

# CCA Student Skills Development Check-List

**Student:** Print your full name, school and campus, and the start and end date of your course.

Student Name: \_\_\_\_\_  
 School: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

**Skills Development Supervisor(s):** Instructor print name, sign initials, identify placement site, and start date.

Supervisor: \_\_\_\_\_ Initials \_\_\_\_\_ Site: \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Initials \_\_\_\_\_ Site: \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Site is the physical **location** of the placement not the organization the site operates under for example: Valley Regional Hospital not the Nova Scotia Health Authority.

**Evaluation:** While students have had the benefit of education in the classroom and laboratory settings, they have had little experience with clients. Placements allow students to develop judgment and critical thinking skills through the integration of theory and practice. Placements document the students' performance in relation to where they are in the program and the expectations for that placement (Educator Placement Standards and Guidelines: Expectations & Guidelines For Student Proficiency page 7-8). Skills development placement allows students an opportunity to integrate the theory and lab learning to real-life practice. As students progress through the placement, they may require prompts and ques while they are learning to apply their knowledge and skills in a real-life setting. By the end of the placement, students will be able to perform the skills under the direct supervision of the instructor; with a few prompts.

**Purpose:** Skills development placement is intended to introduce the student to the work environment and develop their skills by providing hands-on experience under the direct supervision of a clinical instructor (RN/LPN) assigned by the education provider.

**Directions:** The Skills Development Check List is a standardized assessment identifying the skills required of a CCA; each skill is signed off by the instructor as it is demonstrated during the skills development placement.

As shown in the image to the right, the pale grey shaded column "Successful" is signed off by the clinical instructor during skills development. The clinical instructor will initial each skill the student demonstrates with limited prompting that meets placement expectations.

Student: Sarah Doe

CCA Core Behaviours	Successful
<b>Care Setting Management (CSM) Duties</b>	
Respecting client preferences, the CCA demonstrates knowledge of and contributes to care setting management needs of clients in a variety of care settings according to the care plan and policies and procedures.	AK
• Clean bathroom	AK
• Clean floor	AK
• Clean kitchen	AK

Once the student has completed a minimum of 110 hours in a nursing home setting, provided the student met the expectations for the placement, the instructor signs off on the overall placement (page 7) as shown in the image below.

**Skills Development Placement**

This student has completed the 110 hours in a nursing home/home for aged required for Skills Development placement at ABC Nursing Home and based on performance is ready to advance.

**Signature of Education Provider's RN/LPN Instructor**  
 Name Clinical Instructor Title Instructor Phone 123-456-7891  
 Signature [Signature] Date Apr 24 119

Student: \_\_\_\_\_

<b>CCA Core Behaviours</b>	<b>Successful</b>
<b>Care Setting Management (CSM) Duties</b>	
Respecting client preferences, the CCA demonstrates knowledge of and contributes to care setting management needs of clients in a variety of care settings according to the care plan and policies and procedures.	
<ul style="list-style-type: none"> <li>• Clean bathroom</li> </ul>	
<ul style="list-style-type: none"> <li>• Clean floor</li> </ul>	
<ul style="list-style-type: none"> <li>• Clean kitchen</li> </ul>	
<ul style="list-style-type: none"> <li>• Clean living or other care area</li> </ul>	
<ul style="list-style-type: none"> <li>• Dispose of garbage including composting and recycling</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide laundry services</li> </ul>	
<ul style="list-style-type: none"> <li>• Use and clean appliances and food preparation surfaces safely</li> </ul>	
<ul style="list-style-type: none"> <li>• Make an occupied bed</li> </ul>	
<ul style="list-style-type: none"> <li>• Make an unoccupied bed</li> </ul>	
<b>Communication</b>	
When communicating, the CCA interacts with clients, families and care teams respecting their unique needs and confidentiality while maintaining client records according to scope of practice and legal requirements.	
<ul style="list-style-type: none"> <li>• Document changes in client's behaviour</li> </ul>	
<ul style="list-style-type: none"> <li>• Document changes in client conditions</li> </ul>	
<ul style="list-style-type: none"> <li>• Document using correct procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Use technology to document</li> </ul>	
<ul style="list-style-type: none"> <li>• Report changes in client's behaviour and condition</li> </ul>	
<ul style="list-style-type: none"> <li>• Apply communications strategies and techniques including:                             <ul style="list-style-type: none"> <li>○ De-escalating situations</li> <li>○ Building and maintaining supportive relationships</li> <li>○ Contributing to the care plan</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Report to supervisor</li> </ul>	
<ul style="list-style-type: none"> <li>• Contribute to the client plan of care</li> </ul>	
<ul style="list-style-type: none"> <li>• Review client plan of care</li> </ul>	
<ul style="list-style-type: none"> <li>• Collect data for client assessment</li> </ul>	
<ul style="list-style-type: none"> <li>• Take and recording vitals</li> </ul>	
<ul style="list-style-type: none"> <li>• Participate in admission and discharge planning</li> </ul>	
<b>Infection Prevention &amp; Controls (IPC)</b>	
The CCA demonstrates knowledge of infection prevention and control guidelines according to legislation and care setting policies and procedures.	
<ul style="list-style-type: none"> <li>• Apply and remove personal protective equipment (gloves, mask, goggles, and gown)</li> </ul>	
<ul style="list-style-type: none"> <li>• Follow appropriate isolation procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Perform hand hygiene including the use of hand sanitizer</li> </ul>	
<ul style="list-style-type: none"> <li>• Remove soiled linens</li> </ul>	

Student: \_\_\_\_\_

<b>CCA Core Behaviours</b>	<b>Successful</b>
<ul style="list-style-type: none"> <li>• Clean/disinfect medical equipment</li> </ul>	
<b>Mental Health &amp; Wellness</b>	
The CCA understands the impact common chronic illnesses have on the physiological, psychological, social, cultural, and spiritual needs of people within the continuum of wellness; promoting healthy choices; and prevention and intervention strategies for responsive behaviours according to the care plan and care settings policies and procedures.	
<ul style="list-style-type: none"> <li>• Reassure client</li> </ul>	
<ul style="list-style-type: none"> <li>• Tailor communicating to unique needs</li> </ul>	
<ul style="list-style-type: none"> <li>• Interact with client's family</li> </ul>	
<ul style="list-style-type: none"> <li>• Promote healthy life choices</li> </ul>	
<ul style="list-style-type: none"> <li>• Support client exhibiting responsive behaviour (distract, calm, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Advocate for the client</li> </ul>	
<ul style="list-style-type: none"> <li>• Prevent challenging/responsive behaviours</li> </ul>	
<ul style="list-style-type: none"> <li>• Intervene in challenging/responsive situations</li> </ul>	
<ul style="list-style-type: none"> <li>• Report changes in client's social situation (i.e., addictions, abuse)</li> </ul>	
<ul style="list-style-type: none"> <li>• Encourage participation in recreation or leisure activities</li> </ul>	
<ul style="list-style-type: none"> <li>• Engage client through meaningful activities</li> </ul>	
<ul style="list-style-type: none"> <li>• Support end of life care (palliative care)</li> </ul>	
<b>Nutrition</b>	
The CCA promotes balanced nutritious snacks and meals, healthy eating habits, and food safety while meeting the client's needs, respecting culture, religion, dietary restrictions, food sensitivities, and preferences according to the care plan.	
<ul style="list-style-type: none"> <li>• Store leftovers including packaging and dating</li> </ul>	
<ul style="list-style-type: none"> <li>• Prepare, cook and serve meals considering and in accordance with client's needs including the following:               <ul style="list-style-type: none"> <li>○ Food sensitivities</li> <li>○ Limited food choices</li> <li>○ Special Diets</li> <li>○ Socially accepted traditions and practices</li> <li>○ Texture modification</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Assist with partial and/or complete feeding</li> </ul>	
<ul style="list-style-type: none"> <li>• Position clients for feeding assistance</li> </ul>	
<ul style="list-style-type: none"> <li>• Support clients using adaptive feeding devices</li> </ul>	
<ul style="list-style-type: none"> <li>• Promote healthy nutritional choices</li> </ul>	
<ul style="list-style-type: none"> <li>• Support clients requiring enteral nutrition</li> </ul>	
<b>Personal Care</b>	
The CCA demonstrates knowledge of individualized personal care needs (e.g., hygiene, nutrition, rest, and mobilization) and applies special procedures and protocols to meet unique requirements related to specific client conditions and preferences according to the care plan and care setting policies and procedures.	
<ul style="list-style-type: none"> <li>• Provide back care (backrub)</li> </ul>	

Student: \_\_\_\_\_

<b>CCA Core Behaviours</b>	<b>Successful</b>
• Provide denture care	
• Assist with the donning of heel/elbow protectors	
• Assist to dress/undress	
• Provide hearing aid care	
• Inspect skin for integrity	
• Participate in the admission process	
• Assist with application of medicated creams, ointments, shampoos and eye drops <i>RN/LPN signature required:</i>	
• Apply incontinent products	
• Check and adjust prescribed oxygen flow rate	
• Don and remove oxygen mask/cannula during the delivery of personal care	
• Apply compression/anti-embolism garments	
• Apply hot and cold packs	
• Provide complete bed bath	
• Provide female/male perineal care	
• Provide hair care	
• Provide nail and foot care	
• Provide oral care for conscious and unconscious client	
• Shave	
• Provide tub, whirlpool, or shower assistance	
• Provide bathroom commode assistance	
• Provide bedside commode assistance	
• Provide catheter care	
• Collect urine/stool specimens	
• Provide ostomy care	
• Provide urinal assistance	
• Measure and record blood pressure	
• Measure and record digital pulse	
• Measure and record O2 saturation level	
• Measure and record respirations	
• Measure and record temperature	
• Measurement/recording of weight	
• Record Intake/output	
<b>Safe Handling &amp; Mobility (SHM)</b>	
The CCA applies strategies and procedures based on person specific assessment to assist with ambulation, positioning, transferring, and restraint protocol (chemical, environmental, physical) according to care plan and care setting policies and procedures.	
• Assist with braces, splints & prostheses	
• Assist client with use of prosthetic, orthotic, and assistive devices	

Student: \_\_\_\_\_

<b>CCA Core Behaviours</b>	<b>Successful</b>
• Position client using the following positions:	
○ Fowlers	
○ Lateral	
○ Semi-fowlers	
○ Supine	
• Position/reposition client in chair	
• Use positioning devices (e.g., footboards, pillows, hand rolls/grips)	
• Assist client with walker	
• Assist client with walking	
• Logroll client	
• Move client side/side in bed	
• Move client up/down in bed	
• Turn client onto side	
• Apply safe body mechanics	
• Perform slide board transfer	
• Provide active range of motion exercises	
• Provide passive range of motion exercises - safe handling section	
• Perform standing transfer as follows:	
○ 1-person transfer	
○ 2-person transfer	
○ 2-person side by side transfer	
○ Using a transfer disc	
• Transfer client to bedside commode	
• Transfer client to chair/geriatric recliner	
• Transfer client to wheelchair/operation of wheelchair	
• Use a gait/transfer belt	
• Use a mechanical lift	
• Use a transfer sheet/slider sheet	
• Get client in/out of:	
○ Bed or chair	
○ Wheelchair	
• Support client with a cane/walker	
• Position in bed or chair	
• Provide mechanical lift transfer	
• Provide ceiling lift transfer	

Student: \_\_\_\_\_

<b>CCA Foundational Competencies</b>		<b>Successful Skills Dev.</b>
<b>Integrity</b>		
In demonstrating integrity, the CCA conducts themselves in an honest, respectful, caring manner during all interactions regardless of the communication mode (e.g., verbal, non-verbal, written, technology-based), respecting confidentiality in the care setting according to policies and procedures.		
<ul style="list-style-type: none"> <li>Respects confidentiality in the care setting including the use of technology.</li> </ul>		
<ul style="list-style-type: none"> <li>Conducts themselves in a caring manner, including consideration of others, listens attentively, and responds appropriately.</li> </ul>		
<ul style="list-style-type: none"> <li>Displays an attitude that is positive, friendly, helpful, courteous, person-centered, optimistic, patient, and team oriented.</li> </ul>		
<ul style="list-style-type: none"> <li>Conducts themselves in a respectful, honest, ethical, sincere, reliable, empathic, compassionate, gentle and attentive manner.</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrates respect for the client’s personal situation and choices, environment, care needs, personal beliefs, and preferences by providing nonjudgmental and equitable care.</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrates respect for self, care team and others’ different opinions, beliefs, and preferences.</li> </ul>		
<ul style="list-style-type: none"> <li>Understands and maintains professional boundaries.</li> </ul>		
<ul style="list-style-type: none"> <li>Displays work-appropriate appearance.</li> </ul>		
<ul style="list-style-type: none"> <li>Functions as an effective team player including contributing to the team, displaying initiative, offering to help, sharing the workload, participating in tasks, and demonstrating accountability for themselves and to the group.</li> </ul>		
<b>Accountability</b>		
In demonstrating accountability, the CCA exercises due diligence, problem solves, adapts to change, communicates professionally, manages time and stressors effectively while pursuing continuous learning in the care setting according to policies and procedures.		
<ul style="list-style-type: none"> <li>Assesses the risks for self and client prior to delivery of care applying effective safety strategies and techniques, including demonstrating due diligence, and meeting safe work practices by identifying, reporting, documenting, and addressing safety concerns.</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrates appropriate application of knowledge and skills, staying informed of team goals and the client’s status, asking questions, seeking guidance, reporting issues/changes and advocating.</li> </ul>		
<ul style="list-style-type: none"> <li>Problem solves appropriately, including employing critical thinking by applying logic and facts to formulate decisions when resolving or addressing situations and continuing to develop learned skills.</li> </ul>		
<ul style="list-style-type: none"> <li>Applies appropriate verbal (written and oral) and non-verbal communications skills, including voice control, language, messaging, confidentiality (e.g., media use).</li> </ul>		
<ul style="list-style-type: none"> <li>Adapts effectively to change, including approaching change with a positive attitude, managing changing environments, varying workloads, and working well with a variety of co-workers and clients.</li> </ul>		
<ul style="list-style-type: none"> <li>Applies appropriate time management strategies, including punctuality, preparedness, dependability and prioritizing workload effectively.</li> </ul>		
<ul style="list-style-type: none"> <li>Applies stress management techniques including being aware of and managing triggers, utilizing and continuing to develop coping skills.</li> </ul>		
<ul style="list-style-type: none"> <li>Recognizes the importance of and strives for work-life balance.</li> </ul>		
<ul style="list-style-type: none"> <li>Recognizes how one’s approach, values, and preferences can impact care.</li> </ul>		
<ul style="list-style-type: none"> <li>Pursues continuous learning including seeking opportunities to learn, attending in-services and workshops, openly offering/receiving and applying feedback, and seeking to continuously improve.</li> </ul>		

Student: \_\_\_\_\_

**Skills Development Placement**

This student has completed the 110 hours in a nursing home/home for aged required for Skills Development placement at \_\_\_\_\_ and based on performance is ready to advance.

**Signature of Education Provider's RN/LPN Instructor**

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_