



**Certified Nursing Assistant  
Orientation Check List**

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. General Orientation for Nursing Service was completed on:** \_\_\_\_\_

**C. Job Specific Orientation below.**

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date Completed</b>
1. Work with mentor for three days. Dates Scheduled: _____	Mentor CNA			
2. How to read, use and document on ADL records	CNA/Staff Development Coordinator			
3. How to position residents with IVs and Peg tubes	CNA/Staff Development Coordinator			
4. Nutrition: <ul style="list-style-type: none"> <li>• Administering and documenting snacks and supplements</li> <li>• Set-up Meal trays</li> <li>• How to feed total dependent resident</li> <li>• Understanding thickened liquids &amp; thickened liquids signage (Drink can)</li> <li>• Getting residents ready for meals- set up assistance</li> </ul>	CNA/Staff Development Coordinator			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date Completed</b>
<ul style="list-style-type: none"> <li>• Cleaning residents after meals</li> <li>• Documentation of meal intake</li> </ul>				
5. Mouth and Denture care	CNA/Staff Development Coordinator			
6. Active and Passive Range of Motion	Therapy/ Restorative Nurse			
7. Perineal Care for male and female	CNA/Staff Development Coordinator			
8. Catheter Care for male and female	CNA/Staff Development Coordinator			
9. Rounds: <ul style="list-style-type: none"> <li>• What to look for</li> <li>• What to do during rounds</li> <li>• How often rounds are made</li> </ul>	CNA/Staff Development Coordinator			
10. Turning and repositioning/ Turn Schedules	CNA/Wound Nurse			
11. Bathing: <ul style="list-style-type: none"> <li>• Shower schedules</li> <li>• How to use shower chairs, shower gurney and shower bench</li> <li>• Bed bath vs Sponge bath</li> <li>• Transportation to and from shower room</li> </ul>	CNA/Staff Development Coordinator			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date Completed</b>
12. Assist to ambulate with gait belt	Restorative Nurse/ Therapy			
13. Watch mechanical lift videos and check off on Titan X and Ultra-lift	Staff Development Coordinator/ Restorative Nurse			
14. Transfer Technique: <ul style="list-style-type: none"> <li>• 1 person assist</li> <li>• 2 person assist</li> <li>• Using slide-board</li> </ul>	Restorative Nurse/ Therapy			
15. Explanation of 12 hours of annual in-services provided by the facility for continuing certification	Staff Development Coordinator			
16. How to read work schedule	Director of Nursing			
17. Proper dispensing of clean and soiled linens	CNA			
18. How to apply Derma Savers, Glenn-sleeves, elastic stockings	Restorative Nurse			
19. Job Description	Staff Development Coordinator			

**D. CNA Skills Check Completed on:** \_\_\_\_\_

(Attach skills check to this orientation.)