



Candidate Information Bulletin

State of Alabama

Certified Nurse Aide Examination

At a glance

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

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



To become a certified nurse aide in Alabama

- 1 Review this bulletin thoroughly to understand the examination process.
- 2 Confirm the exact date, time and location of your exam with the test site where you will take your exam.
- 3 Prepare for your exam using the content outlines in this bulletin. (See Page 10.)
- 4 Take the scheduled exam bringing the necessary identification with you to the test center. (See Page 5.)
- 5 If you pass, your CNA certificate will be mailed to you and your name will be added to the Alabama CNA Registry.



To get answers not provided in this bulletin

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

Prometric

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

Direct questions about certification to:

Alabama Department of Public Health

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

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Eligibility to test

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

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



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

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

Scheduling the exam

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

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

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

Approved test center locations

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

- **Community Empowerment Training Center**, 1450 Beauty Circle, Birmingham, AL 35214, 205.908.9915, ask for Ms. Peggy Hayden.
- **Saad's CNA School**, 1515 South University BLVD, Mobile, AL 36609, 215.343.9600 ext 133, ask for Ms. Wanda Darawich.
- **Northeast Alabama Community College**, 138 Hwy 35 West, Rainsville, AL 35986, 256.228 6001 ext 323.



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

Regional test fees

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

Tests and related fees are as follows:

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

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

Special test considerations

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

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

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

Rescheduling and retesting

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

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

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

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

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

Exam information

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

Written (Knowledge) Test overview

The Written Test consists of 55 multiple-choice questions. You will have 90 minutes to take the test. The content outline shown on Page 10 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 become familiar 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. During an oral test, you will hear the questions read to you while reading and answering questions on the computer. You may replay questions as many times as needed.

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 20 may help you decide if you should consider taking the Oral Test.

If you would like to take the oral test, you should notify the test proctor at least 30 days before your preferred test date. This request **cannot** be made on the day of testing.

Practice Exam

A Nurse Aide Practice Exam is available online at www.prometric.com/NurseAide/NApracticeexam.htm. The practice exam is created in the same format and uses the same question types as the actual certification exam. The practice exam will also help you become familiar with the computer-based testing process.

During the practice exam, you will get immediate feedback to correct and incorrect responses as well as overall feedback at the end of the session. If you like, you may print out the final practice exam results to help you with further test preparation.

The Nurse Aide Practice Exam contains 50 questions. The fee for each practice exam is \$10 and is payable online using a credit or debit card at the time you purchase the practice exam.

Sample Test

A Nurse Aide Certification Sample Test is located on Page 22 of this bulletin. The sample test is intended to help you become familiar with the exam format. How well you do on this sample test does not predict your results on your actual test.

Clinical Skills Test overview

The Clinical Skills test is a timed test. The skills that you will be asked to perform are assigned by computer at the time you are scheduled for testing. For your 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 and preferences, communication with the resident, resident safety, comfort and needs, and infection control.

The amount of time you will have to take your test is based on the skills you are asked to perform. The times for this test vary since some skills take longer to perform than other skills. When you are given the instructions for the skills on your test, you will be told how much time you have for your test. You will be reminded how much time you have just before you begin your test. The time allowed for the Clinical Skills test ranges from 31 minutes to 40 minutes based on 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. The Clinical Skills Checklist is in this bulletin beginning on Page 10.

The rules for the Clinical Skills Test allow you to make corrections while performing a skill. You must tell the NAE that you are making a correction during the skill and you must actually perform the correction. Once you have completed a skill, you may not go back to correct a previous skill. There are times when a safety issue will be addressed by the NAE. If a safety issue has occurred, you will not be able to make a correction.

The NAE who administers the Clinical Skills Test is not permitted to teach, coach, or discuss your results or performance with you.

While you are waiting to take the Clinical Skills test, you will be given a copy of the **General Instructions for the Nurse Aide Clinical Skills Test** to read. These instructions describe the basic rules for the test and other candidate considerations.

Resident actor

You will be asked to volunteer to act as the resident for another candidate testing on the same day. Specific instructions explaining this will be read before the test begins. The skills that may be performed on you when playing the role of the resident include:

Skills to be performed	
Assisting you to walk	Measuring your breathing
Brushing your teeth	Moving you from the bed into a wheelchair
Changing bed linens while you are in bed	Moving your arm or leg through simple exercises
Cleaning and shaping your nails	Placing you on a bedpan (clothes on)
Feeding you a small snack	Turning you on your side in bed
Measuring your pulse	Washing and applying lotion to one foot

When you are playing the role of the resident, you must be able to participate in the skills identified above. If you are unable to participate in any of the skills, speak with the NAE administering the test when you check-in at the test site.

Stopping the testing of a skill

During the Clinical Skills Test, the NAE can stop the testing of a skill if the resident actor/volunteer is in danger.

What to bring to the exam

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

Required identification

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

That identification document **must**:

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

You must also provide:

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

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



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

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

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

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

What to wear

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



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

Test site regulations

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

References

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

Personal items

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

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

Restroom Breaks

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

Visitors

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

Misconduct or disruptive behavior

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

Weapons

- Weapons are not allowed at the test center.



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

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

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

Exam results

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

Written or Oral (Knowledge) Test

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

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

Clinical Skills Test

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

The nurse giving the Clinical Skills Test is not allowed to discuss your results or performance with you.

Reporting results to the state

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

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

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

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

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



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



Examination Content Outlines

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

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

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

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

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

Clinical Skills Checklist

The checklist for each of the skills is provided on the pages that follow. It is important you understand that the checklists are not written as procedures. The checkpoints are not provided to help you learn skills, but to help you understand what the evaluator will look for when you perform a skill during the test. The procedures for skills are learned from your instructor, nurse aide textbooks, and other training materials.

Handwashing	
When taking the test, candidates are not given instructions about when to wash their hands. Candidates are evaluated on how well they wash their hands (technique) only at the beginning of the first skill. This is because nurse aides are expected to know that their hands should be washed before any physical contact with a resident. During the remainder of the test, handwashing is evaluated as a part of Indirect Care with the checkpoint, “Use Standard Precautions and Infection Control Measures when providing care.” Handwashing is one of the five skills scored in every Clinical Skills Test.	
Does the candidate:	
1	Begin handwashing by wetting hands and applying soap to hands?
2	Use friction to distribute soap and create lather cleansing front and back of hands, between fingers, around cuticles, under nails, and wrists?
3	Provide cleansing friction for a minimum of 20 seconds with hands lathered with soap?
4	Rinse hands and wrists removing soap?
5	Use clean paper towel(s) to dry hands and wrists, and dispose of used paper towel in trash?
6	End handwashing skill with clean hands avoiding recontamination of hands before procedure completed (e.g., having direct contact with faucet handles or sink surfaces once hands washed)?

Indirect Care	
Indirect Care is a skill that is evaluated while you perform each skill. This skill evaluates behaviors that are common to any resident care such as: infection control, safety, communication, and resident preferences, needs, comfort and rights. You are not given instructions to perform the Indirect Care skill. The evaluator watches for these behaviors while you perform each skill. In the checkpoints provided for each skill below, Indirect Care checkpoints are identified with an “(IC)” at the end. Indirect Care is one of the five skills scored in every Clinical Skills Test. The Indirect Care checkpoints are:	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Ask resident about preferences during care? (IC)

Indirect Care	
4	Use Standard Precautions and infection control measures when providing care? (IC)
5	Ask resident about comfort or needs during care or before care completed? (IC)
6	Promote resident's rights during care? (IC)
7	Promote resident's safety during care? (IC)

Ambulate the resident using a transfer/gait belt	
The candidate is asked to walk a resident who needs some assistance to stand. A transfer/gait belt is used while walking the resident. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Apply transfer/gait belt before standing resident, placing around the resident's waist and over clothing, secure so that only flat fingers/hand fit under belt, and the belt does not catch skin or skin folds (e.g. breast tissue)?
4	Provide signal or cue to resident before assisting to stand?
5	Assist resident to stand while holding onto the transfer/gait belt without holding belt only at the front or only at nearest side (if assisting to stand from the side)?
6	Ask about how resident feels upon standing?
7	Walk resident while standing to the side and slightly behind resident?
8	Provide support while walking resident with an arm around resident's back holding transfer/gait belt?
9	Ask about how resident feels during ambulation?
10	Walk resident at least 10 steps?
11	Assist resident to turn and have back of legs positioned against the seat of chair before resident sits?
12	Provide support to sit resident back into chair?
13	Remove transfer/gait belt from resident's waist without harming resident (e.g., pulling transfer/gait belt) when seated in chair after ambulation?
14	Maintain own body mechanics when assisting resident to stand and sit?
15	Leave resident positioned in chair in proper body alignment and hips against back of seat?
16	Ask resident about preferences during care? (IC)
17	Use Standard Precautions and infection control measures when providing care? (IC)
18	Ask resident about comfort or needs during care or before care completed? (IC)
19	Promote resident's rights during care? (IC)
20	Promote resident's safety during care? (IC)

Assist resident needing to use a bedpan	
The candidate is asked to help a resident who has asked for a bedpan. The role of the resident is played by a person who will be wearing a hospital-style gown over clothing. For the purposes of testing, the candidate will pretend that the resident (actor) is not wearing underpants.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Place protective pad on bed over bottom sheet, under buttocks/upper thigh area, before placing bedpan, and remove the pad after bedpan is removed?
4	Place and remove bedpan by either having resident positioned on side to turn on/off back, onto/off bedpan, or having resident raise hips off bed?
5	Position bedpan under resident according to form/shape of the selected bedpan?
6	Position bedpan to allow for collection?
7	Raise the head of the bed after positioning the resident on the bedpan, and lower the head of the bed before removing bedpan?
8	Ask resident to call when finished or if needs help, leaving call light within the resident's reach before leaving resident to use bedpan?
9	Leave toilet paper within resident's reach before leaving resident to use bedpan?
10	Wear gloves when removing bedpan and while emptying and cleaning bedpan?
11	Empty contents of bedpan into toilet, rinse bedpan pouring contents into toilet, and dry bedpan?
12	Offer resident damp washcloth or paper towel, or hand wipe, to cleanse hands after bedpan used, before end of care?
13	Complete skill storing bedpan and toilet paper, placing soiled linens in hamper, and disposing of trash?
14	Keep resident positioned a safe distance from the edge of the bed at all times?
15	Ask resident about preferences during care? (IC)
16	Use Standard Precautions and infection control measures when providing care? (IC)
17	Ask resident about comfort or needs during care or before care completed? (IC)
18	Promote resident's rights during care? (IC)
19	Promote resident's safety during care? (IC)

Change bed linen while the resident remains in bed	
The candidate is asked to change the top and bottom sheets and pillowcase on the bed while the resident stays in the bed. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)

Change bed linen while the resident remains in bed	
3	Keep resident positioned a safe distance from the edge of the bed at all times?
4	Remove and replace bottom sheet on one side of the bed, before turning resident to remove and replace sheet on the other side of the bed?
5	Keep resident positioned on a bottom sheet throughout procedure?
6	Secure bottom sheet to mattress (e.g., for fitted sheet secure over all four corners of the mattress; for flat sheet, tuck at head of bed and on sides and extend toward bottom of mattress so that resident's heels are not against any exposed mattress)?
7	Leave bottom sheet free of creases or folds?
8	Turn or position resident to remove or replace sheet(s) without pulling sheets in a manner that creates friction and risks skin shearing?
9	Replace the top sheet over resident with a clean sheet?
10	Tuck top sheet under foot of mattress leaving sheet placed loosely, avoiding pressure against toes and allowing for foot movement?
11	Leave top sheet placed on top of resident to cover body up to shoulder level, without tucking in along sides?
12	Keep pillow positioned under resident's head throughout and at the end of the procedure, except when removed briefly to replace pillowcase?
13	Complete procedure with resident positioned between the top and bottom sheet?
14	Complete skill placing soiled linens in hamper and disposing of trash?
15	Ask resident about preferences during care? (IC)
16	Use Standard Precautions and infection control measures when providing care? (IC)
17	Ask resident about comfort or needs during care or before care completed? (IC)
18	Promote resident's rights during care? (IC)
19	Promote resident's safety during care? (IC)

Change resident's position to a supported side-lying position	
The candidate is asked to change the position of a resident who is lying on his/her back, to a side-lying position. The resident requires support to remain positioned on the side. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Assist resident with turning onto side before placing positioning devices?
4	Keep resident positioned a safe distance from the edge of the bed at all times?
5	Use positioning device/padding or pillow under or against resident's back that maintains side-lying position?

Change resident's position to a supported side-lying position	
6	Leave resident positioned on side with upper knee bent in front of the lower leg?
7	Support resident's top leg by placing device(s)/padding or pillow(s) between legs?
8	Position device(s)/padding or pillow(s) placed between legs so that bony prominences of the knees and ankles are separated?
9	Leave the resident positioned on side without lying on the shoulder, arm, and hand?
10	Leave pillow placed under head positioned to also support the resident's neck and chin?
11	Place device/padding or pillow positioned to support the resident's upper arm, supporting both the shoulder and arm?
12	Ask resident about preferences during care? (IC)
13	Use Standard Precautions and infection control measures when providing care? (IC)
14	Ask resident about comfort or needs during care or before care completed? (IC)
15	Promote resident's rights during care? (IC)
16	Promote resident's safety during care? (IC)

Dress a resident who has a weak arm	
The candidate is asked to put a long-sleeved button-front shirt, pants, and socks on a resident who is lying in bed. The resident is not able to help with the dressing and has a weak arm. A mannequin is used for the role of the resident.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Include resident in decision-making about clothing to wear?
4	Collect all garments before removing hospital gown?
5	Support affected arm while undressing and dressing?
6	Remove hospital gown?
7	Dress affected arm first?
8	Gather up sleeve to ease pulling over affected arm?
9	Dress resident by putting on pants, shirt with sleeves, and socks?
10	Move resident's extremities gently without over-extension or force when undressing and dressing?
11	Apply clothing correctly (e.g. front of shirt in front), adjust clothing for comfort, neatness, alignment, and close fasteners?
12	Place dirty gown in hamper?
13	Keep resident positioned a safe distance from the edge of the bed at all times?
14	Ask resident about preferences during care? (IC)
15	Use Standard Precautions and infection control measures when providing care? (IC)
16	Ask resident about comfort or needs during care or before care completed? (IC)

Dress a resident who has a weak arm	
17	Promote resident's rights during care? (IC)
18	Promote resident's safety during care? (IC)

Empty contents of resident's urinary drainage bag, and measure and record urine output on an Intake and Output (I&O) form	
<p>The candidate is asked to empty the resident's urinary drainage bag into a graduate container and to measure the amount of urine. An Intake and Output (I&O) Form (see sample on website) is provided to record the measurement. The output should be recorded as urine and the correct time recorded for the measurement. The role of the resident is played by either a person or mannequin.</p>	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Wear gloves while handling the urinary drainage bag, graduate, and bedpan (if used), and remove gloves before documenting I&O?
4	Set graduate or bedpan on barrier placed on floor and empty full contents of drainage bag into the graduate or bedpan?
5	Empty contents of urinary drainage bag without contaminating drainage tube (e.g., touching container) and close and protect drain (e.g., clamp and tuck drain into pocket) after emptying drainage bag?
6	Set graduate on flat surface protected with barrier to read, obtaining measurement by reading graduate at eye level, and if urine poured into graduate from a bedpan, complete task over toilet pouring the full amount of urine into the graduate?
7	Empty urine in graduate into toilet after measuring, rinse and dry container, pouring rinse water into toilet?
8	Record output with clean hands?
9	Record output within +/- 50cc's of nurse's measurement?
10	Record output as urine and indicate the correct time on the I&O form?
11	Leave bag hanging from bed frame (not side rail), and drainage bag and tubing off (not touching) the floor?
12	Keep urinary drainage bag positioned lower than bladder throughout care?
13	Complete skill having stored equipment, placing soiled linens in hamper, and disposing of trash?
14	Ask resident about preferences during care? (IC)
15	Use Standard Precautions and infection control measures when providing care? (IC)
16	Ask resident about comfort or needs during care or before care completed? (IC)
17	Promote resident's rights during care? (IC)
18	Promote resident's safety during care? (IC)

Feed a resident who is sitting in a chair	
<p>The candidate is asked to feed a snack to a resident who is not able to feed him/herself. The resident is sitting in a chair in a slouched position. A Food and Fluid Intake Form (sample provided on the website) is provided to record the resident's estimated food and fluid intake. The role of the resident is played by a person.</p>	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Assist or cue resident to sit upright in chair before feeding?
4	Offer and assist resident to wash hands before feeding using a damp washcloth, paper towel, or hand wipe?
5	Sit while feeding the resident?
6	Offer to protect resident's clothing with a barrier before feeding, and if used, remove barrier at end of feeding?
7	Use spoon to feed?
8	Offer fluids to drink throughout feeding; at least every 2-3 bites of food?
9	Allow resident the opportunity to swallow before feeding the next bite?
10	Converse with resident during meal (e.g., encourage intake)?
11	Leave area around resident's mouth clean and dry when care completed?
12	Complete skill placing any used linen in hamper, disposing of trash, and leaving overbed table dry?
13	Record the amount of the resident's food intake on the Food and Fluid Intake Form within 25% of the nurse's measurement?
14	Record the amount of the resident's fluid intake on the Food and Fluid Intake Form within 25% of the nurse's measurement?
15	Ask resident about preferences during care? (IC)
16	Use Standard Precautions and infection control measures when providing care? (IC)
17	Ask resident about comfort or needs during care or before care completed? (IC)
18	Promote resident's rights during care? (IC)
19	Promote resident's safety during care? (IC)

Measure and record a resident's radial pulse	
<p>The candidate is asked to take the resident's radial pulse, measured at the wrist. The pulse should be counted for one full minute. A Measurement Form (sample provided on the website) is provided to record the resident's pulse rate. The role of the resident is played by a person.</p>	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Support resident's arm in manner to avoid dangling while pulse is taken?

Measure and record a resident's radial pulse	
4	Use fingers (not thumb) to take pulse?
5	Places fingers on wrist at radial pulse to measure pulse rate?
6	Count pulse for one full minute?
7	Record resident's pulse rate on Measurement Form within +/- 4 beats per minute of nurse's measurement?
8	Ask resident about preferences during care? (IC)
9	Use Standard Precautions and infection control measures when providing care? (IC)
10	Ask resident about comfort or needs during care or before care completed? (IC)
11	Promote resident's rights during care? (IC)
12	Promote resident's safety during care? (IC)

Measure and record a resident's respirations	
The candidate is asked to count the resident's respirations. The respirations should be counted for one full minute. During the test, since this skill is tested separately from the measure and record pulse skill, candidates are allowed to tell the resident that his/her pulse is being counted or vital signs taken, instead of stating that respirations are being counted. A Measurement Form (sample provided on the website) is provided to record the resident's respiration rate. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Measure rate of respirations without providing instructions to resident about how to breathe?
4	Count respirations for one full minute?
5	Record resident's respiration rate on Measurement Form within +/- 2 breaths per minute of nurse's measurement?
6	Ask resident about preferences during care? (IC)
7	Use Standard Precautions and infection control measures when providing care? (IC)
8	Ask resident about comfort or needs during care or before care completed? (IC)
9	Promote resident's rights during care? (IC)
10	Promote resident's safety during care? (IC)

Provide catheter care to a female resident who has an indwelling urinary catheter	
The candidate is asked to provide catheter care to a female resident who has an indwelling urinary catheter. Soap and water should be used for the catheter care. For testing purposes, only the cleansing of the front perineal area and catheter are evaluated; cleansing of the rectal area and buttocks is not tested in this skill. A mannequin is used for the role of the resident.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)

Provide catheter care to a female resident who has an indwelling urinary catheter	
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Wear gloves while providing catheter care, cleaning equipment, and handling soiled underpads, washcloths, and towels?
4	Position towel or underpad under buttocks/thigh area before cleansing, and when care completed remove towel or underpad, or leave resident on a dry underpad?
5	Use water of safe temperature for washing and rinsing?
6	Use soapy washcloth to clean inside labia?
7	Change spot on soapy washcloth for each washing stroke, wiping from front to back when cleansing inside labia?
8	Cleanse catheter using clean area of washcloth, washing away from body and down the catheter at least 3-4 inches?
9	Use clean soap-free wet washcloth to remove soap?
10	Change spot on washcloth for each rinsing stroke, wiping front to back inside labia, and away from body when rinsing catheter?
11	Dry perineal area, from front to back after completing cleansing and rinsing?
12	Leave tubing free of kinks or obstructions, and keep tubing and urinary drainage bag off floor?
13	Keep urinary drainage bag positioned lower than bladder throughout procedure?
14	Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, and leaving overbed table dry?
15	Keep resident positioned a safe distance from the edge of the bed at all times?
16	Ask resident about preferences during care? (IC)
17	Use Standard Precautions and infection control measures when providing care? (IC)
18	Ask resident about comfort or needs during care or before care completed? (IC)
19	Promote resident's rights during care? (IC)
20	Promote resident's safety during care? (IC)

Provide foot care to a resident who is sitting in a chair	
The candidate is asked to provide foot care to a resident. Soap and water is used and foot care is provided to only one foot. The resident is sitting in a chair. The resident's sock and shoe are replaced at the end of the skill. The resident role is played by a person.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Place water filled basin on protective barrier on floor to prepare for foot care?
4	Use water of safe temperature for soaking foot?
5	Soak resident's foot in basin of water?

Provide foot care to a resident who is sitting in a chair	
6	Use soapy washcloth to wash foot without adding soap directly to basin of water?
7	Wash top and bottom of foot and between toes?
8	Remove soap from foot including between toes?
9	Dry entire top and bottom of foot including between toes?
10	Warm lotion before applying to foot (e.g., warming in hands, placing bottle in warm water)?
11	Apply lotion to top and bottom of foot, excluding between toes?
12	Remove visible excess lotion from foot if present after applying?
13	Apply sock to foot leaving sock smooth, and replace shoe; leaving any fasteners, such as ties, secured?
14	Provide support to lower extremity throughout procedure as needed to avoid strain?
15	Avoid placing resident's barefoot directly on floor before, during or after foot care?
16	Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, and disposing of trash?
17	Ask resident about preferences during care? (IC)
18	Use Standard Precautions and infection control measures when providing care? (IC)
19	Ask resident about comfort or needs during care or before care completed? (IC)
20	Promote resident's rights during care? (IC)
21	Promote resident's safety during care? (IC)

Provide mouth care to a resident who has a denture	
A resident is sitting at an overbed table and the resident's denture is in a denture cup. The resident is not able to provide own mouth or denture care. The resident's denture needs to be cleaned and the resident needs mouth care. The denture is stored in a denture cup after cleaning. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Wear gloves when handling denture, providing mouth care, and rinsing equipment?
4	Protect denture from damage while cleaning by lining sink, filling sink with water, or holding denture directly over basin?
5	Protect denture from contamination (e.g., use a barrier when setting denture on surfaces, avoid placing or rinsing denture in sink water)?
6	Use cool or tepid running water to clean and rinse denture?
7	Brush all surfaces of the denture using a toothbrush or denture brush with toothpaste?
8	Rinse denture to remove toothpaste?

Provide mouth care to a resident who has a denture	
9	Handle clean denture maintaining cleanliness after brushed, placing denture in denture cup filled with clean cool or tepid water?
10	Leave denture cup on resident's bedside cabinet or overbed table unless following resident's preference about where denture cup should be stored?
11	Protect resident's clothing before providing mouth care and remove protective cover when care is completed?
12	Provide mouth care cleaning upper and lower gums, using moistened foam-tipped applicator or toothbrush with toothpaste?
13	Offer resident cup of water to rinse mouth after mouth care?
14	Provide emesis basin or disposable cup to resident to use for spitting as needed?
15	Leave area around resident's mouth clean and dry when care is completed?
16	Complete skill having rinsed, dried and stored basin (if used), emptying sink of water and removing barrier from sink (if used), placing soiled linens in hamper, disposing of trash, and leaving overbed table dry?
17	Ask resident about preferences during care? (IC)
18	Use Standard Precautions and infection control measures when providing care? (IC)
19	Ask resident about comfort or needs during care or before care completed? (IC)
20	Promote resident's rights during care? (IC)
21	Promote resident's safety during care? (IC)

Provide mouth care to a resident who has teeth	
A resident who has his/her natural teeth is lying in bed and needs mouth care. The resident is not able to provide own mouth care. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Assist resident to sitting position in bed by raising HOB and using pillows as needed to position resident upright at 60° to 90° before offering fluid or brushing teeth?
4	Protect resident's clothing before providing mouth care and remove protective cover when care completed?
5	Moisten toothbrush with water and apply toothpaste before brushing teeth?
6	Wear gloves when brushing resident's teeth and wear throughout mouth care including when rinsing basin and toothbrush?
7	Brush sides and biting surfaces of teeth and the gum line with a gentle motion?
8	Offer resident cup of water to rinse mouth after brushing?

Provide mouth care to a resident who has teeth	
9	Provide resident an emesis basin or disposable cup to use for spitting as needed, such as after rinsing mouth?
10	Leave area around resident's mouth clean and dry when care completed?
11	Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, and leaving overbed table dry?
12	Ask resident about preferences during care? (IC)
13	Use Standard Precautions and infection control measures when providing care? (IC)
14	Ask resident about comfort or needs during care or before care completed? (IC)
15	Promote resident's rights during care? (IC)
16	Promote resident's safety during care? (IC)

Provide perineal care to a female resident who is incontinent of urine	
The candidate is asked to provide perineal care to a resident who is incontinent of urine. The resident is lying in bed on an underpad and is wearing a hospital-style gown that is dry. A mannequin is used for the role of the resident.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Wear gloves while providing perineal care, cleaning equipment, and handling soiled underpads, washcloths and towels?
4	Remove soiled underpad and replace with dry underpad before beginning cleansing?
5	Use water of safe temperature for washing and rinsing?
6	Use soapy washcloth to wash front perineum to include genital and skin fold areas of groin?
7	Change spot on washcloth for washing and rinsing strokes when cleansing inside the vulva?
8	Wipe from front to back with all washing and rinsing strokes when cleansing the front perineum, to include the genital and skin fold areas of groin?
9	Use clean, soap-free, wet washcloth to remove soap from resident's skin on front perineum?
10	Dry front perineum after washed and rinsed, using towel to pat dry, moving from front to back?
11	Replace water in basin during care if it becomes cold or soapy?
12	Position resident on side to prepare for cleansing of buttocks and rectal area?
13	Wash, rinse, and dry buttocks and rectal area?
14	Wipe from front to back with all washing and rinsing strokes when cleansing the rectal area?
15	Leave resident on dry underpad at completion of procedure?
16	Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, and leaving overbed table dry?

Provide perineal care to a female resident who is incontinent of urine	
17	Keep resident positioned a safe distance from the edge of the bed at all times?
18	Ask resident about preferences during care? (IC)
19	Use Standard Precautions and infection control measures when providing care? (IC)
20	Ask resident about comfort or needs during care or before care completed? (IC)
21	Promote resident's rights during care? (IC)
22	Promote resident's safety during care? (IC)

Provide resident hand and nail care	
The candidate is asked to provide hand and nail care to one hand. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Use water of safe temperature for soaking fingers or hand?
4	Place fingers or full hand into basin of water to soak before removing residue from under nails?
5	Clean hand surfaces using wet washcloth, cleaning between fingers, and if soap used, rinse or remove soap using a clean, soap-free, wet washcloth?
6	Use flat edge of orangewood stick to remove residue under tips of each fingernail, and remove residue from edge of orangewood stick, if present, before using again to clean under another fingernail?
7	Rest resident's hand on barrier such as a dry towel once removed from basin while providing nail and hand care?
8	Dry hand before completing care?
9	Leave nails smooth (e.g., free of jagged edges)?
10	Apply lotion to cleaned hand after nail care finished?
11	Support resident's arm if raised off table when providing nail and hand care?
12	Remove visible excess lotion from hand if present at completion of hand care?
13	Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, and leaving overbed table dry?
14	Ask resident about preferences during care? (IC)
15	Use Standard Precautions and infection control measures when providing care? (IC)
16	Ask resident about comfort or needs during care or before care completed? (IC)
17	Promote resident's rights during care? (IC)
18	Promote resident's safety during care? (IC)

Provide resident a partial bed bath and back rub	
The candidate is asked to bathe a resident who is in bed and who is not able to help with his/her bathing. For testing purposes only, the candidate is asked to wash just part of the body so that technique can be evaluated. Instructions ask the candidate to wash the resident's face, neck, back, one hand and arm, and the chest and abdomen. Soap and water should be used for the bathing. The resident also needs a back rub. When completing the skill, the mannequin is dressed in a clean hospital-style gown. A mannequin is used for the role of the resident.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Use water of safe temperature for washing and rinsing?
4	Cleanse eyes by using soap-free washcloth wiping eye from the inside corner to the outside corner, changing to clean area of washcloth before returning to inner corner and before cleansing the other eye?
5	Wash resident's face using a soap-free wet washcloth, unless ascertains resident's preference to use soap before washing face?
6	Leave face dry after washing?
7	Contain corners of washcloth while washing and rinsing (e.g., forming mitt)?
8	Protect bed linen from becoming wet during washing and rinsing of body (non-face)?
9	Wash resident's body (non-face) using a wet washcloth with small amount of soap?
10	Use clean, soap-free, wet washcloth to remove soap from resident's skin?
11	Wash and rinse resident's neck, hand, arm, chest, and abdomen?
12	Dry neck, hand, arm, chest, and abdomen?
13	Support arm if raised off bed to wash, rinse, and dry the back side of arm?
14	Assist resident to turn onto side before cleansing back?
15	Wash, rinse, and dry back?
16	Replace basin of water during task if it becomes cold or soapy?
17	Warm lotion before applying to resident's back (e.g., warming in hands, placing bottle in warm water)?
18	Use lotion to provide back rub with long gliding and circular motions?
19	Place clean hospital gown on resident and secure gown in back?
20	Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, and leaving overbed table dry?
21	Keep resident positioned a safe distance from the edge of the bed at all times?
22	Ask resident about preferences during care? (IC)

Provide resident a partial bed bath and back rub	
23	Use Standard Precautions and infection control measures when providing care? (IC)
24	Ask resident about comfort or needs during care or before care completed? (IC)
25	Promote resident's rights during care? (IC)
26	Promote resident's safety during care? (IC)

Provide resident with passive range of motion (ROM) exercises to one elbow and wrist	
The candidate is asked to provide range of motion exercise to a resident who is not able to help with the exercises. The resident needs his/her elbow flexed and extended, and the wrist flexed and hyperextended. For testing purposes, the resident needs three repetitions of both exercises. The instructions provided at the test site will indicate whether the exercise is to the left or right side. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Exercise correct joints and only correct side when performing range of motion (ROM)?
4	Support extremity to protect the working joint throughout ROM exercises?
5	Bend and straighten arm at elbow through ROM (flexion/extension)?
6	Move wrist through ROM by bending wrist to move hand down and back (flexion and hyperextension)?
7	Ask resident to report discomfort during ROM or ask if resident has discomfort during ROM exercises?
8	Control extremity throughout ROM exercises providing smooth, slow, non-forceful movement?
9	Ask resident about preferences during care? (IC)
10	Use Standard Precautions and infection control measures when providing care? (IC)
11	Ask resident about comfort or needs during care or before care completed? (IC)
12	Promote resident's rights during care? (IC)
13	Promote resident's safety during care? (IC)

Provide resident with passive range of motion (ROM) exercises to one shoulder	
The candidate is asked to provide range of motion exercise to a resident who is not able to help with the exercises. The resident needs his/her shoulder flexed and extended, and abducted and adducted. For testing purposes, the resident needs three repetitions of both exercises. The instructions provided at the test site will indicate whether the exercise is to the left or right side. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)

Provide resident with passive range of motion (ROM) exercises to one shoulder	
3	Exercise correct joints and only correct side when performing range of motion (ROM)?
4	Support extremity to protect the working joint throughout ROM exercises?
5	Move shoulder through ROM, raising and lowering arm along side, toward head of bed (HOB) and back to mattress (flexion/extension)?
6	Move resident's shoulder through ROM taking arm away from side and back to side (abduction/adduction)?
7	Ask resident to report discomfort during ROM or ask if resident has discomfort during ROM exercises?
8	Control extremity throughout ROM exercises providing smooth, slow, non-forceful movement?
9	Ask resident about preferences during care? (IC)
10	Use Standard Precautions and infection control measures when providing care? (IC)
11	Ask resident about comfort or needs during care or before care completed? (IC)
12	Promote resident's rights during care? (IC)
13	Promote resident's safety during care? (IC)

Provide resident with passive range of motion (ROM) exercises to one hip, knee and ankle	
The candidate is asked to provide range of motion exercise to a resident who is not able to help with the exercises. The resident needs his/her hip and knee flexed and extended, and dorsiflexion and plantar flexion to the ankle. For testing purposes, the resident needs three repetitions of both exercises. The instructions provided at the test site will indicate whether the exercise is to the left or right side. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name, and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Exercise correct joints and only correct side when performing range of motion (ROM)?
4	Support extremity to protect the working joint throughout ROM exercises?
5	Move resident's hip and knee through ROM, flexing knee and hip, raising toward torso and returning back to mattress (flexion/extension)?
6	Support extremity to prevent heel friction against mattress during ROM exercises?
7	Move resident's foot up toward head and point down toward the mattress through ROM (dorsiflexion/plantar flexion)?
8	Ask resident to report discomfort during ROM or ask if resident has discomfort during ROM exercises?
9	Control extremity throughout ROM exercises providing smooth, slow, non-forceful movement?
10	Ask resident about preferences during care? (IC)

Provide resident with passive range of motion (ROM) exercises to one hip, knee and ankle	
11	Use Standard Precautions and infection control measures when providing care? (IC)
12	Ask resident about comfort or needs during care or before care completed? (IC)
13	Promote resident's rights during care? (IC)
14	Promote resident's safety during care? (IC)

Transfer the resident from the bed into a wheelchair using a pivot technique and a transfer/gait belt	
The candidate is asked to transfer a resident who is lying in bed, into a wheelchair. A pivot transfer technique is required and a transfer/gait belt is required. The resident is able to stand but cannot take steps. The role of the resident is played by a person.	
Does the candidate:	
1	Greet resident, address by name and introduce self? (IC)
2	Provide explanations to resident about care before beginning and during care? (IC)
3	Place wheelchair near resident's bed before assisting resident to sit at edge of bed?
4	Move wheelchair footrests out of the way before standing resident for transfer (e.g., lift, swing, or remove)?
5	Place nonskid footwear (e.g., shoes) on resident before standing resident for transfer?
6	Provide support to assist resident to sitting position on side of bed, without pulling resident by lower arms or hands?
7	Provide resident opportunity to sit on side of bed to adjust to change in position before beginning transfer?
8	Position resident's feet flat on the floor before standing to begin transfer?
9	Prepare for transfer by positioning wheelchair with front interior wheel close enough to bed so that transfer can be completed as a pivot?
10	Lock wheelchair before standing resident to begin transfer?
11	Apply transfer/gait belt before standing resident, placing around the resident's waist and over clothing, secured so that only flat fingers/hand fit under belt, and the belt does not catch skin or skin folds (e.g. breast tissue)?
12	Provide cue or signal to resident before assisting to stand?
13	Stand in front of resident reaching under resident's arms to hold transfer/gait belt at sides or around back throughout transfer?
14	Brace one or both of resident's legs during transfer while assisting to stand, turn, and sit?
15	Maintain own body mechanics when assisting resident to stand, turn, and sit?

Transfer the resident from the bed into a wheelchair using a pivot technique and a transfer/gait belt	
16	Transfer resident as a pivot completed without having resident take step(s) to reach wheelchair, and before assisting resident to sit in wheelchair, positions with the back of resident's legs against the seat of wheelchair?
17	Support resident to provide for controlled gentle lowering into seat of wheelchair?
18	Leave resident positioned in wheelchair in proper body alignment, hips against back of seat, and feet on footrests?
19	Remove transfer/gait belt from resident's waist without harming resident (e.g., pulling transfer/gait belt) when transfer is complete?
20	Ask resident about preferences during care? (IC)
21	Use Standard Precautions and infection control measures when providing care? (IC)
22	Ask resident about comfort or needs during care or before care completed? (IC)
23	Promote resident's rights during care? (IC)
24	Promote resident's safety during care? (IC)

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

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

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

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

1. What time of year was it?
 - (A) Summer.
 - (B) Fall.
 - (C) Spring.
 - (D) December.
 - (E) July.
2. What was the young girl doing?
 - (A) Running.
 - (B) Jumping.
 - (C) Going to sleep.
 - (D) Driving a car.
 - (E) Fighting.
3. How did she feel?
 - (A) Hot.
 - (B) Free.
 - (C) Angry.
 - (D) Cold.
 - (E) Unhappy.

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

4. The people inside the room
 - (A) hid behind the stove.
 - (B) stood up quickly.
 - (C) ran to the door.
 - (D) laughed out loud.
 - (E) began to cry.
5. What was the only sound in the room?
 - (A) People talking.
 - (B) Birds singing.
 - (C) A pot boiling.
 - (D) A dog barking.
 - (E) A man shouting.

6. The person who knocked at the door finally
 - (A) walked into the room.
 - (B) sat down outside the door.
 - (C) shouted for help.
 - (D) walked away.
 - (E) broke down the door.

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

7. What kind of market did Jesse see?
 - (A) A vegetable market.
 - (B) A meat market.
 - (C) A fish market.
 - (D) A flower market.
 - (E) A fruit market.
8. What does he see coming in?
 - (A) Tug boats.
 - (B) Rowboats.
 - (C) Passenger boats.
 - (D) Fishing boats.
 - (E) Sailboats.
9. What covered the decks of the boats?
 - (A) Rope.
 - (B) People.
 - (C) Car.
 - (D) Boxes.
 - (E) Fish.

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

10. When does Tiger prowl?
 - (A) At dawn.
 - (B) At dinnertime.
 - (C) In the afternoon.
 - (D) In the morning.
 - (E) At night.

11. What does Tiger do when she hears a noise?
 (A) She runs away.
 (B) She walks with stiff legs.
 (C) She hides under the bushes.
 (D) She walks on tiptoe.
 (E) She pretends she doesn't hear it.
12. Who is afraid to come into her yard?
 (A) All the other cats.
 (B) The dog next door.
 (C) The people who live in the house.
 (D) The mail carrier.
 (E) Most of the birds.

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

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

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

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

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

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

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

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

Number Correct

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

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

Notice: This Sample Test is provided as a courtesy to individuals who are preparing to take a Prometric Nurse Aide Competency Examination. You are reminded that how well you do on these practice questions, does not predict results on your actual examination.

Directions: This test contains 50 questions. Each question has four suggested answers, (A), (B), (C) or (D). For each question, choose the ONE that best answers it.

1. A resident often carries a doll with her, treating it like her baby. One day she is wandering around crying that she can't find her baby. The nurse aide should
 - (A) ask the resident where she last had the doll.
 - (B) ask the activity department if they have any other dolls.
 - (C) offer comfort to the resident and help her look for her baby.
 - (D) let the other staff know the resident is very confused and should be watched closely.

2. A nurse aide is asked to change a urinary drainage bag attached to an indwelling urinary catheter. The nurse aide has never done this before. The best response by the nurse aide is to
 - (A) change the indwelling catheter at the same time.
 - (B) ask another nurse aide to change the urinary drainage bag.
 - (C) change the bag asking for help only if the nurse aide has problems.
 - (D) ask a nurse to watch the nurse aide change the bag since it is the first time.

3. Before feeding a resident, which of the following is the best reason to wash the resident's hands?
 - (A) The resident may still touch his/her mouth or food.
 - (B) It reduces the risk of spreading airborne diseases.
 - (C) It improves resident morale and appetite.
 - (D) The resident needs to keep meal routines.

4. Which of the following is a job task performed by the nurse aide?
 - (A) Participating in resident care planning conferences
 - (B) Taking a telephone order from a physician
 - (C) Giving medications to assigned residents
 - (D) Changing sterile wound dressings

5. Which of the following statements is true about range of motion (ROM) exercises?
 - (A) Done just once a day
 - (B) Help prevent strokes and paralysis
 - (C) Require at least ten repetitions of each exercise
 - (D) Are often performed during ADLs such as bathing or dressing

6. While the nurse aide tries to dress a resident who is confused, the resident keeps trying to grab a hairbrush. The nurse aide should
 - (A) put the hairbrush away and out of sight.
 - (B) give the resident the hairbrush to hold.
 - (C) try to dress the resident more quickly.
 - (D) restrain the resident's hand.

7. A resident who is lying in bed suddenly becomes short of breath. After calling for help, the nurse aide's next action should be to
 - (A) ask the resident to take deep breaths.
 - (B) take the resident's vital signs.
 - (C) raise the head of the bed.
 - (D) elevate the resident's feet.

8. A resident who has cancer is expected to die within the next couple of days. Nursing care for this resident should focus on
 - (A) helping the resident through the stages of grief.
 - (B) providing for the resident's comfort.
 - (C) keeping the resident's care routine, such as for bathing.
 - (D) giving the resident a lot of quiet time and privacy.

9. While giving a bedbath, the nurse aide hears the alarm from a nearby door suddenly go off. The nurse aide should
 - (A) wait a few minutes to see if the alarm stops.
 - (B) report the alarm to the charge nurse immediately.
 - (C) make the resident being bathed safe and go check the door right away.
 - (D) stop the bedbath and go check on the location of all assigned residents.

10. Gloves should be worn for which of the following procedures?
 - (A) Emptying a urinary drainage bag
 - (B) Brushing a resident's hair
 - (C) Ambulating a resident
 - (D) Feeding a resident

11. When walking a resident, a gait or transfer belt is often
- (A) worn around the nurse aide's waist for back support.
 - (B) used to keep the resident positioned properly in the wheelchair.
 - (C) used to help stand the resident, and then removed before walking.
 - (D) put around the resident's waist to provide a way to hold onto the resident.
12. Which of the following statements is true about residents who are restrained?
- (A) They are at greater risk for developing pressure sores.
 - (B) They are at lower risk of developing pneumonia.
 - (C) Their posture and alignment are improved.
 - (D) They are not at risk for falling.
13. A resident has diabetes. Which of the following is a common sign of a low blood sugar?
- (A) Fever
 - (B) Shakiness
 - (C) Thirst
 - (D) Vomiting
14. When providing foot care to a resident it is important for the nurse aide to
- (A) remove calluses and corns.
 - (B) check the feet for skin breakdown.
 - (C) keep the water cool to prevent burns.
 - (D) apply lotion, including between the toes.
15. When feeding a resident, frequent coughing can be a sign the resident is
- (A) choking.
 - (B) getting full.
 - (C) needs to drink more fluids.
 - (D) having difficulty swallowing.
16. When a person is admitted to the nursing home, the nurse aide should expect that the resident will
- (A) have problems related to incontinence.
 - (B) require a lot of assistance with personal care.
 - (C) experience a sense of loss related to the life change.
 - (D) adjust more quickly if admitted directly from the hospital.
17. A resident gets dressed and comes out of his room wearing shoes that are from two different pairs. The nurse aide should
- (A) tease the resident by complimenting the resident's sense of style.
 - (B) ask if the resident realizes that the shoes do not match.
 - (C) remind the resident that the nurse aide can dress the resident.
 - (D) ask if the resident lost some of his shoes.
18. A resident's wife recently died. The resident is now staying in his room all the time and eating very little. The best response by the nurse aide is to
- (A) remind the resident to be thankful for the years he shared with his wife.
 - (B) tell the resident that he needs to get out of his room at least once a day.
 - (C) understand the resident is grieving and give him chances to talk.
 - (D) avoid mentioning his wife when caring for him.
19. When a resident refuses a bedbath, the nurse aide should
- (A) offer the resident a bribe.
 - (B) wait awhile and then ask the resident again.
 - (C) remind the resident that people who smell don't have friends.
 - (D) tell the resident that nursing home policy requires daily bathing.
20. When a resident is combative and trying to hit the nurse aide, it is important for the nurse aide to
- (A) show the resident that the nurse aide is in control.
 - (B) call for help to make sure there are witnesses.
 - (C) explain that if the resident is not calm a restraint may be applied.
 - (D) step back to protect self from harm while speaking in a calm manner.
21. During lunch in the dining room, a resident begins yelling and throws a spoon at the nurse aide. The best response by the nurse aide is to
- (A) remain calm and ask what is upsetting the resident.
 - (B) begin removing all the other residents from the dining room.
 - (C) scold the resident and ask the resident to leave the dining room immediately.
 - (D) remove the resident's plate, fork, knife, and cup so there is nothing else to throw.
22. Which of the following questions asked to the resident is most likely to encourage conversation?
- (A) Are you feeling tired today?
 - (B) Do you want to wear this outfit?
 - (C) What are your favorite foods?
 - (D) Is this water warm enough?
23. When trying to communicate with a resident who speaks a different language than the nurse aide, the nurse aide should
- (A) use pictures and gestures.
 - (B) face the resident and speak softly when talking.
 - (C) repeat words often if the resident does not understand.
 - (D) assume when the resident nods his/her head that the message is understood.

24. While walking down the hall, a nurse aide looks into a resident's room and sees another nurse aide hitting a resident. The nurse aide is expected to
- contact the state agency that inspects the nursing facility.
 - enter the room immediately to provide for the resident's safety.
 - wait to confront the nurse aide when he/she leaves the resident's room.
 - check the resident for any signs of injury after the nurse aide leaves the room.
25. Before touching a resident who is crying to offer comfort, the nurse aide should consider
- the resident's recent vital signs.
 - the resident's cultural background.
 - whether the resident has been sad recently.
 - whether the resident has family that visits routinely.
26. When a resident is expressing anger, the nurse aide should
- correct the resident's misperceptions.
 - ask the resident to speak in a kinder tone.
 - listen closely to the resident's concerns.
 - remind the resident that everyone gets angry.
27. When giving a backrub, the nurse aide should
- apply lotion to the back directly from the bottle.
 - keep the resident covered as much as possible.
 - leave extra lotion on the skin when completing the procedure.
 - expect the resident to lie on his/her stomach.
28. A nurse aide finds a resident looking in the refrigerator at the nurses' station at 5 a.m. The resident, who is confused, explains he needs breakfast before he leaves for work. The best response by the nurse aide is to
- help the resident back to his room and into bed.
 - ask the resident about his job and if he is hungry.
 - tell him that residents are not allowed in the nurses' station.
 - remind him that he is retired from his job and in a nursing home.
29. Which of the following is true about caring for a resident who wears a hearing aid?
- Apply hairspray after the hearing aid is in place.
 - Remove the hearing aid before showering.
 - Clean the earmold and battery case with water daily, drying completely.
 - Replace batteries weekly.
30. Residents with Parkinson's disease often require assistance with walking because they
- become confused and forget how to take steps without help.
 - have poor attention skills and do not notice safety problems.
 - have visual problems that require special glasses.
 - have a shuffling walk and tremors.
31. A resident who is inactive is at risk of constipation. In addition to increased activity and exercise, which of the following actions helps to prevent constipation?
- Adequate fluid intake
 - Regular mealtimes
 - High protein diet
 - Low fiber diet
32. A resident has an indwelling urinary catheter. While making rounds, the nurse aide notices that there is no urine in the drainage bag. The nurse aide should first
- ask the resident to try urinating.
 - offer the resident fluid to drink.
 - check for kinks in the tubing.
 - obtain a new urinary drainage bag.
33. A resident who is incontinent of urine has an increased risk of developing
- dementia.
 - urinary tract infections.
 - pressure sores.
 - dehydration.
34. When cleansing the genital area during perineal care, the nurse aide should
- cleanse the penis with a circular motion starting from the base and moving toward the tip.
 - replace the foreskin when pushed back to cleanse an uncircumcised penis.
 - cleanse the rectal area first, before cleansing the genital area.
 - use the same area on the washcloth for each washing and rinsing stroke for a female resident.
35. Which of the following is considered a normal age-related change?
- Dementia
 - Contractures
 - Bladder holding less urine
 - Wheezing when breathing
36. A resident is on a bladder retraining program. The nurse aide can expect the resident to
- have a fluid intake restriction to prevent sudden urges to urinate.
 - wear an incontinent brief in case of an accident.
 - have an indwelling urinary catheter.
 - have a schedule for toileting.
37. A resident who has stress incontinence
- will have an indwelling urinary catheter.
 - should wear an incontinent brief at night.
 - may leak urine when laughing or coughing.
 - needs toileting every 1-2 hours throughout the day.

38. The doctor has told the resident that his cancer is growing and that he is dying. When the resident tells the nurse aide that there is a mistake, the nurse aide should
- (A) understand that denial is a normal reaction.
 - (B) remind the resident the doctor would not lie.
 - (C) suggest the resident ask for more tests.
 - (D) ask if the resident is afraid of dying.
39. A slipknot is used when securing a restraint so that
- (A) the restraint cannot be removed by the resident.
 - (B) the restraint can be removed quickly when needed.
 - (C) body alignment is maintained while wearing the restraint.
 - (D) it can be easily observed whether the restraint is applied correctly.
40. When using personal protective equipment (PPE) the nurse aide correctly follows Standard Precautions when wearing
- (A) double gloves when providing perineal care to a resident.
 - (B) a mask and gown while feeding a resident that coughs.
 - (C) gloves to remove a resident's bedpan.
 - (D) gloves while ambulating a resident.
41. To help prevent resident falls, the nurse aide should
- (A) always raise siderails when any resident is in his/her bed.
 - (B) leave residents' beds at the lowest level when care is complete.
 - (C) encourage residents to wear larger-sized, loose-fitting clothing.
 - (D) remind residents who use call lights that they need to wait patiently for staff.
42. As the nurse aide begins his/her assignment, which of the following should the nurse aide do first?
- (A) Collect linen supplies for the shift
 - (B) Check all the nurse aide's assigned residents
 - (C) Assist a resident that has called for assistance to get off the toilet
 - (D) Start bathing a resident that has physical therapy in one hour
43. Which of the following would affect a nurse aide's status on the state's nurse aide registry and also cause the nurse aide to be ineligible to work in a nursing home?
- (A) Having been terminated from another facility for repeated tardiness
 - (B) Missing a mandatory infection control inservice training program
 - (C) Failing to show for work without calling to report the absence
 - (D) Having a finding for resident neglect
44. To help prevent the spread of germs between patients, nurse aides should
- (A) wear gloves when touching residents.
 - (B) hold supplies and linens away from their uniforms.
 - (C) wash hands for at least two minutes after each resident contact.
 - (D) warn residents that holding hands spreads germs.
45. When a sink has hand-control faucets, the nurse aide should use
- (A) a paper towel to turn the water on.
 - (B) a paper towel to turn the water off.
 - (C) an elbow, if possible, to turn the faucet controls on and off.
 - (D) bare hands to turn the faucet controls both on and off.
46. When moving a resident up in bed who is able to move with assistance, the nurse aide should
- (A) position self with knees straight and bent at waist.
 - (B) use a gait or transfer belt to assist with the repositioning.
 - (C) pull the resident up holding onto one side of the drawsheet at a time.
 - (D) bend the resident's knees and ask the resident to push with his/her feet.
47. The resident's weight is obtained routinely as a way to check the resident's
- (A) growth and development.
 - (B) adjustment to the facility.
 - (C) nutrition and health.
 - (D) activity level.
48. Which of the following is a right that is included in the Resident's Bill of Rights?
- (A) To have staff available that speak different languages on each shift
 - (B) To have payment plan options that are based on financial need
 - (C) To have religious services offered at the facility daily
 - (D) To make decisions and participate in own care
49. Which of the following, if observed as a sudden change in the resident, is considered a possible warning sign of a stroke?
- (A) Dementia
 - (B) Contractures
 - (C) Slurred speech
 - (D) Irregular heartbeat
50. Considering the resident's activity, which of the following sets of vital signs should be reported to the charge nurse immediately?
- (A) Resting: 98.6°-98-32
 - (B) After eating: 97.0°-64-24
 - (C) After walking exercise: 98.2°-98-28
 - (D) While watching television: 98.8°-72-14

Answer Key			
1 – C	14 – B	27 – B	39 – B
2 – D	15 – D	28 – B	40 – C
3 – A	16 – C	29 – B	41 – B
4 – A	17 – B	30 – D	42 – C
5 – D	18 – C	31 – A	43 – D
6 – B	19 – B	32 – C	44 – B
7 – C	20 – D	33 – C	45 – B
8 – B	21 – A	34 – B	46 – D
9 – C	22 – C	35 – C	47 – C
10 – A	23 – A	36 – D	48 – D
11 – D	24 – B	37 – C	49 – C
12 – A	25 – B	38 – A	50 – A
13 – B	26 – C		