

**Nova Private Homecare LLC.**  
**In-Service Education**

This policy is intended to assure adherence to the state of Georgia's required in-service education hours. This policy applies to all certified nursing assistants/ Personal Care Assistants (CNAs/PCAs) Nova Private Homecare employs.

Refer to <https://navs.npc.edu/nursingassistantvideoskills/index.html?sectionId=1> for each category walk-through with review questions to be completed for initiation of employment. NOTE: The In-service education must be completed within the 1st month of employment.

Categories/Skills	<b><u>SATISFACTORY</u></b>		DATE	<b>HOURS OF TRAINING</b>
	YES	NO		
<b>1. Infection Control and Safety Measures</b>				45 Mins
<b>2. Body Mechanics and Exercise</b>				1.30 Mins
<b>3. Bathing and Bedmaking</b>				1.30 Mins
<b>4. Personal Hygiene and Grooming</b>				1.30 Mins
<b>5. Elimination Assistance</b>				1.30 Mins
<b>6. Nutrition and Fluids</b>				35 Mins
<b>7. Measurements and vital Signs</b>				1 Hr
<b>8. Specimen Collection and Surgical Care</b>				1.30 Mins
<b>9. Skin and Wound Care</b>				45 Mins
<b>10. Heat and Cold Applications</b>				1 Hr
<b>11. Confusion and Dementia</b>				35 Mins

Employee Signature: \_\_\_\_\_

RN Signature: \_\_\_\_\_

I certify that the above employee has satisfactorily completed the above skills.