

Skill 1			Hand Washing
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Step
			1. Introduces themselves to the resident.
			2. Turns on water.
			3. Wets all surfaces of hands.
			4. Wets wrists.
			5. Applies liquid soap to hands.
			6. Rubs hands together using friction
			7. While hands are not under the water stream, rubs hands together for at least 20 seconds.
			8. Interlaces fingers pointing downward.
			9. Washes all surfaces of hands with liquid soap
			10. Washes wrist with liquid soap
			11. Rinses hands thoroughly under running water with fingers pointed downward.
			12. Dries hands on clean paper towel(s).
			13. Immediately discards paper towel(s) in trash can.
			14. Turns off faucet with a SECOND (last) clean dry paper towel.
			15. Does not recontaminate hands at any time during the procedure

Skill 2			Abdominal Thrusts on Conscious Resident
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Candidate identifies two symptoms or signs of choking.
			2. Candidate asks resident, "Are you choking?"
			3. Brings resident to a standing position while calling for help.
			4. Stands behind resident.
			5. Wraps arms around resident above the waist.
			6. Makes a fist with one hand.
			7. Place the thumb side of the fist against the resident's abdomen.
			8. Positions fist slightly above navel.
			9. Positions fist below bottom of sternum.
			10. Grasps fist with other hand.
			11. Verbalizes (for testing purposes only) that s(he) would press fist and hand into the victim's abdomen with an inward, upward thrust.
			12. Verbalizes s(he) would thrust (for testing purposes only) at least three times.
			13. Stops, asks resident, "Are you still choking?"
			14. At a minimum, candidate states, "I would repeat this procedure until it is successful or the resident lost consciousness."
			15. Candidate finishes by placing resident in recovery position on lateral side.

Skill 3			Ambulation using a Gait Belt
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Identifies self and Identifies that hands should be washed.
			2. Explains procedure to be performed to the resident.
			3. Obtains correct sized gait belt for the resident and pulls privacy curtain
			4. Locks bed brakes to ensure resident's safety.
			5. Lowers bed to a position so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
			6. Brings resident to sitting position with resident's feet flat on the floor.
			7. Places gait belt around resident's waist to stabilize trunk.
			8. Tightens gait belt.
			9. Checks gait belt for tightness by slipping fingers between gait belt and resident.
			10. Assists resident to put on non-skid slippers while in bed.
			11. Brings resident to standing position.
			12. Uses proper body mechanics at all times.
			13. Grasps gait belt with one hand.
			14. Other hand stabilizes resident by holding forearm, shoulder, or using other appropriate method to stabilize the resident
			15. Ambulates resident at least 10 steps.
			16. Locks wheelchair brakes to ensure resident's safety.
			17. Assists resident to pivot/turn.
			18. Sits resident in the wheelchair.
			19. Sits resident in a controlled manner.
			20. Ensures safety at all times.
			21. Removes gait belt.
			22. Maintains respectful, courteous interpersonal interactions at all times.
			23. Leaves call light or signal device within easy reach of the resident and opens privacy curtain.
			24. Identifies that hands should be washed.

Skill 4			Ambulation with a Walker
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to resident.
			3. Provide for resident's privacy by pulling privacy curtain.
			4. Locks bed brakes to ensure resident's safety.
			5. Brings resident to sitting position so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
			6. Assists resident in putting on non-skid slippers.
			7. Positions walker.
			8. Assists resident to standing position
			9. Stabilizes walker using hand and/or foot.
			10. Candidate positions self behind resident.
			11. Candidate positions self slightly to side of resident.
			12. Resident is ambulated at least 10 steps to wheelchair.
			13. Resident safety is insured at all times during the demonstration.
			14. Locks wheel chair brakes to ensure resident's safety.
			15. Assists resident to pivot/turn
			16. Assists resident to sit.
			17. Uses correct body mechanics at all times.
			18. Opens privacy curtain.
			19. Maintains respectful, courteous interpersonal interactions at all times.
			20. Leaves call light or signal calling device within easy reach of the resident.
			21. Identifies that hands should be washed.

Skill 5			Applying Antiembolic Stocking to one leg
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to resident.
			3. Raises bed between mid thigh and waist level.
			4. Provides for resident's privacy by only exposing one leg.
			5. Provides for resident's privacy by pulling privacy curtain.
			6. Rolls, gathers or turns stocking down inside out to the heel.
			7. Places stocking over the resident's toes, foot, and heel.
			8. Rolls OR pulls stocking up the leg.
			9. Checks toes for possible pressure from stocking.
			10. Adjusts stocking as needed.
			11. Leaves resident with stockings that are smooth/wrinkle free.
			12. Lowers bed.
			13. Opens privacy curtain
			14. Maintains respectful, courteous interpersonal interactions at all times.
			15. Leaves call light or signal calling device within easy reach of the resident.
			16. Identifies that hands should be washed.

Skill 6			Bedpan/Fracture Pan and Output
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains the procedure to the resident.
			3. Gathers supplies.
			4. Provides privacy for resident, pulls curtain.
			5. Candidate puts on gloves.
			6. Positions resident on bedpan/fracture pan with pan in correct orientation.
			7. Positions resident on pan using correct body mechanics.
			8. Raises head of bed to comfortable level.
			9. Leaves tissue within reach of resident.
			10. Candidate steps away from the resident.
			11. Upon returning, candidate lowers head of the bed.
			12. Candidate gently removes bedpan/fracture pan.
			13. Candidate holds bedpan/fracture pan while fluid is poured into the bedpan.
			14. Candidate places graduate on flat surface for reading.
			15. Candidate pours fluid into graduate.
			16. Candidate reads graduate at eye level.
			17. Empties graduate in designated toilet.
			18. Rinses bedpan/fracture pan and graduate.
			19. Dries bedpan/fracture pan and graduate.
			20. Returns equipment to storage.
			21. Washes resident's hands with wet washcloth.
			22. Dries resident's hands with a dry towel.(towel, handtowel or new dry wash cloth can be used)
			23. Removes gloves turning inside out.
			24. Disposes of gloves/linen in appropriate container.
			25. Candidate records output on previously signed recording pad.
			26. Candidate's measurement reading is within 25cc\ml of RN observer's reading.
			27. Leaves resident in a position of comfort and safety.
			28. Opens privacy curtain.

Date 1	Date 2	Date 3	Step
			29. Maintains respectful, courteous interpersonal interactions at all times.
			30. Leaves call light or signaling device within reach of the resident.
			31. Identifies that hands should be washed.

Skill 7			Catheter Care for a Female
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to resident.
			3. Provides for privacy - pulls curtain.
			4. Raises side rail opposite working side of bed.
			5. Raises bed between mid thigh and waist level.
			6. Puts on gloves.
			7. Fills basin with comfortably warm water.
			8. Positions a bath blanket or clean sheet over resident to maintain privacy.
			9. Turns Mannequin (side to side) and places incontinence pad under Mannequin
			10. Verbalizes the act of checking, while physically checking, to see that urine can flow, unrestricted, into the drainage bag.
			11. Uses soap and water to carefully wash in a circular motion around the drainage tube here it exits the urethra.
			12. With one hand holds catheter near the urethra to prevent tugging on catheter.
			13. With the other hand cleans at least 3-4 inches from the urethra down the drainage tube.
			14. Cleans with strokes only away from the urethra.
			15. Uses clean portion of cloth for each stroke.
			16. Rinses with strokes only away from the urethra.
			17. Rinses using clean portion of a washcloth for each stroke.
			18. Pats dry with a clean towel. (towel, handtowel or new dry wash cloth can be used)
			19. Does not allow the tube to be pulled at any time during the procedure.
			20. Replaces top cover over resident.
			21. Removes bath blanket.
			22. Removes incontinence pad, without friction, by turning mannequin side to side.

<b>Date 1</b>	<b>Date 2</b>	<b>Date 3</b>	<b>Step</b>
			23. Disposes of linens in the linen hamper.
			24. Empties equipment.
			25. Rinses equipment.
			26. Dries equipment.
			27. Returns equipment to storage.
			28. Removes gloves turning inside out.
			29. Disposes of gloves.
			30. Opens privacy curtain.
			31. Lowers bed.
			32. Lowers side rail.
			33. Leaves resident in a position of safety and comfort.
			34. Places call light or signaling device within reach of resident.
			35. Maintains respectful, courteous interpersonal interactions.
			36. Identifies that hands should be washed.

Skill 8			Denture Care
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to resident.
			3. Lines bottom of the sink with a protective lining that would help prevent damage to the dentures. (Towel or washcloth. NO paper towel allowed for lining.)
			4. Puts on gloves.
			5. Removes dentures from cup.
			6. Handles dentures carefully to avoid damage.
			7. Handles dentures carefully to avoid contamination.
			8. Applies toothpaste.
			9. Thoroughly brushes denture inner surfaces of upper and/or lower dentures. (Toothettes may be utilized instead of a toothbrush as long as all of the surfaces listed above are cleaned.)
			10. Thoroughly brushes denture outer surfaces of upper and/or lower dentures.
			11. Thoroughly brushes denture chewing surfaces of upper and/or lower dentures.
			12. Rinses dentures using clean cool water.
			13. Places dentures in rinsed cup.
			14. Adds cool clean water to denture cup.
			15. Cleans equipment.
			16. Dries equipment.
			17. Returns equipment to storage.
			18. Discards protective lining in an appropriate container.
			19. Removes gloves, turning inside out as they are removed.
			20. Disposes of gloves in an appropriate container.
			21. Maintains respectful, courteous interpersonal interactions at all times
			22. Leaves call light or signaling device within easy reach of the resident.
			23. Identifies that hands should be washed

Skill 9			Dressing Resident
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains the procedure to the resident.
			3. Provides privacy for resident, pulls curtain.
			4. Raises bed between mid-thigh and waist level.
			5. Keeps resident covered while removing gown.
			6. Removes gown from unaffected side first.
			7. Places used gown in laundry hamper.
			8. When dressing the resident in a shirt/blouse, the candidate inserts his/her hand through the sleeve of the shirt/blouse and grasps the hand of the resident.
			9. When dressing the resident in a shirt/blouse, the candidate dressed from the weak side first.
			10. The candidate assists the resident to raise his/her buttocks or turns the resident from side to side and draws the pants over the buttocks and up to the resident's waist.
			11. When dressing the resident in pants the candidate always dressed from the weak side first.
			12. When putting on the resident's socks, the candidate draws the socks up the resident's foot until they are smooth.
			13. When putting on the resident's shoes, the candidate slips each shoe on and securely fastens the shoe with Velcro tabs or ties.
			14. Leaves the resident comfortably/properly dressed.
			15. Leaves the resident in a position of safety.
			16. Lowers bed.
			17. Opens privacy curtain.
			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 10

## Emptying a Urinary Drainage Bag

Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to resident.
			3. Provides for privacy, pulls curtain.
			4. Raises side rail on both sides of the bed.
			5. Raises bed between mid thigh and waist level.
			6. Puts on gloves.
			7. Places a barrier on the floor under the drainage bag.
			8. Places the graduate on the previously placed barrier.
			9. Opens the drain to allow the urine to flow into the graduate until bag is empty.
			10. Avoids touching the graduate with the tip of the tubing.
			11. Closes the drain.
			12. Wipes the drain with antiseptic wipe AFTER drainage bag is empty.
			13. Replaces drain in holder.
			14. Lowers bed.
			15. Lowers side rails.
			16. Places graduate on level flat surface
			17. With graduate at eye level, reads output.
			18. Empties graduate into designated toilet.
			19. Rinses equipment.
			20. Dries equipment.
			21. Returns equipment to storage.
			22. Removes gloves turning inside out as they are removed.
			23. Disposes of gloves.
			25. Records the output in cc/ml on signed recording sheet.
			26. Candidate's recorded measurement is within 25cc of the Observer's measurement.
			27. Opens privacy curtain.
			28. Places call light within reach.
			29. Maintains respectful, courteous interpersonal interactions.
			30. Identifies that hands should be washed.

Skill 11			Feeding a Dependent Resident
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident.
			3. Verbalizes identifying the resident's name against the diet card and verbalizes that the 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 resident's hands before feeding.
			7. Dries resident's hands before feeding.
			8. Discards soiled linen in appropriate container.
			9. Candidate positioned at eye level facing the resident while feeding resident.
			10. Describes the foods being offered to the resident.
			11. Offers each fluid frequently.
			12. Offers small amounts of food at a reasonable rate.
			13. Allows resident time to chew and swallow
			14 . Wipes resident's hands and face during meal at least one time.
			15. Leaves resident clean.
			16. Leaves resident in bed with head of bed set up to at least 30 degrees.
			17. Records intake in percentage of total solid food eaten on signed pad provided.
			18. Observer records his/her calculation first never looking at the candidate's calculation and then records the candidate's calculation from the pad in space below ONLY after the candidate has left the skill test area.
			19. Candidate's calculation must be within 25% of the Observers.
			20. Candidate records sum of fluid intakes in cc/ml on previously signed recording pad.
			21.The candidate's calculation is within 60cc/ml of the Observer's.

Date 1	Date 2	Date 3	Step
			22. Maintains respectful, courteous interpersonal interactions at all times.
			23. Leaves call light or signaling device within easy reach of the resident.
			24. Identifies that hands should be washed.

Skill 12			Care of Hair
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident.
			3. Places towel on shoulders.
			4. Asks resident how s(he) would like his/her hair styled.
			5. Combs/brushes/styles hair gently.
			6. Combs/brushes/styles hair completely.
			7. Discards linen in appropriate container.
			8. Leaves hair neatly brushed/combed/styled.
			9. Maintains respectful, courteous interpersonal interactions at all times.
			10. Leaves call light or signal calling device within easy reach of the resident.
			11. Identifies that hands should be washed

**.Skill 13****Making an Occupied Bed**

Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Gathers linen.
			3. Transports linen correctly.
			4. Places clean linen on a clean surface. (Top of bedside stand, on over-bed table, over the back of a chair or drapes over foot of bed.)
			5. Explains procedure to resident.
			6. Provides privacy -- pulls curtain.
			7. Raises side rail opposite working side of bed.
			8. Raises bed between mid-thigh and waist level.
			9. Resident is covered at all times.
			10. Assists resident to roll onto side toward raised side rail.
			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.
			13. Rolls or fan folds linen against resident's back.
			14. Unfolds remaining half.
			15. Secures two fitted corners of the clean bottom sheet.
			16. Raises second side rail.
			17. Assists the resident to roll over the bottom linen.
			18. Prevents trauma/avoidable pain for the resident at all times.
			19. Removes soiled linen without shaking.
			20. Avoids touching linen to uniform.
			21. Disposes of soiled linen in hamper or equivalent.
			22. Pulls through/smoothes out the clean bottom linen.
			23. Secures the other two fitted corners.
			24. Places clean top linen and blanket or bed spread over covered resident while removing used linen.
			25. Keeps resident unexposed at all times.
			26. Tucks in top linen and blanket or bedspread at the foot of bed.
			27. Makes mitered corners at the foot of the bed.
			28. Applies clean pillow case.
			29. Zippers and/or tags of pillow case are positioned to inside.

Date 1	Date 2	Date 3	Step
			30. Gently lifts resident's head while replacing the pillow.
			31. Leaves bed completely/neatly made without wrinkles.
			32. Lowers bed.
			33. Returns side rails to lowered position.
			34. Opens privacy curtain.
			35. Maintains respectful, courteous interpersonal interactions at all times.
			36. Leaves call light or signal calling device within easy reach of the resident.
			37. Identifies that hands should be washed.

Skill 14			Changing an Adult Brief
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident (mannequin).
			3. Pulls curtain: Provides for privacy.
			4. Gathers supplies.
			5. Raises bed between mid thigh and waist level.
			6. Raises side rail opposite working side of bed.
			7. Puts on gloves.
			8. Places water proof incontinent pad under resident by rolling resident side to side.
			9. Unfastens wet brief on both sides.
			10. Assists resident to raise buttocks or rolls resident side to side to remove soiled brief.
			11. Immediately discards soiled brief in the designated container.
			12. Verbalizes that resident's soiled area would now be washed, rinsed and dried.
			13. Applies a new brief by rolling resident side to side or raising buttocks
			14. Pulls front of brief through.
			15. Insures brief is even on both sides of the resident.
			16. Fastens brief securely on both sides.
			17. Lowers bed.
			18. Lowers side rail(s).
			19. Removes gloves turning inside out.
			20. Disposes of gloves in appropriate container.
			21. Opens privacy curtain.
			22. Leaves resident in a position of comfort and safety. (bed low and side rails down).
			23. Verbalizes that the brief should be checked every two hours.
			24. Leaves call bell or signal calling device within easy reach of the resident.
			25. Identifies that hands should be washed.

Skill 15			Mouth Care
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident.
			3. Gathers equipment/supplies.
			4. Provides for resident's privacy, pulls privacy curtain.
			5. Candidate puts on gloves only after supplies have been gathered.
			6. Drapes the chest with a towel (cloth or paper) to prevent soiling.
			7. Candidate wets toothbrush.
			8. Applies a small amount of toothpaste to toothbrush.
			9.Brushes resident's teeth, including the inner surfaces of all upper and lower teeth, while verbalizing the surfaces they are cleaning. (Toothettes may be utilized instead of the toothbrush as long as all of the surfaces listed above are cleaned.)
			10. Brushes resident's teeth, including the outer surfaces of all upper and lower teeth, while verbalizing the surfaces they are cleaning.
			11. Brushes resident's teeth, including chewing surfaces of all upper and lower teeth, while verbalizing the surfaces they are cleaning.
			12. Cleans tongue.
			13. Assists resident in rinsing mouth.
			14. Wipes resident's mouth.
			15. Removes soiled chest barrier.
			16. Places soiled chest barrier (cloth or paper) in the appropriate container.
			17. Empties emesis basin.
			18. Rinses emesis basin.
			19. Dries emesis basin.
			20. Rinses toothbrush.
			21. Returns equipment to storage.
			22. Removes gloves turning inside out.
			23. Disposes of gloves in appropriate container.
			24. Leaves resident in position of comfort.
			25. Opens privacy curtain.

Date 1	Date 2	Date 3	Step
			26. Leaves call light or signaling device within easy reach of the resident.
			27. Maintains respectful, courteous interpersonal interactions at all times.
			28. Identifies that hands should be washed.

Skill 16			Nail Care one Hand
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident.
			3. Immerses nails in comfortably warm water.
			4. Soaks nails for at least five (5) minutes. (The five minutes may be verbalized)
			5. Gently pushes cuticle back with a wet wash cloth.
			6. Dries hand thoroughly.
			7. Carefully dries between fingers.
			8. Gently cleans under nails with orange stick.
			9. Files each fingernail.
			10. Empties equipment.
			11. Rinses equipment.
			12. Dries equipment.
			13. Returns equipment to storage.
			14. Discards soiled linen in linen hamper or equivalent.
			15. Discards orange stick in the designated sharps container.
			16. Maintains respectful, courteous interpersonal interactions at all times.
			17. Leaves call light or signaling device within easy reach of the resident.
			18. Identifies that hands should be washed.

Skill 17			PARTIAL BED BATH
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident.
			3. Pulls privacy curtain.
			4. Fills basin with comfortably warm water.
			5. Raises bed between mid thigh and waist level.
			6. Covers resident with a bath blanket or clean sheet.
			7. Fanfolds bed linens at least down to waist or moves linens to opposite side.
			8. Removes resident's gown without exposing resident.
			9. Disposes of gown in designated linen hamper.
			10. Washes face WITHOUT SOAP.
			11. Pat dries face.
			12. Places towel under arm, exposing one arm.
			13. Washes arm.
			14. Washes hand.
			15. Washes underarm.
			16. Used soap for the previous three steps.
			17. Rinses arm.
			18. Rinses hand.
			19. Rinses underarm.
			20. Pat dries arm.
			21. Pat dries hand.
			22. Pat dries underarm.
			23. Assists resident to put on a clean gown.
			24. Empties equipment.
			25. Rinses equipment.
			26. Dries equipment.
			27. Returns equipment to storage.
			28. Disposes of soiled linen in appropriate container.
			29. Lowers bed.
			30. Opens privacy curtain.

Date 1	Date 2	Date 3	Step
			31. Maintains respectful, courteous interpersonal interactions at all times.
			32. Leaves call light or signal calling device within reach of the resident.
			33. Identifies that hands should be washed.

Skill 18			Perineal Care for a Female
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed
			2. Explains procedure to the resident/mannequin.
			3. Pulls curtain; provides privacy
			4. Raises side rail opposite working side of bed.
			5. Fills basin with comfortably warm water.
			6. Raises the bed between mid thigh and waist level.
			7. Places bath blanket or clean sheet on mannequin.
			8. Puts on gloves.
			9. Places waterproof pad under resident's buttocks by turning resident toward side OR raises hips and places waterproof pad under buttocks.
			10. Returns resident to his/her back.
			11. Exposes perineum only.
			12. Shows separating the labia, while verbalizing this action.
			13. Uses water and soapy washcloth.
			14. Cleans both sides of labia from top to bottom.
			15. Cleans middle of labia from top to bottom.
			16. Uses a clean portion of a wash cloth with each stroke.
			17. Rinses the area from top to bottom.
			18. Pat dries the area.
			19. Rinses using a clean portion of the washcloth with each stroke.
			20. Pat dries using a clean dry portion of the towel with each pat. (Towel, handtowel or new dry wash cloth can be used)
			21. Covers the exposed area with the bath blanket or clean sheet

Date 1	Date 2	Date 3	Step
			22. Assists resident to turn onto side away from working side of the bed
			23. Uses a new clean wash cloth
			24. Cleans the rectal area
			25. Uses water, wash cloth and soap
			26. Cleans area from vagina to rectal area
			27. Uses single strokes
			28. Uses clean portion of the washcloth with each single stroke.
			29. Rinses area from vagina to rectal area.
			30. Pat dries area from vagina to rectal area.
			31. Removes water proof pad from under buttocks without friction by turning side to side.
			32. Positions resident (mannequin) on her back
			33. Disposes of all soiled linen including the bath blanket or sheet in the hamper or equivalent
			34. Empties equipment.
			35. Rinses equipment.
			36. Dries equipment.
			37. Returns equipment to storage
			38. Removes gloves turning inside out
			39. Disposes of gloves in appropriate container
			40. Lowers bed.
			41. Lowers side rail.
			42. Opens privacy curtain.
			43. Places call light or signaling device within reach of resident.
			44. Identifies that hands should be washed

Skill 19			Position in BED on Side
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains what is to be done.
			3. Introduces self to resident.
			4. Pulls curtain, provides privacy.
			5. Positions bed flat
			6. Raises bed between mid-thigh and waist level.
			7. Raises side rail on side of the bed opposite working side of bed to provide safety.
			8. From the working side of bed - moves upper body toward self.
			9. From the working side of the bed - moves hips toward self.
			10. From the working side of the bed - moves legs toward self.
			11. Assists/turns resident on his/her side.
			12. Insures that the resident's face never becomes obstructed by the pillow.
			13. Checks to be sure resident is not lying on down side arm.
			14. Insures resident is in correct body alignment.
			15. Places support devices under the resident's head.
			16. Places support devices under the resident's up side arm.
			17. Places support devices behind back.
			18. Places support devices between knees.
			19. Leaves resident in a position of comfort and safety.
			20. Lowers side rails.
			21. Lowers bed.
			22. Opens privacy curtain.
			23. Maintains respectful, courteous interpersonal interactions at all times.
			24. Leaves call light or signaling device within easy reach of the resident.
			25. Identifies that hands should be washed.

Skill 20			Range of Motion Exercise for Hip and Knee
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident.
			3. Raises bed between mid thigh and waist level.
			4. Pulls Curtain; provides for privacy
			5. Positions resident supine (bed flat).
			6. Verbalizes the resident is in good body alignment as the resident was positioned in good body alignment.
			7. Places one hand under the knee.
			8. Places the other hand under the ankle.
			9. ROM for Hip: Moves the entire leg away from the body. (abduction)
			10. Moves the entire leg toward the body. (adduction)
			11. Completes abduction and adduction of the hip at least three times.
			12. Continues to correctly support joints by placing one hand under the resident's knee and the other hand under the resident's ankle.
			13. Bends the resident's knee and hip toward the resident's trunk. (flexion of hip and knee at the same time)
			14. Straightens the knee and hip. (extension of knee and hip at the same time)
			15. Completes flexion and extension of the knee and hip at least three times.
			16. Does not cause discomfort/pain anytime during ROM (Candidate must ask).
			17. Does not force any joint beyond the point of free movement.
			18. Leaves resident in a comfortable position.
			19. Lowers bed.
			20. Opens privacy curtain.
			21. Maintains respectful, courteous interpersonal interactions at all times.
			22. Places call light or signaling device within easy reach of the resident
			23. Identifies that hands should be washed.

Skill 21			Range of Motion One Shoulder
Instructor Signature		Candidate Name	
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to the resident.
			3. Pulls Curtain; provides for resident's privacy.
			4. Raises bed between mid thigh and waist level.
			5. Positions resident supine (bed flat).
			6. Verbalizes the resident is in good body alignment as the resident was positioned in good body alignment.
			7. Places one hand under the elbow.
			8. Places other hand under the resident's wrist.
			9. Raises the resident's arm up and over the resident's head. (flexion)
			10. Brings the resident's arm back down to the resident's side. (extension)
			11. Completes flexion and extension of shoulder at least three times.
			12. Continues same support for shoulder joint.
			13. Moves the resident's entire arm out away from the body. (abduction)
			14. Returns arm to the resident's side. (adduction)
			15. Completes abduction and adduction of the shoulder three times.
			16. Does not cause discomfort/pain at anytime during ROM (Candidate must ask).
			17. Does not force any joint beyond the point of free movement.
			18. Leaves resident in a comfortable position.
			19. Lowers bed.
			20. Opens privacy curtain.
			21. Maintains respectful, courteous interpersonal interactions at all times.
			22. Places call light or signaling device within easy reach of the resident.
			23. Identifies that hands should be washed

Skill 22			Stand Pivot/Transfer from Bed to Wheelchair w/ gait belt
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains the procedure to be performed to the resident.
			3. Obtains a gait belt. Provides for residents privacy pulls curtain.
			4. Positions wheelchair touching the side of the bed.
			5. Locks wheelchair brakes to ensure resident's safety.
			6. Locks bed brakes to ensure resident's safety.
			7. Assists resident in putting on non-skid slippers while lying in bed.
			8. Lowers bed so resident's feet will be flat on floor when resident is sitting on the bed.
			9. Assists resident to a sitting position.
			10. Places gait belt around waist to stabilize trunk.
			11. Tightens gait belt.
			12. Checks gait belt for tightness by slipping fingers between gait belt and resident.
			13. Faces resident.
			14. Grasps gait belt with both hands.
			15. Brings resident to standing position.
			16. Uses proper body mechanics.
			17. Assists resident to pivot in a controlled manner that ensures safety.
			18. Sits resident in the wheelchair in a controlled manner that ensures safety.
			19. Removes gait belt. Opens privacy curtain.
			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 23			Stand - Pivot - Transfer from wheelchair to bed w/ gait belt
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to be performed to the resident.
			3. Positions wheelchair touching the side of the bed. Pulls privacy curtain.
			4. Insures resident's safety. Locks wheelchair brakes.
			5. Insures resident's safety. Locks bed brakes.
			6. Lowers bed to a position so the resident's feet will be flat on the floor when the resident is transferred to the bed.
			7. Places gait belt around waist to stabilize trunk.
			8. Tightens gait belt.
			9. Checks gait belt for tightness by slipping fingers between gait belt and resident.
			10. Faces resident.
			11. Grasps gait belt with both hands.
			12. Brings resident to standing position.
			13. Uses proper body mechanics.
			14. Assists resident to pivot in a controlled manner that ensures safety.
			15. Assists resident to sit on the bed in a controlled manner that ensures safety.
			16. Removes gait belt.
			17. Assists resident in removing outer footwear.
			18. Assists resident to move to center of bed.
			19. Assists resident to lie down, supporting extremities as necessary.
			20. Insures resident is comfortable.
			21. Verbalizes the resident is in good body alignment as the resident was positioned in good body alignment.
			22. Maintains respectful, courteous interpersonal interactions at all times.
			23. Leaves call light within reach of the resident. Opens privacy curtain.
			24. Identifies that hands should be washed.

Skill 24			Vital Signs - TPR
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & identifies that hands should be washed.
			2. Explains procedure to resident.
			3. Provides for resident's privacy: pulls curtain
			4. Correctly turns on digital oral thermometer.
			5. Gently inserts bulb end of thermometer in mouth - under tongue.
			6. Holds thermometer in place for appropriate length of time.
			7. Removes thermometer.
			8. Candidate reads the temperature.
			9. Candidate records the temperature on the signed pad of paper.
			10. Candidate's recorded temperature varies no more than 0.1 degrees from the Observer's recorded temperature.
			11. Candidate wipes the thermometer clean with alcohol pad or discards sheath appropriately.
			12. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
			13. Counts pulse for 60 seconds
			14. Candidate records his/her reading on the previously signed recording pad.
			15. Candidate's recorded pulse rate is within 4 beats of Observer's recorded rate for the full 60 seconds.
			16. Candidate counts respirations for 60 seconds.
			17. The Observer records both rates in the spaces provided.
			18. The candidate's recorded respiratory rate is within 2 breaths of the Observer's recorded rate for the full 60 seconds.
			19. Opens privacy curtain.
			20. Maintains respectful, courteous interpersonal interactions at all times.
			21. Leaves call light or signal calling device within easy reach of the resident.
			22. Identifies that hands should be washed.

Skill 25			Weighing an Ambulatory Resident
Instructor Signature			Candidate Name
Date 1	Date 2	Date 3	Steps
			1. Introduces self to resident & Identifies that hands should be washed.
			2. Explains procedure to resident.
			3. Balances (or zeros) scale as necessary.
			4. Insures resident's safety. Locks wheelchair brakes.
			5. Assists resident to stand.
			6. Walks resident to the scale.
			7. Assists resident to step on scale.
			8. Checks that resident is centered on scale.
			9. Checks that resident has arms at side.
			10. Insures resident is not holding on to anything that would alter reading of the weight.
			11. Appropriately adjusts weights until scale is in balance or reads analog scale.
			12. Returns resident to the wheel chair.
			13. Assists resident to sit in wheelchair.
			14. Records weight on signed pad.
			15. Candidate's recorded weight from signed pad varies no more than 2 lb. from Observer's prerecorded reading.
			16. Maintains respectful, courteous interpersonal interactions at all times.
			17. Leaves call light or signal calling device within easy reach of the resident.
			18. Identifies that hands should be washed.