

# DELAWARE NURSE AIDE CANDIDATE HANDBOOK D&S DIVERSIFIED TECHNOLOGIES, LLP

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*Providing CNA testing solutions throughout the United States*

EFFECTIVE FEB 15, 2009 VERSION 3.0

Skill Changes: Peri-Care

## *Contact Information*

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### **Questions regarding test applications-test scheduling-eligibility to test:**

Diversified Technologies...8 am to 6 pm M-F and 8am-2pm Sat. .... (877) 201-0758  
333 Oakland Avenue-Findlay, OH 45840 .....(877) 851-2355

### **Questions about registry status and training programs:**

Delaware Nurse Aide Registry 8:00 am to 4:30 pm M-F.....(302) 577-6666  
Delaware Division of LTC Residents Protection  
3 Mill Rd, Suite 308-Wilmington, DE 19806 Kent/Sussex (302) 424-8600

**Criminal Background Unit:** .....(302) 577-6661

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## *Introduction*

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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 nurse aides who work in such facilities. Each state is responsible for following the terms of this federal law.

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

This handbook describes the process of taking the nurse aide competency test and is designed to help prepare Candidates for testing. There are two parts to the nurse aide competency test—a multiple-choice Written/Oral Test and a Skill Test. Candidates must pass both parts of the test to be listed on the Delaware Nurse Aide Registry.

The Delaware Division of Long Term Care Residents Protection has approved D&S Diversified Technologies to provide tests and scoring services for Nurse Aide Testing. To learn how to apply to take Nurse Aide Tests, please contact D&S DT toll free at 877-201-0758. This handbook should be kept for future reference.

## *Eligibility*

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ALL applicants hired by a nursing home or a temporary agency that provides services in a nursing home **MUST** undergo a criminal history check and pre-employment drug testing. Failure to pass the drug test or criminal background check will cause a person to be disqualified for employment. Conviction of the following crimes will automatically disqualify a person from working as a Certified Nurse Assistant—felony theft, drug and violent offenses, and offenses involving patients and other vulnerable persons. Conviction of some lesser offenses may also lead to disqualification. Please call the Criminal Background Unit at 302-577-6661 if you need more information.

According to Delaware CNA Training Regulations, Nurse Aide Candidates who meet one of the following criteria are eligible to apply to take the Examination (**WHICH CONSIST OF BOTH THE WRITTEN AND SKILL EXAM NO EXCEPTION**) for certification to become a Certified Nurse Aide in Delaware:

- **New Nurse Aides:** Candidates must have completed an approved DE Division of Long Term Care Residents Protection nurse aide training program within the last 24 months.  
Candidates who fail to obtain a passing score on both written and manual skill portions of the CNA test may repeat the test or portion of the test failed two additional times, but must obtain certification within 90 days of training program completion in order to continue working as a CNA. Those who are unable to obtain a passing score after three attempts must repeat another approved DE Division of Long Term Care Residents Protection CNA training program and pass the test, or they cannot continue to work as a nursing assistant.
- **Nursing Students hired as Nursing Assistants:** Candidates currently enrolled in a licensed nursing program who have satisfactorily completed a “Fundamentals/Basic Nursing” course with a clinical component will be deemed to meet the training requirements and may be scheduled to test upon submission of an approved affidavit (D&S DT form 1101 DE) from their school of nursing.
- **Military or Hospital Trained Nursing Assistants:** Candidates who have completed a military nursing assistant course or hospital-based nursing assistant training course of at least 150 hours with a curriculum comparable to the curriculum content of Section 69.303 of the state regulations for the Training and Qualification of Nursing Assistants and Certified Nursing Assistants and have performed nursing related services within the past 24 months. You must fill out and sign the 1101 backside, attach a copy of your course completion certificate, and proof of nursing related employment. (i.e. pay check stub or a letter from your employer on a company letter head.)

- **Lapsed Nurse Aides:** A Certified Nursing Assistant must perform at least 64 hours of nursing related services for pay under the supervision of a licensed nurse or physician during each 24-month certification period in order to qualify for re-certification. A certified nursing assistant who does not perform at least 64 hours of nursing related services in a certification period must complete and pass a new training course and competency test, or competency test.
- **Reciprocity:** A Certified Nursing Assistant trained and certified outside the State of Delaware shall be deemed qualified to meet the Department's requirements based on a current certificate from the jurisdiction where she/he is presently certified, documentation of the equivalent of three months of full-time experience as a certified nursing assistant performing nursing related services for pay under the supervision of a licensed nurse or physician or have completed a training and competency evaluation program with the number of hours at least equal to that required by the State of Delaware. The CNA must also be in good standing on the jurisdiction's Registry that she/he is certified. Contact the Delaware Nurse Aide Registry for reciprocity application forms or visit [hdmaster.com](http://hdmaster.com).
- **Out of State Certifications:** A Certified CNA, GNA in Maryland, in any state other than Delaware who does not have three months of full time employment shall be qualified to sit for the Nurse Aide exam without having to repeat the Nurse Aide Training courses. You must attach a copy of your current CNA, or GNA, certification from the state where you are **currently** certified.
- **RN OR LPN:** Candidates who have graduated from an RN or LPN program more than 24 months prior to submission of an application for certification are deemed qualified to meet the Department's nurse aide training program requirements and are eligible to take the competency test upon attachment of a sealed copy of their diploma.

### *Reschedule/Cancellation Policy*

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**Test reschedules:** A \$27 fee for each reschedule will be applied and reschedules MUST be requested at least three business days prior to a scheduled test time.

**Cancellations:** A request may be made to cancel a test any time up to 24 business hours prior to a scheduled test time (that is 48 hours for a Monday or holiday impacted test) and qualify for a full refund minus a \$27 cancellation fee that off sets costs incurred.

**No Shows:** If you are scheduled for your test and do not show up without notifying D & S Diversified Technologies 24 business hours prior to your scheduled test time you will be considered a NO SHOW and will have to submit a new application accompanied with payment in order to be scheduled for a new test date.

**Guidelines for emergency documentation:** Tow bills need to be in our office within 48 hours after the test date. Doctors excuses need to be in our office within five days after the test date. Obituaries need to be in our office within 14 days after the test date. (Obituaries must be immediate family and the candidates name needs to be included. If the candidates name is not in the obituary, the candidate must have the Funeral Director sign a letter stating they attended the funeral.)

### *The Written/Oral Test*

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A 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 77 question Written Test. You will be told when fifteen (15) minutes are left. 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 80% or better on the written portion of the test to pass the written portion.

An Oral Test may be taken in conjunction with the Written Test. 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 on a cassette tape in addition to having the printed written test and scan form.

Your test may contain questions on which statistical information will be collected for use in constructing future tests. Your responses to these questions will not affect your score.

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

### *Applying to take the Delaware Nurse Aide Test*

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1. **Complete form 1101.** Please print neatly and remember to double check your address, phone number and social security number before signing the 1101. If it is not signed, your application will be returned. Please check off box 1-6.

-If you took the nurse aide training course in Delaware within the past two years check Box 1. **Please attach a copy of your State of Delaware Nurse Aide Training Certificate.** Certificates will not be returned. You **do not** need to fill out Form 1101 Backside if you attached a copy of your training certificate.

-If you are **CURRENTLY** enrolled in an RN or LPN program approved by the Delaware Board of Nursing and have successfully COMPLETED a Fundamentals/Basic Nursing Course with a clinical component, you may apply to take the test. Please have your school complete Form 1101 Backside or submit a letter from your school of nursing attesting to current enrollment status and satisfactory course completion.

-If you have completed a military nursing assistant course or hospital-based nursing assistant training course of at least 150 hours. Complete 1101 Backside and attach a copy of your course completion certificate **and** proof of nursing related employment (paycheck stub or a letter from your employer on company letterhead.)

-If your Delaware CNA certification has lapsed, attach a copy of your expired CNA registry certificate and complete 1101 Backside.

-If you are certified as a CNA in another state (GNA in Maryland) but do not have three months of full time employment. Complete 1101 Backside and attach a copy of your CNA Certificate from the state you are **currently** certified.

-If you have graduated from RN or LPN school more than 24 months prior to application, you can take the competency test upon submission of a sealed copy of your diploma. If it has been within the last 24 months contact the Division of Long Term Care Residence Protection.

2. **Complete Form 1402.** A listing of test dates is available on our web site at [www.hdmaster.com](http://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 under Option 1: Fixed Test Dates. You do not have to fill out Option 2: D&SDT Approved Flexible Test Sites.

-D&S Diversified requires each candidate to take the written and skills tests on the same day. Under PAYMENT OPTIONS please mark the appropriate boxes. (One skills test consists of five skill tasks) Anyone wishing to fax their application will be charged the \$5.00 Priority Fax Service Fee and will need to write their debit or credit card information on the bottom of Form 1402.

-Applicants wishing to test in less than 10 business days from the date D & S receives their application are required to pay \$15 Express Service Fee and \$19.50 Overnight Shipping. (Candidates testing at Webetest sites only pay \$15 Express Service Fee)

Incomplete applications will be returned to the candidate. (missing information, illegible applications, missing signature, missing payment or incorrect payment.

**DO NOT send personal checks** or cash.

We accept Money Orders, Cashiers Check, Facility Checks, Facility Purchase Orders, Mastercard and Visa.

Applications must be received in the Findlay office 10 business days before the requested test date.

D & S will notify the candidate via mail 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 1-877-201-0758.

### *Retaking the Nurse Aide Test*

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- Mail or fax the top portion of your failure letter (Form 1301) along with form 1402 and your payment to D&S Diversified. Please ensure you pick a test date from the testing schedule and write it on form 1402 under Option 1. You do not need to send in another copy of your certificate.
- If you have lost your failure letter (Form 1301), you may submit another form or you may call D&S and we will mail you another copy.

- D&S is not able to reschedule you to retake your test over the phone. You will need to submit your retest application to D&S either by fax (\$5 fax fee applies) or mail.
- **New Test ID numbers:** For those of you who will be retesting, D&S has implemented a new system to replace your Social Security # .... Which in the past was on your result letter. In place of your Social Security Number is now your Test ID Number. You may use either your Social Security # or Test ID# for security when calling in to check your test results.

### *Written Test Content Outline*

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The Written Test consists of 77 multiple-choice questions. Questions are selected from subject areas based on the Delaware Division of Long Term Care Residents Protection test plan and include questions from all the required categories as defined in OBRA regulations. The subject areas and number of questions per category are as follows:

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

### *The Skill Test*

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The purpose of the Skill Test is to evaluate your nurse aide skills. You will find each of the skill tasks you are expected to know printed in this handbook. Hand washing will be one of the five tasks you will need to perform. Four (4) additional skill tasks will be randomly selected for you to perform during your Skill Test. The steps that are listed for each skill are the steps required for a nurse aide to completely perform the skill. You will be scored on these steps. You must have a score of 80% on **each task without missing any key steps** to pass the skill portion of the test. These steps, which are listed in bold print, are critical elements and are usually safety issues that must be performed correctly. If you fail any task you will have to take another complete skill test with five tasks on it, one of which will be the task you failed. If you fail two or more tasks you will take another complete Skills Test that may or may not include tasks that you previously failed.

### *What To Expect*

- ☞ Each scenario 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 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-five (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 20 minutes have elapsed.
- ☞ 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 Test Observer you are finished with the Skill Test. Once the Skill Test has begun, the Test Observer may not answer questions.

### *Manual Skills Listing*

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#### *Skill 1—Handwashing*

1. Introduces themselves to the resident.
2. Turns on water.
3. Wets hands.
4. Applies liquid soap to hands.
5. Rubs hands together using friction.
6. Interlaces fingers pointing downward.

7. Washes all surfaces of hands and wrist with liquid soap.
8. Rinses hands thoroughly under running water with fingers pointed downward.
9. Dries hands on clean paper towel(s).
10. Turns off faucet with a SECOND (last) clean dry paper towel.
11. Discards paper towels to trash container as used.
12. **Does not re-contaminate hands at any point during the procedure.**

### *Skill 2—Ambulation With Optional Use of Gait Belt*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to be performed to the resident and obtains gait belt, if used.
3. **Locks bed brakes to ensure resident's safety.**
4. Lowers bed to lowest position.
5. Brings resident to sitting position and places gait belt around waist to stabilize trunk if gait belt is used. Tightens gait belt, if used. Checks gait belt by slipping fingers between gait belt and resident, if gait belt is used.
6. **Assists resident to put on non-skid slippers.**
7. Brings resident to standing position, using proper body mechanics.
8. With one hand grasping gait belt, if used, and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, ambulates resident at least 10 steps.
9. **Locks wheelchair brakes to ensure resident's safety.**
10. Assists resident to pivot and sit in a controlled manner that ensures safety. Removes gait belt if used.
11. Maintains respectful, courteous interpersonal interactions at all times.
12. Leaves call light or signaling device within easy reach of the resident.
13. Identifies that hands should be washed.

### *Skill 3—Ambulation With Walker*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to resident.
3. **Locks bed wheels to ensure resident's safety.**
4. **Locks wheelchair brakes to ensure resident's safety.**
5. Brings resident to sitting position.
6. **Assists resident in putting on non-skid slippers.**
7. Positions walker correctly.
8. Assists resident to stand, stabilizes walker and insures resident has stabilized walker.
9. Positions self behind and slightly to side of resident. Safely ambulates resident at least 10 steps.
10. Assists resident to pivot and sit in their wheelchair, using correct body mechanics.
11. Maintains respectful, courteous interpersonal interactions at all times.
12. Leaves call light or signaling device within easy reach of the resident.
13. Identifies that hands should be washed.

### *Skill 4—Applying Antiembolic Stocking to One Leg*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to resident.
3. Provides for resident's privacy by only exposing one leg.
4. Rolls, 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. Maintains respectful, courteous interpersonal interactions at all times.
9. Leaves call light or signaling device within easy reach of the resident.
10. Identifies that hands should be washed.

### *Skill 5—Bedpan and Output*

1. Identifies that hands should be washed and checks resident identification.
2. Explains the procedure to resident.
3. Provides privacy for resident.

4. Candidate puts on gloves.
5. Positions resident on bedpan correctly.
6. Positions resident on bedpan using correct body mechanics.
7. Raises head of bed to comfortable level.
8. Leaves tissue within reach of resident.
9. Leaves call light within reach of resident.
10. Candidate verbalizes that they are leaving the room, while moving to an area away from the actor.
11. When Observer indicates, candidate returns.
12. Candidate gently removes bedpan.
13. Candidate places bedpan on barrier on chair. Observer will add a known quantity of fluid.
14. Candidate measures output.
15. Empties and cleans receptacle (bedpan and graduate). Flushes toilet if used.
16. Washes/assists resident to wash and dry hands.
17. Removes and disposes of gloves.
18. Records output on pad.
19. **Candidate's measurement reading is within 30ccs of Test Observer's reading.**
20. Maintains respectful, courteous interpersonal interactions at all times.
21. Leaves call light or signaling device within easy reach of the resident.
22. Identifies that hands should be washed.

### ***Skill 6—Catheter Care***

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to the resident (mannequin).
3. Pulls curtain; provides privacy.
4. Raises the bed to an appropriate working height.
5. Assembles equipment: Basin - wash cloth(s) - towel - soap - gloves.
6. Fills basin with comfortably warm water.
7. Puts on gloves.
8. Exposes catheter area only.
9. Places barrier (no paper towel) under catheter tubing.
10. Wets washcloth.
11. Applies soap to washcloth.
12. **Cleans at least four inches of catheter nearest meatus.**
13. Avoids tugging on the catheter at all times.
14. **Strokes away from the meatus at all times.**
15. **Uses a clean portion of the washcloth with each stroke.**
16. Rinses at least four inches of catheter nearest meatus. (Using the same procedure as for washing.)
17. Disposes of soiled linen in an appropriate container.
18. Empties basin.
19. Cleans basin.
20. Returns basin to storage.
21. Disposes of gloves in appropriate container.
22. Lowers bed, if it was raised.
23. Places call light or signaling device within reach of resident.
24. Leaves resident in a comfortable position.
25. Maintains respectful, courteous interpersonal interactions at all times.
26. Identifies that hands should be washed.

### ***Skill 7—Foot Care***

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to the resident.
3. Removes sock.
4. Immerses foot in comfortably warm water.
5. Removes foot from water.

6. Uses water and soapy washcloth.
7. Washes entire foot.
8. Washes between toes.
9. Rinses entire foot, rinses between toes.
10. Dries foot thoroughly, being careful to dry between toes.
11. Warms lotion by rubbing it between hands.
12. Massages lotion over entire foot.
13. If any excess lotion, wipes with a towel.
14. Replaces sock on foot.
15. Maintains respectful, courteous interpersonal interactions.
16. Leaves resident in position of safety and comfort and call light within easy reach of resident.
17. Avoids any behavior or situation that would be unsafe for resident throughout the procedure that isn't already documented above.
18. Identifies that hands should be washed.

### *Skill 8—Denture Care*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to resident.
3. Lines sink with a protective (paper towels or wash cloth) lining that would help prevent damage to the dentures.
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. 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 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. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

### *Skill 9—Dressing Resident*

1. Identifies that hands should be washed and checks resident identification.
2. Explains the procedure to the resident.
3. Provides privacy; pulls curtain.
4. Keeps resident covered while removing gown.
5. Removes gown from unaffected side first.
6. Places used gown in laundry hamper.
7. **When dressing the resident in a shirt or blouse, the Candidate inserts their hand through the sleeve of the shirt or blouse and grasps the hand of the resident, dressing from the weak side first.**
8. **When dressing the resident in a pants, the Candidate assists the resident to raise their buttocks and draws the pants over the buttocks and up to the resident's waist, always dressing from the weak side first.**
9. When putting on the resident's socks, the Candidate draws the socks up the resident's foot until they are smooth.
10. Leaves the resident comfortably and properly dressed.
11. Maintains respectful, courteous interpersonal interactions at all times.
12. Leaves call light or signaling device within easy reach of the resident.
13. Identifies that hands should be washed.

### *Skill 10 -Feeding the Dependent Resident*

1. Identifies that hands should be washed and checks resident identification.

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. Protects clothing from soiling by using napkin, clothing protector or towel.
6. Washes and dries resident's hands before feeding.
7. Discards soiled linen appropriately.
8. Sits down facing the resident 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 pad.
15. Records intake of fluid in cc/ml on pad.
16. **Candidate is within 25% of the solids and within 60cc/ml of the fluids consumed.**
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Leaves call light or signaling device within easy reach of the resident.
19. Identifies that hands should be washed.

### *Skill 11— Making an Occupied Bed*

1. Identifies that hands should be washed and checks resident identification.
2. Gathers linen and transports correctly.
3. Places clean linen over back of chair or on a clean barrier on the seat of the chair or drapes over foot of bed.
4. Explains procedure to resident.
5. Provides privacy.
6. **Locks bed brakes.**
7. **Raises side rail opposite working side of the bed.**
8. Raises bed to working height.
9. Resident is to remain covered at all times.
10. Assist resident to roll onto side toward raised side rail. Side rail remains up on side opposite candidate before turning resident.
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. **Raises second side rail and assists the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident.**
15. Removes soiled linen without shaking, and places in hamper. Avoids placing dirty linen on the over bed table, chair or floor.
16. Avoids touching linen to uniform.
17. Pulls through and smooths out the clean bottom linen.
18. Secures other two fitted corners.
19. Places clean top linen and blanket or bedspread over covered resident. Removes used linen making sure the resident is unexposed at all times.
20. Disposes of soiled linen in hamper.
21. Tucks in top linen and blanket or bedspread at foot of the bed.
22. Makes mitered corners at the foot of the bed.
23. Applies clean pillowcase, with zippers and/or tags to inside.
24. Gently lifts resident's head when replacing the pillow.
25. Lowers bed if it was raised.
26. Returns side rails to lowered position, if side rails were raised.
27. Maintains respectful, courteous interpersonal interactions at all times.
28. Leaves call light or signaling device within easy reach of the resident.
29. Identifies that hands should be washed.

### *Skill 12— Making an Unoccupied Bed*

1. Identifies that hands should be washed.

2. Gathers linen and transports correctly.
3. Places clean linen over back of chair or on a clean barrier on the seat of the chair, or drapes over foot of bed.
4. Elevates bed to appropriate working height.
5. Removes soiled linen from bed without contaminating uniform.
6. **Places removed linen in appropriate place (does not put clean or dirty linen on the over bed table or floor).**
7. Applies bottom fitted sheet, keeping it straight and centered.
8. Makes bottom linen smooth and/or tight, free of wrinkles.
9. Places clean top linen and blanket or bed spread on the bed.
10. Tucks in top linen and blanket or bedspread at the foot of the bed.
11. Makes mitered corners at the foot of the bed.
12. Applies clean pillowcase with zippers and/or tags to inside of pillowcase.
13. Leaves bed completely and neatly made.
14. Returns bed to lowest position if it was raised.
15. Identifies that hands should be washed.

### *Skill 13—Mouth Care*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to the resident.
3. Provides for resident's privacy.
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. If available, 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, removes soiled linen and places in appropriate container.
11. Empties and cleans emesis basin. Rinses toothbrush. Returns emesis basin and toothbrush to storage.
12. Removes and disposes of gloves.
13. Leaves resident in position of comfort.
14. Leaves call light or signaling device within easy reach of the resident.
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Identifies that hands should be washed.

### *Skill 14—Nail Care One Hand*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to the resident.
3. Immerses nails in comfortably warm water and soaks for at least five (5) minutes. (The five minutes may be verbalized.)
4. Dries hand thoroughly, being careful to dry between fingers.
5. **Gently cleans under nails with orange stick.**
6. Gently pushes cuticle back with washcloth or orange stick.
7. Files each fingernail.
8. Cleans equipment and returns to storage. Discards towel in linen hamper.
9. Maintains respectful, courteous interpersonal interactions at all times.
10. Leaves call light or signaling device within easy reach of the resident.
11. Identifies that hands should be washed.

### *Skill 15—Partial Bed Bath—Face, Arm, Hand and Underarm*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to the resident.
3. Pulls privacy curtain.
4. Raises bed to appropriate working level.
5. Covers resident with a bath blanket or a clean sheet.
6. Removes top bed linens. Fanfolds to bottom of bed or places aside.

7. Removes resident's gown without exposing resident.
8. Fills basin with comfortably warm water.
9. Washes and dries face WITHOUT SOAP.
10. Places towel under arm, exposing one arm.
11. Washes arm, hand and underarm using soap and water.
12. Rinses arm, hand, underarm and dries entire area.
13. Assists resident to put on a clean gown.
14. Properly cleans and stores all equipment used.
15. Disposes of soiled linen in appropriate container.
16. Lowers bed if it was raised.
17. Maintains respectful, courteous interpersonal interactions at all times.
18. Leaves call light or signaling device within easy reach of the resident.
19. Identifies that hands should be washed.

### *Skill 16— Gown and Gloves*

1. Identifies that hands should be washed and checks residents identification.
2. Candidate faces the back opening of the gown.
3. Candidate unfolds the gown.
4. Candidate places arms through each sleeve.
5. Candidate secures the neck opening.
6. Candidate secures the waist, making sure that the back flaps completely cover clothing.
7. Candidate puts on gloves.
8. Gloves overlap gown sleeves at the wrist.
9. Candidate removes gloves and disposes of them in an appropriate container.
10. Unfastens gown at the neck.
11. Unfastens gown at the waist.
12. Removes gown by folding soiled area to soiled area.
13. Candidate disposes of gown in an appropriate container.
14. Identifies that hands should be washed.

### *Skill 17 – Perineal Care for a Female*

1. Identifies that hands should be washed and checks resident identification
2. Explains procedure to the resident. (Mannequin)
3. Pulls curtain; provides privacy.
4. Raises the bed to the appropriate height.
5. Fills basin with comfortably warm water.
6. Raises side rail opposite working side of bed to provide for resident safety.
7. Turns resident to side or raises hips and places waterproof pad under buttocks.
8. Puts on gloves.
9. Covers the exposed area with the bath blanket or a clean sheet.
10. Exposes perineum only.
11. Separates labia.
12. **Using water and soapy washcloth, cleans one side of labia from top to bottom using a clean portion of a washcloth with each stroke.**
13. **Cleans other side of labia from top to bottom using a clean portion of a washcloth with each stroke.**
14. Rinses and dries the area.
15. Turns mannequin onto side away from the candidate toward raised side rail.
16. With a washcloth, cleans the rectal area.
17. **Using water, washcloth and soap cleans area from vagina to rectal area with single strokes.**
18. Rinses and dries area.
19. Removes waterproof pad from under buttocks
20. Positions resident (mannequin) on her back.
21. Disposes of soiled linen in an appropriate container.

22. Cleans and replaces equipment.
23. Disposes of gloves in an appropriate container.
24. Lowers bed if it was raised.
25. Lowers side rail, if it was raised.
26. Places call light or signaling device within reach of resident.
27. Identifies that hands should be washed.

### *Skill 18—Position Resident on Left Side*

1. Identifies that hands should be washed and checks resident identification.
2. Explains what is to be done and how the resident may help.
3. Pulls curtain, provides for resident's privacy.
4. Positions bed flat
5. **Locks bed brakes**
6. **Raises side rail on left side of the bed.**
7. From the right side—moves upper body toward self.
8. Moves hips toward self.
9. Moves legs toward self.
10. Assists/turns resident to left side and insures that the resident's face never becomes obstructed by the pillow.
11. Checks to be sure resident is not lying on their left arm.
12. **Places support devices such as pillows, wedges, blankets, etc., to maintain correct body alignment and protect bony prominences, under head and right arm, behind back, between knees.**
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

### *Skill 19—Range of Motion Hip & Knee*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to the resident.
3. Pulls curtain; provides for resident's privacy.
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 heel.
6. Moves the entire leg away from the body. (abduction or moving away from body\*)
7. Moves the entire leg back toward the body. (adduction is moving toward the body\*)
8. Completes abduction and adduction of the hip three times.
9. Continue to correctly support joints and bend the resident's knee and hip toward the resident's trunk. (flexion or bending of the hip and knee at the same time\*)
10. Straighten the knee and hip. (extension or straightening 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 verbally ask the resident if they are experiencing any pain or discomfort at least once at some point during this task.)
13. Leaves resident in a comfortable position.
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signaling device within easy reach of the resident.
16. Identifies that hands should be washed.

**\*Candidates must verbalize these terms while performing the motions.**

### *Skill 20—Range of Motion One Shoulder*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to the resident.
3. Pulls curtain; provides for resident's privacy.
4. Positions resident supine (on his or her back) and 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 or bending\*)
7. Brings the resident's arm back down to the resident's side. (extension or straightening\*)

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 or moving away from the body\*)
  10. Return the resident's arm to the middle of the resident's body. (adduction or moving toward the body\*)
  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 verbally ask the resident if they are experiencing any pain or discomfort at least once at some point during this task.)**
  13. Leaves resident in a comfortable position
  14. Maintains respectful, courteous interpersonal interactions at all times.
  15. Leaves call light or signaling device within easy reach of the resident.
  16. Identifies that hands should be washed.
- \*Candidates must verbalize these terms while performing the motions.**

### *Skill 21—Transfer from Bed to Wheelchair - Optional Gait Belt*

1. Identifies that hands should be washed and checks resident identification.
2. Explains the procedure to be performed to the resident and obtains a gait belt if used.
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. Lowers bed to lowest position.
7. Assists resident to sitting position and places gait belt around waist to stabilize trunk if gait belt is used. Tightens gait belt, if used. Checks gait belt by slipping fingers between gait belt and resident if gait belt is used.
8. **Assists resident to put on non-skid slippers.**
9. Brings resident to a standing position using proper body mechanics.
10. With one hand grasping the gait belt if used and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, transfers resident from bed to wheelchair.
11. Assists resident to pivot and sit in a controlled manner that ensures safety.
12. Test Observer will tell the Candidate to transfer the resident back into bed and Candidate brings resident to standing position, using proper body mechanics.
13. With one hand grasping the gait belt if used and the other stabilizing resident by holding forearm, shoulder, or using other appropriate method to stabilize, transfers resident from wheelchair back to bed.
14. Assists resident to pivot and sit on the bed in a controlled manner that ensures safety.
15. Assists resident in removing non-skid slippers and gait belt if used.
16. Assists resident to move to center of bed and lie down.
17. Makes sure resident is comfortable (offers blanket etc.) and is in good body alignment.
18. Maintains respectful, courteous interpersonal interactions at all times.
19. Leaves call light or signaling device within easy reach of the resident.
20. Identifies that hands should be washed.

### *Skill 22—Vital Signs - Temperature, Pulse and Respiration*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to resident.
3. Correctly turns on digital oral thermometer.
4. Gently inserts bulb end of thermometer in mouth under tongue.
5. Holds thermometer in place for appropriate length of time.
6. Removes thermometer and Candidate reads and records the temperature reading on a pad of paper.
7. **Candidate's recorded temperature varies no more than .1 degree from Test Observer's.**
8. Candidate wipes thermometer clean with alcohol pad or discards sheath.
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 pad of paper.
11. **Candidate's recorded pulse rate is within 4 beats of Test Observer's recorded rate.**
12. Candidate counts respirations for 60 sec or 30X2 and records results on the pad of paper.
13. **The Candidate's recorded respiratory rate is within 2 breaths of the Test Observer's recorded rate.**
14. Maintains respectful, courteous interpersonal interactions at all times.
15. Leaves call light or signaling device within easy reach of the resident.

16. Identifies that hands should be washed.

### *Skill 23—Weighing an Ambulatory Resident*

1. Identifies that hands should be washed and checks resident identification.
2. Explains procedure to resident.
3. Checks balance of scale before weighing resident and balances or zeros if necessary. A digital scale is not allowed.
4. **Insures resident's safety. Locks wheelchair brakes.**
5. Assists resident to stand and walks them to the scale.
6. Assists resident to step on scale.
7. Checks that resident is balanced and centered on scale with arms at side and not holding on to anything that would alter reading of the weight.
8. Appropriately adjusts weights until scale is in balance or observes analog scale.
9. Reads weight.
10. Returns resident to wheelchair and assists to sitting position.
11. Records weight on pad provided.
12. **Candidate's recorded weight varies no more than 2 lb. from Test Observer's reading.**
13. Maintains respectful, courteous interpersonal interactions at all times.
14. Leaves call light or signaling device within easy reach of the resident.
15. Identifies that hands should be washed.

### *Test Day*

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☞ 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 **SIGNED, NON-EXPIRED, PHOTO ID. You will not be admitted for testing if you do not bring proper ID.** 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.** Ink will not allow your test to be graded.

### *Testing Policy*

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The following policies are observed at each test site—

☞ If you arrive late for your confirmed test, or if you do not bring appropriate ID, you will not be admitted to the Test and your test fee *will NOT be refunded.*

☞ 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 written test proctor before you start the written test.

☞ 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 Delaware Division of Long Term Residents Protection.

☞ No visitors, guests, pets or children are allowed during testing.

### *Security*

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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 may not be brought to the test or used during testing. 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 and your name will be reported to the appropriate agency.

## *Test Results*

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After you have successfully passed both the Written/Oral Test and Skill Test, you will be placed on the Delaware Nurse Aide Registry and receive a passed notice from D&S DT along with a laminated wallet ID card. If you fail, you must reapply and repay for the portion of the CNA test you failed. Procedures for reapplying and detailed test information are included with failure notification letters.

## *The Registry*

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The Delaware Nurse Aide Registry maintains information regarding the status of nurse aides in Delaware. The Registry operates according to federal and state requirements and guidelines. Anyone may contact the Registry to inquire about his or her status as a nurse aide. Contact the Delaware Nurse Aide Registry with questions about lapsed certification and transfer of certification to or from another state.

## *Re-Certification/Renewal*

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A Certified Nursing Assistant must perform at least 64 hours of nursing related services for pay under the supervision of a licensed nurse or physician during each 24 month certification period in order to qualify for re-certification. A certified nursing assistant who does not perform at least 64 hours of nursing related services in a certification period must complete and pass a new training course and competency test, or competency test.

## *Reimbursement for Training and Testing Fees*

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Note: You may be eligible for reimbursement of nurse aide training and testing fees if you are employed by a federally certified nursing facility no later than 12 months after completing your training and state competency test. You are responsible for saving all receipts for any expenses that you have paid out of pocket including fees for the course, tests, textbooks, or other required course materials. Please note that you are only eligible for reimbursement if you are employed by a nursing home that has Medicaid and Medicare beds. A few nursing homes do not accept Medicaid and Medicare (are not federally certified) and are **not** required to reimburse you for training and testing fees.

You are also **not** eligible for reimbursement if you are employed in a health setting other than a certified nursing home, such as a temporary agency, assisted living facility, hospital, or a private home. You are also **not** eligible for reimbursement if you are not employed within 12 months after completing the training and testing program.

**Your employing facility is responsible for reimbursing training and testing fees NOT D & S Diversified Technologies.**

Any questions or concerns regarding reimbursements please call The Delaware CNA Registry at 302-577-6661.

## *Webetest®*

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Testing online is available for any test site, fixed or flexible, as long as you have 3 computers with internet services. Candidates take their written test via the computer. The Observer can use a computer or Internet capable PDA device to record their observations for the skills portion of the exam. Webetest® results are usually available the next business day after 3 pm.

## *Written Practice Test*

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We have restructured our website to better serve you. The hdmaster.com website now offers a free written test question of the day and an online practice test. Each test is randomly generated and unique. A mastery learning testing method is used. Candidates must get the question correct before they can move onto the next question. A first attempt percentage score and vocabulary feed back 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 accounts are available. Visit hdmaster.com and follow the prompts.

## ***ADA Accommodations***

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The Delaware Department of Health and D & S Diversified Technologies Nurse Aide testing program provides reasonable accommodations for applicants with disabilities or limitations that may affect their ability to take the Nurse Aide Competency Exam. Accommodations are granted in accordance with the Americans with Disabilities Act. If you are a candidate with a disability or limitation for which you wish to request an accommodation, please complete form 1404DE located on our web site at [www.hdmaster.com](http://www.hdmaster.com) and return completed forms to D & S Diversified Technologies, or call 877-201-0758 for information.

## ***Sample Questions***

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The following questions are samples of the kinds of multiple-choice questions that you will find on the Written/Oral Test. Check your answers to these questions using the answers supplied.

### **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

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## **CNA Work and Supervision Requirements**

In Delaware, a CNA must perform at least 64 hours of nursing related services for pay under the supervision of a licensed nurse or physician during each 24-month certification period, in order to qualify for recertification. (renewal). When you apply for a job as a CNA, check with your employer to make sure that you will be under the supervision of a licensed nurse or physician, if you think you want to renew your CNA certification. Any questions please call Elise at 302-577-6666.

## *Delaware Vocabulary List*

abdominal thrust	bedrest	compressions
abuse	biohazard	confidentiality
acceptance	bladder training	confused resident
accidents	blindness	congestive heart failure
activities	blood pressure	constipation
acute	blood pressure reading	constrict
adduction	bodily fluids	contact isolation
ADL	body alignment	contamination
admission	body fluids	contracture
admitting resident	body language	converting measures
affected side	body mechanics	COPD
aging process	body temperature	coping mechanisms
AIDS	bowel program	coughing excessively
alarms	break time	CPR
Alzheimer's	breathing	CVA
ambulation	burnout	cyanosis
amputees	call light	decubitus ulcer
anemia	cancer	dehydration
anger	cardiac arrest	demanding resident
Angina pectoris	cardiopulmonary	dementia
anorexia	resuscitation	denial
anterior	cardiovascular system	dentures
antibiotics	care plan	depression
aphasia	cast	dermatitis
apical	cataracts	diabetes
appropriate response	catheter care	dialysis
arteries	central nervous system	diaphragm
arteriosclerosis	cerebral vascular accident	diet
arthritis	charge nurse	dietitian
aseptic	chemotherapy	digestion
aspiration	choking	discharging resident
assistive device	chronic	disinfection
atrophy	circulation	disoriented
attitudes	clarification	disoriented resident
axillary temperature	cleaning	disposing of contaminated
bacteria	cleaning spills	materials
bargaining	clear liquid diet	disrespectful treatment
basic needs	clergy	dizziness
bath water temperature	cold compress	DNR
bathing	colostomy	documentation
bathing resident	colostomy bag	draw/lift
bed height	combative resident	dressing
bed position	communication	droplets

dry skin  
dying  
dysphagia  
dyspnea  
dysuria  
edema  
elastic stockings  
electrical equipment  
elimination  
emesis basin  
emotional abuse  
emotional needs  
emotional support  
empathy  
end of life care  
endocrine system  
enema  
ethics  
evacuation  
extension  
extremity  
eye glasses  
facility policy  
falls  
fatigue  
faulty equipment  
fecal impaction  
feeding  
fingernail care  
fire  
fire safety  
flexion  
Foley catheter  
foot board  
foot care  
foot drop  
Fowler's position  
fractures  
frequent urination  
gait belt  
gastrostomy tube  
geriatrics  
germ transmission  
gerontology  
gloves  
grand mal seizure

grieving process  
group settings  
hair care  
hand tremors  
hand washing  
health-care team  
hearing aid  
hearing impaired  
heart  
heart muscle  
height  
Heimlich maneuver  
hemiplegia  
hepatitis B  
hereditary  
hip prosthesis  
HIPAA  
HIV  
hydration  
hypertension  
hypoglycemia  
ice bag  
immobility  
immune system  
incontinence  
indwelling catheter  
infection  
infection control  
initial observations  
in-service programs  
insulin  
intake and output  
integumentary system  
interpersonal skills  
intravenous therapy  
ischemia  
isolation  
job description  
job interview  
kidney failure  
lift/draw sheet  
linen  
low sodium diet  
mask  
Maslow  
material safety data

mealtime  
measuring height  
mechanical soft diet  
medical asepsis  
medical record  
medications  
memory loss  
mentally impaired  
microorganisms  
minerals  
mistakes  
mistreatment  
mobility  
money  
mouth care  
moving  
mucous membrane  
Multiple Sclerosis  
muscle spasms  
musculoskeletal system  
myocardial infarction  
nasal cannula  
neglect  
non-contagious disease  
nonverbal communication  
nosocomial infection  
NPO  
nurses station  
nurse's station  
nursing assistant's role  
nutrition  
objective  
official records  
ombudsman  
open bed  
oral care  
oral hygiene  
oral temperature  
orientation  
oriented  
orthotic device  
osteoarthritis  
osteoporosis  
overbed table  
oxygen  
paralysis

paranoia  
Parkinson's  
partial assistance  
passive  
pathogens  
pathologic process  
patience  
perineal care  
peristalsis  
personal care  
personal hygiene  
personal items  
personal protective  
equipment  
personal stress  
pet therapy  
phantom pain  
physical needs  
physical therapist  
physician's authority  
plaque  
plate rim  
podiatrist  
policy book  
positioning resident  
positive attitude  
post mortem care  
postural supports  
precautions  
pressure ulcers  
preventing falls  
privacy  
progressive  
prone  
prostate gland  
prosthesis  
protective equipment  
providing privacy  
psychiatrist  
psychological needs  
pulmonary disease  
pulse  
quadrant  
quadriplegia  
radial  
ramps

range of motion  
reality orientation  
rectal  
reddened/discolored area  
rehabilitation  
religious service  
reminiscing  
reporting  
reposition resident  
resident abuse  
resident belongings  
resident independence  
resident rights  
resident unit  
Resident's Bill of Rights  
resident's chart  
resident's environment  
resident's families  
respectful treatment  
respirations  
respiratory symptoms  
responding to resident  
behavior  
restorative care  
restraints  
resuscitation  
right to equal care  
rights  
saliva  
scabies  
scale  
secretions  
seizure  
self-actualization  
self-esteem  
sexual activity  
sexual expression  
sexual needs  
sexually transmitted  
diseases  
sharps container  
shaving  
shearing of skin  
side rails  
Sims position  
Sitz bath

skin integrity  
smoking  
social needs  
social worker  
soiled linen  
specimen  
spilled food  
spills  
spiritual needs  
standard precautions  
state survey  
stealing  
stereotypes  
sterilization  
stethoscope  
stool specimen  
stress  
stroke  
strong side  
subjective  
suicide  
sundowning  
supine  
supplemental feedings  
suspected abuse  
swelling  
systolic  
tachycardia  
telephone etiquette  
temperature  
terminal illness  
threatening resident  
thrombus  
tips  
toenails  
toileting schedule  
trachea  
transfers  
transport bag  
transporting food  
treating residents with  
respect  
tub bath  
tube feeding  
tubing  
twice daily

tympanic temperatures  
unaffected  
unconscious  
uniform  
unopened mail  
unsteady  
urinary catheter bag  
urinary system  
urination  
urine  
urine specimen  
vaginal drainage  
validation therapy  
vision change  
vital signs  
vitamins  
vomitus  
walker  
wandering resident  
water faucets  
water temperature  
weakness  
weighing  
weight  
wheelchair safety  
white blood cells  
withdrawal