

Nurse Aide (CNA) In-Service Training and Competency Tracker



Purpose

F947, Required In-Service Training for Nurse Aides (referred to as CNAs), states that each CNA must complete a minimum of 12 hours of in-service training per year, starting on the CNA's hire date; however, more than 12 hours may be required to ensure competency.

Directions

Customize this tool to include the competencies outlined in the facility assessment and the CNA's performance evaluation. Use this tool to keep track of training time, dates, and competencies for each CNA. Maintain this tool in each CNA's personnel file for your records. A sample list of competency areas from F726 (Nursing Services) includes: resident rights; person-centered care; communication; basic nursing skills; basic restorative services; skin and wound care; medication management; pain management; infection control; identification of changes in condition; and cultural competency. This list is not all inclusive. Refer to the state operations manual (SOM) and state regulations for additional requirements. See the sample below.

CNA Name: Marcus Jackson Hire Date: 1/1/21 Completion of 12 or more hours of training due: 1/1/22

Training and Competencies	Details	Indicate the date and the hours of training completed in the corresponding month. When competency has been achieved, place a ✓ below the time and the method of evaluation.												
		Year: 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
In-Service/Training: Facility Resident Rights orientation training Competency: Honor resident rights	Date of Training	3rd												
	Training Time	0.5 hour												
	Competency Achieved/Demo (D) or Quiz (Q)	✓ Q	/	/	/	/	/	/	/	/	/	/	/	/
In-Service/Training: CMS Hand in Hand Competency: Prevent abuse and report any suspicion of abuse	Date of Training	4th												
	Training Time	1 hour												
	Competency Achieved/Demo (D) or Quiz (Q)	✓ Q	/	/	/	/	/	/	/	/	/	/	/	/
In-Service/Training: AAPACN Staying Alert for Acute Conditions Competency: Monitoring and reporting resident changes	Date of Training		6th											
	Training Time		1 hour											
	Competency Achieved/Demo (D) or Quiz (Q)	/	✓ D	/	/	/	/	/	/	/	/	/	/	/
Total training time completed each month		1.5 hour	1 hour											
Date 12 or more hours of training completed														

CNA Name: _____ Hire Date: _____ Completion of 12 or more hours of training due: _____

Training and Competencies	Details	Indicate the date and the hours of training completed in the corresponding month. When competency has been achieved, place a ✓ below the time and the method of evaluation.											
		Year:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
In-Service/Training: Competency:	Date of Training												
	Training Time												
	Competency Achieved/Demo (D) or Quiz (Q)	/	/	/	/	/	/	/	/	/	/	/	/
In-Service/Training: Competency:	Date of Training												
	Training Time												
	Competency Achieved/Demo (D) or Quiz (Q)	/	/	/	/	/	/	/	/	/	/	/	/
In-Service/Training: Competency:	Date of Training												
	Training Time												
	Competency Achieved/Demo (D) or Quiz (Q)	/	/	/	/	/	/	/	/	/	/	/	/
In-Service/Training: Competency:	Date of Training												
	Training Time												
	Competency Achieved/Demo (D) or Quiz (Q)	/	/	/	/	/	/	/	/	/	/	/	/
In-Service/Training: Competency:	Date of Training												
	Training Time												
	Competency Achieved/Demo (D) or Quiz (Q)	/	/	/	/	/	/	/	/	/	/	/	/
Total training time completed each month													
Date 12 or more hours of training completed													