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## CERTIFIED NURSE AIDE INFORMATION BULLETIN

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**Providing Nurse Aide Competency Testing in Nursing Homes or Qualified Facilities**

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All questions and requests for information about examinations should be directed to:

**Prometric**  
**1260 Energy Lane**  
**St. Paul, MN 55108**  
**866.241.3120**  
**Fax: 800.813.6670**  
**[www.prometric.com/NurseAide/OK](http://www.prometric.com/NurseAide/OK)**

# GENERAL INFORMATION ABOUT TAKING THE EXAMINATION(S)

## Exam Locations

### IN-FACILITY TEST SITES

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. The Web site, [www.prometric.com/NurseAide](http://www.prometric.com/NurseAide), provides a list of approved in-facility test sites.

## 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.

Testing personnel will refuse admission to testing for any candidate:

- who fails to provide the required identification;
- when the identification presented appears to have been falsified or tampered with;
- when the photograph on the identification does not appear to resemble the candidate testing (please make sure your identification has a recent photograph); or
- when the candidate's signature does not match the signature on the identification document.

## What to Bring and Wear to the Examination

### What to bring:

- Required identification (see previous section)
- A watch with a second hand

### What to wear:

- Uniform or scrubs (recommended)
- Flat, nonskid closed-toe shoes

### **NOTE:**

- Since completing both the Clinical Skills and Written (Oral) test may take several hours, it is recommended that you bring snacks and/or lunch and beverages (nonalcoholic). Eating and drinking are not allowed during the examination; however, you will be directed to areas where you are allowed to eat while waiting for the exam.
- The test site may require that candidates play the role of the resident for each other.

## Security Procedures

The following security procedures will apply during the exam:

- Examination contents are owned by Prometric. No cameras, notes, tape recorders, pagers, cellular phones, programmable calculators, electronic organizers (PDAs) or other technological equipment that allow for the copying or removal of the test are allowed in the testing room;
- Do not bring purses, backpacks, brief cases, study materials, notes or textbooks to the exam; they are not allowed in the exam room;
- No guests, visitors or family members (including children and infants), are allowed in the testing room; and
- No valuables or weapons should be brought to the testing center. Only keys and wallets may be taken into the testing room. Prometric is not responsible for items left in the reception area.

Failure to follow any of these security procedures, **INCLUDING CHEATING**, may result in the disqualification of your examination. Prometric reserves the right to videotape any examination session.

## Testing Accommodations

### AMERICANS WITH DISABILITIES ACT (ADA)

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. 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. Thirty (30) days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

## Eligibility to Test

To take the test, candidates must have completed a state-approved nurse aide training program. Testing must be completed within two years of the candidate's training completion date. Candidates 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. The candidate 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 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. 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.

## Testing 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.

## Examination Results

### 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 candidates.** 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 retake. 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.

**NOTE:** 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.

## EXAM INFORMATION

### THE NURSE AIDE COMPETENCY EXAMINATION

No study materials are permitted in or around the testing area. 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.

### TAKING THE WRITTEN (KNOWLEDGE) TEST

The Written (Knowledge) Test consists of 55 multiple-choice questions that test your overall knowledge of information required as a nurse aide caring for nursing home residents. You are allowed two hours to complete the test. Practice questions written in a similar style to the actual test questions are included in this Bulletin; see *Practice Questions for the Written (Knowledge) Test* on Page 13. An outline of the test content for the Written (Oral) Test is located on Page 6.

The test is administered by computer at the test site. Previous computer experience is not required and you do not need keyboard or typing skills. 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.

This review features:

- moving the mouse and using the mouse to select answers
- marking a question for review
- reviewing questions
- viewing a summary list of questions showing answered and unanswered questions
- submitting the test for scoring

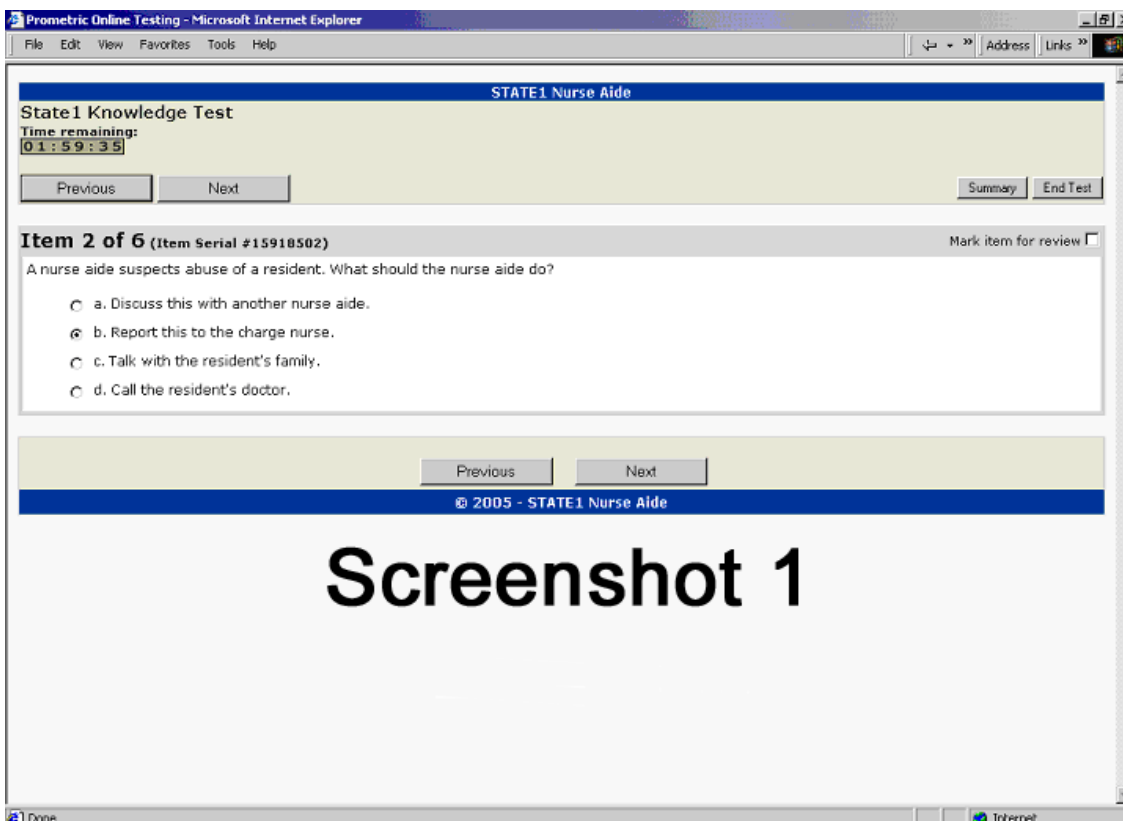
## WRITTEN (KNOWLEDGE) TEST COMPUTER SCREENSHOTS

The screenshots on the following pages are samples of how test questions are displayed on the screen during the computer test. Notice the following features:

- The time remaining is displayed in the upper left-hand corner.
- Above the question, on the upper right-hand side, a box is available that can be checked to indicate questions you would like to look at again later. The way questions are scored is not affected by checking boxes.
- In **Screenshot 1**, the candidate chose “b. Report this to the charge nurse” as their answer. You select an answer by pointing with the mouse and clicking on a response. You can change your answer simply by clicking on another response, since the computer will only allow one answer to a question.

- Buttons are located above and below each question allowing you to move to the next question or go back to the previous question(s).
- A “Summary” button is located in the upper right area of the screen that can be selected at any time to review how many questions have been answered and marked for review.
- An “End Test” button is also located in the upper right area of the screen. You will click on this button only when you are ready to submit your test for scoring.
- **Screenshot 2** is an example of the Summary page, which provides information on questions that are marked for review, and have and have not been answered. You can open any question from this page by clicking on an item number under the column marked “Item #.”

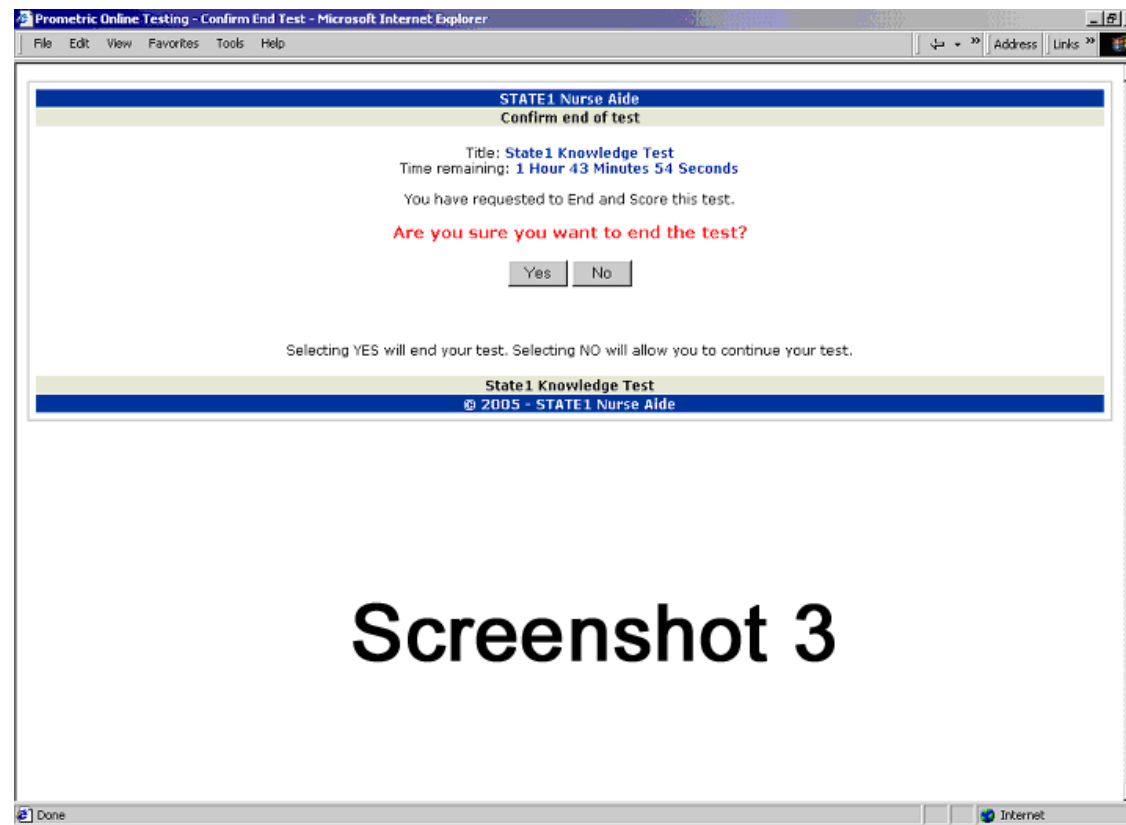
When you select “End Test,” you will see a screen display similar to **Screenshot 3**. You will be required to answer the question “Are you sure you want to end the test?” Responding “yes” to this question will result in the immediate scoring of your test. This test cannot be reentered under any condition. You should only answer “yes” to this question when you are completely finished with the test. It is always a good idea to review the Summary page before ending your test.



# Screenshot 1



## Screenshot 2



## Screenshot 3

## ORAL TESTS

The Written (Knowledge) Test is also offered in an oral version referred to as the Oral Test. The Oral Test may be helpful to candidates who have difficulty reading or for those candidates who consider English their second language. Candidates who would like to take the Oral Test should notify the test proctor in advance of the test. 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.

## CLINICAL SKILLS TEST

The clinical skills test is a timed test. The candidate is given 45 minutes to complete the skills they are asked to perform. The candidate will be given instructions to perform three skills that will be scored. Candidates are also scored on handwashing and on a skill called Indirect Care. Indirect Care represents aspects of care related to resident rights, communication with the resident, resident safety and comfort, and infection control that are a part of every skill.

To pass the clinical skills test, candidates must pass all five skills; however, to pass a skill, candidates are not required to perform the skill perfectly. When administering the test, the nurse examiner watches the candidate perform the skill and compares each candidate's performance to the checkpoints that make up each skill.

**The nurse giving the clinical skills test is not permitted to discuss your results or performance with you. The nurse 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.

## WHO WILL ACT AS RESIDENT

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 nurse examiner 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.

## Copyrighted Exam Questions

All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

## Appeal Process

If you are requesting a response about exam content or the test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing to Prometric within two weeks of the examination administration.

Your appeal letter must include your name, Social Security number, exam title, date tested and details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

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

The Appeal Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted, because an original signature is required.**

# PROMETRIC CNA EXAMINATION CONTENT OUTLINES

## Written (Knowledge) Test Content Outline

**55 Questions – Two-hour Time Limit**

Note: There are five questions on this examination that are used for informational purposes only and will not be included in the scoring process.

The areas of nurse aide knowledge covered in the test are listed below:

### I. ROLE OF THE NURSE AIDE (9 QUESTIONS)

- Job duties and responsibilities — reporting, personal health and safety, resident's rights, values, ethics and legal considerations, reporting abuse and neglect
- The health care team — care plans, resident care conferences, roles of team members
- Communication skills

### II. PROMOTION OF SAFETY (8 QUESTIONS)

- Potential hazards in the resident environment
- Common injuries and related risk factors
- Accident prevention
- Infection control
- Use of restraints
- Fire prevention and safety

### III. PROMOTION OF HEALTH AND FUNCTION OF RESIDENTS (12 QUESTIONS)

- Personal care skills — feeding, bathing, perineal care, nail care, skin care, toileting, grooming, dressing
- 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
- Age-related changes
- Psycho-social needs

### IV. BASIC NURSING SKILLS (13 QUESTIONS)

- Routine situations—vital signs, height, weight, skin, blood pressure, elimination, circulation, dietary, alertness, memory loss, confusion, sadness, fear, anxiety, withdrawn behavior
- Emergency situations—chest pain, respiratory distress, choking, seizures, difficulty swallowing, diabetes, level of consciousness, falls, vomiting

### V. PROVIDING SPECIFIC CARE (8 QUESTIONS)

- Physical problems—hearing and vision loss, speech difficulty, mobility, paralysis, incontinence, constipation, diarrhea, nausea, catheter, tube feeding, oxygen therapy, dietary restrictions, pain
- Psychological problems—confusion, memory loss, anxiety, combativeness, depression, fear, grief, mental retardation, pain
- Care of the dying resident including the grief process and postmortem care

## Clinical Skills Test Content Outline

**Time Limit – 45 minutes**

A 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:

- wet hands and apply soap?
- work up lather cleansing front and back of hands and wrists, between fingers, around cuticles and under nails?
- provide cleansing friction for a minimum of 15 seconds?
- remove all soap, rinsing while holding fingers lower than wrists?
- dry hands with paper towel and limit contact of towel to cleansed skin surfaces? turn off water with paper towel and dispose of towel?
- complete task without contaminating hands, such as against sink?

## BEDPAN

### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- place protective pad on bed over bottom sheet, under buttocks before placing bedpan?
- position bedpan under resident according to form/shape of the selected bedpan to allow for comfort and collection?
- raise the head of bed to level of resident's comfort, after positioning the resident on the bedpan?
- provide resident with toilet paper before removing bedpan?
- lower head of bed before removing bedpan?
- empty contents of bedpan into toilet?
- rinse, dry, and store bedpan in bottom shelf/drawer of bedside cabinet?
- utilize Standard Precautions throughout procedure to including handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

## BLOOD PRESSURE

### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- expose the resident's antecubital area?
- position the resident's arm with palm up, and elbow at the level of the heart?
- wrap cuff evenly around arm (bladder over brachial artery), with bottom of cuff within inch above the antecubital?

- locate the brachial artery before placing the stethoscope?
- position diaphragm of stethoscope over brachial artery, and place stethoscope earpieces in his/her ears, before inflating cuff?
- inflate cuff safely (e.g., inflate not more than 30mm past point pulse last felt or heard)?
- control slow deflation of cuff?
- record blood pressure within +/- 4mm of nurse's systolic and diastolic readings?
- clean earpieces and diaphragm of stethoscope and store equipment at completion of procedure and leave work area tidy?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

## CATHETER CARE

### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- apply gloves before beginning catheter care?
- place incontinent pad under buttocks before beginning procedure?
- ensure water is at safe and comfortable temperature?
- use soapy washcloth to clean around catheter at insertion site?
- change spot on soapy washcloth for each washing stroke, wiping inside labia from front to back?
- cleanse catheter, washing away from body and down the catheter about 3-4 inches?
- use clean wet washcloth for rinsing?
- change spot on washcloth for each rinsing stroke, wiping inside labia from front to back?
- dry perineal area, from front to back after completing cleaning and rinsing?
- leave tubing coiled on bed, free of kinks or obstructions, or tubing hanging over side of bed?
- remove incontinent pad at completion of procedure?
- clean and store equipment at completion of procedure and leave work area tidy?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

## CHANGE POSITION

### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- position and align resident to ensure safe turning?
- position device/padding/pillow behind resident's back to maintain side-lying position?
- align legs with knees slightly bent with resident in side-lying position?
- position device/padding/pillow between legs to avoid contact between bony prominences of knees and ankles?
- position device/padding/pillow between legs to align upper hip and leg?
- adjust resident's left arm and shoulder to avoid pressure?
- position pillow to support/align neck and head?
- provide positioning device/padding/pillow to support right shoulder/arm?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

## CHANGE OCCUPIED BED

### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- lower head of bed before changing linen?
- position resident safely on side and on nonworking side of bed?
- roll dirty bottom linen and tuck under resident?
- place clean bottom linen on working side, securing under mattress at head of bed and along working side?
- extend clean bottom linen on working side, across bed and tuck under resident?
- assist resident to turn to face opposite side of bed?
- complete placement of bottom linen, securing flat sheet at head of bed and on side (using fitted sheet secure all four sides)?
- leave bottom linen free of wrinkles?
- place clean top linen?
- avoid exposure of resident throughout procedure?
- secure top linen under foot of mattress allowing room for foot movement?
- leave top linen untucked on sides?
- replace pillowcase?
- utilize Standard Precautions throughout procedure?

- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

## DRESSING

### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- include resident in decision-making about clothing to wear?
- collect all garments before removing hospital gown?
- support affected right arm while undressing and dressing?
- remove hospital gown from affected right arm last?
- dress affected right arm first?
- gather up sleeve to ease pulling over affected arm?
- assist resident to put on pants, shirt with sleeves and socks?
- move resident's extremities gently, without over-extension or force when undressing and dressing?
- adjust all clothing for comfort, neatness and alignment; close all fasteners?
- place dirty gown in hamper?
- utilize Standard Precautions throughout procedure to including handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

## FEEDING

### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- raise head of bed with resident in sitting position (minimum 60°) and in proper alignment, before feeding?
- offer and assist resident to wash hands before feeding?
- sit to maintain eye level contact with resident while feeding?
- apply clothing protector before feeding?
- offer fluids to drink during feeding?
- use spoon to feed?
- offer fluids to drink throughout feeding (after at least every 3-4 bites of food)?
- check to see if resident has swallowed before offering next bite?
- offer encouragement to resident towards maximizing food and fluid intake?

- converse with resident during meal?
- leave area around resident's mouth clean and dry?
- remove clothing protector and tidy work area to completion of task?
- accurately record percent of food intake on Food Acceptance Record?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

- empty urine in graduated container into toilet, rinse container and store?
- remove gloves and wash hands before recording output?
- record output within +/- 50cc's of nurse's reading?
- record output as urine and indicate the correct time on the I&O sheet?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### HAIR AND NAIL CARE

#### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- use comb to groom hair, pulling gently through hair without breaking hair or causing discomfort to the resident?
- soak nails in water of safe, comfortable temperature before removing residue from under nails?
- remove residue from under nails with orangewood stick?
- dry hand after soaking?
- leave nails smooth and free of jagged edges?
- apply lotion to hand after nails are cleaned and shaped?
- clean and store equipment at completion of procedure and leave work area tidy?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### MEASURE AND RECORD CONTENT OF URINARY DRAINAGE BAG

#### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- empty urinary drainage bag into graduated container without touching tubing against the container?
- wipe drain with alcohol swab after emptying urine contents?
- close and protect drain (e.g., clamp and tuck drain into pocket)?
- leave bag secured to nonmovable part of bed, ensuring drainage bag and tubing are not touching floor?
- set graduated container on flat surface in bathroom to read?
- position self to read urine amount in graduated container at eye level?

### MEASURE AND RECORD WEIGHT

#### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- balance scale at zero before measuring weight?
- provide assistance to help resident onto scale?
- provide assistance to help resident off scale?
- record resident's weight within +/- 2 lbs. of nurse's measurement?
- utilize Standard Precautions throughout procedure to including handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### MOUTH CARE: BRUSH TEETH

#### Does the candidate:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- position resident in a sitting position (minimum of 45 degrees) before beginning mouth care?
- place protective covering over clothing before providing mouth care?
- moisten toothbrush with water and apply toothpaste before brushing teeth?
- brush all surfaces of teeth and the gum-line with a gentle motion?
- offer resident the opportunity to rinse out mouth and spit into emesis basin as needed?
- leave area around resident's mouth clean and dry?
- clean and store equipment at completion of procedure, remove protective clothing cover and leave work area tidy?
- utilize Standard Precautions throughout procedure to including handwashing at the beginning and end of task?

- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### **MOUTH CARE: CARE OF DENTURE**

#### **Does the candidate:**

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- transport denture to sink in a denture cup or emesis basin?
- line sink with washcloth or paper towels, or fill sink with water to reduce risk of denture breakage?
- use cool or tepid running water to clean and rinse denture?
- brush all surfaces of the denture?
- brush denture over sink?
- rinse denture to remove toothpaste/denture cleaner?
- store clean denture in denture cup filled with clean cool or tepid water?
- protect resident's clothing before beginning mouth care?
- provide mouth care to resident using a toothbrush/toothette/swab?
- offer resident the opportunity to rinse mouth and spit into emesis basin?
- leave area around resident's mouth clean and dry?
- clean and store equipment after use and leave area tidy?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### **PARTIAL BEDBATH**

#### **Does the candidate:**

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- ensure water is at safe and comfortable temperature?
- drape/cover resident to expose only area being cleansed?
- use washcloth without soap to wash face?
- wipe eye from the inside to out, change to clean area of washcloth before returning to inner eye and cleansing other eye?
- leave face clean and dry?
- contain corners of washcloth while washing and rinsing (e.g., forming mitt)?
- protect bedding by repositioning towel under resident throughout washing and rinsing?

- wash neck, hands, arms and chest using small amount of soap applied directly to washcloth?
- rinse neck, hands, arms and chest removing soap residue?
- dry neck, hands, arms and chest?
- assist resident to turn safely on side to wash back?
- wash, rinse and dry back?
- warm lotion in hands before applying to resident's back?
- provide backrub from base of spine towards neck/shoulders using gentle strokes and circular motions?
- remove excess lotion on resident's back?
- replace hospital gown without exposing resident and secure gown in back?
- clean and store equipment at completion of procedure and leave work area tidy?
- utilize Standard Precautions throughout procedure to including handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### **PERINEAL CARE: FEMALE**

#### **Does the candidate:**

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- apply gloves before beginning perineal care?
- replace soiled pad under resident's buttocks before beginning perineal care?
- ensure water in basin is at a safe and comfortable temperature?
- use soapy washcloth to cleanse genital area?
- pass over urinary meatus with first stroke of washcloth?
- change spot on washcloth for each washing stroke?
- wipe from front to back with all washing and rinsing strokes?
- remove all soap from perineal area using a fresh wet washcloth for rinsing?
- change spot on washcloth for each rinsing stroke?
- cleanse skin folds of perineal area?
- dry entire perineal area, from front to back, after completing cleansing and rinsing?
- replace basin of water during task if it becomes cold or soapy?
- position resident on side for cleansing of buttocks and rectal area?
- cleanse, rinse and dry rectal and buttocks area?

- leave resident on dry underpad at completion of procedure?
- clean and store equipment at completion of procedure and leave work area tidy?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### **PULSE AND RESPIRATIONS**

#### **Does the candidate:**

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- support resident's forearm while taking pulse?
- place fingers over radial pulse?
- count pulse for at least one full minute?
- record pulse rate?
- report pulse within +/- 4 beats per minute of nurse's measurement?
- refrain from telling residents respirations are being counted?
- count respirations for at least one full minute?
- record rate of respirations?
- report respirations within +/- 2 breaths per minute of nurse's measurement?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### **RANGE OF MOTION: UPPER EXTREMITY**

#### **Does the candidate:**

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- support extremity above and below joints throughout ROM exercises?
- take shoulder through ROM, raising and lowering straightened arm along side, towards head of bed (HOB) and back to mattress?
- take resident's shoulder through abduction/adduction ROM exercises?
- take resident's shoulder through rotation ROM exercises?
- flex and extend elbow through ROM exercises?
- provide ROM exercises to wrist (e.g., gently rotate, or flex/extend and move side to side)?
- flex and extend finger and thumb joints through ROM exercises?
- provide three repetitions of each ROM exercise?

- ascertain resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?
- control extremity through ROM exercises providing smooth, slow, nonforceful movement?
- utilize Standard Precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### **RANGE OF MOTION: LOWER EXTREMITY**

#### **Does the candidate:**

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- support extremity above and below joints throughout ROM exercises?
- take resident's hip and knee through ROM, flexing knee and hip, raising towards torso, returning back to mattress?
- take resident's hip through abduction/adduction ROM exercises?
- take resident's hip through rotation ROM exercises?
- flex and extend ankle through ROM exercises?
- rotate ankle through ROM exercises?
- provide three repetitions of each ROM exercise?
- ascertain resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?
- control extremity throughout ROM exercises providing smooth, slow, nonforceful movement?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

### **TRANSFER**

#### **Does the candidate:**

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- place wheelchair near resident's bed before assisting resident to sit at edge of bed?
- lock wheelchair before beginning transfer?
- remove or swing footrests out of way before transferring resident?
- place nonskid footwear on resident before transferring resident?
- provide support to assist resident to sitting position on side of bed?

- apply gait belt securely around waist; avoid restricting circulation or breathing, or injury to skin?
- ensure resident's feet are flat on the floor before beginning transfer?
- position wheelchair before transfer with front interior wheel close to bed to facilitate pivot transfer?
- stand in front of resident, bracing resident's legs, reaching under resident's arms to hold gait belt at back?
- maintain own body mechanics in assisting resident to stand?
- complete transfer as a pivot?
- maintain own body mechanics in assisting resident to sit in wheelchair?
- provide support for controlled gentle lowering of resident into seat of wheelchair?
- position resident in proper body alignment in wheelchair with resident's hips against back of seat?
- place resident's feet on footrests?
- remove gait belt from resident's waist when transfer completed?
- utilize Standard Precautions throughout procedure?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

## HINTS FOR TAKING THE WRITTEN TEST

Read the following suggestions carefully. They are designed to help you do your best on the Written test.

- Each question on the test is in a four-option, multiple-choice format with one correct answer. (See *Practice Questions for the Written (Knowledge) Test* below for samples of the question format.)
- Read each question carefully.
- If you are not sure of an answer, do not spend a great deal of time on it. The Written test is timed. It may be better to select the best answer or mark it for review later.
- Find the response that best answers the question; there are no “trick questions” on the exam.
- Answer every question. The answers you record determine your final score. If you are unsure of an answer, it may be better to guess. You will **not** receive credit for any question left blank.
- Words, such as **FIRST**, **MOST**, **LEAST** and **BEST** are often critical in determining the correct answer.

### Practice Questions for the Written (Knowledge) Test

1. A nurse aide meets a new resident who is being admitted to the long term care facility. What should the nurse aide do first?
  - (A) Get ice water for the resident.
  - (B) Greet the resident and introduce self.
  - (C) Arrange the resident’s personal belongings.
  - (D) Talk with the resident’s family.
2. A nurse aide finds clean linen lying on the floor near the linen cart. What should the nurse aide do?
  - (A) Place the linen back on the cart and cover the cart.
  - (B) Place the linen in a resident’s room for immediate use.
  - (C) Discard the linen in the soiled linen hamper.
  - (D) Leave the linen on the floor for housekeeping staff to remove.
3. A resident needs a bed bath. The nurse aide enters the room and greets the resident. What should the nurse aide do next?
  - (A) Fill a basin with warm water.
  - (B) Change the resident’s bed.
  - (C) Ask the resident to get undressed.
  - (D) Explain what the nurse aide plans to do.
4. A nurse aide suspects abuse of a resident. What should the nurse aide do?
  - (A) Discuss this with another nurse aide.
  - (B) Report this to the charge nurse.
  - (C) Talk with the resident’s family.
  - (D) Call the resident’s doctor.
5. A resident has an indwelling urinary catheter. When caring for this resident, which of the following should the nurse aide report to the charge nurse immediately?
  - (A) The urine in the drainage bag is clear and light yellow in color.
  - (B) The urine drainage bag is hanging below the level of the bladder.
  - (C) The resident complains of pain and burning.
  - (D) The resident tells the nurse aide that he hates to have a catheter.
6. A resident dresses himself, but his shirt is inside out. What should the nurse aide say to the resident?
  - (A) “You look like a clown. Why not let me dress you?”
  - (B) “Let me dress you the next time, that is what I am paid for.”
  - (C) “I am glad you dressed yourself. Perhaps we can fix your shirt.”
  - (D) Say nothing at all to the resident.
7. A nurse aide finds a resident crying in her room. Which of the following is the best response by the nurse aide?
  - (A) “It’s okay. We all have bad days.”
  - (B) “This is the best place to have a good cry.”
  - (C) “I will tell the social worker that you are upset.”
  - (D) “Will it help to tell me why you are crying?”
8. As a person ages the skin normally becomes
  - (A) more red and flaky.
  - (B) more yellow and wrinkled.
  - (C) looser and drier.
  - (D) tighter and smoother.
9. Before taking a resident’s oral temperature, what question should the nurse aide ask the resident?
  - (A) “Would you like to wash out your mouth with mouthwash?”
  - (B) “Have you had anything hot or cold to eat or drink within the last ten minutes?”
  - (C) “Would you like to remove your dentures?”
  - (D) “Would you like your breakfast before I take your temperature?”

**Answers:** (1) B; (2) C; (3) D; (4) B; (5) C; (6) C; (7) D; (8) C; (9) B

## READING COMPREHENSION SELF-ASSESSMENT

This reading comprehension self-assessment is designed to help you determine whether you have the reading skills needed to take the Written Test. After you take this test, a key is provided for you to self-score the test. If you get 13 or more questions correct, you most likely have the reading skills required to take the Written Test. If you get 12 or fewer questions correct, you should consider requesting the Oral Test.

For the Oral Test, you will be provided with a headset to hear questions read as you follow along on the computer. The oral version of the Written Test may be helpful if you have difficulty reading, have a learning disability, or if you consider English to be your second language.

**Directions:** 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. The answer key for scoring the assessment is provided at the end.

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-707
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	(2) A	(3) B	(4) B	(5) C	(6) D
(7) C	(8) D	(9) E	(10) E	(11) B	(12) A
(13) A	(14) C	(15) B	(16) D	(17) A	(18) A
(19) A	(20) B	(21) D			

**Number Correct:**

- 13 to 21 correct: You most likely have the reading skills to take the Written Test.
- 12 or less correct: You may prefer to take the oral version of the Written Test.