

# C.N.A. Orientation

A presentation for potential new  
staff



# What is Orientation?

- “ A meeting or series of events at which introductory information or training is provided to somebody embarking on something new”

(EncartaDictionary.com)

- The Importance of Orientation

# Definition of our place of work ( The Long Term Care Facility)

- o "...is a place that provides rehabilitative, restorative and/or ongoing skilled nursing care to patients/residents in need of assistance with activities of daily living."

(Medicine.net)

- o "...a public or private nursing home, licensed and operated according to law"

(Answers.com)

# Desirable Qualities in the Nursing Assistant

- Strong work ethics
- Pleasant personality
- Positive attitude
- Tact and Ability
- Trust and Honesty
- Patience

# Being Professional

- Appearance
- Personal hygiene:
  - Hair
  - Nails
  - Jewelry
  - Colognes/perfumes

# Personal Health and Safety

- Methods of preventing illness
- Injury prevention
- Stress management
- Use of proper equipment
- Responsible behavior
- Work organization

# Working alongside other Departments

- Chain of Command
- The Interdisciplinary Team
- Working Together

# Introduction to Residents and Coworkers

- Common myths about the elderly
- Types of resident
- Resident categories
- Relationships with residents
- Relationships with coworkers

# Professional Boundaries

- Finding the right balance
- Consequences of boundary violations

# Professional Boundaries

- Legal and Ethical responsibilities:
  - Employee conduct
  - Residents' Rights
  - Abuse and Neglect

# Safety and Emergencies

- Tips for all emergencies
- Types of emergencies
- Violence prevention

**\*\*\*\*\*KNOW WHAT TO DO!\*\*\*\*\***

# The basics on Infection Control

- Use good handwashing techniques
- Wear protective clothing when appropriate
- Practice good personal hygiene
- Handle clean and soiled linen correctly
- Keep equipment clean
- Keep resident's rooms clean and tidy
- Perform procedures correctly

# Communication and Interaction

- Types of communication
- Tips for good communication
- Barriers of communication
- Dealing with a combative resident
- Complaining/Demanding behaviors

# Observations, Reporting and Recording

- Importance of observations
- Reporting and Recording
- Importance of documentation:  
“If it wasn’t documented, it did not happen!”

# Guidelines for using Good Body Mechanics

- Considerations prior to transfer
- Inform your resident
- Use appropriate transfer
- Use a wide base of support
- Consider resident comfort

# Care of the Environment

- Keep residents' rooms clutter free
- Report faulty equipment immediately
- Report spillages and assist with clean up
- Respond to alarms immediately
- Prevent exits being blocked

# Personal Care Skills

\*\*\*Know facility policy and procedure\*\*\*

- Bathing, grooming, dressing residents
- Oral Care
- Feeding
- Toileting and Pericare
- Catheter Care
- Vital Signs

\*\*\*\*Check residents every 2 hours\*\*\*\*

# Nutrition, Hydration and Elimination

- Feeding residents
- Meal percentages
- Intake and Output
- Catheter Care

# Care of the Dying Resident

- Hospice Care
- Comfort Care
- After Care

# Other job duties

- Range of motion
- Participation in activities
- Transport escort

# Surviving the Survey Experience!

- What is a Survey?
- Why Surveys are done
- The role of the Nurse Aide in the survey process
- Overcoming the hurdles

# Joys of the Job!

- Personal satisfaction
- Social activities
- Resident achievements
- Job security

# Should the worst happen...

- Being off sick
- Injured on the job
- Conflicts with coworkers
- Conflicts with residents
- Paperwork errors

# Think outside the box!

- Consider all options
- Pay attention to detail
- Be unique yourself
- Build relationships

Remember...a smile and manners cost nothing yet mean so much

# Quick summary!

- Do your job the correct way to the best of your ability
- Have knowledge of facility policies and procedures
- Be a team player
- Know the boundaries

**\*\*TIME TO PLAY THE RESIDENT GAME!\*\***

# C.N.A. Orientation Checklist

- Facility policies and procedures (including emergencies)
- Transfers and use of assistive devices
- Oral Care
- Bathing, dressing, grooming, tidying
- Range of motion
- Feeding
- Pericare and Catheter Care
- Documentation
- Vital Signs
- Restraints
- Handwashing and use of P.P.E.

# Curtain Call!

Are you ready?

Time to go to work!

\*\*\*\*\*HAVE A GREAT DAY!\*\*\*\*\*

# Resources

- [Nursingassistants.net](http://Nursingassistants.net)
- "Nursing Assisting: Essentials for long term care 2<sup>nd</sup> edition" by Barbara Acello

Questions/Comments