

Unlicensed Personnel Training and Competency Record

Instructions

Use this worksheet to document training, competency evaluations, and validation of delegated nursing tasks for unlicensed personnel (ULPs). This worksheet aligns with assisted living requirements per [Minnesota Statute 144G.64, Subdivision 2](#) and [Subdivision 2\(b\)](#) and home care requirements per [Minnesota Statute 144A.4795, Subdivision 7\(b\)](#) and [Subdivision 7\(c\)](#).

For each applicable topic:

- Record the date of training/education and the location of supporting documentation.
- Record the date competency was evaluated and the location of competency documentation.
- Ensure documentation clearly reflects both instruction and demonstrated competency, as applicable.

Unlicensed personnel listed on the [Minnesota Department of Health Nursing Aide Registry \(NAR\)](#) are considered to have foundational knowledge in these areas; however, competency evaluation and documentation are still required.

Only complete delegated nursing task sections for staff who perform those tasks under nurse delegation.

Documentation must be accurate, complete, and easily accessible for review.

Staff Name:			
Title/Position:			
Verification of NAR:		Expiration Date:	

UNLICENSED PERSONNEL TRAINING AND COMPETENCY RECORD

Topic	Training/Education		Competency	
	Date	Location of Documentation	Date	Location of Documentation
Documentation and Reporting				
Documentation requirements for all services provided				
Reporting changes in the condition of the individual served to the designated supervisor				
Infection Control and Environmental Safety				
Basic infection prevention and control, including blood-borne pathogens				
Maintaining a clean and safe environment				
Personal Care and Activities of Daily Living (ADLs)				
Appropriate and safe techniques in personal hygiene and grooming, including:				
Hair care and bathing				
Care of teeth, gums, and oral prosthetic devices				
Care and use of hearing aids				
Dressing and assisting with toileting				
Mobility, Safety, and Fall Prevention				
Fall prevention				
Standby assistance techniques and how to perform them				
Medication, Nutrition, and Health Support				
Medication, exercise, and treatment reminders				
Basic nutrition, meal preparation, food safety, and assistance with eating				

UNLICENSED PERSONNEL TRAINING AND COMPETENCY RECORD

Topic	Training/Education		Competency	
	Date	Location of Documentation	Date	Location of Documentation
Preparation of modified diets as ordered by a licensed health professional				
Communication, Rights, and Professional Boundaries				
Communication skills that preserve dignity and respect resident preferences, cultural background, and family				
Confidentiality and privacy				
Appropriate boundaries between staff, individuals served, and families				
Emergency Preparedness				
Procedures to use in handling various emergency situations				
Health Technology and Equipment				
Awareness of commonly used health technology equipment and assistive devices				

Delegated Nursing Tasks (Additional Required Training for ULPs)

Topic	Training		Competency	
	Date	Location of Documentation	Date	Location of Documentation
Core Observation and Reporting				
Observing, reporting, and documenting the status of the individual served				

UNLICENSED PERSONNEL TRAINING AND COMPETENCY RECORD

Basic knowledge of body functioning and changes in body functioning, injuries, or other observed changes that must be reported to appropriate personnel				
Recognizing physical, emotional, cognitive, and developmental needs				
Basic Clinical Skills				
Reading and recording temperature, pulse, and respirations				
Mobility and Positioning				
Safe transfer techniques and ambulation				
Range of motioning and positioning				
Medication and Treatment Administration <i>(as delegated and authorized)</i>				
Applicable routes of administration Minnesota Statute 144G.71, Subdivision 7				
Preparing medications for unplanned times away				
Specialized Clinical Tasks <i>(as delegated and authorized)</i>				
Oxygen				
Compression Stockings				
Ace Wraps				
Blood Glucose				
Modified Diets				
Continuous Positive Airway Pressure (CPAP)/Bilevel Positive Airway Pressure (BIPAP)				
Orthotic Braces				
Wound Care				
Monitor Vital Signs				

UNLICENSED PERSONNEL TRAINING AND COMPETENCY RECORD

Catheter Care				
Stoma Care				
Equipment Use and Support				
Mechanical Lifts				
Broda Chair				
Additional Delegated Tasks (as applicable)				
Registered Nurse (RN) Supervision of Delegated Nursing Tasks (Within 30 Days)				
RN Signature:		Date of Supervision:		
RN Signature:		Date of Supervision:		
RN Signature:		Date of Supervision:		

This material was prepared by Stratis Health under contract with the Minnesota Department of Health (MDH). Use of this tool is not mandated by MDH, nor does its completion ensure regulatory compliance.