

**Paid Feeding Assistant Competency Checklist
Serving a Meal Tray and Assisting a Resident**

Employee's Name/Credentials: _____

To master this skill, the student must successfully complete all steps. Failure to perform any step results in failure of this skill. To be completed by instructor (licensed nurse) during observation of 100% unassisted performance of the procedure by the trainee.

Equipment: damp washcloth (or disposable towelettes); paper towel or napkin; meal tray with food, condiments, and silverware; clothing protector, assistive devices as needed

Serving a Tray/Assisting a Resident	Yes Able To Perform	No Needs to Improve	Comments
Knocks before entering room.			
Greets resident and identifies self. Addresses resident in pleasant manner by Mr. or Ms. (or preferred name).			
Identifies the resident, explains procedure and obtains permission.			
Washes hands (in accordance with correct hand-washing procedure).			
Ensures the resident is in the proper position to eat. Asks someone to position the resident if necessary.			
Checks to be sure resident has correct tray, correct diet and any special instructions. Informs resident what is on the tray.			
Checks to make sure tray has everything needed (utensils, condiments, napkin, straw, etc.)			
Checks for food that looks or smells spoiled.			
Positions clothing protector as needed, clean resident's hands.			
Serves promptly. Food should be attractively served and placed within reach. Places according to need of the resident (e.g., weakness or paralysis on one side).			
Allows hot foods to cool before offering.			

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Serving a Tray/Assisting a Resident	Yes Able To Perform	No Needs to Improve	Comments
Assists resident and prepares food as needed including removing covers, assists with placement of clothing protector, cuts meats (per instruction from diet card or supervising nurse), pours liquids or opens container and places straw in drink, butters bread, opens containers/condiments, stirs food if needed, peels fruit if needed, assists with sugar/sweetener.			
Encourages resident's independence to feed self as much as possible			
Offers a substitute if the resident does not like or want a food item on the tray.			
Has assistive devices ready (as directed): utensils with special handles, special plates with edges/guards, special cups or glasses. Note: This task scored only if using during procedure.			
For visually impaired: tells resident location of foods in clockwise order, asks resident if assistance is needed, aware of hot or cold food temps and advises resident of caution. Note: This task scored only if using during procedure.			
If only delivering tray to resident's room: knocks, identifies self, awaits permission to enter, adjusts over-bed table to correct height. Note: This task scored only if using during procedure.			
Removes tray when finished. Assists resident to clean hands and face.			

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Notes and reports the amount of food eaten or not eaten (intake) per instruction from supervising nurse.			
Provides comfort and places call bell/signal within reach after removing tray (score only if performed in resident's room).			
Reports any abnormal observations to the nurse/supervisor.			
Washes hands when finished.			
Demonstrates knowledge and ability related to infection prevention and control.			
Demonstrates knowledge and ability related to communication and interpersonal skills.			
Demonstrates knowledge and ability related to promoting resident independence and resident's rights.			
Demonstrates knowledge and ability related to appropriate response to resident behavior.			

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Score:

_____ Pass: Yes (all tasks performed satisfactorily)

_____ No (not all tasks performed satisfactorily)

Instructor Signature: _____ **Date:** _____

The above signature attests that the evaluator did not prompt, give hints, or otherwise assist the individual in the performance of the skills, when the individual was being evaluated for competency.

Employee Signature: _____ **Date:** _____