



Candidate Information Bulletin

State of Oklahoma

Certified Nurse Aide Examination

At a glance

Nursing homes and state-approved training programs in your state that are approved as test sites with Prometric can administer the Nurse Aide Competency Examination. These facilities seek approval as test sites so that they may test candidates trained and employed by their facility. In order to test at their facility, they may require that you take your training with them or that you are seeking employment at their facility as a nurse aide.

This bulletin describes the process for taking the nurse aide competency exam.



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: 866.241.3120

Fax: 800.813.6670

www.prometric.com/NurseAide/OK

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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. 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.



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

Exam fees

Candidates who are employed by or who have a promise of employment from a Medicaid-certified nursing home are eligible to have their exam fees paid for by their nursing home employer.

Special test considerations

If you require testing accommodations under the Americans with Disabilities Act (ADA), this request must be submitted in writing in advance of the exam date to: Prometric, ATTN: Nurse Aide Program, 1260 Energy Lane, St. Paul, MN, 55108. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

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. You will be notified before testing is scheduled as to the outcome of your review. Thirty (30) days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Required identification

The test site will provide you with the date and time for the administration of your Nurse Aide Competency Examination. You are required to present identification to the proctor or nurse administering your testing. The identification must be government-issued and include a photograph and signature that is in the same name as the name you use to register for testing. Examples of government-issued identification are a driver's license, passport, state-issued identification or a military identification.

For admission to testing, you must also provide proof of your Social Security number by presenting either your Social Security card or a letter from the Social Security Administration that includes your name and Social Security number. Your Social Security number will be entered into the registration for the test 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 If you do not provide correct identification at the time of the exam, you **will not** be allowed to take the exam.

Exam personnel have the right to refuse admission to any candidate when the identification presented:

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

What to bring

Bring your required identification (see previous section). You should also bring a watch with a secondhand.

What to wear

It is recommended that you wear uniforms or scrubs and flat, nonskid, closed-toed shoes.



Note Since 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 exam, you will be directed to areas where you are allowed to eat while waiting for the exam.

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**
 - 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

Results are confidential and are not given out over the phone. Any questions or comments about your examination should be directed to Prometric at 866.241.3120.

Written or Oral (Knowledge) Test

The Written or Oral (Knowledge) Test is given by computer. This allows for the immediate on-site scoring of exams. Test site personnel are not permitted to discuss results or performance with you. You will be given a printed score report when you have finished your exam. The score report will list an overall result, either pass or fail.

The score report will also provide information on how you did on each section of the test. This information is helpful if you need to study to prepare 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.

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 examination will also receive information about retaking the exam. 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 both the Clinical Skills Test and the Written (Oral) Test within the same eligibility period.

Exam information

The Competency Examination may be taken in any order; candidates may take the Written or Oral Test first, or the Clinical Skills Test first. Candidates 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 7 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 13 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 in advance of the test. 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 taking the Oral Test are required to answer questions on the computer. Candidates may replay questions as many times as needed during the 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?”

Practice Test

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

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 45 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 7.

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, candidates 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.

Candidates are expected to speak and address the person playing the resident or the mannequin just as they 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.

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. You must pass both the Written and Clinical Skills tests within two years of completing your nurse aide training.

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 following outline gives an overview of the content of Written Test. The test will include questions on the subjects contained in this outline.

- I. Role of the Nurse Aide (9 questions)**
 - 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 Safety (8 questions)**
 - A. Potential hazards in the resident environment
 - B. Common injuries and related risk factors
 - C. Accident prevention
 - D. Infection control
 - E. Use of restraints
 - F. Fire prevention and safety
- III. Promotion of Health and Function of Residents (12 questions)**
 - 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. Psychosocial needs
- IV. Basic Nursing Skills (13 questions)**
 - 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, difficulty swallowing, diabetes, level of consciousness, falls, vomiting
- V. Providing Specific Care (8 questions)**
 - 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 and wrists, between fingers, around cuticles and under nails?
3	Provide cleansing friction for a minimum of 15 seconds?
4	Remove 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 head of bed of bed to level or 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?

Bedpan	
8	Empty contents of bedpan into toilet?
9	Rinse, dry and store bedpan in bottom shelf/drawer of bedside cabinet?
10	Utilize Standard Precautions and infection control measures 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 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 deflation of cuff?
10	Record blood pressure within +/-4mm 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 and infection control measures throughout procedure?
13	Promote resident comfort throughout procedure?
14	Promote resident rights throughout procedure?
15	Promote resident safety 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 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 to rinse 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 coiled on bed, free of kinks or obstructions and not touching the floor?
13	Remove incontinent pad at completion of procedure?
14	Clean and store equipment at completion of procedure and leave work area tidy?

Catheter Care	
15	Utilize Standard Precautions and infection control measures throughout procedure?
16	Promote resident comfort throughout procedure?
17	Promote resident rights throughout procedure?
18	Promote resident safety throughout procedure?

Change 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 rolled and tucked against 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 support/align neck and head?
10	Provide positioning device/padding/pillow to support right shoulder/arm?
11	Utilize Standard Precautions and infection control measures throughout procedure?
12	Promote resident comfort throughout procedure?
13	Promote resident rights throughout procedure?
14	Promote resident safety throughout procedure?

Change 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 sheet?
4	Position resident safely on nonworking side of bed?
5	Roll dirty bottom linen and tuck against 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 at head of bed and on side (using fitted sheet secure all four corners)?
10	Leave bottom linen free of wrinkles?
11	Place clean top linen?
12	Avoid exposure of resident throughout procedure?
13	Secure top linen under foot of mattress allowing room for foot movement?
14	Leave top linen untucked on sides?
15	Replace pillowcase?
16	Utilize Standard Precautions and infection control measures throughout procedure?
17	Promote resident comfort throughout procedure?
18	Promote resident rights throughout procedure?
19	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 before removing hospital gown?
5	Support affected right arm while undressing and dressing?
6	Remove hospital gown protecting affected arm?
7	Dress affected right arm first?
8	Gather up sleeve to ease pulling over affected arm?
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 and infection control measures 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 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 clothing protector and tidy work area to completion of task?
15	Accurately record percent of food intake on Food Acceptance Form?
16	Utilize Standard Precautions and infection control measures 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 to groom hair, pulling gently through hair without breaking hair or causing discomfort to the resident?
4	Soak nails in basin of water of safe and comfortable temperature before removing residue from under nails?
5	Remove residue from under nails with orangewood stick?
6	Dry hand after soaking?
7	Leave nails smooth and free of jagged edges?
8	Apply lotion to hand after nails are cleaned and shaped?
9	Clean and store equipment at completion of procedure and leave work area tidy?
10	Utilize Standard Precautions and infection control measures 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	Close and protect drain (e.g., clamp and tuck drain into pocket)?
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 with barrier to read?
8	Position self to read urine amount in graduated container at eye level?
9	Empty urine in graduated container into toilet and rinse and dry container?
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 Form?
13	Utilize Standard Precautions and infection control measures throughout procedure?
14	Promote resident comfort throughout procedure?
15	Promote resident rights throughout procedure?
16	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?

Measure and Record Weight	
5	Provide assistance to help resident off scale?
6	Record resident's weight within +/-2 lbs. of nurse's measurement?
7	Utilize Standard Precautions and infection control measures 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°) before beginning mouth care?
4	Place protective covering over clothing before brushing teeth?
5	Moisten toothbrush with water and apply toothpaste before brushing teeth?
6	Brush all surfaces of teeth and the gum-line with a gentle motion?
7	Offer resident opportunity to rinse 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 and infection control measures throughout procedure?
11	Promote resident comfort throughout procedure?
12	Promote resident rights throughout procedure?
13	Promote resident safety throughout procedure?

Mouth Care: Care of Denture	
Does the candidate:	
1	Greet resident, address by name and introduce self?
2	Provide explanations to resident before beginning and throughout procedure?
3	Transport denture 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 denture?
6	Brush all surfaces of the denture?
7	Brush denture over sink?
8	Rinse denture to remove toothpaste/denture cleaner?
9	Store clean denture 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?
14	Clean and store equipment after use and leave area tidy?
15	Utilize Standard Precautions and infection control measures throughout procedure?
16	Promote resident comfort throughout procedure?

Mouth Care: Care of Denture	
17	Promote resident rights throughout procedure?
18	Promote resident safety throughout procedure?

Partial Bed Bath	
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?
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 and infection control measures 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?
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?

Perineal Care: Female	
13	Dry entire perineal area, from front to back, after completing cleansing and rinsing?
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 and infection control measures 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 and infection control measures throughout procedure?
13	Promote resident comfort throughout procedure?
14	Promote resident rights throughout procedure?
15	Promote resident safety throughout procedure?

Range of Motion: Lower Extremity	
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 hip and knee through ROM, flexing knee and hip, raising towards torso, 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?
10	Ascertain resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?
11	Control extremity throughout ROM exercises providing smooth, slow, nonforceful movement?
12	Utilize Standard Precautions and infection control measures throughout procedure?
13	Promote resident comfort throughout procedure?
14	Promote resident rights throughout procedure?

Range of Motion: Lower Extremity	
15	Promote resident safety throughout procedure?

Range of Motion: Upper Extremity	
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 shoulder through ROM, raising and lowering straightened arm along side, towards head of bed (HOB) 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	Provide ROM exercises to wrist (e.g., gently rotate, or flex/extend and move side to side)?
9	Flex and extend finger and thumb joints 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 throughout ROM exercises providing smooth, slow, nonforceful movement?
13	Utilize Standard Precautions and infection control measures 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 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?

CERTIFIED NURSE AIDE EXAMINATION

Transfer	
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?

Transfer	
19	Utilize Standard Precautions and infection control measures 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 exam.

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