check for color, movement and sensation (CMS) of extremities	3.11
na79	83	Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	3.11
na29	85	Assist with oxygen care	3.12
na72	86	Provide comfort and care for dying client	3.13
na63	87	Assist client to ambulate with a device such as a cane or walker	3.23
na99	88	Promote client's right to be free of restraints	3.24
na113	89	Assist co-workers	3.26
na3	90	Assist client with walking	3.27
na47	91	Follow seizure precautions	3.28
na97	91	Respect client's need for privacy/confidentiality	3.28
na53	93	Apply and monitor restraints per nurse's direction	3.29
na31	94	Turn and reposition client	3.31
na105	94	Follow guidelines for ethical conduct	3.31
na107	96	Accept and complete authorized duties	3.32
na43	96	Provide preventive skin care (e.g., observing for breakdown, applying lotion, applying heel pads, or apply elbow protectors)	3.32
na96	98	Document or record information accurately	3.35
na55	98	Dispose of biohazardous waste properly	3.35
na2	100	Assist client with transfers	3.36
na81	101	Implement strategies to care for the angry or potentially violent client	3.38
na45	102	Follow protective precautions for immune suppressed client	3.39
na88	103	Answer call light	3.40
na32	104	Transfer client using assistive devices	3.42
na52	105	Implement aspiration precautions	3.43
na106	106	Report suspicious workplace activity which involves other employees, former employees, clients or visitors	3.44
na54	107	Identify client/resident	3.45
na112	107	Ask for help when needed	3.45
na37	109	Apply and respond to client safety alarms	3.46
na28	110	Use proper body mechanics	3.47

## Appendix E. NAE Priority

# in 2005 Survey	Rank	Activity	Total Group Average
			Priority
na110	111	Respond per agency protocol in actual or potential disaster or emergency situations	3.50
na48	112	Use infection control guidelines	3.56
na23	113	Perform cardiopulmonary resuscitation (CPR)	3.57
na24	114	Perform Heimlich maneuver	3.59
na92	114	Report and record unusual incidents/variances (e.g., errors, injuries, falls)	3.59
na22	114	Prevent and provide protection from injuries	3.59
na104	117	Promote freedom from abuse, mistreatment, and neglect	3.62
na56	118	Recognize and report signs and symptoms of client's changing condition	3.66
na74	119	Recognize and report signs that client may be suicidal	3.69



## APPENDIX F

### NAE Experience

Appendix F. NAE Experience			Total Group Average
# in 2005 Survey	Rank	Activity	Experience
na1	1	Provide oral/mouth/denture care	1.19
na87	1	Identify self to client by name and job title	1.19
na89	3	Use courtesy in communication	1.21
na39	4	Keep client's area clean and neat	1.22
na34	5	Make bed (e.g., occupied, unoccupied, or surgical)	1.23
na112	5	Ask for help when needed	1.23
na54	7	Identify client/resident	1.26
na59	7	Assist with meal set-up	1.26
na113	9	Assist co-workers	1.27
na97	10	Respect client's need for privacy/confidentiality	1.28
na10	10	Assist client with dressing and undressing	1.28
na12	12	Assist with grooming needs (e.g., shaving, hair care, cosmetics)	1.30
na7	13	Provide client with adequate fluids	1.31
na11	14	Provide for toileting needs	1.33
na6	15	Change incontinence product (e.g., infant, pediatric or elderly)	1.34
na4	15	Provide incontinence care or pericare	1.34
na107	15	Accept and complete authorized duties	1.34
na98	18	Accept client's right to refuse care	1.35
na64	19	Allow client to do things at his/her own pace	1.36
na86	19	Respect client's religious and cultural beliefs and practices	1.36
na90	21	Use active listening	1.37
na108	22	Use identified channels/chain of command to voice questions, concerns, suggestions or complaints	1.39
na42	22	Measure and record client's weight and/or height	1.39
na91	22	Recognize the need for an interpreter	1.39
na31	22	Turn and reposition client	1.39
na100	22	Maintain care and security of client's personal belongings	1.39
na5	27	Give or assist client with shower/bath	1.41
na68	27	Promote client self-esteem and dignity	1.41
na69	27	Provide client with a feeling of acceptance	1.41
na105	30	Follow guidelines for ethical conduct	1.42
na60	30	Feed client who cannot feed self	1.42
na106	30	Report suspicious workplace activity which involves other employees, former employees, clients or visitors	1.42
na26	33	Provide physical comfort measures (e.g., back rubs)	1.44
na117	34	Attend and participate in staff education	1.45
na73	34	Provide client with a feeling of security	1.45

## Appendix F. NAE Experience

# in 2005 Survey	Rank	Activity	Total Group Average
			Experience
na3	36	Assist client with walking	1.46
na28	37	Use proper body mechanics	1.47
na48	37	Use infection control guidelines	1.47
na13	37	Encourage client to be independent	1.47
na2	40	Assist client with transfers	1.48
na43	41	Provide preventive skin care (e.g., observing for breakdown, applying lotion, applying heel pads, or apply elbow protectors)	1.49
na104	42	Promote freedom from abuse, mistreatment, and neglect	1.50
na76	43	Provide emotional support	1.51
na38	43	Measure and record intake and output	1.51
na92	45	Report and record unusual incidents/variances (e.g., errors, injuries, falls)	1.54
na22	46	Prevent and provide protection from injuries	1.56
na75	47	Provide age appropriate care	1.57
na88	48	Answer call light	1.58
na101	49	Respect client's personal choices, including advance directives	1.59
na55	50	Dispose of biohazardous waste properly	1.61
na110	50	Respond per agency protocol in actual or potential disaster or emergency situations	1.61
na16	50	Estimate and record amount/percentage of meal intake	1.61
na63	50	Assist client to ambulate with a device such as a cane or walker	1.61
na77	54	Observe and report mood changes	1.62
na85	55	Report client's cultural/religious/spiritual requests, preferences and needs (e.g., food, clergy)	1.63
na96	56	Document or record information accurately	1.64
na56	57	Recognize and report signs and symptoms of client's changing condition	1.66
na8	58	Provide nail care	1.66
na32	59	Transfer client using assistive devices	1.67
na17	60	Ensure client receives diet as ordered	1.69
na71	61	Assist with individualized client activities	1.71
na18	61	Assist with supplemental nutrition	1.71
na37	63	Apply and respond to client safety alarms	1.72
na82	63	Use reality orientation (e.g., time, place, person)	1.72
na67	65	Assist client with recreational activities	1.75
na9	65	Assist client to fill out meal menu	1.75
na47	67	Follow seizure precautions	1.77
na51	67	Provide care for the client with a sensory impairment	1.77
na61	69	Assist or encourage family to help with client's care	1.79
na58	70	Provide urinary catheter care	1.80
na20	70	Take and record client's vital signs (VS)	1.80
na72	72	Provide comfort and care for dying client	1.82
na99	73	Promote client's right to be free of restraints	1.85

Appendix F. NAE Experience			Total Group Average
# in 2005 Survey	Rank	Activity	Experience
na45	73	Follow protective precautions for immune suppressed client	1.85
na109	75	Participate in shift report	1.90
na33	75	Apply and remove anti-embolic hose or sequential compression devices (SCD)	1.90
na119	77	Prioritize care based on client(s) schedule (e.g., tests, physical therapy)	1.94
na74	77	Recognize and report signs that client may be suicidal	1.94
na19	79	Use specialty beds for care of client	1.95
na80	80	Provide a therapeutic environment	1.97
na111	80	Encourage client and family to contribute to and follow plan of care	1.97
na114	80	Suggest additions or changes to client's plan of care	1.97
na35	80	Care for body after death	1.97
na46	84	Transport client off unit or to another setting	2.00
na102	85	Provide explanation of care to client or family	2.04
na65	86	Assist client in bowel and/or bladder training	2.07
na78	86	Identify behaviors commonly related to a client with cognitive impairment (e.g., dementia, Alzheimer's disease)	2.07
na94	88	Identify and report barriers to learning	2.08
na66	89	Perform/assist client with range of motion exercises	2.12
na84	90	Assist client to participate in groups and other activities	2.15
na95	91	Use approved medical terminology in written and verbal communication	2.19
na24	92	Perform Heimlich maneuver	2.21
na115	93	Assist with admission, discharge or transfer	2.22
na44	94	Assist client with turning, coughing and deep breathing or incentive spirometry	2.24
na93	95	Reinforce client and family education	2.31
na52	96	Implement aspiration precautions	2.36
na116	97	Participate in performance improvement and cost containment programs	2.41
na62	98	Promote client's independence in the care, application and removal of prosthetic and orthotic devices	2.42
na23	99	Perform cardiopulmonary resuscitation (CPR)	2.46
na29	100	Assist with oxygen care	2.47
na79	101	Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	2.55
na118	102	Participate in client rounds	2.62
na15	102	Collect and label stool, urine or sputum specimens	2.62
na57	102	Assist with dressing change	2.62
na81	105	Implement strategies to care for the angry or potentially violent client	2.63
na103	106	Provide assistance to a client in resolving grievances and disputes	2.66
na53	107	Apply and monitor restraints per nurse's direction	2.75
na70	108	Participate in client behavior modification program	2.77
na30	109	Apply or remove abdominal or breast binders	2.78
na83	110	Use validation therapy	2.80

## Appendix F. NAE Experience

# in 2005 Survey	Rank	Activity	Total Group Average
			Experience
na49	111	Use pain scale to check client's pain level	2.93
na21	112	Apply and remove heat or cold treatments	2.99
na36	113	Perform and record pulse oximetry	3.07
na25	114	Apply and remove elastic bandage	3.10
na50	115	Check for color, movement and sensation (CMS) of extremities	3.12
na27	116	Prepare client for diagnostic test, procedure, or surgery	3.16
na40	117	Provide ostomy care (e.g., colostomy, ileostomy)	3.19
na14	118	Give enema	3.66
na41	119	Apply or remove telemetry wires or change telemetry batteries	3.78

# APPENDIX G.1

## 2005 NA Job Analysis Survey Questionnaires

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

This questionnaire is part of a comprehensive study of the practice of nurse aides in the United States. The study is being performed by the National Council of State Boards of Nursing.

#### INSTRUCTIONS

Please read each question carefully and respond by filling in the oval of the response that most closely represents your answer. Most questions have several alternative answers. Choose the answer that best applies to your practice and fill in the appropriate oval(s). A few questions ask you to write in information. Print your answer legibly in the space provided following the question.

You will notice that many questions ask you to report what you did on your last day of work. It is important that we obtain information from nurse aides experiencing both typical and unusual workdays, so please answer questions according to what you did on your last day of work even if that day was not typical.

For the purposes of this study, "nurse aides" are individuals, regardless of title, assisting with the delivery of direct nursing care to clients. The "client" is defined as an individual or individual plus family (or significant other(s)). Clients are the same as "residents" or "patients". In addition, "last day of work as a nurse aide" also refers to the last shift you worked.

Your answers will be kept confidential. Your individual responses to the questions will not be released.

#### MARKING INSTRUCTIONS:

- Use a No. 2 pencil only.
- Do not use pens.
- Make heavy dark marks that fill the oval completely.
- If you want to change an answer, erase completely.



#### SECTION 1: WORK ENVIRONMENT

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

1. Which of the following best describes your employment setting(s) on the last day you worked a nurse aide. (Review the entire list and select ALL that 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"/> 8 years          |
| <input type="checkbox"/> 7 to 11 months   | <input type="checkbox"/> 9 years          |
| <input type="checkbox"/> 1 year           | <input type="checkbox"/> 10 years         |
| <input type="checkbox"/> 2 years          | <input type="checkbox"/> 11 years         |
| <input type="checkbox"/> 3 years          | <input type="checkbox"/> 12 years         |
| <input type="checkbox"/> 4 years          | <input type="checkbox"/> 13 years         |
| <input type="checkbox"/> 5 years          | <input type="checkbox"/> 14 years         |
| <input type="checkbox"/> 6 years          | <input type="checkbox"/> 15 years or more |
| <input type="checkbox"/> 7 years          |   |

continued →

PLEASE DO NOT WRITE IN THIS AREA



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

3. Which of the following **best** describes your title in the employment setting(s) you marked in Question 1? **(Select only ONE answer)**
- Nurse aide/Nursing assistant
  - Orderly
  - Certified Nursing assistant
  - Personal or patient care attendant/assistant
  - Home health aide
  - Certified 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="radio"/> 1-5 hours   | <input type="radio"/> 36-40 hours      |
| <input type="radio"/> 6-10 hours  | <input type="radio"/> 41-45 hours      |
| <input type="radio"/> 11-15 hours | <input type="radio"/> 46-50 hours      |
| <input type="radio"/> 16-20 hours | <input type="radio"/> 51-55 hours      |
| <input type="radio"/> 21-25 hours | <input type="radio"/> 56-60 hours      |
| <input type="radio"/> 26-30 hours | <input type="radio"/> 60 hours or more |
| <input type="radio"/> 31-35 hours |  |
5. What shift do you usually work in the employment setting(s) you marked in Question 1? **(Select only ONE answer)**
- Rotating shift
  - Days (8, 10, or 12 hour shift)
  - Evenings (8, 10, or 12 hour shift)
  - Nights (8, 10, or 12 hour shift)
  - Other **(Please specify)** \_\_\_\_\_
6. How many hours did you work on the last shift you worked?
- Less than 1 hour
  - 1 hour - 4 hours
  - 5 - 8 hours
  - 9 - 12 hours
  - 13 - 16 hours
  - 17 hours or more
7. Which of the following **best** describes the ages of **most** of the clients to whom you provided care on your last day of work? **(Select ALL that apply)**
- 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)

8. Which of the following **best** describes the condition of **most** of the clients to whom you provided care on your last day of work? **(Select ALL that apply)**
- 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
  - Clients with behavioral/emotional conditions
  - Other **(Please specify)** \_\_\_\_\_
9. 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
  - I do not know
10. To how many clients were you assigned to provide care on your last day of work? **(Select only ONE answer)**
- |                                  |                                  |  |
|----------------------------------|----------------------------------|--|
| <input type="radio"/> 0 clients  | <input type="radio"/> 11 clients | <input type="radio"/> 21 clients         |
| <input type="radio"/> 1 client   | <input type="radio"/> 12 clients | <input type="radio"/> 22 clients         |
| <input type="radio"/> 2 clients  | <input type="radio"/> 13 clients | <input type="radio"/> 23 clients         |
| <input type="radio"/> 3 clients  | <input type="radio"/> 14 clients | <input type="radio"/> 24 clients         |
| <input type="radio"/> 4 clients  | <input type="radio"/> 15 clients | <input type="radio"/> 25 clients         |
| <input type="radio"/> 5 clients  | <input type="radio"/> 16 clients | <input type="radio"/> 26 clients         |
| <input type="radio"/> 6 clients  | <input type="radio"/> 17 clients | <input type="radio"/> 27 clients         |
| <input type="radio"/> 7 clients  | <input type="radio"/> 18 clients | <input type="radio"/> 28 clients         |
| <input type="radio"/> 8 clients  | <input type="radio"/> 19 clients | <input type="radio"/> 29 clients         |
| <input type="radio"/> 9 clients  | <input type="radio"/> 20 clients | <input type="radio"/> 30 or more clients |
| <input type="radio"/> 10 clients |                                  |  |
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 years or more |
| <input type="radio"/> 7 years          |  |



**SECTION 2: ACTIVITIES PERFORMED (continued)**

ACTIVITY	FREQUENCY				
	0 Never Performed	1 Rarely	2 A Moderate Amount	3 Often	4 Very Often
	0 Times	1 or 2 Times	3 - 5 Times	6 - 9 Times	10 Times or More per Day
29. Assist with oxygen care	0	1	2	3	4
30. Apply or remove abdominal or breast binders	0	1	2	3	4
31. Turn and reposition client	0	1	2	3	4
32. Transfer client using assistive devices	0	1	2	3	4
33. Apply and remove anti-embolic hose or sequential compression devices (SCD)	0	1	2	3	4
34. Make bed (e.g., occupied, unoccupied, or surgical)	0	1	2	3	4
35. Care for body after death	0	1	2	3	4
36. Perform and record pulse oximetry	0	1	2	3	4
37. Apply and respond to client safety alarms	0	1	2	3	4
38. Measure and record intake and output	0	1	2	3	4
39. Keep client's area clean and neat	0	1	2	3	4
40. Provide ostomy care (e.g., colostomy, ileostomy)	0	1	2	3	4
41. Apply or remove telemetry wires or change telemetry batteries	0	1	2	3	4
42. Measure and record client's weight and/or height	0	1	2	3	4
43. Provide preventive skin care (e.g., observing for breakdown, applying lotion, applying heel pads, or apply elbow protectors)	0	1	2	3	4
44. Assist client with turning, coughing and deep breathing or incentive spirometry	0	1	2	3	4
45. Follow protective precautions for immune suppressed client	0	1	2	3	4
46. Transport client off unit or to another setting	0	1	2	3	4
47. Follow seizure precautions	0	1	2	3	4
48. Use infection control guidelines	0	1	2	3	4
49. Use pain scale to check client's pain level	0	1	2	3	4
50. Check for color, movement and sensation (CMS) of extremities	0	1	2	3	4
51. Provide care for the client with a sensory impairment	0	1	2	3	4
52. Implement aspiration precautions	0	1	2	3	4
53. Apply and monitor restraints per nurse's direction	0	1	2	3	4
54. Identify client/resident	0	1	2	3	4
55. Dispose of biohazardous waste properly	0	1	2	3	4
56. Recognize and report signs and symptoms of client's changing condition	0	1	2	3	4
57. Assist with dressing change	0	1	2	3	4
58. Provide urinary catheter care	0	1	2	3	4
59. Assist with meal set-up	0	1	2	3	4
60. Feed client who cannot feed self	0	1	2	3	4
61. Assist or encourage family to help with client's care	0	1	2	3	4
62. Promote client's independence in the care, application and removal of prosthetic and orthotic devices	0	1	2	3	4
63. Assist client to ambulate with a device such as a cane or walker	0	1	2	3	4
64. Allow client to do things at his/her own pace	0	1	2	3	4
65. Assist client in bowel and/or bladder training	0	1	2	3	4
66. Perform/assist client with range of motion exercises	0	1	2	3	4
67. Assist client with recreational activities	0	1	2	3	4
68. Promote client self-esteem and dignity	0	1	2	3	4
69. Provide client with a feeling of acceptance	0	1	2	3	4
70. Participate in client behavior modification program	0	1	2	3	4
71. Assist with individualized client activities	0	1	2	3	4
72. Provide comfort and care for dying client	0	1	2	3	4
73. Provide client with a feeling of security	0	1	2	3	4
74. Recognize and report signs that client may be suicidal	0	1	2	3	4
75. Provide age appropriate care	0	1	2	3	4
76. Provide emotional support	0	1	2	3	4
77. Observe and report mood changes	0	1	2	3	4
78. Identify behaviors commonly related to a client with cognitive impairment (e.g., dementia, Alzheimer's disease)	0	1	2	3	4



**SECTION 2: ACTIVITIES PERFORMED (continued)**

ACTIVITY	FREQUENCY				
	0 Never Performed	1 Rarely	2 A Moderate Amount	3 Often	4 Very Often
	0 Times	1 or 2 Times	3 - 5 Times	6 - 9 Times	10 Times or More per Day
79. Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	0	1	2	3	4
80. Provide a therapeutic environment	0	1	2	3	4
81. Implement strategies to care for the angry or potentially violent client	0	1	2	3	4
82. Use reality orientation (e.g., time, place, person)	0	1	2	3	4
83. Use validation therapy	0	1	2	3	4
84. Assist client to participate in groups and other activities	0	1	2	3	4
85. Report client's cultural/religious/spiritual requests, preferences and needs (e.g., food, clergy)	0	1	2	3	4
86. Respect client's religious and cultural beliefs and practices	0	1	2	3	4
87. Identify self to client by name and job title	0	1	2	3	4
88. Answer call light	0	1	2	3	4
89. Use courtesy in communication	0	1	2	3	4
90. Use active listening	0	1	2	3	4
91. Recognize the need for an interpreter	0	1	2	3	4
92. Report and record unusual incidents/variances (e.g., errors, injuries, falls)	0	1	2	3	4
93. Reinforce client and family education	0	1	2	3	4
94. Identify and report barriers to learning	0	1	2	3	4
95. Use approved medical terminology in written and verbal communication	0	1	2	3	4
96. Document or record information accurately	0	1	2	3	4
97. Respect client's need for privacy/confidentiality	0	1	2	3	4
98. Accept client's right to refuse care	0	1	2	3	4
99. Promote client's right to be free of restraints	0	1	2	3	4
100. Maintain care and security of client's personal belongings	0	1	2	3	4
101. Respect client's personal choices, including advance directives	0	1	2	3	4
102. Provide explanation of care to client or family	0	1	2	3	4
103. Provide assistance to a client in resolving grievances and disputes	0	1	2	3	4
104. Promote freedom from abuse, mistreatment and neglect	0	1	2	3	4
105. Follow guidelines for ethical conduct	0	1	2	3	4
106. Report suspicious workplace activity which involves other employees, former employees, clients or visitors	0	1	2	3	4
107. Accept and complete authorized duties	0	1	2	3	4
108. Use identified channels/chain of command to voice questions, concerns, suggestions or complaints	0	1	2	3	4
109. Participate in shift report	0	1	2	3	4
110. Respond per agency protocol in actual or potential disaster or emergency situations	0	1	2	3	4
111. Encourage client and family to contribute to and follow plan of care	0	1	2	3	4
112. Ask for help when needed	0	1	2	3	4
113. Assist co-workers	0	1	2	3	4
114. Suggest additions or changes to client's plan of care	0	1	2	3	4
115. Assist with admission, discharge or transfer	0	1	2	3	4
116. Participate in performance improvement and cost containment programs	0	1	2	3	4
117. Attend and participate in staff education	0	1	2	3	4
118. Participate in client rounds	0	1	2	3	4
119. Prioritize care based on client(s) schedule (e.g., tests, physical therapy)	0	1	2	3	4

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

No

Yes (**Please list activity(ies) in the space provided**): \_\_\_\_\_

\_\_\_\_\_

continued →



**SECTION 4: EDUCATIONAL BACKGROUND (continued)**

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(s) 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

**SECTION 5: PERSONAL BACKGROUND**

Answers to the following questions will be used to describe the individuals completing this questionnaire. No individual answers will be reported.

1. What is your gender?
- Male
  - Female
2. Select below the answer **most descriptive** of your racial/ethnic background. **(Select only ONE answer)**
- American Indian/Alaska Native
  - Asian (e.g., Filipino, Japanese, Chinese)
  - Black/African American
  - White Hispanic or Latino
  - Non-white Hispanic or Latino
  - Native Hawaiian/Other Pacific Islander
  - White/Caucasian
  - Multi-ethnic or racial background
  - Other **(Please specify)** \_\_\_\_\_
3. Is English the first language you learned to speak?
- Yes
  - No
4. What is your age in years?

		Years
0	0	
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	

continued →





SECTION 1: WORK ENVIRONMENT (continued)

4 Please record the total number of years you held a position(s) requiring that you evaluate the work performance of nurse aides or nursing assistants.

0	1
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Years

5 Which of the following best describes the highest level of education you have completed (Select only ONE answer)

- High School
- Nurse Aid preparation
- Licensed Practical/Vocational Nursing program
- RN - Diploma
- RN - Associate program
- RN - Baccalaureate program
- Baccalaureate degree in field other than nursing
- Master's degree in nursing
- Master's degree in field other than nursing
- Nurse Practitioner program (Master Certificate)
- Doctoral program
- Any Nursing program not in the U.S.
- Other(Please specify) \_\_\_\_\_

6 Which of the following best describes the setting(s) in which you currently supervise and/or evaluate the work performance of nurse aides (Review the entire list and select all that apply)

- HOSPITALS
- 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)
  - Nursery
  - Operating room
  - Pediatric unit
  - Postpartum/maternity unit
  - Psychiatric unit
  - Recovery room
  - Other(Please specify) \_\_\_\_\_
- NURSING HOME
- Intermediate care unit
  - Dementia 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
  - Assisted living/residential care
  - Other(Please specify) \_\_\_\_\_

7 Which of the following best describes the age(s) of the clients to whom nurse aides provide your work setting(s) (Select ALL that apply)

- 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)

8 Which of the following best describes most of the clients to whom nurse aides provide care in your work setting(s)? (Select ALL that apply)

- Well clients, possibly with minor illness
- OB (Maternity) clients
- Clients with stabilized chronic conditions
- Clients with unstabilized chronic conditions
- Clients with acute conditions, including clients with surgical or critical conditions
- Clients at end of life
- Clients with behavioral/emotional conditions
- Other(Please specify) \_\_\_\_\_

9 What shifts do you usually work (Select only ONE answer)

- Rotating shift
- Days (8, 10, or 12 hours)
- Evenings (8, 10, or 12 hour shifts)
- Nights (8, 10, or 12 hour shifts)
- Other(Please specify) \_\_\_\_\_

10. How many hours did you work on your last shift/day? (Select only ONE answer)

- Less than 1 hour
- 1 to 4 hours
- 5 to 8 hours
- 9 to 12 hours
- 13 to 16 hours
- 17 hours or more

11. Which of the following best describes the location of your work setting (Select only ONE answer)

- Urban/Metropolitan area
- Suburban area
- Rural area
- I do not know

12. If you work in a community-based setting, how large is it? (Select only ONE answer)

- Under 5 beds
- 6-10 beds
- 11-15 beds
- 16-20 beds
- 20 beds or more
- I do not know
- I do not work in a community-based setting

13. If you work in a hospital nursing home, how large is it? (Select only ONE answer)

- Under 50 beds
- 51-99 beds
- 100-299 beds
- 300-499 beds
- 500 or more beds
- I do not know
- I do not work in a hospital or nursing home

14. On average, to how many clients do nurse aides in your work setting(s) assign to provide care on a typical day?

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Clients



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.	Experience Required					B - Priority			
	Less than 1 month	1-6 months	More than 6 months	Specialized practice	NAs Not allowed to perform this activity	Lowest	Low	High	Highest
	0	1	2	3	4	1	2	3	4
1. Provide oral/mouth/denture care	( )	( )	( )	( )	( )	( )	( )	( )	( )
2. Assist client with transfers	( )	( )	( )	( )	( )	( )	( )	( )	( )
3. Assist client with walking	( )	( )	( )	( )	( )	( )	( )	( )	( )
4. Provide incontinence care or pericare	( )	( )	( )	( )	( )	( )	( )	( )	( )
5. Give or assist client with shower/bath	( )	( )	( )	( )	( )	( )	( )	( )	( )
6. Change incontinence product (e.g. diaper, care older child)	( )	( )	( )	( )	( )	( )	( )	( )	( )
7. Provide client with adequate fluids	( )	( )	( )	( )	( )	( )	( )	( )	( )
8. Provide nail care	( )	( )	( )	( )	( )	( )	( )	( )	( )
9. Assist client to fill out meal menu	( )	( )	( )	( )	( )	( )	( )	( )	( )
10. Assist client with dressings and gundre	( )	( )	( )	( )	( )	( )	( )	( )	( )
11. Provide for toileting needs	( )	( )	( )	( )	( )	( )	( )	( )	( )
12. Assist with grooming (nails, shaving, hair care) cosmetic	( )	( )	( )	( )	( )	( )	( )	( )	( )
13. Encourage client to be independent	( )	( )	( )	( )	( )	( )	( )	( )	( )
14. Give enema	( )	( )	( )	( )	( )	( )	( )	( )	( )
15. Collect and label stool, urine, sputum	( )	( )	( )	( )	( )	( )	( )	( )	( )
16. Estimate and record amount/type of meal intake	( )	( )	( )	( )	( )	( )	( )	( )	( )
17. Ensure client receives diet as order	( )	( )	( )	( )	( )	( )	( )	( )	( )
18. Assist with supplemental nutrition	( )	( )	( )	( )	( )	( )	( )	( )	( )
19. Use specialty beds for care of client	( )	( )	( )	( )	( )	( )	( )	( )	( )
20. Take and record client's vital signs	( )	( )	( )	( )	( )	( )	( )	( )	( )
21. Apply and remove heat or cold treatments	( )	( )	( )	( )	( )	( )	( )	( )	( )
22. Provide protection from injuries	( )	( )	( )	( )	( )	( )	( )	( )	( )
23. Perform cardiopulmonary resuscitation	( )	( )	( )	( )	( )	( )	( )	( )	( )
24. Perform Heimlich maneuver	( )	( )	( )	( )	( )	( )	( )	( )	( )
25. Apply and remove elastic bandage	( )	( )	( )	( )	( )	( )	( )	( )	( )
26. Provide physical comfort (e.g., back rubs)	( )	( )	( )	( )	( )	( )	( )	( )	( )
27. Prepare client for diagnostic test, procedure	( )	( )	( )	( )	( )	( )	( )	( )	( )
28. Use proper body mechanics	( )	( )	( )	( )	( )	( )	( )	( )	( )
29. Assist with oxygen care	( )	( )	( )	( )	( )	( )	( )	( )	( )
30. Apply or remove abdominal or breast binders	( )	( )	( )	( )	( )	( )	( )	( )	( )
31. Turn and reposition client	( )	( )	( )	( )	( )	( )	( )	( )	( )
32. Transfer client using assistive devices	( )	( )	( )	( )	( )	( )	( )	( )	( )
33. Apply and remove anti-embolic or sequential compression devices (SCD)	( )	( )	( )	( )	( )	( )	( )	( )	( )
34. Make bed (e.g., occupied, unoccupied) for surgery	( )	( )	( )	( )	( )	( )	( )	( )	( )
35. Care for body after death	( )	( )	( )	( )	( )	( )	( )	( )	( )
36. Perform and record pulse oximetry	( )	( )	( )	( )	( )	( )	( )	( )	( )
37. Apply and respond to client safety alarms	( )	( )	( )	( )	( )	( )	( )	( )	( )
38. Measure and record intake and output	( )	( )	( )	( )	( )	( )	( )	( )	( )
39. Keep client's area clean and neat	( )	( )	( )	( )	( )	( )	( )	( )	( )
40. Provide ostomy care (e.g., colostomy) ile	( )	( )	( )	( )	( )	( )	( )	( )	( )
41. Apply or remove telemetry wires or change telemetry batteries	( )	( )	( )	( )	( )	( )	( )	( )	( )
42. Measure and record client's weight and/or height	( )	( )	( )	( )	( )	( )	( )	( )	( )
43. Provide preventive skin care (wound, foot breakdown, applying heel pads, or apply elbow protectors)	( )	( )	( )	( )	( )	( )	( )	( )	( )
44. Assist client with turning, coughing and deep breathing or incentive spirometry	( )	( )	( )	( )	( )	( )	( )	( )	( )
45. Follow protective precautions for immune suppressed client	( )	( )	( )	( )	( )	( )	( )	( )	( )
46. Transport client off unit or to another setting	( )	( )	( )	( )	( )	( )	( )	( )	( )
47. Follow seizure precautions	( )	( )	( )	( )	( )	( )	( )	( )	( )
48. Use infection control guidelines	( )	( )	( )	( )	( )	( )	( )	( )	( )
49. Use pain scale to check client's pain level	( )	( )	( )	( )	( )	( )	( )	( )	( )
50. Check for color, movement, sensation (CMS) of extremities	( )	( )	( )	( )	( )	( )	( )	( )	( )
51. Provide care for the client with assistive device	( )	( )	( )	( )	( )	( )	( )	( )	( )
52. Implement aspiration precautions	( )	( )	( )	( )	( )	( )	( )	( )	( )
53. Apply and monitor restraints per nurse's direction	( )	( )	( )	( )	( )	( )	( )	( )	( )
54. Identify client/resident	( )	( )	( )	( )	( )	( )	( )	( )	( )
55. Dispose of biohazardous waste properly	( )	( )	( )	( )	( )	( )	( )	( )	( )
56. Recognize and report signs and symptoms of changing condition	( )	( )	( )	( )	( )	( )	( )	( )	( )
57. Assist with dressing change	( )	( )	( )	( )	( )	( )	( )	( )	( )
58. Provide urinary catheter care	( )	( )	( )	( )	( )	( )	( )	( )	( )
59. Assist with meal set-up	( )	( )	( )	( )	( )	( )	( )	( )	( )
60. Feed client who cannot feed self	( )	( )	( )	( )	( )	( )	( )	( )	( )
61. Assist or encourage family to help with client	( )	( )	( )	( )	( )	( )	( )	( )	( )
62. Promote client's independence in application and removal of prosthetic and orthotic devices	( )	( )	( )	( )	( )	( )	( )	( )	( )
63. Assist client to ambulate with a device such as a cane or walker	( )	( )	( )	( )	( )	( )	( )	( )	( )



SECTION 2: ACTIVITIES PERFORMED (continued)

A. Experience Required: Mark the column indicating the amount of experience a nurse aide needs to perform each of the following activities.	A - Experience Required					B - Priority			
	Less than 1 month	1-6 months	More than 6 months	Specialized practice	NAS Not allowed to perform this activity	Lowest	Low	High	Highest
	0	1	2	3	4	1	2	3	4
64 Allow client to things at his/her own pace	0	1	2	3	4	1	2	3	4
65 Assist client in bowel and/or bladder training	0	1	2	3	4	1	2	3	4
66 Perform/assist client with mobility exercises	0	1	2	3	4	1	2	3	4
67 Assist client with recreational activities	0	1	2	3	4	1	2	3	4
68 Promote client's self-esteem and dignity	0	1	2	3	4	1	2	3	4
69 Provide client with feeling of acceptance	0	1	2	3	4	1	2	3	4
70 Participate in client's behavior modification program	0	1	2	3	4	1	2	3	4
71 Assist with individual client activities	0	1	2	3	4	1	2	3	4
72 Provide comfort and care for dying client	0	1	2	3	4	1	2	3	4
73 Provide client with feeling of security	0	1	2	3	4	1	2	3	4
74 Recognize and report signs that client may be suicidal	0	1	2	3	4	1	2	3	4
75 Provide age appropriate care	0	1	2	3	4	1	2	3	4
76 Provide emotional support	0	1	2	3	4	1	2	3	4
77 Observe and report mood changes	0	1	2	3	4	1	2	3	4
78 Identify behaviors commonly related to a client's cognitive impairment (e.g., dementia, Alzheimer's disease)	0	1	2	3	4	1	2	3	4
79 Implement strategies to care for the client with cognitive impairment (e.g., dementia, Alzheimer's disease)	0	1	2	3	4	1	2	3	4
80 Provide a therapeutic environment	0	1	2	3	4	1	2	3	4
81 Implement strategies to care for the angry or potentially violent client	0	1	2	3	4	1	2	3	4
82 Use reality orientation (e.g., time) place, person	0	1	2	3	4	1	2	3	4
83 Use validation therapy	0	1	2	3	4	1	2	3	4
84 Assist client to participate in groups and other activities	0	1	2	3	4	1	2	3	4
85 Report client's religious/spiritual preferences and needs (e.g., food, clergy)	0	1	2	3	4	1	2	3	4
86 Respect client's religious and cultural beliefs and practices	0	1	2	3	4	1	2	3	4
87 Identify self to client by name and job title	0	1	2	3	4	1	2	3	4
88 Answer call light	0	1	2	3	4	1	2	3	4
89 Use courtesy in communication	0	1	2	3	4	1	2	3	4
90 Use active listening	0	1	2	3	4	1	2	3	4
91 Recognize the need for an interpreter	0	1	2	3	4	1	2	3	4
92 Report and record unusual incidents (e.g., errors, injuries, falls)	0	1	2	3	4	1	2	3	4
93 Reinforce client's ambulatory education	0	1	2	3	4	1	2	3	4
94 Identify and refer clients to learning	0	1	2	3	4	1	2	3	4
95 Use approved medical terminology in written verbal communication	0	1	2	3	4	1	2	3	4
96 Document or record information accurately	0	1	2	3	4	1	2	3	4
97 Respect client's need for privacy/confidentiality	0	1	2	3	4	1	2	3	4
98 Accept client's right to refuse	0	1	2	3	4	1	2	3	4
99 Promote client's right to refuse restraints	0	1	2	3	4	1	2	3	4
100 Maintain care and safety of client's personal belongings	0	1	2	3	4	1	2	3	4
101 Respect client's personal choices and advance directives	0	1	2	3	4	1	2	3	4
102 Provide explanation of care to client or family	0	1	2	3	4	1	2	3	4
103 Provide assistance to a client with grievances and disputes	0	1	2	3	4	1	2	3	4
104 Promote freedom from abuse, mistreatment and neglect	0	1	2	3	4	1	2	3	4
105 Follow guidelines for ethical conduct	0	1	2	3	4	1	2	3	4
106 Report suspicious workplace activities involving employees, former employees, clients or visitors	0	1	2	3	4	1	2	3	4
107 Accept and complete authorizations	0	1	2	3	4	1	2	3	4
108 Use identified channels/channels to voice questions, concerns, suggestions or complaints	0	1	2	3	4	1	2	3	4
109 Participate in shift report	0	1	2	3	4	1	2	3	4
110 Respond per agency protocol on actual or potential code emergency situations	0	1	2	3	4	1	2	3	4
111 Encourage client and family to contribute to follow plan of care	0	1	2	3	4	1	2	3	4
112 Ask for help when needed	0	1	2	3	4	1	2	3	4
113 Assist co-workers	0	1	2	3	4	1	2	3	4
114 Suggest additions or changes to client's plan of care	0	1	2	3	4	1	2	3	4
115 Assist with admission, discharge or transfer	0	1	2	3	4	1	2	3	4
116 Participate in performance improvement and cost containment programs	0	1	2	3	4	1	2	3	4
117 Attend and participate in continuing education	0	1	2	3	4	1	2	3	4
118 Participate in client care	0	1	2	3	4	1	2	3	4
119 Prioritize based on client(s) schedule, tests, physical therapy)	0	1	2	3	4	1	2	3	4

continued →

SECTION 2: ACTIVITIES PERFORMED(continued)

Are there any important activities performed by you or your aides in your work setting that were not included on

- No
Yes (Please list activity(ies) in the space provided):

SECTION 3: AWARDS AND COMMENTS

In order to be eligible to receive an award in the certificate of recognition for your participation in this study, you must provide an e-mail address, and a physical address.

Name: Physical address:
E-mail address:

If we need more information to clarify this study, we may call some persons. If you can contact us, please provide your phone number below:

Daytime or Early Evening Phone Number with Area Code:

Grid for phone number entry with digits 0-9 and symbols like parentheses and a plus sign.

You may write any comments or suggestions that you have in the space below.

Large horizontal lines for writing comments or suggestions.

After you complete this form, please return it in the enclosed postage-paid envelope.

Thank you for your assistance with this important study!

CP25-0477 (C3.F3)

PLEASE DO NOT WRITE IN THIS AREA

Row of circles for marking or scanning.

edical,

This  
Page  
Intentionally  
Left  
Blank

