



MEMO

TO: All Arizona Nursing Assistant Training Programs/Instructors
FROM: D&S Diversified Technologies / Headmaster LLP
DATE: December 23, 2015
RE: **CHANGES TO TESTING EFFECTIVE 2-1-2016 AND 3-1-2016 ALONG WITH OTHER IMPORTANT ITEMS**

ID REQUIREMENT CHANGE:

The new ID requirement will change from “government issued, signed, non-expired photo identification” to:

-GOVERNMENT ISSUED PHOTO IDENTIFICATION

A signature and expiration date will no longer be an identification requirement.

REMINDERS TO PROGRAMS:

Remember to always ask to see the candidates’ government issued, photo identification that they will present when they take their test. This ID will have their legal name on it and you need to make sure that the FIRST and LAST printed names on the ID exactly match what you enter into the database. If you do not enter their full legal name correctly and their ID does not match what was entered in the database when they go to test, the candidate will not be admitted for testing and will be considered a NO SHOW for the event and forfeit their testing fees. They will have to repay to retest. Name changes/corrections cannot be made the day of the test event.

Social security numbers are also a field that training programs enter in the database in the candidates’ records. **Please make sure you ask to see the candidate’s social security card so that you enter the correct number in the database.**

*****Incorrect data causes major delays in the candidate’s licensure process with the Arizona State Board of Nursing.*****

The Verification Report should be printed by all training programs once you have entered candidates. This report is a printout of what the program has entered in the database. Give it to each candidate and have them verify that everything entered is correct and have them sign the form. These forms can be kept in their student files. If you need information/instructions on how to print your Verification Reports, please contact us at 1-800-393-8664.

SKILL TASK CHANGES EFFECTIVE 2-1-2016

BEDPAN AND OUTPUT

Adding step *before* candidate steps away to a private area of room away from resident:

-Lower bed.

Rationale: To ensure resident safety, the bed needs to be lowered prior to leaving the resident.

Adding step after being signaled by the RN Test Observer to return:

-Raise bed.

Rationale: To ensure candidates use correct body mechanics, the bed needs to be raised.

Taking out step:

-Obtains a wet washcloth.

Changing step “washes/assists resident to wash and dry hands” to:

-Wash/assist resident to wash hands using a wet wash cloth with soap.

-Assist resident to dry hands.

Rationale: To provide candidates clarity of expectation.

BLOOD PRESSURE

Changing the step below:

OLD: 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.

NEW: Assists resident into a comfortable sitting or recumbent position with forearm relaxed in a palm-up position.

Rationale: To align with current industry standards.

FEEDING A DEPENDENT RESIDENT

Changing the steps “washes residents hands before feeding” and “dries resident’s hands before feeding” with:

-Provides hand hygiene for resident before feeding.

Candidate may use hand sanitizer on resident or wash resident’s hands with a wet wash cloth with soap.

Rationale: Change will allow the use of hand sanitizer.

ISOLATION GLOVE AND GOWNS

Changed the wording in the following steps:

OLD: Candidate ties the neck opening.

NEW: Candidate **fastens** the neck opening.

OLD: Candidate ties the waist, making sure that the back flaps cover clothing as completely as possible.

NEW: Candidate **fastens** the waist, making sure that the back flaps cover clothing as completely as possible.

Rationale: Previous wording did not provide an option for varying types of gowns, including those that utilize Velcro.

Changed the order of the following step:

Unfasten gown at the waist. (Will be before unfastening the neck)

Changing the step of “removes gown by folding soiled area to soiled area” with:

-Remove gown starting by slipping hands underneath gown at the neck and shoulder and folding the gown soiled area to soiled area.

➤ *The Test Site Equipment List Affidavit (Form 1503AZ) will change to add that the isolation gown may be tie or Velcro closure.*

Rationale: To align skill with current CDC recommendations, industry standards and provide clarity to candidates.

MOUTH CARE COMATOSE RESIDENT

Changed the wording in the following step:

OLD: Turns resident to a side lying position to avoid choking or aspiration.

NEW: Turns resident to a side lying position to avoid choking or aspiration. *If the resident is too large for the candidate to turn on his/her own, the candidate can ask the RN Test Observer for assistance with turning the resident.*

- *Test Observers will be instructed that if a candidate requests the test observer’s assistance with turning the resident during mouth care of a comatose resident, the test observer will assist the candidate to turn the resident.*

APPLYING AN ANTI-EMBOLIC STOCKING

During the equipment and supplies demonstration, RN Test Observers will inform the candidate of the type of stocking the candidate will be using during the Applying an Anti-embolic Stocking task, either a “bottom opening”, “top opening”, “open-toed” or “close-toed”.

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*****NEW SKILL TASK EFFECTIVE 3-1-2016*****

NEW SKILL: PERINEAL CARE FOR A MALE WITH CHANGING A SOILED BRIEF

The Test Advisory Panel (TAP) along with the Arizona State Board of Nursing reviewed manual skills and discussed the addition of the following skill: Male Perineal Care with Changing a Soiled Brief to the manual skills exam. According to the Job Analysis information provided, 80% of Certified Nursing Assistants change a brief one or more times during a shift.

The new task of **PERINEAL CARE FOR A MALE WITH CHANGING A SOILED BRIEF** will be included in testing effective March 1, 2016.

The steps for this new task are listed in the Candidate Handbook that is available on our webpage at www.hdmaster.com, click on Arizona CNA, click on Candidate Handbook Effective 2-1-2016. We have enclosed a copy of the 2016 Candidate Handbook with this memo.

Testing sites will be required to supply the male parts for the mannequin, disposable briefs and plastic bags to dispose of the soiled brief. An updated Test Site Equipment List Affidavit Form 1503AZ is being sent to all Test Sites.

OTHER CHANGES:

CHANGE TO THE EXIT SURVEY:

Question #9: "The RN who observed my skill test demonstration and the knowledge test proctor (person who watched me take my knowledge test) were the same person" will be replaced with:

--At the test site, the testing team administering my test consisted of:

- a. 1 person – the RN Test Observer
- b. 2 people - the RN Test Observer and Actor
- c. 3 people - the RN Test Observer, Actor and Knowledge Test Proctor (person who administered my knowledge test)

Question #11: A picture of the Candidate Handbook will be inserted on the survey to provide clarity and ensure understanding.

As always, if you have any questions or concerns please feel free to contact us at 1-800-393-8664 or via email at hdmaster@hdmaster.com.

We wish you all a wonderful and happy Holiday Season!

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