

The checklist for each of the skills is provided on the pages that follow. These checklists are not procedures and are not necessarily provided in the order that the candidate will perform the skill. The skills should not be learned from the checklists; however, the checklists can be helpful for you and your instructor to evaluate your performance in the classroom or clinical setting.

**Indirect Care** includes behaviors that are part of every skill tested for the Clinical Skills Test. Indirect Care includes communication, resident rights, safety, comfort and Standard Precautions (infection control).

Indirect Care is rated during your performance of each skill. In every skill, except handwashing, the Indirect Care checkpoints are the same. They are always the first two checkpoints and the last four checkpoints. You will receive a separate score for Indirect Care.

**Handwashing Note:** Your handwashing technique is evaluated at the beginning of the test. This skill is not prompted, which means you will not be told to wash your hands. Nurse aides are expected to know to wash their hands before and after physical contact (touching) with the resident. Demonstrating when handwashing is necessary is evaluated as a part of Indirect Care—Standard Precautions.

Wash hands	
Does the candidate:	
1	Wet hands and apply soap?
2	Work up lather cleansing front and back of hands and wrists, between fingers, around cuticles and under nails?
3	Provide cleansing friction for a minimum of 15 seconds?
4	Remove all soap, rinsing while holding fingers lower than wrists?
5	Dry hands with paper towel and limit contact of towel to cleansed skin surfaces?
6	Turn off water with paper towel and dispose of towel?
7	Complete task without contaminating hands, such as against sink?

Ambulation	
Instructions: Ambulate the resident at least 20 steps. Use a gait belt or transfer belt.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Apply gait belt around resident's waist before assisting resident to stand?
4	Apply gait belt securely around waist without restricting circulation or breathing or injury to skin?
5	Assist resident to stand while holding gait belt at back, both sides, or farthest side of resident?
6	Ask resident about dizziness upon standing?
7	Walk slightly behind and to one side of resident while holding gait belt in back or farthest side of resident?
8	Match resident's pace when ambulating?
9	Ask resident's tolerance about comfort, dizziness or fatigue during ambulation?
10	Assist resident to turn and position to sit back in chair?

Ambulation	
11	Provide controlled gentle lowering of resident into chair?
12	Remove gait belt after resident returned to chair?
13	Utilize Standard Precautions throughout procedure?
14	Promote resident comfort throughout procedure?
15	Promote resident rights throughout procedure?
16	Promote resident safety throughout procedure?

Bedpan	
Instructions: The resident has requested a bedpan. The resident is able to wipe self.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Place protective pad on bed over bottom sheet, under buttocks before placing bedpan?
4	Position bedpan under resident according to form/shape of the selected bedpan to allow for comfort and collection?
5	Raise the head of bed to level of resident's comfort, after positioning the resident on the bedpan?
6	Provide resident with toilet paper before removing bedpan?
7	Lower head of bed before removing bedpan?
8	Apply gloves before removing bedpan and wear while emptying and cleaning bedpan?
9	Empty contents of bedpan into toilet?
10	Rinse and dry bedpan?
11	Remove gloves or use a barrier to store bedpan?
12	Utilize Standard Precautions throughout procedure?
13	Promote resident comfort throughout procedure?
14	Promote resident rights throughout procedure?
15	Promote resident safety throughout procedure?

CLINICAL SKILLS CHECKLIST

Catheter Care	
Instructions: The resident has an indwelling urinary catheter. Use soap and water to provide catheter care to the resident. The drainage bag does not need to be emptied.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Apply gloves before using soapy washcloth to clean around catheter insertion site?
4	Place incontinent pad under buttocks before beginning procedure?
5	Ensure water is at safe and comfortable temperature?
6	Use soapy washcloth to clean around the catheter at insertion site?
7	Change spot on soapy washcloth for each washing stroke, wiping inside labia from front to back?
8	Cleanse catheter, washing away from body and down the catheter about 3-4 inches?
9	Use clean wet washcloth for rinsing all washed areas?
10	Change spot on washcloth for each rinsing stroke, wiping inside labia from front to back?
11	Dry perineal area, from front to back, after completing cleaning and rinsing?
12	Leave tubing free of kinks or obstructions and not touching the floor?
13	Remove incontinent pad at completion of procedure?
14	Clean equipment at completion of procedure?
15	Remove gloves or use barrier when storing equipment?
16	Utilize Standard Precautions throughout procedure?
17	Promote resident comfort throughout procedure?
18	Promote resident rights throughout procedure?
19	Promote resident safety throughout procedure?

Change an Occupied Bed	
Instructions: Change the bed sheets while the resident stays in bed. For this test, a blanket or bedspread is not required.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Lower head of bed before changing sheets?
4	Position resident safely on nonworking side of bed?
5	Roll dirty bottom sheet and tuck against resident?
6	Place clean bottom sheet on working side, securing under mattress at head of bed and along working side?
7	Extend clean bottom sheet from working side across bed and tuck under resident?
8	Assist resident to turn to face opposite side of bed?
9	Complete placement of bottom sheet, securing flat sheet at head of bed and on sides (using fitted sheet secure all four corners)?

Change an Occupied Bed	
10	Leave bottom sheet free of wrinkles?
11	Place clean top sheet?
12	Avoid exposure of resident throughout procedure?
13	Secure top sheet under foot of mattress allowing room for foot movement?
14	Leave top sheet untucked on sides?
15	Replace pillowcase?
16	Utilize Standard Precautions throughout procedure?
17	Promote resident comfort throughout procedure?
18	Promote resident rights throughout procedure?
19	Promote resident safety throughout procedure?

Change of Position	
Instructions: Position the resident on the left side. The resident requires support to remain on the side.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Position and align resident to ensure safe turning?
4	Position device/padding/pillow behind resident's back to maintain side-lying position?
5	Align legs with knees slightly bent with resident in side-lying position?
6	Position device/padding/pillow between legs to avoid contact between bony prominences of knees and ankles?
7	Position device/padding/pillow between legs to align upper hip and leg?
8	Adjust resident's left arm and shoulder to avoid pressure?
9	Position pillow to provide support/align neck and head?
10	Provide positioning device/padding/pillow to support right shoulder/arm?
11	Utilize Standard Precautions throughout procedure?
12	Promote resident comfort throughout procedure?
13	Promote resident rights throughout procedure?
14	Promote resident safety throughout procedure?

Dressing	
Instructions: Dress the resident in a shirt, pants and socks. The resident is unable to move right arm. After dressing, leave the resident in bed.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Include resident in decision-making about clothing to wear?
4	Collect all garments before removing hospital gown?
5	Support affected right arm while undressing and dressing?
6	Remove hospital gown from affected right arm last?
7	Dress affected right arm first?
8	Gather up sleeve to ease pulling over affected arm?

Dressing	
9	Assist resident to put on pants, shirt with sleeves and socks?
10	Move resident's extremities gently, without over-extension or force when undressing and dressing?
11	Adjust all clothing for comfort, neatness and alignment and close all fasteners?
12	Place dirty gown in hamper?
13	Utilize Standard Precautions throughout procedure?
14	Promote resident comfort throughout procedure?
15	Promote resident rights throughout procedure?
16	Promote resident safety throughout procedure?

Feeding	
Instructions: Feed the resident an afternoon snack. The resident is not able to feed self. Record the resident's food intake on the Food Acceptance Form.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Raise head of bed with resident in sitting position (minimum 60 degrees) and in proper alignment, before feeding?
4	Offer and assist resident to wash hands before feeding?
5	Sit to maintain eye level contact with resident while feeding?
6	Apply clothing protector before feeding?
7	Offer fluid to drink before feeding?
8	Use spoon to feed?
9	Offer fluids to drink throughout feeding (after at least every 3-4 bites of food)?
10	Check to see if resident has swallowed before offering next bite?
11	Offer encouragement to resident toward maximizing food and fluid intake?
12	Converse with resident during meal?
13	Leave area around resident's mouth clean and dry?
14	Remove protective clothing protector and tidy work area at completion of task?
15	Accurately record percent of food intake on Food Acceptance Record?
16	Utilize Standard Precautions throughout procedure?
17	Promote resident comfort throughout procedure?
18	Promote resident rights throughout procedure?
19	Promote resident safety throughout procedure?

Foot Care	
Instructions: Provide foot care to one foot only.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Obtain water in bath basin, checking to ensure water is safe and comfortable temperature?
4	Offer resident opportunity to check water temperature before submerging foot in water?

Foot Care	
5	Place water filled basin on protective barrier on floor?
6	Place resident's barefoot in water to soak?
7	Refrain from adding soap directly to basin of water?
8	Wash foot using washcloth with small amount of soap applied directly to wash cloth?
9	Wash top and bottom of foot and between toes?
10	Submerge foot in water in basin to remove soap residue?
11	Remove foot from water after rinsing?
12	Dry entire top and bottom of foot including between toes?
13	Warm lotion in hand before applying to foot?
14	Apply lotion to top and bottom of foot, excluding between toes?
15	Remove unabsorbed excess lotion?
16	Apply sock to foot ensuring sock is smooth and replace shoe?
17	Provide support to lower extremity throughout procedure as needed to avoid strain?
18	Avoid placing resident's barefoot directly on floor before, during or after foot care?
19	Clean and store equipment at completion and leave work area tidy?
20	Utilize Standard Precautions throughout procedure?
21	Promote resident comfort throughout procedure?
22	Promote resident rights throughout procedure?
23	Promote resident safety throughout procedure?

Hair and Nail Care	
Instructions: Provide nail care and daily hair care. Provide nail care to one hand only	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Use comb or brush to groom hair, pulling gently through hair without breaking hair or causing discomfort to the resident?
4	Soak nails in water of safe, comfortable temperature before removing residue from under nails?
5	Remove residue from under nails with orangewood stick?
6	dry hands after soaking?
7	Leave nails smooth and free of jagged edges?
8	Apply lotion to hands after nails are cleaned and shaped?
9	Clean and store equipment at completion of procedure and leave work area tidy?
10	Utilize Standard Precautions throughout procedure?
11	Promote resident comfort throughout procedure?
12	Promote resident rights throughout procedure?
13	Promote resident safety throughout procedure?

CLINICAL SKILLS CHECKLIST

<b>Measure and Record Contents of Urinary Drainage Bag</b>	
Instructions: Measure and record the contents of the urinary drainage bag. Record your results in cc's on the Intake and Output (I&O) Form.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Apply gloves before handling urinary drainage bag?
4	Empty urinary drainage bag into graduated container without touching tubing against the container?
5	Wipe drain with alcohol swab after emptying urine contents?
6	Close and protect drain (e.g., clamp and tuck drain into pocket)?
7	Leave bag secured to nonmovable part of bed, ensuring drainage bag and tubing are not touching floor?
8	Set graduated container on flat surface with barrier to read?
9	Position self to read urine amount in graduated container at eye level?
10	Empty urine in graduated container into toilet and rinse and dry container?
11	Remove gloves and wash hands before recording output?
12	Record output within +/- 50cc's of nurse's reading?
13	Record output as urine and indicate the correct time on the I&O Form?
14	Utilize Standard Precautions throughout procedure?
15	Promote resident comfort throughout procedure?
16	Promote resident rights throughout procedure?
17	Promote resident safety throughout procedure?

<b>Measure and Record Pulse and Respirations</b>	
Instructions: Measure the resident's pulse and respirations. Count each one for one full minute. Record your results on the Pulse and Respiration Form.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Support resident's forearm while taking pulse?
4	Place fingers over radial pulse?
5	Count pulse for at least one full minute?
6	Record pulse rate within +/- 4 beats per minute of nurse's measurement?
7	Refrain from telling resident that respirations are being counted?
8	Count respirations for at least one full minute?
9	Record respirations within +/- 2 breaths per minute of nurse's measurement?
10	Utilize Standard Precautions throughout procedure?
11	Promote resident comfort throughout procedure?
12	Promote resident rights throughout procedure?
13	Promote resident safety throughout procedure?

<b>Measure and Record Weight</b>	
Instructions: Measure and record the resident's weight. Record the weight on the Weight Form in pounds (lbs.). The resident can walk and will wear shoes when weighed. Return resident to the chair.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Balance scale at zero before measuring weight?
4	Provide assistance to help resident onto scale platform?
5	Provide assistance to help resident off scale platform?
6	Record resident's weight within +/-2 lbs. of nurse's measurement?
7	Utilize Standard Precautions throughout procedure?
8	Promote resident comfort throughout procedure?
9	Promote resident rights throughout procedure?
10	Promote resident safety throughout procedure?

<b>Mouth Care ~ Brush Teeth</b>	
Instructions: Provide mouth care to the resident. The resident is not able to brush own teeth.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Position resident in a sitting position (minimum of 45 degrees) before beginning mouth care?
4	Protect resident's clothing before providing mouth care?
5	Moisten toothbrush with water and apply toothpaste before brushing teeth?
6	Apply gloves before brushing teeth?
7	Brush tongue, all surfaces of teeth and gum-line with a gentle motion?
8	Offer resident opportunity to rinse mouth and spit into emesis basin (or disposable cup) as needed?
9	Leave area around resident's mouth clean and dry and remove protective cover?
10	Rinse and dry equipment at completion of procedure?
11	Utilize Standard Precautions throughout procedure?
12	Promote resident comfort throughout procedure?
13	Promote resident rights throughout procedure?
14	Promote resident safety throughout procedure?

<b>Mouth care ~ Denture</b>	
Instructions: The resident needs mouth and denture care. The resident will hand you the denture in a cup. Store the denture after cleaning.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?

Mouth care ~ Denture	
3	Apply gloves before handling denture or providing mouth care?
4	Transport denture to sink in a denture cup or emesis basin?
5	Line sink with washcloth or paper towels, or fill sink with water to reduce risk of denture breakage?
6	Use cool or tepid running water to clean and rinse denture?
7	Brush all surfaces of the denture?
8	Brush denture over sink?
9	Rinse denture to remove toothpaste/denture cleaner?
10	Store clean denture in denture cup filled with clean cool or tepid water?
11	Protect resident's clothing before beginning mouth care?
12	Provide mouth care to resident using a toothbrush/toothette/swab?
13	Offer resident the opportunity to rinse mouth and spit into emesis basin?
14	Leave area around resident's mouth clean and dry and remove protective clothing cover?
15	Rinse toothbrush and rinse and dry basin after use?
16	Utilize Standard Precautions throughout procedure?
17	Promote resident comfort throughout procedure?
18	Promote resident rights throughout procedure?
19	Promote resident safety throughout procedure?

Partial Bed Bath	
Instructions: Give the resident a partial bedbath and a backrub. Wash the resident's face, neck, arms, hands, chest and back. The resident is too weak to assist with the bath. Dress the resident in a hospital gown.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Ensure water is at safe and comfortable temperature?
4	Drape/cover resident to expose only area being cleansed?
5	Use washcloth without soap to wash face?
6	Wipe eye from the inside to out, changing to clean area of washcloth before returning to inner eye and cleansing other eye?
7	Leave face clean and dry?
8	Contain corners of washcloth while washing and rinsing (e.g., forming mitt)?
9	Protect bedding by repositioning towel under resident throughout washing and rinsing?
10	Wash neck, hands, arms and chest using small amount of soap applied directly to washcloth?
11	Rinse neck, hands, arms and chest removing soap residue?
12	Dry neck, hands, arms and chest?
13	Assist resident to turn safely on side to wash back?
14	Wash, rinse and dry back?

Partial Bed Bath	
15	Warm lotion in hands before applying to resident's back?
16	Provide backrub from base of spine toward neck/shoulders using gentle strokes and circular motions?
17	Remove excess lotion from resident's back?
18	Replace hospital gown without exposing resident and secure gown in back?
19	Clean and store equipment at completion of procedure, and leave work area tidy?
20	Utilize Standard Precautions throughout procedure?
21	Promote resident comfort throughout procedure?
22	Promote resident rights throughout procedure?
23	Promote resident safety throughout procedure?

Perineal Care ~ Female	
Instructions: The female resident has been incontinent of urine and needs perineal care. The pad under the resident is wet, but the hospital gown is dry.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Apply gloves before touching soiled pad?
4	Replace soiled pad under resident's buttocks before beginning perineal care?
5	Ensure water in basin is at a safe and comfortable temperature?
6	Use soapy washcloth to cleanse genital area?
7	Change spot on washcloth for each washing stroke?
8	Wipe from front to back with all washing and rinsing strokes?
9	Remove all soap from perineal area using a fresh wet washcloth for rinsing?
10	Change spot on washcloth for each rinsing stroke?
11	Cleanse skin folds of perineal area?
12	Dry entire perineal area, from front to back, after completing cleansing and rinsing?
13	Replace basin of water during task if it becomes cold or soapy?
14	Position resident on side for cleansing of buttocks and rectal area?
15	Cleanse, rinse and dry rectal and buttocks area?
16	Leave resident on dry underpad at completion of procedure?
17	Rinse and dry equipment at completion of procedure?
18	Remove gloves or use a barrier to store the equipment?
19	Utilize Standard Precautions throughout procedure?
20	Promote resident comfort throughout procedure?
21	Promote resident rights throughout procedure?
22	Promote resident safety throughout procedure?

CLINICAL SKILLS CHECKLIST

Range of Motion ~ Lower Extremity	
Instructions: Provide range of motion (ROM) exercise to the resident's right hip, knee and ankle. Provide three (3) repetitions of each exercise. The resident is not able to help with the exercises.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Perform range of motion on the correct side?
4	Support extremity above and below joints throughout ROM exercises?
5	Take resident's hip and knee through ROM, flexing knee and hip, raising toward torso, returning back to mattress?
6	Take resident's hip through abduction/adduction ROM exercises?
7	Take resident's hip through rotation ROM exercises?
8	Flex and extend ankle through ROM exercises?
9	Rotate ankle through ROM exercises?
10	Provide three repetitions of each ROM exercise?
11	Determine resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?
12	Control extremity throughout ROM exercises providing smooth, slow, nonforceful movement?
13	Utilize Standard Precautions throughout procedure?
14	Promote resident comfort throughout procedure?
15	Promote resident rights throughout procedure?
16	Promote resident safety throughout procedure?

Range of Motion ~ Upper Extremity	
Instructions: Provide range of motion (ROM) exercise to the resident's left shoulder, elbow, wrist and fingers. Provide three (3) repetitions of each exercise. The resident is not able to help with the exercises.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Perform range of motion on the correct side?
4	Support extremity above and below joints throughout ROM exercises?
5	Take shoulder through ROM, raising and lowering straightened arm along side, toward head of bed (HOB) and back to mattress?
6	Take resident's shoulder through abduction/adduction ROM exercises?
7	Take resident's shoulder through rotation ROM exercises?
8	Flex and extend elbow through ROM exercises?
9	Provide ROM exercises to wrist (e.g., gently rotate, or flex/extend and move side to side)?
10	Flex and extend finger and thumb joints through ROM exercises?
11	Provide three repetitions of each ROM exercise?
12	Determine resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?

Range of Motion ~ Upper Extremity	
13	Control extremity throughout ROM exercises providing smooth, slow, nonforceful movement?
14	Utilize Standard Precautions throughout procedure?
15	Promote resident comfort throughout procedure?
16	Promote resident rights throughout procedure?
17	Promote resident safety throughout procedure?

Transfer	
Instructions: Transfer the resident from bed into the wheelchair. The resident is unable to walk or take steps, but can stand with support. A gait belt or transfer belt is required to transfer the resident. The resident will stay in the room.	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Place wheelchair near resident's bed before assisting resident to sit at edge of bed?
4	Lock wheelchair before beginning transfer?
5	Remove or swing footrests out of way before transferring resident?
6	Place nonskid footwear on resident before transferring resident?
7	Provide support to assist resident to sitting position on side of bed?
8	Apply gait belt securely around waist; avoid restricting circulation or breathing, or injury to skin?
9	Ensure resident's feet are flat on the floor before beginning transfer?
10	Position wheelchair before transfer with front interior wheel close to bed to facilitate pivot transfer?
11	Stand in front of resident, bracing resident's legs, reaching under resident's arms to hold gait belt at back?
12	Maintain own body mechanics in assisting resident to stand?
13	Complete transfer as a pivot?
14	Maintain own body mechanics in assisting resident to sit in wheelchair?
15	Provide support for controlled gentle lowering of resident into seat of wheelchair?
16	Position resident in proper body alignment in wheelchair with resident's hips against back of seat?
17	Place resident's feet on footrests?
18	Remove gait belt from resident's waist without harming resident when transfer completed?
19	Utilize Standard Precautions throughout procedure?
20	Promote resident comfort throughout procedure?
21	Promote resident rights throughout procedure?
22	Promote resident safety throughout procedure?

<b>Waist Restraint</b>	
Instructions: Apply a waist restraint to the resident in a wheelchair.	
Does the candidate:	
<b>1</b>	Greet resident, address by name and introduce self?
<b>2</b>	Provide explanations to resident before beginning and throughout procedure?
<b>3</b>	Assist or direct resident into proper body alignment with hips against back of wheelchair before applying restraint?
<b>4</b>	Apply restraint over clothing at waist?
<b>5</b>	Cross straps of restraint at back of resident before wrapping?
<b>6</b>	Wraps straps of restraint once around a non-movable metal part of the wheelchair near chair back to ensure hips are secure before tying? (Note: Straps cannot be wrapped around the chair handles.)
<b>7</b>	Tie straps at back of chair, out of resident's reach?
<b>8</b>	Secure strap at back of chair using a quick release knot?
<b>9</b>	Check that restraint allows for two-finger width of space between resident's waist and restraint?
<b>10</b>	Utilize Standard Precautions throughout procedure?
<b>11</b>	Promote resident comfort throughout procedure?
<b>12</b>	Promote resident rights throughout procedure?
<b>13</b>	Promote resident safety throughout procedure?