

# Clinical Skills Test Checklist

During training, you learn many skills that are important in caring for residents. There are 22 skills that are part of the Clinical Skills Test. When you are registered to test, a computer will decide which skills will be on your test.

A Clinical Skills Test consists of five scored skills. All candidates taking this test are scored on the Handwashing and Indirect Care skills. When you take your test, you will be given instructions for the other three skills that are part of your test. Because you may learn to perform skills in different ways for different residents' needs, you are given instructions that describe how the skill is being tested. For example, if you test on the feeding skill, you will feed a resident positioned in a chair. Remember, you are still responsible for knowing how to feed residents who are positioned in other ways. The Knowledge (Written) Test may also ask questions about feeding residents in other positions.

Each skill in the test has checkpoints. The evaluator (nurse) giving your test will use these checkpoints to rate your performance. After you complete your test, the evaluator will enter his/her observations into a computer. Prometric's system will then determine your results. Your results will be provided to you on the day of testing, unless a technology issue, such as a printer problem at the test site, prevents the evaluator from providing your results. If you are not provided a score report on the day of testing, see the candidate bulletin for information on accessing your results online.

The checkpoints for each of the skills are listed on the pages that follow. It is important that you understand that the checklists are not written as procedures. These 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.

The procedures for skills are learned from your instructor, nurse aide textbooks, and other training materials. The procedure for any skill may include more detail about important requirements than are shown in the checkpoints. Your performance may include more detail than is included in the checkpoints.

A description of the instructions given to candidates for each skill is provided below along with the checkpoints for each skill. This description includes if a person or mannequin is used for the resident. Usually another candidate will play the role of the resident when a person is used. In special situations, the evaluator may need to play the resident.

While you are waiting to take the test, you will be given General Instructions to read. These are the basic rules for the Clinical Skills Test. For example, these instructions explain what you need to do when you want to make a correction to a skill you are performing. These General Instructions are also available on the website for your state at [www.prometric.com/nurseaide](http://www.prometric.com/nurseaide). You are encouraged to review them before you arrive at the test site.

When you are called into the testing room to take your test, you will be shown around the testing room so you can see where equipment and supplies are located. The testing room will be set up similar to a resident's room. For example, personal care supplies such as the resident's toothbrush, toothpaste, basins, and bedpan will be in the resident's bedside cabinet.

When you are taking your Clinical Skills test, remember that you are required to actually perform the skills. The evaluator is not allowed to answer any questions about how skills are performed.

## Handwashing

When taking the test, candidates are not given instructions about when to wash their hands. This is because nurse aides are expected to know that their hands should be washed before any physical contact with a resident. Candidates are evaluated on how well they wash their hands (technique) during the first skill. In Florida, where two nurses will be observing your performance throughout the test, one nurse will observe your handwashing at the beginning of the first skill, and the other nurse will observe your handwashing at the end of first skill.

After the first skill is completed, for 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.

## Handwashing

Does the candidate:

|          |   |
|----------|---|
| <b>1</b> | Begin handwashing by wetting hands and applying soap to hands?  |
| <b>2</b> | Use friction to distribute soap and create lather cleansing front and back of hands, between fingers, around cuticles, under nails, and wrists?   |
| <b>3</b> | Provide cleansing friction for a minimum of 20 seconds with hands lathered with soap?   |
| <b>4</b> | Rinse hands and wrists removing soap?   |
| <b>5</b> | Use clean paper towel(s) to dry hands and wrists, and dispose of used paper towel in trash?   |
| <b>6</b> | 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)? |

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| <b>Indirect Care</b>   |  |
|--|--|
| 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:  |  |
| <b>1</b>   | Greet resident, address by name, and introduce self? (IC)                          |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC) |
| <b>3</b>   | Ask resident about preferences during care? (IC)                                   |
| <b>4</b>   | Use Standard Precautions and infection control measures when providing care? (IC)  |
| <b>5</b>   | Ask resident about comfort or needs during care or before care completed? (IC)     |
| <b>6</b>   | Promote resident's rights during care? (IC)  |
| <b>7</b>   | Promote resident's safety during care? (IC)  |

| <b>Ambulate the resident using a transfer/gait belt</b>  |  |
|--|--|
| 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:  |  |
| <b>1</b>   | Greet resident, address by name and introduce self? (IC)   |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)   |
| <b>3</b>   | 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)? |
| <b>4</b>   | Provide signal or cue to resident before assisting to stand?   |
| <b>5</b>   | 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)?   |
| <b>6</b>   | Ask about how resident feels upon standing?  |
| <b>7</b>   | Walk resident while standing to the side and slightly behind resident?   |
| <b>8</b>   | Provide support while walking resident with an arm around resident's back holding transfer/gait belt?  |
| <b>9</b>   | Ask about how resident feels during ambulation?  |
| <b>10</b>  | Walk resident at least 10 steps?   |
| <b>11</b>  | Assist resident to turn and have back of legs positioned against the seat of chair before resident sits?   |
| <b>12</b>  | Provide support to sit resident back into chair?   |

| <b>Ambulate the resident using a transfer/gait belt</b> |  |
|---|--|
| <b>13</b>   | Remove transfer/gait belt from resident's waist without harming resident (e.g., pulling transfer/gait belt) when seated in chair after ambulation? |
| <b>14</b>   | Maintain own body mechanics when assisting resident to stand and sit?  |
| <b>15</b>   | Leave resident positioned in chair in proper body alignment and hips against back of seat?   |
| <b>16</b>   | Ask resident about preferences during care? (IC)   |
| <b>17</b>   | Use Standard Precautions and infection control measures when providing care? (IC)  |
| <b>18</b>   | Ask resident about comfort or needs during care or before care completed? (IC)   |
| <b>19</b>   | Promote resident's rights during care? (IC)  |
| <b>20</b>   | Promote resident's safety during care? (IC)  |

| <b>Assist resident needing to use a bedpan</b>   |  |
|--|--|
| 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:  |  |
| <b>1</b>   | Greet resident, address by name and introduce self? (IC)   |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)   |
| <b>3</b>   | Place protective pad on bed over bottom sheet, under buttocks/upper thigh area, before placing bedpan, and remove the pad after bedpan is removed? |
| <b>4</b>   | 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?  |
| <b>5</b>   | Position bedpan under resident according to form/shape of the selected bedpan?   |
| <b>6</b>   | Position bedpan to allow for collection?   |
| <b>7</b>   | Raise the head of the bed after positioning the resident on the bedpan, and lower the head of the bed before removing bedpan?                      |
| <b>8</b>   | Ask resident to call when finished or if needs help, leaving call light within the resident's reach before leaving resident to use bedpan?         |
| <b>9</b>   | Leave toilet paper within resident's reach before leaving resident to use bedpan?  |
| <b>10</b>  | Wear gloves when removing bedpan and while emptying and cleaning bedpan?   |
| <b>11</b>  | Empty contents of bedpan into toilet, rinse bedpan pouring contents into toilet, and dry bedpan?   |
| <b>12</b>  | Offer resident damp washcloth or paper towel, or hand wipe, to cleanse hands after bedpan used, before end of care?                                |
| <b>13</b>  | Complete skill storing bedpan and toilet paper, placing soiled linens in hamper, and disposing of trash?   |

**CLINICAL SKILLS TEST CHECKLIST**

| <b>Assist resident needing to use a bedpan</b> |   |
|--|---|
| <b>14</b>                                      | Keep resident positioned a safe distance from the edge of the bed at all times?   |
| <b>15</b>                                      | Ask resident about preferences during care? (IC)                                  |
| <b>16</b>                                      | Use Standard Precautions and infection control measures when providing care? (IC) |
| <b>17</b>                                      | Ask resident about comfort or needs during care or before care completed? (IC)    |
| <b>18</b>                                      | Promote resident's rights during care? (IC)                                       |
| <b>19</b>                                      | Promote resident's safety during care? (IC)                                       |

| <b>Change bed linen while the resident remains in bed</b> |   |
|---|---|
| <b>18</b>   | Promote resident's rights during care? (IC) |
| <b>19</b>   | Promote resident's safety during care? (IC) |

| <b>Change bed linen while the resident remains in bed</b>   |   |
|---|---|
| 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.<br><br><i>(not tested in Wyoming)</i> |   |
| Does the candidate:   |   |
| <b>1</b>  | Greet resident, address by name and introduce self? (IC)  |
| <b>2</b>  | Provide explanations to resident about care before beginning and during care? (IC)  |
| <b>3</b>  | Keep resident positioned a safe distance from the edge of the bed at all times?   |
| <b>4</b>  | 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?   |
| <b>5</b>  | Keep resident positioned on a bottom sheet throughout procedure?  |
| <b>6</b>  | 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)? |
| <b>7</b>  | Leave bottom sheet free of creases or folds?  |
| <b>8</b>  | Turn or position resident to remove or replace sheet(s) without pulling sheets in a manner that creates friction and risks skin shearing?   |
| <b>9</b>  | Replace the top sheet over resident with a clean sheet?   |
| <b>10</b>   | Tuck top sheet under foot of mattress leaving sheet placed loosely, avoiding pressure against toes and allowing for foot movement?  |
| <b>11</b>   | Leave top sheet placed on top of resident to cover body up to shoulder level, without tucking in along sides?   |
| <b>12</b>   | Keep pillow positioned under resident's head throughout and at the end of the procedure, except when removed briefly to replace pillowcase?   |
| <b>13</b>   | Complete procedure with resident positioned between the top and bottom sheet?   |
| <b>14</b>   | Complete skill placing soiled linens in hamper and disposing of trash?  |
| <b>15</b>   | Ask resident about preferences during care? (IC)  |
| <b>16</b>   | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>17</b>   | Ask resident about comfort or needs during care or before care completed? (IC)  |

| <b>Change resident's position to a supported side-lying position</b>  |   |
|---|---|
| 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:   |   |
| <b>1</b>  | Greet resident, address by name, and introduce self? (IC)   |
| <b>2</b>  | Provide explanations to resident about care before beginning and during care? (IC)  |
| <b>3</b>  | Assist resident with turning onto side before placing positioning devices?  |
| <b>4</b>  | Keep resident positioned a safe distance from the edge of the bed at all times?   |
| <b>5</b>  | Use positioning device/padding or pillow under or against resident's back that maintains side-lying position?               |
| <b>6</b>  | Leave resident positioned on side with upper knee bent in front of the lower leg?   |
| <b>7</b>  | Support resident's top leg by placing device(s)/padding or pillow(s) between legs?  |
| <b>8</b>  | Position device(s)/padding or pillow(s) placed between legs so that bony prominences of the knees and ankles are separated? |
| <b>9</b>  | Leave the resident positioned on side without lying on the shoulder, arm, and hand?   |
| <b>10</b>   | Leave pillow placed under head positioned to also support the resident's neck and chin?                                     |
| <b>11</b>   | Place device/padding or pillow positioned to support the resident's upper arm, supporting both the shoulder and arm?        |
| <b>12</b>   | Ask resident about preferences during care? (IC)  |
| <b>13</b>   | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>14</b>   | Ask resident about comfort or needs during care or before care completed? (IC)  |
| <b>15</b>   | Promote resident's rights during care? (IC)   |
| <b>16</b>   | Promote resident's safety during care? (IC)   |

**CLINICAL SKILLS TEST CHECKLIST**

| <b>Dress a resident who has a weak arm</b>   |   |
|--|---|
| 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:  |   |
| <b>1</b>   | Greet resident, address by name, and introduce self? (IC)   |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)  |
| <b>3</b>   | Include resident in decision-making about clothing to wear?   |
| <b>4</b>   | Collect all garments before removing hospital gown?   |
| <b>5</b>   | Support affected arm while undressing and dressing?   |
| <b>6</b>   | Remove hospital gown?   |
| <b>7</b>   | Dress affected arm first?   |
| <b>8</b>   | Gather up sleeve to ease pulling over affected arm?   |
| <b>9</b>   | Dress resident by putting on pants, shirt with sleeves, and socks?  |
| <b>10</b>  | Move resident's extremities gently without over-extension or force when undressing and dressing?                                |
| <b>11</b>  | Apply clothing correctly (e.g. front of shirt in front), adjust clothing for comfort, neatness, alignment, and close fasteners? |
| <b>12</b>  | Place dirty gown in hamper?   |
| <b>13</b>  | Keep resident positioned a safe distance from the edge of the bed at all times?   |
| <b>14</b>  | Ask resident about preferences during care? (IC)  |
| <b>15</b>  | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>16</b>  | Ask resident about comfort or needs during care or before care completed? (IC)  |
| <b>17</b>  | Promote resident's rights during care? (IC)   |
| <b>18</b>  | Promote resident's safety during care? (IC)   |

| <b>Empty contents of resident's urinary drainage bag, and measure and record urine output on an Intake and Output (I&amp;O) form</b>   |   |
|--|---|
| 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.<br><br><i>(not tested in Wyoming)</i> |   |
| Does the candidate:  |   |
| <b>1</b>   | Greet resident, address by name, and introduce self? (IC)   |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)  |
| <b>3</b>   | Wear gloves while handling the urinary drainage bag, graduate, or any urine-filled container, and remove gloves before documenting I&O? |

| <b>Empty contents of resident's urinary drainage bag, and measure and record urine output on an Intake and Output (I&amp;O) form</b> |   |
|--|---|
| <b>4</b>   | Set graduate or bedpan on barrier placed on floor and empty full contents of drainage bag into the graduate or bedpan?  |
| <b>5</b>   | 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?   |
| <b>6</b>   | 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? |
| <b>7</b>   | Empty urine in graduate into toilet after measuring, rinse and dry container, pouring rinse water into toilet?  |
| <b>8</b>   | Record output with clean hands?   |
| <b>9</b>   | Record output within +/- 50 mL/cc's of nurse's measurement?   |
| <b>10</b>  | Record output as urine and indicate the correct time on the I&O form?   |
| <b>11</b>  | Leave bag hanging from bed frame (not side rail), and drainage bag and tubing off (not touching) the floor?   |
| <b>12</b>  | Keep urinary drainage bag positioned lower than bladder throughout care?  |
| <b>13</b>  | Complete skill having stored equipment, placing soiled linens in hamper, and disposing of trash?  |
| <b>14</b>  | Ask resident about preferences during care? (IC)  |
| <b>15</b>  | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>16</b>  | Ask resident about comfort or needs during care or before care completed? (IC)  |
| <b>17</b>  | Promote resident's rights during care? (IC)   |
| <b>18</b>  | Promote resident's safety during care? (IC)   |

| <b>Feed a resident who is sitting in a chair</b>   |  |
|--|--|
| 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 an inappropriate position for feeding. 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. |  |
| Does the candidate:  |  |
| <b>1</b>   | Greet resident, address by name, and introduce self? (IC)  |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)                       |
| <b>3</b>   | Assist or cue resident to sit upright in chair before feeding?   |
| <b>4</b>   | Offer or assist resident to wash hands before feeding using a damp washcloth, paper towel, or hand wipe? |

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| <b>Feed a resident who is sitting in a chair</b> |   |
|--|---|
| <b>5</b>   | Sit while feeding the resident?   |
| <b>6</b>   | Offer to protect resident's clothing with a barrier before feeding, and if used, remove barrier at end of feeding?        |
| <b>7</b>   | Use spoon to feed?  |
| <b>8</b>   | Offer fluids to drink throughout feeding; at least every 2-3 bites of food?   |
| <b>9</b>   | Allow resident the opportunity to swallow before feeding the next bite?   |
| <b>10</b>  | Converse with resident during meal (e.g., encourage intake)?  |
| <b>11</b>  | Leave area around resident's mouth clean and dry when care completed?   |
| <b>12</b>  | Complete skill placing any used linen in hamper, disposing of trash, and leaving overbed table dry?                       |
| <b>13</b>  | Record the amount of the resident's food intake on the Food and Fluid Intake Form within 25% of the nurse's measurement?  |
| <b>14</b>  | Record the amount of the resident's fluid intake on the Food and Fluid Intake Form within 25% of the nurse's measurement? |
| <b>15</b>  | Ask resident about preferences during care? (IC)  |
| <b>16</b>  | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>17</b>  | Ask resident about comfort or needs during care or before care completed? (IC)  |
| <b>18</b>  | Promote resident's rights during care? (IC)   |
| <b>19</b>  | Promote resident's safety during care? (IC)   |

| <b>Measure and record a resident's radial pulse</b>  |  |
|--|--|
| 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. |  |
| Does the candidate:  |  |
| <b>1</b>   | Greet resident, address by name, and introduce self? (IC)  |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)                     |
| <b>3</b>   | Support resident's arm in manner to avoid dangling while pulse is taken?                               |
| <b>4</b>   | Use fingers (not thumb) to take pulse?   |
| <b>5</b>   | Places fingers on wrist at radial pulse to measure pulse rate?   |
| <b>6</b>   | Count pulse for one full minute?   |
| <b>7</b>   | Record resident's pulse rate on Measurement Form within +/- 4 beats per minute of nurse's measurement? |
| <b>8</b>   | Ask resident about preferences during care? (IC)   |
| <b>9</b>   | Use Standard Precautions and infection control measures when providing care? (IC)                      |
| <b>10</b>  | Ask resident about comfort or needs during care or before care completed? (IC)                         |

| <b>Measure and record a resident's radial pulse</b> |   |
|---|---|
| <b>11</b>   | Promote resident's rights during care? (IC) |
| <b>12</b>   | Promote resident's safety during care? (IC) |

| <b>Measure and record a resident's respirations</b>   |  |
|---|--|
| 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:   |  |
| <b>1</b>  | Greet resident, address by name, and introduce self? (IC)  |
| <b>2</b>  | Provide explanations to resident about care before beginning and during care? (IC)                             |
| <b>3</b>  | Measure rate of respirations without providing instructions to resident about how to breathe?                  |
| <b>4</b>  | Count respirations for one full minute?  |
| <b>5</b>  | Record resident's respiration rate on Measurement Form within +/- 2 breaths per minute of nurse's measurement? |
| <b>6</b>  | Ask resident about preferences during care? (IC)   |
| <b>7</b>  | Use Standard Precautions and infection control measures when providing care? (IC)                              |
| <b>8</b>  | Ask resident about comfort or needs during care or before care completed? (IC)                                 |
| <b>9</b>  | Promote resident's rights during care? (IC)  |
| <b>10</b>   | Promote resident's safety during care? (IC)  |

| <b>Provide catheter care to a female resident who has an indwelling urinary catheter</b>   |   |
|--|---|
| 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:  |   |
| <b>1</b>   | Greet resident, address by name, and introduce self? (IC)   |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)  |
| <b>3</b>   | Wear gloves while providing catheter care, cleaning equipment, and handling soiled underpads, washcloths, and towels?   |
| <b>4</b>   | 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? |

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

| <b>Provide foot care to a resident who is sitting in a chair</b> |  |
|--|--|
| <b>9</b>   | Dry entire top and bottom of foot including between toes?  |
| <b>10</b>  | Warm lotion before applying to foot (e.g., warming in hands, placing bottle in warm water)?                    |
| <b>11</b>  | Apply lotion to top and bottom of foot, excluding between toes?  |
| <b>12</b>  | Remove visible excess lotion from foot if present after applying?  |
| <b>13</b>  | Apply sock to foot leaving sock smooth, and replace shoe; leaving any fasteners, such as ties, secured?        |
| <b>14</b>  | Provide support to lower extremity throughout procedure as needed to avoid strain?                             |
| <b>15</b>  | Avoid placing resident's barefoot directly on floor before, during or after foot care?                         |
| <b>16</b>  | Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, and disposing of trash? |
| <b>17</b>  | Ask resident about preferences during care? (IC)   |
| <b>18</b>  | Use Standard Precautions and infection control measures when providing care? (IC)                              |
| <b>19</b>  | Ask resident about comfort or needs during care or before care completed? (IC)                                 |
| <b>20</b>  | Promote resident's rights during care? (IC)  |
| <b>21</b>  | Promote resident's safety during care? (IC)  |

| <b>Provide foot care to a resident who is sitting in a chair</b>  |  |
|---|--|
| 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:   |  |
| <b>1</b>  | Greet resident, address by name and introduce self? (IC)                           |
| <b>2</b>  | Provide explanations to resident about care before beginning and during care? (IC) |
| <b>3</b>  | Place water filled basin on protective barrier on floor to prepare for foot care?  |
| <b>4</b>  | Use water of safe temperature for soaking foot?                                    |
| <b>5</b>  | Soak resident's foot in basin of water?  |
| <b>6</b>  | Use soapy washcloth to wash foot without adding soap directly to basin of water?   |
| <b>7</b>  | Wash top and bottom of foot and between toes?                                      |
| <b>8</b>  | Remove soap from foot including between toes?                                      |

| <b>Provide mouth care to a resident who has a denture</b>   |  |
|---|--|
| 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:   |  |
| <b>1</b>  | Greet resident, address by name and introduce self? (IC)   |
| <b>2</b>  | Provide explanations to resident about care before beginning and during care? (IC)   |
| <b>3</b>  | Wear gloves when handling denture, providing mouth care, and rinsing equipment?  |
| <b>4</b>  | Protect denture from damage while cleaning by lining sink, filling sink with water, or holding denture directly over basin?                |
| <b>5</b>  | Protect denture from contamination (e.g., use a barrier when setting denture on surfaces, avoid placing or rinsing denture in sink water)? |
| <b>6</b>  | Use cool or tepid running water to clean and rinse denture?  |
| <b>7</b>  | Brush all surfaces of the denture using a toothbrush or denture brush with toothpaste?   |
| <b>8</b>  | Rinse denture to remove toothpaste?  |

**CLINICAL SKILLS TEST CHECKLIST**

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

| <b>Provide mouth care to a resident who has teeth</b> |   |
|---|---|
| <b>8</b>  | Offer resident cup of water to rinse mouth after brushing?  |
| <b>9</b>  | Provide resident an emesis basin or disposable cup to use for spitting as needed, such as after rinsing mouth?                            |
| <b>10</b>   | Leave area around resident's mouth clean and dry when care completed?   |
| <b>11</b>   | Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, and leaving overbed table dry? |
| <b>12</b>   | Ask resident about preferences during care? (IC)  |
| <b>13</b>   | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>14</b>   | Ask resident about comfort or needs during care or before care completed? (IC)  |
| <b>15</b>   | Promote resident's rights during care? (IC)   |
| <b>16</b>   | Promote resident's safety during care? (IC)   |

| <b>Provide mouth care to a resident who has teeth</b>  |   |
|--|---|
| 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:  |   |
| <b>1</b>   | Greet resident, address by name, and introduce self? (IC)   |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)  |
| <b>3</b>   | 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? |
| <b>4</b>   | Protect resident's clothing before providing mouth care and remove protective cover when care completed?  |
| <b>5</b>   | Moisten toothbrush with water and apply toothpaste before brushing teeth?   |
| <b>6</b>   | Wear gloves when brushing resident's teeth and wear throughout mouth care including when rinsing basin and toothbrush?  |
| <b>7</b>   | Brush sides and biting surfaces of teeth and the gum line with a gentle motion?   |

| <b>Provide perineal care to a female resident who is incontinent of urine</b>  |  |
|--|--|
| 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:  |  |
| <b>1</b>   | Greet resident, address by name and introduce self? (IC)   |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)   |
| <b>3</b>   | Wear gloves while providing perineal care, cleaning equipment, and handling soiled underpads, washcloths and towels?                                 |
| <b>4</b>   | Remove soiled underpad and replace with dry underpad before beginning cleansing?   |
| <b>5</b>   | Use water of safe temperature for washing and rinsing?   |
| <b>6</b>   | Use soapy washcloth to wash front perineum to include genital and skin fold areas of groin?  |
| <b>7</b>   | Change spot on washcloth for washing and rinsing strokes when cleansing inside the vulva?  |
| <b>8</b>   | 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? |
| <b>9</b>   | Use clean, soap-free, wet washcloth to remove soap from resident's skin on front perineum?   |
| <b>10</b>  | Dry front perineum after washed and rinsed, using towel to pat dry, moving from front to back?   |
| <b>11</b>  | Replace water in basin during care if it becomes cold or soapy?  |
| <b>12</b>  | Position resident on side to prepare for cleansing of buttocks and rectal area?  |
| <b>13</b>  | Wash, rinse, and dry buttocks and rectal area?   |
| <b>14</b>  | Wipe from front to back with all washing and rinsing strokes when cleansing the rectal area?   |

**CLINICAL SKILLS TEST CHECKLIST**

| <b>Provide perineal care to a female resident who is incontinent of urine</b> |   |
|---|---|
| <b>15</b>   | Leave resident on dry underpad at completion of procedure?  |
| <b>16</b>   | Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, and leaving overbed table dry? |
| <b>17</b>   | Keep resident positioned a safe distance from the edge of the bed at all times?   |
| <b>18</b>   | Ask resident about preferences during care? (IC)  |
| <b>19</b>   | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>20</b>   | Ask resident about comfort or needs during care or before care completed? (IC)  |
| <b>21</b>   | Promote resident's rights during care? (IC)   |
| <b>22</b>   | Promote resident's safety during care? (IC)   |

| <b>Provide resident hand and nail care</b> |  |
|--|--|
| <b>16</b>                                  | Ask resident about comfort or needs during care or before care completed? (IC) |
| <b>17</b>                                  | Promote resident's rights during care? (IC)                                    |
| <b>18</b>                                  | Promote resident's safety during care? (IC)                                    |

| <b>Provide resident hand and nail care</b>  |  |
|---|--|
| The candidate is asked to provide hand and nail care to one hand. The role of the resident is played by a person.<br><i>(not tested in Wyoming)</i> |  |
| Does the candidate:   |  |
| <b>1</b>  | Greet resident, address by name, and introduce self? (IC)  |
| <b>2</b>  | Provide explanations to resident about care before beginning and during care? (IC)   |
| <b>3</b>  | Use water of safe temperature for soaking fingers or hand?   |
| <b>4</b>  | Place fingers or full hand into basin of water to soak before removing residue from under nails?   |
| <b>5</b>  | Clean hand surfaces using wet washcloth, cleaning between fingers, and if soap used, rinse or remove soap using a clean, soap-free, wet washcloth?   |
| <b>6</b>  | 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? |
| <b>7</b>  | Rest resident's hand on barrier such as a dry towel once removed from basin while providing nail and hand care?  |
| <b>8</b>  | Dry hand before completing care?   |
| <b>9</b>  | Leave nails smooth (e.g., free of jagged edges)?   |
| <b>10</b>   | Apply lotion to cleaned hand after nail care finished?   |
| <b>11</b>   | Support resident's arm if raised off table when providing nail and hand care?  |
| <b>12</b>   | Remove visible excess lotion from hand if present at completion of hand care?  |
| <b>13</b>   | Complete skill having rinsed, dried and stored basin, placing soiled linens in hamper, disposing of trash, disposing of or storing emery board and orangewood stick, and leaving overbed table dry?    |
| <b>14</b>   | Ask resident about preferences during care? (IC)   |
| <b>15</b>   | Use Standard Precautions and infection control measures when providing care? (IC)  |

| <b>Provide resident a partial bed bath and back rub</b>  |   |
|--|---|
| 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:  |   |
| <b>1</b>   | Greet resident, address by name and introduce self? (IC)  |
| <b>2</b>   | Provide explanations to resident about care before beginning and during care? (IC)  |
| <b>3</b>   | Use water of safe temperature for washing and rinsing?  |
| <b>4</b>   | 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? |
| <b>5</b>   | Wash resident's face using a soap-free wet washcloth, unless ascertains resident's preference to use soap before washing face?  |
| <b>6</b>   | Leave face dry after washing?   |
| <b>7</b>   | Contain corners of washcloth while washing and rinsing (e.g., forming mitt)?  |
| <b>8</b>   | Protect bed linen from becoming wet during washing and rinsing of body (non-face)?  |
| <b>9</b>   | Wash resident's body (non-face) using a wet washcloth with small amount of soap?  |
| <b>10</b>  | Use clean, soap-free, wet washcloth to remove soap from resident's skin?  |
| <b>11</b>  | Wash and rinse resident's neck, hand, arm, chest, and abdomen?  |
| <b>12</b>  | Dry neck, hand, arm, chest, and abdomen?  |
| <b>13</b>  | Support arm if raised off bed to wash, rinse, and dry the back side of arm?   |
| <b>14</b>  | Assist resident to turn onto side before cleansing back?  |
| <b>15</b>  | Wash, rinse, and dry back?  |
| <b>16</b>  | Replace basin of water during task if it becomes cold or soapy?   |
| <b>17</b>  | Warm lotion before applying to resident's back (e.g., warming in hands, placing bottle in warm water)?  |
| <b>18</b>  | Use lotion to provide back rub with long gliding and circular motions?  |

CLINICAL SKILLS TEST CHECKLIST

| Provide resident a partial bed bath and back rub |   |
|--|---|
| 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)  |
| 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 <b>only correct joints</b> and <b>only correct side</b> 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)  |
| 3  | Exercise <b>only correct joints</b> and <b>only correct side</b> 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 alongside, 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 <b>only correct joints</b> and <b>only correct side</b> when performing range of motion (ROM)? |

**CLINICAL SKILLS TEST CHECKLIST**

| <b>Provide resident with passive range of motion (ROM) exercises to one hip, knee and ankle</b> |  |
|---|--|
| <b>4</b>  | Support extremity to protect the working joint throughout ROM exercises?   |
| <b>5</b>  | Move resident's hip and knee through ROM, flexing knee and hip, raising toward torso and returning back to mattress (flexion/extension)? |
| <b>6</b>  | Support extremity to prevent heel friction against mattress during ROM exercises?  |
| <b>7</b>  | Move resident's foot up toward head and point down toward the mattress through ROM (dorsiflexion/plantar flexion)?                       |
| <b>8</b>  | Ask resident to report discomfort during ROM <b>or</b> ask if resident has discomfort during ROM exercises?                              |
| <b>9</b>  | Control extremity throughout ROM exercises providing smooth, slow, non-forceful movement?  |
| <b>10</b>   | Ask resident about preferences during care? (IC)   |
| <b>11</b>   | Use Standard Precautions and infection control measures when providing care? (IC)  |
| <b>12</b>   | Ask resident about comfort or needs during care or before care completed? (IC)   |
| <b>13</b>   | Promote resident's rights during care? (IC)  |
| <b>14</b>   | Promote resident's safety during care? (IC)  |

| <b>Transfer the resident from the bed into a wheelchair using a pivot technique and a transfer/gait belt</b>  |  |
|---|--|
| 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:   |  |
| <b>1</b>  | Greet resident, address by name and introduce self? (IC)   |
| <b>2</b>  | Provide explanations to resident about care before beginning and during care? (IC)   |
| <b>3</b>  | Place wheelchair near resident's bed before assisting resident to sit at edge of bed?  |
| <b>4</b>  | Move wheelchair footrests out of the way before standing resident for transfer (e.g., lift, swing, or remove)?                             |
| <b>5</b>  | Place nonskid footwear (e.g., shoes) on resident before standing resident for transfer?  |
| <b>6</b>  | Provide support to assist resident to sitting position on side of bed, without pulling resident by lower arms or hands?                    |
| <b>7</b>  | Provide resident opportunity to sit on side of bed to adjust to change in position before beginning transfer?                              |
| <b>8</b>  | Position resident's feet flat on the floor before standing to begin transfer?  |
| <b>9</b>  | Prepare for transfer by positioning wheelchair with front interior wheel close enough to bed so that transfer can be completed as a pivot? |

| <b>Transfer the resident from the bed into a wheelchair using a pivot technique and a transfer/gait belt</b> |   |
|--|---|
| <b>10</b>  | Lock wheelchair before standing resident to begin transfer?   |
| <b>11</b>  | 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)? |
| <b>12</b>  | Provide cue or signal to resident before assisting to stand?  |
| <b>13</b>  | Stand in front of resident reaching under resident's arms to hold transfer/gait belt at sides or around back throughout transfer?   |
| <b>14</b>  | Brace one or both of resident's legs during transfer while assisting to stand, turn, and sit?   |
| <b>15</b>  | Maintain own body mechanics when assisting resident to stand, turn, and sit?  |
| <b>16</b>  | 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?       |
| <b>17</b>  | Support resident to provide for controlled gentle lowering into seat of wheelchair?   |
| <b>18</b>  | Leave resident positioned in wheelchair in proper body alignment, hips against back of seat, and feet on footrests?   |
| <b>19</b>  | Remove transfer/gait belt from resident's waist without harming resident (e.g., pulling transfer/gait belt) when transfer is complete?  |
| <b>20</b>  | Ask resident about preferences during care? (IC)  |
| <b>21</b>  | Use Standard Precautions and infection control measures when providing care? (IC)   |
| <b>22</b>  | Ask resident about comfort or needs during care or before care completed? (IC)  |
| <b>23</b>  | Promote resident's rights during care? (IC)   |
| <b>24</b>  | Promote resident's safety during care? (IC)   |