

Introduction

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for Nursing Assistants who work in such facilities. Each state is responsible for following the terms of this federal law.

As defined in the OBRA regulations, a Nursing Assistant competency evaluation program provides specific standards for Nursing Assistant related knowledge and skills. The purpose of a Nursing Assistant competency evaluation program is to ensure that candidates who are seeking to be Nursing Assistants understand these standards and can competently and safely perform the job of an entry-level Nursing Assistant.

This handbook describes the process of taking the Nursing Assistant competency test and is designed to help prepare candidates for testing. There are two parts to the Nursing Assistant competency test—a multiple-choice knowledge test and a skill test. Candidates must pass both parts of the test and meet all requirements of the AZBN for certification in Arizona.

Arizona has approved D&S Diversified Technologies to provide tests and scoring services for Nursing Assistant Testing. For question not answered in this handbook please contact D&SDT at toll free 877-851-2355 or go to www.hdmaster.com. This handbook should be kept for future reference.

Applying to take the Nursing Assistant Test

Complete the application form known as the 1101 and 1402 forms. On-line registration is also available at www.hdmaster.com. Please print neatly and remember to double check your address, phone number, and social security number before signing the application. If it is not signed your application will be returned to you and your testing date will be delayed.

A listing of Regional (fixed) test dates is available on our web site at www.hdmaster.com *or* call our office to have a list faxed or mailed to you. If you choose a test date from our testing schedule, write your first choice and second choice. Regional (fixed) tests will not be scheduled less than ten (10) days from receipt of application. You will be scheduled to take the written and skill test on the same day. Under PAYMENT OPTIONS please mark the appropriate boxes. For applicants who need faster processing of their applications, the following options are available:

1. Anyone wishing to fax their application will be charged the \$5.00 Priority Fax Service fee and will need to write their credit card information on the application form.
2. Applicants wishing to test in **less than 10 business** days from the date D&S receives their application will be charged a **\$15 express service fee per candidate and a \$19.50 for overnight express service shipping fee.**

Please note the following application guidelines:

1. Incomplete applications will be returned to the candidate (missing information, payment or signatures)
2. Candidates may not send personal checks or cash.
3. We accept Money Orders, Cashier Checks, Facility Checks, Master card or Visa (including pre-paid Master Card or Visa).
4. Applications must be received in the Findlay office 10 business days before the requested test date.

D&S will notify the candidate via mail or email of their test date and time. If you do not hear from D&S within 5 business days of sending your application, please call our toll free number at 1-877-851-2355.

Retaking the Nursing Assistant Test

1. Make address corrections to the top portion of your failure results letter (form 1301.)
2. Fill out Exam types and fee payment (form 1402) on a new application and choose test dates from the test schedule (form 1700) and write them on the new application under Option 1. (Regional Test Site Schedule.)
3. Mail or fax the top portion of your failure letter (form 1301) along with the new application, and payment to D&S DT. If faxed please be sure to include credit card information on your new application.

4. If you lost your failure letter (form 1301), you must submit a complete new application.
5. D&S DT is unable to schedule you over the telephone for your retest. You will need to submit your retest application to D&S DT either by fax (\$5.00 extra fax fee) or by mail.
6. **Per the Arizona Board of Nursing a failing candidate may only take the skill test twice with the same observer to reduce the perception of bias and lessen the chance of over-familiarity between candidate and observer. If an alternate observer is not available at your facility of choice you will have to choose a different facility for testing.**

The Written/Oral Test

The Written Test Proctor will hand out materials and give instructions for taking the Written Test. You will have a maximum of ninety (90) minutes to complete the 72 question Written Test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Written Test (such as "What does this question mean?") Fill in only one (1) oval on the answer sheet for each question. **DO NOT mark in the testing booklet.** Marks in the test booklet will not be accepted as answers. Your answers must appear on the separate scan form answer sheet. You must have a score of 75% or better to pass the written portion of the test.

An Oral may be taken in conjunction with the Written test if you have difficulty reading. If you want to take the Oral Test you must request it when you submit your application. There is an additional charge for an Oral Test. The questions are read to you, in a neutral manner, from a cassette tape in addition to having the written test and scan form for the paper test. For WebETest(C) you will hear the questions on the computer headphones.

ESL (English as a second language) students are allowed to utilize a translation dictionary for the written portion of the test. The translations must be word-for-word translations only. **NO DEFINITIONS ARE ALLOWED.** The translation dictionary must be in written format, electronic dictionaries are prohibited.

All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution.

Written Test Content

The Written Test consists of 72 multiple-choice questions. Questions are selected from subject areas based on the approved Arizona test plan and include questions from all the required categories as defined in OBRA regulations. The subject areas are as follows:

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|--------------------------|------------------------------------------|
| 1) Safety (4) | 7) Communication (7) |
| 2) Infection Control (7) | 8) Data Collection (8) |
| 3) Personal Care (12) | 9) Basic Nursing Skills (10) |
| 4) Mental Health (4) | 10) Role and Responsibility (4) |
| 5) Care Impaired (4) | 11) Disease Process (4) |
| 6) Resident Rights (4) | 12) Older Adult growth & Development (4) |

The Skill Test

The purpose of the Skill Test is to evaluate your Nursing Assistant skills. You will find a complete list of skill tasks in this handbook. Handwashing will be one of the tasks you will need to perform. Four (4) additional tasks will be randomly selected from the following list for you to perform on your Skill Test. The steps that are listed for each skill are the steps required for a Nursing Assistant to completely demonstrate the skill task. You will be scored on these steps. You must have a score of 80% on each task **without missing any key steps** (the **Bolded** steps) to pass the skill portion of the test. **Steps marked with an * are weighted more than steps without an * when your percentage score is calculated.** If you fail the skill test you will have to take another skill test with five tasks on it, one of which will be one of the tasks you failed, handwashing, and 3 others that will be randomly chosen.

What To Expect

Each of the five scenarios associated with your five assigned tasks will be read to you immediately before you do each task.

- ☞ Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the five scenarios repeated anytime during your skill test.
- ☞ Be sure you understand all instructions before you begin because you may not ask questions once the Skill Test begins.
- ☞ You will be given thirty (35) minutes to complete the five (5) tasks. You must correctly perform all five (5) tasks in order to pass the Skill Test. You will be told when 15 minutes remain.
- ☞ If you believe you made a mistake while performing a task, say so and then repeat the task or the step on the task you believe you performed incorrectly. You may repeat any step or steps you believe you have performed incorrectly any time during your allotted 35 minutes or until you tell the RN Test Observer you are finished with the Skill Test. Once the Skill Test has begun the RN Test Observer may not answer questions.

******THE SKILL TASK STEPS INCLUDED IN THIS HANDBOOK ARE FOR DISCRETE SKILL TASK STEPS USED FOR OBJECTIVE TESTING PURPOSES ONLY AND THE STEPS INCLUDED HEREIN ARE NOT INTENDED TO BE USED TO PROVIDE COMPLETE CARE THAT WOULD BE ALL INCLUSIVE OF BEST CARE PRACTICED IN AN ACTUAL WORK SETTING******

Manual Skills Listing

Every step must actually be performed and demonstrated during testing to receive credit. The only exception is after completing the handwashing skill, handwashing may be verbalized for the remaining four (4) skills.

Skill 1—Ambulation With Gait Belt

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to be performed to the resident and obtains gait belt.
3. **Locks bed brakes to ensure resident's safety.**
4. **Locks wheelchair brakes to ensure resident's safety.**
5. Brings resident to sitting position and places gait belt around waist to stabilize trunk. Tightens gait belt. Checks gait belt by slipping fingers between gait belt and resident
6. **Adjust bed so that resident's feet are comfortably flat on the floor when resident is sitting on the bed.**
7. Assists resident to put on **non-skid slippers/shoes. (No non-skid socks)**
8. Brings resident to standing position, using proper body mechanics.
9. With one hand grasping gait belt and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates resident at least 10 steps to the wheelchair.
10. Assists resident to pivot and sit in the wheelchair in a controlled manner that ensures safety. Removes gait belt.
11. Identifies that hands should be washed.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Leaves call light or signaling device and water within easy reach of the resident.

Skill 2—Ambulation With Walker

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
3. **Locks bed brakes to ensure resident's safety.**
4. **Locks wheelchair brakes to ensure resident's safety.**
5. Brings resident to sitting position. Places gait belt around waist to stabilize trunk.
6. Tightens gait belt. Checks gait belt by slipping fingers between gait belt and resident.
7. Assists resident to put on **non-skid slippers/shoes. (No non-skid socks)**
8. Positions walker.
9. Assists resident to stand, stabilizes walker and insures resident has stabilized walker.
10. Positions self behind and slightly to side of resident.
11. Safely ambulates resident at least 10 steps to wheelchair.
12. Assists resident to pivot and sit in wheelchair, using correct body mechanics and removes gait belt.
13. Identifies that hands should be washed.
14. Maintains respectful, courteous interpersonal interactions at all times.

15. Leaves call light or signaling device and water within easy reach of the resident.

Skill 3—Antiembolic Stockings

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
3. Provides for resident's privacy by only exposing one leg.
4. Gathers or turns stocking down inside out to the heel.
5. Places stocking over the toes, foot, and heel and rolls OR pulls up the leg.
6. Checks toes for possible pressure from stocking and adjusts as needed. (*)
7. Leaves resident with stockings that are smooth and wrinkle free. (*)
8. Identifies that hands should be washed.
9. Maintains respectful, courteous interpersonal interactions at all times.
10. Leaves call light or signal calling device and water within easy reach of the resident.

Skill 4—Bedpan and Output

1. Greets resident by name and identifies that hands should be washed.
2. Explains the procedure to resident.
3. Provides privacy for resident, pulls privacy curtain.
4. Candidate puts on gloves and positions resident on bedpan correctly using correct body mechanics.
5. Raises head of bed to comfortable level
6. Leaves call light and tissue within reach of resident and candidate steps away to a private area of room away from resident.
7. When signaled by the RN test observer the candidate returns with wet wash cloth.
8. Washes/assists resident to wash and dry hands.
9. Discards soiled linen in appropriate container.
10. Candidate gently removes bedpan and holds while the Observer adds a known quantity of fluid.
11. Candidate measures output.
12. Empties and cleans bedpan and graduate.
13. Removes and disposes of gloves.
14. Records output on pad.
15. **Candidate's recorded output is within 30ml of RN Test Observer's reading.**
16. Lowers bed if raised
17. Identifies that hands should be washed.
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signaling device and water within easy reach of the resident.

Skill 5—Bed Bath-Face, Arm, Hand and Underarm

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides privacy for resident, pulls privacy curtain. Raises bed to appropriate working level.
4. Prepares resident for a complete bath, even though will be demonstrating a partial bed bath.
5. Covers resident with a bath blanket.
6. Removes top bed linens to foot of bed.
7. Removes resident's gown without exposing resident.
8. Fills basin with comfortably warm water.
9. Washes and dries face WITHOUT SOAP.
10. Uses clean portion of wash cloth and wipes eyes gently from the inner to the outer using a clean portion of the wash cloth with each stroke.
11. Places towel under arm, only expose one arm.
12. Washes arm, hand and underarm using soap and water.
13. Rinses arm, hand, underarm and dries entire area.
14. Assists resident to put on a clean gown.
15. Properly cleans and stores all equipment used.

16. Disposes of soiled linen in appropriate container.
17. Lowers bed if it was raised.
18. Identifies that hands should be washed.
19. Maintains respectful, courteous interpersonal interactions at all times.
20. Leaves call light or signaling device and water within easy reach of the resident.

Skill 6—Blood Pressure

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident. Provides privacy for resident, pulls privacy curtain.
3. Assists resident into a comfortable sitting or recumbent position with forearm relaxed and supported in a palm-up position, approximately at the level of the heart.
4. Rolls resident's sleeve up about 5 inches above the elbow.
5. Applies the cuff around the upper arm just above the elbow.
6. Cleans earpieces of stethoscope appropriately and places in ears.
7. Cleans diaphragm of the stethoscope.
8. Places stethoscope over brachial artery.
9. Holds stethoscope snugly in place.
10. Inflates cuff until 30mmHg above RN test observer provided loss of pulse number.
11. Slowly releases air from cuff to disappearance of pulsations. Removes cuff.
12. Records reading on pad provided by tester.
13. **Candidate's recorded systolic blood pressure is within 6mmHg of the test observer's and diastolic is within 8mmHg.**
14. Identifies that hands should be washed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device and water within easy reach of the resident.

Skill 7—Denture Care

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
3. Lines sink with a protective lining that would help prevent damage to the dentures. **(Cloth towel or washcloth, may not use paper towels) Never places dentures in/on a contaminated surface.**
4. Puts on gloves and removes dentures from cup.
5. Handles dentures carefully to avoid damage.
6. Applies toothpaste and thoroughly brushes dentures including the inner, outer, and chewing surfaces of upper and lower dentures **as well as the denture groove and/or plate that will touch any gum surface.** Toothettes may be utilized instead of a toothbrush as long as all of the surfaces listed above are cleaned.
7. Rinses dentures using clean cool water.
8. Places dentures in rinsed cup.
9. Adds cool clean water to denture cup.
10. Cleans equipment and returns to storage.
11. Discards protective lining in an appropriate container.
12. Removes gloves and disposes of gloves in an appropriate container.
13. Identifies that hands should be washed.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signaling device and water within easy reach of the resident.

Skill 8—Dressing Bedridden Resident

1. Greets resident by name and identifies that hands should be washed.
2. Explains the procedure to the resident.
3. Provides privacy for resident, pulls privacy curtain.
4. Keeps resident covered while removing gown.
5. **Resident always remains lying in bed.**
6. Removes gown from unaffected side first.

7. Places used gown in laundry hamper.
8. From the weak side first, dress the resident in a shirt or blouse, the candidate inserts their hand through the sleeve of the shirt or blouse and grasps the weak hand of the resident (*)
9. From the weak side first, dress the resident in pants, the candidate assists the resident to raise their buttocks or turns resident from side to side and draws the pants over the buttocks and up to the resident's waist (*)
10. When putting on the resident's socks, the candidate draws the socks up the resident's foot until they are smooth.
11. Leaves the resident in correct body alignment and comfortably dressed.
12. Identifies that hands should be washed.
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device and water within easy reach of the resident.

Skill 9—Feeding the Dependent Resident

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Candidate looks at diet card and indicates that resident has received the correct tray.
4. **Positions the resident in an upright position. At least 45 degrees.**
5. Washes and dries resident's hands and face before feeding.
6. Protects clothing from soiling by using napkin, clothing protector, or towel.
7. Discards soiled linen appropriately.
8. **Remains at eye level or below while feeding resident.**
9. Describes the foods being offered to the resident.
10. Offers water or other fluid frequently.
11. Offers food in small amounts at a reasonable rate, allowing resident to chew and swallow.
12. Wipes resident's hands and face during meal as needed.
13. Leaves resident clean and in a position of comfort.
14. Records intake in percentage of total solid food eaten on I&O pad provided.
15. Records intake of fluid in ml on I&O sheet provided
16. **Candidate is within 25% of the solids and within 30ml of the fluids consumed.**
17. Identifies that hands should be washed.
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signaling device and water within easy reach of the resident.

Skill 10—Fluid Intake

1. Candidate observes dinner tray. Three known capacity containers will have varying fluid levels.
2. Candidate may use supplied pad and pencil or calculator, if needed, to arrive at the number of ml consumed.
3. Candidate decides on ml of fluid consumed from each container.
4. Candidate obtains total fluid consumed in ml.
5. Candidate records total fluid consumed on I & O sheet.
6. **Candidates total recorded fluid must be within 30ml of correct total.**

Skill 11- Handwashing

1. Greets resident by name and introduces themselves to the resident
2. Turn on water.
3. Wet hands.
4. Apply liquid soap to hands.
5. Rub hands together using friction.
6. Interlace fingers pointing downward.
7. Washes all surfaces of hands and wrist with liquid soap.
8. Rinse hands thoroughly under running water with fingers pointed downward.
9. Dry hands on clean paper towel(s).
10. Turn off faucet with a SECOND (last) clean dry paper towel.
11. Discard paper towels into trash container as used.
12. **Does not re-contaminate hands at any point during the procedure.**

Skill 12—Mouth Care—Brushing Teeth

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides privacy for resident, pulls privacy curtain.
4. Drapes the chest with towel to prevent soiling.
5. Candidate puts on gloves.
6. Applies toothpaste to toothbrush.
7. **Brushes resident's teeth, including the inner, outer, and chewing surfaces of all upper and lower teeth. Toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed above are cleaned.**
8. Cleans tongue.
9. Assists resident in rinsing mouth.
10. Wipes resident's mouth.
11. Removes soiled linen.
12. Places soiled linen in hamper or equivalent.
13. Empties emesis basin.
14. Cleans and dries emesis basin.
15. Rinses toothbrush.
16. Returns emesis basin and toothbrush to storage.
17. Disposes of gloves properly in the appropriate container.
18. Leaves resident in position of comfort.
19. Identifies that hands should be washed.
20. Leaves call light or signaling device and water within easy reach of the resident.
21. Maintains respectful, courteous interpersonal interactions at all times.

Skill 13—Mouth Care of Comatose Resident

1. Greets resident by name and identifies that hands should be washed.
2. Provides privacy for resident, pulls privacy curtain.
3. **Turns resident to a side lying position to avoid choking or aspiration.**
4. Drapes chest/bed as needed to protect from soiling.
5. Puts on gloves, **uses swabs and cleaning solution. (May not use toothbrush or toothpaste.)**
6. Gently and thoroughly cleans the inner, outer, and chewing surfaces of all upper and lower teeth.
7. Gently and thoroughly cleans the gums and tongue.
8. Cleans, dries face.
9. Returns resident to position of comfort and safety.
10. Cleans and replaces equipment and discards disposable items in waste can.
11. Discards towel and washcloth in linen hamper. Removes gloves and disposes properly.
12. Identifies that hands should be washed.

Skill 14—Making an Occupied Bed

1. Greets resident by name and identifies that hands should be washed.
2. Gathers linen.
3. Transports linen correctly.
4. Places linen on a clean barrier, **such as a cloth towel or chux pad.** May place linen on the over-bed table, seat of the chair, on night stand or over the end of the bed.
5. Explains procedure to resident.
6. Provides privacy for resident, pulls privacy curtain.
7. Directs observer to stand on opposite side of bed to provide for safety. (*)
8. Raises bed to working height.
9. Resident is to remain covered at all times.
10. Assists resident to roll onto side toward observer. Candidate instructs observer to remain standing on opposite side of the bed.
11. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
12. Places clean bottom sheet along the center of the bed and rolls or fan folds linen against resident's back and unfolds

- remaining half.
13. Secures two fitted corners.
 14. Candidate directs the observer to stand on the opposite side of bed. (*)
 15. Assists the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident.
 16. Removes soiled linen without shaking.
 17. Avoids placing dirty linen on the over bed table, chair or floor.
 18. Avoids touching linen to uniform.
 19. Disposes of soiled linen in hamper or equivalent.
 20. Pulls through and smooths out the clean bottom linen.
 21. Secures the other two fitted corners.
 22. Resident's body never touches the bare mattress.
 23. Places clean top linen and blanket or bed spread over covered resident.
 24. Removes used linen keeping resident unexposed at all times.
 25. Tucks in top linen and blanket or bedspread at the foot of bed.
 26. Makes mitered corners at the foot of the bed.
 27. Applies clean pillow case, with zippers and/or tags to inside.
 28. Gently lifts resident's head while replacing the pillow.
 29. Lowers bed if it was raised.
 30. Identifies that hands should be washed.
 31. Maintains respectful, courteous interpersonal interactions at all times.
 32. Leaves call light or signaling device and water within easy reach of the resident.

Skill 15—Perineal Care Female

1. Greets resident by name and identifies that hands should be washed.
2. Provides privacy for resident, pulls privacy curtain.
3. Explains procedure to the resident/mannequin and asks resident if they would like a third party present during the provision of perineal care. (Resident will be covered with a bath blanket.)
4. Fills basin with comfortably warm water.
5. Raises the bed to proper working height.
6. Directs RN test observer to stand on the opposite side of the bed to provide for safety. (*)
7. Turns resident toward observer or raises resident's hips and places water proof pad under buttocks.
8. Puts on gloves.
9. Exposes perineum only.
10. Separates labia.
11. Uses water and soapy wash cloth.
12. Cleans labia from top to bottom. (*)
13. Uses a clean portion of a wash cloth with each stroke.
14. Rinses the area.
15. Dries the area.
16. Covers the exposed area with the bath blanket.
17. Assists resident to turn onto side away from the candidate.
18. With a clean wash cloth, cleans the rectal area.
19. Uses water, wash cloth and soap.
20. Cleans area from vagina to rectal area with single strokes. (*)
21. Uses a clean portion of the wash cloth with each step. Rinses area.
22. Dries area.
23. Turns resident toward observer or raises hips and removes water proof pad from under buttocks.
24. Positions resident (mannequin) on their back.
25. Disposes of soiled linen in an appropriate container.
26. Cleans and dries equipment.
27. Returns equipment to storage.
28. Disposes of gloves in appropriate container.
29. Lowers bed, if it was raised.
30. Identifies that hands should be washed.
31. Leaves call light or signaling device and water within easy reach of the resident.

Skill 16—Positioning Resident on Side

1. Greets resident by name and identifies that hands should be washed.
2. Explains what is to be done and how the resident may help.
3. Provides privacy for resident, pulls privacy curtain.
4. Positions bed flat Raises bed to appropriate working height.
5. Insures that the resident's face never becomes obstructed by the pillow(*)
6. Candidate directs RN test observer to stand on the opposite side of the bed to provide for safety or always turns resident toward self. (*)
7. Candidate moves head, hips and legs toward self to provide room on the bed that will be used to safely turn the resident on his/her right or left side.
8. If observer wasn't directed to side opposite the working side of the bed, candidate moves to opposite side of the bed and turns resident toward self, otherwise may remain on working side of the bed and turns resident toward the previously positioned observer.
9. Assists/turns resident on his/her side.
10. Check to be sure resident is not lying on his/her arm.
11. Maintains correct body alignment.
12. Places support devices such as pillows, wedges, blankets, etc., to maintain correct body alignment and protect bony prominences- under the head, the upside arm, behind the back and between the knees. (*)
13. Lowers bed if it was raised.
14. Identifies that hands should be washed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device and water within easy reach of the resident.

Skill 17—Range of Motion Hip & Knee

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides privacy for resident, pulls privacy curtain.
4. Positions resident supine and in good body alignment.
5. Correctly supports joints at all times by placing one hand under the knee and the other hand under the ankle.
6. Moves the entire leg away from the body. (abduction)
7. Moves the entire leg back toward the body. (adduction)
8. Completes abduction and adduction of the hip three times.
9. Continue to correctly support joints by placing one hand under the resident's knee and the other hand under the resident's ankle. Bends the resident's knee and hip toward the resident's trunk. (flexion of hip and knee at the same time)
10. Straighten the knee and hip. (extension of knee and hip at the same time)
11. Complete flexion and extension of knee and hip three times.
12. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
13. Leaves resident in a comfortable position.
14. Identifies that hands should be washed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device and water within easy reach of the resident.

Skill 18—Range of Motion Shoulder

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to the resident.
3. Provides privacy for resident, pulls privacy curtain.
4. Positions resident on their back in good body alignment.
5. Correctly supports the resident's joint by placing one hand under their elbow and the other hand under the resident's wrist.
6. Raises resident's arm up and over the resident's head. (flexion)
7. Brings the resident's arm back down to the resident's side. (extension)

8. Completes full range of motion for shoulder through flexion and extension three times.
9. Continue supporting joints correctly and move the resident's entire arm out away from the body. (abduction)
10. Return the resident's arm to the side of the resident's body. (adduction)
11. Complete full range of motion for shoulder through abduction and adduction three times.
12. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
13. Leaves resident in a comfortable position.
14. Identifies that hands should be washed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device and water within easy reach of the resident.

Skill 19—Transferring a Weight Bearing Non-Ambulatory Resident from Bed to Wheelchair using a Gait Belt

1. Greets resident by name and identifies that hands should be washed.
2. Explains the procedure to be performed to the resident and obtains a gait belt
3. Positions wheelchair at the foot or head of the bed.
4. **Locks wheelchair brakes to ensure resident's safety.**
5. **Locks bed brakes to ensure resident's safety.**
6. Assists resident to sitting position using proper body mechanics and places gait belt around the resident, below the rib cage and above their waist, to stabilize trunk. Tightens gait belt Checks gait belt by slipping fingers between gait belt and resident
7. Assist in putting on non-skid slippers/shoes. (No non-skid socks)
8. **Adjust bed so that resident's feet are comfortably flat on the floor.**
9. Grasps the gait belt with both hands to stabilize the resident.
10. Brings resident to a standing position using proper body mechanics.
11. Assist resident to pivot and sit in a controlled manner that ensures safety.
12. **Removes gait belt.**
13. Identifies that hands should be washed.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signaling device and water within easy reach of the resident.

Skill 20—Transferring a Weight Bearing Non-Ambulatory Resident from Wheelchair to Bed using a Gait Belt

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to be performed to the resident.
3. Positions wheelchair at foot or head of bed.
4. **Adjust bed so that resident's feet will be comfortably flat on the floor when sitting on the bed.**
5. **Insures resident's safety. Locks wheelchair brakes.**
6. **Insures resident's safety. Locks bed brakes.**
7. Places gait belt around the resident, below the rib cage and above their waist, to stabilize trunk.
8. Tightens gait belt so that fingers of candidate's hand can be comfortably slipped between gait belt and resident.
9. Grasps the gait belt with both hands to stabilize the resident.
10. Brings resident to standing position using proper body mechanics.
11. Assists resident to pivot and sit on bed in a controlled manner that ensures safety.
12. Removes gait belt.
13. Assists resident in removing non-skid slippers.
14. Assists resident to move to center of bed, supporting extremities as necessary.
15. Makes sure resident is comfortable and in good body alignment.
16. Identifies that hands should be washed.
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Leaves call light or signaling device and water within easy reach of the resident.

Skill 21—Vital Signs - Temperature, Pulse and Respiration

1. Greets resident by name and identifies that hands should be washed.
2. Explains procedure to resident.
3. Correctly turns on digital oral thermometer and places sheath on thermometer.
4. Gently inserts bulb end of thermometer in mouth under tongue.
5. Leaves thermometer in place for appropriate length of time.
6. Removes thermometer and candidate reads and records the temperature reading on I&O sheet provided.
7. **Candidate's recorded temperature varies no more than .1 degree from Test Observer's.**
8. Candidate discards sheath appropriately.
9. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
10. Counts pulse for 60 seconds or 30x2. Then records on the I&O sheet provided.
11. **Candidate's recorded pulse rate is within 4 beats of RN Test Observer's recorded rate.**
12. Candidate counts respirations for 60 seconds or 30x2 and records results on I&O sheet provided.
13. **The Candidate's recorded respiratory rate is within 2 breaths of the RN Test Observer's recorded rate.**
14. Identifies that hands should be washed.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device and water within easy reach of the resident.

Test Day

- You should arrive at your confirmed test site between twenty and thirty (20-30) minutes before your test is scheduled to start.
- You must bring a **GOVERNMENT ISSUED, SIGNED, NON-EXPIRED, PHOTO ID (ex: drivers license, state ID, military ID or passport)**. **You will not be admitted for testing if you do not bring proper ID. You will be considered a NO SHOW and will have to reapply and pay for a new test date.**
- Your test notification letter and map should be with you, although they are not required.
- You must bring several sharpened Number 2 pencils with erasers. **DO NOT BRING or USE INK PENS.** The scanner can't read ink marks on your answer sheet.

Testing Policy

The following policies are observed at each test site—

- If you arrive late for your confirmed test, or if you do not bring appropriate government issued ID, you will not be admitted to the Test and any test fees paid *will NOT be refunded*.
- **If you NO SHOW for your testing day you must re-submit forms 1101 and 1402 to schedule another test date. If your test is paid for by a government funded facility, that facility will be charged a No Show fee.**
- Cellular phones, beepers or any other electronic devices are not permitted during testing and there is no place for storage of personal belongings.
- You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. The only exception is a language translation dictionary that you must show to the RN Test Observer at check-in and the written test proctor before you start the written test. Only paper back or hard back is permitted. **NO ELECTRONIC TRANSLATION DICTIONARIES or any electronic devices are allowed.**
- You may not take any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke during the test.
- If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to your training program and the Arizona State Board of Nursing.
- **No visitors, guests, pets or children are allowed or will be provided for during testing.**

Per the Arizona Board of Nursing a failing candidate may only take the skill test twice with the same observer to reduce the perception of bias and decrease the chance of over-familiarity between candidate

and observer. If an alternate observer is not available at your facility of choice you will have to choose a different facility for testing.

Reschedule/Cancellation Policies

Reschedules - All candidates are entitled to *one* free reschedule any time up until 24 hours preceding a scheduled test day, excluding Sundays and holidays. Additional reschedules are subject to a \$35 fee that must be paid in full prior to a reschedule taking place. RESCHEDULES WILL NOT BE GRANTED LESS THAN 24 HOURS PRIOR TO A SCHEDULED TEST.

Cancellations - A request may be made *in writing* to cancel a test any time up until 24 hours preceding a scheduled test day, excluding Sundays and holidays, and qualify for a full refund of any testing fees paid minus a \$20 cancellation fee. You can fax or email your request for cancellation to our office.

No Shows - If you are scheduled for your test and do not show up without notifying D&S DT at least 24 hours prior to your scheduled testing, excluding Sundays and holidays, you will be considered a **NO SHOW** and must submit a new application (with payment) to be scheduled for a new test date.

These fees partially offset D&S DT cost incurred for services requested and resulting work that is performed. If a reschedule or cancellation request is not received within 24 hours preceding a scheduled test date, excluding Sundays and holidays, a NO SHOW status will exist and a new application with payment must be submitted to D&S DT to secure a new test time.

If you No Show for any of the following reasons please provide the following documentation:

Car breakdown: A tow bill faxed with **48 hours** of the test date, if we do not receive proof within 48 the hour time frame you will have to pay as though you were a No Show.

Medical emergency: Doctor notes within **5 working days**, if we do not receive proof within the 5 working day time frame you will have to pay as though you were a No Show.

Death in the family: Obituaries for **immediate family only** within **14 business days** from a missed test date.

Security

Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law, will be recorded as a test failure, and will not be allowed to retest for a minimum period of six months. Study materials, other than this candidate handbook, may not be brought to the test site. If you give or receive help from anyone during testing, the test will be stopped, your test will not be scored, you will be dismissed from the testing room, you will forfeit any testing fees paid, will have a NO SHOW status in our computer scoring system, and your name will be reported to the appropriate agency.

Test Results

After you have completed both the Written Test and Skill Test components your test results will be sent to the AZBN. You will be certified by the Board only after you meet all Board requirements including passing both the written and skill test components. If you fail either test component, you must reapply to retake the one component that you failed. Procedures for reapplying and detailed test results are included in a failure notification letter mailed or emailed to your address of record.

Test results will be available the same day that they are graded on our web site at www.hdmaster.com (3-5 days after the testing event). If you tested at a WebETest(C) facility your test results will be available 24 hours after testing (excluding Sundays and holidays).

You are eligible to test as many times as needed within your 2 years of the date of the training program completion. After two years, you must complete an AZBN approved training program in order to be eligible to re-test.

Written Practice Test

Available on our web site at www.hdmaster.com we offer a free written test question of the day and a ten question online practice test. You may also purchase complete practice tests that are randomly generated, based on the State test plan, and each practice test taken will be unique. A mastery learning testing method is used. This means candidates must get the question they are attempting correct before they may move onto the next question. A first

attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or group purchase plans are available.

THE FOLLOWING IS A LIST OF REQUIRED FORMS TO PREVENT YOUR APPLICATION FROM BEING DELAYED FOR PROCESSING:

FIRST TIME TESTERS

1. FORM 1402

2. FORM 1101

3. COPY OF TRAINING CERTIFICATE OR TRANSCRIPTS

4. PAYMENT OPTION WHICH APPLIES

RETEST

1. FORM 1402

2. COPY OF RESULT LETTER (FORM 1301)

3. PAYMENT OPTION WHICH APPLIES

Sample Questions

The following questions are samples of the kinds of questions that you will find on the Written/Oral test.

1. Clean linens that touch the floor should be:

- (A) Picked up quickly and placed back on the clean linen cart
- (B) Used immediately on the next resident bed
- (C) Considered dirty and placed in the soiled linen hamper
- (D) Used only in the room with the floor the linen fell on

2. A soft, synthetic fleece pad placed beneath the resident:

- (A) Takes pressure off the back
- (B) Provides warmth for the resident
- (C) Gives the resident a sense of security
- (D) Should only be used with bedridden residents

3. A resident's psychological needs:

- (A) Should be given minor consideration
- (B) Make the resident withdrawn and secretive
- (C) Are nurtured by doing everything for the resident
- (D) Are nurtured when residents are treated like individuals

Answers: 1C—2A—3D

NOTES:

Vocabulary List:

abandonment
abdominal thrust
abduction
abduction pillow
absorption
abuse
acceptance
accidents
activities
acute
adduction
ADL
admission
admitting resident
affected side
aging process
AIDS
alarms
alternating pressure mattress
Alzheimer's
ambulation
amputees
anger
anterior
Antibacterial
antibiotics
antiembolic stockings
anxiety
aphasia
apical
appropriate response
arteries
arthritis
aseptic
aspiration
assistive device
atrophy
Attitudes
autoclave
axillary temperature
back strain
bacteria
bargaining

basic needs
bath water temperature
bathing
bed cradle
bed height
bed position
bedrest
biohazard
bladder training
bleeding
blindness
blood pressure
bodily fluids
body alignment
body fluids
body language
body mechanics
body temperature
bowel program
break time
breathing
broken equipment
burnout
burns
call light
cancer
cardiac arrest
cardiopulmonary resuscitation
cardiovascular system
care plan
cast
cataracts
catheter care
central nervous system
cerebral vascular accident
charge nurse
chemical disinfection
chemotherapy
chest pain
choking
chronic
circulation
clarification
cleaning spills

clear liquid diet
clergy
cold compress
colostomy
colostomy bag
comfort care
communication
confidentiality
confused resident
congestive heart failure
constipation
constrict
contact isolation
contamination
contracture
converting measures
COPD
coping mechanisms
CVA
cyanosis
cyanotic
decubitus ulcer
deeper tissue
dehydration
delusions
demanding resident
dementia
denial
dentures
dependability
depression
dermatitis
developmental process
diabetes
dialysis
diarrhea
diastolic
dietitian
digestion
discharging resident
disinfection
disoriented resident
disrespectful treatment
dizziness

DNR
documentation
draw/lift
dressing
droplets
drowsy
dry skin
dying
dysphagia
dyspnea
edema
elastic stockings
electrical equipment
elimination
emesis basin
emotional needs
emotional stress
emotional support
emphysema
ethics
evacuation
extension
extremity
eye glasses
facility policy
falls
faulty equipment
fecal impaction
feeding
fingernail care
fire
fire safety
flexed
flexion
fluid intake
Foley catheter
foot board
foot care
foot drop
Fowler's position
fractures
gait belt
gastrostomy tube
geriatrics
germ transmission

gerontology
gloves
grieving process
hair care
hallucination
hand tremors
hand washing
hazardous substance
health-care team
hearing aid
hearing impaired
heart muscle
heat application
height
Heimlich maneuver
hemiplegia
hepatitis B
HIPAA
hospice care
hydration
hyperglycemia
hypertension
hyperventilation
hypoglycemia
immobility
immune system
Incontinence
indwelling catheter
infection
infection control
in-house transfer
initial observations
input and output
in-service programs
insulin
intake and output
integumentary system
interpersonal skills
isolation
job application
job description
job interview
kidney failure
laxatives
life support

lift/draw sheet
linen
low sodium diet
making occupied bed
mask
Maslow
material safety data
material safety data sheet
mealtime
measuring height
mechanical soft diet
medical asepsis
medical record
medications
memory loss
mentally impaired
microorganisms
military time
mistakes
mistreatment
mobility
money
mouth care
moving
mucous membrane
muscle spasms
nail care
nasal cannula
needles
neglect
new resident
non-contagious disease
nonverbal communication
nosocomial infection
NPO
nurse's station
nursing assistant's role
nutrition
objective
OBRA
ombudsman
oral care
oral hygiene
oral temperature
orientation
oriented

oriented	reality orientation	specimen
osteoarthritis	rectal	spilled food
osteoporosis	reddened/discolored area	spills
ostomy bag	rehabilitation	spiritual needs
overbed table	religious service	sputum test
oxygen	reminiscing	standard precautions
pain	reporting	state survey
paralysis	reposition resident	stealing
paranoia	resident abuse	sterilization
Parkinson's	resident belongings	stethoscope
partial assistance	resident identification	stress
passive	resident independence	stroke
pathogens	resident unit	strong side
perineal care	residents	subacute care
peristalsis	Resident's Bill of Rights	subjective
personal care	resident's chart	suicide
personal items	resident's environment	sundowning
personal protective equipment	resident's families	supine
personal stress	respectful treatment	supplemental feedings
pet therapy	respirations	suspected abuse
petit mal seizure	respiratory symptoms	swelling
phantom pain	responding to resident behavior	systolic
physical needs	restorative care	tachycardia
physical therapist	restraints	telephone etiquette
physician's authority	resuscitation	temperature
plaque	rights	tendons
policy book	safety and security need	terminal illness
positioning resident	saliva	thermometers
post mortem care	scabies	thickened liquids
post-operative pneumonia	scale	threatening resident
pressure ulcers	security	tips
preventing injury	seizure	toenails
privacy	self-esteem	toileting schedule
progressive	sexual expression	trachea
prone	sexual needs	transfers
prosthesis	sharps container	transport bag
protective equipment	shaving	transporting food
providing privacy	shearing of skin	treating residents with respect
psychological needs	side rails	tub bath
pulse	Sitz bath	tube feeding
quadrant	skin integrity	tubing
quadriplegia	slander	twice daily
radial	smoking	tympanic temperatures
ramps	social needs	unaffected
range of motion	soiled linen	unconscious

unethical behavior
uniform
unopened mail
unsteady
urethral
urinary catheter bag
urinary system
urination
urine
urine specimen
vaginal drainage
varicose veins
vision change
vital signs
vomit
walker
wandering resident
water faucets
water temperature
weak side
weakness
weighing
weight
well balanced meal
wheelchair safety
white blood cells
withdrawal