



Candidate Information Bulletin

State of Alabama

Certified Nurse Aide Examination

At a glance

The Alabama Department of Public Health (ADPA) has approved Prometric to administer its Certified Nurse Aide (CNA) Exam in nursing homes or qualified facilities in the state of Alabama. This bulletin describes the procedures for becoming an Alabama CNA and a member of the CNA Registry.

This bulletin describes the process for taking the nurse aide competency exam and becoming a CNA.



To become a certified nurse aide in Alabama

- 1** Review this bulletin thoroughly to understand the examination process.
- 2** Confirm the exact date, time and location of your exam with the test site where you will take your exam.
- 3** Prepare for your exam using the content outlines in this bulletin. (See Page 9.)
- 4** Take the scheduled exam bringing the necessary identification with you to the test center. (See Page 6.)
- 5** If you pass, your CNA certificate will be mailed to you and your name will be added to the Alabama CNA Registry.



To get answers not provided in this bulletin

Direct all questions and requests for information about the exam process to:

Prometric

1260 Energy Lane
 St. Paul, MN 55108
 Phone: 800.899.3978
 Fax: 800.347.9242
 E-mail: alcna@prometric.com
www.prometric.com/NurseAide/AL

Direct questions about certification to:

Alabama Department of Public Health

P.O. Box 303017
 Montgomery, AL 36130-3017
 Phone: 800.482.2366 (8 a.m. to 5 p.m.) or
 1.800.ALA.1818
 Web site: www.adph.org

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Eligibility to test

To take the test, you must have completed a state-approved nurse aide training program. Testing must be completed within two years of your training completion date. You are allowed three attempts to take the Written (Oral) Test and the Clinical Skills Test. If you fail either the Written (Oral) Test or the Clinical Skills Test, you only have to retake the test that you failed.

You must pass both the Written (Oral) Test and the Clinical Skills Test in the same eligibility period for the results to be provided to the state agency responsible for the Nurse Aide Registry.



Note If you do not successfully complete testing within the two-years of your training completion date, you must retake a state-approved training program for eligibility to test again.

If you fail one or both parts of the test three times, you are also required to retake a state-approved training program for eligibility to test again.

Scheduling the exam

Nursing homes and state-approved training programs in your state that are approved as test sites with Prometric may administer the Nurse Aide Competency Examination. The approved Regional test centers in Alabama are listed below. You must contact the facility directly to schedule your exam.

When you contact a test center, the site will identify the procedures for scheduling an appointment. This includes paying the test fees to the test center before an appointment will be confirmed. You will also be required to provide proof of completion of a state-approved training program.

If you choose one of Prometric's regional sites, you will be taking both the Clinical Skills Test and the Written or Oral (Knowledge) Test on the date of testing. You are not allowed to take one part through Prometric and another part with another testing company.

Approved test center locations

To make an appointment to take the Alabama Certified Nurse Aide Competency Exam, contact one of the following:

- **Community Empowerment Training Center**, 1450 Beauty Circle, Birmingham, AL 35214, 205.791. 0018, ask for Ms. Peggy Hayden.
- **Saad's CNA School**, 1515 South University BLVD, Mobile, AL 36609, 215.343.9600 ext 133, ask for Ms. Wanda Darawich.
- **Northeast Alabama Community College**, 138 Hwy 35 West, Rainsville, AL 35986, 256.228 6001 ext 323.



Note You must bring proof of your completion of a state-approved training program with you to the test site. If you do not bring this documentation with you, you will not be allowed to take the exam.

Regional test fees

Test fees are payable by credit card, money order or cashier’s check payable to the test site. Personal checks and cash are not accepted.

Tests and related fees are as follows:

Service	Fee
Clinical Skills Test	\$30
Knowledge (written or oral) Test	\$25
Test Site Administration Fee	\$40

Refund policy. Test fees are nonrefundable and nontransferable. Candidates who fail to complete testing during their eligibility period will not be refunded any unused test fees, nor will test fees be carried over to a new eligibility period.

Special test considerations

ADA accommodation. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act (ADA) an opportunity to demonstrate their skills and knowledge. If you require testing accommodations under the ADA, this request must be submitted in writing to Prometric at least 30 days prior to your preferred testing date.

All requests for testing accommodations must describe the accommodations being requested and include documentation such as a physician’s or specialist’s note on official letterhead that supports the testing need. The request will be reviewed to determine if and how we can respond to the requested accommodation. You will be notified before testing is scheduled as to the outcome of your review. There is no additional charge for these accommodations.

ESL accommodation. Translators are not permitted and translation dictionaries may not be used during the exam administration. However, the Written portion of the examination is offered in an oral version. Candidates for whom English is a Second Language should review the “Oral Test” section to determine if this is an appropriate option for them.

Rescheduling and retesting

If you need to reschedule an appointment, you must contact the test site directly.

If absent or late. If you miss your appointment or arrive late and are not allowed to test, you will forfeit your test fees and will be required to repay fees to reschedule another appointment.

Retesting. You have three opportunities to take and pass both parts of the competency exam. Each attempt requires the payment of a new test fee. You are only required to retake the test you failed.

If you fail the test(s), and remain eligible to retest, you may retake the test(s) on the same day at the discretion of the test site based on availability of testing appointment(s) and ability to pay the required testing fees. However, this option is not encouraged since candidates are not likely to have adequate opportunity to prepare for retesting.

Emergency closing. Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone; however, you may check for testing site closures by calling 800.899.3978. If the site is closed, your exams will be rescheduled without a rescheduling fee.

Exam information

The Nurse Aide Competency Examination consists of two separate tests. One test is a **Written (Knowledge) Test**. The other test is a hands-on skills demonstration referred to as the **Clinical Skills Test**. You may take the tests in either order. You are not required to pass one test before taking the other.

Written (Knowledge) Test overview

The Written Test consists of 55 multiple-choice questions. You will have 90 minutes to take the test. The content outline shown on Page 9 is the basis for the Written test.

You will take your test on a computer. You do not need computer experience to take the Written Test. You will use a computer mouse to select answers. You will receive a tutorial before the test begins to familiarize yourself with taking the test on a computer.

The review features:

- Moving the mouse and using the mouse to select answers.
- Marking a question for review.
- Viewing a summary list of questions showing answered and unanswered questions.
- Submitting the test for scoring.

Oral Test

The Written (Knowledge) Test may be taken in an oral form. The Oral Test may be helpful to candidates who have difficulty reading or for those candidates who consider English their second language. The Reading Assessment on Page 15 may help candidates decide if they should consider taking the Oral Test.

Candidates who would like to take the Oral Test should notify the test proctor at least 30 days before the preferred test date. This request **cannot** be made on the day of testing.

Candidates who choose to take the Oral Test will be provided with a headset that will allow them to hear questions read while they follow along on the computer. Candidates may replay questions as many times as needed. Candidates taking the Oral Test are required to answer questions on the computer.

Practice test

A practice test is available online at www.prometric.com/NurseAide/AL.

The practice test is meant to help you become familiar with the format of the Written Test. How well you do on this practice test does not predict your results on your actual test.

Question formats

Three different multiple-choice formats are used on the Written Test. Each format is shown in the following examples. An asterisk (*) indicates the correct answer in each sample question.

Format 1—Direct question

A nurse aide finds clean linen lying on the floor near the linen cart. What should the nurse aide do?

1. Place the linen back on the cart and cover the cart.
2. Place the linen in a resident's room for immediate use.
- * 3. Discard the linen in the soiled linen hamper.
4. Leave the linen on the floor for housekeeping staff to remove.

**Format 2—
Incomplete
sentence**

While the nurse aide tries to dress a resident who is confused, the resident keeps trying to grab a hairbrush. The nurse aide should

1. put the hairbrush out of sight.
- * 2. give the resident the hairbrush to hold.
3. try to dress the resident more quickly.
4. restrain the resident's hand.

**Format 3—Which of
the following**

A nurse aide finds a resident crying in her room. Which of the following is the best response by the nurse aide?

1. "It's okay. We all have bad days."
2. "This is the best place to have a good cry."
3. "I will tell the social worker that you are upset."
- * 4. "Will it help to tell me why you are crying?"

Clinical Skills Test overview

The clinical skills test is a timed test. You will be scored on five skills. While performing three assigned skills, you will also be scored on two additional skills — Handwashing and Indirect Care. Indirect Care is care related to resident rights, communication with the resident, resident safety and comfort, and infection control. You will have 35 minutes to complete the skills you are asked to perform.

To pass the Clinical Skills Test, you must pass all five skills. To pass a skill, you are not required to perform the skill perfectly, but you are required to demonstrate competency of the skill. Each skill has a list of checkpoints. The Nurse Aide Evaluator (NAE) will watch you perform the skill and compare your performance to the checkpoints for the skill. A Clinical Skills Checklist is in this bulletin beginning on Page 9.

The rules for the Clinical Skills Test permit you to correct your performance while you are demonstrating a skill. However, once you have completed a skill and have begun the performance of another skill, you may not go back to correct the performance of a previous skill. You are not given additional time for correcting a skill.

The NAE giving the clinical skills test **is not permitted** to discuss your results or performance with you. The NAE is also **not permitted** to provide teaching or coaching, or debate or discuss your test results. If you fail a skill, you may find it helpful to return to the skills checklist to review the checkpoints.

Resident actor

Depending on the skill, you will provide care to either another candidate playing the role of the resident, to a volunteer playing the role of the resident or to a mannequin. In some circumstances, the NAE may also assume the role of the resident.

You are expected to speak and address the person playing the resident or the mannequin just as you would speak to a resident. The person acting as the resident is playing the part of a resident who is not confused, is able to speak and follow directions, and is able to move when told to do so.

You should expect to play the role of the resident for other candidates. Depending on the requirements of the skills being tested, you may be asked to play the resident for more than one candidate.

What to bring to the exam

You should arrive at least **30 minutes before** your scheduled test appointment. This allows time for you to sign in and for staff to verify your identification.

Required identification

You must present a valid form of identification before you can test.

That identification document **must**:

- Be government-issued (e.g., driver's license, passport, state-issued identification card or military identification card).
- Contain **both** a current photo and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").

You must also provide:

- Your Social Security card; or
- A letter from the Social Security Administration that includes your name and Social Security number.

Your Social Security number is entered during registration for the exam and it is imperative that the Social Security number be entered accurately. Your results are reported to the state agency that oversees the Nurse Aide Registry. The agency requires that your results include your Social Security number, which is used as a primary identifier in the state registry database.



Important Failure to provide appropriate identification at the time of the test is considered a missed appointment. You will be required to pay another exam fee prior to scheduling another exam appointment. If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Testing personnel have the right to refuse admission to any candidate who fails to provide the required identification or, when the identification presented:

- Appears to have been falsified or tampered with.
- Has a photo that does not appear to resemble the candidate testing. (Please make sure your identification has a recent photograph.)
- Has a signature that does not match the candidate's.

Late arrivals. If you are late for your test appointment, you will be denied entrance into the test. You will then have to pay a rescheduling fee equivalent to your original test fees prior to rescheduling your test.

What to wear

It is recommended that a uniform or scrubs and flat, nonskid, closed-toed shoes be worn. You may be refused entrance into the test if you fail to dress appropriately. If you are not allowed to take your test, you will lose your test fees and will have to pay another fee to reschedule your test. You should also wear or bring with you a watch with a second hand.



Note Completing both the Clinical Skills and Written (Oral) tests may take several hours. It is recommended that you bring snacks and/or lunch and beverages (nonalcoholic). While eating and drinking are not allowed during the test, you will be directed to areas where you are allowed to eat while waiting to test. Do not depend on vending machines being available at the test site.

Test site regulations

The following regulations will be observed at each test site. If you do not follow these rules, it will result in the disqualification of your exam. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the test and your answers will not be scored.

Personal items

Prometric is not responsible for personal items brought to the test center. It is recommended that personal items not be brought into the test site. Note the following:

- Electronic equipment is **not** permitted in the testing area. This includes **cell phones**, PDAs, pagers, cameras, tape recorders, etc. All of these items will be collected by the Nurse Aide Evaluator (NAE).
- Other personal items—purses, briefcases, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the test center. Access to purses will not be allowed during testing.

Restroom Breaks

- If you leave the testing room during a test, you must sign out/in on the roster and you will lose exam time.
- You will not have access to any personal items during this break.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors, children or family members are allowed at the test center.

Misconduct or disruptive behavior

- If you engage in any disruptive or offensive behaviors, you will be dismissed from the exam. If dismissed, your test results will be invalid. Examples are: giving or receiving help, **cell phones ringing in the test center**, resident actors talking, prompting or moving when not directed to do so, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test site employees are not allowed to answer any questions about the exam content. If you do not understand a question on the test, you should answer the question to the best of your ability.

Exam results

Exam results are confidential and are not given out to unauthorized individuals or over the phone. Any questions or comments about your examination should be directed to Prometric at 800.899.3978.

Written or Oral (Knowledge) Test

Since your test is given on computer, you will be given a printed score report immediately after finishing your test. The score report will list an overall result, either pass or fail. The score report will also show the percentage you got correct in each major section of the test. These percentages tell you how you did in each section to help you prepare if you need to retest. Even when you are successful, you may wish to focus on those areas that require additional attention as you begin to provide care for the public. **Test site personnel are not permitted to discuss results or performance with candidates.**

To pass the Written or Oral Test, you must get an overall number of questions correct. It is not necessary to pass each content area. This makes it possible to have a fail in several of the content areas on the Written or Oral Test and still have an overall result of pass.

Clinical Skills Test

Your score report will be given to you at the test site shortly after the completion of your test. The score report will list each skill and whether you passed or failed the skill. You must pass all five skills to pass the Clinical Skills Test. Candidates who do not pass their test will also receive information about retaking the test. **The nurse giving the Clinical Skills Test is not allowed to discuss your results or performance with you.**

Reporting results to the state

Prometric will send information on the candidate’s successful completion of the Nurse Aide Competency Examination to the state’s Nurse Aide Registry within two business days of the candidate passing the Clinical Skills Test and the Written (Oral) Test within the same eligibility period.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response with acknowledgement of receipt within 10 business days.



Important Faxed appeals will not be accepted because an original signature is required.



Examination Content Outlines

The Competency Examination consists of two tests, a Written (Knowledge) Test and a performance-based Clinical Skills Test. The following outline describes the content of the Written Nurse Aide and Clinical Skills Competency examination

Written (Knowledge) Test Content Outline 55 questions—90 minute time limit

Note: Five questions on this exam are used for statistical purposes only and will not be included in the scoring process.

The test will include questions on the subjects contained in this outline.

- I. Role of the Nurse Aide [9 questions, 18%]**
 - A. Job duties and responsibilities—reporting, personal health and safety, resident’s rights, values, ethics, and legal considerations, reporting abuse and neglect
 - B. The health care team—care plans, resident care conferences, roles of team members
 - C. Communication skills
- II. Promotion of Health and Safety [8 questions, 16%]**
 - A. Accident prevention
 - B. Infection control
 - C. Use of restraints
 - D. Fire prevention and safety
 - E. Potential hazards in the resident environment
 - F. Common injuries and related risk factors
- III. Promotion of Health and Function of Residents [12 questions, 24%]**
 - A. Personal care skills—feeding, bathing, perineal care, nail care, skin care, toileting, grooming, dressing
 - B. Health maintenance—hydration and nutrition, protective devices, mobility and ambulation, range of motion, turning and positioning, transfer and appliances, bowel and bladder training, grooming, self care, assistive devices
 - C. Age-related changes
 - D. Psycho-social needs
- IV. Basic Nursing Skills [13 questions, 26%]**
 - A. Routine situations—vital signs, height, weight, skin, blood pressure, elimination, circulation, dietary, alertness, memory loss, confusion, sadness, fear, anxiety, withdrawn behavior
 - B. Emergency situations—chest pain, respiratory distress, choking, seizures, falls, diabetes, difficulty swallowing, level of consciousness, vomiting
- V. Providing Specific Care [8 questions, 16 %]**
 - A. Physical problems—hearing and vision loss, speech difficulty, mobility, paralysis, incontinence, constipation, diarrhea, nausea, catheter, tube feeding, oxygen therapy, dietary restrictions, pain
 - B. Psychological problems—confusion, memory loss, anxiety, combativeness, depression, fear, grief, mental retardation, pain
 - C. Care of the dying resident, including the grief process and postmortem care

Clinical Skills Checklist

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 Notes: 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.

Handwashing

Does the candidate:

- 1 Wet hands and apply soap?
- 2 Work up lather cleansing front and back of hands, 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?

Bedpan

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 the bedpan?
- 7 Lower head of bed before removing bedpan?
- 8 Empty contents of bedpan into toilet?

Bedpan

- 9 Rinse, dry and store bedpan in bottom shelf/drawer of bedside cabinet?
- 10 Utilize Standard Precautions throughout procedure?
- 11 Promote resident comfort throughout procedure?
- 12 Promote resident rights throughout procedure?
- 13 Promote resident safety throughout procedure?

Blood Pressure

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Expose the resident's antecubital area?
- 4 Position the resident's arm with palm up, and elbow at the level of the heart?
- 5 Wrap cuff evenly around arm (bladder over brachial artery), with bottom of cuff positioned within an inch above the antecubital?
- 6 Locate the brachial artery before placing the stethoscope?
- 7 Position diaphragm of stethoscope over brachial artery, and place stethoscope earpieces in his/her ears, before inflating cuff?
- 8 Inflate cuff safely (e.g., inflate not more than 30mm past point pulse last felt or heard)?
- 9 Control slow deflation of cuff?
- 10 Record blood pressure within ± 4 mm of nurse's systolic and diastolic readings?
- 11 Clean earpieces and diaphragm of stethoscope and store equipment at completion of procedure and leave work area tidy?
- 12 Utilize Standard Precautions throughout procedure?
- 13 Promote resident comfort throughout procedure?
- 14 Promote resident rights throughout procedure?

Catheter Care

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 beginning catheter care?
- 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 the insertion site?
- 7 Change spot on 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?
- 10 Change spot on washcloth for each rinsing stroke, wiping from front to back?
- 11 Dry perineal area, from front to back, after completing cleaning and rinsing of each area?
- 12 Leave tubing coiled on bed, without kinks, obstructions, or loops of tubing hanging over the side of the bed?
- 13 Remove incontinent pad at the completion of the procedure?
- 14 Clean and store equipment at completion of procedure and leave work area tidy?

Catheter Care

- 15 Utilize Standard Precautions throughout procedure?
- 16 Promote resident comfort throughout procedure?
- 17 Promote resident rights throughout procedure?
- 18 Promote resident safety throughout procedure?

Change an Occupied Bed

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 linen?
- 4 Position resident safely on side and on nonworking side of bed?
- 5 Roll dirty bottom linen and tuck under resident?
- 6 Place clean bottom linen on working side, securing under mattress at head of bed and along working side?
- 7 Extend clean bottom linen on working side, across bed and tuck under resident?
- 8 Assist resident to turn to face opposite side of bed?
- 9 Complete placement of bottom linen, securing flat sheet under mattress at head of bed and on sides and, if using fitted sheet, by securing all four sides?
- 10 Leave bottom linen free of wrinkles?
- 11 Place clean top linen(s)?
- 12 Avoid exposure of resident throughout procedure?
- 13 Secure top linen under foot of mattress allowing room for foot movement?
- 14 Leave top linens 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

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 ensure upper hip and leg?
- 8 Adjust resident's left arm and shoulder to avoid pressure?
- 9 Position pillow to 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

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 (socks, undergarments, pants, shirt or dress) 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?
- 9 Assist resident to put on underwear, T-shirt, slacks and top (or dress) 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 designated 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

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°) 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 fluids to drink during 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 clothing protector cover and tidy work area to 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?

Hair and Nail Care

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?

Measure and Record Content of Urinary Drainage Bag

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Empty urinary drainage bag into graduated container without touching tubing against the container?
- 4 Wipe drain with alcohol swab after emptying urine contents?
- 5 Clamp and tuck drain into protective pocket of urinary drainage bag after emptying?
- 6 Leave bag secured to nonmovable part of bed, ensuring drainage bag and tubing are not touching floor?
- 7 Set graduated container on flat surface in bathroom to read?
- 8 Position self to read urine amount in graduated container at eye level?
- 9 Empty urine in graduated container into toilet, rinse container and store?
- 10 Remove gloves and wash hands before recording output?
- 11 Record output within +/- 50cc's of nurse's reading?
- 12 Record output as urine and indicate the correct time on the I&O sheet?
- 13 Utilize Standard Precautions throughout procedure?
- 14 Promote resident comfort throughout procedure?
- 15 Promote resident rights throughout procedure?
- 16 Promote resident safety throughout procedure?
- 15 Promote resident safety throughout procedure?

Measure and Record Weight

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?
- 5 Provide assistance to help resident off scale?
- 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?

Mouth Care: Brush 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 Place protective covering over clothing before providing mouth care?
- 5 Moisten toothbrush with water and apply toothpaste before brushing teeth?
- 6 Brush all surfaces of teeth and the gumline with a gentle motion?
- 7 Offer resident the opportunity to rinse out mouth and spit into emesis basin as needed?
- 8 Leave area around resident's mouth clean and dry?
- 9 Clean and store equipment at completion of procedure, remove protective clothing cover 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?

Mouth Care: Dentures

Does the candidate:

- 1 Greet resident, address by name and introduce self?
- 2 Provide explanations to resident before beginning and throughout procedure?
- 3 Transport dentures to sink in a denture cup or emesis basin?
- 4 Line sink with washcloth or paper towels, or fill sink with water to reduce risk of denture breakage?
- 5 Use cool or tepid running water to clean and rinse dentures?
- 6 Brush all surfaces of the dentures?
- 7 Brush dentures over sink?
- 8 Rinse dentures to remove toothpaste/denture cleaner?
- 9 Store clean dentures in denture cup filled with clean cool or tepid water?
- 10 Protect resident's clothing before beginning mouth care?
- 11 Provide mouth care to resident using a toothbrush/toothette/swab?
- 12 Offer resident the opportunity to rinse mouth and spit into emesis basin?
- 13 Leave area around resident's mouth clean and dry?

Mouth Care: Dentures

- 14 Clean and store equipment after use and leave area tidy?
- 15 Utilize Standard Precautions throughout procedure?
- 16 Promote resident comfort throughout procedure?
- 17 Promote resident rights throughout procedure?
- 18 Promote resident safety throughout procedure?

Partial Bedbath

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 before 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?
- 15 Warm lotion in hands before applying to resident's back?
- 16 Provide backrub from base of spine toward neck and shoulders using gentle strokes and circular motions?
- 17 Remove excess lotion on 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

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 beginning perineal care?
- 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 Pass over urinary meatus with first stroke of washcloth?
- 8 Change spot on washcloth for each washing stroke?

Perineal Care - Female

- 9 Wipe from front to back with all washing and rinsing strokes?
- 10 Remove all soap from perineal area using a fresh wet washcloth for rinsing?
- 11 Change spot on washcloth for each rinsing stroke?
- 12 Cleanse skin folds of perineal area?
- 13 Dry entire perineal area, from front to back, after completing cleansing and rinsing of each area?
- 14 Replace basin of water during task if it becomes cold or soapy?
- 15 Position resident on side for cleansing of buttocks and rectal area?
- 16 Cleanse, rinse and dry rectal and buttocks area?
- 17 Leave resident on dry underpad at completion of procedure?
- 18 Clean and store equipment at completion of procedure and leave work area tidy?
- 19 Utilize Standard Precautions throughout procedure?
- 20 Promote resident comfort throughout procedure?
- 21 Promote resident rights throughout procedure?
- 22 Promote resident safety throughout procedure?

Pulse and Respirations

- 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?
 - 7 Report pulse within +/- 4 beats per minute of nurse's measurement?
 - 8 Refrain from telling resident respirations are being counted?
 - 9 Count respirations for at least one full minute?
 - 10 Record rate of respirations?
 - 11 Report respirations within +/- 2 breaths per minute of nurse's measurement?
 - 12 Utilize Standard Precautions throughout procedure?
 - 13 Promote resident comfort throughout procedure?
 - 14 Promote resident rights throughout procedure?
 - 15 Promote resident safety throughout procedure?

Range of Motion: Lower Extremities

- Does the candidate:
- 1 Greet resident, address by name and introduce self?
 - 2 Provide explanations to resident before beginning and throughout procedure?
 - 3 Support extremity above and below joints throughout ROM?
 - 4 Take resident's hip and knee through ROM, flexing knee and hip and raising toward torso, and returning back to mattress?
 - 5 Take resident's hip through abduction/adduction ROM exercises?
 - 6 Take resident's hip through rotation ROM exercises?
 - 7 Flex and extend ankle through ROM exercises?
 - 8 Rotate ankle through ROM exercises?
 - 9 Provide three repetitions of each ROM exercise?

Range of Motion: Lower Extremities

- 10 Ascertain resident's comfort with movement either verbally or by observing resident's face through ROM exercises?
- 11 Control extremity through ROM to ensure smooth, slow, nonforceful movement?
- 12 Utilize Standard Precautions throughout procedure?
- 13 Promote resident comfort throughout procedure?
- 14 Promote resident rights throughout procedure?
- 15 Promote resident safety throughout procedure?

Range of Motion: Upper Extremities

- Does the candidate:
- 1 Greet resident, address by name and introduce self?
 - 2 Provide explanations to resident before beginning and throughout procedure?
 - 3 Support extremity above and below joints throughout ROM exercises?
 - 4 Take resident's shoulder through ROM, raising and lowering straightened arm along side, toward head of bed and back to mattress?
 - 5 Take resident's shoulder through abduction/adduction ROM exercises?
 - 6 Take resident's shoulder through rotation ROM, exercises?
 - 7 Flex and extend elbow through ROM exercises?
 - 8 Rotate wrist through ROM exercises (e.g., gently moving wrist in circular motion to include flexion and extension, abduction and adduction of wrist)?
 - 9 Flex and extend elbow through ROM exercises?
 - 10 Provide three repetitions of each ROM exercise?
 - 11 Ascertain resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?
 - 12 Control extremity through ROM to ensure 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?

Transfer

- 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 the edge of the 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 beginning transfer with the front interior wheel close to bed to facilitate pivot transfer?

Transfer

- 11** Stand in front of resident, bracing resident's legs, reaching under resident's arms to hold gait belt securely 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 in back of seat?

Transfer

- 17** Place resident's feet on footrests?
- 18** Remove gait belt from resident's waist at completion of transfer?
- 19** Utilize Standard Precautions throughout procedure?
- 20** Promote resident comfort throughout procedure?
- 21** Promote resident rights throughout procedure?
- 22** Promote resident safety throughout procedure?

Reading Assessment

This reading assessment is designed to help you determine whether you have the reading skills needed to take the Written Test.

There are seven short paragraphs below. After each paragraph, there are three questions. Each question has five choices. Only one answer is correct. Circle the correct response.

After you take this exam, a key is provided for you to score the exam. If you answered 13 or more questions correctly, you most likely have the reading skills required to take the Written exam. If you get 12 or fewer questions correct, you should consider taking the Oral exam.

It was spring. The young girl breathed the warm air, threw off her shoes and began to run. Her arms swung. Her feet hit sharply and evenly against the ground. At last she felt free.

1. What time of year was it?

- (A) Summer.
- (B) Fall.
- (C) Spring.
- (D) December.
- (E) July.

2. What was the young girl doing?

- (A) Running.
- (B) Jumping.
- (C) Going to sleep.
- (D) Driving a car.
- (E) Fighting.

3. How did she feel?

- (A) Hot.
- (B) Free.
- (C) Angry.
- (D) Cold.
- (E) Unhappy.

There were footsteps and a knock at the door. Everyone inside stood up quickly. The only sound was that of the pot boiling on the stove. There was another knock. No one moved. The footsteps on the other side of the door got quieter and quieter as the person walked away.

4. The people inside the room

- (A) hid behind the stove.
- (B) stood up quickly.
- (C) ran to the door.
- (D) laughed out loud.
- (E) began to cry.

5. What was the only sound in the room?

- (A) People talking.
- (B) Birds singing.
- (C) A pot boiling.
- (D) A dog barking.
- (E) A man shouting.

6. The person who knocked at the door finally

- (A) walked into the room.
- (B) sat down outside the door.
- (C) shouted for help.
- (D) walked away.
- (E) broke down the door.

Jesse could smell the fish market long before he could see it. As he came closer he could hear merchants calling out about fresh catches and buyers arguing about prices. Soon he could see the market itself, brightly lit and colorful. He could see fishing boats coming in. Their decks were covered with silver-gray fish.

7. What kind of market did Jesse see?

- (A) A vegetable market.
- (B) A meat market.
- (C) A fish market.
- (D) A flower market.
- (E) A fruit market.

8. What does he see coming in?

- (A) Tug boats.
- (B) Rowboats.
- (C) Passenger boats.
- (D) Fishing boats.
- (E) Sailboats.

9. What covered the decks of the boats?

- (A) Rope.
- (B) People.
- (C) Car.
- (D) Boxes.
- (E) Fish.

Tiger is a large, yellow cat. At night she prowls outside and is very fierce. When she hears a noise, she lowers her head and walks with stiff legs. All the other cats are afraid to come into her yard.

10. When does Tiger prowl?

- (A) At dawn.
- (B) At dinnertime.
- (C) In the afternoon.
- (D) In the morning.
- (E) At night.

11. What does Tiger do when she hears a noise?
 (A) She runs away.
 (B) She walks with stiff legs.
 (C) She hides under the bushes.
 (D) She walks on tiptoe.
 (E) She pretends she doesn't hear it.

12. Who is afraid to come into her yard?
 (A) All the other cats.
 (B) The dog next door.
 (C) The people who live in the house.
 (D) The mail carrier.
 (E) Most of the birds.

The model number of this radio is A-707. Weak sound may indicate weak batteries. Replace with fresh batteries. Failure of the radio to operate may indicate a loose connection. All connections should be checked. If the radio still does not work properly, bring it to our service department, 17-B West 17th Street.

13. What is the model number of the radio?
 (A) A-707.
 (B) 17-B.
 (C) W-17.
 (D) B-17.
 (E) AB-17.
14. What should be done if the sound is weak?
 (A) Use weak batteries
 (B) Send the model number to the service department.
 (C) Replace the batteries with fresh batteries.
 (D) Replace the connections.
15. What is the address of the service department?
 (A) 17-A West 17th Street.
 (B) 17-B West 17th Street.
 (C) 17-A West 7th Street.
 (D) A-707 West 71st Street.
 (E) 17-B West 71st Street.

The cat brushed against the old woman. The woman did not move. She stood and stared into the window of the house. The party inside looked warm and friendly; no one noticed her. The old woman walked sadly on, followed by the cat.

16. What kind of animal was with the woman?
 (A) Mouse.
 (B) Dog.
 (C) Horse.
 (D) Cat.
 (E) Bird.
17. What did the woman see inside the house?
 (A) A party.
 (B) Some dogs.
 (C) An old man.
 (D) A meeting.
 (E) A salesclerk.

18. The woman is described as being?
 (A) Old.
 (B) Young.
 (C) Thin.
 (D) Fat.
 (E) Small.

His pen dropped from his hand. His head began to nod. All at once he was asleep. Everyone in the room laughed, for he had come to work only five minutes ago.

19. What dropped from his hand?
 (A) A pen.
 (B) A pencil.
 (C) A piece of paper.
 (D) A telephone.
 (E) A book.
20. What was he doing after his head began to nod?
 (A) Talking.
 (B) Sleeping.
 (C) Crying.
 (D) Laughing.
 (E) Leaving.
21. When had he come to work?
 (A) Half an hour ago.
 (B) Three hours ago.
 (C) Yesterday.
 (D) Five minutes ago.
 (E) Forty minutes ago.

Answer Key		
1 - C	8 - D	15 - B
2 - A	9 - E	16 - D
3 - B	10 - E	17 - A
4 - B	11 - B	18 - A
5 - C	12 - A	19 - A
6 - D	13 - A	20 - B
7 - C	14 - C	21 - D

Number Correct

13 to 21: You most likely have the reading skills to take the Written test.

12 or less: You may prefer to take the oral version of the Written test.