

## PERFORMANCE CERTIFICATES

The FCAVC will be presenting to each Vocational Student (in a 2 or 3 hour program) a Portfolio with a Certificate of Completion and a Performance Certificate enclosed. These will be given to the students in the spring for completion of the following courses:

1. Automotive Technology
2. Auto Body Collision Repair
3. Business Technology Lab
4. CISCO Information Technology
5. Computer Installation and Repair
6. Computer Networking Technology (CISCO)
7. Construction Trades
8. Cosmetology
9. Culinary Arts
10. Direct Health Care
11. Drafting
12. Graphic Arts
13. Graphic Design
14. Health Occupation Education
15. Heating, Ventilation and Air Conditioning
16. Interdisciplinary Cooperative Education (ICE)
17. Introduction to Information Technology
18. Machine Trades
19. Marine Mechanics
20. Welding

**FOUR COUNTY AREA  
VOCATIONAL COOPERATIVE**

1607 Dowling Street, Kendallville, IN 46755

**CERTIFICATE OF  
COMPLETION**

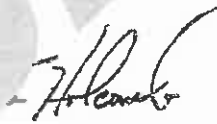
PRESENTED TO

**SARA SAMPLE  
CENTRAL NOBLE HIGH SCHOOL**

**FOR COMPLETION OF 105 HOURS OF TRAINING  
IN THE CERTIFIED NURSING ASSISTANT COURSE:**

**Direct Health Care**

December 2007



Vocational Coordinator



Instructor



Program Director

**FOUR COUNTY AREA VOCATIONAL COOPERATIVE  
PERFORMANCE CERTIFICATE FOR:**

**Student Name**

**DIRECT HEALTH CARE**

**2007-2008**

**STUDENT WORK PERFORMANCE -**

**\*\*COMPETENCY RATING SCALE DEFINED AS:**

- 4 - EXCELLENT
- 3 - ABOVE AVERAGE
- 2 - AVERAGE
- 1 - BELOW AVERAGE
- 0 - UNSATISFACTORY

**WORK PERFORMANCE:**

**\*\*LEVEL**

- A. ABILITY TO FOLLOW DIRECTIONS
- B. ABILITY TO WORK IN A GROUP
- C. ATTENDANCE
- D. MOTIVATION/INITIATIVE
- E. PROBLEM SOLVING ABILITY
- F. SAFETY KNOWLEDGE
- G. PROFESSIONALISM

**EXPERIENCES AND COMPETENCIES -**

**\*\*PROFICIENCY LEVEL DEFINED AS:**

- 4 - PROFICIENT: WORKS INDEPENDENTLY, HAS INITIATIVE, HIGH STANDARD OF WORK
- 3 - EMPLOYABLE: ENTRY LEVEL SKILLS, RELIABLE, RESPONSIBLE
- 2 - CAPABLE: REQUIRES SUPERVISION AND ASSISTANCE TO BECOME PROFICIENT IN SKILL
- 1 - EXPOSED TO SKILL, BUT COMPETENCY NOT ATTAINED
- N - NO EXPOSURE

**EXPERIENCES AND COMPETENCIES FOR: STUDENT NAME**

DUTIES:

**\*\*LEVEL**

**A. CARE FOR RESIDENTS AND PATIENTS**

1. LEARN, REVIEW, AND DEMONSTRATE UNIVERSAL PRECAUTIONS (I.E., HAND WASHING USING MEDICAL ASEPSIS)
2. ASSIST RESIDENT/PATIENT WITH MOVING AND POSITIONING
3. APPLY RESTRAINTS/USE OF ALARMS TAB, CHAIR, BED
4. ASSIST RESIDENT/PATIENT WITH DRESSING
5. ASSIST RESIDENT/PATIENT TO AMBULATE WITH OR WITHOUT WALKER OR OTHER DEVICES
6. TRANSFER RESIDENT/PATIENT TO AND TRANSPORT WITH A WHEELCHAIR
7. DRAPE AND CHECK SKIN FOR PRESSURE AREAS
8. APPLY HEEL AND ELBOW PROTECTANTS
9. RUB A RESIDENT'S/PATIENT'S BACK
10. MAKE AN OCCUPIED OR UNOCCUPIED BED
11. ASSIST WITH OR PROVIDE RESIDENT/PATIENT HYGIENE (I.E., ORAL CARE, SHAVING, BATHING, HAIR CARE, NAIL CARE)
12. ASSIST WITH ELIMINATION NEEDS OF RESIDENT/PATIENT
13. ASSIST WITH OR PROVIDE PERINEAL CARE WITH OR WITHOUT A CATHETER
14. EMPTY A URINARY DRAINAGE BAG
15. MEASURE INTAKE AND OUTPUT
16. MEASURE VITAL SIGNS
17. ASSIST WITH A MEAL OR FEED A RESIDENT/PATIENT
18. BALANCE A SCALE AND WEIGH A RESIDENT/PATIENT
19. RESPOND TO A RESIDENT/PATIENT WHO HAS FALLEN AND/OR FAINTED

**B. LEARN AND DEMONSTRATE CPR AND THE HEIMLICH MANEUVER**

**C. LEARN BASIC ANATOMY**

1. IDENTIFY BODY SYSTEMS
2. DESCRIBE CHANGES IN ANATOMY THAT OCCUR WITH AGING  
IDENTIFY CARE NEEDED TO ADDRESS THESE PHYSICAL CHANGES

**D. DEVELOP EFFECTIVE JOB SEEKING AND EMPLOYMENT SKILLS**

1. PROMPT WITH ASSIGNMENTS
2. SETS PRIORITIES
3. RELIABLE ATTENDANCE; PUNCTUAL
4. APPROPRIATE WRITTEN/VERBAL COMMUNICATION

**E. LEARN AND PRACTICE WORK ETHICS**

1. RESPECTS PATIENT/RESIDENT RIGHT TO CONFIDENTIALITY
2. KNOWS AND RESPECTS ALL PATIENT AND RESIDENT RIGHTS
3. RESPECTS AUTHORITY

INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_