

NURSE AIDE CANDIDATE SKILLS CHECKLIST

*The 22 skills that follow are arranged in alphabetical order, except for the **HAND HYGIENE** skill. Hand Hygiene is listed first as a reminder of the importance of performing this skill before all other skills. The numbered lines below each skill are the steps needed to perform that skill.*

Critical Elements Steps are in bold.

Name of Nurse Aide: _____

SKILL 1 – HAND HYGIENE (HAND WASHING)	Yes	No
1. Address client by name and introduces self to client by name		
2. Turns on water at sink		
3. Wets hands and wrists thoroughly		
4. Applies soap to hands		
5. Lathers all surfaces of hands, wrists, hands, and fingers producing friction, for at least 20 (twenty) seconds, keeping hands lower than the elbows and the fingertips down		
6. Clean fingernails by rubbing fingertips against palms of the opposite hand		
7. Rinse all surfaces of wrists, hands, and fingers, keeping hands lower than the elbows and the fingertips down		
8. Uses clean, dry paper towel/towels to dry all surfaces of hands, wrists, and fingers then disposes of paper towel/towels into waste container		
9. Uses clean, dry paper towel/towels to turn off faucet then disposes of paper towel/towels into waste container or uses knee/foot control to turn off faucet		
10. Does not touch inside of sink at any time		
Signatures of person(s) checking off skill:		

COMMENTS:

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 2 – APPLIES ONE KNEE-HIGH ELASTIC STOCKING	Yes	No
1. Explains procedure , speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen, or door		
3. Client is in supine position (lying down in bed) while stocking is applied.		
4. Turns stocking inside-out, at least to the heel		
5. Places foot of stocking over toes, foot, and heel		
6. Pulls top of stocking over foot, heel, and leg		
7. Moves foot and leg gently and naturally, avoiding force and over- extension of limb and joints		
8. Finishes procedure with no twists or wrinkles and heel of stocking if present is over heel and opening in toe area (if present) is either over or under toe area.		
9. Signaling device is within reach and bed is in low position		
10. After completing skill, wash hands		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 3 – ASSISTS TO AMBULATE USING TRANSFER BELT	Yes	No
1. Explains procedure , speaking clearly, slowly and directly; maintaining face-to-face contact whenever possible		
2. Before assisting to stand, client is wearing shoes		
3. Before assisting to stand, bed is at a safe level		
4. Before assisting to stand, checks and/or locks bed wheels		
5. Before assisting to stand, client is assisted to sitting position with feet flat on floor		
6. Before assisting to stand, applies transfer belt securely at the waist over clothing/gown.		
7. Before assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing		
8. Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three(or says other prearranged signal) to alert client to begin standing		
9. On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp(candidate's hands are in upward position) and maintaining stability of client's legs		
10. Walks slightly behind and to one side of client for a distance of ten(10) feet, while holding onto the belt		
11. After ambulation, assists client to bed and removes transfer belt		
12. Signaling device is within reach and bed is in low position.		
13. After completing skill, wash hands		
Signatures of person(s) checking off skill:		

COMMENTS:

Date:

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 4 – ASSISTS WITH USE OF BEDPAN	Yes	No
1. Explains procedure speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen, or door		
3. Before placing bedpan, lowers head of bed		
4. Puts on clean gloves before handling bedpan		
5. Places bedpan correctly under client's buttocks		
6. Removes and disposes of gloves (without contaminating self) into waste container and washes hands.		
7. After positioning client on bedpan and removing gloves, raises head of bed		
8. Toilet tissue is within reach		
9. Hand wipe is within reach and client is instructed to clean hands with hand wipe when finished.		
10. Signaling device within reach and client is asked to signal when finished		
11. Puts on clean gloves before removing bedpan		
12. Head of bed is lowered before bedpan is removed		
13. Avoids overexposure of client.		
14. Empties and rinses bedpan and pours rinse into toilet		
15. After rinsing bedpan, places bedpan in designated dirty supply area		
16. After placing bedpan in designated dirty supply area, removes and disposes of gloves (without contaminating self) into waste container and washes hands.		
17. Signaling device is within reach and bed is in low position.		
Signatures of person(s) checking off skill:		

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Name of Nurse Aide: _____

SKILL 5 – CLEANS UPPER OR LOWER DENTURE	Yes	No
1. Puts on gloves before handling denture		
2. Bottom of sink is lined and/or sink is partially filled with water before denture is held over sink		
3. Rinses dentures in moderate temperature running water before brushing them		
4. Applies toothpaste to toothbrush		
5. Brushes surfaces of denture		
6. Rinses surfaces of denture under moderate temperature running water		
7. Before placing denture into cup, rinse denture cup and lid		
8. Place denture in denture cup with moderate temperature water/solution and places lid on cup		
9. Rinses toothbrush and places in designated toothbrush basin/container		
10. Maintains clean technique with placement of toothbrush and denture		
11. Sink liner is removed and disposed of appropriately and/or sink is drained		
12. After rinsing equipment and disposing of sink liner, removes and disposes of gloves (without contaminating self) into waste container and washes hands		
Signatures of person(s) checking off skill:		

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Name of Nurse Aide: _____

SKILL 6 – COUNTS AND RECORDS RADIAL PULSE	Yes	No
1. Explains procedure , speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2. Places fingertips on thumb side of client’s wrist to locate radial pulse		
3. Count beats for one full minute		
4. Signaling device is within reach		
5. Before recording, washes hands		
6. After obtaining pulse by palpating in radial artery position, records pulse rate within plus or minus 4 beats of evaluator’s reading		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 7 – COUNTS AND RECORDS RESPIRATIONS	Yes	No
1. Explains procedure (for testing purposes), speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2. Counts respirations for one full minute		
3. Signaling device is within reach		
4. Washes hands		
5. Records respiration rate within plus or minus 2 breaths of evaluator's reading		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 8 – DONNING AND REMOVING PPE (GOWN AND GLOVES)	Yes	No
1. Picks up gown and unfolds		
2. Facing the back opening of the gown places arms through each sleeve		
3. Fastens the neck opening		
4. Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)		
5. Puts on gloves		
6. Cuffs of gloves overlap cuffs of gown		
7. Before removing gown, with one gloved hand, grasps the other glove at the palm, remove glove		
8. Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and removes glove turning it inside out as it is removed		
9. Disposes of gloves into designated waste container without contaminating self		
10. After removing gloves, unfastens gown at neck and waist		
11. After removing gloves, removes gown without touching outside of gown		
12. While removing gown, holds gown away from body without touching the floor, turns gown inward and keeps it inside out		
13. Disposes of gown in designated container without contaminating self		
14. After completing skill, washes hands		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 9 – DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM	Yes	No
1. Explains procedure , speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen or door		
3. Asks which shirt he/she would like to wear and dresses him/her in shirt of choice		
4. While avoiding overexposure of client, removes gown from the unaffected side first, then removes gown from the affected side and disposes of gown into soiled linen container		
5. Assists client to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm		
6. While putting on shirt, moves body gently and naturally, avoiding force or over-extension of limbs and joints		
7. Finishes with clothing in place.		
8. Signaling device is within reach and bed is in low position		
10. After completing skill, wash hands		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 10 – FEEDS CLIENT WHO CANNOT FEED SELF	Yes	No
1. Explains procedure to client, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Before feeding, looks at name card on tray and asks client to state name		
3. Before feeding client, client is in an upright sitting position (75-90 degrees)		
4. Places tray where the food can be easily seen by client		
5. Candidate cleans client's hand with hand wipe before beginning feeding		
6. Candidate sits facing client during feeding		
7. Tells client what foods are on tray and asks what client would like to eat first		
8. Using spoon, offers client one bite of each type of food on tray, telling client the content of each spoonful.		
9. Offers beverage at least once during meal		
10. Candidate asks client if they are ready for next bite of food or sip of beverage		
11. At end of meal, candidate cleans client's mouth and hands with wipes		
12. Removes food tray and places tray in designated dirty supply area		
13. Signaling device is within client's reach		
14. After completing skill, wash hands		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 11 — GIVES MODIFIED BED BATH (FACE AND ONE ARM, HAND, AND UNDERARM)	Yes	No
1. Explains procedure , speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen, or door		
3. Removes gown and places in soiled linen container, while avoiding overexposure of the client		
4. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
5. Puts on clean gloves before washing client		
6. Beginning with eyes, washes eyes with wet washcloth (no soap), using a different area of the washcloth for each stroke, washing inner aspect to outer aspect then proceeds to wash face		
7. Dries face with towel		
8. Exposes one arm and places towel underneath arm		
9. Applies soap to wet washcloth		
10. Washes arm, hand and underarm, keeping rest of body covered		
11. Rinses and dries arm, hand and underarm		
12. Moves body gently and naturally, avoiding force and over- extension of limbs and joints		
13. Puts clean gown on client		
14. Empties, rinses and dries basin		
15. After rinsing and drying basin, places basin in designated dirty supply area		
16. Disposes of linen into soiled linen container		
17. Avoids contact between candidate clothing and used linens		
18. After placing basin in designated dirty supply area, and disposing of used linen, removes and disposes of gloves (without contaminating self) into waste container and washes hands		
19. Signaling device is within reach and bed is in low position		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

	Yes	No
SKILL 12 – MEASURES AND RECORDS CLIENTS BLOOD PRESSURE		
1. Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Before using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol		
3. Client's arm is positioned with palm up and upper arm is exposed		
4. Feels for brachial artery on inner aspect of arm, at bend of elbow		
5. Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site		
6. Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site		
7. Candidate inflates cuff between 160 mm Hg to 180 mm Hg. If beat heard immediately upon cuff deflation, completely deflate cuff. Re-inflate cuff to no more than 200 mm Hg.		
8. Deflates cuff slowly and notes the first sound (systolic reading) and last sound (diastolic reading) (If rounding needed, measurements are rounded UP to the nearest 2 mm of mercury)		
9. Removes cuff		
10. Signaling device is within reach		
11. Before recording, washes hands		
12. After obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8 mm of evaluator's reading		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 13 – MEASURES AND RECORDS URINARY OUTPUT	Yes	No
1. Puts on clean gloves before handling bedpan		
2. Pours the contents of the bedpan into measuring container without spilling or splashing any of the urine outside of container		
3. Measures the amount of urine at eye level with container on flat surface		
4. After measuring urine, empties contents of measuring container into toilet		
5. Rinses measuring container and pours rinse water into toilet		
6. Rinses bedpan and pours rinse water into toilet		
7. After rinsing equipment and before recording output, removes and disposes of gloves (without contaminating self) into waste container and washes hands		
8. Records contents of container within plus or minus 25 ml/cc or evaluator's reading		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 14 – MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT	Yes	No
1. Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Client has on shoes before walking to scale		
3. Before client steps on scale, candidate sets scale to zero then obtains client's weight		
4. While client steps onto scale, candidate stands next to scale and assists client, if needed, onto center of scale		
5. While client steps off scale, candidate stands next to scale and assists client, if needed, off scale before recording weight		
6. Before recording, washes hands		
7. Records weight based on indicator on scale. Weight is within plus or minus 2 lbs. of evaluator's reading (If weight recorded in kg weight is within plus or minus 0.9 kg of evaluator's reading)		
Signatures of person(s) checking off skill		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 15 – PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE	Yes	No
1. Explain procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen, or door		
3. Instructs client to inform candidate if pain is experienced during exercise		
4. Supports leg at knee and ankle while performing range of motion for knee		
5. Bends the knee and then returns leg to client's normal position (extension/flexion) (ATLEAST 3 TIMES unless pain is verbalized)		
6. Supports foot and ankle close to the bed while performing range of motion for ankle		
7. Pushes/pulls foot toward head (dorsiflexion), and pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized)		
8. While supporting the limb, moves joints gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain		
9. Signaling device is within reach and bed is in low position		
10. After completing skill, washes hands		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 16 – PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE SHOULDER	Yes	No
1. Explains procedure , speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with curtain, screen, or door		
3. Instructs client to inform candidate if pain is experienced during exercise		
4. Supports client’s upper and lower arm while performing range of motion for shoulder		
5. Raises client’s straightened arm from side position upward toward head to ear level and returns arm down to side of body (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). Supporting the limb, moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain		
6. Moves client’s straighten arm away from the side of body to shoulder level and returns to side of body (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized). Supporting the limb, moves joint gently, slowly, and smoothly through the range of motion discontinuing exercise if client verbalizes pain		
7. Signaling devise is within reach and bed is in low position		
8. After completing skill, washes hands		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 17 – POSITIONS ON SIDE	Yes	No
1. Explains procedure ,speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen or door.		
3. Before turning client, lowers head of bed		
4. Raises side rail on side to which client's body will be turned		
5. Slowly rolls onto side as one unit toward raised side rail		
6. Places or adjusts pillow under head for support		
7. Candidate positions client so that client is not lying on arm		
8. Supports top arm with supportive device		
9. Places supportive device behind client's back		
10. Places supportive device between legs with top knee flexed; knee and ankle supported		
11. Signaling device is within reach and bed is in low position		
12. After completing skill, washes hands		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 18 – PROVIDES CATHETER CARE FOR FEMALE	Yes	No
1. Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen or door		
3. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4. Puts on clean gloves before washing		
5. Places linen protector under perineal area before washing		
6. Exposes area surrounding catheter while avoiding overexposure of client		
7. Applies soap to wet washcloth		
8. While holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus, moving in only one direction, (i.e., away from meatus), using a clean area of the cloth for each stroke		
9. While holding catheter at meatus without tugging, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the cloth for each stroke		
10. While holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus		
11. Empties, rinses and dries basin		
12. After rinsing and drying basin, places basin in designated dirty supply area		
13. Disposes of used linen into soiled linen container and disposes of linen protector appropriately		
14. Avoids contact between candidate clothing and used linen		
15. After disposing of used linen and cleaning equipment, removes and disposes of gloves (without contaminating self) into waste container and washes hands		
16. Signaling device is within reach and bed is in low position		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 19 – PROVIDES FOOT CARE ON ONE FOOT	Yes	No
1. Explains procedure , speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen or door		
3. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4. Basin is in a comfortable position for client and on protective barrier		
5. Puts on clean gloves before washing foot		
6. Client's bare foot is placed into the water		
7. Applies soap to wet washcloth		
8. Lifts foot from water and washes foot, including between the toes		
9. Foot is rinsed, including between the toes		
10. Dries foot, including between the toes		
11. Applies lotion to top and bottom of foot, removing excess (if any) with towel		
12. Supports foot and ankle during procedure		
13. Empties, rinses and dries basin		
14. After rinsing and drying basin, places basin in designated dirty supply area		
15. Disposes of used linen into soiled linen container		
16. After cleaning foot and equipment, and disposing of used linen, removes and disposes of gloves (without contaminating self) into waste container and washes hands		
17. Signaling device is within reach		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 20 – PROVIDES MOUTH CARE	Yes	No
1. Explains procedure, speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen, or door		
3. Before providing mouth care, client is in upright sitting position (75-90 degrees)		
4. Puts on clean gloves before cleaning mouth		
5. Places clothing protector across chest before providing mouth care		
6. Secures cup of water and moistens toothbrush		
7. Before cleaning mouth, applies toothpaste to moistened toothbrush		
8. Cleans mouth (including tongue and surfaces of teeth) using gentle motions		
9. Maintains clean technique with placement of toothbrush		
10. Candidate holds emesis basin to chin while client rinses mouth		
11. Candidate wipes mouth and removes clothing protector		
12. After rinsing toothbrush, empty, rinse and dry the basin and place used toothbrush in designated basin/container		
13. Places basin and toothbrush in designated dirty supply area		
14. Disposes of used linen into soiled linen container		
15. After placing basin and toothbrush in designated dirty supply area, and disposing of used linen, removes and disposes of gloves (without contaminating self) into waste container and washes hands		
16. Signaling device is within reach and bed is in low position		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 21 – PROVIDES PERINEAL CARE (PERI-CARE) FOR FEMALE	Yes	No
1. Explains procedure , speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen or door		
3. Before washing, checks water temperature for safety and comfort and asks client to verify comfort of water		
4. Puts on clean gloves before washing perineal area		
5. Places pad/linen protector under perineal area before washing		
6. Exposes perineal area while avoiding overexposure of client		
7. Applies soap to wet washcloth		
8. Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke		
9. Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke		
10. Dries genital area moving from front to back with towel		
11. After washing genital area, turns to side, then washes and rinses rectal area moving from front to back using a clean area of washcloth for each stroke.		
12. Repositions client		
13. Empties, rinses and dries basin		
14. After rinsing and drying basin, places basin in designated dirty supply area		
15. Disposes of used linen into soiled linen container and disposes of linen protector appropriately		
16. Avoids contact between candidate clothing and used linen		
17. After disposing of used linen, and placing used equipment in designated dirty supply area, removes and disposes of gloves (without contaminating self) into waste container and washes hands		
18. Signaling device is within reach and bed is in low position		
Signatures of person(s) checking off skill:		

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NURSE AIDE CANDIDATE SKILLS CHECKLIST

Name of Nurse Aide: _____

SKILL 22 – TRANSFERS CLIENT FROM BED TO WHEELCHAIR USING TRANSFER BELT	Yes	No
1. Explains procedure , speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible		
2. Privacy is provided with a curtain, screen, or door		
3. Before assisting to stand, wheelchair is positioned along side of bed, at head of bed facing foot or foot of bed facing head		
4. Before assisting to stand, footrests are folded up or removed		
5. Before assisting to stand, bed is at a safe level		
6. Before assisting to stand, locks wheels on wheelchair		
7. Before assisting to stand, checks and/or locks bed wheels		
8. Before assisting to stand, client is assisted to a sitting position with feet flat on the floor		
9. Before assisting to stand, client is wearing shoes		
10. Before assisting to stand, applies transfer belt securely at the waist over clothing/gown		
11. Before assisting to stand, provides instruction to enable client to assist in transfer including prearranged signal to alert when to begin standing		
12. Stands facing client positioning self to ensure safety of candidate and client during transfer. Counts to three(or says other prearranged signal) to alert client to begin standing		
13. On signal, gradually assists client to stand by grasping transfer belt on both sides with an upward grasp(candidates hands are in upward position) and maintaining stability of client's legs		
14. Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair		
15. Lowers client into wheelchair		
16. Positions client with hips touching back of wheelchair and transfer belt is removed		
17. Positions feet on footrests		
18. Signaling device is within reach		
19. After completing skill, washes hands		
Signatures of person(s) checking off skill:		

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